



North Shore Christian School

Parent and Student Handbook

Beverly Campus

Grades Preschool-6

Revised- September 2018

Letter of Introduction

Dear Parents,

Please take time to review this handbook. Many questions you may have are most likely addressed in these pages. We have taken every measure to ensure that you can easily find answers in one easy location. Of course, if after reading the handbook you still have questions, or are in need of clarification, never hesitate to reach out to your child's classroom teacher. They are most happy to help you, or to point you in the right direction to get your answers addressed.

I have confidence that you and your child will quickly come to appreciate NSCS and the educational model we work within. Additionally, I believe that you will grow to value the school culture that is one built on mutual respect for one another. NSCS is a community built upon the preservation of the Evangelical Christian faith and each day I see evidence of our students growing in their confidence as learners, and as positive contributors to the larger community around them. What a joy it is for me to witness God raising up a strong generation of individuals!

From the bottom of my heart, I am thrilled to have your child here and I count it a privilege to be a principal at such an outstanding school.

In His Service,

A handwritten signature in cursive script that reads "Pam Heintz".

Pam Heintz—Principal

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General Information

North Shore Christian School

Beacon Campus

35 Conant Street

Beverly, MA 01915

Phone: 978-921-2888

Fax: 978-522-8465

Office Manager: Kristin Peppler, kpeppler@nschristian.org

Principal: Pam Heintz, pheintz@nschristian.org

Business Manager: Patti Cook, pcook@nschristian.org

Development Director: Dennis Knight, dknight@nschristian.org

Admissions Director: Christine Saia, csaia@nschristian.org

Web Site: www.nschristian.org

Office Hours

The school day begins at 7:45am and ends at 2:30pm

The school office is open weekdays from 7:30am to 3:30pm

Before School Care and *After School Care* is available Monday-Friday

School Verse

Like a tree firmly planted by the waters.

Psalm 1:3

School Theme 2018-19

Taking Root

School Theme Verse

...he who has begun a good work in you will continue to grow it into completion...

Philippians 1:6

National Membership

Association of Christian Schools International

New England Association of Schools & Colleges, Inc.

Mission Statement and Statement of Faith

Mission Statement

Rooted in historical evangelical Christian faith, North Shore Christian School, in concert with family and church, seeks to be a community that provides challenging elementary and secondary education. Through academic and biblical instruction we strive to nurture each student's learning and thinking, and equip them to serve God within their local communities and around the world.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, and in His personal return in power and glory.
- We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Statement of Unity

Statement of Unity

We believe that God's Spirit is at work on the North Shore toward the end of unifying and growing Christ-centered Christian education in this region of the country. Following a mutual effort, North Shore Christian School and Beacon Christian Academy officially merged in October 2010.

This unification effort has had multiple benefits. It has allowed the consolidation of non-academic functions including; recruitment, enrollment, bookkeeping, development and marketing, as well as short and long term efficiencies and economies of scale within the academic functions. While we will operate as a single school system, we understand the importance of maintaining the distinctions that have been the hallmarks of each campus.

Bible Instruction, Chapel, & Highlighting

At North Shore Christian School we take our responsibility of *training up children in the way they should go*, very seriously. Our goal is to teach students to understand that the Word of God as absolute Truth, and this truth should be used as the foundation to the acquisition of all future knowledge. Further, the Truth of God is the filtration system that all future learning should be evaluated. Additionally, we want to prepare students to be able to give a reason for the hope that lies within them. Even as young as Preschool age we believe that this can be accomplished as we work in concert with school, home, and church. It is our desire to provide opportunities for our students to become confident learners and articulate and winsome speakers, who are able to demonstrate their knowledge and understanding in a gracious and sensitive manner.

Each grade implements a formal curriculum-based program of biblical instruction, which is monitored and evaluated by our school's Chaplain, Kathy Ely. NSCS utilizes Bible curriculum through *Christian Schools International*. In addition to this, faculty are encouraged and trained to instruct from a biblical worldview. This means that scriptural principles are not merely integrated throughout the academic day and embedded within content areas, but rather they are an *integral* part of all instruction and overtly displayed.

Bible instruction will include Scripture memorization, biblical history and genealogy, biblical concepts and precepts, as well as exposure to Bible stories and their applicability to the child's life. Children will be taught basic Biblical truths and will be encouraged to grow in that knowledge as they move on to the upper grades. The ultimate goal is to provide our students every opportunity to develop a deeper understanding of who God is and for students to desire a relationship with Jesus Christ. Additionally, each class will have Morning Meeting, which includes devotions and prayer time.

Chapel

Our chapel program is designed to meet the spiritual goals we have outlined under the Bible Instruction area. Chapel is an opportunity for students to learn practical ways to apply biblical truths they are learning to their every day lives and to further understand that all Truth is God's truth. Each chapel time includes corporate prayer and worship.

Chapel meets once a week each Friday morning from 8:20 to 8:50am. Periodically, Chapel speakers are invited to speak and creatively address the student body on relevant spiritual topics in an age-appropriate manner. All speakers are screened by the school Chaplain and Principal to assure they will teach in a manner that supports our school's Statement of Faith.

Each class is responsible to lead a chapel time once during the school year. This usually takes the form of a presentation or short drama demonstration.

The Chaplain assumes responsibility to teach at all chapel programs, unless a guest speaker, class presentation, or the Principal is leading.

Student participation in chapels is always encouraged. Every effort is made to make Chapel times both meaningful and worshipful. Parents are highly encouraged to attend as often as they are able. These times are very special to the building up of our school community.

Highlighting

Our Chaplain, Kathy Ely, developed our school's Highlighting program. It is an opportunity for the students' classroom teachers to observe each student and be in prayerful reflection for their students' spiritual growth and development. As the Lord lays it upon the teachers' hearts they will publically articulate, during a chapel time, a Christ-like character, attitude, or behavior they have seen their student consistently demonstrate. Parents are always informed of these special times so that they may join chapel and celebrate their child, along with the school community.

Dress Code Policy

At North Shore Christian School it is the desire of our faculty, staff, and Board of Directors to cultivate and maintain a school atmosphere that encourages optimal learning by minimizing distractions. It is also our desire to create an environment that demonstrates modesty of dress and is respectful to others and self.

With that being said, the NCSC *Dress Code Policy* offers students a choice of approved colors and styles, while maintaining a neat and uniformed appearance among the student body. No uniform outside of the approved style and colors will be allowed. Look-alike uniforms must be a near identical match. All polo shirts, sweatshirts, and sweaters **must** have the NSCS logo. Additionally, fleece vests and jackets, if a student desires to wear one during the school day, must also be an approved item and also contain the school logo.

