

# 2021-2022 STUDENT/PARENT HANDBOOK



A MINISTRY OF NORTHSIDE METHODIST CHURCH

2600 REDMOND ROAD

DOTHAN, AL 36303-5625

(334) 794-7273 (MAIN OFFICE)

(334) 836-2989 (HIGH SCHOOL OFFICE)

(334) 702-8473 (CHILDCARE)

[WWW.NMACADEMY.NET](http://WWW.NMACADEMY.NET)





Welcome back to Northside for the 2021-2022 school year! I hope you have enjoyed your summer break and are ready for the best year in the history of NMA!

One of our main values is that we operate and treat one another as family. And for any family to prosper, there must be rules and guidelines. This handbook contains our best effort at creating those reasonable and Biblical principles for us to live.

Please take the time to carefully read this! New students will find the answers to many questions and will more quickly and easily begin to blend into the NMA family. Returning students will find some important changes that we hope will continue to make the NMA experience more profitable.

The faculty and administration are here for you and will be praying for you that this will be a year where God prospers you and does in and through your life more than you could ask or imagine.

Blessings in Christ,

Bill Reif

Head of School

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# ABOUT NORTHSIDE

**MISSION STATEMENT - To train students in the knowledge of God and the Christian way of life while giving every student an excellent education.**

The teachers of Northside realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future.

## STATEMENT OF FAITH

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We believe that the Bible, both the Old and New Testaments, was verbally inspired by God, is inerrant, and is our only rule in matters of faith and practice. We believe in creation, not evolution, and that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior Jesus Christ. We believe in the vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to heaven, and that now He is our Advocate before God the Father. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth and that this New Birth is through faith in the atoning blood of Jesus Christ.

## OUR HISTORY

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Northside Methodist Academy opened in the fall of 1975 with grades 1-6 as a ministry of Northside Methodist Church which was founded in 1973. Kindergarten for three, four, and five year olds and grades 7-12 were added later. Northside operates as a non-profit organization.

Some people ask, "Why a Christian school? What's the difference if my child studies arithmetic, history, or literature in a public school or a Christian school?" Christian school education is a "back to God movement," placing Christ at the center of the school's curriculum. While the public schools of the country may teach "academic basics," they have no moral foundation to lead students into "spiritual basics." There is much more to the purpose of a child's education than cold academics. Theodore Roosevelt once said, "To educate a child in mind and not in morals is to educate a menace to society." We want our children to learn, from their earliest years, that all of life belongs to God and was made for Him.

In science, we want them to know that they are studying God's laws for the universe. In history, we want them to see the unfolding of God's plan for the ages and the redemption of His people, while raising awareness of what God has done through His people in different times and places. In literature, we want them to test other writers by Christian standards, so they will appreciate what is good, true, and beautiful and discern what is false and dishonoring to God.

In social studies, we want them to know that government is ordained by God and requires our loyalty and support. We want them to learn the principles of honesty, decency, cooperation, and fair play because these are rules that God has set up for the ordering of our life together.

# PHILOSOPHY

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At Northside Methodist Academy teachers challenge students to think deeply about many complex, contemporary issues and problems with which mankind has wrestled through the ages. Students will look at Bible Doctrines and probe the means to apply them to their daily lives. As they learn, they will question, debate, and challenge ideas, concepts and theories.

Quality education at Northside Methodist Academy means accepting most students at the point they have reached in the educational endeavor. This will mean teaching students at their individual level of understanding and providing instruction at a pace in which they can succeed.

Northside Methodist Academy exists to help parents to fulfill their God-given responsibility to properly train and formally educate their children (Ephesians 6:4). As a “nurturing” Christian school, Northside seeks to admit students of parents who will support the school’s mission and educational philosophy.

## OBJECTIVES IN EDUCATION

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The objectives of Northside in the education of its young people are as follows:

1. To lead students to a personal knowledge of Christ as true Savior and Lord.
2. To prepare students spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, with a personal sense of responsibility to be all God wants them to be.
3. To prepare students to serve God effectively.
4. To encourage them to think clearly, logically, and independently.
5. To offer an instructional program that meets the academic needs of students and successfully prepares them for higher education.
6. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
7. To achieve mastery in the tools of learning and communication.
8. To develop a sense of responsibility in each student as a Christian citizen.
9. To develop a moral, ethical, and spiritual awareness that will aid them in the appreciation of their own personal worth and that of others.
10. To provide them with opportunities to develop an understanding and appreciation for the arts as well as contributing to them.
11. To provide opportunities for developing skills necessary to make a living.
12. To offer opportunities to participate in wholesome forms of recreation.
13. To prepare each child for an outstanding position in life and for spiritual leadership in school, home, church, community, state, nation, and the world.

# ACADEMIC PROFILE

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## ***Accreditation***

Northside is accredited by two different agencies. In 2017, Northside completed an accreditation process with the **American Association of Christian Schools**. The Board and Administration will continue to work on the ongoing accreditation process to raise the educational standard with our students. In 2014, Northside received our accreditation with **Southern Association of Colleges and Schools (SACS) through Alabama Independent Schools Association**.

## ***Curriculum***

The curriculum is made up of all materials, tangible and intangible, which are used to instruct students. The curriculum of Northside is made up of a variety of instructional materials, both from Christian publishing companies and secular. It is our conviction that it is not the materials that make education Christian but the teacher. Our curriculum meets and exceeds that which is required by the State Department of Education.

## ***Elementary***

The basic curriculum used is ABeka which was developed by Pensacola Christian School in Pensacola, Florida. This curriculum provides a good foundation in phonics, language, history, and spelling from a creationist viewpoint. The Bob Jones Christian curriculum is used for Math and Science in 4th-6th grades and ABeka in K5-3rd grades. Exceptions: K5 uses ABeka for all subjects, and 6<sup>th</sup> grade uses Glencoe for Language/Literature/Writing. Northside Bible curriculum is composed of ABeka for K5-2<sup>nd</sup> and *Positive Action for Christ* in grades 3<sup>rd</sup>-6<sup>th</sup>. Both the Bible curriculums and the academic curriculums provide good training for wholesome, character building traits for our children. Northside stresses the fine arts by having Music, Foreign Language, Computer, and Art programs for our students. Grades 4th-6<sup>th</sup> can participate in state competitions each year. Academic competitions are usually held in January/February and Fine Arts competitions are usually held in March.

## ***Junior High 7<sup>th</sup> - 8<sup>th</sup>***

Junior High re-enforces the principles taught in elementary grades. Students change classes for each academic subject. Seventh grade curriculum includes an exploratory class that gives the students a nine weeks in art, computer, Spanish, and music. Eighth grade curriculum includes a Humanities class to give them a taste of Fine Arts with backgrounds in music and art history to prepare them for the fine arts credit required in college. Because Northside teaches from a Christian perspective, our junior high uses both secular and Christian textbooks to fulfill academic requirements. When a secular textbook is used, the teacher is required to filter his/her lecture from a Christian perspective to tackle subjects and issues that will prepare our students for the world ahead of them.

## ***High School***

High School was established in the fall of 1988. Curriculum is taught from a Christian perspective and allows students to begin thinking for themselves and exploring why they believe what they believe. Students who graduate from Northside will have the knowledge to face a secular world and stand firm on their faith. Advanced and Academic diplomas are offered. Students can take Advanced Placement classes and Dual Enrollment classes with colleges and universities within the state. Seniors are also eligible for co-op work if their schedule allows. Northside is also proud to offer classes in fine arts, music, and foreign language.

## ***Sports Programs***

Northside participates in the AHSAA sports conference with inter-scholastic athletic programs available for 7<sup>th</sup> - 12<sup>th</sup> grades. Fall sports include volleyball for girls—jv and varsity, cheerleading for football and basketball—jv and varsity, and peewee, jv, and varsity football for boys, and E-sports. Winter sports include basketball for both girls and boys—jv and varsity teams. Spring sports include girls' softball—jv and varsity, boys' baseball—jv and varsity, boys' and girls' soccer, tennis for girls and boys, golf, wrestling, and track & field for all junior high and high school students.

## ***Staff***

Northside will always endeavor to provide qualified and committed Christian teachers. Northside prepares students academically for the next level of academics with the ability to face the college level with a biblical perspective. There is an individual teacher for each academic classroom in addition to elective teachers for foreign language, computer, library, music, art, P.E., chorus, and band. Driver's education is taught by an outside company.



# GENERAL INFORMATION

## Administrative Staff

Main Office.....	(334)794-7273
High School Office.....	(334) 836-2989
Head of School.....	Bill Reif, ext. 114
High School Principal .....	Robiann Gilbert, ext. 125
Elementary Principal .....	Andrea Johnson
Childcare Director.....	Cathy Corbin, ext. 201
Guidance Counselor.....	Judy Marler, ext. 124
Athletic Director.....	Mike Mordecai, ext. 113

## Hours of Operation

### School Offices

The school offices will be open Monday through Friday from 7:30 a.m. until 3:30 p.m. **Parents and all visitors must stop at either the main office or high school office to sign in during school hours before being permitted onto campus.**

### School Hours

Regular hours are from 8:00 a.m. to 3:00 p.m. each day. Classrooms are open from 7:30 a.m. to 3:00 p.m. Students are not to be in the school buildings or gym before 7:30 a.m. or after 3:00 p.m. without approval from the appropriate teacher or the principal. Elementary students who arrive before 7:30 a.m. are required to go to Childcare. All middle and high school students who arrive before 7:55 must go to the Fine Arts Building. Parents **MUST** accompany their children into the building, sign them in, and fill out an information card. Childcare will open at 6:30 a.m.

## Emergency Closing

Should the school and Childcare program be closed due to inclement weather or some other factor, announcements to this effect will be issued via the radio, television media, and the school notification system. TV stations for channels WTVY and WDHN are primarily notified of our closing. The radio stations notified are 94.3 JOY-FM, 93.7 WRJM-FM, 95.5 WTVY-FM, 96.9 WDJR-FM, 99.7 WOOF-FM, and 106.7 WKMX. In emergency situations, Northside will follow the decision made by the Emergency Management Association (EMA). Since the school is in the Dothan city limits, NMA follows the recommendation of the EMA for Dothan schools. If Northside is not specifically mentioned on public media, Northside aligns our closings with Dothan City Schools. The school Parent alert, website, Twitter, and Facebook will also be utilized for emergency communication.

**>>Please refrain from calling the school to inquire if we are closing; this creates miscommunication and delays administrative staff in making time sensitive decisions. During a tornado warning, the children will not be released from their classroom unless the parent goes to the office to check out the child and goes to the classroom to pick up their child. Otherwise, students will not be released until the warning is lifted. We encourage you to leave them in the classroom for everyone's safety.**

## EMERGENCIES/DRILLS

In an effort to be prepared for an emergency situation, Northside regularly practices drills to help ensure the safety of students and staff should such an event ever occur.

**FIRE DRILLS** - When leaving the room for a fire drill, all students are to be quiet and walk in a straight line. While waiting in your designated area, students should stand quietly.

**TORNADO DRILLS** - Weather drills are held randomly to help prepare students for the event of an actual emergency. Students will be moved to a secure inner wall away from windows and doors.

## ADMISSIONS

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### Nondiscrimination Policy

It is the policy of Northside Methodist Church and Academy not to discriminate on the basis of race, color, national origin, or sex. As a Christian institution, Northside Methodist Church and Academy is permitted and reserves the right to prefer students and families, employees or prospective employees on the basis of founding biblical principles contained in the constitution and bylaws.

- To be considered a full-time student, the student's guardian/benefactor must pay full tuition and must take at least three classes on the NMA campus.
- State regulations require a child must be 3 years old before September 1 to enter K3, 4 years old before September 1 to enter K4, and 5 years old before September 1 to enter K5. Northside follows this regulation. Students must be potty-trained before entering K3.
- A student is not considered enrolled until the required forms have been returned, admission testing is completed, interviews have been conducted, and registration and fees have been paid in full.
- Interviews will be held with the student and at least one parent with the principal. The student's acceptance or non-acceptance will then be determined.
- To be in full-time residence with a parent or qualified guardian. Any exceptions to this rule are available through board approval.
- Students in grades 7-12 and their parents will sign the Code of Conduct on the online application.
- New students will be required to take diagnostic test(s) prior to the beginning of the new school year.
- Parents will not be allowed to enroll a child in Northside if they still owe money for past schooling.
- Northside does reserve the right to refuse admission or re-admission to anyone if it so chooses and is not required to give justification for its decision.
- Northside does not enroll married students, students with children, or expectant mothers or fathers. Should a student's status change to one of these categories, Northside reserves the right to make any necessary enrollment changes including possible dismissal.
- The assignments of students to a grade level, class section, or particular teacher will be entirely within the jurisdiction of the administration. Should a parent choose to overrule a placement on a class section, he/she will be required to sign a Refusal to Comply form showing that the parents do not agree with the teacher recommendation.

## RE-ENROLLMENT

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- Re-enrollment dates for the fall term of the next year will be announced at the beginning of the second semester. No student is automatically re-enrolled for the next school year. An application will not be processed for any family indebted to Northside.
- Students must be withdrawn prior to May 31 to cease payments for June and July. If student is withdrawn after May 31, parents/guardians are responsible for June and July payments.

## RECORDS

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- Parents are asked to keep the main office informed of any changes in the student's address, telephone number, email address, guardianship, and parents' places of employment. This will enable the school to maintain accurate student records. Also, the current name, phone number, and address of the person to be called in case of emergency must be on file.
- Cumulative records from school previously attended will be requested.
- A current certificate of immunization, or a certificate of exemption, must be presented to the office before the first day of school. Immunization certificates may be obtained at the family doctor's office, military clinic, or the County Health Department. All students entering Northside Methodist Academy are required to be immunized against diphtheria, tetanus, polio, whooping cough, rubella (German measles) and measles.
- A copy of the student's birth certificate must be on file in the office.
- School records remain the property of Northside until all account balances are paid in full. Requests for records must be in writing from the parent/guardian and turned into the registrar.

## WITHDRAWAL

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- Withdrawal from school must be made in person by the legal guardian in the main office. Records will not be released until all bills are paid and all school materials have been returned.
- The final payment must be paid in full with a money order, credit card, official bank check, or cash before records are released. No refunds will be given on registration, books, tuition, and other school fees.

## DISMISSAL

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- Students who are dismissed from Northside will not be considered for re-enrollment for the rest of the academic year. Any student dismissed will have to petition the board for re-enrollment the following year.
- Registration, books, and other school fees as well as tuition will not be refunded to students who are dismissed from school.
- Records will not be released until all bills are paid and all school materials have been returned.
- Students who withdraw before being expelled are not permitted to attend any Northside functions.
- Expelled students are not permitted to attend any Northside functions.
- Students who were asked to be withdrawn are not permitted to attend any Northside functions.

# FINANCES

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Northside neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees and tuition be paid when due. To maintain enrollment, all tuition and fee policies must be satisfied as prescribed by the School Board. The School Board reserves the right to change and/or charge fees as deemed necessary for regular operational expenses.

The School Board reserves the right to dismiss any student if financial obligations are not met.

Tuition and all other fees must be paid before report cards, interims, diplomas, and transcripts will be released. Unpaid delinquencies, beyond that point, will be reviewed by the School Board for possible Small Claims Court collection or other legal action.

Any check returned by the bank for insufficient funds or other reasons will result in an additional charge of \$50.00. We reserve the right to ask payments be made with money orders, credit card, official bank check or cash if checks have been returned more than twice in a year.

## TUITION

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- FACTS Management Company manages the collection of tuition payments. Payments are due at the first of each month depending on which payment plan you select (monthly, quarterly, semi-annual, or yearly). Late fees will be assessed by FACTS on the 11<sup>th</sup> of each month in the amount of \$25. If payment is not received, FACTS will make several attempts to collect the outstanding balance. All fees including hardbound textbooks, classroom fees, and sports fees will also be billed by FACTS and will be assessed a late fee if not paid by the 11<sup>th</sup> of the month it is billed. All payments should be made to FACTS by mail, phone, or online.
- Please note that we will not accept post-dated checks.
- Students attending one day of any month are required to pay that month's tuition.

Grades	Annual	Semi-Annual	10-Month	Monthly (12 mo)
K3 (8a—12p)	\$3216	\$1608	\$321.60	\$268
K4 (8a—12p)	\$3480	\$1740	\$348	\$290
K5	\$5640	\$2820	\$564	\$470
Grades 1—6	\$5892	\$2946	\$589.20	\$491
Grades 7—12	\$6108	\$3054	\$610.80	\$509

## Discounts

Northside offers the following tuition discounts and incentives:

**Family Discount**—10% discount for multiple children. Discounts are not given on registration fees, books, or comprehensive fees.

**Public Service Discount** –10% for active duty members of the military, police force, firefighters, or paramedics.

**Pastor Discount**—25% discount on tuition only for the children of a pastor who is actively involved in full-time ministry with a church or recognized ministry

**Payment in Full Discount**—5% for paying whole tuition bill up front

## **BOOKS AND OTHER FEES**

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K3-6th grade student books and other fees are included in the total cost of tuition.

7th-12th grade student books and other fees will be billed on FACTS Tuition based on the student course selection for that year. All books will be issued by the school. eTextbooks will be used with each student's personal laptop he/she brings to school and are included with tuition. In courses where eTextbooks are not available, the school will issue a hardcopy textbook and charge a rental fee for that year. Dual enrollment textbooks are an extra expense as well as hardbound textbooks where a student or parent chooses to order instead of using the e-Textbook.

## **FINANCIAL ASSISTANCE**

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A limited amount of financial assistance is available at Northside to all students and is based on current family net income, net worth, and the circumstances of the parents. These factors are considered to determine the amount and the duration of the financial assistance. The student's character, leadership, and academics are also carefully considered. Parents interested in making application for financial assistance should contact the business office no earlier than February 1<sup>st</sup> to request an application for the following year's financial assistance. The form must be returned by the last week in April. The Financial Assistance Committee will review each applicant, and each applicant will be notified of the decision made on his/her specific request by June 1<sup>st</sup> of each year. To be considered for financial assistance, a student must be accepted and enrolled at Northside. The parents will be expected to make a full June tuition payment and pay full comprehensive fees and full book fees. Only tuition qualifies for financial assistance. The Head of School must approve any temporary assistance given to anyone other than the approved list from the School Board. To donate to the financial assistance fund, please contact the business office.

## **GIFTS AND DONATIONS**

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Gifts and donations to the school are gladly accepted and deeply appreciated. Northside has been designated as a 501(c)3 nonprofit charitable organization by the IRS, making gifts to Northside tax deductible. Donors will receive a statement for tax purposes.

Northside has many staff and faculty members as well as individuals who donate to the Northside Scholarship fund. This fund is to help students who might have financial hardship still attend Northside.

## **DRUG AND ALCOHOL TESTING**

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Northside reserves the right to test any student suspected of using or being under the influence of drugs and/or alcohol. Any fees incurred for testing will be the responsibility of parent/guardian. Northside may also conduct random drug tests. Students participating in extracurricular activities may be required to pass a drug test as a condition to participate in these activities. A positive drug test will lead to expulsion. Northside reserves the right to require a pregnancy screening with the results furnished by a healthcare professional.

Because of concerns that a few students may bring prohibited items (i.e. vapes, drugs, alcohol, tobacco, pornography, occult materials, weapons, etc.) to school, to protect our students, the administration reserves the right but is not limited to inspect a student's person, gym bag, locker, book bag, purse, or car. These inspections may be random or specific according to the situation. Police canine units can be used for searches or for training purposes.

