

ELEMENTARY



Parent/Student Handbook 2009-10

Northside Christian Elementary School
Mrs. Louise Crowder-Neri, Principal
7777 62nd Avenue North
Saint Petersburg, FL 33709



NORTHSIDE CHRISTIAN SCHOOL

A Ministry of Northside Baptist Church

MISSION STATEMENT

Northside Christian School, in partnership with families, exists to equip students to reach their God-given potential by providing outstanding academic and extracurricular programs in a Christ-centered environment.

VISION STATEMENT

Northside Christian School is committed to:

- Seeing every student know Jesus Christ as personal Savior
- Integrating spiritual truths thoroughly in the curricula
- Providing excellent academic programs that challenge and support each student
- Instilling in every student a love for learning
- Becoming a technology rich environment, a benchmark among private schools in Florida
- Encouraging a strong sense of patriotism
- Designing, building, and maintaining facilities and grounds to support quality learning
- Extra-curricular programs that allow each student to discover and develop their individual gifts
- Hiring and developing faculty and staff who are committed to professional advancement

PHILOSOPHY OF NORTHSIDE CHRISTIAN SCHOOL

Northside Christian School seeks to provide our student population with a Biblical worldview. Our curricula are designed to equip our students to compete at the highest level of academics and our faculty is expected to incorporate Biblical integration in every discipline as well as to be Christian role models. This philosophy is to be an integral part of every aspect of our school, including extracurricular activities. Even as we serve a holy, righteous and perfect God, everything that we do must be stamped with excellence.

OUR SPIRITUAL GOALS ARE:

- To lead our students to a saving knowledge of God through Jesus Christ;
- To provide each student with a thorough understanding of the teachings of the Bible so that they can be applied to personal living experiences;
- To teach and to disciple each student in wisdom, in righteousness, and in true holiness through the power of the Holy Spirit;
- To build character worthy of imitation.

OUR ACADEMIC GOALS ARE:

- To provide a Christian education that strives for academic excellence for the average and above average student, which will enable all to proceed to any level of higher learning or training to which they may aspire and of which they are capable;
- To inspire youth with a love for learning;
- To teach the basic foundations in language arts, foreign language, social sciences, mathematics, science, and the practical and the fine arts;
- To teach critical thinking and problem solving skills;
- To teach good study habits.

OUR SOCIAL GOALS ARE:

- To teach and encourage habits which lead to good mental and physical health;
- To foster wholesome interpersonal relationships based on Christian love.

DOCTRINAL STATEMENT

- We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 10:37-38)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death 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, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, John 2:11, Hebrews 9:12, Ephesians 1:7, Colossians 1:14, John 11:25, Acts 1:1-2, Revelation 19:11-16)
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:19 and 23, John 2:16-19, John 5:24, Ephesians 2:8-10, Titus 3:4-6)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:9-20)
- We believe in the resurrection of both the saved and the lost, they who are saved unto the resurrection of life, and the lost unto the resurrection of damnation. (John 3:18, John 5:28-29)
- We believe in the spiritual unity of the believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- We believe that man is a direct creative act of God. (Genesis 1:26)

WELCOME TO NORTHSIDE CHRISTIAN ELEMENTARY SCHOOL

Our school day begins at 8:10 a.m. Supervised care is provided for our students in the gymnasium beginning at 7:30 a.m. Students will be picked up by their teachers at 8:00 a.m. All students must be in their classroom by 8:10 a.m. If your child is absent from school due to illness, you should call the elementary office or send a note upon their return. School will end at 3:00 p.m. Pickup is from 3:00 to 3:15 p.m.

Please ensure that your child arrives at school on time each morning. Morning routines are important to effectively start the school day. Teachers will begin promptly at 8:10 a.m. When a student enters a classroom late, he has missed academics and directions that have already been given. It is a distraction to other students who have already begun their academic day. Any student arriving after 8:10 a.m. should report to the Elementary office before they enter the classroom. A record of tardiness and absences will be kept by the office. Excessive tardiness and/or absences may require a conference with the elementary principal.

Please keep the office notified of all emergency phone numbers for your child's family. This is our only way to inform you in the event of an emergency or illness with your child.

The Head of School will determine if the school needs to be closed due to inclement weather, etc. Local weather stations might be notified, but you are encouraged, especially in the case of weather, to call the school to find out what we are planning. In the event of severe weather, especially if rising water is evident or expected, you are encouraged to pick your child up early. Please create a plan with your child so that he knows what to do and where to go. This will help reduce the amount of phone use during what could be a hectic time in the office.