Utilizing both *Lands' End* uniform catalog and a local vendor, *Todd's Sporting Goods* (Beverly), NSCS requires that students adhere to the dress code on all days while school is in session except for those times that the Principal or classroom teacher determines that other clothing may be worn. Such events may include: field trips, class parties, and Spirit Days. These activities may call for other clothing options. Students and parents will always be informed in advance of these optional dress days.

No clothing imprinted with anything other than the NSCS school logo may be worn. No clothing will have significant holes, tears, or frays in them, and clothing must be appropriately sized for the wearer.

In addition to your cooperation with the dress code, all students are expected to have clean and neatly groomed hair, free of any unnatural hair dyes and colors. Boys' hair length should not be below the top of the collar. Body piercing, with the exception of ears, is not permitted.

Students are required to wear only the approved grey or hunter green NSCS T-shirt for physical education days. These t-shirts may be purchased in the school office. It is encouraged, although not required, that students wear shorts (weather depending) or sweatpants on P.E. days.

At times, the school staff and/or administration will need to determine if there is a violation of the dress code. Students not complying with the dress code will be given a written warning for the first infraction. Should there be a second infraction, a school administrator will call a parent or caregiver to bring appropriate dress code items to school for the student to change into. Should there be three or more infractions, parents or caregivers will have a meeting with the Principal to discuss dress code policy and there will be a penalty.

Boys: Shirts must be tucked into pants at all times.

Excluded for Boys and Girls:

Hats, bandannas, and kerchiefs are not to be worn inside the school building during school hours

Any clothing item styles not pictured in the Land's End uniform catalog and listed under NSCS preferred school number (9000-3122-0)

White t-shirts worn as primary covering of bodice

Shirts sticking out from underneath uniform shirts. Undershirts must be tucked in and not visible.

Open-toed or strapless shoes and snow boots (boots permissible for recess)

No non-logoed outerwear may be worn in the school building during the school day

No hoodies (pull over hooded sweatshirts), unless they have a front zipper and have the school logo

***Reminders:** All sweaters, sweatshirts and outerwear of any kind that is worn inside the school building during academic hours must have the NSCS logo.

***Reminder for Girls:** Bike shorts, leggings, or shorts must be worn under all skirts and dresses. Modest length shorts are required and must be either navy blue or khaki.

Physical Education Uniform: Students must be in sneakers and wearing a NSCS approved PE T-shirts. Shorts must be modest in length and either navy blue or khaki. Navy blue or grey sweatpants or shorts may also be worn if they are free of logos or graphics.

A more comprehensive list of approved Dress Code items may be obtained in the school office.

*Should your child be seen out of dress code the above infraction slip will be sent home, signed, and returned to school. If your child accumulates more than three slips in one trimester a parent/guardian will be called in to have a meeting with the Principal.

Date _____

Student's

Name _____

Today your child was found to be out of dress code in the following way/s,



Please make every effort to make sure that your child is in dress code each day.

Thank you, (Teacher's Signature)

Preschool and Home-to-School Connection Program Dress Code

School days are active days filled with creativity and learning and it can get messy at times! Please make note of the Dress Code Policy for our youngest learners and our Home School learners.

Footwear:

- ~No open-toed shoes may be worn,
- ~All footwear must have a heel strap
- ~Sneakers or rubber-soled shoes preferred
- ~Snow boots may not be worn in the classroom; they will be worn for recess time only.

Tops:

T-shirts with printed messages of any kind are not allowed with the exception of NSCS athletic t-shirts that may be purchased our school office.

Boys are encouraged to wear solid colored polos.

Bottoms:

Preschool: Well-fitted pants or sweatpants are encouraged. It is recommended that children wear pants with snaps or elastic waistbands instead of buttons, as this will help facilitate their independence in the bathroom.

HTSC: Students participating in our HTSC program are encouraged to wear khaki-type pants and refrain from cargo or loose fitted pants.

Girls are encouraged to wear bike-pants, leggings, or shorts under their dresses and skirts. Khaki and navy blue are encouraged for all bottoms.

*Jeans are not permitted.

A more comprehensive list of approved Preschool and HTSC Dress Code items may be obtained in the school office.

Administrative Policies and Procedures

The North Shore Christian School is a non-profit organization that welcomes and admits students of any race, nationality, or ethnic origins and does not discriminate in admissions or any area of school administered activities.

A parent/guardian who is interested in North Shore Christian School may call the school and schedule an interview and school tour with the Principal.

School and financial aid applications may be obtained directly from the school website. Financial aid is only available to full time students who qualify and as funds are available. For returning families it is highly encouraged that you apply for aid as soon as re-enrollment begins to ensure that financial aid is available to those who qualify.

Basis of acceptance requires that learning and behavioral standards are met and are satisfactory to NSCS's protocol. Students will be screened, as well as receive a scheduled shadow day at the school. School records from prior school settings will also be reviewed by the *Admissions Review Committee*, prior to acceptance. NSCS also maintains the right to ask parents/guardians for permission to contact prior school to speak with Guidance Officer or prior teacher/s if there is additional information that is needed to make the most informed decision regarding acceptance. After the above procedure is followed, a decision will be made concerning acceptance and the parent/guardian will be notified in writing of their child's acceptance.

Families who applied for financial aid will be notified in writing of if they qualified for aid and/or the amount received. Families have approximately one week to sign and return their Acceptance Letter in order to secure their granted aid.

No spot will be reserved for a student unless a non-refundable 10% deposit, based on the full tuition rate for the year, is received along with student enrollment papers.

There is a non-refundable \$85 application fee per child.

Enrollment

Once a child has been accepted for the current school year, enrollment forms and a non-refundable tuition deposit of 10% is must be received within two weeks in order to secure your child's spot at NSCS. Additionally, a current and complete health and immunization record form, along with a copy of your child's birth certificate, is required prior to the start of school.

Payment plans are available and are detailed in our enrollment forms. Every family is required to enroll with *Smart Tuition*. NSCS utilizes Smart Tuition, which is an electronic tuition management system. ST allows families to make payments by direct-debit, check, or credit card withdrawals (additional fees may apply). Monthly auto-payment is encouraged to ensure timely tuition payments.

ST provides:

- 24 hour access to your account and billing info @ www.smarttuition.com
- Reminder notification of impending due tuition
- 24 hour customer service by calling 1-866-395-2986
- Language alternatives
- Online re-enrollment

Re-enrollment

Re-enrollment for returning students will begin each year approximately early February, one month before new applications are considered. 10% of the new tuition rate is due by approximately mid-March (tuition rates and enrollment dates will be made available by January 2019), and will serve as a deposit for the 2019-20 school year.

