

North Shore Christian School



Parent and Student Handbook Preschool through Grade 8 2026-27

*After completion of reviewing the Handbook, please sign the Signature Page. The Signature Page can be found in the Table of Contents.

*NSCS Administration reserves the right to revise the handbook at their discretion and as deemed necessary.

*Revised June 2026

North Shore Christian School seeks to be a school that is not run by rules from the outside in, but rather by a heart commitment to Jesus Christ. This creates standards governed by the heart – working from the inside out. With this in mind, NSCS has established standards of expectations for the 2026-2027 school year that are believed to be grace-filled and God-honoring.

Our *Handbook* is part of the school's effort to provide an environment wherein the spiritual and intellectual lives of students may be cultivated. Expectations found in this handbook are crafted to teach our students to be self-disciplined both in thought and action.

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Please be sure to sign and submit your signature page.

[Signature Page](#)

Head of School Greeting

Dear North Shore Christian School Families,

This will be my seventeenth year serving NSCS as an administrator. It is a calling that has enriched my life on many levels.

Each day I get to bear witness to the extraordinary. Whether it is a child learning to read or a middle school student who has an aha moment as they make a connection between the interplay of faith and learning - each day holds excitement, newness, challenges, and growth.

Our school's mission statement contains a sentence that reads, "*In concert with family and church...*" That verbiage sounds good, but what does it actually mean? The phrase *in concert* means "*in or by combined action or effort.*" Ok, so there is a combined effort on behalf of the school and the parents/guardians to nurture the well-being of the children, but how does the *church* play a part in this effort? NSCS recognizes the role of the local church as an established ministry which serves to build up individuals and families in the tenets of the Christian faith. At NSCS, we seek to support these fundamental truths. We are not the church, but act as partners in the effort of raising up a God-filled generation as it relates to school expected endeavors. And, as our curriculum, instructional practices, and posture align with the church's fundamental truths, we partner with parents/guardians to raise up a generation who will know, love, and serve God.

Partnership implies a shared vision. I have talked to many families over the years, and I can confidently say that you have chosen NSCS because you value the work taking place here. This work includes excellent academics, but beyond that, our faculty and staff work exceedingly hard to ensure that your children understand how the Christian faith influences and informs one's thinking. To place a child in their formative years in an environment that fosters curiosity, challenges deep and critical thinking, and explores tough topics through the lens of a biblical worldview, creates a space where children thrive. But it can only be maintained through a strong and trusting partnership that has clear expectations. As children witness home, church, and school in sync and the supportive nature therein, learning and growth are enhanced. Layering the home and school relationship with the undergirding of a biblical foundation makes for

a beautiful outcome – strong children who are confident, compassionate, and intelligent.

Please read, and be sure that at least one parent/guardian signs the Signature Page, which will indicate your support of our policies and procedures and your recognition that this handbook has been designed to clearly articulate our expectations for a safe and supportive learning environment for children. Your support of the policies and procedures herein will ensure that our students continue to thrive!

Abiding in Christ,

A handwritten signature in cursive script, appearing to read "Pam Heintz".

Pam Heintz, Head of School

Contact Information

North Shore Christian School

Website www.nschristian.org

Lynn Campus &

Administrative Mailing Address

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Lynn, MA 01904

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Wenham Campus

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Wenham, MA 01984

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Office Manager: Kristin Peppler, kpeppler@nschristian.org, Wenham Campus

Head of School: Pam Heintz, pheintz@nschristian.org

Director of Finance and Operations, Interim: Renee Southard, rsouthard@nschristian.org

Director of Advancement: Deirdre Hurley, dhurley@nschristian.org

Director of Admissions and Community Engagement: Christine Saia, csaia@nschristian.org

Lead Principal: Robin Lowe, rlowe@nschristian.org

Dean of Academics: Liz Scotttron, lscottron@nschristian.org

Dean of Students: Michelle Gandra, mgandra@nschristian.org, Lynn Campus

Dean of Students: Liz MacDavitt, lmacdavitt@nschristian.org, Wenham Campus

School Office Hours

During the Academic year, the school office maintains business hours

Monday through Friday:

7:30 to 3:30 during the Academic Year

*School offices will be closed for all major holidays and days that there is no school due to school cancellations

9:00 a.m. to 2:00 p.m. during the summer Monday-Thursday

Guiding Verse

“...like a tree firmly planted...” *Psalms 1:3*

School Theme 2026-2027

Branching Out

School Theme Verse

Remain in me, as I also remain in you. No branch can bear fruit by itself; it must remain in the vine. Neither can you bear fruit unless you remain in me.

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing. John 15:4-5:

Our History, Mission, Statement of Faith, Constitution, & Guiding Pillars

North Shore Christian School held its first classes in September of 1951, making it one of the oldest Christian elementary schools in New England. This was not a time when parents, administrators, teachers or politicians were unhappy with the state of public education in the United States. There were few concerns being voiced in 1951 about the quality and effectiveness of education in America. Still, a small group of parents and teachers wondered if there might not be another way to educate children. How could the distinctive Christian world-view be woven into the fabric of a child's learning in a way that honored both academic excellence and a deep commitment to the Kingdom of God? North Shore Christian School was born as a result of that inquiry. The school's doors were first opened in Pythian Hall in Saugus, MA, under the leadership of Ruth Schaufele, the school's first teacher and Assistant Headmaster. By 1961, the school had moved to its current location in Lynn and by 1981, middle school grades were added. Today, NSCS serves children in grades pre-school through eighth grade.

The school in its largest sense is a community known as the North Shore Christian School Society, governed by a 12-person board that is elected by our Society members. The Constitution of this Society defines membership as those who "are at least 18 years of age, have filed a signed statement of faith (as found in Article II of the Constitution) with the school office and belong to at least one of the following categories:

- a. Be a parent or guardian of a child currently enrolled.
- b. Be a teacher or staff member under current contract with the school.
- c. Have contributed at least twenty-five dollars to the school during the nine-month period following the last annual meeting.

Society members support the school's Mission and Statement of Faith. The school's Board of Directors determines policies for NSCS and hires

the Head of School, who will ensure that chief administrators carry out established policies. The ultimate goal for NSCS is to prepare individuals who are ready to serve God.

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

Our Statement of Faith is also an important definitional affirmation of our identity as believers and fellow members of the Kingdom of God. All employees and Board of Directors members are required to affirm and sign this statement of faith. Parents/guardians are invited to also affirm and sign this 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, 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.
- We believe that marriage is between one man and one woman.

Signing of the Statement of Faith

Agreement with, and the signing of the Statement of Faith is mandatory in order to have voting privileges in the North Shore Christian School Society. Opportunities to vote and participate in Society meetings occur twice/year (fall and spring).

Your agreement with, and signing of the Statement of Faith is not necessary for your child to attend North Shore Christian School, however, we do ask that you support the educational practices that your child will receive while a student here.

Constitution and By Laws

A copy of the North Shore Christian School Constitutional By-Laws can be obtained upon request through our Office.

Distinctives - Guiding Pillars

PLANTED IN EXCELLENCE

North Shore Christian School students are planted among caring faculty who provide innovative, research-based, and rigorous instruction, thus imparting to students the skills they need to think deeply and critically as they demonstrate proficiency in their learning.

NURTURED TO THRIVE

North Shore Christian School students are nurtured to recognize their innate value as children of God and to gain confidence in the discovery and expression of their unique gifts and abilities.

ROOTED IN CHRIST

North Shore Christian School is a diverse community rooted in a biblical worldview equipping students to discover God's truth in all knowledge and understanding.

FLOURISHING TO IMPACT

North Shore Christian School students are flourishing in their ability to think diversely and work collaboratively. Having gained an appreciation for the uniqueness of all people, they are able to thoughtfully engage with others and are inspired to lead lives of eternal impact.

Our Vision for the Future

Built on a tradition of excellence for 75 years, NSCS believes that school buildings are built with bricks and mortar, but school communities are built with passion. It is NSCS's passion to build up intellectual, articulate, confident, God-minded, and God-fearing individuals, who, having been equipped to think with both their heads and their hearts, are students that are compassionate individuals who are critical thinkers and strategic problem-solvers. Our students leave our school buildings prepared to impact those around them.

Recognizing that the world is changing at an increasingly rapid rate and coupled with an increased desire from parents to have their children experience a non-public school setting, there is an urgency for NSCS to continually evaluate our facilities and partnerships to accommodate admissions capacity across our campuses. This will require consideration of options to expand, decrease, or eliminate existing facilities and/or identify new facilities and partnerships to better enhance all NSCS programs and the student experience.

NSCS is committed to instructing children in a Christian school context, so as to develop individuals who are able to articulate their thoughts and ideas within the 21st Century climate. This is the School's priority, along with a desired outcome to produce students who will stand out as persons who possess godly integrity and intellectual capacities and who are prepared to continue their educational journey beyond NSCS.

As was the case at our inception in 1951, it remains our desire to produce individuals who are justice-oriented, for Kingdom sake, and who can navigate the demands of our changing society.

To view the entirety of our Strategic Plan, click [here](#). The design and implementation of NSCS's Strategic Plan is to be viewed as a living document, to be used as a framework with which to propel the School into the future.

Early Childhood Dress Code Policy

(Pre-school & Pre-Kindergarten)

Early Childhood days are active days that are filled with creativity and learning. Clothing that can best accommodate active play and independent toileting is preferred.

Please take a moment to familiarize yourself with this policy

FOOTWEAR	TOPS	BOTTOMS
• No open-toed shoes may be worn • All footwear must have a heel strap • Sneakers or rubber-soled shoes preferred • Please send snow boots/rain boots to school with your child on inclement weather days. Boots may not be worn in the classroom; they will be worn for recess time only.	• Tee-shirts with printed messages of any kind are not allowed. • No tank or strapless shirts allowed • Hoodies are not allowed to be worn in school unless they are dress code approved and bear the school logo. Approved colors are Heather Gray, Classic Navy, and Evergreen.	• Well-fitting 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. • Sweatpants of any color may be worn, but must be free of any writing or graphics. • Girls are encouraged to wear bike-pants, leggings, or shorts under their dresses and skirts. • No yoga-type pants allowed.

