

## NORTHLAKE CHRISTIAN SCHOOL STUDENT HANDBOOK

NORTHLAKE CHRISTIAN SCHOOL  
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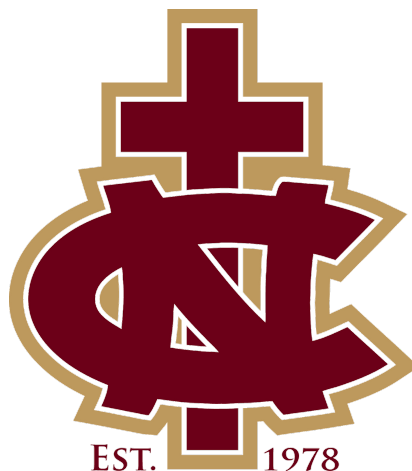
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## INTRODUCTION

### OUR MISSION

Northlake Christian School is a private, non denominational, non-profit Christian school that exists to assist the Christian community in providing a Christ-centered environment in which faith can be integrated with learning to offer a college preparatory education for its students from preschool through 12th grade.

### OUR VISION

Northlake Christian School will provide children with a loving, encouraging, and challenging environment where they can come to know the character and person of the Lord Jesus Christ and can grow to achieve their fullest potential with an emphasis on affirming their knowledge of the Word of God, their growth in spiritual maturity, and their preparation for good works in the will and to the glory of God.

### NCS DOCTRINAL STATEMENT

We believe.....

- the Bible is the only inspired word of God, and that such Word of God is without error in its original writing. (2 Tim. 3:16, 1 Peter 1:24-25, 2 Peter 1:21)
- in one God, eternally existent in three Persons; the Father, the Son, and the Holy Spirit (Gen 1:1, John 10:30, John 10:37-38).
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matt 1:23; Luke 1:35; Heb 5:15; John 2:11; Heb 9:12; Eph 1:7; Col 1:14; John 11:25; Acts 1:11; Rev 19:11-16, Hebrews 7:25).
- that for the salvation of the lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Holy Spirit are essential (Rom 3:19, 23; John 3:16-19; John 5:24; Eph 2:8-10; Titus 3:5-6)
- in the present ministry of the Holy Spirit by whose indwelling and filling the Christian is enabled to live a godly life (Eph 5:18, Eph 4:30; 1 Cor 3:16; 1 Cor 6:19-20)
- in the resurrection of the saved and the lost, the saved unto a life eternal in the presence of God and the lost unto damnation, separated from God (John 5:28-29)
- in the spiritual unity of the Church which is the body of Christ, composed of all who have been regenerated through faith in the Lord Jesus Christ (Romans 8:9, 2 Cor 12:12-13; Gal 3:26-28)
- in the creation of man by the direct act of God (Gen 1:26-28; Gen 5:1-2);
- in the eternal security of the believer (Romans 8:38-39, Eph. 1:13-14, 1 John 5:13, John 10:28-29).
- I believe in the Biblical view of sexuality and marriage. God made sexual intimacy a great blessing in the context of marriage between one man and one woman (only). God made marriage between man and woman both His plan for populating the earth and a picture of Christ and the church. (Gen 1:28, Gen 2:18-25, Eph. 5:22-33, 1 Cor. 7:2-5)

## THE WOLVERINE WAY



A Wolverine will ... **THINK** Critically.  
 A Wolverine will ... **LEAD** Courageously.  
 A Wolverine will ... **SERVE** Faithfully.