As an incentive, re-enrollment that is completed during the designated re-enrollment time frame, will have the \$250 re-enrollment fee waived. Additionally, this payment will ensure your child's placement at NSCS for the following academic year. At this time, parents/guardians will select a payment plan and enroll with *Smart Tuition*. **Deposits are non-refundable.** To obtain more detailed information please contact the Admissions' Office or visit our school website.

Sibling Discount

Please visit our website to learn more about Sibling Discount opportunities and if your family qualifies.

Preschool - Kindergarten Admissions

Kindergarten applicants must be five years old by September 1st of the year of application. Preschool applicants must be 2.9 years old and toilet trained for admissions consideration into our Preschool program. Enrollment is on rolling-admissions. Acceptance into our Pre-kindergarten program requires a child to be four by September 1 and children need to be toilet trained. Age exceptions may be granted in those cases that the Principal, working in conjunction with the Admissions Committee, deem appropriate.

The Process of Admission

1. School tour

A family may call the school's Admissions' Director directly at 781-469-0706 or email Christine Saia at csaia@nschristian.org to schedule a school tour and receive detailed information regarding the admissions process.

2. Submit a completed Application for Admissions - completed application includes:

- Application fee of \$85.
- Copy of child's birth certificate.
- Copy of child's most recent report card.
- Copy of child's most recent standardized testing report/s if applicable.

3. Admissions Screening and Interview

Once an application is received, someone from Admissions will call you to set up:

- An academic screening (20-30 minutes for Pre-Kindergarten and Kindergarten; 30-60 minutes for 1st-6th Grades)
- A classroom visit (Half day for Preschool and Kindergarten; Full day for Grades 1-6)
- Parent interview with Principal, Pam Heintz (20-30 minutes)

4. Admissions Committee Review

The admissions committee will review all completed applications, consider child's screening results, parent interview, and student records and respond on a rolling basis. Admissions is competitive and based on the screening, previous records and overall potential to succeed at NSCS.

Tuition Policies and Fees

After School Program

We offer an after school program for those families who desire to pick up their child later than the 2:30p.m. pick-up time. Pick up is anytime between 3-5:30pm, and is set at a flat rate of \$20/day. A sibling discount is set at the flat rate of \$15/day, and will be applied on those days when two or more siblings are utilizing the program. . Fees will be charged to your *Smart Tuition* account. There will be a late fee charge of \$1/minute after the 5:30pm pick-up time.

Volunteer Community Service Hours

Your assistance is needed to keep our school running smoothly, but more importantly, it is our desire to build a true sense of community as we serve together in meaningful and productive ways.

NSCS requires, as stated in your NSCS contract, that each family with a full time student complete **20** Community Service Hours per year. A 10% charge is offered for families who opt out of CSH on their Enrollment Agreement. A fee of \$180 (two care providers household) and \$90 (one care provider household). At the end of the school year, a \$10 fee for each hour that was not served in CSH, will be charged through your ST account.

*Our sincere hope is that you will participate fully in the life of our school as we seek together to maintain a thriving community of dedicated families. You are guaranteed to build new friendships and to make a difference for all of our children and for our school!

Available Tuition Discounts

* Please note, that financial aid funds are available as the budget supports

Pastor Discounts

NSCS is an independent Christian school that promotes strong relationships with local churches. We believe that strong ties to the church and church leadership are mutually beneficial. To encourage full-time pastors and missionaries to enroll their children at NSCS, these families are offered a Pastors Scholarship up to a 30% reduction in tuition for those families who qualify.

Full-Time Seminary Student Discount

NSCS will offer those families, whose parent/s attend GCTS full time, up to a 30% reduction in tuition to those who qualify, and as FA budget is able to support. Completion of FA application is not necessary.

NSCS Alumni

NSCS will offer to new families whose parent/s are former graduates of NSCS a one-time \$250 discount.

Gordon College and Gordon Conwell Theological Seminary Full-time Staff and Faculty Discounts

Annual \$500 reduction in their tuition rate.

Church Match

NSCS offers a Church Match Scholarship, in addition to financial aid, and as the budget allows. The church match is not to exceed matches up to \$500/child & \$1000/family.

*This discount may not be coupled with GCTS 30% discount offer.

Referral Discount and Incentive

For those returning families who spread the word about NSCS and recruit other families to join our beloved school, they will receive the following discounts;

First student Referral: \$200

Second student Referral: \$300

Third student Referral: \$400 for each additional family referred

*In order to receive this incentive, referred students must enroll and be full time.

***Note Worthy**

Financial aid is available for families who demonstrate financial need as determined by ISM FAST Tuition Aid. Financial Aid forms must be filled out online. They can be accessed through the NSCS website and may be filled out beginning in January for the following school year. Financial Aid is awarded on a rolling basis; however, the earlier you submit your application, the better your chances of receiving aid will be.

When all supporting documents are received and payment made, FAST will process the completed application and provide NSCS with an assessment of financial need. The Finance Committee will use this assessment to determine your Financial Aid Award. Historically, total financial aid has been capped at 15% of tuition costs, based on budget considerations for that year. Families will be notified in writing regarding the school's decision. Processing may take two to three weeks after we receive the reviewed application from FAST. Financial Aid is a gift from the NSCS Society to families needing assistance to access Christian education. By accepting Financial Aid, the recipient family acknowledges and commits to the terms of their tuition payment plan and any other financial responsibilities they have toward the school. If accounts become delinquent for more than 90 calendars days, NSCS reserves the right to revoke financial aid. Reinstatement of financial aid would then need to be approved by the TRC (Tuition Review Committee).

General Billing Policy

- Prompt payment of tuition and other fees are required and will prevent families from incurring late fees.
- Checks returned for insufficient funds are subject to a service fee of \$25.
- For each late payment to Smart Tuition, Smart Tuition charges a late fee and in the case of automatic debit payments an additional fee for failed payments.
- The first tuition billing for the school year must be paid before the child can be registered and begin the school year.
- Unpaid tuition or missed tuition payments for more than three months will be subject to TRC approval for continued student status at NSCS.
- Prior year balances, including tuition, *After-School Care*, enrichment activities, and all other school related charges, must be paid in full before a student may be considered for re-enrollment for the following year.