**It is recommended that children wear clothing that washes easily. On any given day students may paint or engage in other arts and crafts and active outdoor play. Messes are inevitable.*

Early Childhood Bathroom Policies and Procedures

What is Independent Toileting? This is when your child is able to independently enter a bathroom stall alone, unbutton pants, if need be, take down pants and underwear, and sit on the toilet. Having used the toilet, they are then able to adequately wipe their private area, pull underwear back up, pull pants up, button pants, if need be, and wash and dry their hands.

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

Built into the schedule three Bathroom Breaks throughout the day. However, students may use the bathroom whenever necessary and whenever they ask to use it. There are more than adequate opportunities for students to use the bathroom throughout the day.

Should your child have an accident while at school the following steps will be taken:

- One of the classroom teachers will escort your child to the bathroom.
- Your child will enter a stall by him or herself while the teacher waits on the other side of the stall/bathroom door. A teacher will not enter the stall/bathroom with the child.
- The child will take off wet or soiled clothing and underwear and place them in a plastic bag that has been provided by the teacher.
- The child will independently clean their private areas using toilet paper or disposable wipes and dispose of them properly.
- The child will put on clean underwear and clothing.
- The child will wash and dry hands upon completion.

A teacher will be right outside the stall/bathroom door at all times should the child need reminders. The teachers will NOT enter the stall with a child nor will they clean a child's private parts. This has nothing to do with the teacher's lack of desire to help a child, but more to do with our school's licensing. We are not qualified or approved by law to clean your child's private areas at any time. NSCS is an academic institution and not certified as a daycare facility.

Should a child soil while at school and they indicate an inability to independently clean themselves, a parent will be called to come into school and assist their child. Should a child soil/wet themselves more than two times in a given month a parent will be called to come in and speak with the classroom teacher to see how the child can best be supported in his/her toileting and how future accidents will be managed. If accidents persist at school, the Administration will need to make a decision about the child's readiness for school at this time.

We do not anticipate any serious issues in this area. It is our 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. We thank you again for entrusting your child to us.

Early Elementary – Middle School

Uniform POLICY

(KINDERGARTEN - GRADE 8)

Please Note the Following:

- Our uniform policy has been set in place to ensure a cohesive and unified appearance among our student body.
- Each new Academic Year, NSCS provides an initial 2-week grace period as parents/guardians seek to gather needed Uniform compliant clothing items. Following this grace period, should a student be out of Dress Code and it is a first offense, the student will be given a *Uniform Notification Slip* that will communicate to parents/guardians that their child was out of uniform code (a sample of the Uniform Notification Slip is provided after our policy). The *Slip* will provide an explanation and inform parents/guardians. Should a child be out of Uniform Code, and has already received a Uniform Notification Slip, a parent/guardian will be called to bring to school proper uniform attire for their child.
- Uniforms, be it a regular school day, Chapel, or PE days, are to be worn everyday unless it has been announced otherwise in advance.
- The expectation is that all uniforms are **free of holes, tears, and stains**.
- Please refer to *Lands' End School Uniforms* landsend.com (preferred School Code # 9000-3122-0) to view all permissible uniform options. Before purchasing from Lands' End, please ensure that selected clothing items are supported by our Uniform Policy. Any uniform items purchased outside of *Lands' End* MUST be an exact look-alike as *Lands' End* or they will not be permitted. *Approved uniform logos, aside from PE uniforms, bear an embroidered logo that looks as follows:



*Please note: Decal or sewn on patch logos are not permissible.

- NSCS never wants the purchasing of uniforms to be a financial burden to our families, therefore we have *Uniform Exchange* locations on both our Wenham & Lynn Campuses. All uniforms in

these locations are free for the taking. Feel free to take what you need, and if your child has outgrown a uniform that is in good repair, feel free to leave it for someone else.

- A special note to our *Home-to-School Connection families*: NSCS asks that our HTSC students be dressed in a similar fashion each day to that of our full-time students, with the only exception being that clothing items do not need to bear the logo. Clothing items should resemble that of our full-time students. Jeans and T-Shirts are not permissible.

UNIFORM ITEMS	UNIFORM REQUIREMENTS
Pants & Shorts	Pants: Must be a standard Chino-style straight leg is preferred, boot cut, or slightly flared are permissible. Pants must resemble Chino-style in the way of pocket style and placement. *Cargo style pants, leggings, jeggings, elastic ankles (joggers), Yoga pants, or jeans are not permissible. Shorts: Must not be shorter than 4 inches above the knee, and must be plain front Chino-style. Please Note: • Pants and shorts should sit modestly at or near the waist. • Pants and shorts must fit comfortably, without being too tight or too loose and allow for practical and physical activity. • Elastic waist is permissible for students in grades Kindergarten-2nd grade Color Choices: Navy, or Khaki (tan)
Shirts & Blouses	Polo Styles color choices: Classic Navy, Evergreen,  Blue Oxfords color choices: White & Light Blue Blouses (Peter Pan style, either knit or cotton-blend) color choices: White Please Note: • All shirts must bear the NSCS logo design, as shown in this box. • Shirts may be long or short sleeves.

	Undershirts/tee-shirts may not extend beyond the structure of the uniform shirt and should not be visible.
Jumpers, Skirts & Skorts	Styles: Jumpers, Skirts, and Skorts Color Choices: Classic Navy, Khaki (tan), & Hunter/Classic Plaid, Please Note: - All jumpers must bear the NSCS logo design. - Approved shirts must be worn under jumpers and with skirts and skorts purchased through Lands' End or other approved vendors. - Leggings, tights or shorts may be worn under skirts and dresses in solid colors of Navy Blue, Khaki, or Black.
Sweatshirts, Sweaters, & Outwear	Sweatshirt Styles permitted to be worn on non-PE days: - Crew neck sweatshirts are allowable and must bear the NSCS logo design. - Sweaters may be V-neck or crew neck and may be pullover, cardigan, or zipper style and must bear the NSCS logo design. - Sweater vests must bear the NSCS logo design Color Choices: Classic Navy, Evergreen, White, or Light Blue Hooded sweatshirts (zippered) are for outdoor wear only and must bear the NSCS logo Zipper Fleece Jackets or Vest (May be worn during the school day ONLY if they bear the logo design) Color Choices: Classic Navy, & Evergreen Please Note: - All styles must bear the NSCS logo design. - Pullover hoodies are not permissible.
P.E. Uniform *Must be purchased through Every Victory online store	Every VICTORY LLC https://northshorechristianschool.spiritsale.com/ Please Note: - Sneakers must be worn on all PE days. - All PE uniforms must be purchased through Every Victory LLC - This includes shirts, sweatshirts, pants and shorts (spandex may be worn under shorts) - Yoga pants and leggings are NOT permissible for PE wear
Footwear	

	Styles: Close-toed dress shoes or sandals with a strap (Crocs and athletic sliders are NOT permissible), low-top sneakers preferred, and dress boots (snow & rain boots may not be worn during the school day) may be worn. Please Note: • Sneakers must be worn on PE days.
Hair/Jewelry	• Dyed hair must be of natural color. • Hair touching the collar, “man buns”, or ponytails are not permissible for boys. • Jewelry should be modest and not distracting to the learning environment. • No gage-type piercings or septum piercing are permitted. • Earrings are not permissible for boys.
Chapel Uniform	2nd-4th Grades Students in these grades will have the option of the following: • Button down oxford shirt (must be worn tucked in) with NSCS logo OR approved polo, khaki approved pants/shorts (boys) • Blouse with NSCS logo OR approved polo, khaki approved pants/skirt/skort (girls) Blouses & Oxfords color choices: White & Light Blue 5th- 8th Grade • Button down oxford shirt with NSCS logo (must be worn tucked in), khaki approved pants/shorts (boys) • Blouse with NSCS logo, khaki approved pants/skirt/skort (girls) Blouses & Oxfords color choices: White & Light Blue
Approved Uniform Vendors	<i>NSCS uses Lands’ End as its uniform vendor. However, near exact look-a-like clothing items are permitted and MUST bear the embroidered NSCS design. (No iron-on or screen-printed decals).</i> Look-a-like uniform clothing items are available at JC Penney, Target, and Kohls. Our preferred vendor is <i>Lands’ End.</i> Vendors: • <i>Lands’ End School Uniforms</i> landsend.com (preferred School # 9000-3122-0) • <i>Every Victory</i> (drop off and pick up bins available on both Wenham and Lynn campuses). Parents/Guardians may look-a-like clothing items 

Uniform Notification Slip Sample:

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)

Programming

Chapel

Every week the school community gathers for worship during our scheduled Chapel times. We come together to celebrate and affirm our life in Christ through music, prayer, and the Word. A variety of speakers are invited to assist in worship. Parents/guardians are always welcome to attend and worship with us. Kathy Ely is the Chaplain for the Wenham Campus. Michelle Gandra is the Chaplain on the Lynn Campus.

Curriculum and Instruction

Through the annual *Back to School Night*, occasional *Parent Touch-Points*, two annual *Parent/Guardian-Teacher Conferences*, weekly newsletters, and other school communications, parents/guardians will be given an overview of the year's topics, goals, and objectives. Please look at our school literature and website for more details about our curriculum and frameworks, methods & materials, class trips, enrichment opportunities and more.

