



NORTHPOINT
CHRISTIAN SCHOOL

Elementary
Student Handbook

2014

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NORTHPOINT
CHRISTIAN SCHOOL

7400 Getwell Road
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662.349.5092

Dear Parents and Students,

Welcome to Northpoint Christian School. We count it a great joy to enter into a partnership with you in providing a distinctive Christian education. The chief purpose of our school is to glorify God, and our goals and objectives are designed to provide distinctive Christian education in an atmosphere of academic excellence. At NCS we strive to meet the needs of young people, and we are committed to training and developing the body, mind and spirit of our students. Beginning with the Enrichment Center and continuing through high school, all programs are designed to help a student develop to his fullest potential according to God's plan for his life. It is our desire to see our academic program, our athletic program, and extracurricular activities in the proper perspective and to recognize Jesus Christ as our head. It is our desire to provide you with the best possible education, and we pledge our support and assistance to you.

This handbook is designed to answer many of the questions and concerns that you have regarding the philosophy and operation of NCS. We have endeavored to address many day-to-day issues in light of school procedures. Take the time to familiarize yourself with the handbook and keep it handy for ready reference. Please do not hesitate to contact us if we may be of assistance to you.

In Christ,

David H. Manley, President

David W. Fox, Elementary Administrator

Allison Moffett, Assistant Elementary Administrator

MISSION STATEMENT

As a Christ-centered college preparatory school, Northpoint Christian School enables our students to:

- know and honor Jesus Christ
- grow in knowledge and wisdom
- reach their God given potential

PHILOSOPHY

We believe that Northpoint Christian School is an extension of the ministry of the church and cooperates with the home to educate the student.

We believe that God is the source of all truth, and true education must be based on His revealed Word.

We believe that the integration of God’s Word into all that we teach is essential to the spiritual, mental, physical, and social development of our students.

We believe in a structured curriculum that has been filtered through the Word of God.

We believe that the curriculum should provide the opportunity for each student, as a special creation of God, to be educated as an individual with his own unique abilities, personality, and potential.

We believe, testify, and demonstrate in our own lives the reality of a personal encounter and walk with Jesus Christ as presented in God’s Word.

We believe our purpose is to develop in students the “mind of Christ” (Philippians 2:5) so that God’s Truth becomes an inseparable part of their lives and thinking processes.

THE SCHOOL DAY

The school day begins at 8:15 A.M. each day. **All elementary students not accompanied by parents MUST report to supervised areas from 7:45 - 8:05 A.M.** Students are dismissed at 3:15 P.M. except on Wednesday, when they are dismissed at 2:40 P.M. Before-school care is available at 7:00 A.M., and extended care is available until 6:00 P.M. There is a fee for this service from 7:00 - 7:45 A.M. and from 3:40 - 6:00 P.M. **All elementary students not picked up by 3:40 (or 25 min. after dismissal) must report to extended care.**

AUTHORITY

Being under authority is scriptural. (Romans 13:, Titus 3:1, Hebrews 13:17) Our faculty and staff acknowledge the responsibility of authority as it pertains to students under their care. (Ephesians 6:4, Colossians 3:21) Students shall be required to submit to authority as established by NCS and will adhere to all policies, guidelines, and directives properly exercised by our faculty and staff.

Should the administration determine a violation of this policy, the student will be subject to disciplinary action with possibility of permanent dismissal.

PARKING LOT PROCEDURES

For the safety of all our students it is very important that the following procedures are followed at all times.

1. All vehicles enter via the south drive: “Gladys Busby Blvd.”
2. 15 mph speed limit on school property at all times.
3. Student pick-up/drop-off only in the three (3) lanes closest to the building or in a designated parking space. Do not wait in the lanes between the parking spaces.
4. If the driver needs to leave a car, it must be in a lined parking space.
5. DO NOT PARK in the FRONT DRIVE at ANY time.
6. Pedestrians must walk in the crosswalks.
7. All vehicles exit via the north drive.
8. **Cell phones should not be used in drop off/pickup lanes.**

ATTENDANCE

We believe one of the keys to academic success is regular and punctual attendance at school. However, we do understand that some absences are unavoidable. The following guidelines have been established for elementary absences.

