

# *Northside Christian Academy*



*Serving Grades  
K-8*

**R**OOTED IN  
**CHRIST  
EXCELLENCE  
SERVICE**

## Northside Christian Academy

7615 Ridge Road  
Wadsworth, Ohio 44281  
(330-336-4622)

Northside Christian Academy Staff

Director: Cassie Hartzler

Asst. Director: Alicia Kalamets

Business Manager: Faith Tanko

Nurse: Courtney Burch

Counselor: Theresa Carden



**Come to Grow,  
Leave to Serve**

# **Northside Christian Academy** **Registration and Payment Schedule** **Academic Year 2024-2025**

January 30, 2024      Registration for Returning Students  
February 4th, 2024    Registration for NCC Members  
February 6th, 2024    Open Registration

The admissions process is on a first come, first serve basis. At registration, we will collect the application, a parent questionnaire and the parental support agreement.

**An annual, non-refundable registration fee will be collected at the time of registration to help defray the costs of ordered consumable materials, educational supplies, and the processing of enrollment paperwork.**

## **Registration fee payment schedule:**

On or Before April 1st      \$175.00 per student  
After April 1st                \$225.00 per student  
After May 1st                 \$250.00 per student  
All New Students             \$225.00 per student

## **2024-2025 Tuition for NCA Students will be \$6,165**

### **Due Dates**

1st Installment	\$3,082.50	July 1st, 2024
2nd Installment	\$3,082.50	October 1st, 2024

Total:    **\$6,165.00 + Registration Fee**

\*5% discount off total tuition if paid in full by July 1st

Late installment fees:

**Payments made after an installment due date will result in a monthly late fee of \$50.00 and will be assessed to each student's account.**

Students with an existing balance may not register for the next academic school year. Tuition must be paid in full before registration paperwork will be accepted.

## **Mission Statement:**

Northside Christian Academy (NCA) is rooted in:

- **Christ**  
offering Christian resources, experiences, explorations and missions to nurture and develop every unique individual's gifts.
- **Excellence**  
providing Christ-centered, standards-based curriculum to ensure all instruction is used to educate the whole person academically, physically, and spiritually.
- **Service**  
supporting parents, churches, local and global communities as we train up a child in preparation for a lifetime of servitude.

## **Educational Goal:**

"Train a child in the way he should go" (Proverbs 22:6). To achieve our mission, NCA incorporates Biblical values and perspectives into its academic program. We recognize the unique individual nature of each child as a special creation of God and are determined to provide a wide range of educational experiences that will encourage students to discover their gifts. We use Ohio's academic standards as a guideline and as a way to evaluate our program. It is our hope and prayer that every student will become rooted in the Word, committed to Christ and will branch out to others in their community with a genuine purpose and servitude.

## **Parent-Teacher Fellowship:**

Our community is made up of the staff, students, parents and stake-holders. We value enrichment opportunities, supportive relationships, the development of each individual student and the continued growth of our program.

## **Laws and Licensing Regulations:**

In the academic 2023-2024 year, NCA will be in operation under a Charter from the State of Ohio's Department of Education.

## **NCA on Ohio's Learning Standards:**

NCA understands that all avenues of learning come through Christ and He alone guides our path.

However, in an effort to prepare our students for future success, we do use Ohio's Learning Standards as an alignment tool to guide and evaluate our curriculum. Ohio Learning Standards are used to explain the knowledge and skills Ohio students need to have in pre-kindergarten through 12th grade. The State Board of Education has adopted learning standards in many areas: mathematics, English language arts, science, social studies, world languages, fine arts, technology, physical education and financial literacy.

A basic summary of these standards follows:

### **Explore Ohio's Learning Standards**

[English Language Arts](#)

[Financial Literacy](#)

[Fine Arts](#)

[Health Education](#)

[Mathematics](#)

[Physical Education](#)

[Science](#)

[Social Studies](#)

[Technology](#)

[Computer Science](#)

[World Languages](#)

[Social and Emotional](#)

[Early Learning and Development](#)

## **Non-Discrimination Policy:**

Racial Nondiscriminatory Policies (3301-3904 Sec. A (3) (5) and Sec. B (1))

"The governing board of the Northside Christian Academy School located at 7615 Ridge Road in Wadsworth, Ohio 44281 has adopted the following racial nondiscriminatory policies."

"The Northside Christian Academy School Recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or desegregation."

"The Northside Christian Academy School will not discriminate on basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

## **Daily Schedule:** (may be modified)

Arrival-Opening	8:30-9:00
Language Block	9:00-10:30
Math Block	10:30-11:30
Science/Soc. Studies Block	11:30-12:30
Lunch	12:30-1:00
Recess	1:00-1:30
Bible/Character	1:30-2:15
STEM/Computer/Gym/Music/Art	2:15-3:00
Dismissal	3:00-3:15

## **Attendance Policy:**

We understand that absences from school may be necessary at times.