***Note Worthy**

In general, money paid to NSCS will be applied to the oldest invoice, unless otherwise stated. Children may not attend school, receive diplomas, or have academic records released until overdue balances are paid (including

Gifts-Partnership Funds

Tuition payments do not cover the full cost of educating students, other sources of funding are vital to support the excellent programming and academics that NBSCS provide. The North Shore Christian School Annual Fund provides funding needed to meet the annual budget. NSCS appreciates the generosity of friends, parents/guardians, and supporting churches, and all monetary gifts are tax-deductible. Society members are encouraged to check with their employers to see if gift-matching is available and are encouraged to give as they are able. All gifts, however large or small, are greatly appreciated.

Withdrawal

Should a family decide to withdraw a child prior to the start of the new school year, they must notify the Business Manager in writing of their desire prior to August 1st. You will be refunded any tuition payments that have been paid to date with the exception of your 10% deposit and any student fees, admissions fee, and/or Smart Tuition fees.

Withdrawing anytime after August 1st will result in having to pay the entire tuition for the school year as in accordance with the *Enrollment Agreement* that all families sign as part of the enrollment process.

NSCS is keenly aware that each family who sends a child to our school is making a substantial financial sacrifice in order to ensure the finest education possible for their child and we thank you for entrusting your child into our care. We also know that, for some, private education is not an affordable option even though their child would otherwise qualify for admissions. It is our goal to provide financial assistance to each family who has a documented need. We do not want any student denied admissions because of an inability to pay tuition, however, NSCS must maintain good stewardship and long-term sustainability and we do encourage every family to also consider their personal financial situation and their long-term ability to sustain tuition payments.

How to Obtain Financial Assistance

Financial aid awards are based on demonstrated financial need as determined by *Smart Tuition*. You may access financial aid applications from the school website at nschristian.org. Financial aid must be applied for annually and there is no guarantee of amount year-to-year.

Delinquent Tuition Policy

Smart Tuition determines the amount of financial need and will be sent directly to the school for the Financial Aid Committee's consideration. Applications will be reviewed in order of receipt. Families will be notified in writing regarding the school's decision. Processing may take three to four weeks. Early filing of Smart Tuition forms is strongly recommended. Financial Aid is a gift from the NSCS Society to families needing assistance to access Christian education.

By accepting Financial Aid the recipient family acknowledges and commits to the terms of their tuition payment plan and any other financial obligations they have toward the school. If accounts become delinquent for more than 90 calendar days, financial aid may be terminated and dismissal of the student may also be enforced. Reinstatement of financial aid and student attendance must be approved by the Tuition Review Committee.

Release of Records and Recommendations

It is the policy of North Shore Christian School to release relevant official school records only after we have obtained written permission of request from the parent/guardian of the student. Most schools have certain records that they ask for, but we will not release this information until we have received written consent from the parent/guardian. It is up to the parent/guardian to negotiate with the new school's request for whatever information is being asked for.

***It is our expectation that family accounts will be current before records are released.**

Once we have received permission to release transcripts and cumulative records NSCS will forward to new schools (including high schools for graduates):

- student's medical records
- a copy of the most recent *Terra Nova* standardized test results
- student report cards
- cumulative record file

The parent/guardian has the option to agree to or deny, either partially or fully, the release of this information to the new school. We will forward a copy of all pertinent records to the institution requested. It is not our practice to release records directly to parents/guardians. In some cases, copies of original documents will be made available. We are required by law to keep a copy of all student records on file.

Student Attendance

All students must be in school by 7:55 a.m. every day unless they are ill or if there are extenuating circumstances or the family is on vacation and has obtain approval from the Administration prior to their departure. Please make every effort to schedule doctor's appointments outside of school hours.

- The school must be notified by 8:15 a.m. if a student is going to be absent. If no contact is received by this time parent/guardian will receive a phone call from the office. If there is no contact between the school and the parent/guardian, the absence is recorded as unexcused.
- On the day that the student returns, a signed note by the parent/guardian explaining why the student was absent must be submitted to the school office.
- Students who are absent for more than three (3) consecutive days must bring a note from a doctor or it will be considered unexcused.
- A warning notice will be given to any student who is absent three (3) times for each half term (6 week period). Students who are absent four (4) times in a half term will receive a phone call to discuss the situation and how to best accommodate the academic interruption. Excessive absences may result in failure for the year and truancy considerations.
- Students with an excused absence will have a number of days to complete their school work which is equal to the number of days they were absent or as determined by the classroom teacher.
- Teachers require a day's notice in order to prepare work for students to do at home (in the event of illness). Parental requests for same-day homework to be provide for an absent student may or may not be granted.
- Parents should make every effort not to miss school for family vacations. Work will not be excused and will be considered late. Please notify the school if this is unavoidable.

Absence/Tardiness:

Excused Absence

An excused absence is one in which the school has been informed ahead of time and prior to the day of the absence. These absences include such things as illness, extenuating circumstances, or family emergency. A note from parents stating why the student was absent is required.

While it is understood that families have commitments or travel opportunities that take students out of school, these periods should be limited due to the progress of the academic program. When a student must be taken out of school, the teachers and the office should be given a minimum of one week's notice prior to the expected absence and the teacher will prepare assignments for the student to complete while away. These may or may not be the same as assignments the student would have receive if in class.

Unexcused Absences

Unexcused absences are those for which the parent/guardian does not submit a written excuse indicating that the absence was due to poor health or family emergency or other.

Tardiness

All students who arrive after 8am are considered tardy and will be marked as such.

A warning notice will be given to any student who is tardy to school three (3) times for each half term. Students who are tardy four (4) times in a half term will have their case reviewed by the Principal and may result in a loss of recess or other privilege. In addition, a parent meeting may be requested to resolve the situation. *Tardiness due to unusual traffic volume due to an accident or poor weather and/or inclement weather will be excused.

Early Dismissal

If a student must leave the school before 2:30pm, the parent or guardian must submit in writing to the office with the time of the requested dismissal. When arriving to the school to pick of their child, the parent or guardian must first check in with the office and sign the student out of school. If the student will be returning to school later that same day, the parent/guardian must sign-in the child in the office prior to returning to class.

***Parents must report to the office before contacting their child prior to 2:30pm.**

Student Arrival/Dismissal

All students must be in the care of an adult while they are at our school. No students are to remain in any classroom without adult supervision or be found wandering the school before or after school hours without a parent or guardian.

Morning Drop-off Procedures

All cars must enter at the far end of the lot, furthest away from the building and exit using the opening closet to the building. Please do not park in the spaces along the building as they are designated for the church or near the passenger area by the mulch bed along the side of the building, or on the street at the corner. All students in Preschool through 2nd grade must be walked into the building by an adult and brought to their designated classroom. Students in grades 3rd – 6th may be dropped off at the front door and enter the building alone. Parents must be certain that their child has entered the building before leaving. If the door is not unlocked, please wait with your child until the building is unlocked and your child can enter. No child should be left standing unattended outside the building at any time. Teachers will be ready to receive students in their classrooms at 7:45 am. School begins promptly at 8am.