- **Excused absences:** personal sickness, serious illness or death in the family, and medical appointments. Final authority for determining the legitimacy of an absence rests with the administration.
- **Excessive absences:** a student who is absent in excess of ten (10) times within a single semester may have his record examined by the Academic Committee before being allowed to receive credit. Students absent more than one-half of the total number of days during a grading period (9 weeks) may not be eligible for a passing grade for that period.
- **Making up assignments:** when a student is absent, he is responsible for getting the missed work from the teacher. Pre-announced assignments are due on the date announced or immediately upon return to school. This includes tests missed during the absence. Students should not expect teachers to delay tests or allow them extra time if they missed a day of school just before a test. If a parent desires to pick up the assignments after school, please email the teacher by noon of that day. A reasonable length of time to make up the work will be determined by the teacher; a general rule for normal illnesses is that all work missed should be made up within a week of returning to school. Teachers will assist students in making up work; however, when a student has obviously delayed or put off the work beyond the time granted, no credit will be allowed.

- **Planned absences:** a prior approval form must be obtained from the office and filled out by the homeroom teacher (core teachers for 6th grade) to determine if the absence is recommended. This form must then be signed by a parent and returned to the teacher for reference purposes. **Teachers do not give assignments ahead of time for planned absences.**

NOTE: Students who are too ill or otherwise incapacitated to attend classes and participate fully in the regular classroom activities for a major portion of a given school day may NOT participate in ANY after-school activities scheduled for the afternoon or evening of that day.

RETURNING AFTER ABSENCE

When returning to school, all students must bring an excuse to their teacher for their absence (even if contact with school has been made), written and signed by parents showing:

- a. Reason for absence
- b. Date(s) of absence
- c. Parent signature

TARDINESS TO SCHOOL

If a student arrives after 8:15 A.M. they are considered tardy and must report to their teacher with a note from parent/guardian. After 8:30 all students in grades 1-6 must check-in at the elementary office. Students in grades 1-3 must be signed in by a parent or guardian. Final authority for judging the legitimacy of the tardy rests with the administration. An excessive number of excused tardies will be reviewed by the administration. The same reasons for excused and unexcused apply as in an absence. Oversleeping and traffic will not be excused tardies. **If more than (5) five unexcused tardies occur per quarter, the student may receive further corrective action including detentions, in-school suspension, and out-of-school suspension.** Students are given a 24-hour notice before detention is assigned. It is your responsibility to make any necessary arrangements for transportation when students have been given assigned detention.

CHECKING IN/OUT OF SCHOOL (DISMISSAL)

If it is necessary for your child to leave school other than at normal times, clearance with the school office must be obtained. Students will be released to their parents only or to a designated person with prior permission and proper ID. DO NOT GO DIRECTLY TO THE CLASSROOM. Report to the school office, and the teacher and student will be notified. **Checkouts should not be requested after 3:05 pm.**

Students must be signed out in the school office.

A half-day's absence would be the result of missing the equivalent of two (2) or more class hours which did not constitute a whole day's absence.

Students in grades 1-6 must check in and out through the Elementary Office when arriving late or leaving early. A student who has an excessive number of early dismissals will have his attendance record reviewed by the administration.

HOMEROOM ASSIGNMENT

The placement of students in homerooms is the responsibility of the school administration. **Parents should NOT make requests for homeroom teachers.**

GRADING PROCEDURES

The progress report is sent home at mid-term of each report period to those students performing below "C" level work. It should be understood by students and parents that it is possible for a student to be doing "C" level work, not receive a progress report and still fail a subject (academic or conduct) in the last half of the term. Parents should not assume that failure to receive a progress report automatically guarantees satisfactory completion of the term. Teachers may send home progress reports for students doing "C" level work or better at their discretion.