Please keep in mind that on the day of absence, parents are required to call the school at 330-336-4622 (ext. 2) between 8:00 and 9:00 AM to report their student absent.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The State Code classifies absence from school as "excused" and "unexcused".

The following conditions constitute reasons for excused absence from school:

1. Personal illness and medical appointments
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious Holiday
6. To assist parents in an emergency
7. Court summons

If parents do not telephone school office, the school will make every attempt to verify the student's absence. An unverified absence will result in the absence being unexcused, and may result in disciplinary action.

An excused absence entitles the student to make-up work. The students may have the number of class days missed, plus one, to turn in missed work. Most students are able to complete work in school with an aide. **No student may participate in, or attend, an after-school activity if the student was absent more than 1/2 day of that school day.**

Attendance and grades are related. **A maximum of 20 days** absence for one school year is allowed. Elementary students exceeding this limit may lose credit for the school year, pending an appeal. **Students who meet and exceed this limit will be reported to the Ohio Department of Jobs and Family Services as required by the State of Ohio.**

Even though we realize an educational value in travel, the school does not encourage the practice of taking students out of school for vacations. Therefore, if certain circumstances make this necessary, a written request from the parent/guardian must be submitted to the teacher/administrator prior to the scheduled vacation. Our goal is to ensure the continuing educational process even when students are absent. In so far as possible, class assignments will be given to the students either prior to their departure for completion while they are absent. Students are responsible for all work missed during their absence. If the teacher/administrator is not notified, class work that is missed may not be made up. The days missed will count toward the 20 day maximum as stated in the attendance requirements.

Missing more than one and one-half hours of the day because of tardiness or early dismissal will be counted as one-half day absence. If more than one and one-half hours of the school day are spent in dental or medical appointments, one-half day absence is accumulated.

#### **Reporting Absences:**

To report that your child is sick or must be absent from school, the parent is requested to:

1. Call the school office before 9:00AM on the day of the absence.
2. Please state child's name, grade, and name of teacher
3. Report the reason for the absence.

If the student is not in school, we want to know, as you do, that the child is safe at home.

#### **Tardiness: Tardy Bell is at 9:00am**

In accordance with our school philosophy and listed objectives, students will be required to exhibit proper discipline concerning punctuality. Parents are expected to help the school develop a sense of responsibility. Insuring that your child is consistently on time for school can do this. Excessive tardiness within the grading period will be dealt with in the following manner:

- Tardiness will be counted as absences.
- The child will be reported to Ohio Job and Family Services.

#### **Release Policy:**

In order for a child to leave the premises with anyone other than the custodial parent, guardian, or contact person listed on the Emergency Transportation form, prior written permission must be given to the director or classroom teacher. Individuals may be required to show identification to a staff member before the child is released.

#### **Parental Access:**

Custodial parents, guardians or persons of academic intervention will be granted unlimited access to the academy during hours of operations for the purpose of contacting their children, evaluating academic performance, and observing teaching methods. Individuals must check in with the director prior to entering the classroom and may be required to show identification.

### **Transportation:**

Most students are transported to and from Northside Christian Academy by their parents. Parking is limited; therefore, students are dismissed directly to your car under adult supervision. At dismissal, families are requested to display their family number, on the front visor or window of their car as they enter the drop off and pick up area. All families should receive a number at the beginning of the school year and are asked to use it every day. Often, however, the sun's glare or the tint of the windows may make it necessary for a staff member to ask for the card number. We appreciate your patience at dismissal time. *Safety is always our first concern.*

### **Carpooling:**

Carpooling is an effective way of alleviating the strain of driving a child to and from school daily. Not only does it teach the child how to interact with other adults and behave properly in a confined area; it is a terrific way of saving time and money and of forming new friendships for the participating parents.

This is a list of suggestions for those participating in carpools.

1. Adhere to the Ohio State rules of seat belting the children.
2. Know in advance who is driving each week. Be faithful to your commitment and plan accordingly so that doctor visits, afternoon outings, socials, etc., do not conflict.
3. Only parents should drive the carpool. Special needs do happen, though, and only if all parents agree, may someone other than a parent drive (i.e. a brother, sister, etc.)
4. Be flexible. Children do get sick and emergencies come up.
5. Make sure all parties have exchanged emergency contact information.