Report Cards and Parent/Guardian Conferences

Parent/Guardian-Teacher Conferences are scheduled twice during the year as indicated on the school calendar. At least one parent/guardian is required to attend these conferences. Parents/guardians are also encouraged to meet at other times with the teachers when there is a particular concern or if it is necessary to closely monitor a student's progress for a period of time. These meetings may be initiated by either the teacher, administration, or parents.

Report cards are issued on a trimester basis (3X/year) as indicated on the school calendar, and are for students in grades Kindergarten-8th grade. Students in Early Childhood receive a report card and/or Progress Report twice a year in December or January and June.

Standardized Achievement Tests

Each spring, standardized achievement tests will be administered in an effort to assess student progress in comparison with national levels. These tests are administered using the *IOWA-E Standardized Assessment*. The assessment is administered to students in grades K-8.

Academic Center

The *Academic Center* is staffed by the Dean of Academics and academic support personnel. The Center provides additional and curriculum-complementary instruction and programming is available to those students who are in need of individual or group support services or remediation. The Dean of Academics oversees the IEP (Individualized Educational Plan) and/or ALP (Academic Learning Plan) process. Individual and small group services are available for an additional fee.

Students who are accepted into NSCS for the academic year 2026-27 who are currently on an IEP, will be required to participate in our Academic Center, and a fee may be associated with this service at the rate of \$40 per session. Families will be billed for the service through FACTS.

Returning students who are on an IEP will be Grandfathered into the Academic Center at a reduced rate of 50%/session for the Academic Year 2026-27 only.

*Please note: Amount and duration of sessions are at the discretion of our Dean of Academic and Lead Principal.

*Academic Center Support Fees, Policies, and Procedures will be made available by September 2026.

Field Trips

Walking Trips

There are many places to visit within walking distance of each campus, such as the fire station and nature hikes. Each September parents/guardians are asked to sign a permission slip that will cover all walking field trips. Parents/guardians will be informed, via the classroom newsletter, when walking field trips are scheduled.

Single-Day Field Trip

Single day field trips and off-campus experiences are planned each year. For each field trip, a permission letter is sent to the parents/guardians explaining the objectives of the trip. Signed permission slips must be returned to the teacher before the trip. Students may not participate in a field trip without parents/guardian authorization. Costs are shared among the students and are charged via FACTS accounts. Costs may include admission fees, food, parking,

and other trip related expenses. These trips are an important educational experience that are related to classroom curriculum and study. As with any school day, if a student is absent from a field trip, he or she will be required to make up the work that was missed. As with any other school day, students are required to wear uniforms unless told otherwise.

Early in the school year, each classroom teacher will review some of the trips that are planned for the year. Teachers may also plan field trips over the course of the year as opportunities become available.

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. Written Parental permission will be obtained in order for designated adults to assist students in taking their medications. These adults must safeguard the medication in original pharmacy containers for the duration of the field trip.

*Please note: All Early Childhood students are welcome to attend scheduled field trips, regardless if the students attend school on the day of the scheduled 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:

Drivers must:

- either be a parent/guardian or immediate adult relative of a student at NSCS or must obtain permission from the Office if other, which will require parent/guardian's written expression of approval.
- 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 and agree to allow NSCS to maintain a copy on file at the school if asked.
- have a current Massachusetts Inspection Sticker.
- be proactive in enforcing the proper car seats, if applicable, and ensure the buckling of seatbelts for ALL passengers including

other adult chaperones that may also be in the car. *We recommend that parents/guardians and drivers follow the recommendation of the *National Highway Traffic Safety Administration* and use a car-seat or booster seat for smaller children and as recommended.

- must have a C.O.R.I. and S.O.R.I. evaluation on file with the school at least five days in advance of field trip, 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 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 or vaping.
- refrain from ALL cellular, including hands-free, device usage while driving.
- refrain from inappropriate conversations and discussions with other adult chaperone/s or students in the vehicle.
- refrain from stopping to run errands and/or purchase food/drinks/souvenirs for students unless preapproved by the teacher.

*Please note: School buses may be used when available.

General Rules for Students in Passenger Cars

- Drivers will instruct all passengers on the following rules:
 - o Passengers will remain belted and in their seats at all times.
 - o No eating or drinking in the vehicles without permission.
 - o No arms or extremities are to extend out the windows.
 - o Gesturing to other vehicles is not permitted.
 - o Passengers will obey the request of the driver as they deem necessary to enforce.

*In the event that an accident should occur, drivers will notify the police first, and then call the school Office, 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. to comply with the school's expressed guidelines by:

- Stopping in the main office to identify yourself, obtain a Volunteer ID (sticker), 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.
- Must have a C.O.R.I. and S.O.R.I. evaluation on file with the school at least five days in advance of volunteering, as well as be fingerprinted if asked by NSCS to do so.
- Refrain from ALL cellular usage.
- Refrain from inappropriate conversations or discussions with students.
- Refrain from inappropriate conversations or discussions with other adult chaperones or volunteers.
- Refrain from smoking or vaping.

*Administration reserves the right to restrict, approve, or deny the request of a parent/guardian/volunteer to act as a driver, chaperone, or volunteer of which NSCS students participate. Criminal Offender Record Information (C.O.R.I.) and Sex Offender Registry Information (S.O.R.I.) will inform all decisions and will always be considered.

Multi-Day Trips

Multi-day trips may be planned for the middle school classes. Care is taken in the planning of the schedule to ensure valuable educational experiences.

*Parent/Guardian meetings and information will be provided detailing specific guidelines and expectations for multi-day trips.

Students should understand that their behavior in and around the school determines whether they will be allowed to go on these trips. If there are concerns about a student's behavior, the teachers, Principal and the student's parents/guardians will work toward correcting that behavior in order for the child to participate.

Responsible behavior on all field trips is expected. Students will be respectful and listen carefully to the teacher's instructions. Failure to do so could cause accidents or injury. Students who fail to follow the

behavioral expectations of the teachers/chaperones during any overnight or day trip may be sent home at the family's expense.

Homework Rationale and Standards

The overarching goal of assigning homework is to encourage both the development of independent work skills and abilities, and the student's sense of self-reliance. Homework is viewed positively, as a means of continuing a student's learning beyond the confines of the classroom. Homework is assigned on a daily basis, including weekends for middle school students.

- A. Homework is assigned to enable students to practice skills taught in class. Consistent practice is essential to the development of skill and ability.
- B. As children get older, it becomes increasingly important that children meet the challenge of planning and completing long-term and complex projects. For this reason, projects such as research papers, science experiments, and oral presentations, may be assigned. Sometimes it may be necessary to do parts of long-term projects over a weekend.
- C. Please inform a teacher regarding any questions concerning homework assignments or concerning the amount of time that a student is spending on an assignment.

Homework is assigned Monday through Thursday for grades 1-4, and Monday through Friday for grades 5-8. Below are the general expected time allotments for homework, per night. There may be occasional exceptions, but if homework consistently takes more than these suggested times, please contact the teacher so a suitable solution can be found.

Grade One, 20 minutes; Grade Two, 30 minutes; Grade Three, 30 minutes;
Grade Four, 40 minutes; Grade Five, 50 minutes; Grade Six through Eight,
60+ minutes.

**Homework in the MS grades should not exceed 75 minutes (cumulative) on a regular basis. If the time to complete homework consistently exceeds 75 minutes for your child, please first speak directly with your child's classroom or homeroom teacher/s.*

PRINCIPLES OF CONDUCT

OVERVIEW

NSCS takes the privilege of partnering with our students' parents/guardians very seriously. This partnership is one of trust and mutual support as we co-labor in the nurturing and instruction of the hearts and minds of children in the formative years. We realize that as an institution we are not perfect in our administrative practices, nor are those we serve perfect. Even in the space of imperfection we believe that both school and home desire clear expectations for children's behavior. This sometimes will require open dialogue between home and school as together we seek the best possible student outcome.

Each day our faculty and staff aim to model, instruct, and expose to our students what it means to live as God requires as we collectively practice *doing justice, loving kindness, and walking humbly with our God* (Micah 6:8).

With this in mind, the shaping of student conduct at NSCS is guided by two **major principles**.

- o Love God with your whole being (Matthew 22:37)
- o Love your neighbors (Matthew 22:39)

NSCS desires for our students to:

- love & respect one another's rights to personal security, be it emotionally or physically. No student shall willfully or intentionally physically harm another nor shall harm be induced verbally, or in written form, or implied by actions or gestures.
- respect and obey staff as the authoritative figures while they are at school. This includes listening respectfully and complying with a teacher's/staff's correction or redirection. NSCS staff are always available to discuss misunderstandings and negotiate situations with students when it is done so with a posture of mutual respect and with the aim of truth being spoken and godly resolution as the desired outcome.

NSCS Faculty & Staff will:

- love & respect one another's rights to personal security, be it emotionally or physically. No faculty or staff will

willfully or intentionally offend a student, but rather seek to build healthy student to staff relationships that promote learning.

- recognize that they are the adults who have been charged to instruct students through the lens of a biblical worldview and to model to their students God-honoring behavior in both word and deed. It is both a privilege and calling to instruct children, and our staff takes this responsibility seriously.

EXPLANATIONS & CLARIFICATION

There is an adage that says, “children will be children.” To some degree there is much truth in this statement. In the developmental process of children there are degrees of behavior which can be viewed as “normal” or “typical” childhood behaviors, and we all have our varying degrees of tolerance. But, as a community serving young learners, it is important that we appreciate that not all children develop at the same rate. Often “typical behavior” may just need to “play itself out” with the proper supports and boundaries set in place. Please keep in mind that we are not suggesting that typical behaviors are deemed appropriate. Rather, understanding child development informs our behavioral practices. For instance, a child who is experiencing school for the very first time as a Preschooler repeatedly pulls a toy out of the grip of another child in class becomes a teachable moment for the teacher who gently explains to the child who has not experienced school setting, how to negotiate making their needs and wants known to others in a respectful and kind way, and how this is an act of sharing. This learning may take weeks or even months, but our teacher will stay the course providing the guidance and boundaries needed for a successful outcome. However, this same behavior would not be tolerated coming from a fourth grader. We will celebrate all growth-milestones that our students make and respect developmental behavior.