In addition to progress reports, student report cards are sent home each nine (9) weeks, which means parents may receive two (2) standard grade report forms each nine weeks plus homework grades and unit test grades on a weekly basis. We would encourage students and parents to communicate with each other on a regular basis concerning grades.

ELEMENTARY GRADING SYSTEM

Core Academic Subjects Only

Grades 1-6

A = 90-100	(Excellent)
B = 80-89	(Good)
C = 70-79	(Average)
D = 65-69	(Needs Improvement)
F = Below 65	(Unsatisfactory, Failing)

All special classes, when appropriate, will be graded with E, S, N, U.

QUARTERLY AND YEARLY ACADEMIC AWARDS

To qualify for the Quarterly Honor Roll, students must have a grade of 93 or above in all subjects.

To qualify for the Quarterly Achievement Roll, students must have a grade of 85 or above in all subjects.

To qualify for the Yearly Honor Roll in May, students must have a 93 yearly average in all subjects.

To qualify for the Yearly Achievement Roll in May, students must have an 85 yearly average in all subjects.

Any student with an “N” or “U” in conduct is not eligible for an academic award (Quarterly or end of the year).

CRITERIA TO REPEAT A GRADE

The following shall be the established criteria for a student to repeat a grade at Northpoint Christian School:

First and Second Grade

Unsatisfactory progress in reading or math can result in the necessity to repeat a grade. Failure to achieve overall readiness for the next grade level will also be considered.

Third through Sixth Grades

Failure of two major subjects (Math, English, Reading, or both Social Studies and Science) will result in the necessity to repeat a grade. Unsatisfactory progress in reading (reading below grade level) can be considered as failure of a major subject.

Sixth Grade

Students who make a failing grade for the year in English or in math will be required to complete 30 hours of approved tutoring or attend an approved summer school course before receiving a diploma or being allowed to enter 7th grade at NCS.

HOMEWORK

Homework is a necessary and valuable aspect of education. Its purposes include review, remediation, and development of self-discipline and good study habits. Types of homework that can be expected are practice and drill (e.g. math facts), chapter questions, study for tests, reading, and special projects (e.g. book reports). Homework is generally lighter on Wednesdays and Fridays, although tests may sometimes have to be scheduled on Thursdays or Mondays. Additional information about homework will be provided by the homeroom teacher.

SCHOOL/HOME COMMUNICATION

It is the desire of the school to provide information in a timely manner and through a variety of means. Please check our website at www.ncstrojans.com for “In Touch,” our weekly announcements. To leave a voicemail message for a teacher, dial 349-4960 and the teacher’s four-digit extension.

ASSIGNMENT PAD

All students will make use of an assignment pad to record homework and tests. It is the student’s responsibility to accurately record the assignments as given by the teachers. Grades 3 through 6 will use an official NCS assignment pad. One will be provided to each student at the beginning of the year. If the assignment pad is lost or destroyed, the student will be required to purchase the replacement.

FORGOTTEN ITEMS

For security reasons students and parents are not allowed to enter classrooms before or after school hours to retrieve forgotten books or other items.

WEDNESDAY FOLDERS

Each Wednesday the students will bring home a folder including graded papers, classwork, information from the teacher and items of importance from the administration. Parents are to read the contents of the folder, sign when indicated and return to school the next day. One folder will be provided to each student at the beginning of the year. If the folder is lost or destroyed, the student will be required to purchase the replacement.

NON-DISCRIMINATORY POLICY

Northpoint Christian School seeks to enroll well-rounded, academically motivated students without regard to race, sex, or ethnic and national origin.

INSURANCE

The school has no accident or hospitalization insurance on the students. Obtaining such insurance protection, if desired, is the responsibility of the parents alone. The school will make available at the beginning of the school year accident insurance coverage to provide protection to a student during school hours. A 24-hour coverage option is available. The school encourages participation in this plan.