### **Busing:**

Northside Christian Academy has been approved for public school busing to and from school. Please check with your local school district to find out the time and place of pickups. Some districts may elect not to bus students and must, therefore, reimburse parents for the cost of transportation. Procedure for securing the reimbursement may vary from district to district. For help in this matter, call your local school bus garage.

*Note: At this time Pre-school students are not eligible for busing.*

### **Arrival Dismissal Times/Procedures:**

The school day begins at 8:45 and ends at 3:00. This means that students should be in their classrooms preparing for the day at 8:45. Time is allowed for children who arrive later due to busing schedule conflicts.

Students arriving after the designated school starting time must go directly to the school security desk for an admittance slip before going to their classroom teacher.

Teachers will dismiss students to cars as their parents arrive. Students riding the bus will be released as their respective bus arrives.

Children remaining more than fifteen minutes after dismissal will be sent into our bus room. It is always wise to notify the office if your child needs to stay unexpectedly. This is not for our benefit only, but for the child's. Often children worry unnecessarily when there is a change of plans that they do not know about. When you cannot call, know that our personnel are here and will care for your child.

Parents who need to pick up children earlier than the regular dismissal time should follow these instructions:

1. Come to the security desk to complete the sign-out sheet. Our personnel will locate your child and summon him/her to the security desk to meet you.
2. Children will not be released to a person who is a stranger to school staff without being on the emergency medical form unless we have received prior notification from you.
3. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.
4. No student shall be released to anyone who is not authorized such custody by the parents.

### **Calamity Days:**

On days when coming to school may be hazardous or when weather or extreme temperatures threaten the well being of pupils, school will be cancelled. Our decision to cancel school typically follows Wadsworth schools. However, there are exceptions. As soon as we decide to close, we will notify our local TV stations– Channel 3, Channel 5, and Channel 8. All of these networks also provide on-line updates on their respective websites. We will also send out a full-school email.

K-6 is required to be in school 910 hours and 7-8 needs 1001 hours per year. If we should lose enough hours due to calamity days, that it warrants extra days of instruction then those days will be added to the end of our school calendar.

### **Mid Morning Snack:**

This is a time reserved for students to use the restroom, get drinks, have a healthy snack and socialize for a few minutes. **Due to allergies, no peanut products are allowed to be eaten in the classrooms.** Teachers will provide a snack calendar to their classroom parents.

### **Lunch:**

Students are required to bring their lunch to Northside Academy. Foods with a high sugar content such as sodas and candy are not permitted, nor are glass beverage bottles or breakable containers. Beverages that contain caffeine are also discouraged. If a student forgets their lunch, an attempt will be made to reach the parent. If no lunch can be provided, then the school will give the student pre-made bagged lunch.

### **Gift Giving, Invitations and Treats:**

On special occasions throughout the school year students enjoy giving gifts and sending invitations to each other. Even when gifts are given discreetly, we are aware that other students may feel left out. We ask that any gifts or invitations be shared with individuals outside of the school setting. We will be happy to supply you with the names of the students in the class (upon previously received parental consent) so that you may contact the friends of your child. Treats that are to be shared with the whole class (i.e. cupcakes on a birthday) are welcome with **prior approval** from the teacher. We appreciate your support in our effort to maintain a positive atmosphere in our school.

### **Dress Code:**

Students are expected to come to school dressed for an academic setting. Students should be in clothing that is clean, not hazardous to their safety or the safety of others and does not distract from their educational environment.

#### **Clothing:**

All clothing choices should be reflective of a Christian atmosphere. Articles of clothing that contain offensive images should not be worn to school. These images include but are not limited to; skulls, blood, death, weapons, drugs, alcohol or pornographic images. Shorts may be worn when the temperature is over 65 degrees. Shorts should be at least fingertip length. Shirts should not have spaghetti-string straps.

#### **Shoes:**

No slippers, open-toed sandals, or flip flops should be worn to school. Please be aware of the days your child has Phys. Ed. Children should wear shoes appropriate for physical activities.

#### **Hair:**

Hair should be neat and clean. Any highlights should only enhance natural colors. Hats may not be worn in the classroom.

#### **Jewelry:**

Jewelry should be discreet and non-distracting.

***Students that are not in dress code may be required to wear an alternate piece of clothing given to them by the school or parents may be called in to bring a change of clothes***

### **Modifications:**

Throughout the school year there will be opportunities for the children to dress outside of these guidelines (i.e. pajama day). Parents will be notified of these days in their classroom newsletters.

### **Recess:**

Please always dress your child for the weather. Students go outside if the temperature is above 25 degrees with wind chill. Students will play on a black top area if the ground is too wet.

### **Toys and Electronics:**

Toys and electronics gadgets should only be brought to school for show and tell and on special occasions specified by the teacher. Our school does NOT allow trading cards of any kind.