# COMMUNICABLE DISEASES

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

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

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Animal bite of humans by a potential rabid animal	Amebiasis
Aids Related Complex	Anthrax	Botulism
Brucellosis	Campylobacteriosis	Chancroid
Dengue	Diphtheria	Encephalitis
Giardiasis (acute)	Gonorrhea	Granuloma Inguinale
Hansen's disease (leprosy)	Hemorrhagic fevers	Hepatitis
Human Immunodeficiency Virus (HIV)	Histoplasmosis	Herpes Simplex 1 & 2
Legionnaire's disease	Leptospirosis	Lymphogranuloma Venerum
Malaria	Measles (Rubella)	Meningitis
Meningococcal disease	Mumps	Paralytic shellfish poisoning
MRSA Pertussis	Pesticide poisoning	Plague
Poliomyelitis	Psittacosis	Rabies
Relapsing fever	Rocky Mt. Spotted Fever	Rickettsia
Rubella including congenital	Salmonellosis	Schistosomiasis
Shigellosis	Smallpox	Syphilis
Tetanus	Toxoplasmosis acute	Trichinosis
Tuberculosis	Tularemia	Typhoid fever
Typhus	Vibrio Cholera	Vibrio infections
Yellow fever		

**A student must be free from any of the following for 24 hours before returning to school: fever, vomiting, diarrhea. The school nurse is the only one who may send a student home sick from school.**

## **LOST AND FOUND**

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- Students should not bring expensive items to school for a class project or display without first securing the teacher's and parents' permission. In such instances, the object should be taken home the same day in which it is used. Northside is not responsible for lost or stolen items but will take all reasonable measures to recover those items.
- Students who bring personal sports equipment to school should have it clearly marked with their names.
- Lost personal items will be housed in one place on campus. Unclaimed items will be given to charity at the end of each semester.

## **OFFICE TELEPHONE USE**

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Students are discouraged to use the office telephone during school hours. If circumstances arise making a call necessary, it will be made by the school receptionist. If a student is sick, he/she will be sent to the school nurse. The nurse will only place calls for medical needs/conditions.

## **DELIVERIES FOR STUDENTS**

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Students will not be called to the office to receive balloons, flowers, or other gifts or deliveries during the day. They will be able to pick these up from the office at the end of the school day.

## **LIBRARY**

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- Hours—Monday—Friday 7:30—3:30
- Students in grades 7-12 are welcome to use the library but must get a pass to go to the library from their teacher. Elementary students have specific times scheduled weekly. Students may use the library any other time (with teacher's permission) that another class or tutoring session is not being conducted.
- Students are responsible for books checked out and will be required to pay for damaged or lost books plus a \$5.00 reprocessing fee. Fines will be charged for books not returned on the due date. If a student fails to return the books on the due date, a fine of 10 cents per school day will be charged until the book is returned. Students will not be allowed to check out books until all fines have been paid. Fines are not assessed for the weekends or the holidays. Any fine not resolved by the end of the nine weeks will result in the report card being held until all fines are paid.
- Circulation: Books are checked out for two weeks with the ability to renew. Additional renewals are also given when the book is needed for research papers, reports, etc. To recheck a book, the book must be brought back to the library. Students may check-out only one book at a time. Reference books may not be checked out by students. If needed, a teacher may check out a reference book to be used in the classroom for one day only.
- Gifts: The library gladly accepts used book donations with the understanding that if they cannot be used by the library because of condition or content, they will be disposed.
- Accelerated Reader Program - This program will include K5 through 6th grade. Second through sixth grades will start AR at the beginning of school. Teachers assign goals for each student each nine weeks, and students are expected to reach their Reading Points Goals with at least 85% accuracy. Kindergarten and first grades will begin AR at the discretion of the teacher when he/she feels a child will be successful. A grade is given each nine weeks from their AR tests and counted as on reading grade. Test may be taken online in the library and the classroom. Each teacher will decide to what degree the AR grade will count in each classroom. The AR website shuts down each day at 4:00pm. It is not open to use over the weekend.
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- The library staff has tried to choose appropriate books for our students. However, because of the large number of books, we do not know the wording in each and everyone of those books. If you find a book that is questionable, please bring it to our attention, and we will make a determination as to whether it should be removed from our Library.
- Incentives are used in the library to try and encourage reading. A monthly winner is recognized and rewarded for each classroom for the top reader for the month.
- At the end of each nine weeks, students who have met their goals may use their accumulated point to shop in our AR store.

## AWARDS AND RECOGNITION

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### Elementary Specific Awards

- **Scripture Memory**—A contest will be held in April. Each teacher will conduct this contest in his/her room.
- **Outstanding Knight Character Award**—one male/one female per class in who exemplifies good character traits.
- **Knight Award**—All A's, All Terms, All Semester Averages, All Subjects except enrichments, conduct, penmanship
- **A-B Honor Roll**—students must have a combination of A's and B's for each semester in all classes except enrichments, conduct, penmanship
- **Perfect Attendance**—given for perfect attendance for all year. (Three unexcused tardies voids perfect attendance. Students who miss more than 25 minutes out of a class will be considered absent.)
- **Barnabas Award**—awarded to a boy and girl in each class who are an encouragement to classmates and others.
- **Efficiency Award**—given to one male/one female in each class who make the best use of their ability
- **Presidential Award**—6<sup>th</sup> grade only. These students must maintain a 3.5 GPA on a 4.0 scale.

### High School Specific Awards

- **Outstanding Knight Character Award**—one male/one female per class one per grade
- **Knight Award**—All A's, All Semesters, All Subjects
- **Presidential Award**—8th and 12th grades only—These students must maintain a 3.7 on a 4.0 scale.
- **Perfect Attendance**—perfect attendance for all year for both semesters. (Three unexcused tardies voids perfect attendance. Students who miss more than 25 minutes out of a class will be considered absent.)
- **Barnabas Award**—awarded to one girl/one boy in each grade who proves himself/herself an encouragement to classmates and others.
- **Efficiency Award**—awarded to one girl/one boy in each grade who make the best use of their ability
- **A/B Honor Roll**—averages as a final grade (7th-8th), averages by semester (9th-12th)
- **American Christian Honor Society Award** (11th – 12th grades)
- **Valedictorian/Salutatorian**—Top two GPA's of the senior class



# LUNCHROOM

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## Types of Lunches

Catered lunches, snacks, drinks, and dairy products are available in the lunchroom. Students may bring snacks, drinks, and lunches from home but should not bring items that need refrigeration. Microwaveable items brought from home must not require more than 3 minutes to heat. Glass bottles are not to be brought to school. The lunchroom does not furnish plates, cups, silverware, ice containers, or serving utensils for classroom parties or activities. (This includes birthday celebrations.) **Lunches will not be allowed to be brought to school by parents.** Students will not be permitted to leave the lunchroom to pick up their lunches in the parking lot. If a student does not order a catered lunch or bring a lunch from home, we do have other food items available for purchase.

Lunch times are as follows:

K5-2nd—10:45—11:10

3rd—5th—11:20—11:45

High School A lunch & 6th grade—11:52—12:17

High School B Lunch—12:46—1:11

Break times are as follows:

A Break—7th-8th—8:55—9:10

B Break—9th-12th —9:49—10:04

4th—6th—10:10—10:25

K5—3rd—1:25—1:40

(HS on Thursdays—8:45—9:00 & 9:31-9:46)

(K-5-3rd on Thursdays—1:45—2:00)

(12:04 - 12:29 (A Lunch) and 12:50 - 1:11 (B Lunch) on Thursdays due to HS Chapel schedule)

Grades 7th—12th will eat lunch in the lunchroom or at the picnic tables behind the lunchroom. Students will not be allowed to eat in classrooms, the library, or the gym, and they are not allowed to be in the high school buildings or the Fine Arts Building during break or lunch.

**Because lunch is only 25 minutes and for safety and liability reasons, students will not be allowed to check out of school to go get lunch and come back. Food delivery is not allowed.**

## Due Times for Lunch Orders

We will be using the WeLunchIt.com ordering system again this year. All lunch orders will be placed online at the Subs-n-More website for the following week. Subs-n-More will create each family a user name and password. The deadline for placing an order for the next week is Friday at 12:00. No late orders will be accepted. If you wish to cancel an order, it must be done before 9:00 on the previous Friday. They do accept Visa, American Express, Discover, MasterCard, and also have PayPal accounts. Checks may be written, but please make sure they are made out to Subs-n-More and that you turn them in to the main office. If the school dismisses early for bad weather, you will receive a credit for your child's order for that day. **If your child is absent and has ordered, a credit will not be given, but you may call before 9:00 a.m., and we will save your child's lunch until 12:30. It must be picked up by that time, or we will have to sell it. We cannot keep lunches overnight in the refrigerator.** Please call the lunchroom at 334-794-7273 ext. 120 if you have any questions or concerns.

# SOCIAL MEDIA

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First and foremost, students and parents are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Northside community and beyond.

**Pause before you post.**

Students and parents who participate in online interactions must remember that their posts reflect on the entire Northside Methodist Academy community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students and parents are expected to abide by the following:

- To protect the privacy of Northside students and faculty, students and parents may not under any circumstances create digital video recordings or pictures of Northside community members on campus or at off-campus Northside events for online publication or distribution with the intent to slander or harm people or the school.
- Students and parents may not use social media sites to publish disparaging or harassing remarks about Northside community members, which includes but is not limited to students, teachers, staff, athletic events, or academic contest, or academic or athletic rivals, etc.
- Students and parents who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or the members of the school.
- Failure to abide by this policy, as with other policies at Northside, may result in disciplinary action as described in the Student Handbook, or as determined by the principal, Head of School, or the School Board.
- Faculty and staff of Northside are prohibited from "texting" students, calling students on cell phones, using social media, or allowing students to make personal calls to them unrelated to homework or class work. Faculty and staff are prohibited from "friending" or "following" current Northside students on Facebook, Twitter, Instagram, Snapchat, or any other social media sites.
- Parents posting negative or derogatory comments in any form of social media concerning the school, faculty, administration, or coaches may also result in disciplinary actions as determined by administration and the school board. Your family could be asked to leave the Northside family.



## SCHOOL NURSE

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- A school nurse will be on duty at the school from **7:30 a.m. to 3:30 p.m.**
- All medicines must be housed in the nurse's office.
- If a student has any special medical problems about which the school nurse should know, the parent should keep the nurse informed.
- Medicines for students will not be administered without the Physician Medication Authorization Form.
- Only emergency treatment or treatment for minor cuts, scratches, etc. will be administered.
- If a student is not feeling well, the teacher may issue a pass for the student to go to the nurse.
- The student is to return the pass signed and timed by the nurse to the teacher.
- The nurse will call a parent if it is determined a student needs medical attention or needs to go home.
- A history of excessive visits to the nurse will be reviewed by the principal for possible disciplinary action.

## GUEST SPEAKERS

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No visitor or guest may speak or perform at any formal program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom. **Guest speakers must check-in at the front office or the high school office to get a visitor's pass.**

## USE OF NORTHSIDE NAME AND LOGOS

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No student, teacher, parent, or student organization may use the name of the school or logo in any media form without the prior authorization from the school administration. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.



## AFTER SCHOOL HOURS

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All classroom doors are locked at 3:30 p.m. or when the teacher leaves for the day. Only administrators are allowed to unlock a classroom door after the teacher leaves campus for the day. If your student leaves a book at school that is needed for homework, call the school office and ask if an administrator is on campus to unlock the door. If not, you will be unable to get the book. Do not ask maintenance workers or the cleaning crew to unlock classroom doors. Only a teacher or a member of administration is allowed to unlock the door after hours.

## WEBSITE AND SOCIAL MEDIA SITES

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Northside maintains a website at the following address: <http://www.nmacademy.net/>.

- The website is an excellent source of information including: school calendar, athletic events, lunch info, etc.
- For the latest news and announcements click on “Knightly News” icon on the website.

You can also receive this updates on the schools Facebook and Twitter pages found at:

<http://www.facebook.com/NorthsideMethodistAcademy> or <http://twitter.com/northsideknight/>.

For the latest on athletic news, scores, and events; check out the NMA Athletic Facebook or Twitter pages at: <https://www.facebook.com/NMAAthletics> or <https://twitter.com/nmaathletics>

Other social media pages that are managed by Northside are:

- Northside Advancement and Alumni - <https://www.facebook.com/NMAAdvancement>
- Northside Childcare/Summer Camp - <https://www.facebook.com/NMAAftercare>
- Knight Pride Store—<https://www.facebook.com/KnightPrideStore>
- YouTube—<http://www.youtube.com/NMAcademy>
- Vimeo—<https://vimeo.com/user68814661>
- Pinterest—<http://pinterest.com/nmacademy/>
- Northside also has pages on Google+, Instagram (northsidemethodistacademy), and LinkedIn.

## USE OF ALCOHOL, TOBACCO, AND E-CIGARETTES

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Northside is a tobacco and alcohol free campus. The consumption or possession of these products is prohibited by anyone who is on the Northside Methodist Church and Academy property. The use of E-cigarettes are also prohibited.

# SCHOOL AND CHARTER BUS RULES

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These rules are established for student safety. The primary job of the driver is driving safely to and from the destination. Student behavior should allow the driver to focus on the task at hand. Chaperones can greatly reduce distractions, and chaperones should sit throughout the bus. Please review these rules prior to a field trip.

The teacher or administrator will give parking directions. Spaces that are numbered are not for parent parking. These are assigned as faculty and staff parking. PLEASE DO NOT PARK IN THE VISITOR PARKING.

## BUS REGULATIONS FOR FIELD TRIPS/ATHLETICS

- Remain seated while the bus is in motion.
- Conduct should be orderly with no undue noise or loud talking and actions that could distract the driver or fellow passengers. Yelling is unacceptable.
- Refrain from throwing objects in, at, or from the bus.
- Keep head, hands, arms and other body parts inside the bus windows.
- Boys will sit with boys, and girls will sit with girls.
- Food and drinks are permitted on the bus based on the bus driver's discretion.
- Place all trash in the trash bags that have been provided.
- Take care of the bus and keep it clean and neat.
- Do not do anything that would damage any part of the bus.
- Follow the instructions of the driver and/or the coach, teacher, or chaperone.
- No fighting, wrestling, roughhousing, or inappropriate or abusive language.
- Any video/DVD that is shown must be previewed and approved by the principal. No videos or DVDs may be shown that have vulgar or abusive language, excessive or explicit violence, nudity, or unacceptable plots.



## FIELD TRIPS & EXTRACURRICULAR ACTIVITIES

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Students with a history of behavioral problems or academic probation may be excluded from field trips and extra-curricular activities. A student's misconduct on a field trip may prohibit participation in a future trip. Students with discipline issues may be prohibited from participating in sporting events and extra-curricular activities.

Field trips are taken at various times during the school year to places of educational interest. The students are required to maintain the same level of discipline away from the school as is required at school. A written policy, established by the school administration, regarding the supervision of students on overnight stays away from school will be strictly followed to insure the safekeeping of all participants. This policy will be reviewed with sponsors and student participants before such activities.

All students who are not able to attend the field trip will be required to be at school and complete assigned work. If a child is too sick to attend school, he/she is too sick to attend a field trip. Any work assigned not completed will result in consequences determined by the teacher. No student attends a field trip without signed permission from a parent. Total cost for field trips must be covered by student contributions. Students must pay once permission to go has been given. No refunds will be given. **No siblings are allowed to go on field trips.** On trips, Northside Dress Code and Code of Conduct applies. Swimsuits for girls must be a tankini or a one piece. Cover-ups are required out at the pool. NOTE: Students receiving four behavioral detentions or referrals in a semester will not be allowed on field trips or extra-curricular activities.

Once a deposit for a field trip is taken, the student will be responsible for the entire amount due. Students will not be allowed to go on field trips if their account has an outstanding balance.

## PARENTS AS CHAPERONES

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There are times throughout the school year when parents may be asked to serve as chaperones. The school requires parents follow the same **standard of dress and conduct** as is required of the teachers. Parents not meeting the standards will not be permitted to act as chaperones. This includes such activities as field trips or parties in the classroom. Chaperones are expected to help supervise the students. The school reserves the right to require background checks on parents requesting to be a chaperone.





# PRE-SCHOOL

## K3-K4

### ARRIVAL AND PICKUP—K3-K4— 8:00-12:00

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Students should arrive at class no earlier than 7:30 a.m. Students arriving at school before 7:30 a.m. are to go to the Childcare room. There is no early morning charge. The Childcare room is to the left of the office. When you are dropping your students off in the morning before school, please use the first four lanes (those nearest the sidewalk). Pull as far forward toward the front as possible before stopping to unload. There will be someone available to assist your child. If you need to come to the office, please park in the Visitor parking spaces. **Be sure you do not park in a staff parking space.** Lane 5 is for through traffic. Once you enter the traffic lanes, **please do not change lanes.** The traffic director will direct you when to leave for all lanes 1-5.

There are adults and older students who will bring your child to class if needed. It is hard for some children to be separated from their parents, and it is even harder when good-byes are done in the classroom. It is also difficult for them to accept the teacher as the authority in the classroom as long as Mom or Dad is there. It also makes it difficult for other children when a parent comes in, and they remember their parent is not there with them. The teacher is not always free to talk with parents before class, so if you need to speak to the teacher or give him/her a message, please go by the office, or email him/her. The office staff will make sure she receives the message. **If you bring an item such as a lunch box, jacket, or forgotten homework bag, etc., please take it to the office. The office staff will make sure your child gets it.** Please stay in your car unless you are late for school and need to go to the office to check your child in.

Class begins at 8am. This is when the tardy bell rings. If your child arrives after 8am, he/she must go by the office for a tardy slip before coming to class. Please take your child to the office to sign them in. Three unexcused tardies will result in loss of perfect attendance. If your child is tardy for chapel, sign him/her in at the office and then bring them to the church as needed on chapel days. Do not send them to the classroom as there will be no one in the room.

### SNACKS & DRINK ORDERS

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Each child should bring a snack from home in a lunch box. **Please do not send candy or soft drinks.** We do not buy snacks from the lunchroom, so do not send money for this.

A drink order will be sent home on the first day of school. If your child uses a thermos, the type with the sipper opening is best. If your child eats lunch at school, tell them which item is for snack and which is for lunch. They are sometimes not sure which is which and eat everything, leaving nothing for the next time to eat. **If a snack item requires a spoon, please send one as a supply is not kept in the classroom.** Since our time is limited, please do not send items that must be peeled or cut up. Also, we request that no items be sent in glass containers. Please send items that do not need to be heated or refrigerated. Items with low sugar content are best as playtime is usually over before the burst of energy is over. **Please send childcare lunch payment to the front office if you have ordered online with WeLunchIt. Lunch is not ordered through K-3 or K-4 classroom.** Forms will be sent home before the beginning of each month for you to order milk or juice for your child. The order is for the entire month. Please do not request a weekly or daily change. Fill out the form and return it by the date requested on the form with cash or a check made out to the school. **Do not combine lunch or daycare money with the preschool drink order. Check one drink item only. Late orders will not be accepted unless your child is absent on the day the order is due.** If you do not wish to order for your child, you will need to send a drink each day.

# PLAY THINGS

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**Please do not allow your child to bring toys to school.** Toys should be left for playtime at home. Stuffed animals brought for naptime for childcare should be taken to childcare before coming to class.

# DISCIPLINE

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We are presently using a discipline plan called Assertive Discipline. The idea behind Assertive Discipline is to motivate good behavior by reinforcing the good behavior. Good behavior will be reinforced by verbal praise, hugs, pats on the back, special praise notes sent home, stickers, and extra fun class activities. We do have rules in class that the children will be expected to follow. These rules are taught beginning the first week of school so that the children will know what is expected of them.

**\*\*If continued disruptive behavior, the child will be sent to the elementary principal, and the parent will be contacted.**

**\*\* If behavior is snowballing into disruptive behavior day after day, parents will be contacted.**

**\*\*Willful disobedience or causing harm to a student or teacher will result in a child being removed from the room without a warning.**

**\*\*Paddling**—Northside does permit paddling by the administrative staff. Anyone using this consequence must have an adult witness. If a parent does not wish his child to be paddled, the parent is to indicate that on the “Pledge to Adhere to Regulations & Policies” form in the back of this handbook and turn into the main office. The parent may be called to come and discipline his/her child if needed.