A Northlake Christian Wolverine mirrors the character of Christ and leads others to do likewise, displaying prayerful obedience to the Father's plan, abandoning the kingdom of self for the Kingdom of Heaven, and seeking God's glory over personal convenience, comfort, and benefit -  
***that is the Wolverine Way.***

Our purpose is to help each other achieve God's best for our lives - spiritually, academically, physically, and emotionally. In that process, we hope to manifest and foster these qualities:

- Knowledge of God (Philippians 3:10)
- A personal, practical faith in Christ (James 2:17)
- Quality of character, manifested in the fruits of the Spirit (Galatians 5:22)
- Spiritual discernment in every area of life (James 1:5)
- School spirit evidenced by a commitment to God's purpose at NCS (Col. 3:23)
- An appropriate understanding of and response to authority (I Peter 5:5-6)
- A passion for academic, spiritual, and physical excellence (Philippians 3:13-14)
- A diligent and cooperative attitude (Psalm 133:1)

### PROFILE OF A WOLVERINE GRADUATE

*"That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither—whatever they do prospers." Psalm 1:3*

***The Wolverine graduate will THINK critically and be academically prepared by:***

- Excelling in academics, developing his or her gifts and talents
- Being fully prepared for the plans God has next, including higher education and the workplace
- Engaging in continuous learning

***The Wolverine graduate will LEAD courageously and engage the world as Christ's ambassador by:***

- Being equipped to fulfill God's call on his or her life
- Demonstrating Godly leadership in the family, church, and community
- Developing and valuing Godly relationships
- Serving within the community and the local Church
- Fulfilling the Great Commission

***The Wolverine graduate will SERVE faithfully and possess a solid spiritual foundation by:***

- Professing faith in Christ and walking in right relationship with Him
- Exemplifying integrity and Christ-like character
- Living a life marked by incessant prayer, thoughtful reflection, and righteous living

## GENERAL BEHAVIOR EXPECTATIONS

NCS students are expected to honor God at all times, showing genuine respect for others, regard for the authority of teachers and administrators, and adherence with a joyful spirit to all school policies.

Godly discipline is the responsibility of every parent. Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in the process. It is therefore the expectation of every teacher and administrator that parents will support the school in upholding Biblical disciplinary standards and actively reinforce the student's understanding of the teacher's authority in the classroom.

## DRESS CODE INFORMATION

**NCS uniforms must be purchased in the Wolverine WearHouse Uniform and Spirit Store located in the lobby of the Wood Gym.**

### BOYS' UNIFORM

- **PANTS:** Khaki NCS pants with logo, no slits in the bottom cuffs, belt loops and black or brown dress belt. Pants must be worn at the waist and properly sized so as not to sag. Parents should take care that pants are not oversized permitting the pants to sag below the hip. Long pants must be hemmed with hems resting on the top of the shoe.
- **SHORTS:** Khaki NCS shorts with logo, belt loops and black or brown dress belt.
- **BELTS:** Black or brown dress belts with no writing or design and a standard buckle.
- **SHIRTS:** Navy, maroon, or white NCS knit polo shirts with embroidered NCS logos. Shirts must be tucked in at all times. Undershirts must be plain gray or white t-shirts (no colors and no writing on the front or back).
- **SHOES:** White, black, or gray tennis shoes or original-colored Sperrys are acceptable shoes as part of the NCS uniform.
- **SOCKS:** Plain white, black, or NCS branded socks must be worn at all times. Socks must be visible on the shoe line.
- **OUTERWEAR:** NCS logo sweatshirts or jackets purchased through the Wolverine Uniform and Spirit Store are acceptable as well as "Wolverine-wear" (sweatshirts and/or letter-jackets purchased through the NCS Athletic Department). Boys are not allowed to wear athletic tights under uniform shorts.
- **FRIDAY SHIRTS:** On Fridays, either approved Wolverine wear t-shirts or NCS event t-shirts may be worn with NCS uniform shorts or pants.
- **LANYARDS:** Students (grades 5-12) are required to wear their Northlake ID either on a clip on their back pack or a Northlake lanyard at all times. Seniors are allowed to replace the Northlake lanyard with that of a university.
- **SMART WATCHES:** Students are not allowed to wear smartwatches during school hours.

### GIRLS' UNIFORM

- **SKIRTS:** Girls in grades TK-12 may wear blue NCS houndstooth skirts. In a kneeling position, skirts must be hemmed to a mark three inches from the floor. Skirts are not to be 'rolled' at the waist. Navy/black tights or leggings may be worn on cool days. Sweatpants under skirts are not allowed.