### **Field Trips**

Field trips are planned to enrich the educational program and broaden the experiences of our student. A permission form will be sent home prior to any field trip. It will need to be completed in order for your child to attend the outing. No child will miss a field trip because of the inability to pay. Proper dress will be required. Different trips will require different modes of transportation. Papers may be required for insurance purposes.

### **Health and Wellness Policy:**

Northside Christian Academy recognizes that schools inherently foster the transmission of germs from person to person. Schools are a group setting in which people are in close contact and share supplies and equipment.

NCA strives to keep its community healthy by:

Recommending that all students and staff stay home and seek medical attention during severe illnesses.

Mandating a 24 hour recovery period for influenza type symptoms (severe cough, fever, vomiting, diarrhea etc...) or any illness requiring antibiotics (strep, pink eye, pneumonia, etc...) .

Mandating that all infections are covered with sterile bandages to reduce the risk of surfaces becoming contaminated by staphylococcus.

Facilitating hand hygiene by supplying soap and paper towels and teaching good hand washing practices.

### **Health and Wellness Policy Continued:**

Being vigilant about cleaning and disinfecting classroom materials and surfaces.

Providing information to parents about the spread or prevention of infectious diseases.

Using standard healthy practices when handling bodily fluids and excretions.

Educating staff and students about Respiratory etiquette.

Being trained and staying current in Covid-19 best health practices.

Use Web base resources to stay educated and prepared.

[www.flu.gov/professional/school/](http://www.flu.gov/professional/school/)  
[www.cdc.gov/flu/pdf/business/TeachingChildrenFlu.pdf](http://www.cdc.gov/flu/pdf/business/TeachingChildrenFlu.pdf)  
[www.cdc.gov/mrsa/groups/advice-for-school-officials.html](http://www.cdc.gov/mrsa/groups/advice-for-school-officials.html)

### **Medical and Physical Care:**

In order to meet the needs of any child with a physical impairment, the parent may be required to provide the following to Northside Christian Academy:

1. A medical/physical care plan written by the child's physician.
2. An appropriate adult to accompany the child in daily activities.

At this time, no prescription or non-prescription medications may be given to a student by any school personnel other than the school nurse.

If a prescription medication needs to be administered to a child during school hours, it must be administered to the child by the parent or a person authorized by the parents. A medical release form will need to be signed.

Non-prescription medications can only be administered by the parent or a person authorized by the parent. The medications must be kept in the original store packaging and include visible written directions. A permission form must be on file.

Children should not carry any medications or vitamins with them during the school day.

Children requiring cough drops will need written permission and directions. The classroom teacher will need to administer the drops periodically through the day.

Children that carry their own inhalers or epi pens must also have a medication form on file. No medications can be given in a way that deviates from doctor's orders.

Be sure to notify the school personnel immediately if your child's medical status changes.

#### **Infectious/Contagious Disease Policy:**

The health, safety and welfare of students and employees at NCA is our highest priority. This guideline was adopted to protect all members of our community. If there is substantial reason to believe that a student, staff member or member of his or her immediate family has an infectious disease or syndrome which could jeopardize other members in our community, the school may require that that person have an evaluation by a medical doctor authorized as credible by the school. This individual may be asked to be removed from the school setting until a recommendation is made by the doctor.

If a staff member or student has an infectious or contagious disease that directly relates to the health and safety of others as defined by the Ohio Department of Health, the director of the school may require the authorization of confidential release of the required medical information to the school if the carrier wishes to remain in the school community. Failure to submit the information may result in termination of employment or release from the program.

Participation in the school will not be denied unless continuation poses a danger to others. Such decisions will be made by the NCA School Board and appropriate medical and legal counsel.

#### **Accidents**

If your child is injured and requires medical attention, we will notify the local emergency Medical Service which will transport your child to the closest medical facility. We will make every attempt to contact you or your designee on the school's emergent medical form. A staff member of the school will accompany your child and remain with him or her until you or your designee arrive. Incident forms for major accidents will be written and signed by both parties. Incidence forms will not be made for minor cuts, scrapes, and nose bleeds. The staff will make every effort to discuss all incidents with the parents.

#### **Classroom Management:**

One of the primary goals of NCA is to foster positive interpersonal relationships. While we acknowledge that home is the primary source of guidance for a student, the staff reserves the responsibility for maintaining a safe and respectful learning environment. We will act appropriately to protect that environment for every student in the school. We expect parents to work with us in the interests of their children and recognize that both parties are obliged to be fair, honest, reasonable and cooperative when working together.