Afternoon Pick-Up Procedures

All cars must enter at the far end of the lot, furthest away from the building, and exit using the opening closet to the building. Please arrange for pick up for your child prior to the start of the day or register them for *After School Care* by 1:30pm of the same day.

Please refrain from calling the office, unless it is an emergency, during the pick-up time between 2:30-2:45pm. If your child is going home with someone who is not on their *Student Pick-up List*, parent/guardian must inform the Office in writing who will be picking up their child and must provide the person's full name. Pick up for students is promptly at 2:30 pm.

Students in grades 3rd—6th will be dismissed from Upper Parish Hall. Students in grades Preschool - 2nd will be dismissed from their classrooms. If the student is not picked up by 2:45 pm they will be sent to the *After School Care* program. At this point the After School Care daily fee of \$20.00 will be applied.

Field Trips and Volunteering

Field Trips

Field trips are encouraged in order to give students a well-rounded and exciting educational experience. Such trips will be relevant to topics of study. The Principal must approve all field trips after reviewing request forms submitted by the teachers. We welcome and encourage parents to attend field trips with their children.

When students participating in field trips require medication, responsible adults need to be designated by the Principal or designee to oversee the student in taking required medications. Parental permission should be obtained for these adults to assist students in the taking their medications. These adults must safeguard the medication in original pharmacy containers for the duration of the field trip.

Transportation on Field Trips

Students will be transported by carpools. It is the written policy of North Shore Christian School that all adults transporting students for school related field trips and activities comply with the school's expressed guidelines:

All Drivers must:

- either be a parent/guardian or relative of a student at NSCS or obtain permission from the Office if other.
- never transport students for a school related field trip or activity alone. There MUST always be two adults present in the vehicle at all times.
- hold a valid Massachusetts Driver's License and agree to allow NSCS to maintain a copy on file at the school.
- show proof of current auto insurance.
- show evidence of a current Massachusetts Inspection Sticker.
- be proactive in enforcing the proper car seats, if applicable, and the buckling of seatbelts for ALL passengers including other adult chaperones that may also be in the car.
 - *Children must ride in a federally approved child passenger restraint until they are at least 5 years old and weigh more than 40 pounds.
 - *Children older than 5 and more than 40 pounds must ride in a booster seat until the child is 8 years old or is taller than 4 feet, 9 inches.
 - *Anyone over the age of 8 must be protected by a safety belt.
- must provide the Office with vehicle information such as: year, make, model, color and license plate number.
- must agree to a C.O.R.I. and S.O.R.I. evaluation, as well as be fingerprinted if asked by NSCS to do so.
- be fully engaged and aware of their responsibility as it pertains to the care and safety of the students and must take every measure to ensure student safety at all times.

While transporting students, drivers agree to:

- play music that is appropriate for all listeners. It is preferred by NSCS that no music or radio be played while transporting students.
- refrain from smoking.
- refrain from ALL cellular, including hands-free, device usage.
- refrain from inappropriate conversations and discussions with other adult chaperone/s.
- refrain from stopping to run errands and/or purchase food/drinks/souvenirs for students.

*NSCS will assume responsibility for payment of all tolls and parking fees for the duration of the designated field trip or school activity.

General Rules for Students in Passenger Cars

Drivers will instruct all passengers on the following rules:

- all passengers will remain belted and in their seats at all times.
- there is no eating or drinking in the vehicles without permission.
- no arms or extremities are to extend out the windows.
- gesturing to other vehicles is not permitted.
- passengers will obey the request of the driver.

*In the event that an accident should occur drivers will notify the police and will also be required to fill out an NSCS Incident/Accident Report.

Chaperoning of Students and Volunteering

It is the written policy of North Shore Christian School that all adults chaperoning students for school related field trips and activities and/or are volunteering on school grounds, be it in the classroom, lunchroom, office, etc. will comply with the school's expressed guidelines by:

- Stopping in the main office to identify self and gain further instructions from the Office Manager.
- Demonstrate Christ-like conduct, be it in speech or action.
- Recognize that the chaperone or volunteer is first and foremost responsible in ensuring the safety of the students. Volunteers who are aiding with direct supervision with children MUST refrain from using the time to socialize with other adults, be it staff or other parents. Full attention must always be given to the students.
- Agree to a C.O.R.I. and S.O.R.I. evaluation and/or fingerprinting.
- Refrain from ALL cellular, including hands-free, device usage.
- Refrain from inappropriate conversations or discussions with students.
- Refrain from inappropriate conversations or discussions with other adult chaperones or volunteers.
- Refrain from smoking.

Health and Medical Information

Immunizations

NSCS follows the Massachusetts Department of Public Health Immunization Program requirements as required by state regulations.

All parents must present evidence of child's immunizations in compliance with the requirements. Each student must be successfully immunized against the following (unless religious or medical exemptions apply): Measles/Mumps/Rubella, Polio, Hepatitis B, Varicella (or evidence of history of Chicken Pox), Diphtheria, Tetanus.

Exceptions

- **MEDICAL EXEMPTION** is granted to a child if his/her physician feels that an immunization against a particular disease may be detrimental to the child's health. The exemption must be written on physician's letterhead and must be signed by a physician who is licensed in Massachusetts. A separate medical exemption is required for each antigen. ALL exemption forms must be maintained with health records.
- **RELIGIOUS EXEMPTIONS** may be granted if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs. ALL exemption forms must be maintained with health records.
- **PHILOSOPHICAL EXEMPTIONS** are not allowed by Massachusetts even if signed by a physician.

Communicable Diseases

Students who have a communicable disease such as chicken pox, hand, foot, and mouth, etc. shall remain home until they are no longer contagious. Students with an illness requiring an antibiotic will not return to school until they have been on the medication for at least 24 hours.

Students who demonstrate illness while at school will be sent to the office where a determination is made whether or not they should be sent home. If your child is sent home or if your child has been kept home from school due to an illness, the following guidelines are to be used to know when to send your child back to school:

- Free of fever for a full 24 hours
- Free of vomiting and/or diarrhea for 24 hours and can tolerate eating
- Students with ear/sinus infections and on antibiotics may come to school without waiting the full 24 hours if child feels well.
- Common Cold - as long as the child has no fever, students may attend class as long as they feel well enough.
- Strep Throat – need to be on an antibiotic for at least 24 hours.
- Chicken Pox – Students may return to school when all the blisters are crusted over and dry (usually the 6th day)
- Fifth disease – outbreaks of this illness among children in school is not uncommon. Students can continue school because by the time they are diagnosed with the rash they are no longer contagious.
- Pink eye, in most situations requires an antibiotic and is highly contagious. Please give your child a full 24 hours before returning to school.
- Lice is a highly contagious and very common problem among school-aged children. Students found to have living lice, egg casings and/or nits may not return to school until treated and there is no live lice.
- Ear infection are not contagious and students may attend class as long as they feel well enough to attend.
- Following the flu a child may return to school when there has been a 24 hour period of being fever and vomiting free.