Girls in grades K-6 may wear blue NCS houndstooth shorts. Girls in grades TK-4 may wear blue NCS houndstooth jumpers with white Peter Pan collar button down shirts underneath.

- **SHIRTS:** Navy, maroon, or white NCS knit polo shirts with embroidered school logo. Shirts may be polo-style or elastic waistband-style available at NCS. Undershirts should be white or gray, with no writing. Undershirts may NOT be visible beneath elastic waist-style shirts.
- **SHOES:** White, black, or gray tennis shoes or original-colored Sperrys are acceptable shoes as part of the NCS uniform.
- **SOCKS:** Plain white, black, or NCS branded socks must be worn at all times. Socks must be visible on the shoe line.
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- **SMART WATCHES:** Students are not allowed to wear smartwatches during school hours.

#### **General Dress Code Rules for All Students**

- Hats and/or caps are not part of the uniform.
- Boys are not to wear mustaches, beards, or sideburns longer than the lower part of the ear.
- Girls' fashion accessories (jewelry, make-up, hairstyles, nail polish, etc.) should be conservative in nature. No parts of the body other than the ears should be pierced. Gauge earrings are not permitted.
- On any outing, girls bathing suits are to be conservative one-piece suits or dark shirt over two-piece suits. Boys are to wear boxer-style trunks only.
- Boys may wear modest, appropriate jewelry. No earrings are to be worn on campus or at school events. Boys' hair styles should be neat, moderate and in good taste. When combed straight down, hair should not fall over the top of the shirt collar, the top of the ear, or the top of the eyebrows.
- Students may NOT have tattoos or body markings that are visible at any time while on campus or at any school-sponsored event.
- Girls in grades K-6 are not allowed to wear cosmetics of any kind with the exception of nail polish.
- The privilege of a dress down day is awarded occasionally. Shorts of appropriate length and fit may be worn. Leggings are allowed as long as a shirt of appropriate length is worn. Jeans may be worn but should not have any holes. Shoes need to be close-toed style.

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#### **Dress for Special Events, including all Sports Banquets, Awards Ceremonies, Graduations, etc.**

- **For the young men:** Button down shirt, tie, slacks, belt, and dress shoes (no tennis shoes). A jacket is not required but would be appropriate. Shirt sleeves should not be rolled, and tie needs to be worn appropriately.
- **For the young ladies:** A modest, appropriate dress, skirt, or dress pants. Skirts and dresses should be no more than one hand-width between the knee and hem. If strapless, than a cardigan or jacket should be worn, no revealing necklines, and the dress/skirt should fit appropriately (i.e. not be too tight to walk in). Shoes need to be conservative heels, flats, or dressy sandals, not flip-flops.
- Students will be asked to leave if their dress is not appropriate.

#### **Dress for Dances (Homecoming, Prom, etc)**

**Girls** - *“And I want women to be modest in their appearance. They should wear decent and appropriate clothing and not draw attention to themselves.” – I Timothy 2:9*

- a. Dress for a formal occasion.
- b. Dresses must be an appropriate length front and back - (one hand width between your knee and the hem)
- c. No low cut dresses (In front, above bra strap line in back, no low sides)
- d. No tight fitting or revealing material
- e. All dresses must be pre-approved by appropriate administrator.
- f. **OUT OF SCHOOL GUEST** attire must be approved as well by the appropriate administrator.
- g. Dresses may **NOT** be altered after administrative approval. Students will not be allowed to enter the dance if the dress does not meet the above-mentioned guidelines.
- h. Students in tennis shoes or other casual shoes (such as flip-flops) will be denied entrance.

**Boys** – *“For we aim at what is honorable not only in the Lord's sight but also in the sight of man.” – II Corinthians 8:21*

- a. Dress for a formal occasion, including a jacket and tie
  - b. Shirts must remain on, buttoned, and tucked in.
  - c. Students in tennis shoes or other casual shoes or no belt will be denied entrance.
- Teachers and administrators have the right to direct students to make adjustments in their clothing, hair styles or accessories. Students who cannot conform may not remain on campus or at the event.
  - Out-of-school guests at school dances will be limited to high school students and/or NCS alumni.