Behavioral Intervention and Supports are necessary in the classroom and essential to a positive learning environment. Students will be responsible for learning the rules of the school and abiding by them in a cooperative manner. Conduct that interferes with learning, or acts of behavior which are antagonistic to peers or staff, will be handled using PBIS.

#### **Positive Behavioral Intervention and Supports (PBIS):**

At NCA the goal of PBIS is to help our students grow in self-discipline and mature in Christian character. The focus of our PBIS is two-fold: 1) to train a child in the way he should go, and 2) to promote evidence-based behavioral interventions that enhance academic, social and behavioral outcomes for students.

In Accordance with 5105:2-12-22 OAC- **NCA does not use Corporal Punishment, Prone, Medical, Mechanical or Chemical Restraints or Seclusion (in violation of 3301-37-10(D) in our efforts to discipline students.**



To these ends we utilize the following methods:

I **Positive Behavioral Intervention**

(methods of training a child in the way he should go)

- A. **Modeling**– Teachers and staff seek to exemplify Jesus Christ and His love. Most desirable behavior is “caught” and not “taught”. The best intervention available is our example.
- B. **Positive Reinforcement**– Good behavior is strengthened when reinforced. A compliment, smile, a pat on the back, a sticker, or a special privilege are just a few examples of positive reinforcement.

II. **Behavioral Interventions** (Methods of correcting behavior)

- A. **Communication**- Sometimes talking is all that is necessary. When counseling a child about their behavior, we seek to use the Word of God as our standard and reference. Praying together and asking for God’s forgiveness and strength is part of our Intervention .
- B. **Extinction**– This is a psychological term, which simply means when behavior is not rewarded, it will stop. For example, a child’s negative behavior is sometimes an attention-getting technique, and to recognize it is to encourage this type of behavior. We seek to find the motivation or reward and remove it so that the child concludes that there is no advantage in misbehaving.
- C. **Natural Consequences**– Some behaviors naturally have unpleasant results built in. Often allowing nature to run its course is an effective teaching tool and a good life lesson. “Be not deceived: God is not mocked. For whatsoever a man soweth that shall he also reap” (Galatians 6:7) Learning from our mistakes is a valuable lesson.
- D. **Logical Consequences**– In logical consequences the teacher seeks to structure the corrective measure and suitably relate it to the behavior. Logical consequences are necessary because built-in natural consequences do not always exist. Logical consequences might include loss of a privilege, an age appropriate timeout, or conducting a functional behavioral assessment that may lead to an intervention plan or dismissal.

**Classroom Management:**

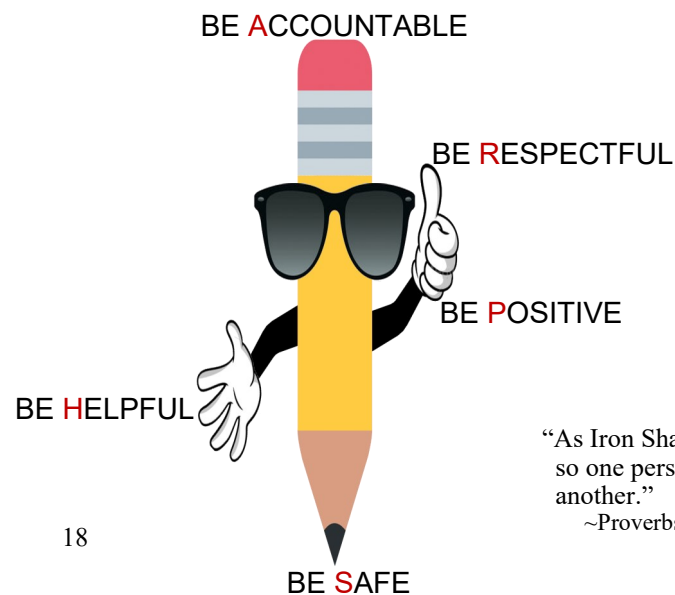
**Positive Behavioral Intervention and Supports (PBIS):**

In NCA’s educational setting PBIS is a tiered framework of prevention strategies and evidence-based interventions for promoting the social, emotional, and behavioral development of young children. It is our ultimate goal to help our students grow in self-discipline and mature in Christian character.

The focus of our PBIS is two-fold:1) to train a child in the way he should go, and 2) to promote evidence-based behavioral interventions that enhance academic, social and behavioral outcomes for students.

Behavioral Intervention and Supports are necessary in the classroom and essential to a positive learning environment. Students will be responsible for learning the BE SHARP rules and abiding by them in a cooperative manner. Conduct that interferes with learning, or acts of behavior which are antagonistic to peers or staff, will be handled using PBIS. We will act appropriately to protect that environment for every student in the school.