CELL PHONES

NCS elementary students are strongly discouraged from bringing cell phones to school unless special circumstances dictate such. Phones should be turned off and kept in backpacks. If a cell phone rings or is used improperly, the phone will be confiscated until the end of the day. The student may be assigned detention or a similar consequence for this infraction. Students are not allowed to use cell phones in the building before or after school.

DRUGS

Any student under the influence of non-prescribed drugs, any student having possession of illegal drugs or drug paraphernalia, any student using drugs illegally on school premises or at school activities, or any student selling drugs shall be subject to disciplinary action and possible dismissal from the school. Alcohol will be treated in the same manner.

TOBACCO

Tobacco in any form is forbidden at all school activities on or off campus or in the building. Students using or possessing tobacco in any form shall be subject to disciplinary action.

VISITORS

It is the duty of the administration of the school to provide for the security and safety of the premises of the school. All parents, grandparents, and adult visitors must stop by the school office to sign in and obtain a visitor name tag if visiting areas where students are located. Permission/invitations to visit these areas (home-rooms, lunchroom, etc.) must be granted by the homeroom teacher, office staff, or administration. All student visitors to the campus must receive permission from the administration prior to visiting time or they will be asked to leave the campus.

PARTIES / INVITATIONS

No invitations may be distributed in a class at school unless all boys or girls in that class are included.

Anyone who promotes a dance privately may not associate it with the school in any manner. They cannot claim that it is a class dance or use any designation related to the school. They may not advertise at school, sell tickets at school or make reservations at school.

Siblings of students are not allowed to attend field trips or class parties.

LUNCH

A lunch program is provided at NCS, including hot and cold foods. A pre-paid lunch account may be established or lunch may be purchased daily in cash. Students may bring their own lunch to school but are not allowed to bring carbonated beverages in their lunches. Students are not permitted to leave school for lunch.

STUDENT ILLNESS/ACCIDENT

Any student who becomes ill or injured while at school will be brought to the nurse's office and be properly cared for. Parents will be notified when deemed necessary. Parents will be requested to come for any child who develops a fever while at school.

MEDICATION

It is the policy of NCS that no student may keep medication or other forms of prescribed drugs on his person or in his locker during the course of the school day. All medication (prescription or non-prescription) must be checked in with the nurse immediately upon arrival at school accompanied by a completed medication form. The school office will at no time dispense aspirin, etc. to any child without written permission. Any student possessing medication which has not been turned in or reported to the office will be guilty of a serious breach of school regulations and could be subject to disciplinary action.

IMMUNIZATION

Before a student can begin school, they must have proof on file in conformance with the immunization requirements of the State of Mississippi. Failure to comply will result in suspension from school until requirements are met.

CONTROL OF COMMUNICABLE DISEASES

Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms. These conditions would include:

- Chicken pox
- Impetigo
- Ringworm
- Mumps
- Meningitis
- Lice
- Gastroenteritis
- Intestinal Parasites
- Mononucleosis
- Measles
- German Measles
- Hepatitis
- Scabies
- Scarlet Fever
- Whooping Cough
- Severe Upper Respiratory infection

When your child has been ill over the weekend or has been sent home from school due to illness or fever, please do not return the student to school until he is symptom-free and **has had no fever for 24 hours**.

EMERGENCY DRILLS

Fire, tornado, earthquake drills and lockdown drills and other emergency procedures in accordance with state regulations will be practiced and reviewed on a periodic basis.

SCHOOL CLOSING FOR WEATHER

Northpoint Christian School does not follow city or county schools regarding closings due to inclement weather. Parents and students monitor the school website, check their e-mail, and listen to local television stations for announcements of school closings. The stations are as follows:

Television Stations: FOX TV - Channel 13, WREG TV - Channel 3,
 WMC TV - Channel 5, and ABC - Channel 24.