### **ACCEPTABLE TECHNOLOGY USE**

**EMAIL:** Students are responsible for good behavior on the Northlake Christian School Email network just as in a classroom or school hallway. General school rules for behavior and communications apply over email just as they do in "real life." Students will use Northlake Christian School email address for official school correspondence ONLY. They may only correspond across the [northlakechristian.org](http://northlakechristian.org) network, which means they can send and receive email to and from NCS Students and faculty only. The NCS email account may be treated like a school locker. NCS Administration may review my email account at any time to maintain system integrity and insure that users are using the system responsibly. If students violate any of these on-line rules, they will be subject to Northlake Christian School disciplinary action.

**RENWEB:** Students are to login to Renweb under official student accounts ONLY. He or she should not use a parents Renweb account to login at any time.

#### **iPad/MACBOOKS:**

Students will agree to adhere to the following acceptable use guidelines.

- I will use my iPad/MacBook in ways that are appropriate and educational and meet NCS School expectations.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my MacBook is subject to inspection at any time without notice and remains the property of NCS.

- I will follow the policies outlined in the iPad/MacBook Acceptable Use Policy and the NCS School Handbook while at school and at home during all times.
  - I will take good care of my iPad/MacBook.
  - I will never leave the iPad/MacBook unattended, and I will know where it is at all times.
  - I will protect my iPad/MacBook.
  - I will never loan out my iPad/MacBook to other individuals.
  - I will not let anyone else use my iPad/MacBook other than my parents or guardians.
  - I will charge my iPad/MacBook's battery daily and arrive at school with my device charged.
  - I will keep food and beverages away from my iPad/MacBook since they may cause damage to the device.
  - I will not disassemble any part of my iPad/MacBook or attempt any repairs.
  - I will not place decorations (such as stickers, markers, etc.) on the iPad/MacBook or case or do anything to permanently alter the iPad/MacBook in anyway.
  - I will not remove or deface the serial number or other identification on any iPad/MacBook.
  - I will be responsible for all damage or loss caused by neglect or abuse.
  - I agree to return the iPad/MacBook, case and power cords in good working condition at the end of the year.
  - I agree to conduct my social media actions in a manner pleasing to the Lord, including but not limited to allowing NCS to "follow" or "request" me.
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### **CLASSROOM DISCIPLINE**

Each teacher at Northlake Christian adheres to a three-step in-classroom discipline plan. The following steps provide a guideline for most minor offenses. Certain behavior such as "disrespect" may cause the teachers to move beyond steps one and two and straight to a "Discipline Referral."

- **1st Offense:** Verbal Warning
- **2nd Offense:** In class consequence at teacher's discretion/communication with parent(s)
- **3rd Offense:** Discipline Referral

### **DESCRIPTION OF LEVELS OF OFFENSES AND CONSEQUENCES**

#### **MINOR OFFENSES**

- Talking in class
- Dress Code
- Classroom disruption
- Failure to show for detention
- Sleeping in class
- Gum Chewing
- Profanity
- Excessive Tardies

#### **POSSIBLE CONSEQUENCES FOR MINOR OFFENSES**

Lunch-time detention, morning detention, Saturday detention, in-school or out-of-school suspension