BE SHARP expectations are clearly posted in each classroom and school environment. All NCAP staff will use the same terminology with the students to ensure consistency across the school. Staff will review BE SHARP expectations with their students frequently.



“As Iron Sharpens Iron,  
so one person sharpens  
another.”  
~Proverbs 27:17 (NIV)

**Student Conduct Code:**

The exercise of self-control, self-discipline, and self-direction is essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. As with any organization, cooperation and the observation of the rights of others is essential if the goals of the organization are to be accomplished. To this end, each student must be responsible for his/her own behavior and must respect the rights of others.

1. Violation of Federal or State statutes on school premises or involving school activities
2. Possession, sale, and/or use of alcohol or controlled substances other than that which is prescribed by a doctor and which the student has a doctor's written permission to take at school
3. Engaging in and/or encouraging disruptive behavior including, but not limited to, fighting and/or assault.
4. Creating a disturbance
5. Intentional, negligent, or careless defacing, or desecrating school property
6. Disobedience, disrespect, and/or insubordination to faculty, staff and other employees of the school
7. Intentionally giving incorrect information to faculty, staff, employees, or other students.
8. Gambling
9. Intimidation of faculty, staff, employees, or other students
10. Hazing or encouraging hazing
11. Use of profane or vulgar language or gestures to faculty, staff, employees, or other students

12. Theft of property and/or receipt, possession, or retention of stolen property
13. Cheating
14. Plagiarism
15. Truancy
16. Tardiness
17. Leaving school property or assigned educational location prior to specified dismissal time without official permission
18. Inattention in class, study halls, or assemblies
19. Throwing food, liquids, or any article in the lunch room
20. The unauthorized throwing of any object, including snowballs
21. Possession and/or use of, or threatened use of, any weapon
22. Commission of an immoral act
23. Willful violation of the student responsibilities as established by the governing board of the school
24. Wrongfully discharging an alarm system
25. Loitering, littering, or causing a disturbance on public property adjacent to, or across from the school site while either coming to or departing from the school premises, and off school property if such acts affect the operation of the school

## **Student Conduct Code Continued:**

The foregoing acts of misconduct are prohibited on all school property, on school or chartered buses, at all school functions and activities, on or off the school premises, and off school property if such acts affect the operation of the school.

In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof shall be borne by the student and/or his/her parents.

In addition the administrator may also develop an additional list of offenses, which is deemed appropriate. Such additional offenses shall be made known to the students in such ways as may be appropriate to the age and maturity of the students involved.

**Student Conduct that interferes with learning, or acts of behavior which are antagonistic to peers or staff, will be handled using PBIS.**

**To these ends we utilize the following methods:**

### **I. Positive Behavioral Intervention**

(methods of training a child in the way he should go)

- A. **Modeling**– Teachers and staff seek to exemplify Jesus Christ and His love. Most desirable behavior is “caught” and not “taught”. The best intervention available is our example.
- B. **Positive Reinforcement**– Good behavior is strengthened when reinforced. A compliment, smile, a pat on the back, a sticker, or a special privilege are just a few examples of positive reinforcement.

### **II. Behavioral Interventions** (Methods of correcting behavior)

- A. **Communication**– Sometimes talking is all that is necessary. When counseling a child about their behavior, we seek to use the Word of God as our standard and reference. Praying together and asking for God’s forgiveness and strength is part of our Intervention.

- B. **Extinction**– This is a psychological term, which simply means when behavior is not rewarded, it will stop. For example, a child’s negative behavior is sometimes an attention-getting technique, and to recognize it is to encourage this type of behavior. We seek to find the motivation or reward and remove it so that the child concludes that there is no advantage in misbehaving.
- C. **Natural Consequences**– Some behaviors naturally have unpleasant results built in. Often allowing nature to run its course is an effective teaching tool and a good life lesson. “Be not deceived: God is not mocked. For whatsoever a man soweth that shall he also reap” (Galatians 6:7) Learning from our mistakes is a valuable lesson.
- D. **Logical Consequences**– In logical consequences the teacher seeks to structure the corrective measure and suitably relate it to the behavior. Logical consequences are necessary because built-in natural consequences do not always exist. Logical consequences might include loss of a privilege, an age appropriate timeout, or conducting a functional behavioral assessment that may lead to an intervention plan or dismissal.

**The evidenced based behavioral intervention used in each NCA classroom is “Assertive Discipline” and may be delivered as follows:**

- 1st infraction: teacher re-direction and behavioral expectation conference with student.
- 2nd infraction: Removal from activity and behavioral expectation conference with student.
- 3rd infraction: Removal from activity. Parents will be notified. Recess may be spent in the classroom or detention.
- 4th infraction: Removal from the class.  
Student conferences with the director and a phone call will be made to the home.