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*Parents shall notify the school office immediately in the event of a contagious illness or condition so that necessary steps can be taken to protect the health of the other students.

Medication Usage Policy

Students may not self-administer prescription medications and/or non-prescription medications. A parent or guardian may submit a letter granting permission for faculty or staff to administer prescription medicines to their child. They must include information for recommended dosage.

All parents are required to fill out a Medical Form, which can be obtained in the office. Information may be placed on this form indicating permission for faculty and staff to administer over the counter medication to their child as needed. NSCS will administer Tylenol, Tums, cough drops, antibacterial ointment, and anti-itch cream as deemed appropriate. If you wish for your child NOT to receive these over the counter medications while at school please indicate this on your child's medical form.

Medication Side Effect and Error Policy

If for any reason a medicine side effect or error has occurred, the following shall take place:

- The event shall be documented in the medical log
- Parent/guardian will be notified immediately
- Licensed prescriber will be notified
- Direction from parent/guardian and doctor will be documented
- School will make every reasonable effort to follow directions of parent/guardian and licensed prescriber

Storage of Medication

- All prescription and over the counter medication shall remain in a locked cabinet in the main office, with the exception of Epi-pens, which will travel with the child.
- All prescription medication must be in the same container that it was received in from the pharmacy and contain a prescription label. A letter from a parent MUST accompany the prescription and have explicit directions as to how the medication is to be dispensed.
- Parents and guardians may retrieve prescriptions from the office, they will not be sent home with the child.

Scoliosis Screening

No screening is provided, but NSCS recommends students be screened annually in grades 5-8 by their physician.

Vision Screening

No screening is provided by NSCS, but the school encourages annual screening by family physician.

Hearing Screening

No screening is provided by NSCS, but the school encourages annual screening by family physician.

Physical Examinations

Massachusetts state law requires that all children have a physical examination performed and signed by a licensed physician before entering school. Information regarding allergies, physical disabilities, and so forth should be made known to the school office and the child's teacher.

Emergency Treatment of Anaphylaxis

Anaphylaxis can be a severe and life-threatening reaction caused by certain foods, drugs, insect bites, or other environmental conditions. Symptoms range from generalized hives accompanied by swelling of the eyes, face, tongue or throat; wheezing, nausea, vomiting, low blood pressure, fainting, and heart rhythm abnormalities. If your child carries and Epi-pen and comes into contact with an allergen that requires a staff member to administer their Epi-pen, they will do so and if deemed completely necessary an ambulance will also be summoned and the child transported to the nearest hospital.

All students with known severe allergies, and have a prescription, must keep an extra Epi-pen which will remain on campus.

Use of Technology

Students are expected to follow all rules as they pertain to use of NSCS computers. Teachers will explain the classroom guidelines for usage and also post these rules where a child can refer.

NSCS has blocked sights that are inappropriate for younger viewers. Most of the classroom computers will be used primarily for educational curriculum enhancements. Upper grades will begin use in keyboarding, excel, word documentation, and the like.

Students who have cells phone must leave them in their lockers or alternative designated area, as deemed appropriate by the classroom teacher (3-6th grades). For students in grades preschool-2nd grade, cell phones are not permitted at school.

Homework Policy

Purpose of Homework

The over-arching goal of assigning homework is to reinforce students' learning beyond the classroom and to encourage the development of independent work and study skills habits. The rigor of school should happen in the classroom where the teacher is able to assess and guide a student's learning and inspire and challenge their thinking. The faculty and staff at NSCS also desire to train students to become disciplined learners—ones who take their work seriously and care about the quality of the work that they produce. The Beacon campus reserves the first three-four weeks of school to train our students in the art of homework and help them to establish good habits and attitudes toward it.

Homework should not be a battle of the wills, but rather an opportunity for parents to come alongside their child in their educational experience. It is an opportunity for parents to remain engaged in what their child is learning while at school while providing opportunity for students to showcase hat they have learned and build confidence in their knowledge.

Homework involves three parties—parent, student, and teacher. Below, please find the responsibilities of each party;

Responsibility of the Teacher

- Provide clear direction to students about their homework assignments. This should include, page numbers, due dates, and any other tools that will aid in the student's success.
- Teachers will review assignments before the close of the school day and assure that all students have written their assignments in their Assignment Notebooks or Learning Binders (provided by the school) and understand the expectations for the day's assignment.
- Teachers shall only assign homework that requires minimal adult explanation and/or support. Homework should be an opportunity for review and practice and not the introduction to new concepts/ideas.
- Upon receiving homework back, teachers will return homework promptly and reteach any areas where mastery on the assignment was not clearly demonstrated.

Responsibility of the Student

- Students should inform their teacher if any portion of their homework is incomplete and give an explanation. For students in grades 2nd—6th grades Post It's will be provided for students to independently write or dictate to an adult, why homework is incomplete.
- Students shall write their homework assignments in their school assignment notebook.
- Students should ask for extra help if they do not feel confident in the assignment during homework review times.
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- Students shall make sure they have all the tools for successful homework completion, i.e. pencil, text books, paper, etc.
- Students shall demonstrate a positive attitude while performing their homework and work diligently and with care.

Responsibility of the Parent

- Provide a conducive environment for homework to be completed.
- Provide the learner with the tools he or she needs to succeed, i.e. pencils, calculator, ruler, paper, etc.
- Ensure that the homework was completed according to the teacher's directions and sign off.
- Communicate with the teacher when there is a question or concern as it pertains to homework.

*Homework is generally assigned on a daily basis and will not be assigned over the weekend. Long-term projects are an exception to this rule.

Homework Procedures and Length

As a general rule of thumb the following homework procedures and length will be utilized;

Grade One = 20 minutes

Grade Two = 20 minutes

Grade Three = 30 minutes

Grade Four = 40 minutes

Grade Five = 50 minutes

Grade Six = 60 minutes

*It should be noted that these times are merely a framework. If a child in a particular grade exceeds the indicated time for homework and still has not completed the work, please have the child stop, and if they are able to write, have them write on a Post It, which their teacher has provided in their Learning Binder, questions or concerns that they may have so that the teacher can follow up with them the following day.