All visitors are required to sign in at the office before going anywhere on campus. A visitor's badge must be worn during the time of each campus visit. Signing in and out helps provide NCES with a safer campus environment.

CHAPEL

Weekly chapels are held on Fridays in the gym or alternative locations beginning at approximately 8:15 a.m. Chapels are held to give our student body, visiting family, friends and staff an opportunity to engage in corporate worship, the worship of our great and awesome God. We welcome our parents, extended family, and friends of our students to participate with us during chapel.

Each class will take turns leading chapel throughout the year. Also, guest speakers make frequent appearances at chapel. High school and middle school groups may also be used to instruct and minister to our students at different times throughout the year. Rest assured that whoever leads, the service will help us better understand our loving God. Weekly offerings are used to support special projects. Throughout the year each grade level will be meeting separately for a smaller group (grade level) instructional time.

CORE VALUES

Core Values are Character Qualities that Northside strongly believes support a Godly Worldview. These values are foundational to a Godly, moral, physical and academic belief system. Therefore, we at NCES are committed to teaching and modeling these values:

Forgiveness
Faith
Encouragement
Respect

Loyalty
Kindness
Love
Compassion

Friendship
Obedience
Helpfulness
Honesty

Service
Courage
Faithfulness
Thankfulness

EXTENDED CARE

Extended Care will be offered for students in grades Kindergarten through fifth grade, whose parents do not pick them up before 3:15 p.m. Extended Care hours are from 3:15 – 6:00 p.m. Those students who know they are remaining after school will be escorted directly to Extended Care at the close of the school day. Students who have not been picked up by 3:15 p.m. will be sent to after-care to wait for a parent.

All adults picking up children must be on file with the school or have a written note containing the parent’s signature and a picture ID. An adult other than the parent/guardian, without parent permission, is prohibited from signing out any student.

There is a mandatory late charge for each student using the extended care program after 6:00 p.m. Please check the web site or extended care information for the current fees.

PARENT VOLUNTEERS

Each classroom and grade level will experience different activities and needs throughout the school year. We don’t want to exclude any parent or family member from being able to offer their services to the school. We know that many of our families have limited time, but there are no small contributions to NCES. We want to encourage all of our families to feel free to meet with their classroom teacher as to how they might best volunteer. One of the strong points of our school is the openness of our campus, allowing parents and other family members an opportunity to be involved. Due to current safety issues, anyone who volunteers must go through a background check. **Please sign in at the school office and get a visitor’s badge.**

FIELD TRIPS

Classes take field trips to enhance classroom curricula throughout the school year as well as for fun. From time to time parents are asked to chaperone trips. In the event that you are asked, it must be understood that you are to play a supervisory role for the safety and enjoyment of the students.

At no time is a chaperone allowed to bring younger siblings with them on a field trip. Showing up with a younger sibling will put your classroom teacher in the difficult position of redistributing children to those adults who complied with this expectation.

All field trips are considered an integral part of the overall academic experience of Northside students. No alternate arrangements will be made by NCES for students choosing not to participate in any field trip or regularly scheduled school activity. If the parent decides that the child cannot participate in an activity, field trip or event, it is the responsibility of the parent to provide care for the child during the trip, event or program.

There are times throughout the school year that demands we take students to the church for rehearsals. These trips are not considered field trips. NCES will always try to inform you of rehearsal schedules. Please expect to have your son or daughter transported to the church during such rehearsal periods.

DRESS CODE

GIRLS

- Skirts/Pants:
 - Shorts: navy or khaki
 - Skirts: navy or khaki
 - Skorts – solid navy or khaki
 - Culottes- solid navy or khaki
 - Pants – navy or khaki
- Shirts:
 - Polo shirts: white, red, royal or navy polo with NCES logo on chest,
 - Button Shirts: white “Peter Pan” style with NCES logo on collar
- Jumper: solid navy
- Shoes:
 - Dress shoes
 - Properly laced athletic shoes
 - Dressy sandals.
 - Students must wear athletic shoes on P.E. days.

BOYS

- Bottoms:
 - Shorts: navy or khaki
 - Pants – navy or khaki
- Shirts:
 - Polo shirts: white, red, royal or navy polo with NCES logo on chest.
 - Oxford – blue/white striped with NCES logo on chest.
- Shoes – properly laced athletic shoes are acceptable.
- Personal Grooming:
 - Boys may not wear earrings to school.
 - Boys’ hair should be cut so that it is completely off the collar and does not hang below the opening of the ear.
 - Bangs should not be below the eyebrows.