The staff will make every effort to work with each student and family to monitor and modify disruptive behaviors through conferencing, modeling and consistency. Students who do not respond to PBIS may lead to a team conducting a functional behavioral assessment that may lead to an intervention plan or alternant placement where the child would be more successful.

It is the intention of our staff to be consistent and just in following Biblical principles and school procedures that will help your child grow in Christ Jesus.

### **Administrative Removal From School**

An administrator or classroom teacher may remove a pupil from the classroom or school activity without prior notice if the continued presence of the pupil poses a danger to other persons or to property or if the child tends to disrupt the educational process.

Removal– Child is removed from the situation or area in which the behavior is occurring. Removal will begin with a verbal request; if the request is ignored and the staff member feels the child is a threat to themselves, or others the child may be physically removed from the area. Following this method of correction, the parent will be called by the administrator. It is up to administrator to send a student home for the rest of the day, depending on the situation.

**When repeated offenses occur by the student, and/or there is a lack of cooperation on the part of the parent/guardian, the administrator may place the student on probation. The probation period may be any length of time from two weeks to twelve weeks (the length of a grading period). Probation is the same as notification of intent to remove a student from NCA. It may be given for academic or behavior difficulties. The following procedures will be followed:**

1. Both student and parents are given prior notice of the intent to expel and the reasons for the action.
2. Parents may appeal by submitting a written request to the school Board.
3. If a student is removed on an emergency basis, the parent will be contacted immediately, and an explanation will be provided.

### **Northside Christian Academy and Preschool (NCA) Anti Bullying Policy**

NCA and NCAP (here on out referred to as NCA) believe that providing a safe environment for all youth, employees, volunteers and families, free from harassment, intimidation, or bullying promotes a positive learning experience. In this type of we encourage personal growth, healthy interpersonal relationships, wellness, and follow the Biblical mandate Matthew 7:1 "Do not judge, or you too will be judged. <sup>2</sup> For in the same way you judge others, you will be judged, and with the measure you use, it will be measured to you." This truth gives freedom from judgment and abuse.

Therefore, harassment, intimidation and bullying are forms of sin that are both dangerous and disrespectful. NCA will not tolerate any student who behaves in such a manner that makes other students feel uncomfortable. This includes hurting other students either physically or emotionally. In some cases this could include cyber bullying which happens through any form of electronic communication including e-mail, instant message, chat text messages, social networks or any other form of electronic communication.

#### **Definitions:**

**"Bullying"** is any written, verbal or electronic expression, physical acts or gestures, or a pattern of behavior that is intended to cause distress upon one or more persons in the agency, on organization grounds, in organization vehicles, or at organization activities or sanctioned events. Bullying includes, but is not limited to, harassment, hazing, intimidation or menacing acts of a person which may, but need not be, based on the person's sex, race, color, ethnicity, religion, national origin, age, disability or any other derogatory statement.

**"Harassment"** means knowingly pursuing a pattern of conduct that is intended to threaten, alarm or terrorize another person.

**"Disability Harassment"** is defined as intimidation or abusive behavior toward a person based on disability that creates a hostile environment by interfering with or denying a person's participation in, or receipt of benefits, services, or opportunities in the organization.

#### **Harassment and Disability Harassment include, but are not limited to:**

Verbal acts, teasing, inappropriate use of sarcasm or demeaning jokes

Name calling, belittling

Nonverbal behavior such as graphic or written statements

Conduct that is physically threatening, harmful, or humiliating

Inappropriate physical restraint by another person

**"Racial Harassment"** consists of physical or verbal conduct relating to an individual's race when the conduct:

Has the purpose or effect of creating an intimidating, hostile, or offensive environment

Has the purpose or effect of substantially or unreasonably interfering with an individual's performance or otherwise adversely affects an individual's opportunities

“**Sexual Harassment**” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:

When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining participation in or outcomes of organization programs Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s participation or outcome .

That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s participation or outcome or creating an intimidating, hostile or offensive environment

“**Hazing**” means committing an act against a person (or group of persons), or coercing a person (or group of persons) into committing an act that creates a risk of harm to a person. This would include initiation practices connected with any activity or club. This also applies to any and all GANG initiation activities or practices. Hazing includes but is not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on or in the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person .

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person.

Any activity that intimidates or threatens that person with ostracism, that subjects the person to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the person or discourages the person from remaining in the organization.

### **Reporting Intimidation, Harassment, or Bullying Behavior**

Any person who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by any person at NCA, or any person with knowledge, or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward any person should immediately report the alleged acts.

The report may be made to any staff member. The staff member will assist the person in reporting to appropriate member of staff or administration.