**Dress Code**—Preschool abides by elementary dress code—see pages 26-27.

**Potty Training Policy**—Each child must be completely potty trained to enter K3 at Northside Methodist Academy.

**Parental Visits:** All parents are welcome in the school. However, when a visit to the classroom is necessary, we request that an appointment be made through the office. Upon arrival, the parent must first check in at the Main Office or High School Office and receive a “Visitor” badge. No parent is to go directly to the classroom. Parents are asked to park in the “Visitor” spaces located on the left as you enter the high school parking lot and on the right corner of the Fine Arts building in front of the main office. **If you are bringing your child lunch, please sign in with the main office. Students are not permitted to pick up lunches in the parking lots.**

- **Parent/Teacher Conference PTM**—Here at Northside we consider our students and families top priority. Our school has an operating chain of command. We ask parents to take any concerns or issues to the teacher first. Then follow the natural progression if you believe your concern was not resolved. The natural progression is as follows:
  - **Teacher -Elementary Principal – Head of School.**
- Parent/teacher conferences are important, whether students are doing well or experiencing academic or social difficulties. If a parent wishes to talk with his child's teacher, he should arrange for a private conference through the elementary office. Teachers are happy to arrange for such conferences at scheduled times, usually before or after school. However, teachers should not be detained before, after, or during school unless an interview has been scheduled for that time.
- Parents are encouraged to communicate with teachers by e-mail as much as possible. See the school website for a list of staff and their e-mail addresses.
- The school schedules one PTM night during the course of the year as well as a Teacher/Parent Conference Day in January. Parents are encouraged not to bring their child to the PTMs.

# GRADING SCALE—K3-K4

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K-3/K-4
S - satisfactory
N - needs improvement
I - improving



# ELEMENTARY

## K5- 6<sup>TH</sup> GRADES

### ARRIVAL AND PICKUP

#### Arrival

Students should arrive at class no earlier than 7:30 a.m. Students arriving at school before 7:30 a.m. are to go to the Childcare room. There is no early morning charge. The Childcare room is to the left of the office. When you are dropping your students off in the morning before school, please use the first four lanes (those nearest the sidewalk). Pull as far forward toward the front as possible before stopping to unload. There will be someone available to assist your child. If you need to come to the office, please park in the Visitor parking spaces. **Be sure you do not park in a staff parking space.** Lane 5 is for through traffic. Once you enter the traffic lanes, **please do not change lanes.** The traffic director will direct you when to leave for all lanes 1-5.

There are adults and older students who will bring your child to class if needed. It is hard for some children to be separated from their parents, and it is even harder when good-byes are done in the classroom. It is also difficult for them to accept the teacher as the authority in the classroom as long as Mom or Dad is there. It also makes it difficult for other children when a parent comes in, and they remember their parent is not there with them. The teacher is not always free to talk with parents before class, so if you need to speak to the teacher or give him/her a message, please go by the office, or email him/her. The office staff will make sure she receives the message. **If you bring an item such as a lunch box, jacket, or forgotten homework bag, etc., please take it to the office. The office staff will make sure your child gets it.** Please stay in your car unless you are late for school and need to go to the office to check your child in.

Class begins at 8am. This is when the tardy bell rings. If your child arrives after 8am, he/she must go by the office for a tardy slip before coming to class. Please take your child to the office to sign them in. Three unexcused tardies will result in loss of perfect attendance. If your child is tardy for chapel, sign him/her in at the office and then bring them to the fine arts building as needed on chapel days. Do not send them to the classroom as there will be no one in the room.

#### Pickup

Dismissal time is 3:00 pm K5-6th grade. Children should be picked up by 3:20pm. If you have not arrived by this time, your child will be placed in Childcare. The current drop-in rate will be charged. Please do not come to the classroom for your child.

Cars should use lanes 1-4. Please remain in your car. Your child will be escorted to your car. Please do not call for them to come to the car on their own. **Please make a large sign with bold, dark, 3 inch letters with your child's name and teacher. On the other side print the word, "Ready."** Please display the sign in the passenger's side window. This sign should be used all year. This makes loading go more quickly. Watch the person directing traffic before you pull away after your child has been loaded. The traffic director will direct you when to leave for all lanes 1-5.

**Your child will not be allowed to leave with another person without your written permission.**

Note: Toys, radios, cameras, computers, tape recorders, C.D. players, video games, comic books, magazines, explosives, knives, guns, etc. should not be brought to school. Things brought to school from home should remain in the book bag or cubbyhole during class or until time to share with the class. Nothing should be taken out of the book bag while waiting for ride after school.

**No eating or drinking by the students is allowed during carline.**

# ELEMENTARY DRESS CODE

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All students are required to dress neatly, conservatively, and modestly in accordance with the Christian testimony of Northside. Scripture contains several general commands and guidelines pertaining to dress:

Modesty (1 Timothy 1:9; II Timothy 2:22)

Distinction between sexes (Deuteronomy 22:5; I Corinthians 11:14,15)

Not being squeezed into the mold of the world (I Timothy 4:12; Romans 12:1,2; I John 2:15,16)

Being aware of the effect of personal choices on those around me (Romans 14:13-21)

Recognizing these guidelines, we also believe that God has created each of us uniquely. Therefore, our school dress guidelines are not built to “squeeze students into a mold”, but to teach how to dress appropriately for different occasions inside of these guidelines. There are increasing choices for older students, but with those choices come increasing responsibility.

No guidelines come without consequences. Failure to dress appropriately will be quickly addressed, and consequences will increase with each offense.

As a general rule, the homeroom teacher will be responsible for making sure that students are dress code compliant. However, any teacher or administrative staff is authorized to enforce the dress code. The administration believes that the documentation of dress code is a sufficient warning.

## GIRLS

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Clothing must be clean and free from holes, frayed edges, and tears. Clothing must not be form or tight fitting.

- Tops
  - All tops must have a collar and sleeves. Styles include polos, blouses, button downs, regular and mock turtlenecks.
  - Solid colors, patterns, and stripes can be worn.
  - There is to be no printing on the collared shirts except a Northside logo or a small manufacturer’s logo about the size of a quarter.
  - Dresses are not permitted except for Polo dresses which are allowed for grades K3-4th grade. Jumpers and polo dresses must be worn with shorts underneath. Jumpers must be worn with a collared shirt.
- Bottoms
  - Slacks, shorts, skirts, skorts, or jumpers are allowed. No form of denim allowed.
  - Colors—Navy, khaki, or black.
    - Plaids are acceptable with approved colors from Land’s End.
  - Length of shorts, skirts or skorts must come no shorter than 4 inches above the top of the knee cap.
- Sweaters, Hoodies, Jackets, and Sweatshirts
  - Same rules apply for sweaters, hoodies, jackets, and sweatshirts as do with tops. Approved school top must be worn under all approved sweaters, hoodies, jackets, and sweatshirts. Sweaters, hoodies, jackets, and sweatshirts may not be worn by themselves.
  - Sweatshirts with a Northside logo, a solid color, or collegiate wear is allowed. Other school’s sweatshirts and shirts are not allowed.
- Shoes and Accessories
  - Sandals, Crocs, and Flip Flops are permitted, but no shower shoes are allowed.
  - No more than two sets of earrings should be worn at a time.
- Other Notes
  - No tongue piercing, no body piercing, or tattoos of any kind on exposed skin while the student is enrolled at Northside.
  - Sunglasses and hats are not to be worn inside classroom or any building on campus.
  - Hair should not be worn in extreme styles and must be worn where eyes can be seen. Hair is to be worn so that it is neatly maintained. No fad haircuts, such as those with extreme differences in length, color, or with designs cut into them are allowed.
  - **\* Administration reserves the right to decide on the appropriateness of dress not covered by this code.**

# BOYS

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Clothing must be clean and free from holes, frayed edges, and tears. Clothing must not be tight or form fitting.

- Tops
  - All tops must have a collar and sleeves. Styles include polos, button downs, regular and mock turtle-necks.
  - Solid colors, patterns, and stripes can be worn.
  - There is to be no printing on the collared shirts except a Northside logo or a small manufacturer's logo about the size of a quarter.
- Bottoms
  - Slacks or shorts.
  - Colors—Navy, khaki, or black.
  - Length of shorts must come to the knee. The width of a dollar bill from the top of the knee is given as a general rule and length must not be shorter than this.
  - All pants and shorts must be worn at waist level.
- Sweaters, Hoodies, Jackets, and Sweatshirts
  - Same rules apply for sweaters, hoodies, jackets, and sweatshirts as do with tops. Approved school top must be worn under all approved sweaters, hoodies, jackets, and sweatshirts. Sweaters, hoodies, jackets, and sweatshirts may not be worn by themselves.
  - Sweatshirts with a Northside logo, a solid color, or collegiate wear are allowed. Other school's sweatshirts and shirts are not allowed.
- Shoes and Accessories
  - Athletic shoes may be worn at any time. Shoes should be in good condition and in conservative styles and colors. If shoes have laces, they must be tied.
  - Sandals, Crocs, and Flip Flops are permitted, but no shower shoes are allowed.
  - If pants or shorts have belt loops, a belt must be worn, except for K3-K5, where it is optional.
  - Caps or hats may not be worn in the classrooms, chapel, cafeteria or any building on campus but are permitted outside.
- Other Notes
  - No tongue piercing, no body piercing, or tattoos of any kind on exposed skin while the student is enrolled at Northside.
  - Hair is to be worn so that it is neatly maintained. Hair should be worn out of the eyes. No extreme haircuts are allowed.
  - The growth of facial hair is not permitted. Side burns should not come below the bottom of the ear. Students will be written up and sent to the nurses' station to shave unpermitted hair growth.
  - Sunglasses and hats are not to be worn inside classroom or any building on campus.

**\* Administration reserves the right to decide on the appropriateness of dress not covered by this code.**

# **DRESS CODE—ELEMENTARY FIELD TRIPS AND SPECIAL DAYS**

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## **Field Trips**

The teacher will decide appropriate field trip dress code based on the activities scheduled.

Exceptions: Field trips to the Pumpkin Patch, farms, etc. children may wear blue jeans with a Northside t-shirt.

## **Banquets/Graduation (sports banquets, choir programs, graduations, etc.)**

### **Girls**

Dress for banquets and all graduation ceremonies is semi-formal as for dances. Semi-formal pants suits or a Sunday dress that meets the semi-formal wear standards is also acceptable.

### **Boys**

Banquet attire for boys is semi-formal. Nice slacks, coat, tie, button down, and dress shoes are required.

## **Casual Dress**

For most other events, including our sporting events, unless otherwise specified, the dress may be casual. Jeans and t-shirts are allowed. Writing and symbols on shirts and jackets must not conflict with the Northside mission and philosophy. Dresses must be modest and meet dress code standards; low neck lines are not acceptable, and shorts, pants, and skirts should also be modest. If leggings are worn, shirts must be long enough, reaching about mid-thigh, to cover the crotch and bottom.

**Please be aware if you attend any NMA event and your attire does not meet these standards, you will be asked to leave; further consequences will be considered as deemed necessary.**

## **CASUAL FRIDAYS**

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Fridays are casual dress days where students are allowed to wear jeans in any color (no jeggings) with any Northside t-shirt. If a student does not wear a Northside top, then the standard Northside shirt can be worn. Clothing must be clean and free from holes, frayed edges, and tears. Clothing must not be tight or form fitting.

## **DRESS UP DAYS**

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Costumes worn on dress up days (like during the week of homecoming, pep rallies, and other occasions) must also follow the dress code requirements and must remain modest.

# CLASSROOM DISCIPLINE—K5-6TH GRADE

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We are presently using a discipline plan called assertive discipline. The idea behind Assertive Discipline is to motivate good behavior by reinforcing the good behavior. Good behavior will be reinforced by verbal praise, hugs, pats on the back, special praise notes sent home, stickers, and extra fun class activities. We do have rules in class that the children will be expected to follow. These rules are taught beginning the first week of school so that the children will know what is expected of them.

**\*\*If continued disruptive behavior, the child will be sent to the elementary principal, and the parent will be contacted.**

**\*\* If behavior is snowballing into disruptive behavior day after day, parents will be contacted.**

**\*\*Willful disobedience or causing harm to a student or teacher will result in a child being removed from the room without a warning.**



# ELEMENTARY CODE OF CONDUCT

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## Unacceptable Behavior

Northside has tried to limit the rules involved in our policies concerning discipline. Rules accomplish little if the individual student's heart is not in accord with the general purposes of the school. Student discipline will be handled on an individual basis. However, the following guidelines will be in effect.

## Cheating

Cheating on any work (test, homework, projects, etc.) will result in a "0" and other sanctions may apply including the possibility of suspension or expulsion. **Northside has zero tolerance on cheating.**

### Class I Offenses include but are not limited to:

- Tardy to class (excludes homeroom)
- Chewing gum
- Dress code violations
- PDA - (Public display of affection)
- Eating or drinking in unauthorized areas (chapel, library, gym, and bathrooms)
- Littering
- Damage to school property (writing on desk, etc.)
- Use of inappropriate slang terms
- Disregarding classroom procedures, policy, and behavior (includes passes out of class)

Any other violation which in the discretion of the administration may deem responsible to fall within this category. The Administration reserves the right to modify disciplinary procedures as needed. Parents will be contacted with each referral. Punishments may include reprimand, work detail, detention(s), paddling, probation.

### Class II Offenses

- Lying
- Cheating (Northside has a zero tolerance for cheating.)
- Damage to school property
- Profanity (any use of obscene behavior whether written, verbal, or gesture toward another person. This also includes any pornographic, satanic, or new age material)
- Fighting (physical contact, pushing, shoving, slapping, etc.)
- Possession and/or use of tobacco products, lighters, matches, etc. possession on the person or personal effects (lockers, vehicles, book bags, purse, gym bags, etc.)
- Possession of "look-a-like" drugs with intent to deceive
- Intimidation and/or bullying of any student. Bullying is defined as the unlawful threat by verbal, written or physical gestures
- Refusal to give names, forgery, or giving false information to authorized personnel (including substitute teachers)
- Possession of water pistols, toy guns, or firecrackers on campus or at a school function (this includes pep rallies)
- Skipping school
- Stealing
- Cell Phone during school hours and during carline

Parents will be contacted. Corrective procedures may include grade reflection, work detail, exercise punishment, detention(s), ISS, Saturday School, Suspension, probation, paddling.

**The administration reserves the right to modify disciplinary procedures as needed.**

### **Class III Offenses**

- \*Stealing (Anything reportable to law enforcement)
- \*Possession of drugs and drug paraphernalia or alcoholic beverages including prescription drugs. Transfer or sale of or under the influence to any degree. Also includes use of prior to attending any school sponsored activity
- \*Possession of hand gun, rifle, firearms, explosive or poison material capable of causing bodily harm, knives or any weapons that could bring harm to any other person or self. Possession includes being “on” the person or in the person’s effects (bag, locker, etc.)
- \*Rendering a false fire alarm or bomb threat
- \*Any sexual immorality harassment or offenses including sexting, pornography, etc.(See High School page 56.)
- \*Arson
- Unauthorized use of school documents, thefts, excuses, grade book, test, etc.
- \*Harassment (a person commits the act of harassment if, with intent, they harass, annoy, or alarm another person whether done in person or anonymously)
- Hazing (see box below)
- Any other violation which in the discretion of administration may deem responsible to fall within this category.

\* Asterisks indicate offenses considered crimes under law. School officials are required to notify the appropriate law enforcement officials.

Corrective procedures will include parent contact, suspension, probation, or expulsion.

All students are afforded due process.

#### **Hazing is defined as the following:**

1. Any willful action taken or situation created, whether on or off any school, college, university or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student.
2. Any willful act on or off any school campus by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening physical violence to any student of any such educational institution or any assault upon such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

### **Referrals**

Referrals are submitted to the administration by any member of the faculty or staff at any time on campus or off-campus at school events. A referral is given whenever the staff member does not feel he/she has been able to adequately correct the student’s behavior and wishes the administration to be involved. Northside expects all students to show respect to all staff members, regardless of position.

# DISCIPLINE

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Northside Methodist Academy has adopted a policy of classroom discipline to insure that no one student deprives the other students the privilege of learning. If a student is disrupting the class, the teacher will assign the student to detention on an assigned day. The parents will be notified. If the problem is extreme misbehavior (sarcasm, disrespect to the teacher; fighting, cursing, or hurting other students or teachers) the teacher will send for/or take student to the elementary principal. Punishment may include parent contact, detention, paddling, or in-school suspension. In extreme cases, Saturday School could be assigned. The cost of Saturday School is \$25/ hour. The same procedure will be followed in the enrichment classes with children with extreme misbehavior. For each enrichment class if a child misbehaves, the enrichment teacher will send home a note with three points deducted from a starting grade of 100. The enrichment note needs to be signed and returned the next school day. If needed, a detention referral will be sent home for an enrichment class.

## **Behavior Detention & Saturday School**

Elementary detentions are held Mondays, Tuesdays, Wednesdays and Thursdays in the library or a place to be determined from 3:00-3:45 p.m. (The first Tuesday of the month is reserved for faculty meetings, so detention may be delayed one day if it falls on a faculty meeting day.) Detentions must be served on the assigned day. Teachers may assign students to detention. The detention slip must be signed by a parent and returned to the Elementary Principal. Failure to return the detention signed will result in another day of detention. Upon receiving a 3rd detention the student could be assigned Saturday School. The cost of Saturday School is \$25/ hour. Upon receiving a 4th detention, they will serve a one day suspension. Upon receiving a 5th detention the Principal and Head of School will review the student's behavior record along with parent notification to determine further course of action.

## **In-School Suspension**

Students assigned to In-School Suspension (ISS) will be required to complete all class work, including tests and quizzes.

## **Suspension**

Students who reach this level of punishment will be removed from classes for a set number of days. Assignments will be collected and student will be required to complete the work but will not receive any credit for the assignments. Zeroes will be given for all test and quizzes during the suspension.

## **Paddling**

Northside does permit paddling by the administrative staff. Anyone using this consequence must have an adult witness. If a parent does not wish his child to be paddled, the parent is to indicate that on the "Pledge to Adhere to Regulations & Policies" form in the back of this handbook and turn into the main office. The parent may be called to come and discipline his/her child if needed.



## Probation

Students may be put on probationary status for behavior, failure to follow policies and procedures, or grades. Probation is a period of time in which the administration is waiting to see improvement in an area prior to a decision to expel the student from school or a school organization. The length and conditions of the probation period will be determined by administration on a case by case basis. **Note: New students who have a disciplinary record from another school, if accepted as a student of Northside, at the discretion of administration, could come in on probation as long as Administration deems necessary.**

## Athletics

Elementary students who are participating in athletics and extracurricular activities will follow high school guidelines state on page 60-63.

## GRADING SCALE—K5-6TH GRADES

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- 90-100 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59 and below = F

Parents can check student's grades on RenWeb.



# TAKE HOME PAPERS AND HOMEWORK

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Class work will go home on a regular basis depending on the grade level. Please review classwork with your student and sign where noted after review. Parents of students K5-6th should utilize Renweb to stay up to date on lessons and grades. Reach out to the teacher for any additional feedback questions.

**ALL TESTS/CONDUCT GRADES MUST BE RETURNED AND SIGNED. PLEASE SIGN THE FIRST PAGE OF THE TEST PAGES AND THE CONDUCT NOTE.**

- Homework is a integral part of learning. Teachers assign homework for additional independent practice and assessment.
- Failure to complete homework will affect the student's daily grade. **When absent, the student is responsible for getting the assignment, either from another student, the teacher, or the school web site.** Teachers may require students to attend afternoon study sessions to complete make-up work in a timely fashion.
- In order to encourage church attendance, teachers will not give homework on Wednesdays or tests on Thursdays. All after school activities will conclude by 4:30 p.m. on Wednesdays.
- If a child is absent on Tuesday, the Wednesday exemption does not apply, and tests may be given on Thursdays. Unannounced pop quizzes may be given on Thursday over materials previously covered. Homework may be given on weekends and tests on Mondays.
- Regularly scheduled tests and quizzes such as an every Friday vocabulary test or Wednesday math tests and tests and quizzes that are announced three days or more in advance must be completed before or on the assigned due date.