All students in grades one through six will be provided with a *Learning Binder*. The purpose of the binder is to provide training for all students in executive functioning and to help students understand the purpose of establishing healthy attitudes to homework and to become disciplined learners. NSCS, Beacon campus defines executive functioning as, managing one's time, space, and tools so to be successful learners.

Grades 3-6 will use the following evaluation key for grading academic progress:

A = Excellent

A+ = 98-100 A = 93-97 A- = 90-92

B = Good

B+ = 88-89 B = 83-87 B- = 80-82

C = Fair

C+ = 78-79 C = 73-77 C- = 70-72

D = Minimal Progress

D+ = 68-69 D = 63-67 D- = 60-62

U = Unsatisfactory

U = Below 60

Grades K-6 will use the following key for non-academic grading:

S+ Exceeds expectations

S Meets expectations consistently

S- Inconsistently meets expectations

N Needs improvement

Mid-trimester Progress

Mid-trimester progress reports are to be sent home to all students during the middle of a trimester, for those students who are scoring at or below 70% in any given content area.

A Note on Plagiarism

The legal definition is; *The act of appropriating the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation.*

Plagiarism is in fact a form of theft and will not be tolerated at NSCS. Teachers will explain in greater detail to their students what it means to plagiarize and how to avoid such. Plagiarism in the Elementary grades often happens out of ignorance, so time will be spent discussing this concept.

Discovery Center

When a student is showing evidence of either a learning difficulty or accelerated learning, the classroom teacher will call a meeting with the Principal and the Discovery Center Director, Mrs. Kiki Mercer. The teacher will provide the Principal and Director evidence and documentation of their observations. This may take the form of classwork, tests, or standardized assessments.

The Director and Principal will make a recommendation for intervention. Prior to making an Educational Plan, a WAIT III assessment, or other assessment as deemed appropriate by the Discovery Center Director, to more accurately pin-point the need or to highlight the giftedness will be administered by the Director. DIBELS scores will also be considered.

Following this parents/guardians will be invited in for a *Team Meeting* which will include the Director, Principal, and classroom teacher. At this time the Director and Principal will make more concrete recommendations. Within two-weeks a follow up *Educational Plan* will be provided.

Although it is always the hope of NSCS to be able to offer the best educational experience for its students, there are rare times that a student will need to be dismissed from our school if the Principal and Director believe that it is in the very best interest of the student and NSCS is not able to adequately meet the academic needs of the student.

NSCS also provides 1:1 tutorial services which are fee based.

*Please note that all academic decisions are made on a case-by-case basis.

Criteria for Promotion

To be considered eligible for promotion, the student must do the following;

- Pass all core courses with a minimum numeric average of 60%. (Core courses are those that receive full credit for the year and normally consist of math, history, language arts, and science).
- Have a minimum total numeric average of 70%.
- Have no more than 18 unexcused absences.
- Be in attendance for more than 128 school days (75% of the year) or, if transferring into NSCS after the start of the school year, attend at least 75% of the school days available after the enrollment.

Non-academic Awards:

Perfect Attendance

Will be given to those students who did not miss a single day of school for the whole year.

Citizenship

This award is given to one student per grade who has consistently demonstrated outstanding leadership ability and a grace in both conduct and social interactions. This student will also demonstrate a maturity in the things of the Lord.

The Principal Award

This award is given each year to a student who exemplifies the school's standard for achieving and sustaining academic, social, athletic, and spiritual excellence. Because of its unique nature, it is usually given to an older student, but grade is not necessarily a factor. Candidates are selected by the teaching staff and voted upon by those members of the staff and administration who have taught or coached them.

Behavioral Expectations

**“Even a child is known by his actions, by whether his actions are pure and good.”
Proverbs 20:11**

“By this all men will know you are my disciples if you love one another.” John 13:35

Pre-Kindergarten-6th Grade School Wide Behavioral Expectations

As a Christian school we have the tremendous ability to train children in God’s ways. Not because it is nice and good, but because our behavior, and the behavior of our students, should be an opportunity to show Christ-likeness.

Our goal at NSCS is to have our children be known for doing the good, pure, and right thing. There are times that children will make a poor choice and their actions need to be corrected and a consequence administered. This is all part of the training process. The following is a guide that NSCS uses to provide structure and predictability for our students.

NSCS has instituted some non-negotiables, which are as follows:

Non-negotiables

These are behaviors in which NSCS has deemed unacceptable and will result in receiving a *Yellow Slip* and being sent to the *Principal’s Office*;

- Excessive redirection, to the degree that the student’s behavior is detracting from the positive educational experience of other students.
- Disrespect toward an adult or another student.
- Disrespect toward school property or that of another.
- Hitting, striking, pushing, and spitting at a person, or any kind of forceful or inappropriate touching of another person be it a student or teacher.
- Swearing and/or fowl use of words or inappropriate language expressed toward another person, be it student or teacher, or such language is used in conversation, or audibly expressed as an expression. *Please keep in mind that this has to be a case-by-case situation as we may have new students that don’t know that certain language is inappropriate at school and so we must first teach this.
- Any behavior perceived by the teacher that may place the child or other children or adults in physical danger. For example, a child is upset to a degree that you as the teacher are feeling personally threatened and/or feeling that the safety of others is potentially being compromised (this is subjective).

Classroom Behavioral Expectations

Each classroom teacher has been given autonomy to create a reasonable classroom management procedure. The Principal will review and approve all classroom management procedures before they are implemented.

Parents will receive information on their child's classroom management procedures and expectations at our annual *Back-to-School Night*. They will also receive information in their child's classroom packet that they will receive from their child's teacher.

All classroom teachers, specialists, and staff will follow a consistent procedure of behavioral intervention. Each student will receive two warnings before a privilege is taken away or the student is asked to *take a time out*.

Please note that every effort is taken to redirect a student's negative behavior. However, inappropriate behavior must be addressed to ensure the safety and best possible learning environment for all our students.

Anti-Bullying Incentive

Although it is not mandatory for NSCS to participate in MA Bullying Education, there are some fantastic tools and resources that our community can benefit from instituting.

It is very important that NSCS educates its students on the prevention of bullying. Students need to be able to recognize what it is and how to deal with it. At NSCS students are educated on how bullying looks, what makes it different from teasing, and how it can be prevented.

Throughout the year this topic is discussed, either at our assemblies or in the individual classrooms. As an attempt to overcome the threat of Bullying on our campus we will focus on good conduct, giving many opportunities to our students to grow in this area. Through assemblies and Chapel times students will be exposed to examples from the Bible of individuals who were the opposite of a bully - individuals who went above and beyond, serving and encouraging others with acts of kindness.