OUTER GARMENTS: Outerwear should have NCS Logo or be plain.

Uniform shirts may be purchased at Mustang Avenue located in the High School Office, or online at <http://www.landsend.com>. Price lists and ordering information for each is available from our offices. You may purchase shorts, pants, jumpers, and skorts from the uniform section at Wal-Mart, Target, J.C. Penny’s and Sears in either navy or khaki. All shorts and skirts must be modest in length. The office reserves the right to determine proper length and what is modest. NCES will accept items that are already in

circulation, including initial style shirts. Used uniforms are sold at the Northside Thrift Store, located at *9825 66 Street North in Pinellas Park*.

Students violating the dress code in any way will be required to have a parent bring the correct clothing or wear clothing provided by the office. Students are not required to wear uniforms the last week of school, on certain field trips, or for special event days. During non-uniform days, shorts and pants must be loose fitting with a hem reaching at least to the tip of the student’s fingers. Shirts must be appropriate in length and contain no offensive messages or images. Northside always reserves the right to judge what is and is not appropriate.

STUDENT ACTIVITIES

ACADEMIC

- Odyssey of the Mind
- Enterprise Village – Fifth Grade only
- Spelling Bee – First through Fifth Grade
- Math Olympics – Third through Fifth Grade

ATHLETIC

- Junior Mustangs Kindergarten through Fifth grade – Boys and Girls
- Junior Invitational Track Meet – Third through fifth grade
- Clinics
- Color Guard
- Cheerleading

ACADEMIC INFORMATION

Throughout the year dozens, if not hundreds, of various communications will be sent home from our school. The Friday folders and agenda are the primary vehicles for this correspondence. Parents are expected to take time to review the nightly agenda as well as the Friday folders. Please understand that all parent communication originating from the school or any classroom must have prior approval from the school principal. Classroom teachers have grade level and individual websites that contain updated information (academic and general class events and news).

The purpose of our reporting processes (progress reports, report cards, Friday folders, standardized testing) is to offer both the student and their parent pertinent information concerning current level of student performance. Report cards are sent home every nine weeks. Weekly reports, individual notes and standardized testing results are all methods of academic reporting. It is our desire to keep the lines of communication open, and to offer you and your child the most accurate and beneficial information possible. Please feel free to contact the classroom teacher about any academic concerns. Your child’s grades will be available for you to view on-line through the school website. You will be issued a family password and will be able to access your child’s grades and other pertinent information at home.

STUDENT ACCIDENT INSURANCE

Student accident insurance is made available to each family at a minimal charge. Details of coverage are furnished at the beginning of each school year. It is recommended that some form of insurance cover the student for injuries received at school. NCES carries only liability insurance. If a student becomes seriously ill or injured, 911 will be called. If necessary, they will be transported to medical facilities. Parents are responsible for associated ambulance and medical fees.

CELL PHONE USE – GENERAL POLICY

Students are not permitted to use a cell phone during school time. Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's backpack and must be turned off. If the phone rings during the school day, the teacher will confiscate the phone for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.) **Note: "Forgetting" to turn off the cell phone is not an excuse.**

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child during the school day. Note: These guidelines were formulated after careful review of school cell phone policies across the State and the country.

CONFERENCES

Family conferences will be scheduled with each student's parent(s) at least once during the 1st semester.

CLASSROOM COMMUNICATION

Students are "assessed" (within the classroom as they learn) and finally "evaluated" (the final, quantifiable result of a test, quiz, etc.) as the classroom teacher sees fit. Teachers are given the professional latitude to set up their classroom processes as they so choose. All families will receive weekly information concerning their individual student and general classroom information. NCES desires an open, honest, loving dialog between the classroom and home. All questions concerning classroom performance or activities should be addressed first with the classroom teacher. In order to facilitate a timely response to family concerns, meetings will be conducted with the classroom teacher.

ACADEMIC PROBATION

It is our desire to help students succeed. Unfortunately, there may come a time when a student will have to be identified as "at risk," meaning they're in jeopardy of continuing at, or returning to, NCES due to an inability to maintain an acceptable level of performance. Families will be notified, as soon as it becomes apparent to the classroom teacher and/or specialists, when a student is placed on academic probation. (Example: A student who receives two or more D's or F's or below average grades).