## STANDARDIZED TESTING

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### Standard Achievement Tests:

Each spring, all students at Northside take the Stanford Achievement Test and the Otis Lennon Test. Test scores are sent to parents as well as included in the student's permanent record. Test scores enable the administration to identify areas where the academic program is strong or where improvement needs to be made as well as to help track a student's progress.

## REPORT CARDS & INTERIM REPORTS

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### Report Cards

Report cards are issued every nine weeks. However, only semester grades are placed in permanent records. Report cards must be signed by the parents and returned.

### Interim Reports

All students will receive a progress report which lists all grades during the 4½ week period between report cards. These reports serve to keep the parents informed of their student's progress and allow for quick correction in weak areas before reaching the end of a grading period. All examination grades, quiz grades, and the ratio of homework assigned to homework completed will be recorded and D's and F's highlighted or circled in red.

**Students must have parents sign the interim report and return it.**

## PARENTAL VISITORS

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All parents are welcome in the school. However, when a visit to the classroom is necessary, we request that an appointment be made through the office. Upon arrival, the parent must first check in at the Main Office or High School Office and receive a "Visitor" badge. No parent is to go directly to the classroom. Parents are asked to park in the "Visitor" spaces located on the left as you enter the high school parking lot and on the right corner of the Fine Arts building in front of the main office. **If you are eating lunch with your child, please sign in with the main office. Students are not permitted to pick up lunches in the parking lots.**

## LUNCH VISITORS & INVITED GUEST

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Parents, pastors, alumni, and youth pastors are welcome to visit at lunch time. We request that you call ahead of time to advise us of your visit. Upon arrival, we ask that the parent, pastor, or youth pastor sign in at the Main Office and receive a "Visitor" badge. Lunch visitors and invited guests are asked to park in either of the front parking lots. After lunch, you must sign out and return the badge. **Visitors will not be allowed to interrupt class time.**

## PARENT/TEACHER CONFERENCES AND PTM

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- Here at Northside we consider our students and families top priority. Our school has an operating chain of command. We ask parents to take any concerns or issues to the teacher first. Then follow the natural progression if you believe your concern was not resolved. The natural progression is as follows:
- **Teacher -Elementary Principal - Head of School.**
- Parent/teacher conferences are important, whether students are doing well or experiencing academic or social difficulties. If a parent wishes to talk with his child's teacher, he should arrange for a private conference through the elementary office. Teachers are happy to arrange for such conferences at scheduled times, usually before or after school. However, teachers should not be detained before, after, or during school unless an interview has been scheduled for that time.
- Parents are encouraged to communicate with teachers by e-mail as much as possible. See the school website for a list of staff and their e-mail addresses.
- The school schedules one PTM night during the course of the year as well as a Teacher/Parent Conference Day in January. Parents are encouraged not to bring their child to the PTMs.

## ELECTRONIC DEVICE POLICY

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No iPods, MP3 players, gaming devices, etc. are allowed in the classroom. Tablets are allowed with teachers permission and direction on times they are allow them to be used. Northside is not responsible for lost or damaged items.

If an elementary student brings a cell phone to school, it is to be kept securely in his/her backpack in the silent or off mode. At no time may a student access his/her cell phone.

If a student is caught with a cell phone during school hours, it will be taken up and turned into the principal. Cell phones are not allowed out during carline. The parent will have to set up a meeting with the principal to have the phone returned. Consequences will incur since this is a Class II offense. If the phone is taken up more than once in a school year, then the principal reserves the right to ban the student from bringing the phone to school for the rest of the year.

# ATTENDANCE

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The school year consists of 175 student school days. Regular attendance is a requirement by Alabama State Law and is necessary for good scholarship. Frequent absenteeism is a major cause of poor academic performance. Also, being tardy to class is disruptive to the teacher and other students. Every effort should be made by parents to have their children in regular attendance and on time. The compulsory school attendance law provides that every child between 7 and 17 years of age shall be required to attend public, private, or church school for the entire length of the school year. School administrators are required under the law to enforce the compulsory school attendance laws. Violations of the compulsory school attendance law could result in a child being considered truant, parents fined, and driver's license suspended.

"Perfect Attendance" means that a student attended all day every day of the school year including doctor's appointments, funerals, and vacations. Missing more than 25 minutes in one class is considered an absence. The school day begins at 8:00 A.M. and ends at 3:00 P.M. Classrooms open at 7:30 A.M. Three unexcused tardies voids perfect attendance.

## Absences:

- Students are allowed ten (10) absences per semester. **Missing 3 hours of the school day will reflect as a half day absence.** After the 10<sup>th</sup> absence, the student will attend school on a probationary status and any further absences will require a doctor's note. After ten days missed, the student must make up four core hours missed.
- No student may miss more than 15 days per semester. After the 15<sup>th</sup> absence, the student does not receive credit for the classes missed. The student will have to make up the class in summer school or the following school year. Major illnesses/extenuating circumstances will be given special consideration by the administration.
- Students who are absent must return to school with a parent note or doctor's note. In the event that the note is forgotten, it must be submitted within three days of the absence. An email will suffice for the note but must be accompanied by a phone call to the elementary school secretary.

## Tardies

- A student is tardy if he arrives in class after 8:00. All students arriving after 8:00 must report to the office for an admit slip. Any student who is not in the classroom by the start bell for each class will be considered tardy to class. Anyone tardy for school and/or classes will receive a consequence for each tardy. Consequences are but not limited to the following: loss of playtime, loss of privileges, before or after school detention, and/or a meeting with the principal or head of school, etc.

## Make-Up Work

- Students are required to make up their work the next day if possible after an absence.
- Time allowed for make-up work should be relative to the number of days missed.
  - For example, if a student is absent for three days, he/she would have three days to make-up work missed.
- If a student knows he/she will be out in advance, he/she should contact the teacher about what he/she needs to do to in order to be prepared upon his/her return and not fall behind in the class.
- Wednesday's no homework rule does not apply when dealing with make-up work.
- Parents should check RenWeb or email the teacher for assignments and tests that the student may be missing due to an absence. Students should make arrangements with the teacher to stay after school if necessary.

## Checking Out

Students checking out early for a doctor's appointment, etc. should be checked out by the parent in the elementary office. Check outs may result in a half day absence. (See attendance policy.)

# PROMOTION/RETENTION/SUMMER SCHOOL

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## 1st—3rd Grades

Students in grades 1st-3rd who obtain an “F” for a yearly average in math, phonics, or reading will automatically be retained. Students who are immature or who progress slowly should be given additional time to build a solid educational foundation. Principal/Teacher recommendation for retention will be considered for these students.

## 4th—6th Grades

Students in grades 4th-6th who obtain a yearly average of an “F” in two major subjects (math, reading, language) will automatically be retained. Students who obtain a yearly average of an “F” in one major subject (math, reading, language) must have passed at least two other subjects (history/science) and attend mandatory summer school to be promoted. Students who are immature or who progress slowly should be given additional time to build a solid educational foundation. Principal/Teacher recommendation for retention will be considered for these students.

## Summer School

### 1st—3rd Grades

Students who obtain two D’s in two major subjects (math, language, or phonics) will be required to attend mandatory summer school. Students who obtain a final average of one D in any major subject will be strongly recommended to attend summer school remediation.

### 4th—6th Grades

Students who obtain a final average of an F in one major academic subject (math, reading, language) must go to summer school. Students who earn a final average of D’s in major subjects (math, reading, language) will be required complete 15 hours of documented tutoring during the summer. Tutoring can be done with an NMA teacher or upper level student or at a local tutoring service.

Northside can offer a summer school as needed. Summer school will be in session for a 96 hours during the summer. The cost depends on the teacher and will not exceed \$15.00/hour. Should your student need this service, please see the elementary principal for details and cost.

# FINE ARTS AND SCHOOL PROGRAMS

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We believe that talents in the area of fine arts, including music, art, speech and drama are special gifts from God. We believe that every child should be given the opportunity to explore and develop his/her talents in the areas of fine arts. The opportunity should be provided for growth in appreciation, knowledge, and skill through instruction. The fine arts program should provide instruction that will sensitize, elevate, refine, and enlarge the students’ appreciation of talents as a Divine gift.

## School Programs

There will be two elementary music programs during the school year. The 1st-3rd grade program will be scheduled the second semester; the 4th-6th grade program will be scheduled the first semester. Students are expected to take part in these after school programs as part of their school curriculum. **These programs constitute part of their music grade. The semester average for music will be lowered if a student is not present for the programs. The only excused absences will be for sickness or a family emergency. A note must be sent to the music teacher stating the reason for the absence or it will be considered as unexcused.**

PLEASE REMEMBER WHEN YOU ARE VIDEO RECORDING A PROGRAM (THIS INCLUDES K-5 GRADUATION), BE SURE TO STAND IN THE BACK OR TO THE SIDE. DO NOT STAND IN FRONT OF ANYONE.

# PHYSICAL EDUCATION

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Physical education classes will be scheduled with the P.E. teacher. This is a part of the curriculum and each student is required to take part in the P.E. activities unless he/she has a physicians' statement that he/she is physically unable to do so. **If a child is unable to participate in PE, he/she will not be allowed to participate in free play.**

To be excused from P.E. a student must have a written parental excuse for one day; if the student must be out any longer, a written doctor's excuse is needed or a note each day from the parent. The dress code for P.E. will be sent home by the P.E. teacher the first week of the new school year. **Please note tennis shoes must always be worn during P.E.**

Infractions— 1 point for dress code infraction  
3 points for all other infractions

# PARTIES/BIRTHDAYS

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If a parent wishes to bring cupcakes or cookies for a birthday, individual servings of drinks or ice cream are allowed. The snacks will need to be served to the class by the parent at break. Invitations to parties away from school will only be distributed to students if every member of the class is being invited; otherwise, no invitations will be passed out on the school campus.

There may be a fall party the last day before Thanksgiving and a Christmas party on the last day of school before the Christmas holidays. Parents may be asked to assist in the party by bringing refreshments.

**Live Christmas trees are not allowed.** Students may draw names and get one another gifts. Even with inflation a \$10.00 maximum should be observed. The Christmas party itself should not violate the Holy season. Music that is in good taste and has been approved by the teacher will be permitted.

Valentines will be exchanged on Valentine's Day with refreshments served the last period of the day. Secular themes at Easter, Christmas and Halloween will not be permitted. Classroom parties should not begin before 2:00pm. The Thanksgiving feast, if desired, will be the only lunchtime party. Parent helpers will be limited due to space and confusion. Also, no siblings should attend classroom parties. All parties should begin no earlier than one hour prior to school dismissal.

The classroom teacher is permitted to give a party for her class as a positive reward in conjunction with the Assertive Discipline Plan but this must be held before the last week of school. End of the year parties are not permitted in the classroom. They may be held in private homes after school hours. **Teachers are not responsible for these parties.**

# RECESS

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We will have an outside recess each day the weather permits. This period may be shortened during cold weather but we will still go out for fresh air and exercise. Please dress your child with this in mind. There will be times when your child should not go outside, such as following an illness. Please send a written note each day if your child needs to stay in. After the first day a doctor's excuse is required.

# HIGH SCHOOL

7<sup>TH</sup> -12<sup>TH</sup> GRADE

## HIGH SCHOOL OFFICE

The high school office is located in the white building in back of the gym entrance at the back parking lot area. Parents will need to come to this office and check in to visit in the high school area. The guidance counselor, high school secretaries, and high school principal are all located at this office site. The office will be open from 7:30 A.M. until 3:30 P.M.

Principal - Robiann Gilbert ext. 125

Guidance Counselor - Judy Marler ext. 124

High School Secretary - Christina Smith ext. 129

Guidance Secretary—Kylee Blackwell ext. 130

## ARRIVAL AND PICKUP

### Arrival

**If students are dropped off in any of the high school parking lots before 8:00, violators will be fined \$25 for every violation.**

Students should arrive no earlier than 7:30 a.m. High school students arriving at school before 7:30 a.m. are to be dropped off in the front of the school and go into childcare. At 7:30, students can go to the Fine Arts Building. There is no early morning charge. When you are dropping your students off in the morning before school, please use the first four lanes (those nearest the sidewalk) in front of the school. Pull as far forward toward the front as possible before stopping to unload. There will be someone available to assist your child. If you need to come to the office, please park in the visitor parking spaces. **Be sure you do not park in a staff parking space.** Lane 5 is for through traffic. Once you enter the traffic lanes, **please do not change lanes.** The traffic director will direct you when to leave for all lanes 1-5. First period starts at 8:00. This is when the tardy bell rings. If your child arrives after 8:00 a.m., he/she must go to the high school office to sign in and receive a tardy slip before coming to class.

### Pickup

Dismissal time is 3:00 p.m. 7th-12th grades. Students should be picked up by 3:20 pm. After 3:20, students will be required to go to childcare. Childcare is only provided up to 8th grade. Students in grades 9th through 12th will check into childcare and be moved for upper childcare. **If students are picked up between 2:55-3:30 in carline,** cars should use lanes 1-4. Please remain in your car, and your child will be escorted to your car. **Please make a large sign with bold, dark, 3 inch letters with your child's name and teacher. On the other side print the word "Ready."** Please display the sign in the passengers' side window. This sign should be used all year. This makes loading go more quickly. Watch the person directing traffic before you pull away after your child has been loaded. Once you enter the traffic lanes, **please do not change lanes.** The traffic director will direct you when to leave for all lanes 1-5.

**Your child will not be allowed to leave with another person without your written permission.**

**No eating or drinking by the students is allowed during carline. Cell phones are not to be used during carline, and cell phones will be confiscated if a student has his/her phone out in carline. Students are not allowed to hide in the locker halls to avoid carline.**

# HIGH SCHOOL DRESS CODE

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All students are required to dress neatly, conservatively, and modestly in accordance with the Christian testimony of Northside. Scripture contains several general commands and guidelines pertaining to dress:

- Modesty (1 Timothy 1:9; II Timothy 2:22)
- Distinction between sexes (Deuteronomy 22:5; I Corinthians 11:14,15)
- Not being squeezed into the mold of the world (I Timothy 4:12; Romans 12:1,2; I John 2:15,16)
- Being aware of the effect of personal choices on those around me (Romans 14:13-21)

Recognizing these guidelines, we also believe that God has created each of us uniquely. Therefore, our school dress guidelines are not built to “squeeze students into a mold,” but to teach how to dress appropriately for different occasions inside of these guidelines. There are increasing choices for older students, but with those choices, comes increasing responsibility. No guidelines come without consequences. Failure to dress appropriately will be quickly addressed, and consequences will increase with each offense.



## ENFORCEMENT OF DRESS CODE

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As a general rule, the first period teachers will be responsible for making sure that students are dress code compliant. However, any teacher or administrative staff is authorized to enforce the dress code. The administration believes that the documentation of dress code is a sufficient warning. Students will be given a written warning and will need to keep that warning with them throughout the day to ensure that they are not punished multiple times for the same dress code violation. Offenses will be turned into the high school office by the teacher who issues the violation. Each violation will result in an increased consequence and will be documented. Students are expected to read and become familiar with changes and adhere to them beginning the first day of school. Failure to do so will result in disciplinary actions. Unless clothing is distracting to other students, students will be given their consequences and sent back to class. Most dress code offenses do not require a student to go home.



# HIGH SCHOOL GIRLS' DRESS CODE

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Clothing must be clean and free from holes, frayed edges, and tears. Clothing must not be form or tight fitting. Sloppiness in dress is not acceptable. Immodest clothing can be a distraction to other students which hinders learning.

- Tops
  - Northside casual shirts can be worn every day.
  - All other tops must be a modest, patterned or solid color, blouses or tunic with sleeves. Solid t-shirts and V-necks are allowed. Anything that resembles a t-shirt must be solid. Spaghetti straps, tanks, strapless, or sleeveless are not allowed, and shoulder seams on cold shoulder sleeves must be three fingers wide. Plunging necklines, lower back, cleavage, and midriffs may not show. All tops must be buttoned.
  - There are to be no words or logos on the shirts except a Northside logo or a manufacturer's logo. Clothing and accessories with inappropriate language or innuendoes, dark or demonic symbols or groups will not be allowed.
- Dresses
  - Dresses are permitted but must meet length requirements; maxi-dresses are permitted making sure that the top meets the above standards. Jumpers must be worn with an appropriate shirt. Patterned maxi dresses are allowed.
- Bottoms
  - Patterns and different colors of slacks, shorts, skirts, skorts, jeans, and jumpers are allowed. Yoga pants, jeggings, sweatpants, and athletic shorts are not allowed unless it is part of a game day attire for a particular sport. Pants and shorts should not be form fitting.
  - Solid color and patterned skirts are allowed and must not be sheer.
  - Length of shorts, skirts, or skorts must be no shorter than 4" from the top of the knee. Measurements should be taken in the front and the back. This measurement must include slits in skirts.
  - Leggings and tights can be worn under skirts, but the skirt has to meet the required length. Leggings and tights may not be worn as pants.
  - Spandex or shorts must be worn underneath skirts.
- Sweaters, Hoodies, Jackets, and Sweatshirts
  - Same rules apply for sweaters, hoodies, jackets, and sweatshirts as do with tops. Approved school top must be worn under all approved sweaters, hoodies, jackets, and sweatshirts. Sweaters, hoodies, jackets, and sweatshirts may not be worn by themselves. Patterns on jackets and outerwear are allowed.
  - Sweatshirts with a Northside logo, a solid color, a manufacturer's logo, or collegiate/pro-team wear are allowed. Other high school's or middle school's sweatshirts and shirts are not allowed.
- Shoes and Accessories
  - Athletic shoes may be worn at any time. Sandals, Crocs, and flip flops are permitted, but no house shoes or shower shoes are allowed. Closed-toed shoes will be required for lab situations. If shoes have laces, they must be tied.
  - Sunglasses and hats are not to be worn inside classroom or any building on campus.
- Other Notes
  - No tongue piercing, body piercing, gages, or permanent tattoos of any kind can be seen on exposed skin while the student is enrolled at Northside.
  - Hair is to be worn so that it is neatly maintained. Hair should be worn out of the eyes. No extreme haircuts are allowed.
  - Dress code for athletes on game days and club special work days must be approved prior to the event.

**\* Administration reserves the right to decide on the appropriateness of dress not covered by this code.**

# HIGH SCHOOL BOYS' DRESS CODE

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Clothing must be clean and free from holes, frayed edges, and tears. Clothing must not be tight or form fitting. Sloppiness in dress is not acceptable. Immodest clothing cannot be a distraction to other students which hinders learning.

- Tops
  - Northside casual shirts can be worn every day.
  - All other tops must have a collar and sleeves. Styles include polos, button downs, regular and mock turtlenecks. Shirts must be buttoned.
  - Solid colors, patterns, and stripes can be worn.
  - There are to be no words or logos on the shirts except a Northside logo or a small manufacturer's logo about the size of a quarter. Clothing and accessories with inappropriate language or innuendoes, dark or demonic symbols or groups will not be allowed.
- Bottoms
  - All solid colors and patterns of slacks, jeans, and shorts are allowed. No gym shorts are allowed unless it is part of the game day attire for a particular sport.
  - Length of shorts should come close to the knee. Shorts should be no shorter than 4" from the top of the knee as a general rule.
  - All pants and shorts must be worn at waist level.
  - A belt must be worn at all times.
- Sweaters, Hoodies, Jackets, and Sweatshirts
  - Same rules apply for sweaters, hoodies, jackets, and sweatshirts as do with tops. Approved school top must be worn under all approved sweaters, hoodies, jackets, and sweatshirts. Sweaters, hoodies, jackets, and sweatshirts may not be worn by themselves.
  - Sweatshirts with a Northside logo, a solid color, a manufacturer's logo, or collegiate/pro-team wear are allowed. Other high school's or middle school's sweatshirts and shirts are not allowed.
- Shoes and Accessories
  - Athletic shoes may be worn at any time. Shoes should be in good condition and in conservative styles and colors. If shoes have laces, they must be tied.
  - Sandals, Crocs, and Flip Flops are permitted, but no shower shoes are allowed.
  - If pants or shorts have belt loops, a belt must be worn.
  - Caps or hats may not be worn in the classrooms, chapel, cafeteria, or any building on campus but are permitted outside.
  - Sunglasses are not to be worn inside the classroom or any building on campus.
- Other Notes
  - No tongue piercing, body piercing, gages, or permanent tattoos of any kind can be seen on exposed skin while the student is enrolled at Northside.
  - Hair is to be worn so that it is neatly maintained. Hair should be worn out of the eyes. No extreme haircuts are allowed.
  - The growth of facial hair is not permitted for grades 7th-10th. Side burns should not come below the bottom of the ear. Juniors and seniors are allowed to have facial hair but must be neatly groomed and trimmed.
  - Students must adhere to the AHSAA competition guidelines when competing, or the student will be fined and possibly disqualified from the competition.