Teachable moments provide opportunity to build context and understanding – knowing the developmental stage of a child and the intent of the heart of a student is always important. As such, we desire to foster within our students:

- o Positive adult and peer interactions and relationships that are built on trust.
- o Healthy and productive pursuits that deeply matter to the student.

- o An age-appropriate understanding of how personal actions carry consequences, be it positive or negative.

BEHAVIORAL STANDARDS

Our goal is to establish an environment that is:

- o physically and emotionally safety for all members of our school community. This will be characterized by respect, appreciation of differing opinions and experiences, and appreciation for both the socioeconomic and racial diversity that exists among us.
- o orderly and conducive for the best possible learning and teaching to occur.

IMMEDIATELY ADDRESSED BEHAVIORS

While certainly not an exhaustive list, below are some of the areas that have been highlighted as behaviors that will be addressed immediately by a teacher and/or administrator during the school day if the need necessitates:

Name-calling

At NSCS, we do not tolerate name-calling or the use of derogatory words or phrases, be it directed at another person or uttered aloud. These words or phrases may be racist or sexist in nature and explicitly or implicitly implied. These words or phrases may also include pejoratives that insult, demean, and/or exclude of others. Name-calling may present as typical behavior, for instance, a child may say to another child, “You’re so dumb.” Regardless of the perceived severity, name-calling will be addressed immediately if a staff member witnesses or hears the use of name-calling or derogatory words or phrases from a student. Depending on the severity and nature this may result in removal of the student from class, lunch, recess, after school activities, etc., and may also include a follow-up conversation/s with the classroom teacher and an administrator. Depending on the nature and conclusion of the follow-up, parents/guardians will be contacted.

If a student reports that another student/s is/are using name-calling, as defined above, to a staff member, the staff member will seek clarification by meeting with the student/s involved to gain perspective and understanding. This meeting may include an Administrator being present.

Depending on the nature and conclusion of the follow-up, parents/guardians will be contacted.

Non-negotiable Behaviors

School is a place for children to learn. The environment should be one whereby students and staff feel safe. Social interactions or behaviors that interrupt learning will not be tolerated. These are behaviors that NSCS considers Non-Negotiable Behaviors. These are behaviors that are egregious in nature and have been willfully and intentionally initiated by a student/s. Non-negotiable behavior includes, but are not limited to, the following:

- o Repeated and persistent intimidation toward others - this includes, teasing, ridicule, unfair play, use of force, be it with language or physical force.
- o Disruptive behavior - this includes willfully and intentionally causing the focus to be on one's self in a negative way. For example, repeatedly tapping a pencil on the desk after having been informed by an adult not to do so. Or, "clowning around" excessively and spurring others on to join in, or behavior that forces the attention of the adult off the totality of classroom and activity at hand, so they have to tend to a disruptive behavior. This weakens the class dynamics and take away from the learning process for all its members.
- o Violent and abusive language - this includes willful and intentional use of obscenity or profanity. For example, the use of sexual language or innuendos, which may include making inappropriate sexual comments, or making inappropriate sexual references in casual conversation be it verbally or in written form while in school.
- o Dishonesty and deception - This includes academic cheating or deliberate plagiarism and stealing of ideas and thoughts of another. It may also include the willful or intentional act of hiding the "truth" when confronted by an adult, as well as disrespect and willful disobedience toward a staff member. When a student speaks the truth, even if it exposes a shortcoming in the child, resolution and problem-solving can happen in a productive and respectful manner and using facts will help to make the most informed decisions regarding discipline.

**Forgiveness and reconciliation are always the goal.*

Behaviors that will result in immediate suspension may include

- o possession of tobacco, drugs, alcohol, weapons, or pornographic/sexually explicit material while at school
- o use of internet to access pornography, violent material, or any anti-social/racist sites while at school

Classroom & School-Wide Discipline

At North Shore Christian School, we expect that all students show a respectful attitude toward their peers, adults, and self. Teachers will clearly define and consistently uphold behavioral expectations for their students. If a student has difficulty in any of these areas, the teacher will work with the student in a positive manner to redirect the student's attitudes and/or actions.

For behavior that is egregious and excessive or has been deemed as non-negotiable as described above, the student will receive a *Yellow Slip*. They will be asked to bring this slip to the principal, or other designated administrator, who will make a copy of it to remain in the student's file for the remainder of the year. All Yellow Slips will be destroyed at the end of the year and will NOT travel with the child to their next grade or school.

The principal, other designated administrator, will include a letter along with the yellow slip with further explanation for parents/guardians. After reading the letter, parents/guardians will sign the yellow slip and return it to school the next day. Should a student receive three Yellow Slips in a trimester a meeting will be called to discuss *Next Steps*. You may view a copy of the Yellow Slip below. Depending on the nature of the behavior, parents/guardians may be asked to come in sooner to discuss next steps.

**Please note that if a child receives a Yellow Slip, they may lose a school privilege for one day. Early Childhood (Preschool and Pre-K) -Kindergarten are excluded from the use of Yellow Slips.*

Sample of the Yellow Slip:

Today's Date: _____

Student's Name _____

Teacher's Name _____

Exhibited Behavior/s:

On the back of this slip the Teacher has provided a brief description of infraction that has resulted in your child receiving a Yellow Slip.

Parent/Guardian Signature _____

If an Action Plan or Behavioral Plan is deemed necessary to support a student's growth and understanding in expected behaviors or to provide additional or external motivation to a student, NSCS will implement a plan to ensure a positive and consistent approach to behavior management. Parents/guardians will be informed prior to any plan being implemented. Below is an overview of Action and Behavioral Plans. If the student is in Middle School, this will be implemented within a given classroom or in multiple classrooms if the unacceptable behavior is consistently evidenced with more than one teacher/administrator.

Steps Taken Before and During the Implementation of a Plan

The teacher/administrator identifies behavior that is based on data, observations, and/or parent/guardian input.

1. The teacher/administrator addresses the behavior privately with the child.

2. If the behavior persists, the behavior will be documented and communicated to parents/guardians.
3. The parent/guardian and the teacher will meet if additional information is required or if behavior persists.

Three incidents of unacceptable behavior, (non-negotiable behavior resulting in the issuing of a Yellow Slip) have been issued within a 2-week time period

1. The teacher/administrator will create an appropriate Action Plan for the student.
2. The teacher will inform the parent/guardian of the action plan and next steps and how home and school can partner to support the process.
3. The student's behavior will be monitored by the teacher/administrator for a specified period of time to determine success and any next steps or changes required to the Plan.

If repeated reports have been sent home for the same or different or new behavior problems

1. An intervention Behavior Plan is developed by the teacher and an administrator in collaboration. The plan may consist of, but is not limited to, an individual behavior chart, individual reward system, etc.
2. The teacher(s) and the principal will meet with the student's parents/guardians to present the behavior plan and how home and school can partner to support the process.
3. The student's behavior will be monitored for a specified period by the teacher and administration with appropriate documentation recorded and shared with the parents/guardians as necessary. The principal may/will require a joint meeting to discuss student progress and/or next steps.

The student does not demonstrate adequate progress/growth on the implemented plan:

1. An administrator will require a joint meeting with the parents/guardians and the teacher/s to determine if the student will be retained or suspended or if withdrawal of the child from NSCS is warranted.
2. In some instances, referrals to an outside agency or specialist may be necessary and recommended to the parents/guardians.
3. If it is decided that the withdrawal of a student from NSCS is appropriate, the date of termination will be decided by administration.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment behaviors of other students may result in immediate suspension or expulsion.

Classroom Discipline

*Please note that NSCS Administration has charged Lead Classroom and Homeroom teachers to manage the day-to-day disciplinary issues that may arise, and as needed, this may include tapping into the support of administration who may be called to meet with a student/s to help resolve an issue, and/or help gain needed insight into a problem. A parent would only be called if the situation escalated and/or staff felt that parent/guardian support is needed. It is important that the trust factor be appreciated. Our goal is always to empower students to work out social interactions in the moment, or shortly thereafter, and sometimes will require coaching from a staff member. Self-advocacy and godly resolution are always the goal. In our lower Early Childhood and Elementary grades, classroom teachers are given autonomy to utilize systems of discipline and rewards. These methods are shared with parents/guardians in our Back-to-School packets at the beginning of each new school year.

A Note on Bullying

One of the most important values we cling to is the idea of creating an environment that is safe for every single student. Some communities refer to this as the “Absence of Threat.” For us, this means that we are committed to ensuring that each student feels safe, secure, and that their individual dignity and personhood is safeguarded and respected at all times. All persons have been created in the image of God and deserve this as a basic right.

We have a zero-tolerance policy concerning any form of bullying. With that said, given the nature of bullying, process must be followed. This process may include an internal investigation of claims made by a student or his or her family toward another student. When it has been brought to the attention of administration an investigation will include bringing to light any repeated and ongoing patterns, if any. With that said, bullying is a serious and legal matter, and so all students will be considered innocent until proven otherwise. An internal investigation will occur as a first step as home and school partners together for the most positive outcome for the student/s.

While not an exhaustive list, bullying may include the following repeated patterns of actions toward the same student or group of students which erodes the perceived safety of a child and diminishes a

conducive learning environment for a particular student/s.