The administration and faculty are committed to doing everything possible to help an "at risk" student, provided that help can be administered within the classroom. When determined by NCES that we are unable to provide the necessary help, we will recommend an alternative educational setting. We have a moral/ethical obligation to see that all students are in the best and most enriching educational environment possible, even if that means they need to attend elsewhere. All incoming students are placed on academic probation for the first semester. Students are automatically removed from probation on the first day of the second semester if not otherwise notified by the office.

STANDARDIZED TESTING

NCES engages in annual standardized testing. Tests act as an impartial assessment of student ability as well as instructional efficacy. The faculty and administration will be using the results along with other information to help make decisions about instructional programs, priorities, grouping students for instruction, and monitoring student progress. Standardized achievement tests (Stanford Achievement Test) are given every year during the 4th quarter. For exact dates consult our school calendar. Please ensure that your child is present during the week of standardized testing. At times, a fee may be assessed for make-up tests.

GUIDANCE

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such report in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigations.

ACADEMIC RECOGNITION

All students who qualify for various awards will receive them in accordance with a prescribed grade level process. Because high student achievement is a primary goal, it is proper to recognize those students who attain certain goals. Most recognition takes place at our awards presentation that occurs on the final day.

3RD – 5TH GRADE

- Principal's List: The student must have all A's when all four quarters are averaged. No conduct or character marks lower than "VG".
- Honor Roll: The student must have all A's or B's when all four quarters are averaged. No conduct or character marks lower than "S".
- Citizenship Award: No mark lower than an "O" or VG in character.

GRADING POLICY

At NCES, and we want to accurately identify student performance. We respectfully request that our families agree with us that learning is a process not an event, and that no grading system can assess the worth of a person in God’s eyes. Intermediate students (3rd, 4th and 5th grades) are expected to share in the tracking of their grades, which helps to place the ownership where it belongs. Students will be expected to be actively involved in monitoring their progress. Students should meet with their classroom teacher about their performance, struggles, etc. Parents and students should take time to check their progress on [InfoDirect](#) which should give an updated progress report of the student’s performance.

Grading Scale for Grades K – 2		Grading Scale for Grades 3 – 5	
Outstanding	O	90 - 100	A
Good	VG	80 - 89	B
Satisfactory	S	70 - 79	C
Needs Improvement	N	60 - 69	D
		0 - 59	F

The Alternate Grading Scale used for K – 2 is a meaningful indicator of performance. Not all subjects or age groups can be effectively assessed and evaluated by the A, B, C, D & F scale used in the intermediate grades. The indicators that have been chosen, we believe, will provide an accurate assessment/evaluation for students in those grades and/or subject areas. It should not be assumed that an “O” is an “A”, and “S” is a “B”, etc. As with the more traditional grading scale, parents are always encouraged to contact their child’s teacher if they have questions or concerns.

A student has a maximum of two days for every one day missed to make up all assignments. Work turned in before the deadline will be graded at full credit. Late work will be graded accordingly. Failure to turn in or make up work will result in a failing grade for all assignments that fall into this category.

Non-consumable (reusable) textbooks will be distributed by NCES and are to be covered immediately to protect them from excessive wear. Students are responsible for the proper treatment of their books. Should a textbook be lost or damaged, the family will be required to replace it. Naturally, students might be charged the new price for a used book if that book can only be replaced with a new one. The teacher will determine fees for excessive wear or abuse at the end of the year and the bookkeeping department will be notified to put the fee on your account. **The New International Version (NIV)** of the Bible is used at NCES for reading, studies and for memorization.

DISCIPLINE

At NCES we prefer to discipline our students using punishment only when necessary. When discipline takes place, punishment is rarely needed. Obviously, the more home and school agree on the expectations the better the student will be able to comply. Great care and time go into creating a good handbook so that school expectations are clear and understandable. Teachers, staff, students, and parents reinforce these expectations throughout the year. If a child should have to be punished, it will occur in Christian love. Our purpose is to correct, teach, and restore the student to full fellowship with those offended or injured. It is never intended to embarrass or “get even” with the student. It is our desire to maintain a cooperative and supportive relationship between NCES and the family.