**\* Administration reserves the right to decide on the appropriateness of dress not covered by this code.**

# DRESS CODE—FORMAL AND SPECIAL EVENTS

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The administration and the Board will not allow students to bring same sex dates to any social events including “friends” as “dates.”

## Dance Attire—Girls

All dresses for prom, prom after party, homecoming court, homecoming dance, or any other occasion where dancing will be involved must be approved one month prior to the event. Any event where girls may wear one shoulder, sweetheart, halters, or V-neck lines must be approved for that event by a committee made up of at least 2 staff members.

### Prom

Girl’s formal wear may have one shoulder, sweetheart, or halter neck lines for the lead-out, dinner, and dancing. If you plan on wearing the same dress to the dance where dancing is involved, the dress must have straps. No plunging V-necks or low sweetheart necks will be allowed. In the back, dresses cannot come any lower than the natural waist line. Splits cannot come any higher than 4 inches from the top of the knee; this includes hi-low dresses. Cut outs cannot come any farther forward than the midline of the side of the rib cage. Modesty pieces and liner fabric can be used to modify the dress to meet modesty standards. Dresses will be monitored again at the arrival of the dance, and students who have changed their dress from the time approval will be asked to leave.

### Homecoming and other dances

A dance may call for formal or semi-formal wear. Homecoming is a semi-formal occasion. All dresses worn to dances must have straps and must not come higher than 4 inches from the top of the knee, including a slit. No tight or form fitting, plunging V-necks, V-backs, or low sweetheart neck lines will be allowed. In the back, dresses cannot come any lower than the natural waist line. Cut outs cannot come any farther forward than the midline of the side of the rib cage. Approval is needed for all dresses worn to a dance event. Dresses will be monitored again at the arrival of the dance, and students who have changed their dress from the time approval will be asked to leave.

## Dance Attire—Boys

### Prom

Prom attire is **formal wear**. Boys must wear a nice shirt and pants with a tuxedo or suit and tie with dress shoes.

### Homecoming and other dances

A dance may be formal or semi formal. Homecoming is a semi-formal occasion. Formal wear is a tux or a suit as stated for prom. Semi-formal attire for boys is nice slacks, a coat and tie with a button down and dress shoes.

## Banquets/Graduation (sports banquet, honor society, etc.)

### Girls

Dress for banquets and all graduation ceremonies is semi-formal as for dances. Semi-formal pants suits or a Sunday dress that meets the semi-formal wear standards is also acceptable. Dresses and skirts cannot be shorter than 4 inches above the knee caps on all sides including slits and graduated hems. Graduation and banquet dresses must be approved.

### Boys

Banquet attire for boys is semi-formal. Nice slacks, coat, tie, button down, and dress shoes are suggested.

### Casual Dress

For most other events, including our sporting events, unless otherwise specified, the dress may be casual. Jeans and t-shirts are allowed. Writing and symbols on shirts and jackets must not conflict with the Northside mission and philosophy. Dresses must be modest and meet dress code standards; low neck lines are not acceptable, and shorts, pants, and skirts should also be modest. If leggings are worn, shirts must be long enough reaching about

# DRESS UP DAYS

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Costumes worn on dress up days (like during the week of homecoming, pep rallies, and other occasions) must also follow the dress code requirements and must remain modest.

# ATTENDANCE

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The school year consists of 175 student school days. Regular attendance is a requirement by Alabama State Law and is necessary for good scholarship. Frequent absenteeism is a major cause of poor academic performance. Also, being tardy to class is disruptive to the teacher and other students. Every effort should be made by parents to have their children in regular attendance and on time. The compulsory school attendance law provides that every child between 7 and 17 years of age shall be required to attend public, private, or church school for the entire length of the school year. School administrators are required under the law to enforce the compulsory school attendance laws. Violations of the compulsory school attendance law could result in a child being considered truant, parents fined and required to attend Early Warning Court, and driver's license suspended. At 6 absences in a semester, the parent will receive a letter or an email. On absence #7 and 8, the parent will receive a phone call, and on absence #9, a conference with the parent and student will be required. Absence #10, another letter will be sent, and on the 11th absence, the truancy officer will be notified.

"Perfect Attendance" means that a student attended all day every day of the school year including doctor's appointments, funerals, and vacations. **To have perfect attendance second semester, the student must have perfect attendance first semester as well.** Missing 25 minutes of any class will be considered an absence. The school day begins at 8:00 A.M. and ends at 3:00 P.M. Classrooms open at 7:30 A.M. for tutoring and make-up tests **Five unexcused tardies to school voids perfect attendance.**

## Absences:

- Students are allowed ten (10) absences per semester. **Missing 3 hours of the school day will reflect as a half day absence.**
- After ten days missed, the student must make up four core hours for every day missed.
- No student may miss more than 15 days per semester. After the 15<sup>th</sup> absence, the student does not receive credit for the classes missed. The student will have to make up the class in summer school or the following school year. Major illnesses/extenuating circumstances will be given special consideration by the administration.
- Students who are absent must return to school with a parent note or doctor's note. An email will suffice for the note but must be accompanied by a phone call to the high school secretary.
- A student who misses 25 minutes of a class will be counted absent for the day in that class.

## Tardies

- A student is tardy if he arrives in homeroom after the 8:00 bell. All students arriving after 8:00 must report to the office for an admit slip. Any student who is not in the classroom by the start bell for each class will be considered tardy to class. Anyone tardy for school and/or classes will receive consequences for repeated tardies. (See page 53— Class I consequences.) For every five unexcused tardies to school per semester, the privilege of a semester exam exemption will be taken away. For every three unexcused tardies to school or in a class per semester, the student will receive a consequence. At the end of the semester, the tardy count will start over.

## Make-Up Work

- Students are required to make up their work the next day if possible after an absence.
- Time allowed for make-up work should be relative to the number of days missed.
  - For example, if a student is absent for three days, he/she would have three days to make-up work missed.
- If a student knows he will be out in advance, he should contact the teacher about what he needs to do in order to be prepared upon his return and not fall behind in the class.
- Wednesday's no homework rule does not apply when dealing with make-up work.
- Parents should check RenWeb or email the teacher for assignments and tests that the student may be missing due to an absence. Students should make arrangements with the teacher to stay after school if necessary.

## Checking Out

All students who do not drive should be checked out by a parent/guardian at the high school office or someone else on the pick up list in Renweb. Identification will be checked at the office. Students who drive must check out in the high school office as well. A note from a parent/guardian is acceptable if the student drives or is leaving with another student driver on the approved list but must be verified by the office before the student leaves. The note should be turned in at the beginning of the day which states the time of the check out. The student will be given a "Check Out" slip upon verification to present to the teacher of the class from which he will be checking out. Check outs may result in a half day absence (see the attendance policy).

## College Visitation Days

Juniors and Seniors will be given two college days per year which will not count against their attendance. Parents should request special permission from the principal or counselor. Work should be completed prior to the absence. Students with D's or F's will not be permitted these two days.

# PARENTAL VISITORS

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All parents are welcome in the school. However, when a visit to the classroom is necessary before or after school, we request that an appointment be made through the high school office. Upon arrival, the parent must first check in at the main office or high school office and receive a "Visitor" tag. No parent is to go directly to the classroom. Parents are asked to park in the "Visitor" spaces located on the left as you enter the high school parking lot and on the right corner of the Fine Arts building in front of the main office. If a parent is seen without a visitor's badge, he/she will be asked to go to the office to get one or leave campus.

# LUNCH VISITORS & INVITED GUEST

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Parents, pastors, alumni, and youth pastors are welcome to visit at lunch time. We request that you call ahead of time to advise us of your visit. Upon arrival, we ask that the parent, pastor, alumni, or youth pastor sign in at the high school office and receive a "Visitor" tag. After lunch, the visitor must sign out. **No visitor will be allowed to interrupt teaching/classroom time.**

**Students may not check out for lunch.** We strongly urge parents NOT to check students out for lunch because it only lasts for 20 minutes. Only parents may check out a student for lunch. **If you are bringing your high school student lunch, please immediately go to the high school office. We will deliver the lunches to the lunchroom. For the safety of our students and faculty, students are not permitted to pick up lunches in the parking lots.** If it is necessary, the parent delivery must be made at the high school office prior to the lunch period which begins at 12:45 on regular schedule days. Parents are invited to stay for lunch if they call ahead and check in at the office. Any check outs will count against attendance. **No food delivery service is allowed to deliver on campus.**

# PARENT/TEACHER CONFERENCES

Here at Northside, we consider our students and families top priority. Our school has an operating chain of command. We ask parents to take any concerns or issues to the teacher first. Then follow the natural progression if you believe your concern was not resolved. The natural progression is as follows:

**Teacher –High School Principal – Head of School.**

Parent/teacher conferences are important whether students are doing well or experiencing academic or social difficulties. If a parent wishes to talk with a child's teacher, he must arrange for a private conference through the high school office or via email. Teachers are happy to arrange for such conferences at scheduled times, usually before or after school. However, teachers should not be detained before, after, or during school unless an appointment has been scheduled for that time. Parents are not allowed to go into classrooms unannounced or without permission from the high school office.

Parents are encouraged to communicate with teachers via e-mail as much as possible. See the school website for a list of staff and their e-mail addresses.

**\*\*See our "How To" guide on RenWeb in the back of this book to look for teacher schedules, assignments, and deadlines.**

## COURSE CHANGES

No course may be dropped or added unless the student meets with the counselor and fills out a proper request form. No course may be dropped or added after the second week of the semester unless a change is recommended by the counselor or principal. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year. Additional fees may apply for changing courses.

## GRADING SCALE

Since, grades are a prerequisite to college entrance, Northside strives to offer classes that will prepare our students for the next academic level. Regular classes are weighted as a 4.0, advanced placement and college classes are based on 5.0; honors classes are 4.5 or 5.0 according to the subject. The grades at Northside are defined as follows:

Letter	Number	GPA Weighting
A	90 – 100	5 - weighted subject 4.5-weighted subject 4 - standard subject
B	80 – 89	4 - weighted subject 3.5-weighted subject 3 - standard subject
C	70 – 79	3 - weighted subject 2.5-weighted subject 2 - standard subject
D	60 – 69	2 - weighted subject 1.5-weighted subject 1 - standard subject
F	Below 60	No credit

# HOMEWORK AND TESTS

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- Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students in progressing in their studies. Homework is an important part of academic success. It will be assigned to preview a topic, review, practice skills, and prepare for assessments. Projects will be assigned for students to demonstrate knowledge and apply skills. Students who come to class without their homework will receive a zero.
- Copying another student's homework will result in a "0" for both the student who copied the work and the student who allowed his work to be copied. Cheating on any work will result in a "0" and other sanctions may apply, including the possibility of suspension or expulsion.
- Plagiarism will not be tolerated and will result in a "0" and will include a behavioral consequence.
- **Northside has a zero tolerance policy on cheating.**
- Failure to complete homework will affect the student's daily grade. **When absent, the student is responsible for getting the assignment, either from another student or the school web site.** Teachers may require students to attend afternoon study sessions to complete make-up work in a timely fashion.
- In order to encourage church attendance, teachers will not give homework on Wednesdays or tests on Thursdays. All after school activities will conclude by 4:30 p.m. on Wednesdays.
- If a child is absent on Tuesday, the Wednesday exemption does not apply, and make up tests may be given on Thursdays. Unannounced pop quizzes and open book tests may be given on Thursday over materials previously covered. Homework may be given on weekends and tests on Mondays.
- Regularly scheduled tests and quizzes such as an every Friday vocabulary test or Wednesday math tests and tests and quizzes that are announced three days or more in advance must be completed before or on the assigned due date.

## Make-Up Work

- Students are required to make up their work the next day if possible after an absence.
- Time allowed for make-up work should be relative to the number of days missed.
  - For example, if a student is absent for three days, he/she would have three days to make-up work missed.
- If a student knows he will be out in advance, he should contact the teacher about what he needs to do in order to be prepared upon his return and not fall behind in the class.
- Wednesday's no homework rule does not apply when dealing with make-up work.
- Parents should check RenWeb or email the teacher for assignments and tests that the student may be missing due to an absence. Students should make arrangements with the teacher to stay after school if necessary.

# SEMESTER EXAMS AND STANDARDIZED TESTS

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## **Semester Exams**

Northside recognizes the importance of learning to prepare for cumulative exams. We also believe that consistent daily academic preparation and personal conduct are of high value. We hope to achieve these two goals by offering an exemption incentive for semester exams. During semester exams, there will be no homework, practices, or games.

### **Grades 7 - 8:**

- Students can exempt one semester exam for one subject in which they have maintained an A in both 9 weeks. If A's are earned for both nine weeks, no other assignments can be tacked on to allow/disallow exemptions.
- If a student has five unexcused tardies to homeroom, he/she will forfeit one exemption for every five tardies.
- Students can also qualify for another exemption on perfect attendance for the year. A "B" is required in both nine weeks within the semester that the final exam falls. (See definition of perfect attendance—page 44.)

### **Grades 9 - 12:**

- Students can exempt semester exams for each subject in which they have maintained an A average in both 9 weeks. If A's are earned for both nine weeks, no other assignments can be tacked on to allow/disallow exemptions.
- If a student has five unexcused tardies to homeroom, he/she will forfeit one exemption for every five tardies.
- Students can also qualify for another exemption on perfect attendance for the year. A "B" is required in both nine weeks within the semester that the final exam falls. (See definition of perfect attendance—page 44.)

## **Standardized Testing**

### **Standard Achievement Tests:**

Each spring, all students at Northside take the Stanford Achievement Test and the Otis Lennon Test. Test scores are sent to parents as well as included in the student's permanent record. Test scores enable the administration to identify areas where the academic program is strong or where improvement needs to be made as well as to help track a student's progress. The OLSAT test measures each student's ability and is used to show parents and students what a student is capable of doing. No homework, tests, or sports practices or games should be assigned during SAT testing week.

### **SAT and ACT Exams:**

The Administration strongly encourages each student to take the ACT or SAT exams starting in the beginning of their 10th grade year. To be admitted into an Alabama Junior College, you must have an ACT score of 16 or better. To be awarded academic scholarship money, most universities required an ACT score of 26 or higher. If the composite score qualifies the student for college admission, he/she will not need to repeat additional testing unless the desired college is more selective or the student seeks an academic scholarship. For further help and information, please contact the Guidance Counselor. The College Board granted NMA the privilege to give the ACT twice per year to juniors and seniors on campus in the fall and spring.

### **PSAT -10th & 11th**

To help students prepare for the ACT and SAT, all students in 10th grade are required to take the PLAN and PSAT test. All students in 11th grade must take the PSAT. The PLAN and the PSAT give a projected ACT score. The PSAT is also used by National Merit Scholars in choosing which students qualify for the National Merit Scholarships. Both of these tests are administered on campus. Both of these tests show students' strengths and weaknesses to help them prepare for standardized tests required for college admission.

# REPORT CARDS AND INTERIM REPORTS

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## **• Report Cards**

Report cards are issued every nine weeks and are mailed home. Only semester grades are placed in permanent records.

## **• Interim Reports**

All students will receive a progress report which lists all grades during the 4½ week period between report cards. These reports serve to keep the parents informed of their student's progress and allow for quick correction in weak areas before reaching the end of a grading period. Interim reports are given to the student to take home. Renweb will also help parents stay current with grades and behavior.



# HONORS, ADVANCED PLACEMENT, AND DUAL ENROLLMENT COURSES

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## Honors and AP

Any student who maintains a B (3.0) average in a regular prerequisite course may request to enter an honors class or an Advanced Placement course for the following year. Students in advanced courses must maintain a 3.0 GPA in core courses. Yearly, students will be evaluated to determine if they can continue in the honors program. If a student has been put on probation and the grades are not pulled back up, the student will be taken out of the honors program, and the student will not graduate with an honors diploma. AP tests must be taken by all students who take the AP class. The charge for the test will be applied to the student's FACTs account.

## Dual Enrollment

Students can also begin to dual enroll during the 10th grade year. NMA requires that students must have a 3.0 GPA. If a student does not have a 3.0 GPA, he/she must wait until the GPA reaches 3.0. Dual enrollment classes that are offered through Wallace Community College on the NMA campus are English 101 and English 102 and American History I and II. University requirements for specific classes must be met to be eligible to take the classes. All other classes can be taken on the Wallace campus or online through Auburn University, University of Alabama, Wallace, Troy University, or Faulkner University. The new state education code states that for every (one)3-hour class taken on the college level equals one year of the corresponding high school course. Students who take NMA on-campus courses must take both semesters of English or Western Civilization. The college tuition and books required for these college courses are an extra expense that must be paid to the university in order to receive college credit for the classes taken. A student who makes a D or F in a dual enrollment class must come out of the dual enrollment program for a semester, not including summer semester. Before purchasing books for college courses, wait until the first class meeting so that the instructor can verify what books he/she will be using. College classes are weighted at a 5.0. Northside students are not allowed to take English 101 or 102 until their junior year, and they are not allowed to take college math until their senior year.

## ACADEMIC PROBATION

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### All students during the year

Any student who receives a D or F in a core subject (math, English, science, history, Bible, and Spanish) for a 9 weeks average within in a school year will be required to attend tutorial sessions until the student achieves a C average for the class at the next grading period. Tutoring services must be approved by the principal. Attendance and grades for tutoring must be documented. Any student who receives a D for the last semester must complete 15 hours of remediation during the summer. The student's tutor must be an approved student, alumnus, or teacher. Documentation must be presented before school begins for the next year.

### Existing NMA Students

Students who have failed a previous semester will be placed on academic probation. Academic probationary status will require students' grades to be monitored bi-weekly. If grades dip below a C in any core course, the student will be required to attend mandatory help class two days/week. If a student skips two help classes, a behavioral consequence will be enforced, which could be 1 hour detention after school or 2 hours of Saturday School charged at \$25/hour payable to the teacher at the beginning of Saturday School. Probation will be re-evaluated at the end of the semester. If the student ends the semester with a C or higher, he is released from probation.

### Incoming NMA Students

Because of the circumstances stemming from academic struggles at a student's previous school and/or a low score on the WRAT-5 placement test that was administered as a requirement for admission into Northside Methodist Academy, a student will be on probation for a semester of the academic school year. When a student scores three grade levels below his/her existing grade, the student will automatically be put on a probation to help the student focus on the importance of academics at Northside. Grades will be checked bi-weekly. If grades are below a C, the student will be required to stay after school in the class with the teacher at least twice per week. The student will be assigned an academic advisor, and the student must meet with his academic advisor at least once per week. The academic advisor will be that student's go-to person for questions regarding academics or any other school related questions. If a student has a D/F for the semester, he/she could be asked to return to his/her former school.