Teachers and other agency staff who witness acts of bullying or receive reports of bullying are **REQUIRED** to promptly notify the director.

Reports should be done in writing using the Formal Bullying Complaint form. A copy of this form will be submitted to the director.

The director is **REQUIRED** to accept and investigate all reports.

The director is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a person who commits a verified act of intimidation, harassment, or bullying of the response of the organization staff, and consequences that may result from further acts of bullying.

Retaliation against an individual, who either orally reports or files a written complaint regarding harassment, intimidation, bullying and hazing, is prohibited.

The right to confidentiality for both the complainant and the accused shall be preserved whenever possible. Confidentiality, however, cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If harassment or bullying continues, the (alleged) aggressor will be immediately suspended and removed from the organization, pending a school board investigation.

NCA staff is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a person who is a target of bullying of the action taken to prevent any further acts of bullying.

### **Investigating Intimidation, Harassment or Bullying Behavior**

The director will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the person’s history, and the context in which the alleged conduct occurred will be investigated. The following are key points to consider during the investigation process:

The investigation shall consist of separate personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also make use of other methods or documents deemed relevant by the investigators.

NCA may take immediate steps to protect the complainant, students, teachers, directors, or other personnel pending the completion of an investigation.

The investigation shall be completed as soon as possible. NCA will be responsible for processing and maintaining a file of all formal incidents.

Reports may be used to compile data regarding the extent of bullying within the organization.

### **Consequences for Bullying**

Verified acts of bullying shall result in intervention by the director with the intention to ensure that the prohibition against bullying behavior is enforced. Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other persons. Accordingly, there is not a single disciplinary response to bullying. Conduct that rises to the level of “bullying” as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying. The extent to which to impose disciplinary action is a matter of professional discretion of the director. Bullying behavior will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police.

### **Consequences for Knowingly Making False Reports**

False reports of bullying behaviors will be regarded as serious offenses and will result in disciplinary action or other appropriate sanctions.

### **Threats of Violence**

Threats of violence toward other persons, NCA staff, or facilities are prohibited and may result in suspension or expulsion, regardless of whether the person has previously engaged in such conduct.

All employees and students are required to report evidence of threats of violence to the director.

In cases of threats that may constitute a serious violation of criminal law, the director shall notify law enforcement authorities.

In cases of threats that constitute a minor violation of criminal law, the director has the right to notify law enforcement authorities if appropriate.

Research “best practices” anti-bullying programs and make recommendation(s) to the Executive Director as to these findings.

Anti-Bullying Policies and procedures will be submitted to the NCA board of trustees for approval and adoption.

### **Notice of Prohibition against Bullying and Anti-Bullying Interventions**

The prohibition against bullying shall be published by including the following statement in NCA handbooks or personnel manuals:

“Bullying behavior by any person at NCA is strictly prohibited and will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police. “Bullying” is any written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more person at NCA, on NCA grounds, in NCA vehicles, or at NCA activities or sanctioned events.” Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a person which may, but need not be based on the person’s race, color, sex, ethnicity, national origin, religion, disability, age, or other derogatory statements that a reasonable person under the circumstances should know will have the effect of:

Placing a person in reasonable fear of physical harm or damage to the person’s property

Physically harming a person or damaging a person’s property

Insulting or demeaning any person or group of persons in such a way as to disrupt or interfere with NCA’s mission or the progress of any person at NCA. This behavior may possibly cause long-term

psychological/emotional harm to the target

Staff or parents may file verbal or written complaints concerning suspected bullying behavior to NCA staff, administration or board (based upon type of complaint). Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the alleged aggressor, up to and including suspension and/or expulsion from NCA.

Staff will be reminded at the beginning of each year about the Anti-bullying Policy, as well as their responsibilities regarding bullying behavior.

The Anti-bullying Policy will be available on the NCA’s website and in all student and employee handbooks.

# NORTHSIDE CHRISTIAN ACADEMY HANDBOOK ACKNOWLEDGEMENT

Please sign and return the lower portion of this acknowledgement to Northside Christian Academy (NCA).

This handbook describes important information about Northside Christian Academy's policies and regulations. Please review the handbook carefully and direct any questions to the appropriate administrator.

Policies in the handbook are in effect for all students and their families at all times. However, NCA reserves the right to make decisions regarding any information in the handbook based on individual circumstances.

My child and I have read the NCA Handbook and understand its contents. We agree to abide by the guidelines stated in this handbook throughout the 2024-2025 school year.

X \_\_\_\_\_  
(Please Print) Family Name

X \_\_\_\_\_  
Parent Signature

X \_\_\_\_\_  
E-mail address