Here are some basic guidelines concerning discipline and punishment, though the classroom teacher will have their own expectations as well:

- While at school, the teacher will act on behalf of the parent. The student is expected to acknowledge and honor that authority.
- Students who offend or injure another student, regardless of punishment, will be expected to seek forgiveness from that student. Seeking forgiveness requires the admission of wrongdoing, and restitution if necessary. A sincere apology is very important for reconciliation.
- Behaviors or actions considered by an adult to be deliberately harmful to another student will be dealt with immediately, and the parents will be notified.
- Open disrespect toward another person especially one in authority will not be tolerated.
- Students should feel free to ask for clarification or explanation in a respectful manner. However, the teacher will determine when sufficient explanation has been offered.
- Students are given the latitude to be children, and no student will be severely punished for a childlike action.
- Corporal punishment will not be administered by or at NCES. If you feel that your child would benefit from corporal punishment, you’re free to sign them out of class and take them off campus or use the principal’s office for a private time.
- Defending yourself means walking away and telling a teacher or administrator. Fighting is fighting. If you encourage your child to “stand their ground,” you must be prepared for the administrative consequences.
- Intentionally hitting another person will result in immediate discipline.
- Students will be given an opportunity to voice their side of the story, and all students are innocent until determined otherwise.
- Damaging or destroying school property will require repairing or replacement. All expenses become the obligation of the student.
- It must be understood that the teachers and administration go to great lengths to get to the bottom of a situation when an offense has occurred. As you can imagine there are some situations that could take hours, and sometimes days, to unravel with still no definite answers.
- Every student will be heard because it is our desire to separate fact from fiction. Don’t forget, the negative consequence assigned is to give the student the opportunity to make right his/her transgression and then get on with life at NCES. We pour on the compassion because it’s not about winning the argument; it’s about building character in young men and women, boys and girls so that when they leave us they can better distinguish between right and wrong. Like academics, building character is a continuous journey that must be traveled primarily by the child with the guidance and encouragement of parents and school.

CODE OF CONDUCT FOR FAMILIES

Parents are encouraged to bring problems or concerns to the appropriate NCS personnel (teacher, coach, Dean of Students, Principal) immediately and privately without creating gossip or discord. Parents should review the school's doctrinal statement throughout their child's enrollment. Attendance at NCS is not a right, but a privilege that can be forfeited by any student or family who does not conform to the standards and regulations of the school.

NCS may withdraw a student or deny re-admission when, in the opinion of the school, the student is not in harmony with the spirit of NCS, regardless of whether or not he/she conforms to the specific rules and regulations of NCS. This includes attitude problems of the student such as gossiping, sowing seeds of discord, or failure to support the staff and/or policies of the school. The school may request that withdrawal of even a well-behaved student if the parents of that student become excessively or overtly disruptive, slanderous, abusive, disorderly, or uncooperative. All parents of NCS students must be in harmony with the aims and purposes of NCS.

For the Christian the ultimate authority is God. God has in turn assigned various levels of authority to human agencies and has commanded the Christian to be obedient to those in authority over him.

- *"Let every soul be subject unto the higher powers." Romans 13:1a*

The School operates in loco parentis in absentia and supports the family as the integral part of society.

- *"Children obey your parents in all things: for this is well pleasing to the Lord." Colossians 3:20*
- *"Obey them that have rule over you and submit yourselves." Hebrews 13:17a*

SOCIAL PROBATION

Like academics, there are levels of social success. We believe that one major "distinction" of our school is that we insist on maintaining a culture of respect and kindness on our campus at all times. While we understand that children will act like children, we have high expectations concerning their behavior. These expectations will be highlighted and reviewed throughout the year by the classroom teacher, and are summarized below:

- Honor God - never take God's name in vain.
- Students will act respectfully at all times.
- Use speech pleasing to God - avoid profanity and lewd talk.
- School and personal property will be respected at all times by all people.
- Any talk that makes another student feel upset or embarrassed is unacceptable.
- At no time is it appropriate to touch another student in a way that makes them feel embarrassed or could result in injury.
- Be honest – never cheat.

We understand that each family will determine their individual expectations for behavior at home as well as what they allow their children to hear and see concerning entertainment. What we need our families to embrace is that regardless of levels of acceptability off campus, we have expectations that are non-negotiable.

As with academic "probation," students who exhibit unacceptable social behaviors will be placed on an action plan. This plan will state in clear concise language the steps of action necessary for correction to take place. It will state the time of probation and the consequences that will follow if corrections are not made. Should this prove ineffective, NCES may be in a position to request a student to find an alternate educational setting.