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#### **MAJOR OFFENSES**

1. **Alcohol/Drug Possession and Use** (including synthetic substances) - Please see the policy below.
2. **Tobacco/Vapes:** The use of tobacco in any form or the use of vapes or any variation is forbidden.
3. **Fighting:** Students who fight may be suspended or expelled.
4. **Threats:** A threat is considered assault under LA Criminal Code R.S. 14:36. NCS maintains a No-Tolerance policy toward any kind of threat (verbal, written, gesture, picture or otherwise). Any student making such a threat will be immediately suspended or expelled. Local authorities will be called and consequences determined in a meeting attended by the offending student, parents, school personnel, and a police officer.
5. **Weapons:** Bringing or threatening to bring a gun or other weapon to school is against NCS policy and is also a violation of state law (La. Revised Statute Title 14-95.2) In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law.
6. **Cheating:** Dishonesty or cheating on test, quizzes or papers will result in a zero on the assignment involved. Students caught cheating at any level for a second time may be expelled.
7. **Pregnancy/Marriage:** Students who are married or involved in a pregnancy are not permitted to attend NCS.
8. **Vandalism:** Any student caught vandalizing the school campus or intentionally defacing school property may be suspended or expelled.
9. **Theft:** Incidents of theft, once proven, will result in suspension or expulsion.
10. **Truancy:** Any student who is consistently absent from school without authorization will be suspended or expelled.
11. **Skippping School:** Students are not to leave campus without permission from the school office.

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### **Drug and Alcohol Discipline Policy**

The use of drugs and/or alcohol is considered a major violation of the standards established by NCS. The Northlake student is expected at all times to reflect the standards of NCS on and off its campus. The dangers of substance/alcohol use are well documented by the standards set by the laws of the State of Louisiana. The school considers each student a reflection of its mission, vision and purpose. Any use of drugs and/or alcohol will result in immediate discipline by the administration of Northlake Christian School. The following guidelines have been established and approved by the Administration and Board of Directors. Students in violation of the School's position will be subject to immediate discipline.

#### **POSITIVE DRUG TEST**



NCS reserves the right to randomly drug test students. This arrangement is agreed to upon enrollment as a student. The following measures will be taken if a student tests positive for banned substances.

### **First Time Offender**

1. The student will serve a three-day suspension and be placed on "Disciplinary Probation" for 90 days. The student will be required to seek professional counseling and verification of counseling will be submitted to the Dean of Student's office within two working weeks of the positive results.
2. During the probationary period, an accumulation of five minor offenses or any one major offense may result in immediate dismissal
3. Subsequent major violations such as further illegal drug use, alcohol use, or other major violations may result in dismissal.
4. The student will be drug tested frequently throughout the probationary period and the remainder of his or her time at NCS. A positive result will result in dismissal. Any evidence that supports the student has used drugs besides a positive drug test will result in dismissal.

### **ALCOHOL USE and POSSESSION**

A. Students in the possession of or responsible for bringing alcohol on campus will be dismissed from NCS. It should be noted that this applies to all NCS sanctioned events such as Prom, Homecoming, athletic and other events.

B. Students participating in the consumption of alcohol off campus will be directed through the following procedures:

1. Student will be suspended for three days
2. Placed on Disciplinary Probation for 90 days.
3. The Administration will review student's discipline record. If the student's prior disciplinary record is unfavorable the Administration reserves the right to recommend expulsion.

**C. Note: A second offense involving alcohol on or off campus will result in dismissal.**

### **Drug and Alcohol Possession/Usage Protocol**

1. The possession/usage of drugs and/or alcohol on campus or at any school function will result in the following actions to be taken by the Dean of Student's office.
  - a. The Dean of Student's Office will immediately inform the Head of School, Principal, and Discipline Review Board.
  - b. The parents of the student will be contacted and asked to come to the school immediately.
  - c. As required by Louisiana State Law, the St. Tammany Parish Sheriff's Office will be contacted. Any arrest will be solely determined by the investigating officer assigned by the St. Tammany Parish Sheriff's Office
2. The student in possession and/or proven to have had possession of illegal drugs on campus will be dismissed from school. The possession of drugs and/or usage of drugs off campus will result in the student receiving the same consequences of a positive drug test. Possession of drugs with arrest off campus will result in dismissal

One of our primary responsibilities in accordance with our school's mission is to create and sustain a safe community - so that all of our students can focus on their work and do their best. In order to achieve this goal we must acknowledge that bullying sometimes occurs within our community and is harmful to everyone involved—perpetrators, bystanders, and victims alike.