- Repeated physical threats or intimidation
- Repeated ridicule
- Repeated use of language, gestures or attitudes that are emotionally upsetting to another student/s; and may hold sexual or racist connotations
- Repeated demeaning speech or gesture
- Repeated exclusion of a student/s from group activities and social interactions
- Repeated gossiping about a classmate/s or other student/s
- Repeated cyberbullying
-

Cyberbullying is defined as, *“Cyberbullying is bullying with the use of digital technologies. It can take place on social media, messaging platforms, gaming platforms and mobile phones. It is repeated behavior, aimed at scaring, angering or shaming those who are targeted. Examples include:*

- *spreading lies about or posting embarrassing photos or videos of someone on social media*
- *sending hurtful, abusive or threatening messages, images or videos via messaging platforms*
- *impersonating someone and sending mean messages to others on their behalf or through fake accounts.*

Face-to-face bullying and cyberbullying can often happen alongside each other. But cyberbullying leaves a digital footprint – a record that can prove useful and provide evidence to help stop the abuse.”

<https://www.unicef.org/end-violence/how-to-stop-cyberbullying#:~:text=Cyberbullying%20is%20bullying%20with%20the,shaming%20those%20who%20are%20targeted.>

In order for us to address instances of bullying adequately and quickly, it is essential that students and parents follow these guidelines:

- All instances of bullying, as defined above, should be reported by the student **promptly** to a teacher or staff member;
- In the instance where, for one reason or another, a child declines to report the behavior to a school staff member, but instead reports an incident to a parent, the parent is asked to contact the school right away and inform us of the incident.

NSCS takes reported claims of bullying seriously and will internally investigate all claims of bullying. As is always the case, NSCS desires to partner with parents/guardians to navigate all situations involving bullying at school. When bullying takes the place outside of school, it

is nuanced. However, as is needed and deemed appropriate home and school will partner to provide the most positive outcome for the student/s involved.

Caught Doing Good

Guiding our students toward godly behavior is our goal. Each day our students have opportunities to demonstrate Christ-likeness, especially when they think no one is looking...that is the best time! Students are encouraged to go above and beyond acts of service and to demonstrate servitude toward those around them. 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 expected, they will acknowledge them with a *Caught Doing Good* Slip (sample below) and they will have the opportunity to visit our Office Managers in the office. Grade dependent they will receive a prize or *N.U.T.* (No Uniform Ticket) that they can cash in at their leisure.

Sample of a 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 in the space below of the act of goodness demonstrated so we can celebrate it!

13:35: "By this all men will know that you are my disciples, if you love one another."

Biblical Worldview Position on Sexuality

North Shore Christian School is a place for biblical and academic study. Both entities are given the opportunity to naturally coexist and both are celebrated for the interplay between faith and learning, which cannot easily be untangled. In fact Christ is integral in learning and is not merely inserted or integrated into content. Rather, our faculty and staff are able to naturally allow for God's truths to be exposed in learning, as opportunity is given for both explicit and implicit instruction around God's truths. Room is always left for discussion.

NSCS is a grace-filled learning environment. We appreciate that children are curious by nature and their curiosity can lead down various paths of thinking and doing. Our desire is to create an environment that is a safe container for students to explore and interact with the Christian faith as it relates to learning and growing in one's understanding, and the process of developing a strong sense of right and wrong. If we, as educators, simply say, "We believe the Bible", but do not allow our students to discuss or debate their ideas and insights about how faith informs their thinking because we are afraid of what they might express, we then run the risk of reducing the Bible and its teachings (and the whole of the Christian faith, for that matter), to a fixed idea or a series of rules and regulations. The idea of Christianity becomes a set of prescribed standards that seem high and lofty, and certainly unattainable. Grace welcomes discussions with the understanding that we are all sinners, and not one of us – even the very best of us, make the grade, as we all fall short. That's why we need God's grace. In the midst of our sin, He meets us with abundant grace. He accepts us. He is patient with us. He does not leave us to figure things out on our own. He encourages the journey toward himself.

The journey to discovering God and his immeasurable truths begins with one first step, followed by another, and then another. We walk with Jesus - journeying side-by-side Him, and each day the classroom becomes a place of discovery with the hope that God and His truths are attractive to children and that the pursuit of knowing Him becomes more lovely and precious each day. We desire for students to grow to see that His way is good and right, and a standard for living that is His will and design for godliness. Here in the classroom, and at home as we partner with parents and guardians, it is our sincere desire

that students begin to appreciate, and construct a biblical worldview. In the process, it is the hope also that Students' Walk with the Lord becomes their own, and that children will develop a longing to discover even more about Creator God. We cannot force the process; we only provide a safe space for the work of the Holy Spirit to enlighten one's thinking and move in hearts.

A child's journey towards growing in God's truth is fostered by caring adults – parents and guardians first and foremost. Coaches and teachers, friends and pastors all play a part in affirming a child's identity in Christ. Christian Formation by definition is a lifelong process of becoming more like Jesus for His glory and to serve others. No one fully achieves this pursuit until the day we meet our Savior face-to-face. Only then will we be like Him in all of his splendor (Philippians 1:6)!

If we can appreciate that our lives are a journey of becoming more like Jesus every day, then we are open to, and not defensive or scared about, having hard conversations, even awkward ones. These opportunities will move us closer toward an understanding of the heart of Jesus.

Some conversations are tougher than others, however. In fact, some conversations are intended to be had at home. NSCS believes that one such subject is that of sexuality. Never in the course of history has the topic of sexuality been more discussed, celebrated, debated, and politicized than today. Why is that I wonder? We could say it is because we live in a fallen world. Or, we could say that we haven't allowed stigmas or ideologies to confine us anymore. Whatever the reason, NSCS believes that God is clear about his ideas of human sexuality, and we also believe that the context of home remains the best environment for such conversations to take place. With that said, we also know that very often discussions about sexuality happen on the playground and in the hallways at school with peers. We are not naïve to think that our students are not curious about this subject matter, and that some of them are discussing it already.

Currently, NSCS has not adopted a curriculum on sexual education, nor do we anticipate doing so. To isolate sexuality and discuss it as a topic unto itself, creates a contrived and awkward dynamic for students and faculty alike. NSCS wants to be clear with our students what we believe the Bible has to say about sexuality. Because this is our desire, our instruction is designed in such a way that room is left for rich discussions and expressions in regards to God's design about

human sexuality to be highlighted, and for our biblical interpretation around such matters to be expressed.

NSCS does not condone the practice of homosexuality, transgender, or any type of sexuality outside of that of heterosexuality and the attraction of a male to a female and vice versa, with sexual intimacy taking place within the confines of marriage. We do not “preach” about this idea of sexuality, but rather acknowledge outright that this belief is the premise for our discussions and positions about sexuality, should they arise. When the subject of sexuality arises in instruction, which it will, i.e., a novel study in ELA, as well as conversations, or discussions, staff at NSCS will uphold the interpretation of scripture being that marriage (and relationships involving sexual intimacy) are to be shared between one man and one woman in a marriage bond. We ask that parents and guardians support our stance on sexuality while your child is enrolled at NSCS. This does not mean that you have to believe lock-step with NSCS’s interpretation of the Bible, but we do ask that you support the instruction taking place. Children will be more confident in their learning when home and school model a supportive partnership.

As an academic environment serving children ranging in age from 2.9 to approximately 14 years old, we have an appreciation for the developmental stages that children move through as they grow. It is not uncommon for a child to express a thought or action in which they are unaware of nuances therein. Given the age, it may be done in pure innocence. A young child may think about or express a “sexual” preference – or demonstrate confusion about gender and sexual attraction. This does not necessarily imply a lifestyle choice, and more often than not is a developmental curiosity. Should a student of any age share information regarding their sexual preference, other than heterosexuality, to a staff member while at school, the staff member will demonstrate discretion and sensitivity. A parent or guardian will be notified of any conversations of this nature, as we believe that parents and guardians have the God-given right to address subject matter of this nature with their child. Faculty and staff will impart to the student the beliefs as are understood by NSCS.

We ask that parents and guardians support the work taking place at NSCS and it is our goal to partner with you as we seek to raise confident, intelligent, and godly individuals who are secure in their faith and who are prepared to make a Kingdom impact.

STUDENT LIFE AND ROUTINES

Drop-Off & Pick-Up General Reminders

We ask that you drive slowly and with caution, refraining from cell use while on our campuses.

Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.

Students in grades Kindergarten-8th will be marked *Tardy* after 8am. Please inform the Office by 8:30am (or earlier) via email (Lynn Campus - Patty Razumny at prazumny@nschristian.org or Wenham Campus - Kristin Peppler at kpeppler@nschristian.org) if your child is going to be late OR is not going to be in school on any given day.

If a parent/guardian (or designated individual who has been granted permission) is going to be later than 2:45pm to pick-up a child, child will be sent to After School Care.

Lynn Campus Drop-Off & Pick-Up Procedures

NSCS LYNN CAMPUS Drop-off & Pick-up Procedures

DROP-OFF (7:45-8am)

Utilizing the Loop:

Please note that there is no outside NSCS adult supervision prior to 7:45AM. Furthermore, doors to the building will not be unlocked until 7:45AM. No child should be dropped off prior to this time. Please do not leave children in the parking lot unsupervised prior to 7:45AM.

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually split into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the “park” position. Wait for an NSCS staff member to motion for your child/ren to exit the vehicle. Child/ren must exit the vehicle from the passenger side of the vehicle.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received by a NSCS staff member, and/or a staff member has given the go ahead for you to proceed and exit the parking lot.

PICK-UP (2:30-2:45pm)

Utilizing the Loop:

Vehicles must enter the school parking lot staying to the right of the planter in the center of the entrance to the lot. Upon entering the lot take an immediate left and travel clockwise around the building. Please drive slowly (no more than 5mph) and cautiously. As you follow the perimeter of the building it will loop around and eventually spilt into 3 travel lanes. If you are first in line in your designated lane, please pull as far forward as possible and place your vehicle in the “park” position. An NSCS staff member will either escort y9ur child/ren to your vehicle or will motion to you to be ready to receive your child/ren.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop- off process for others in line.