MEDICATION GUIDELINES

THE FOLLOWING PROCEDURES MUST BE OBSERVED:

- Parents must bring prescription drugs and over-the-counter medications to the school office. Students are not permitted to have prescription or over-the-counter medications in their possession at any time while at school.
- Parents must obtain the Administration of Medication blue card from the school office. This form is used for prescription and over-the-counter medications. This blue card must be filled out and signed by the parent/guardian. The authorized school personnel will administer and document the medication given.
- The school does not provide students with any prescription or over-the-counter medications.
- Medication must remain in the container in which it was originally dispensed. All medication containers must be clearly labeled with medical information, including expiration date. The over-the-counter container must have the student's name written on the upper part of the container.
- The medication containers should only contain 30 tablets or less, in order to decrease the possibility of medical errors, when administering medication.
- Liquid medications will be given in a calibrated measurer provided by the parent.
- The school personnel will not alter the medication tablets. If the physician has ordered a half of a tablet, please divide the tablets before sending the medication to school.
- The only time a student may have medication in their possession at school, is when a physician has ordered a self-administered medication, such as a respiratory inhaler. In this case, the physician should complete the Administration of Medication blue card, and the physician and the parent needs to sign the blue card. Should a student have a self-administered medication in their possession, it should be in their book bag at all times, when not in use. If the inhaler is to be kept in the school office, the inhaler will be administered per physician's directions on the label and will be documented each time the inhaler has been administered.
- Parents should bring only the medication the child is taking for a specific illness. Do not bring "just-in-case" medications. The school will contact you if your child becomes sick with another illness.
- It is the parent's responsibility to pick up unneeded or unused medication as soon as possible. Any medication remaining at the end of the school year will be destroyed.

ACCEPTABLE USE POLICY FOR TECHNOLOGY (STUDENTS)

INTRODUCTION: Northside Christian School (NCS) is pleased to offer computer network access to its students as a means to enrich and augment education. It is our policy that technology resources will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the school. Users are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. To ensure that all may benefit from the school's Internet resources, users are expected to adhere to the following guidelines. Failure to do so may result in removal of network privileges, and/or other discipline or penalties as determined by the technology department, school administrators and/or local authorities.

NETWORK AVAILABILITY & LAB USE: Network and Internet access for students is offered via designated classroom, library, or lab computers from 8:00 a.m. to 3:10 p.m., on regularly scheduled school days. Summer access hours may be scheduled for special projects or camps by arrangement with the Technology Department. Students may not use NCS network resources outside of these times or in the absence of faculty/staff supervision; however, exceptions to the stated access times may be permitted by faculty and/or staff members as needed.

- At the elementary level, a teacher, staff member, or approved classroom helper will be present in the elementary computer lab to supervise students and will have an organized lesson with specific instructions.

- Middle/High School students are not to use the elementary computer lab unless they are with their teacher and are working to accomplish a recognized educational objective.
- Middle and high school student may use school laptops inside the library (during posted library hours) for recognized educational objectives. The laptops are not available for use outside the library.
- Because the Middle/High computer lab functions first as a classroom, it is not available for general research use unless specifically approved by the computer teacher.
- Students must treat the computers with respect: hands off the monitors/displays; gentle use of the keyboard, touchpad and mouse.
- Students may not use employee workstations without permission.
- Students are NOT to be in the lab or use school computers without supervision at any time. NO EXCEPTIONS!!
- No food or drink in the labs. That includes gum and candy.

SAFETY GUIDELINES FOR USING THE INTERNET:

- Students should never give out personal identification information including last names, addresses, phone numbers, social security numbers, or financial information in e-mail or any electronic communication.
- Students should never agree to meet in person with anyone met online.
- Students should notify an adult immediately if they encounter any material that violates this Technology Policy, is dangerous, inappropriate, or makes them feel uncomfortable in any way.
- The school has the absolute right to supervise and control the use of its Internet access. All Internet access is filtered, and although filtering helps to prevent most objectionable material from reaching our students, they might encounter information that is inaccurate, controversial, and potentially harmful. Likewise, it should be noted that legitimate research sites may also be blocked by the filters.
- The school may block certain Internet activities and sites as it deems necessary for an environment conducive to learning. MySpace, YouTube and game sites shouldn't have to be restricted. It should just be common knowledge that visiting your personal blog, searching for inappropriate content or wasting time playing games during your educational time period is not right.
- Parents should instruct their children if there is additional material that they think it would be inappropriate for them to access. NCS expects students to follow their parents' wishes in this matter.