We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
  - Bullying includes isolating the victim by making them feel rejected by his/her community.
  - Bullying is malicious gossip and rumor spreading.
  - Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander.
  - "Hit lists" via e-mail or other methods of communication naming specific students and/or teachers.
  - Changing other people's e-mail personal profiles.
  - Bullying includes but is not limited to inappropriate posting of other individuals on social media or some other database.

As a school we will take seriously any report of bullying behavior. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension, social probation (such as suspension from extracurricular activities or school functions), and/or expulsion depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined herein our policy, the school makes a distinction between the two:

- Most students will experience some degree of age-appropriate peer conflict during their school years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The Dean of Students will investigate the situation thoroughly to determine in consultation with other administrators whether a behavior fits the characteristics of bullying.

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## **OTHER BASIC BEHAVIOR RESTRICTIONS**

- Students are not to go to their cars or be in the parking lot during the school day.
- Students are to respect teachers at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in severe consequences. Any threatening behavior, act

of violence or threatened violence against a teacher or other school personnel may result in immediate expulsion.

- All personal electronic devices should be turned off and put away during school hours.
- Students may keep a cellular phone, turned off, in their bag or purses. The following will not be permitted in relation to cell phones:
  - The phone is seen during the school day - whether in use or not.
  - The phone is used to communicate during the school day.
  - The phone causes a class disruption.
  - The phone is on the student's person (i.e. in the pants, hoodie, or jacket pocket).
  - The phone will be confiscated, and a parent will be required to pick it up in person. The administration reserves the right to examine the contents of all confiscated cellular phones and other electronic devices.
- Students are not to be in the school buildings after hours unless accompanied by school personnel.
- The public showing of physical affection is not permitted on campus or at school events.

## **CONSEQUENCES FOR VIOLATIONS OF DISCIPLINE EXPECTATIONS**

### **DETENTION**

Lunchtime detentions will begin after the student eats his or her lunch and will continue to the end of the lunch/break period. Students will be required to help the lunch crew as well as clean the cafeteria area.

Morning detentions will begin promptly at 7:00 a.m. on designated mornings. Tardy to detention will be considered a failure to attend. Failure to attend will result in an additional day of detention. Missing detention twice will result in a suspension.

### **SUSPENSION/SATURDAY SCHOOL**

Students who are suspended will not be permitted on the campus unless arrangements have been made by the Dean of Students and Maintenance Director for on-campus labor. Students on suspension will receive a zero (0%) for all daily work, homework and quizzes and will receive a 10% penalty on all major tests and assignments. All suspensions are recorded in the student's cumulative file. Students suspended from school are not allowed to participate in any extracurricular activities on the day/days of their suspension.

Saturday school is a form of suspension that may be used as a discipline measure for major or repeat offenders. Saturday School students will work for four hours at the convenience of the supervisor. Students must be dressed appropriately. Failure to show or inadequate performance will result in a two-day suspension.

## **EXPULSION**

Expulsion from school will result when a student, by repeated violations of school standards, demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established for students of Northlake Christian School. Students may also be expelled if parents/ guardians refuse to support the school's disciplinary/ educational standards, refuse to comply with state requirements such as those involving health cards or compulsory attendance, are perceived as sowing dissent or disorder among the school family as a whole, or fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved. Students expelled from NCS will not be allowed to attend any school sponsored event.

## **BEHAVIORAL ACCOUNTABILITY**

Upon accumulating numerous minor offenses, students will be placed into a Behavioral Accountability Program. The purpose of this program is to offer assistance to the student in improving behavior or attitudes and prevent the further accumulation of infractions. The student will remain on this program throughout the semester. Behavioral Accountability may be extended at the recommendation of the faculty advisor or administration.

While on Behavioral Probation, the student will:

- 1) Be assigned a faculty advisor whose role will be to model and encourage appropriate behavior, counsel, encourage and support the student.
- 2) Attend a conference with the faculty advisor, parents and a school administrator.
- 3) Attend a follow-up conference with the faculty advisor, parents and a school administrator approximately four weeks after the student is placed on Behavioral Accountability. At the close of this conference, the Upper School principal has the option of setting aside the Accountability program, continuing the program as is, placing the student on Disciplinary Probation, prescribing a more rigorous program such as professional counseling as a condition for continued attendance at NCS, denying the student the opportunity to re-enroll for the following semester, or expelling the student.