Please wait to move forward until your child/ren has/have been received and the car door is closed. Proceed to exit the parking lot.

Reminders

A Word About Pick-up Tags:

Each family will receive 2 official NSCS issued Pick-up Tags with a number specific to your family. If you have granted permission for others to pick-up your child/ren through FACTS Parent Portal, the office will supply you with additional tags as needed. Any vehicle picking up an NSCS student **MUST** have a Pick-up Tag clearly visible.

If you lose your Pick-up Tag or need a replacement, please see Mrs. Patty Razumny in the school office.

A Word About Walking Your Child/ren Into the Building

Utilizing the drop-off and pick-up lanes during the designated times will allow for the most efficient flow of traffic. If you must come into

the school for any office business, such as being late dropping off or picking up your child/ren (respectively, and after 8am or 2:45pm), or to drop off lunch, or other school related matters/business, please park in a designated space in the general parking lot. DO NOT park in the lanes designated for Drop-Off and Pick-Up.

General Reminders

- The school day begins promptly at 8AM. Students in grades K-8th who arrive after this time will be marked tardy.
- For student safety on our grounds, NSCS provides a 15-minute time frame for Drop-Off from 7:45-8AM.
- Pick-up begins promptly at 2:30pm and ends at 2:45pm. Any student who has not been picked up by 2:45pm will be sent to After School Care and a fee will be charged to the parent's/guardian's account.
- Vehicles are prohibited from driving around the perimeter of the building between the hours of 9AM-2PM.
- Do not enter the Pick-Up lanes prior to 2:15pm as this prevents others from getting in and out of the parking lot with ease.
- Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.

Wenham Campus Drop-Off & Pick-Up Procedures

NSCS WENHAM CAMPUS	
Drop- off & Pick-Up Procedures	
Drop-Off – 7:45-8AM	
Lower Elementary (Early Childhood-1st), 26R Hull Street	
All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. *Please note, that this parking lot can be busy at times with patients utilizing the <i>Center for Balance, Mobility, and Wellness</i> (CBMW) or athletic events. For these reasons, please employ the	

highest level of caution when driving or walking within the parking lot.

Implemented September 2025: Carpool Drop-Off

Pull up to the stairs closest to the tennis courts. Wait until your child has been received by an NSCS staff member. Wait until the child is on the sidewalk and then proceed carefully to the exit. Available only until 8am. After 8am a child MUST be escorted into the building.

Drop-off (and Pick-up) times may require a parent/guardian to walk their child into the building:

When doing so, we ask that vehicles be parked in the area to the right of the parking lot island (on the right as you enter the Brigham Athletic Complex parking lot). Please cross through the parking lot **utilizing the crosswalk**. Once across, please walk along the **lower** sidewalk next to the parking lot and use the stairs closest to the tennis courts. ***The 4 NSCS designated parking spaces by the tennis courts are reserved for families with babies so that they have easier access to the building. OR, students may be dropped off at the stairs where an NSCS Staff member will be stationed.**

We recognize that children may be tardy or have reason to be dropped off after 8am. For these brief times (15 minutes or less) please feel free to use one of the four NSCS designated parking spaces in front of the building closest to the tennis courts. Or, if you prefer, you may park in the back in the spaces to the right of the island as stated above.

When picking up Early Childhood students who are half-day students (Picked up by noon), you may park in one of the 4 NSCS reserved spots. Parents/Guardians must come into the building to receive their child/ren.

Pick-up Procedures – 2:30-2:45PM

Lower Elementary (Early Childhood – 1st), 26R Hull Street

All vehicles are to enter the Brigham Athletic Complex parking lot via Hull Street. Follow the natural flow of traffic, staying to the right of the island. ***Please note, that this parking lot can be busy at times with patients utilizing the *Center for Balance, Mobility, and Wellness* (CBMW) or athletic events. For these reasons, please employ the**

highest level of caution when driving or walking within the parking lot.

Pick-up:

Please pull into the auxiliary space to the right at the bend in the turn. Pull up to the sign that reads, "Student Drop-Off Zone". A NSCS staff will escort your child to the vehicle.

If you are first in line please pull as far forward as possible and place your vehicle in the "park" position. An NSCS staff member will either escort your child/ren to your vehicle or will motion to you to be ready to receive your child/ren.

Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle, unless assisting a child. **For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not leave your vehicle unattended. Unattended vehicles greatly slow down the drop-off process for others in line.

Please wait to move forward until your child/ren has/have been received and the car door is closed. Proceed to exit the parking lot following the natural flow of traffic to exit the Complex.

Please wait to move forward until your child/ren are safely inside the vehicle and an NSCS staff member has given the go ahead for you to proceed and exit the parking lot. Follow the natural flow of traffic to exit the Complex

Drop-Off - 7:45-8AM
Elementary and Middle School: (2nd-8th Grade), Emery Hall

Utilizing the Drop-off Lane on Princemere Drive:

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to enter the small parking loop, and circle around the median so that

you are now heading back in the direction that you just came from (brick buildings are now on the right). This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, "NSCS - Elementary & Middle School" it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the "park" position. Child/ren must exit the vehicle from the passenger side. **Parents should not exit their vehicle once in the carpool line, nor should they exit their vehicle once they have approached the drop-off cones unless assisting a child/ren. For the safety of all children and staff, please do not use your cell phone during the drop-off process.** Please do not exit your vehicle. Unattended vehicles greatly slow down the drop-off process for others in line. Please do not pass other vehicles in line.

Wait to move forward until your child/ren have made their way onto the walkway. Proceed off the campus via Princemere Drive and onto Grapevine Road.

Students will enter the building utilizing the front doors of Emery Hall (doors facing the Quad, green space).

Should you choose to walk your child into the building during the designated drop-off time, or your child is tardy, please park in an available parking space and walk your child into the building through the front doors.

Pick-Up - 2:30-2:45PM
Elementary and Middle School: (2nd-8thGrade), Emery Hall

Utilizing the Pick-up Line on Princemere Drive:

It is encouraged for vehicles to enter campus through the entrance directly across the street from the Bennett Center, on Grapevine Road. Stay to the right and go down the hill. Continue to stay to the far right when you approach the parking lot, traveling straight until you come to a small median just beyond MacDonald Hall (last brick building on your left if entering via suggested entrance). Bear right to

enter the small parking loop, and circle around the median so that you are now heading back in the direction that you just came from (brick buildings are now on the right). This time, stay to the far right of the parking lot (along the buildings). As you approach Jenks Library (last brick building), you will see a feather sign that reads, "NSCS - Elementary & Middle School" it will be in front of a large flight of stairs that runs between Jenks Library and Emery Hall. An NSCS staff member will be near the sign.

If you are first in line, pull up next to the sign and place your vehicle in the "park" position. An NSCS staff member will ensure that your child makes it safely to your vehicle. Students are to enter the car from the passenger's side. **For the safety of all children and staff, please do not use your cell phone during this time.**

Please do not exit your vehicle. Unattended cars greatly slow down the pick-up process for others in line. If you must exit your vehicle to assist your child/ren, we ask that other cars remain patient and do not pull up or pass the vehicle in front of them.

If you must come into the school for any office business, or if you are late picking up your child/ren (after 2:45pm), or if you prefer to pick-up your child from the building please park in an available parking space behind MacDonald, Emery, or Jenks.

Please proceed off the campus via Princemere Drive and onto Grapevine Road.

General Reminders

A Word About Walking Your Child/ren Into the Emery Building:

Utilizing the designated drop-off and pick-up loop will allow for the most efficient flow of traffic during scheduled drop-off & pick-up times for students in grades 2-8. However, we do recognize that children may be tardy, and/or may require a parent/guardian support to carry supplies or get settled into the classroom during the scheduled drop-off time or a parent/guardian may have need to pick-up a child earlier, or prefer to walk into the building to drop-off

or pick-up their child. During these times, for students in grades 2-8 please park in spaces behind MacDonald, Emery, and Jenks when accessing Emery Hall and please DO NOT park in any of the spaces in Fowler Circle.

A Word About Siblings in Different Grade Bands:

If you have children in both grade bands, falling between both of our two different buildings (Early Childhood-1st Grade and Grades 3-8), we ask that you drop off your older child/ren first at 7:45am and then proceed to the Early Elementary building next. Kindergarten and 1st Grade students with older siblings will not be marked tardy until 8:05AM. For pick-up times, we ask that younger children be picked up first.

General Reminders for Both Campuses

- o The school day begins promptly at 8AM. Students in grades K-8th who arrive after this time will be marked tardy, with the exception of Wenham Kindergarten and 1st Grade students with older siblings.
- o For student safety on our grounds, NSCS provides a 15-minute timeframe for Drop-Off from 7:45-8AM.
- o Pick-up begins promptly at 2:30pm and ends at 2:45pm. Any student who has not been picked up by 2:45pm will be sent to After School Care and a fee will be charged to the parent's/guardian's account.
- o Do not enter the Pick-Up lanes prior to 2:15pm
- o Only parents/guardians, and those individuals granted permission by the child/ren's parents/guardians, may pick-up a student from school. To grant others permission to pick-up your child/ren you must complete the Authorization Form in your FACTS Parent Portal. No child will be allowed to leave school grounds with any adult other than a parent/guardian or individuals who have been granted permission from parents/guardians through the FACTS Parent Portal.

Before School Care (7:30am)

The arrival time for all students is 7:45am. However, should you need before school care, please speak to the office manager on your respective campus. There is a \$10.00 fee per morning for this service that should be paid upon drop-off.

Snow Days

Notification of school closings due to inclement weather or other weather-related emergencies will be posted on our Facebook page, our school website www.nschristian.org. A parent alert notice will be sent from the school office via text, email, or voice call.