PROCEDURE FOR ACCIDENTAL ACCESS OF INAPPROPRIATE MATERIALS: While NCS is committed to offering the safest possible Internet experience to its students for learning, we cannot guarantee 100% protection from objectionable content. We encourage parents to have a discussion with their children about values and how they should guide student activities while using the Internet. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. If a parent/guardian does not want their student to have network and Internet privileges, a written request must be submitted to the NCS Technology Department, and a copy given to the appropriate school office. Parents/guardians understand that alternative assignments may be necessary to fulfill this request. The following procedure should be followed if inappropriate materials are accessed on campus:

- If a student accesses a site and is unsure that it is appropriate, he/she is to immediately shut off the monitor without bringing attention to the problem with other students. The student will immediately notify the teacher.
- The teacher will contact the technology department so that the site may be investigated for a manual block from future access. The computer should be **left on** with the **monitor turned off**, so that the technology department may obtain information about the site in order to block it.

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES (INCLUDING, BUT NOT LIMITED TO):**ANY ACTION THAT CAUSES OR HAS POTENTIAL TO HARM OR OFFEND OTHERS:**

- Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing or illegal materials.
- Harassing, insulting, or attacking others, including intentionally locking out another student's network account.
- Malicious use, disruption or harm to school computers, network and Internet services.
- Damaging or overloading files, data, computers, computer networks, including the uploading or creation of computer viruses or downloading unauthorized files; harming or destroying the data of another user.
- Sending abusive messages to others or using inappropriate language.

ANY ACTION THAT CAUSES OR HAS POTENTIAL TO HARM THE SCHOOL NETWORK, ITS RESOURCES OR NETWORK USERS:

- Pranks such as unplugging cords or cables, changing computer settings, turning off wireless devices, jamming of DVD/CD-rom drives, inserting trash or food into computer cases, removing the "roller ball" from the mouse, etc. **No exceptions will be made.**
- Copying, upgrading, installing or downloading software onto school computers without authorization from the technology department.
- Modifying, reorganizing or removing equipment without the permission of the technology department.
- Moving computers or peripherals from their designated places without the permission of the technology department.

INTENTIONALLY WASTING RESOURCES:

- Creation of files for non-academic purposes, monopolizing the school's Internet connection, and unnecessary printing
- Accessing chat rooms, instant messaging, blogs or news groups without specific authorization from a supervising teacher.
- Gaming on school computers - Games installed on a school computer may interfere with the function of software necessary for academic work. Furthermore, playing non-educational games at school may interfere with the educational process, the speed of the NCS network and Internet connection, and other resources such as electrical outlets and network connectivity. The best place for playing non-educational games is at home, not at school.
- Downloading files and other material without express permission from the technology department (includes games, movie trailers, screensavers/wallpaper, music, virtual pets, etc.), unless under the supervision of a teacher for a class assignment.

ACTIVITIES DEEMED TO BE A SECURITY RISK TO THE NETWORK:

- Attempting to circumvent, override or bypass safeguards or security measures on school computers by any method.
- Attempting to "hack" into a server, computer, or network inside or outside of the school.
- Obtaining unauthorized access to network directories and files; Allowing someone else to use your account, posing as or trying to log in as a network user other than yourself; Posing as or trying to log in as a network administrator.
- Deliberately going into off limit areas (e.g., hard drive browsing, network folders other than your own, server shares, etc., unless it is by teacher instruction for a classroom assignment).
- File Sharing - NCS prohibits the use of such programs as Bit Torrent, Limewire, and other peer-to-peer file sharing programs on ANY computer connected to its network. These programs can monopolize the school's Internet connection, slow down its network, and can be a source of predatory software. **No exceptions will be made.**
- The America Online standalone program may not be used on campus. The program may exist on personally owned computers, but may not be loaded and used while connected to the NCS network. AOL e-mail may be accessed via web-

mail interface. Use of the AOL program while connected to the NCS network will result in revocation of the privilege to connect a personal laptop to the school network.

- Users are prohibited from running programs on school computers using personally owned external media sources (phones, game systems, flash drives, CD, DVD, etc.). Flash drives may be used to save the user's created files – but NOT to run programs.
- Security on any computer system is a high priority, especially when the system involves many users. If a user identifies a security problem in the school's network or Internet connection, they must notify a member of the NCS Technology Department staff. Do not demonstrate or explain the problem to others.