## PROMOTION AND RETENTION

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- **Seventh and Eighth graders** do not earn credits. Therefore, if a student fails one semester and passes the other, the pass/fail will be determined by taking the average of the two semesters of the yearly average. Students in 7th and 8th grade who fail one class will be required to attend summer school to be able to be promoted to the next grade level. Seventh and eighth graders who fail 2 or more subjects will be required to repeat the grade. Students will not be able to double up on courses failed from the previous year.
- **Ninth—Twelfth graders earn credits toward their state graduation requirements.** Any student who receives an F in 1 or 2 core subjects (English, history, math, science, Spanish, or Bible) will be required to repeat the subject/semester in Northside summer school or through online courses through Keystone in order to receive credit. Administration requires that the class must be passed in summer school.
  - Any student who fails more than four semesters in any combination of core subjects will be retained in their grade and placed on academic probation (See previous page).
  - Failure to make up failed courses will cause a student to not meet graduation requirements and not graduate with his/her class.

## SUMMER SCHOOL & CREDIT RECOVERY

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Northside can offer a summer school as needed. Summer school will be in session for 96 hours during the summer. The cost is dependent on the teacher and will not exceed \$15.00/ hour. Should your student need this service, please see the guidance counselor for details and cost. An online credit recovery is also offered.

## GRADUATION REQUIREMENTS

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- Parents and students should constantly be aware of credits earned in the 9<sup>th</sup> through 12<sup>th</sup> grade years. High school credits are awarded from grades 9 through 12. Any information concerning the making up of missed credits, etc. may be obtained through the guidance office.
- The Advanced Diploma requires two years of a foreign language and one honors math course above Algebra 2. If an honors class is offered, it must be taken instead of the regular class. **The student must have at least a 3.5 GPA at the end of each year or will be dropped from the honors program.** A student must be in the honors program 3 consecutive years. AP classes are not required to obtain an honors diploma.
- The fine arts requirement may be met by taking one of the following: Art, Band, Digital Media, Home Economics, or Yearbook. The computer requirement may be met by taking Yearbook for a second year or Digital Media for one year.
- Any transfer credits awarded in 8th grade will not be calculated in the high school GPA or graduation requirements. Eighth graders on the advanced track who take Algebra I in their 8th grade year will get one high school credit; however, all graduation requirements are met during 9th-12th grades to include four math credits during 9th-12th grades. Specifically, eighth grade students who take Algebra I will graduate with five math credits.
- All graduation requirements and credits must be met and all fees paid before students can participate in the graduation ceremony.
- AISA and Cognia, our accrediting agency, requires 75 service hours to be able to graduate.

# GRADUATION REQUIREMENTS CONTINUED

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## Academic Diploma

Bible	4
Health	1/2
English	4
Social Studies	4
Mathematics	4
Science	4
Fine Arts	1
Computer/Keyboarding	1
Physical Education	1
Electives	1/2
Spanish 1	1
<b>Total Credits</b>	<b>25</b>

## Advanced Diploma

Bible	4
Health	1/2
English	4
Social Studies	4
Mathematics	4
Science	4
Fine Arts	1
Computer/Keyboarding	1
Physical Education	1
Spanish	2
<b>Total Credits</b>	<b>25 1/2</b>

## Honor Graduates

Seniors graduate with honors who have maintained a 3.5 GPA and earned an Advanced Diploma. Medallions will be worn by all Honor Graduates. Gray Cords will be worn by all seniors receiving an Advanced Diploma. Gold cords will be worn by graduates who are members of the American Christian Honor Society.

## Graduation

In order to receive a diploma and participate in graduation exercises, the student must have completed all graduation requirements including all credits, and his/her account is paid in full. To participate in the graduation ceremony, students must attend all practices and ceremonies for baccalaureate and graduation unless excused by administration.

**Valedictorian and Salutatorian**—Our procedures are as follows:

- These honors are applicable for graduating, full-time seniors only (See page 10).
- The awards will be based upon the students' grade point average (GPA), using the weighted GPA.
- The award for Valedictorian will be given to the student with the highest transcript GPA, and the award for Salutatorian will be given to the student with the second highest transcript GPA.
- Students must have at least a 3.5 GPA to qualify for either honor.
- Students transferring from other schools can receive the honor only if they have completed two consecutive, full-time years of attendance of high school at Northside.
- Grades through the first semester of the senior year will be figured to determine the GPA in selection.
- A student under school discipline or suspension which eliminates his/her participation in the graduation exercises cannot serve as Valedictorian or Salutatorian.

# DISCIPLINE—BEHAVIOR EXPECTATIONS

As the educational arm of Northside Methodist Church, a body of believers trusting in the finished work of Christ and devoted to following the Bible as the inspired and inerrant Word of God, Northside Methodist Academy strives to develop students in the knowledge of the one true God and the Christian way of life while providing each student with an excellent education. This code of conduct represents our best effort at forming rules of conduct and corresponding disciplinary steps from a scriptural perspective. Realizing that all human codes are marked by the fallen nature of man, this handbook nevertheless contains our perspective on the definitions and applications of the following:

- Treating one another with love and respect - Luke 6:27-38
- Speaking to one another in a manner that builds healthy relationships and honors God – Eph 4:29-32
- Maintaining morals and character that reflect the presence of Christ – Eph 4:17-24
- Respecting God ordained authority – Rom 13:1-5

Students enrolled in Northside are required to abide by the Code of Conduct established by the board and the school. This applies to all school sponsored activities including, but not limited to the following: 1. Regular school activities 2. Transportation for school sponsored activities 3. Athletic events 4. Club or organization events 5. School sponsored social events 6. School groups representing the school 7. Vehicles driven and/or parked on school property

Northside students attending events at other private and public schools are expected to abide by Northside Code of Conduct. In addition, students are expected to maintain a good reputation in the community. **Off campus behavior** that negatively reflects Northside and/or is either disruptive to the school's educational process or a safety risk to students/faculty, as determined by the administration, is subject to disciplinary actions up to including expulsion.

Consistent with its objective to develop rules of conduct that encourage students to maintain morals and character that reflect the presence of Christ, Northside Methodist Academy does not condone or accept same sex relationships. Any displays of romantic affection between students of the same sex, whether physical or verbal will not be allowed on or off campus or on social media.

## Saturday School

Saturday School could be a consequence. Saturday School will cost the student and/or parent \$25/hr. for 4 hours .

## Probation

Students may be put on probationary status for behavior, failure to follow policies and procedures, or grades. Probation is a period of time in which the administration is waiting to see improvement in an area prior to a decision to expel the student from school or a school organization. The length and conditions of the probation period will be determined by administration on a case by case basis. **Note: New students who have a disciplinary record from another school, if accepted as a student of Northside, at the discretion of administration, could come in on probation as long as Administration deems necessary.**

## Suspension

Students who reach the level of suspension will be removed from classes for a set number of days. Assignments will be collected and student will be required to complete the work but will not receive any credit for the assignments. Zeroes will be given for all test and quizzes during the suspension.

## **Code of Conduct: Violations and Sanctions**

Each classroom teacher will deal with general classroom disruption by taking disciplinary action within the classroom using assertive discipline. Individual teachers are to have written classroom disciplinary policies including consequences in his/her room. Only when action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administration. A copy of teacher classroom management policies should be given to each student. A copy must also be on file in the school office or on Renweb.

Violations of the code of conduct are grouped into three classes:

Class I – Minor

Class II – Intermediate

Class III – Major

# CLASS I OFFENSES

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Each classification, if followed by a disciplinary action, is to be administered by the Administration. Before determining the classification of a violation, the Administration will hear the student's explanation and consult further with witnesses if necessary. The disciplinary action taken will be determined by whether the student is a middle school or secondary student, the number of times he/she has committed violations, and the severity of the violation.

1. Excessive distraction of other students
2. Excessive unexcused tardies to class or to school (4)- On the 4th, the student will be called to the office by the teacher/secretary to begin consequences.
3. Continued non-conformity to dress code
4. Minor public display of affection
5. Food or drink in unauthorized areas
6. Unauthorized use of school or personal property
7. Minor disruption at any school-sponsored event
8. Failure to keep locker clean and free from food and trash
9. Continued refusal to complete class assignments
10. Failure to come to class prepared repeatedly
11. Failure to return any document that requires signature in the time specified
12. Littering on school property
13. Parking or driving violation (see Student Drivers and Traffic—page 59)
14. Plagiarism—Zeros will be given for the assignment, and a behavior consequence will follow.
15. Headphone use in unauthorized areas (See Electronic Device Policy—page 57)
16. Any other violation that the administration may deem reasonable to fall within this category

## **Class I Minor offenses could result in one or more of the following sanctions:**

1. First violation – Student conference and parent contact when warranted.
2. Second and subsequent violations – Disciplinary actions such as probation, detention, special assignment related to violation, work detail, or loss of privileges.

**Administration reserves the right to alter consequences in a hierarchy for multiple offenses.**

## CLASS II OFFENSES

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1. Receipt of 3 Class I offense referrals within a consecutive nine week period
2. Defiance of school employee's authority
3. Possession and/or use of tobacco products
4. Vandalism—including but not limited to a senior prank
5. Stealing, larceny, petty theft of less than \$100
6. Gambling activities involving money and valuables less than \$100
7. Possession of or the selling of stolen property with the knowledge it is stolen
8. Forgery of any type to include parent signature
9. Disrespectful words, actions, or attitude toward a school employee
10. Use of profane or obscene language or gestures
11. Possession of pornographic/suggestive material
12. Threats and/or extortion
13. Harassment of students and employees
14. Falsifying or changing any school document
15. Cheating – see cheating policy (page 47)
16. Racial or sexual comments
17. Lying
18. Skipping Class
19. Destruction or misuse of school property
20. Fighting—horseplay, shoving, etc.
21. Inappropriate touching of another student
22. Same sex-attracted behavior and displays of affection
23. Major public display of affection
24. Violation of internet and computer rules to include but not limited to using laptops for gaming or messaging during class time. (see Electronic Policy—page 57)
25. Activation of electronic devices, including cell phones during class time (see Phone Policy—page 57)
26. Bullying/cyber bullying (See section defining bullying/cyber bullying)
27. Unauthorized or inappropriate digital recording video or taking pictures
28. Originating or transmitting digital recording video or pictures
29. Posting negative posts on social media or any other online source
30. Behavior, on or off campus, not becoming of a Northside student
31. Any other violation which the Administration may deem reasonable to fall with this category

### **Class II Intermediate offenses could result in one or more of the following sanctions:**

First Violation – Parental contact and detention, work assignments, Saturday school, or suspension for up to five (5) days.

Subsequent Violations – Parental contact and suspension for three (3) to five (5) days. Special circumstances or repeat offenses may warrant a suspension of up to ten (10) days or a recommendation for expulsion.

**Administration reserves the right to alter consequences in a hierarchy for multiple offenses.**

## CLASS III OFFENSES

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1. Receipt of two Class II offenses within any consecutive 18 week period after the first issuance
2. Drugs – The unauthorized use, possession, sale, misuse/abuse or being under the influence of drugs, illegal – prescription – over the counter. The Code of Alabama 16-1-2-4.1 (a) (b) (c) (d) and 34 Legislative Act 94-783 states “ A person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.”
3. Possession and/ or use of alcoholic beverages (on and off campus) (see Drug/Alcohol Testing Policy)
4. Violation of Drug/Alcohol Policy—Positive Drug Test (See page 13 of the drug and alcohol policy)
5. Battery upon any person including employees
6. Robbery – Taking of money or other personal property by force or threats
7. Stealing – Larceny – Grand Theft – The intentional taking and/or carrying away of property valued more than \$100
8. Gambling – Intentional, unlawful participation in gambling activities including more than \$100
9. Burglary of school property
10. Possession of dangerous weapons or devices which include, but are not limited to firearms, knives, mace, chains, and/or artificial play weapons. Possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony
11. Possession of and/or discharging firearms or fireworks
12. False reporting of bomb threats or other catastrophe
13. Groping or heavy physical contact
14. Any sexual acts or written and/or verbal proposition to engage in sexual acts
15. Unjustified activation of fire alarm
16. Computer hacking or misuse of computers
17. Inciting or participating in disorderly activities that disrupt the educational process
18. Threats to kill or harm
19. Criminal mischief – Vandalism or willful and malicious injury or damages in excess of \$200 to property of school or another person—including but not limited to a senior prank. In the case of a senior prank, seniors will not be allowed to walk in graduation ceremonies
20. Depositing bodily fluids or fecal matter on school property
21. Fighting
22. Sexting or sex texting (See section defining sexting)
23. Behavior, on or off campus, not becoming of a Northside student
24. Any other violation which the administration may deem reasonable to fall within this category

### **Class III – Major offenses could result in one or more of the following sanctions:**

First Offense – Parental contact and up to ten days out of school suspension, Law Enforcement personnel will be contacted when warranted, and charges filed, possible expulsion.

Possession or selling of controlled substances on school grounds will result in immediate expulsion.

Second and Subsequent Offenses – Expulsion from Northside and contact of Law Enforcement personnel when warranted and charges filed.

# BULLYING/CYBERBULLYING/SEXTING

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## Bullying and/or cyber bullying

- Bullying and/or cyber bullying will not be tolerated.
- Bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student which has the effect of:
  1. Physically, emotionally and mentally harming a student;
  2. Damaging, extorting, or taking a student's personal property;
  3. Placing a student in reasonable fear of physical, emotional, or mental harm;
  4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, faculty, or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, text messages, instant messages, snapchats, digital pictures or images, or website postings (including blogs) which has the effect of:
  1. Physically, emotionally, or mentally harming a student, or faculty, or staff member.
  2. Placing a student or faculty or staff member in reasonable fear or physical, emotional, or mental harm.
  3. Placing a student or faculty or staff member in reasonable fear of damage to or loss of personal property.
  4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Note: The term "bullying" or "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. All students are encouraged to report bullying or cyber bullying complaints to any faculty or staff member. All forms of bullying and cyber bullying are strictly prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline as outlined in the Student Code of Conduct.

- **Harassing text messages are considered a form of cyber bullying and will be handled according to the cyber bullying policy.**

## Sexting

"Sexting" or "Sex Texting" is the act of sending and/or receiving explicit photos of yourself or other via electronic means. Sexting is not only a violation of school policy but "it is a crime." State of Alabama Section 13A-12-192, Code of Alabama 1975 makes it a crime to possess and intend to disseminate sexually explicit visual depictions of a person 17 years of age or younger. Under these statutes, any student who sends or receives nude or sexually explicit photos of a person under the age of 17 could be arrested and prosecuted. Also, an individual convicted under one of the above statutes can be required to register as a convicted sex offender.



# ELECTRONIC DEVICE POLICY

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## Electronic Textbooks

We are very excited to have electronic textbooks at Northside. There are so many conveniences for teachers and students using the new technology. However, with privilege comes responsibility. Students are allowed and expected to use the laptops at school for academic purposes only. Each student will be issued passwords to their individual textbooks which are not shared with other students. Therefore, every student will operate their books and work assigned from any teacher under their specific passwords only.

- Laptops will not be used as texting devices using instant messaging and/or certain apps.
- All passwords are private. If someone discovers your personal password, you must report it to the teacher of the class immediately, and you will be issued another password.
- No student will work or read under any other student's account in any subject unless he/she is sharing reading with the teacher's permission and under her supervision.
- No videos, photos, or audios may be made from laptops/electronic textbook device without teacher permission and is done so under his/her supervision.
- Laptops/electronic textbook devices will only be used in the classrooms under teacher supervision while on campus. Any laptop confiscated by a teacher for students not using laptops for academic purposes only will be turned into the office, and a parent will have to come get the laptop from the high school office. This is a Class II offense.
- No other internet site will be accessed while on campus other than your textbooks or Northside email unless you otherwise instructed to access a research site under the supervision of your teacher.
- There will no social networking allowed or instant messaging programs. Our firewall will not allow certain websites. If a child choses to use his phone as a hotspot or to get around the firewall, the child will be punished accordingly. This is a Class II offense.
- No games may be accessed on electronic devices during school hours. This is a Class II offense.
- At times, students will be allowed to use headphones during class. No student will be allowed to have headphones on while in carline.
- Students will not be allowed to have their phones out at any time during the school day. Cell phones will be housed in the locker, in the high school office, or the student's car. They will not be allowed to go to their cars during the day. Being caught with a cell phone during the day will be classified as a Class II offense.

## LOCKERS

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Each student from 7th -12th grades will be assigned a locker which has a combination lock. Lockers are to be kept clean and locked at all times; they are subject to periodic inspection. No student is to open another student's locker. Items will be stacked in the lockers in such a way that they will not put pressure on the door. If a student fails to use his lock, the school is not responsible for lost or stolen items. There will be \$35 fee required for locker usage charged one time. Students will be charged if they do something to the locker to jam it or damage it.

## CO-OP WORK AND HOSPITAL VOLUNTEERS

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Seniors who have completed all credits except 5 core senior classes may qualify for co-op. The counselor will review credits and make recommendations to the administration. Flowers Hospital, Southeast Health, and other medical facilities have partnered with Northside to allow students to volunteer. Any student who has met all requirements may participate in volunteering during school hours. Juniors and seniors only will be allowed to participate as long as schedule permits. The Guidance Counselor can provide details.

# PHONES

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Students may need to bring a cell phone to school in order to communicate with parents as needed. However, the cell phones may only be turned on after 3:00 P.M. (Phones are not allowed while waiting in carline).

- Students will not be allowed to have their phones out at any time during the school day. Cell phones will be housed in the high school office, locker, or the student's car. They will not be allowed to go to their cars during the day. Being caught with a cell phone during the day will be classified as a Class II offense.
- If a child needs to contact his/her parent, he/she will be allowed to use the phone in the high school office. Parents can also leave messages for their students with the high school secretary.
- No photos, videos, or audios will be taken on campus (this excludes athletic activities that are open to the public).
- If a phone is confiscated, a student's parent/guardian will have to come get the phone in conjunction with the Class II offense consequence.
- If a phone is used in recording or taking pictures during school and posted on social media, this is a Class II offense.

## STUDENT ORGANIZATIONS

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### **Class Organizations**

Class officers are selected by their 9th-12th grade peers. Leadership carries with it the weight of added responsibility. Therefore, class officers will be required to maintain an overall 2.0 "C" average. Any officer with reoccurring discipline behavior, dress code violations, or low academic standing will forfeit his/her position. This is at the discretion of the sponsor and principal. The sophomore class organizes the annual Homecoming celebrations. The junior class organizes the Junior-Senior Prom. Students who are suspended or who have accrued multiple discipline offenses will be removed from office.

### **Student Council**

The Student Council consists of an Executive Committee and the presidents or leaders of all the class organizations. Its purpose is to serve as a liaison between the student body and the administration and to plan various activities during the school year. Student Council officers will be required to maintain an overall 2.0 "C" average. Any officer with reoccurring discipline behavior, dress code violations, or low academic standing will forfeit his/her position. This is at the discretion of the sponsor and principal. Students who are suspended or who have accrued multiple discipline offenses will be removed from office.

### **Clubs**

Northside encourages a number of student clubs. The particular clubs conducted each year depends on student interest and availability of teacher or parent sponsors. All clubs must be self-funded. Students who are suspended or who have accrued multiple discipline offenses will be removed from office.

### **American Honor Society for Christian Schools**

Junior and senior students with high academic records in honors classes (at least 3.5 GPA) qualify to be inducted into the American Honor Society for Christian Schools. Candidates must also submit a written testimony as well as be recommended by their teachers for character, service, and leadership. The 3.5 GPA must be maintained in all credits to be recognized at graduation. Gold cords are worn at graduation by Honor Society members.

### **Mr. and Miss NMA**

The honor of Mr. and Miss NMA is nominated by the senior class and voted on by the 9th-12th grades. The nominees must be an NMA student for the last two consecutive years, one boy and one girl. Students will give their testimony to the high school students before 9th-12th grades vote. Students who have been suspended or who have incurred several discipline offenses will be considered.