A specific announcement will be made when NSCS will not be in session. In the case of midday weather emergencies, when children are already at school parents will be notified using our *Parent Alert System* and will receive a text, email, and voice call.

Cancelling school can be a very tricky business. Not every town represented in our school community receives the same amount of snow. If we decide to hold classes and you feel that the conditions in your area or your commute are too treacherous, please call the school and let us know your plans. If it is the case that your area received more snow and/or your school district was in fact cancelled, you have the option to stay home, and we will count it as an “excused absence”.

Winter Driving

Winter driving can be very challenging and we ask that everyone be patient and cautious when trying to navigate the hill (Lynn campus) and our parking lots. If the hill is snow covered, please use caution when driving up slowly and do not stop, even if you start to spin. Stopping anywhere can create serious problems for all of the drivers behind you who are trying to maintain their upward momentum to reach the top.

After School Care

This program was established to serve the needs of working parents/guardians who desire a supplementary program in a Christian environment for the children who are enrolled at NSCS in grades Pre-School to 8. This after-school care will regularly offer supervised outdoor playtime, homework time, game time, creative projects, and educational activities.

*Please note: From time-to-time, After School Care will provide snacks, but it should be noted that snacks are not the norm, and so parents/guardians are encouraged to provide an extra snack for the

child to have after school. If a child has food allergies of any kind, parents/guardians must provide an appropriate snack should they desire for their child to have a snack after school. NSCS will not provide a snack to any child who has a food allergy of any kind. NSCS does not desire to be held liable for a child consuming food that may produce an allergic reaction.

Goals & Objectives:

- o To provide a safe, structured environment
- o To support children in their efforts to complete homework
- o To build lasting friendships

Registration and Enrollment Fee Policies

- o Parents are asked to register their child in advance for participation in the After School Care.
- o Registration must be completed by 1:00 p.m. each day. Contact the Wenham Campus office at (978) 867-6400 if your student is enrolled as a student on the Wenham Campus. Call the Lynn Campus office at 781-599-2040 if your child is enrolled as a student on the Lynn Campus to register for after-school care.
- o Students at NSCS are expected to be picked up by 2:30pm each day. If a student is not picked up by 2:45pm, he/she will be sent to the After School Care and parents/guardians will be billed via FACTS and charged for the use of After School Care.

Payment

- o Charges for use of After School Care will be billed through FACTS.

After School Care (ASC) Release Procedure & Afternoon Pick-up

- o Each child must be signed out daily by a parent/guardian or designated pick-up adult that has been recorded through FACTS. Pick-up is at or before 5:30pm each day unless otherwise noted.
- o Parents/guardians or designated pick-up adults that have been recorded through FACTS must come inside or to the playground (as appropriate) to pick up their child/ren.
- o The parent/guardian must give permission by note or phone call, before a person other than the parent or authorized persons listed on the child's emergency contact list may pick up the child.

- o If we do not recognize the adult who is picking up the child, we will ask for a picture ID to verify identity prior to releasing the child.
- o If a note or phone call from the parent is not received or if the identity of the adult is in question, we cannot release the child to that person. In that case, we will call you to determine a path forward.
- o Parents/guardians picking their children up after the doors are locked are instructed to ring the bell at the front door and wait to be “buzzed in” or to call the phone number posted on the front door of each campus.

The ASC program ends at 5:30pm each day. All students must be picked up by 5:30pm unless there is a personal emergency and the staff has been contacted in advance. Parents/guardians who pick up their children after 5:30pm will be assessed an additional fee of \$12 per 15 minutes after 5:30pm.

Students who repeatedly are disruptive to others and/or exhibit unacceptable behavior may lose the privilege of attending the ASC program. Parents/guardians will be notified if their child is exhibiting these behaviors in accordance with the school’s discipline policy.

After School Care Rates:

\$12/Block

Block 1: 2:45-3:30PM

Block 2: 3:30-4:30PM

Block 3: 4:30-5:30PM

*Please note: A \$12 late fee will be applied if a child is picked up after 2:45PM, and before 3:00PM.

*Please note: An additional \$12 will be applied for each 15 minutes that a parent/guardian is late picking up their child after 5:30PM.

Attendance and Promotion

Tardy Policy

Students may enter the building at 7:45 a.m. or earlier if they attend Before School Care. All students who arrive after 8:00 a.m. are considered tardy and must report to the main office before going to class. A warning notice will be given to any student/parent who is tardy to school five (5) times for each half term. A parent meeting may be requested to resolve the problem of excessive tardiness. Please note, 5 tardies equals one absence.

Absence

All students must be in school by 8:00 am every day unless they are ill or there are extenuating circumstances. Please make every effort to schedule doctor and dentist appointments outside of school hours.

- o The school must be notified by 8:00 a.m. if the student is going to be absent. If no contact is received by 8:30, parents 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.
- o On the day that the student returns, a note explaining why the student was absent must be signed and sent in by the parent/guardian.
- o Students who are absent for more than three (3) consecutive days must bring a note from a doctor or it will be considered unexcused.
- o Excessive tardiness and absences may result in failure for the year. In addition, a parent meeting may be requested to resolve the situation.
- o Students with an excused absence will have a number of days to complete this work equal to the number of days they were absent.
- o Teachers need a day's notice in order to prepare work for students to do at home (in the event of extended illness).
- o Five or more absences in a quarter will require a parent meeting. Five tardies equals one absence.
- o Those with 10 or more unexcused absences in a trimester will be considered truant, and subject to a meeting with the principal, or the Head of School. Additionally, families may be referred to other appropriate agencies (such as DCF) should circumstances indicate this is acting in the best interest of the child.

Parent/guardians should make every effort not to miss school for family vacations. Please notify the school if this is unavoidable, providing at least 2-weeks' notice.

Excused Absence

- o 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.
- o 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 manager 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.

Criteria for Promotion

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

- o 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).
- o Have a minimum total numeric average of 70%.
- o Have no more than 18 unexcused absences.
- o 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.

General Information

Classroom Celebrations

North Shore Christian School's approach to holiday celebrations is religious and spiritual in nature. Halloween, Santa Claus and the Easter Bunny are not part of our holiday celebrations at school.

Concerts

There are two concerts presented each year, one in December and one in May. Members of the chorus (grades Kindergarten-8th Grade) receive grades for their work, which includes participation in weekly instruction, rehearsals, and attendance at both concerts. There is a separate dress code for concerts which is issued by the choir director and must be adhered to by all program participants. Students in Kindergarten-8th Grade are required to attend each concert and remain for the entirety of the concert.

Lost and Found

All students are encouraged to have their names on all of their possessions. Found articles may be placed in the "Lost and Found" box in the hallway. Unclaimed articles will be placed in the "uniform swap" or donated to charity at the end of each trimester.

School Lunch Program

School Lunch Program Details

- Parents purchase lunches in advance by choosing from the menu posted on FACTS (parent portal or NSCS App). Lunch is ordered on a monthly basis.
- If a hot lunch is provided for a child who forgets a lunch (if there is extra that day), parents will be charged the appropriate lunch fee.
- Every effort is made to provide a peanut/nut free menu.
- A credit will not be issued if school is cancelled for inclement weather, or a child is out sick,
- Credits will be issued if a field trip that is planned after an order has been submitted.

- NSCS encourages parents/guardians to pack lunches that do not require being heated up. The lines get quite long and we desire to have the students maximize their time eating. A microwave is available on select days of the week. Please check with your child's classroom teacher to learn which days your child is able to take in a "heat-up" lunch.

Lunches and Snacks

Students may bring their own bag lunches, or they may pre-order from the lunch menu. Parents/guardians are asked to keep sweets to a minimum. Please note that NSCS is not a nut-free or allergen-free facility. Classes may however institute a nut-free/sensitive policy based on the needs of the students enrolled that year. If your child has a food allergy, the school office should be notified as well as notation made on the emergency health information for your child in your family portal. A note also must be sent to the child's teacher stating the nature and severity of the allergy. Please inform your child's classroom teacher(s) if there are foods that your child must not eat or come into contact with. On certain days, snacks or treats are sometimes shared, especially on student birthdays.

*Please note: If your child has a food allergy of any kind, we ask that you provide a special snack to be kept at school so that when there are special classroom celebrations or birthdays your child is able to have a snack. NSCS will not provide a snack to any child who has a food allergy of any kind. NSCS does not desire to be held liable for a child consuming food that may produce an allergic reaction.

Recess

Outdoor, supervised recess (weather permitting) is an integral part of each school day. Students should wear shoes/sneakers that are made for activity. Students may play in designated play areas as defined on each campus.

We expect all students to be properly attired for outdoor weather. New England weather can be extreme and so parents/guardians are encouraged to provide their child/ren with appropriate outerwear. Jackets, sweaters or sweatshirts in layers are necessary on wintry and cold days, mittens and boots are also strongly suggested. We will make every effort to go out for recess every day.

Winter Weather Recess: When there is snow, we only allow students to play in the snow if they are properly attired. This includes snow

pants, boots (worn only outside and not in the school building) hats, and gloves/mittens. Students will go out every day, except when the temperature or wind chill is 20 degrees or below.

Warm/Hot Weather Recess: Students will be allowed to take their water bottles outside to recess, and depending on the heat index, recess may be shortened.

** The administration will make a call as to whether recess will be indoors due to inclement weather.*

School Pictures

Office Managers will communicate dates school photos are scheduled to be take, Individual (required) and sibling and family photos (optional) are taken in the fall of each year. On this day, uniforms are not required, though the clothing worn to school must conform to our standard of modesty, propriety and neatness.