ANY ACTION THAT CONSTITUTES ILLEGAL OR UNETHICAL USE OF THE SCHOOL NETWORK:

- Damaging, erasing, renaming or making unusable, anyone else's computer files, programs or disks.
- Violating copyright, federal, state, or local laws
- Failing to properly document material obtained through Internet research and then used in academic work. (Plagiarism) Stealing or passing off other people's ideas, words, images, or sounds as your own, and/or not giving them credit for their work.
- Employing the network for personal financial gain, advertising, solicitation, commercial purposes, or any other personal use not connected with the educational program or assignments
- Inappropriate posting of personal information
- Using e-mail to inform other students about or give them details about tests, answers to quizzes, or other information that would be considered cheating.
- Posting other students work without that student's consent and knowledge or posting information anonymously.
- Placing illegal or inflammatory material on the Internet in the form of e mail or web pages.
- Sending pictures that are personally identifiable without permission.
- Removing school owned technology equipment or software without written permission from the NCS Administration and Technology Department.

CONSEQUENCES: Users are personally responsible for their actions in accessing and utilizing the school's computer resources. Having a network account is a privilege, and the preceding list of unacceptable uses should not be considered as all-inclusive. Any user who violates the terms and conditions of the Acceptable Use Policy or commits other acts of misconduct that may not be listed but which are considered inappropriate use of school resources will be subject to any of the following:

- Administrator-student conference with parental notification
- Restricted, suspended, or complete loss of network access
- School suspension, expulsion, or other disciplinary procedures consistent with NCS policies and procedures
- Legal action including, but not limited to, criminal prosecution under appropriate state and federal laws
- Restitution of monetary damages, fees, or fines resulting from student actions

GUIDELINES FOR PERSONAL ELECTRONIC DEVICES: Personal laptop computers may be approved for connection to the school network under the following circumstances:

- The student is considered to be in good standing with all NCS policies.
- The laptop must be inspected, registered and approved through the Technology Department before connection to the school network. Devices found on the network that have not been registered will be blocked from future access.
- Windows devices must have an effective, licensed antivirus program installed. Regularly scheduled scans and current virus definitions should be evident.

- Written teacher permission (on the laptop registration form) must be obtained to use the device in the classroom. Use of a portable electronic device in the classroom is up to the discretion of the teacher.
- To ensure the integrity of its network resources, NCS reserves the right to inspect files on any portable electronic device brought into the school. If inappropriate software or hardware is found, it must be removed before the device may be used on campus.
- The Acceptable Use Policy for technology applies to all portable electronic devices brought on campus. Any violation of these rules will result in the loss of the student's privilege to bring the device to school.
- Students bring their personal devices on campus at their own risk. NCS will not be held responsible for the data integrity, loss, damage, theft or destruction of any portable electronic devices.

PRIVACY: Network account holders should be aware that network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school network will always be private.

LIMITATION OF LIABILITY: Northside Christian School makes no warranties of any kind, either express or implied, that the functions of services provided by or through the system will be error-free or without defect. Northside Christian School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. All users are advised to backup their personal data. The student and parent will not hold the teacher, employee or school liable for any materials retrieved from the Internet. Northside Christian School will not be responsible for financial obligations arising through the unauthorized use of the system. Northside Christian School will not be held liable for student or employees violations of copyright laws. Northside Christian School reserves the right to modify this policy at any time. Revisions will be posted on the Northside Christian School website (www.nck12.com).

STUDENT AFFIRMATIONS:

It is my desire to be a part of the student body of Northside Christian School. It is my desire to grow in the ways described in our Mission Statement. I affirm that I have read the Student Handbook and understand its contents. I will observe the biblical principles set forth in the Student Handbook and will abide by the expectations described. I will consciously seek to develop the pattern of life, which will honor the Lord Jesus Christ in my personal, family, and social relationships.

PARENT CONFIRMATIONS:

I have read the Northside Christian Student/Parent Handbook for the academic year. I have discussed the appropriate sections with my child(ren), and enter into partnership with Northside Christian School. I pledge to do my utmost to encourage and cooperate with my child(ren) and his/her teachers throughout the school year. I also pledge to maintain a spirit of Christian unity and fellowship regardless of the situation, and to honor the staff and faculty of Northside Christian School for their service to God, and do rightly expect to be honored in return.

I understand that the NCS technology network, including Internet access, is provided to all students within the guidelines of the NCS Acceptable Use Policy (AUP). I have read the AUP contained at the end of this manual and understand its governance of the NCS technology network. I have discussed the AUP with my child(ren) so that they have a full understanding of their responsibilities as a school network user. I understand that although NCS is committed to providing a safe Internet experience for its students, no filtering or protection system can guarantee 100% protection from undesirable sites or content. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.