**STUDENTS DEMOTED TO DISCIPLINARY PROBATION WILL NOT PARTICIPATE IN ANY ATHLETIC GAMES AND WILL BE BARRED FROM FUNCTIONS SUCH AS HOMECOMING, PROM, MISSION TRIPS, ETC.**

## **DISCIPLINARY PROBATION**

Upon accumulating numerous major offenses or violations of the drug/alcohol use policy, or recommendation of administration, students will be placed into Disciplinary Probation.. The purpose of this program is to offer assistance to the student in improving behavior or attitudes and prevent the further accumulation of infractions. The student will remain on this program throughout the semester, but may be extended at the recommendation of the faculty advisor or administration.

While on Disciplinary Probation, the student may:

- 1) Be assigned a faculty advisor whose role will be to model and encourage appropriate behavior, counsel, encourage and support the student.
- 2) Attend a conference with the faculty advisor, parents and a school administrator.
- 3) Attend a follow-up conference with the faculty advisor, parents and a school administrator approximately two weeks after the student is placed on probation.

- 4) Seek professional counseling as a condition for continued attendance at NCS.
- 5) May not participate in any athletic games or attend any school functions such as homecoming, prom, mission trips, etc. unless prescribed by administration
- 6) Complete additional service hours as prescribed by administration
- 7) May be considered for expulsion if all terms of probation are not met and if disciplinary issues persist.

### **RESERVED RIGHT**

It is impossible for the school to cover all possible scenarios regarding the behavior of students at NCS. For this reason NCS reserves the right to dismiss a student at any time if the situation warrants. This conclusion, if necessary, will be reached in the following manner:

1. The Principal and/or the Dean of Students will make a recommendation to the Discipline Review Board that a student be removed from NCS.
2. If the Discipline Review Board agrees with this recommendation the student will be immediately suspended indefinitely.
3. While student is suspended the Head of School of NCS will be notified regarding this matter. He/she will have opportunity to approve this recommendation or send it back to the Review Board for redirection.

### **OFF-CAMPUS BEHAVIOR**

Students need to recognize the elastic principle as part of the discipline policy at NCS. The elastic principle simply means that NCS students are accountable to the school for behavior occurring off campus. Students who engage in behavior outside of school that brings discredit to themselves and the school will be held accountable by the school and may have privileges revoked, detentions assigned, be suspended or expelled. Although the school's intent is not to monitor students' behavior off campus, NCS students are expected at all times to act in a manner which brings credit to our Lord, themselves, their families and the school.

### **NCS COUNSELING PROGRAM**

The mission of the Northlake Christian School Counseling Program is to provide a comprehensive counseling program for junior high and high school students in which they are challenged and encouraged to grow into young men and women who possess strong Christian faith, high academic achievement, and moral responsibility in current and future endeavors. The Counseling office is located on the second floor of the Upper School building. Services are free and confidential except as otherwise provided by applicable law. The counseling staff provides a variety of services to students including but not limited to individual and group counseling, crisis intervention, referrals, and all forms of academic counseling. The Counseling staff operates on a short-term treatment model and referrals are made to the community for more long-term or specialized needs. Parents/guardians or school staff may refer students for counseling, or students may request counseling for themselves. There is no cost for counseling services offered through the NCS Counseling office. Parents are to contact the school if they do not want their child to access these services without prior parental consent. In signing that this handbook has been read and agreed to, parents understand that school counseling services are aimed at the more effective education and socialization of the child within the school community. Also, parents understand that these services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. Parents acknowledge that it is their responsibility to determine whether additional or different services are necessary and whether to seek them for a child.