Should school be dismissed after students have arrived during the day, announcements will be made over the above stations as to dismissal time. Please do not call the school during business hours unless there is an emergency because it ties up the phone lines and office personnel. Do not call or have your children call administrators, office personnel, or teachers at home. Decisions are not normally made until late evening or early morning. Please do not call the school office early in the day to find out if school will be in session the next day. As soon as a decision is made, the radio and TV stations will be notified.

SCHOOL SECURITY

After school hours NCS is secured by school security personnel and services. For no reason should any student attempt to reenter the school building after school day hours unless cleared by administrative personnel (and unless it is an absolute emergency).

LOCKERS

Lockers are the property of NCS and are assigned to the upper elementary students for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent.

CONCERN FOR PROPERTY

Students should consider it a privilege to attend NCS and therefore do all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible severe disciplinary action.

POSSESSION OF WEAPONS

Any student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument classified as a weapon will be subject to dismissal from the school and will be reported to local law enforcement agencies as required by law.

POSSESSION OF FIREWORKS

Possession, use or sale of fireworks is prohibited on the campus or at school activities. Students violating this policy will be subject to disciplinary action including possible suspension or dismissal from school.

STUDENT CONDUCT

When students enter NCS they become identified with the school, and the school is judged by the kind of person they are and by the way they conduct themselves. Their conduct must reflect favorably on themselves and on the school at all times.

NCS insists that its students conduct themselves at school and at any/all school functions in a way befitting a school seeking to establish Christian standards of learning and living. Any student who proves himself either unable or unwilling to conduct himself accordingly may be dismissed from the school.

NCS seeks to uphold morals based on Biblical standards. In an attempt to promote Biblical morality, NCS will not tolerate profanity, immorality, obscenity in word or action, or materials that demonstrate or promote obscenity. Students that violate Biblical morality standards will be subject to disciplinary action, including dismissal from school. The administration reserves the right to determine what constitutes obscenity.

BULLYING AND CYBER-BULLYING

Bullying in any form is in direct opposition to the spiritual and educational purposes of NCS and is a threat to the well being of the stakeholders of our school. Therefore, any action which is deemed by the administration to be a negative, on-going, deliberate, willful, and persistent action by one or more students that hurts, frightens, or threatens anyone associated with NCS will not be permitted. These may include, but are not limited to, any physical actions, emotional tormenting, or anything that is sexually suggestive in nature.

These actions may be considered “Cyber-bullying” if they occur through any social network media. Any postings through a social network media that are deemed by the administration to be offensive, disrespectful, deliberate, repeated, and/or hostile and that are directed toward NCS or anyone associated with NCS will be considered bullying and will be addressed under this policy.

All students, school personnel, and those affiliated with NCS are strongly encouraged to bring any such action to the attention of the school administration. Should the administration determine that a violation of this policy has occurred; the student (s) will be subject to disciplinary action, including the possibility of permanent dismissal.

DISCIPLINARY MEASURES

Northpoint Christian School believes that discipline is a great necessary entity in the lives of its students. One of the greatest responsibilities NCS undertakes is assisting the parents in the nurturing and guidance of the students. A student who exemplifies self-discipline enhances maximum performance in the academic setting; however, there are occasions when external means of discipline must be incorporated to ensure appropriate behavior.

NCS adopts the philosophy of disciplinary action being corrective rather than punitive. It is the school's desire that the disciplinary measures taken be appropriate to the offense and be carried out in a manner that is not degrading to the student, but that is effective in teaching. Therefore, the school may use a number of disciplinary methods. The measures used will be evaluated by the administration and/or faculty member administering the discipline. Each teacher outlines their discipline plan and communicates it to parents and students at the beginning of the year. Under no circumstances does NCS allow for continual noncompliance with adopted rules, guidelines and codes, dishonor of the Word of God, or disrespect to school personnel.

If a student demonstrates continual noncompliance or violates policy that calls for expulsion, final approval of the expulsion will rest with the Northpoint Christian School Board of Trustees.

Listed below are some of the methods utilized regarding disciplinary action. These are not listed in any specific order.