The goal will be for all students to have opportunities to demonstrate Christ-likeness, especially when they think no one is looking...that is the best time!

Students will be encouraged to demonstrate servitude toward those around them and as a community we will celebrate when a student is “Caught Doing Good”.

When a teacher or staff catches a child serving in a way that is going above and beyond the expectation they will acknowledge them with a *Caught Doing Good* Slip and they will have the opportunity to visit Mrs. Heintz in her office. Their name will also be recorded in our weekly newsletter so as a community we can celebrate this good conduct. Below is a sample of the Caught Doing Good slip.

I Was Caught Doing Good!


I was caught going above and beyond!

Student's Name _____

Teacher's Name _____

Date _____

Please provide a brief description of the Act of goodness demonstrated so we can celebrate it!



[John 13:35](#): “By this all men will know that you are my disciples, if you love one another.”

Parent Communication

North Shore Christian School believes in partnering with parents in educating their children. Communication is an essential component in ensuring a positive educational experience for our students. Parents are always encouraged to contact the teacher or Principal for any reason.

Below are a few of the avenues used for parent communications.

NSCS publishes a weekly electronic all– schools newsletter reflecting both the Lynn and Beacon campuses that is sent to all parents/guardians via email. It is important that parents open and read the newsletter to stay up to date with the activities of our campus and also the larger school community. If you are in need of a hardcopy newsletter please inform the office.

Classroom Weekly Lesson Overview Plans

Each Teacher will post a weekly classroom schedule with a brief overview of the academic expectations for the week.

Teacher/classroom Newsletters

The teacher will maintain a weekly newsletter in keeping with the school’s philosophy of partnership in education. This letter will include general information of homework assignments, upcoming events, and how parents can partner with teachers to enhance the curriculum and/or other areas where parents may be engaged.

Conferences

Parents or teachers are encouraged to request a conference any time a student is not succeeding at a 75% or better, or if an issue arises.

Conferences are critical to a student’s success. There are two scheduled conferences throughout the school year that require one parent to attend. Parents may schedule additional conferences at any time.

It is the purpose of the parent/teacher conference to communicate information regarding a student’s work habits, academic progress, social skills, and attendance patterns. There may be relatively confidential issues that arise at these conferences and consequently, conferences are meant to be held exclusively with parents or legal guardians. If a parent or legal guardian chooses to have another adult participate or substitute for them, in a conference, it is their responsibility to submit this request to the school in writing.

*Parents/guardians should note that they are able to request meetings with teachers at any time they feel the need. Teachers will make every effort to accommodate these requests.

Parent Teacher Fellowship

NSCS has a vibrant and dedicated PTF. This is a group of parents and guardians of current students who support the overall school mission and desire to see it advance. There is tremendous opportunity to be involved in the life of the school. For a complete and up to date listing of all the ways that you can serve within our school. Please contact our PTF Coordinator, Mia Houman at mialovesart@gmail.com for more information and for ways in which you can be involved!

PTF meetings be advertised and held monthly. All are welcome to attend!

Holidays and Celebrations

NSCS does not celebrate Halloween. All Saints Day is celebrated and the students are given the opportunity to research and dress up as a biblical character. A special chapel service is held on this day and parents are encouraged to attend.

NSCS celebrates Thanksgiving as a community, typically the Tuesday before Thanksgiving. It is a delightful time of appreciating God's goodness and bounty and provides opportunity for our community to give thanks for His provisions. Parents are encouraged to attend!

Christmas is a special holiday for obvious reasons and NSCS works exceedingly hard to help our students appreciate the biblical significance of this season in light of Jesus or Lord.. NSCS participates in an annual outreach to Haiti as part of our Christmas celebrations. There is also an annual Christmas concert. The date for the concert can be found on the school calendar. These events, in conjunction with others we support, serve to orient our thinking and provide a focus in what can be a very harried time of the year.

Valentine's Day is celebrated at the school and students are encouraged to bring a Valentine for each student in their class.

Easter is also acknowledged and a special chapel is provided. Parents are encouraged to attend.

NSCS believes Christmas and Easter are holy days. Acknowledgement of Santa Claus, the Easter bunny or other secular manifestations of these holidays is downplayed and not used as part of our curriculum or program activities.

NSCS participates in 9/11 observances by hosting a special chapel and time of prayer. Parents are welcome to attend.

NSCS participates in the National Day of Prayer. Parents are welcome to attend.

Preschool & PreK Specific Policy

Bathroom Policy: What is Independent Toileting? This is when your child is able to independently enter a stall/bathroom alone, unbutton pants if need be, take down their pants and underwear, and sit on toilet.

Having used the toilet they are then able adequately wipe their private area, pull underwear back up, pull pants up, button pants if need be, and wash and dry hands.

Upon drop off to school in the morning please make sure that your child has used the bathroom. This will ensure that the day can begin without a bathroom interruption.

Please reinforce independent toileting at home. By having your child practice independent toileting at home this will facilitate their ability to transfer this skill in the school environment.

Your child is given the opportunity to use the bathroom any time they need to throughout the day. Teachers are also diligent at scheduling bathroom usage times as well. However, should your child have an accident the following steps will be taken by the teacher or TA;

- Child will be taken to the bathroom.
- Child will enter a stall independently while the teacher waits on the other side of the stall.
- Child will take off wet or soiled clothing and underwear and place them in a plastic bag.
- Child will be given *Wet Wipes* to clean themselves.
- Child will put on clean underwear and clothing.
- Child will wash hands upon completion.

A teacher will be right outside the stall at all times should your child need reminders or assistance. Teachers will do all they can to ensure that your child is comfortable for the remainder of the day. Because NSCS is an academic institution and not certified as a daycare facility we do take every measure to ensure that children are toilet trained before beginning school.

If your child is consistently having accidents, or more than two per week, a parent/guardian will be called in to meet with the teacher to problem-solve how to best rectify the situation. In some cases, this may result in deferred enrollment. When a child has an accident while at school it takes away the attention of the teacher from the other students and diminishes a conducive learning environment.

We do not anticipate any serious issues in this area. It is NSCS's desire to see your child grow and thrive while they are here. Each child is precious to us and we consider it a privilege to work with you and your child and we thank you again for entrusting your child to us.

Make-up Day Policy: Unfortunately, NSCS cannot allow families to make up missed days of Preschool or PreK due to a child missing school due to common illness, vacation, or snow days. Nor do we make-up missed days due to Monday holidays or break periods.

Make-up days may be offered at the discretion of the Administration, and will be considered on a case-by-case basis.