*All data will be released to State Transcript System for the purpose of Transcripts, TOPS and various other scholarships. Any Parent who wishes to opt out of having their student's information collected for educational principles may do so by stating in writing to Upper School's administration.*

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## **THE SCHOOL YEAR AND ATTENDANCE**

### **School Year**

Northlake Christian functions on a semester calendar. The school year begins in August and the first semester is completed before the Christmas vacation. The School calendar is created a year in advance. Since the School enforces a strict attendance policy, parents are asked when making early vacation plans to check the School calendar in advance so that no conflicts will occur.

### **School Hours**

The School offices are open from 7:30 a.m. to 4:00 p.m. Classrooms are opened at 7:40 a.m. The academic day begins at 7:50 am in the Upper and Middle Schools and 8:00 am in the Lower School. The school day ends at 3:05 for the Lower and Middle Schools and 3:10 pm in the Upper School. After the academic day, students may remain on campus to use the Media Center and to participate in athletics or other organized, supervised activities.

### **Attendance**

Students are only **allowed TEN absences, per class, per year** outside of the following exempt excused events:

- Illness of the student
- Death in the family
- Severe injury or illness in the family
- Doctor or dentist appointment
- Court appearance
- Participation in authorized school activities
- College visits pre-approved by the College Counselor.

Extenuating circumstances (such as extended illness) verified by a physician, nurse practitioner, or dentist will be considered but must be approved by the principal to be considered as an exempt excused absence.

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## **ABSENCES**

### **Problems with Excessive Absences**

While NCS strives to be gracious to our school family, parents should consider that allowing excessive absences compromise NCS's integrity as a state recognized institution and its ability to implement fine Christian education. Northlake Christian School will follow these steps to determine excessive absences:

- Letters are sent to parents on a periodic basis
- Students with a balance of over five days will be considered on a case by case basis by the administration.
- Hearing outcomes may include, but are not limited to: retention at the current grade level, required summer school, non-awarding of credit for a course, recommendation to the St. Tammany Parish Youth Service Bureau for legal review, or withdrawal from NCS.

1. Absences Relative to Course Credit: A student will forfeit credit for a course if he accumulates more than 10 (ten) non-exempt-excused absences per year, per course. Absences for educational and athletic purposes sponsored by the School do not count toward these totals. All absences are assumed non-exempt until verified by the appropriate third-party documentation.

2. Early Dismissal by Written Request: Appointments for students should be made after school hours whenever possible. A student must have a parent present to sign him or her out (if the student does not drive), or a parent's note to sign himself or herself out (if a student drives). Students who do not follow the prescribed checkout procedure are, in every effect, skipping school. The penalty for skipping school is one day's suspension.

3. ATHLETIC ELIGIBILITY: Students who check in later than 11:00 a.m. or check out for any portion of the day are ineligible for extracurricular or athletic activities for that day. Exceptions will be made only with a signed, dated note from a physician or dentist. To comply with state regulations, an absence of 1/2 day may be recorded.

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### **TARDINESS**

When a student arrives any time after 7:50 am (or 8:00 am in the Lower School), he or she must "sign-in" at the Office and obtain a slip for class admission. Students will be permitted two tardies per semester. On a student's third tardy, the student will receive a detention and for every unexcused tardy for that semester. Upon a student's sixth tardy, the student will receive an In-School Suspension or Saturday School.

Students in grades 5th-12th may accumulate tardies throughout the day by not making it into the classroom before the class bell rings - each resulting in a separate disciplinary penalty or detention.

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### **AUTOMOBILES**

Many students drive to school each day, a privilege that is recognized as a clear benefit to their parents. At the same time, that privilege comes with a responsibility to drive and park safely. Safe parking includes parking in designated areas. Drivers who endanger the wellbeing of other students or parents will have their driving privileges revoked by the school. Cars are not to be used for lockers or to store lunches. Students are not allowed to visit their cars during the school day without the permission of the main office. Students doing so will be suspended on the first offense. On the second offense a student's car will not be permitted on campus for a month. Students must have a [Driver's Agreement](#) on file and purchase a parking permit from the school office.

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