# STUDENT DRIVERS AND TRAFFIC

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- Students who drive to school should use the parking areas that are designated as student parking areas. Students are able to reserve a parking space in the parking lot behind the high school building and the side of the gym for \$25 per school year. If the student does not request a parking pass until the second semester, the fee will be \$12.50.
- All non-driving students are to be dropped off in the front of the school. Parents are not to **drop off or pick up students** in the high school parking lot, the area around the gym, or in the parking lots by the church. To do so creates a hazardous situation. Students are to wait in front of the school for their rides. Please display a sign with a list of the students you are picking up. Parking along Redmond Road is prohibited.
- Students with driver's licenses are permitted to drive to and from school. All student drivers are to obtain a parking permit from the high school office. Each driver must fill out a parking registration form at the beginning of the first semester and then update the form whenever a change is necessary.
- As students receive their driver's licenses during the year and begin driving to school, they must notify the High School Secretary. They must fill out a parking registration form. A parking permit will be charged to the FACTS account. Parking spaces will only be assigned to students who currently drive.
- After multiple parking/traffic rule violations, fees may be issued up to \$25.00 for each infraction, and the privilege of bringing a car to school and parking on campus may be suspended.

## Traffic Rules

- **Students and/or parents will be fined \$25 if they are in violation of picking up and dropping off in the high school parking lot or any unauthorized areas mentioned above.**
- Speed limit is 10 mph.
- No loitering is allowed in the parking areas before or after school. As soon as students arrive at school in a car driven by a student driver, all must leave the car and go to the designated area for students waiting for school to begin.
- Once a vehicle is parked in the morning, students are not permitted to return to it unless approved by high school office.
- Students are not permitted to transport other students, except brothers and sisters, without written permission from both sets of parents: the driver's and the passengers'.
- Radios are to be at low volume so that they cannot be heard outside of the vehicle.
- The parking stickers are to be displayed on the right rear corner of the back window.
- Double parking is prohibited.
- Cars are on private property and are subject to being searched.
- Any accident that occurs in the parking lot is, according to Dothan City Police, on private property, and the parties involved are to determine who is at fault and how repairs will be handled. The school is not responsible for accidents occurring in the parking lot.
- No one is to pull onto or park on the grass.
- Younger brothers or sisters should go to the car at the same time as those driving. They should not be in or near the car without the driver being present.
- Once you leave the parking lot after school, do not return to it until after 3:20 pm.
- Students are not to tamper with someone else's vehicle.
- The school has the right to enforce these rules on Redmond Road.

# ATHLETICS & EXTRACURRICULAR ACTIVITIES

## GENERAL GUIDELINES

Students at Northside are encouraged to participate in extracurricular activities. Students learn lessons such as team building, sacrifice for the team, and selflessness when participating in athletics and extracurricular activities. The extracurricular activity should always be thought of as an incentive to organize the time available for study to its most effective use. Although the value of participation in such activity is truly beneficial, extracurricular activities can never take precedence over the day-to-day academic work.

The following academic guidelines have been set to help students participating in extracurricular activities maintain the proper balance with schoolwork and activities.

- All participants of extracurricular activities must maintain a "C" average with no "D's" or "F's" in **any core** subject to be eligible for participation (math, English, history, science, Bible, and Spanish).
- **Interim**—The principal will check grades at each interim (Progress Report), which is the 4<sup>1/2</sup> week point. Any student (including club members, band members, and athletes) who has a "D" or "F" on an interim report or report card will be placed on probation and will be required to go to after school help until the "D" or "F" grade is brought up to a "C" average. (See page 49.) Students who are on probation will not be able to participate in the activity until the grade is pulled up to a "C." Players/club members WILL NOT dress for home games or travel to away games with the team if grades are not acceptable.
- **9 Weeks**—At the report card time (End of the 9 weeks), when a student receives a grade in any class lower than a "C" for a nine weeks grading period, the following will be policy regarding that student's involvement in any extracurricular activity:
  - Following the nine weeks'/semester report, an athlete/club and band member will be ineligible to play/participate in one of the next three games/activities. Game/activity will be determined by the sponsor/coach.
  - The student will begin mandatory 2 day/week, 1 hour, after school help classes scheduled by the instructor of the class. These classes will be at the instructor's convenience. The student will be excused from any and all practices, games, or meetings that conflict with the help class schedule.
  - The student must maintain a "C" or better in the class beginning with the very first grade of the new nine weeks, progress will be monitored weekly until mid-term grades. If at any time the average dips below "C," he/she will be immediately declared ineligible for participation until the grade is raised back to a satisfactory level. If a "C" is maintained at the mid-term grade, the weekly monitoring and mandatory study halls will be suspended.
  - Coaches/club sponsors may not punish students for missing meetings or practice time. However, in sports, up to 15 minutes of extra conditioning is allowed if an athlete missed conditioning during the hour of help class.
  - In the event that a student receives an F or three or more D's in a nine week period, that student will be suspended from all games, practices, and activities for a two week period in addition to the above policy.
  - The school administration will have discretion to modify this policy in special needs situations.
- **State Competitions**—To not punish the whole team for bad study habits of a few players/participants, if a student is on academic probation during state competitions, he/she will be able to participate in those competitions but still adhering to the tutoring schedule.

## ATHLETICS

- Athletics at Northside is an integral part of the school's total educational program. Our success must be free from conceit and our losses free from malice. We must teach a spirit of personal self-sacrifice, of unselfishness, and of team play. There must be in our coaching a respect for our opponents and officials. Coaches and players should always remember Colossians 3:23, "And whatsoever you do, do it heartily, as to the Lord and not to men." Our prayer is that our athletes become more like Christ because of the daily example of the coach, administration, and teachers.
- Winning is of great importance to the program. However, to sacrifice Christ-like qualities to win a physical victory is disastrous. The student athlete and coach should realize there are two victories, the spiritual and the physical. The goal should be to attain spiritual victory at each practice and competition. The physical victory should be the next goal, and its meaning is validated through the spiritual victory.

- The student athlete and coach have a special responsibility of maintaining Christ-like qualities. They are looked upon as leaders within the school and are constantly being observed. These qualities are impossible to maintain unless glorifying Christ is the motivation.
- Athletics is an opportunity to practice the principles of God's Word, such as subjecting one's self to authority, working together as members of the body of Christ, and controlling feelings that arise in competition. Athletic competition offers an arena for the demonstration of our faith in Jesus Christ and opens many doors for active ministry.

### **Athletic Department Guidelines**

Rules, regulations, and respect for authority are a part of any society. It is the policy of Northside to support those rules and regulations prescribed by the individual coach which are in harmony with the athletic and educational philosophy of the school.

### **AHSAA Sportsmanship**

The AHSAA will not tolerate and/or condone demonstrations of poor professionalism or sportsmanship, especially displays which lead to altercations and/or forfeiture. The AHSAA will take a very firm and rigid stand in matters of this concern and will levy harsh sanctions on those involved. Any fan guilty of unsportsmanlike involvement with the players, coaches, officials, and/or other fans before, during, or after any AHSAA interscholastic event may be fined or placed on probation. All fines are due to the AHSAA office within thirty (30) days. **If a parent or player is fined by AHSAA for such actions, the parent will be required to pay the fine, and other consequences will be considered by the administration.** Displays of unsportsmanlike conduct toward an opponent or official or use of profanity during practice or a contest is unacceptable and can result in suspension from that game or future games. Northside has a zero tolerance for any type of hazing.

### **Alabama's Sports Official's Bill**

Alabama has become the 16<sup>th</sup> state to toughen the punishment on angry sports fans who attack game officials, coaches, and administrators. The Alabama House voted, 75-1, in December to give final approval to Senate Bill 16, sponsored by Senator Rodger Smitherman (D-Birmingham). The bill, which had passed the Senate earlier by a 31-0 margin, was signed by Gov. Don Siegelman, on December 28, 2001, and became law on March 31, 2002. It creates new crimes of harassing, menacing and assaulting sports officials, coaches and administrators. The punishments are harsher than normal for convictions for harassment, menacing and assault. For example, a second degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second-degree assault of a sports official, coach, and administrator could result in sentences of up to 20 years. The legislation applies to all levels of athletics from church softball to professional sports.

AHSAA rules and regulations must be followed in all cases of eligibility, transfer, starting dates, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and AHSAA regulations in these matters.

**AHSAA UNSPORTSMANLIKE CONDUCT.** A student or coach who has been found guilty of unsportsmanlike conduct in an interscholastic contest, or who has been penalized for a serious offense or rule violation by expulsion from a contest because of unsportsmanlike conduct, may be suspended by the Executive Director from participating for the remainder of the season in that sport. A student or coach found guilty of unsportsmanlike conduct may be disqualified for the remainder of the season. Note: It is the expectation of the AHSAA that all athletes and coaches display excellent character and sportsmanship during awards presentations. Failure to respond accordingly will result in a monetary fine and possible probation and/or suspension. Note: Destruction of any host facility or part of a host facility during an AHSAA contest or event shall be considered flagrant unsportsmanlike conduct. Bylaws — Rule I — Eligibility 42 Bylaws — Reports SECTION 18. CONDUCT RULE/EJECTION PENALTIES. Penalties for coaches and players ejected from one or more contests are as follows: First Ejection: A \$300 fine (An athlete's fine can be reduced to \$100 if the athlete being ejected takes the online NFHS Captain's Course and payment is made within 10 days of the date of the ejection.) (NFHS Captain's Course can only be taken one time per sport in a student's athletic career.) If the ejection is due to NFHS contest rules and does not result in unsportsmanlike conduct, only the ejection will be assessed. The ejection is not a fineable offence if the ejection was based on NFHS playing rules related to contact that was not flagrant. An ejection for unsportsmanlike behavior will result in a fine. Second Ejection: A one-game suspension and a \$500 fine Third Ejection: Minimum penalty of a suspension for the remainder of the season plus a \$750 fine Note: If any of the ejections or suspensions occur during the last contest of the season, a monetary fine will be placed on the school. Note: All fines are due within 30 days. Fines not paid within required time are subject to late fees. Leaving The Bench Ejection: If players come off the bench onto the court or field and are ejected under National Federation rules, they will also be suspended for 20 percent of the team's total number of regular season contests. If a player is ejected by the contest officials or by the AHSAA for unsportsmanlike conduct that causes other players to leave the bench or team box, the player(s) who initiated the altercation will be charged with the same penalty as those who left the bench under National Federation rules and will also be suspended for 20 percent of the team's total number of regular season contests. Only the individuals from the school whose players came off the bench are affected by this rule. Note: In sports where tournament games count toward the maximum number of games allowed [basketball, baseball, football, etc.], each game played counts toward the 20%. In sports where the maximum number of games allowed does not include tournaments, [softball, volleyball, soccer, wrestling, etc.], a tournament would count as one contest except in championship play where the suspension would be in effect contest by contest.) Note: If unpaid fines/fees are not received by the close of the school year, the school's access to the eligibility software program will be suspended until payment is received. Online Sportsmanship Requirement: Students in high school (7- 12) must complete a NFHS Sportsmanship or STAR Sportsmanship online Bylaws — Reports Bylaws — Rule II — Reports 43 interactive course one time during their high school careers. A certificate of completion must be kept on file in the school principal's office along with other eligibility items. Cheerleaders must also complete the course one time during their high school years. SECTION 19. ELIGIBILITY RULE APPLICATION. The eligibility rules of the Association shall apply to all students of member schools participating in interscholastic athletic contests with schools inside or outside of Alabama.

### **Make-Up Work and Tests**

- Students will be granted one extra day to turn in homework and to take tests whenever they are away for an out-of-town game and the team or club returns to school after **10:00 pm.** **Students and athletes who have been given "long term" assignments, tests, or projects will not be exempt from meeting completion on due date (the late night exemption will not apply).** For example, English vocabulary test that are usually always on Fridays will be required to be taken since the student has had all week to prepare. Research papers or projects where students have had multiple days/weeks to prepare are another example of long term assignments that will be due on the due date with no extra time given. All assignments due on a travel day must be submitted before they leave campus. The "Wednesday exemption" does not apply. In other words, make-up tests and homework can be given on Thursday.
- **It is the student's responsibility to set up time to take missed tests.** If a student arranges to miss all or part of another class, that is not a core class, to make-up a test, the absence must be cleared by the other teacher first.

The Northside program shares in the providing of equipment required for participation. The exception would be athletic shoes and personal items of this nature. The student accepts full responsibility for the care of this equipment. The student who loses or destroys equipment through carelessness is responsible for its replacement.

The principal determines whether or not a student is eligible to participate in a particular sport.

### **Attendance Requirements**

- To participate in athletics, the student must be a full-time student.
- Unexcused absences from classes during the season may subject the athlete to be disciplined by his/her coach.
- Athletes are expected to be at school in first period the following morning after every game. Excessive tardies to school are considered a Class I offense and will be given an appropriate consequence. (See attendance policy.)

### **Physical Examinations**

- Each student who participates in athletics is required to have on file a completed physical form by a physician that the athlete has been examined and is physically approved to participate for that school year.
- Athletes will not be permitted to try out or practice before obtaining a physical examination.

### **Eligibility**

1. See academic requirements under “General Guidelines” under Athletics and Extracurricular Activities.)
2. If a student fails any core subject in a semester, he/she is not eligible to participate in athletics the following semester. The only exception is if the student makes up the failed course during the summer.
3. A copy of the participant’s birth certificate must be on file.
4. Each player must have a current physical report on the athlete’s physical condition on file.
5. An Authorization of Consent to Medical Treatment and Permission to Travel Form must be signed and on file in DragonFlyMax.com. All requirements on DragonFlyMax.com must be completed.
6. Players must ride to and from any game with the transportation arranged by the school. A student may ride home with his/her parent or a designated guardian with written parental consent. Written permission must be presented to head coach before the game begins.
7. All players must commit to their Northside team first. All scheduled games, tournaments, and practices take priority over other teams or extra-curricular activities.
8. If a player is caught cheating or engaging in other serious misbehavior, he/she is ineligible to participate until the matter is resolved by a disciplinary committee consisting of the administration and coaching representatives.
9. Each player must pay the gear & usage fee by the 1st game of that sport.
10. If an athlete’s sports account becomes more than 30 days delinquent from the travel date, they will no longer be eligible to practice, play, or travel until the account balance is satisfied.

**All other athletic policies will be found in the NMA athletic handbook that must be electronically signed by parent and athlete and the AHSAA website.**

## **USE OF ALCOHOL & TOBACCO & E-CIGARETTES**

Northside is a tobacco and alcohol free campus. The consumption or possession of these products is prohibited by anyone who is on the Northside Methodist Church and Academy property. The use of E-cigarettes are also prohibited.

# CHILDCARE AND SUMMER CAMP

## **Northside Childcare**

Northside School Childcare is a department within Northside Methodist Academy, and we are subject to the rules and leadership of NMA as well as those which strictly apply to Childcare

**Vision:** To be a place where children feel safe and loved, where the staff's passion and love for God is felt by the students and parents.

## **K3/K4 Aftercare**

When preschool concludes at 12:00, the K3/K4 students come to childcare where their lunch is waiting for them. They rest from 12:30-2:15, get up, eat an afternoon snack and prepare for 3:00 carline. There are 2 childcare options for preschoolers: 12:00-3:00 or 12:00-6:00. After 3:00 carline, the children will play outside, weather permitting, or play in centers inside.

## **1st-8th Grades**

When school concludes at 3:00, the 1st –8th graders will proceed directly to the lunchroom where they may eat an afternoon snack and do their homework. Homework help is available. When snacks and homework are finished, we head outside to release some energy.

## **Northside Childcare provides additional services:**

Before School Care and Summer Camp. Summer Camp accepts rising K3—rising 7th graders. K3 & K4 students must be potty trained. We require a minimum number of students during Holiday Break Care. Before School Care opens at 6:30 a.m. The drop in rate for after school care is \$8.00 per hour charged by the 1/4 hour (\$2.00/15 minutes, etc.).

## **Our Goals**

**After School:** To provide a positive, relaxed, and loving place for your child to be until you arrive.

**Summer Camp:** To Promote a fun environment full of activities and to encourage friendships and creative expression. Our goal for the parents is to provide you comfort in knowing that your child is in a safe and caring environment.

**Our Mission** – We are committed to serving children by providing a safe, fun, and caring Christian environment that fosters your child's physical and intellectual curiosity. We aim to inspire laughter, promote creativity, sharpen academic thinking, develop athletic and artistic skills, and create lifelong memories and friendships.

All of our teachers, coaches, counselors, and directors have been carefully selected for their experience and recognized expertise. We will serve the community and help area children develop character and confidence through learning and play.

As a faith-based Christian school, we operate all of our programs on the foundation of Biblical principles and exemplify these standards in our words, actions, and responsibility to others.



**Northside Childcare /Summer Camp Philosophy-** We are committed to help all children in our care develop to their maximum potential in their social, moral, cognitive, and physical growth. Our staff will encourage and build your child's self esteem by providing age appropriate experiences based on mutual respect and trust.

**Equal Access-** No eligible participant shall, on the basis of race, sex, creed, national origin, be denied equal access to programs, activities, services, or be limited in the exercise of any right, privilege, advantage, or opportunity.

#### **Arrival During the School Year**

If you are arriving between 6:30-7:30, you must accompany your child into the Childcare building, sign him/her in, and fill out an information card. Please allow time for this as we endeavor to keep you child safe at all costs. Only one information card per year is required, please keep the information current. During Summer Camp, it is the parent's responsibility to have the students at camp on time in order to go on the field trips/activities. All field trip consent forms for grades K-5-7th must be signed and returned to the Director in order for your child to attend the trips.

#### **Pick Up**

Please come in and sign your child out. Be sure you child has all of his/her belongings and personal items. Children will only be released to the person on the information card or application. Anyone under the age of 18 (including siblings) will not be allowed to pick up or sign your child out. We will ask for ID from anyone we do not recognize. Please understand this is only because we love and care for the safety of your child. You may add or delete from your pick up list at any time.

**Emergency Pick Up-** If there is an emergency, and someone else needs to pick up your child, please call After School at (334) 702-8473 or email Cathy Corbin at ccorbin@northsideknights.net.

#### **Late Pick Up**

**Childcare will be closed at 6:00 p.m. If you are running late (regardless of the reason) and your child is not picked up by 6:00 P.M., you will be charged \$1.00 per minute per child that you are late. Payment will be due at that time.**

#### **Accident/ Incident Forms**

Should your child have an accident/ incident occur during childcare or camp, a form will be completed to inform you of the situation. This form is also used when the staff has to discipline a child on one or more occasions.

#### **Medicine**

If a child in Childcare or Summer Camp needs medication administered during the day, the parent must fill out a medication authorization form. You may ask for one at the Childcare desk. Information that must be fill out includes name, prescription number, name of medication, amount to be given at each dosage and time (s) of dosage (s) to be given during childcare. All medications must be kept in the main Childcare Office. The Director or Coordinator will administer all medications. Medicine prescribed by a doctor must be in its original container. Over the counter medicine must have the child's name written on it in permanent marker. NO medication will be given without a signed consent form from a parent.

**Illness-** Students **may not** come to Childcare or Camp if they have a contagious illness, such as high fever, vomiting, diarrhea, head lice, fifth disease, pinworms, strep throat, chicken pox, impetigo, virus, pink eye, etc. If your child has to go home due to an illness, he/she will not be allowed to return to camp for 24 hours symptom free without medicine. We will enforce this policy to keep other students from becoming ill. It is not the responsibility of Childcare to care for sick children. If you are called, you must make arrangements to pick up your child immediately.

**Emergency Procedures-** If a child is injured, the director or person in charge will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to the following.

Attempt to contact the parent or guardian  
Attempt to contact authorized persons listed on the application  
If parent/guardian cannot be reached and/or call 911 for an ambulance.

**Update or Notices-** Any notices that you will need to be made aware will be posted in the main Childcare office. There will be flyers for you to take home on some occasions, and they will be located by the sign out sheet. Please include a current email address as we may send out group emails as well. We may also post information on the NMA Childcare Facebook page.

**Change of Clothes-** All students, especially K3, K4, and K5, will need to have a complete change of clothes left in Childcare/Summer Camp. This is in case an accident should occur. This keeps you from having to come to school to bring clothing to your child.

**Appearance and Attire-** During the normal school days, students must remain in their uniforms. Please see school handbook for Uniform Dress Code.