- | | |
|---------------------------------------|-------------------------------|
| 1. Student-Teacher Conferences | 6. Field Trip Restrictions |
| 2. Parent-Teacher Conferences | 7. Detention |
| 3. Student-Administrative Conferences | 8. Suspension - In-School |
| 4. Parent-Administrative Conferences | 9. Suspension - Out-of-School |
| 5. Clean-Up Assignments | 10. Dismissal from school |

Any student receiving two out of four conduct grades of “N” or “U” on his yearly report card or who has received discipline by the faculty or administration for a pattern of three or more major offenses will be placed on behavioral probation with the possibility of suspension or dismissal from school should the behavior not improve.

NCS's philosophy on discipline is based on the following scriptures:

Proverbs 13:24 Proverbs 22:6 Proverbs 29:15
Proverbs 19:18 Proverbs 22:15 Proverbs 29:17

DRESS CODE

We do not suggest that the Bible mandates our specific dress code, but the Bible commands the Christian to do “all to the Glory of God.” (1 Cor. 10:31) In today's society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “Test all things, hold fast what is good, abstain from every form of evil.” (1 Thes. 5:21,22) The Christian is to have regard for things that are “pure... of good report...of virtue...and praise.” (Phil.4:8)

We believe that these commands have a practical application to the dress and grooming of students. As a general rule, any item of clothing that draws attention to itself is offensive or extreme should not be worn. **IN THIS REGARD PARENTS HAVE THE PRIME RESPONSIBILITY IN TEACHING OUR STUDENTS TO**

LIVE BY THE STANDARDS OF SCRIPTURE. PARENTS ARE RESPONSIBLE TO SEND THEIR CHILDREN TO SCHOOL WITH CORRECT DRESS AND GROOMING. A notification will be sent home to the parent if there is a violation of the dress code. Repeated violations will result in disciplinary action, including detention in grades 3 - 6.

ELEMENTARY DRESS CODE

Elementary students in Pre-1st - 5th grades are required to dress in the approved NCS uniform attire. Specific required items must be purchased from one vendor (Dennis School Uniforms). Additional guidelines for grades 1-5 are as follows:

- a. Khaki/tan, navy, black or brown belts are required for both boys and girls when pants have belt loops.
- b. Boys shirts must be tucked in at all times.
- c. Hair must be neat at all times and such that it does not interfere with normal school activities. Boys' hair must be off the collar, above the eyebrows, and a portion of the ear must show. **Fads such as unusual color, cut, or style (no mohawks or "faux" mohawks) are not allowed.**
- d. No make-up should be worn.
- e. Girls' in grades 1-3 may only wear jumpers, skorts, or shorts. Girls skirts in grades 4-5 must be no more than 2 inches above the knee. Girls jumpers in grades 1-5 must be no more than 2 inches above the knee.
- f. Only school-approved jackets, sweaters, and sweatshirts may be worn inside the building.
- g. Proper approved footwear must be worn at all times. Boys must wear socks with all footwear and socks must be in the solid color of white, black, gray, navy, or brown.
Girl's knee socks, tights, and leggings must be in the solid color of white, black, gray, navy, or brown.

FOOTWEAR GUIDELINES FOR ALL STUDENTS ARE AS FOLLOWS:

- closed heel, closed toe shoe OR
- leather sandals OR
- athletic type shoes OR
- "dressy" flip flops may be worn

- NO Croc-style shoes, rubber flip flops or shower shoes
- NO boots may be worn with shorts and NO decorative/sequined boots allowed.
- NO light up shoes allowed
- All heels must be 2 inches or less

NOTE:

No dress code can address every issue, fad, or style that may arise; therefore, final authority for clarifying any issue rests with the Administration.

6th GRADE STUDENTS WILL FOLLOW THE SAME DRESS CODE AS STUDENTS IN GRADES 7-12.

A Ministry of
Broadway Baptist Church



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CHRISTIAN SCHOOL

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