During Summer Camp and other Holiday Breaks, boys may wear clean, appropriate t-shirts, and shorts or pants. T-Shirts should **not** have holes or non-Christian or suggestive graphics on them. Shorts should not be any shorter than the top of the knees. Flip Flops or tennis shoes may be worn.

Girls may wear appropriate length shorts, t-shirts, dresses, or pants. Shorts and dresses must meet school standards. (no more than 4" above the knee) T-Shirts are same as male rules. NO halters, mid-drifts, strapless, backless, or any immodest top should be worn. Straps on shirts are to be a minimum of  $\frac{3}{4}$  inches in width.

For Water Fun days, students may wear a one piece swim suit or tankini. Boys may wear appropriate length trunks with t-shirts on as a cover.

During field trips, students may wear Summer Camp or Northside t-shirt with appropriate bottoms.

**Northside Code of Conduct Policy-** Childcare/Summer Camp Students are expected to follow Northside guidelines. Students must show genuine respect to Northside staff, fellow students, guests, and school property. Students are expected to be truthful and honorable as well. Unacceptable behavior such as name calling, yelling, gum chewing, spitting, biting, fighting, rough playing, etc. will not be allowed! Clothing and other personal items that represent or promote violence, magic, new age, etc., are not allowed at Northside. Boys are not allowed to have body piercing, and girls are only allowed to have ears pierced. Tank tops, mid-drifts, short-shorts, or miniskirts are not permitted. Parents will be called to pick up their child if they do not comply with our dress code. Should a student not behave accordingly during Childcare or Camp, the school reserves the right to not allow the child to attend a field trip, participate in an activity, or even dismiss the child from camp if deemed necessary.

We want your child to enjoy his/her Childcare and Summer Camp experience. There are five simple rules that will be stressed, and each child will be required to follow. These rules are:

- I will respect all Northside staff, friends, and school property.
- I will keep my hands and feet to myself.
- I will listen and obey all Northside staff.
- I will follow instructions when I go on field trips or do activities.

I will clean up/pick up after myself at all times.

Childcare/ Summer Camp staff will encourage every child to be considerate of each other and to follow the summer camp rules. We ask parents and guardians to encourage their child to do the same. Childcare administration may find it necessary to contact the parent by phone if the behavior is ongoing or severe. Should the administration contact the parent, the parent will be advised to come pick up the child immediately for the day and may not be allowed to return to childcare or camp.

**Note-** Should a child cause any harm to another child, disrespect a staff member, school property, or continuously disregard rules and guidelines on a daily basis, the Director reserves the right to take immediate disciplinary action.

**Absences-** There will be no refunds or adjustments made to Summer Camp tuition due to illness, holiday, vacation, or weather.

**Inclement Weather-** If weather conditions are unfavorable, watch WTVY, WDHN TV, or listen to WOOF-FM, WKMX radio stations to be informed if Northside Childcare or Summer Camp will close. Closings will also be posted on the NMA Childcare Facebook page.

**Personal Items-** Please write your child's first and last name on any items (lunch boxes, backpacks, toys, etc.) brought from home with a permanent marker. Northside will not be responsible for any lost or stolen items.

**Water, "Slides", and messy days-** Students will need to wear T-Shirts over their bathing suits. Tank tops, shorts, two piece bathing suits are not allowed. In order to stay on our schedule, campers should wear their swimsuit under their clothing. We will not have time to allow campers to change into their swimsuits. Sun block will need to be applied at home prior to coming to camp. Every child needs to bring a complete change of clothes, underwear, and towels. All clothing needs to be in a plastic bag with a name on the outside of the bag. Please put your child's name on all clothing and towels. All wet clothing must go home the same day.

**Video Taping & Photos of Children-** There will be times throughout the summer when Northside Childcare or Summer Camp will be taping activities of the children or taking pictures of children participating. These videos or photos may be uploaded to social media if you have given consent.

**Lunch Information and Requirements-** All lunch boxes are required to have a full name on the outside written in permanent marker. All lunch boxes are required to go home daily. Northside will not be able to refrigerate your child's lunch, so please make arrangements to use ice packs. Lunch/snack/drinks will be provided daily for purchasing. During school days, you can order online (see School Handbook) Charging is not allowed.

If you are bringing your child a lunch, it must be dropped off by his/her lunch time (12:00P.M. Sharp). If your child does not have a lunch or is unable to purchase a lunch by lunchtime, a lunch will be served to your child and billed to you.

Due to limited space, parents may not eat with their child in the After School room; however, you may pick up your child and take him/her to eat or go in to the lunchroom. An afternoon snack must be brought from home.

## NMA Childcare Calendar

(Closed on these days)

- July 3, 2020-Independence Day
- August 3-4, 2020 (Teacher In-service-August 5-7/Childcare available for teachers' children only)
- September 7, 2020-Labor Day
- November 11, 2020-Veteran's Day
- November 25-27, 2020-Thanksgiving
- December 24-25, 2020-Christmas
- January 1, 2021-New Year's Day
- January 15, 2021-Parent-Teacher Conferences (Childcare available for teachers' children only)
- January 18, 2021-Martin Luther King Jr. Day
- February 12, 2021-Teacher Workday/Weather Day (Childcare available for teachers' children only)
- February 15, 2021-President's Day
- April 2, 2021-Good Friday
- May 24-28, 2021-Summer Camp Training Week



# RenWeb, Electronic Textbook, and Email & Office 365 Download Instructions

**Renweb is an online service that NMA offers. Parents and students can access lesson plans, homework, important documents, class syllabi, and grades through Renweb.**

## ParentsWeb on Renweb

- To access RenWeb, please go to our website at [www.nmacademy.net](http://www.nmacademy.net) and look for the RenWeb tab under the "Academics" section of the website or go to [www.renweb.com](http://www.renweb.com)
- RenWeb is only available for students in grades 1-12.
- In order for you to be able to access RenWeb, WE MUST have your accurate email address in our system. Please email us at [info@northsideknights.net](mailto:info@northsideknights.net), so that we can ensure that you can access your students' information. If you have accessed RenWeb from the previous year, you will already be setup in RenWeb.
- There is also a phone app that you can download for smart phones.

Steps for logging into ParentsWeb on RenWeb:

- Go to <https://www.renweb.com> Hover over logins on the right-hand side and select parent login.
- Enter the School ID – NMA-AL.
- Click the link Create New ParentsWeb Account.
- Enter your email address that NMA has on file.
- Click Submit.
- RenWeb will then send your password to the email address you previously provided to the school.
- If you get an error, please email the school at [info@northsideknights.net](mailto:info@northsideknights.net). We will verify your email address and help get you a password.



The image shows the RenWeb ParentsWeb Login page. At the top is the RenWeb logo with the tagline "Powering School Systems Online" and "Serving schools since 1998". Below the logo is the heading "RenWeb ParentsWeb Login". The form includes fields for "District Code:" (with "NMA-AL" entered), "User Name:", and "Password (case-sensitive):". There is a link for "Forgot User Name/Password?". Below the password field are buttons for "Parent", "Student", and "Staff", with "Parent" selected. A "Login" button is at the bottom. A link for "Create New ParentsWeb Account" is at the very bottom. An arrow points from the text "For new families" to the "Create New ParentsWeb Account" link.

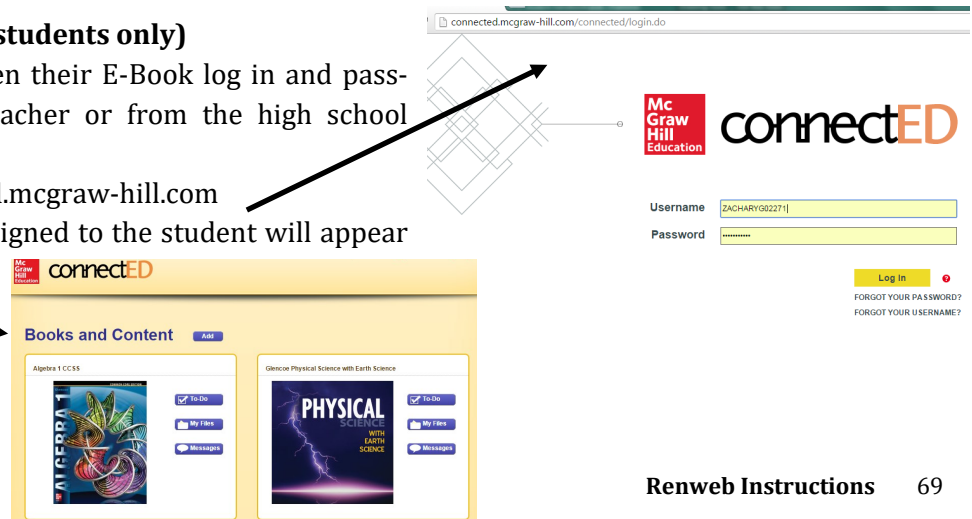
Please remember that YOU CANNOT access RenWeb unless we have your current email address in the system. Renweb access will be disabled if all accounts are not up to date.

## StudentWeb on Renweb

- Students will have their own log in.
- Student's email account will always be the first name.last name@northsideknights.net
- Example: jane.doe@northsideknights.net

## Electronic Textbooks (high school students only)

- High school students will be given their E-Book log in and passwords from their homeroom teacher or from the high school counselor.
- Log in website is [www.connected.mcgraw-hill.com](http://www.connected.mcgraw-hill.com)
- Once logged in, the textbooks assigned to the student will appear on the Books and Content Page.



The image shows the login process for Connected McGraw-Hill Education. At the top, the browser address bar shows "connected.mcgraw-hill.com/connected/login.do". The login page features the McGraw-Hill Education logo and the "connectED" logo. The form includes fields for "Username" (with "ZACHARYG2271" entered) and "Password". There are links for "Log in", "FORGOT YOUR PASSWORD?", and "FORGOT YOUR USERNAME?". An arrow points from the text "Log in website is www.connected.mcgraw-hill.com" to the login page. Another arrow points from the text "Once logged in, the textbooks assigned to the student will appear on the Books and Content Page." to a screenshot of the "Books and Content" dashboard. The dashboard shows two textbook covers: "Algebra 1 CCSS" and "Glencoe Physical Science with Earth Science". Each cover has buttons for "To Do", "My Files", and "Message".

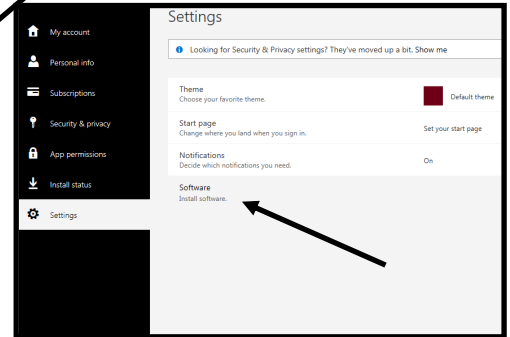
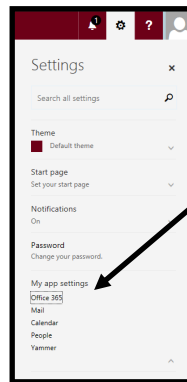
# Email & Office 365 Download Instructions

**Office 365 is a program that is available to all Northside Students included in the tuition. This program includes Microsoft Programs: Word, Excel, PowerPoint, Outlook, and OneNote.**

- Every student will be given an email address and a temporary password.
  - Firstname.lastname@northsideknights.net
- Go to <https://login.microsoftonline.com/>
- Type in the email address and password. You will be prompted to change the temporary password.
- To download Office 365, continue. If your next screen does not look like this, click on the cog and then click on Office 365. Click on Software and begin installation.



Or if the screen on the left is not visible, continue to the steps on the right.



# STUDENT COVENANT

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## **I promise to:**

- Make sure that my language, attitude, and actions honor Christ, our school, and others.
- Respect other people's belongings and property. If it's not mine, I will stay out of it.
- Show no PDA (Public Display of Affection). There is NO need for couples to touch each other during events and outings.
- Not bring vapes, drugs, tobacco products, weapons, or alcohol with me. I understand that violating this agreement will be an offence that will result in my being sent home at my own expense.
- Respect and listen to my chaperones and other adults at all times.
- Remember that my body is a temple of the Holy Spirit. In acknowledging this fact, I will dress in a manner that honors and glorifies God (1 Corinthians 6:19-20). I will dress modestly at all times, recognizing that I have a responsibility to not be a stumbling block for someone else (Romans 14:13). Rule of thumb: if you doubt that it's appropriate, it's probably not.
- Fully participate in all activities and events with a positive and cooperative attitude.

## **I also understand that:**

- Profanity or abusive language is not permissible.
- Sexual indiscretion of any kind (including inappropriate touching) is prohibited. If I violate this rule, I will be sent home at my own expense.
- Clothing (shirts, jewelry, etc.) that is offensive in nature or message is not permitted.

Certain events may require a rule(s) not written here. In such a case, students are expected to follow their chaperone's guidance.

I understand failure to follow the guidelines and rules set forth in this covenant can and will result in my being sent home at my parent's expense and no refund will be given for trip/event fees.

I understand that a breach of this covenant by my son/daughter will result in the loss of privileges stated.

I understand and covenant with parents and students to uphold and enforce these policy and covenant obligations in a fair and consistent manner. I also agree to discuss any incidents concerning breaches of covenant with both parents and students at the first available opportunity.

## **STUDENT STANDARD OF CONDUCT**

Northside Methodist Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for the holy life that fulfills both God's moral law and high law of love (Matt. 22:37-40; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Northside Methodist Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Cor. 8:9; 12-13; 10:31). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. (I Cor. 9:27).

A sense of the need for spiritual growth in the light of these principles has led Northside to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the students. The school, therefore, requests each student – whether at home, school or elsewhere. . .

- to refrain from swearing, indecent language, gambling, disorderly and boisterous behavior
- to maintain Christian standards in courtesy, kindness, morality, and honesty
- to be dressed modestly and appropriately
- to refrain from the abuse or possession of drugs or alcoholic beverages
- to refrain from the use or possession of tobacco products

(It is the school's belief that the sensual type dancing of today and the suggestive and explicit words of much secular music does not promote the students' spiritual wellbeing.)

Students are expected to abide by these standards while enrolled at Northside. Students found to be out of harmony with the Northside ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

# PLEDGE TO ADHERE

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**As a family, we have read and discussed the information contained in the Student Handbook. We (both parents and student) agree to abide by the rules, regulations, and policies of NORTHSIDE and will be partners with the school in promoting its spiritual, social, and academic goals.**

## **Handbook Policy and Standard of Conduct**

I have read and understand these documents which outline the expected behavior and the consequences that my child can expect if he/she does not meet those expectations. I understand and agree that this handbook is not a contract with Northside, and that Northside reserves the right to amend any provision herein with or without advanced notice to me and with or without my consent.

### **Dress Code**

As a student, I particularly agree to comply with the school's dress code, to treat teachers and students with respect and dignity, and to maintain the highest level of integrity and honesty.

As a parent, I will take responsibility for insuring that my child is dressed and groomed appropriately, that he/she discharges academic responsibilities, and that I will not undermine the authority of the teachers or administration. If I have a problem with something at school, I will go through proper channels instead of talking about those involved. I understand that I am to make appointments for conferences and that I should not contact teachers at home. I also agree that we are responsible for financial obligations incurred by our family.

### **Drug Testing and Search Policy**

I have read and understand that Northside utilizes searches conducted by administration, persons specifically designated by administration, the local police force, and/or the police dog unit in conducting random searches of students and their possessions, including but not limited to: automobiles, lockers, purses, gym bags, backpacks, and other similar items at school. The possessions may be searched without the presence of the student or the parent/guardian. Students who do not submit to an ordered search are subject to dismissal from Northside. I have read and understand the Alcohol and Drug Testing Policy specified herein.

### **The Use of Computers**

#### **The Internet and Electronic Mail**

As a parent or guardian of a student at Northside, I have read the information about the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school.

### **Media Policy**

I understand that Northside maintains a school website describing daily activities, sports, and other school functions. I understand that from time-to-time the school will publish examples of students projects, photographs of students, other work on the website, and in the local media.

Because Northside is a family, we believe that all members of the body are called to build each other up. I understand that my student and I will not post anything negative or derogatory toward the school, students, staff, administration, coaches, or any opposing team. I understand that if I post about Northside, it will be in a positive light. I understand that consequences will follow if posts are negative.



**This page is online and is signed electronically when you register your child.**

**There is no need to sign the paper copy and return to the school.**

If my child is guilty of a rule violation and the administration feels a paddling is appropriate, I prefer the following disciplinary action:

\_\_\_\_\_ Paddle my child with reasonable force.

\_\_\_\_\_ Call me at \_\_\_\_\_ or \_\_\_\_\_.

I will either administer the paddling myself or take him/her with me for the period of suspension imposed (depending on the severity of the infraction).

_____	_____	_____	_____	(_____) _____ - _____
Printed Name of	Parent or Guardian	Signature	Date	Home phone
_____	_____	_____	_____	(_____) _____ - _____
Printed name of Student	Signature	Grade	Date	Cell phone

My signature below indicates I understand and accept this handbook and will assist in making sure my (child/children) abide by the items in this handbook.

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Student Section:

As a student at Northside, I agree to comply with the above stated rules and the ruled within the handbook which include use of the internet in a constructive and educational manner, social media, and dress code.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**This page is online and is signed electronically when you register your child.**

**There is no need to sign the paper copy and return to the school.**

## Permission for Emergency Treatment

In the event that my child is traveling by bus or car to a school sponsored event, I am stating my consent for treatment in the case of an emergency in order to prevent the delay of necessary treatment. I understand that this form will be held on file for the remainder of the school year and will be accessed and referenced in an emergency requiring hospitalization, surgery, or other emergency medical treatment. This consent form will be referenced for field trips, school sponsored retreats, and all athletic travel and events.

We \_\_\_\_\_ and \_\_\_\_\_ as the parents/legal guardians of \_\_\_\_\_ agree to hold harmless Northside Methodist Academy, the coaches, the teachers and any representatives responsible in any way in the case of accident or injury. We give permission for our child \_\_\_\_\_ to travel with an adult driver designated by Northside Methodist Academy administration unless otherwise specified by us for a specific event.

In the event of injury and/ or serious illness to the above stated child born \_\_\_\_/\_\_\_\_/\_\_\_\_, we give permission for a licensed doctor, physician, and/or emergency personnel to administer proper attention and treatment immediately until consent can be obtained.

The **first contact** will be made to the parent and guardians.

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Daytime phone number \_\_\_\_\_ evening phone number \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Daytime phone number \_\_\_\_\_ evening phone number \_\_\_\_\_

In the case that parent/guardian cannot be reached, please provide another emergency contact.

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Daytime phone number \_\_\_\_\_ evening phone number \_\_\_\_\_

\_\_\_\_ I give permission for the teacher /coach to administer Tylenol or Ibuprofen to my child along with basic first aid if necessary.

Parent /Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

This page is online and is signed electronically when you register your child.

There is no need to sign the paper copy and return to the school.

## Insurance and Medical Release Form

### Northside Methodist Academy

Student \_\_\_\_\_

Medical Insurance provider \_\_\_\_\_ Policy Number \_\_\_\_\_

List any medications that the student is currently taking and the dosages \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any serious medical conditions or allergies?

\_\_\_\_\_

Is your child allergic to any medications?

\_\_\_\_\_

Is there any other information that you feel we need to know in order to properly care for your child?

Federal guidelines under the HIPAA now requires a signed release form be on file before any medical or financial information can be given out concerning the patient.

\_\_\_\_ I give permission for a representative of the school to share medical information concerning my child, \_\_\_\_\_ with those treating my child in the case of an emergency.

\_\_\_\_ I give permission for the medical condition of my child \_\_\_\_\_

To be discussed with the Athletic Director, coaches, trainers, school administrators and Insurance agent (Planned Benefit Services).

\_\_\_\_ I do not give permission for my child's medical condition to be discussed with any person other than the patient, parents, or guardians.

Signed \_\_\_\_\_ relationship \_\_\_\_\_

Signed \_\_\_\_\_ relationship \_\_\_\_\_