Sports

Lessons learned on the playing fields are the extension of our classroom instruction. In all aspects of our athletic program there is an emphasis on nurturing overall fitness, physical skills, self-confidence, sportsmanship, and teamwork. Athletics provides students with the opportunities to learn valuable character lessons in humility, grace, perseverance and even forgiveness. Students in Grades 5-8, in good academic standing, are welcomed to participate in after-school sports. Students may participate in co-ed Soccer in the Fall and / or Girls or Boys Basketball in the Winter. Everyone plays and every position is valued. We believe that losing is equally as instructive as winning. Our goal is to develop the student athlete who is successful on and off the playing field. Games with other schools are scheduled during these seasons. There is a fee for each player. Students need to be in compliance with academic and behavior standards in order to be eligible to participate.

Textbooks

Textbooks are surprisingly expensive. It costs between \$40-\$60 per book to purchase the texts we use and the costs continue to increase. Lost or damaged texts must be paid for by the family.

Technology

Each classroom is connected to the Internet. While NSCS has protective blocks in place, we also recognize that we cannot monitor the use of technology at all times. And for that reason, our Middle School students will be required to sign a contract similar to the one below.

The following protocols are in place for student usage of computers and the internet:

- Student use of the internet is to be for research or learning purposes only.
- Students may not connect to social media sites such as Facebook or other similar sites, on-line game sites, role-playing sites, chat rooms or otherwise.
- Students may use the school computers to check their e-mail accounts when it is part of a class activity (pen-pals in other schools, letters to individuals, groups or organizations connected with a unit of study)
- Students who connect to a site deemed inappropriate, pornographic, racist or otherwise objectionable will immediately be reminded of school expectations and will be removed from class and sent to the principal for further action.
- NSCS utilizes Securly, a web-based filtering and classroom management platform, to help ensure a safe and focused digital learning environment for middle school students. Securly Filter is uniquely designed for K-12 learning environments and is used to block inappropriate content and generate reports on internet usage. Securly Filter is active on any device connected to the internet using a school email address issued to middle school students, whether at school or at home. In addition, Securly Classroom provides teachers with a realtime view of student activity during class. This tool enables faculty to monitor screens, restrict access to specific websites, and block sites unrelated to an assignment. These features are intended to support students' focus, limit distractions, and promote engagement in classroom activities.

NSCS Middle School Digital Citizenship Contract

- o I will respect myself and others when I am online.
- o I will use kind and uplifting words towards others.
- o I will make encouraging and insightful comments and suggestions when a classmate shares their work with me.
- o I will not change or alter anyone's work without their permission.
- o I will always stay focused on the task my teacher has given me.
- o I will not access other websites that are not school related.

- o I will not use any personal social media sites (Facebook, Twitter, Instagram, etc.) on school or personal devices.
- o I will respect the copyright and be sure to cite all pictures and sources that are not my own work.
- o I will use Gmail group message appropriately when working on a class group project. I will not use the group message outside of school for personal discussions.
- o I will protect my private information (password) from others. I will remember to always log out of my account and not share my password.

Consequences

When a student breaks one of the elements in the contract written above, the student will receive a consequence. NSCS is working to instill in our students a desire to be good digital citizens and to respect the privilege of being a digital citizen. Listed below is the order of consequences.

First Offense: Discussion with student and notification to parent
 The teacher will discuss with students the importance of respecting and abiding by school digital use expectations. Parents will also be notified to follow-up discussion with their child at home.

Second Offense: Loss of Chromebook/device
 The student will lose the use of their Chromebook/device for the specific content area it was being used for, again, parents will be notified.

Third Offense: Impacts your Grade on a Specific Assignment
 The teacher will decide the scale of points.

School Phones, Cell Phone and Smart Watches

With the increase of students having personal cell phones or smart watches, it has become necessary for NSCS to update our Cell Phone and smart watch Policy. As a general rule, student use of cell phones and smart watches during the school day is not permitted. There may be field trips or class activities when the supervising faculty member deems the use of cell phones or smart watches appropriate. If parents need to relay information to their child during the school day, please contact the campus office, and the Office Manager will relay the message to your child. Please see the specifics of the NSCS Cell Phone and Smart Watch Policy detailed below.

Cell Phones and Smart Watches

Students who will be bringing a cell phone or smart watch to school must have a “Cell Phone or Smart Watch Possession Form” filled out and signed by a parent/guardian. This form can be filled out online via a Google Form sent by the Dean of Students. Please notify the student’s homeroom teacher if a paper copy of this form is needed.

- o Cell phones and smart watches must be handed in to homeroom teachers when students arrive in the homeroom each morning. Cell phones and smart watches must be in “off” or “silent” mode before being handed in. Homeroom teachers will store cell phones in a pocket storage holder inside of a closet or cabinet/desk. No students will have access to the cell phones during the school day. Students will receive their cell phones/smart watches at the end of the school day at the start of carpool.
- o Unless explicitly allowed by a staff member for classroom purposes, headphones and other listening devices (earbuds) may only be used before and after school hours.
- o If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
- o If a parent needs to contact a student or leave a message for them, they should call the main office.

If students violate the school’s cell phone or smartwatch policies, the following may occur:

First offense: The student’s cell phone or smart watch will be in the possession of a staff member then held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.

Second offense: The student’s cell phone or smart watch will be confiscated and held in the main office until the end of the school day. The student’s parents will be contacted and informed of the refusal to follow the school’s cell phone or smart watch policy. The student will receive their cell phone back at the end of the day and after the parent has been informed.

Third offense: The student’s cell phone or smart watch will be confiscated and held in the main office until the student’s parents are able to come to pick it up. The student will be prohibited from bringing their cell phone back on school grounds for two weeks.

*The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment behaviors of other students may result in immediate suspension or expulsion

School Evacuation and Lock Down and fire Drill Procedures

We are committed to safeguarding the safety and welfare of every single child in the school every day. Parents should be aware that we regularly practice fire drill evacuations and that we also have a building evacuation and a lock down plan in place and operable should they ever become necessary. The Commonwealth of Massachusetts requires by law all teachers to be especially vigilant and responsible in the matter of child welfare, and NSCS is committed to that mandate. We are also committed to helping students tend to everyday injuries and illnesses that might occur while at school. This also requires that we have from every parent/guardian in the school a telephone number, preferably a personal cell phone, where they may always be reached during the school day. NSCS employs the ALICE approach to evacuation, shelter in place or lockdowns. Our faculty and staff are trained annually on this approach.

ALICE Enhanced Lockdown Procedures

*Please note that our Wenham Campus has immediate access to 24/7 Police on the Gordon College Campus and will utilize Gordon's safety personnel and protocol. To view the Emergency Response, [click here](#).

Lynn Campus:

The ALICE enhanced lockdown procedure utilizes proactive, options-based response strategies if faced with a violent critical incident. These strategies empower individuals to be active participants in their own survival in the face of violence. Both faculty and students have been trained in how to respond to a violent critical incident using one or more of the following strategies. The following strategies are broken up into Awareness and Communication strategies and response options:

Alert: Alert is your first notification of danger. It involves recognizing signs of danger and receiving information about the danger from others. It can be as simple as accepting the announcement about an intruder or hearing the sound of a gunshot.

Lockdown: If evacuation is not a safe option, barricade entry points. Use items near you to fortify the entry points to make it difficult for anyone to enter. Prepare to evacuate or spread out in the room and prepare to counter, if necessary.

Incorm: Communicate real-time information about the violent intruder's location. Use clear and direct language via any communication means possible. Do not use code words, and relay as much information as you can so that those involved are empowered to act as the situation requires.

Counter: When in close proximity to the violent intruder, create noise and movement, using distraction to reduce the shooter's ability to shoot accurately. Countering is not fighting. Counter focuses on distraction and control techniques that leverage strength in numbers and the element of surprise.

Evacuate: When safe to do so, run from danger, using non-traditional exits if necessary. Rally points are predetermined and included in

Fire Drills

Fire drills occur, unannounced, 5-6 times per year. Some of these may be scheduled by the school administration, but random and unannounced visits from the local Fire Departments also occur. Each teacher must have a fire drill plan and class roster posted in the room near the exit door of each classroom. Following the drill, administration will give the all clear to reenter the building once deemed safe by the local authorities if they are present for the drill.

HEALTH

Student Emergency Forms

Each year, every student who is enrolled in the school is required to have a current emergency and health information form on file in the school office which is downloaded from FACTS. In the case where there are multiple children from a family enrolled here, we need a separate form for each child.

It is crucial that you provide the following information is included on your family portal for each child in our school:

- A telephone number – land line or cell phone – where we may **always** reach you in the event of an emergency during school hours. If your employer does not permit you to use your cell phone during work hours, please ensure that we know where we can reach you between 8:00 a.m. and 2:45 p.m. If your child enrolls in either the Before School or After School programs, we will need the same phone contact information.
- The name of someone we can contact in the event of an emergency when we are unable to contact you. It is advisable that you inform this person that you are listing them as a

contact so that they are not surprised or confused if they receive a call from NSCS.

- Your health insurance information.

Student Illness/Communicable Diseases

In all matters of health, the school will be guided by the rules of the Massachusetts Department of Health. Protecting the health of the children is also the responsibility of each parent/guardian. Please do not send your child to school if he/she has a fever, diarrhea, or a deep, persistent cough.

- It is requested that a child be kept home if there are signs of illness.
- A child should be fever-free and vomit free for 24 hours prior to returning to school.
- If a child becomes ill during the school day, the child's parents/guardians will be notified to come and take the child home.
- If a child contracts a communicable disease, such as fifth disease, chicken pox, strep throat, conjunctivitis, or scarlet fever, or if a child contracts louse or any other communicable condition, the office must be notified so that other parents/guardians may be informed.
- If a child contracts a communicable disease, the Commonwealth of Massachusetts requires that the school have a certificate from a doctor or public health service prior to returning to the classroom.

Should there be an outbreak of a more serious illness or infestation, parents/guardians would be notified promptly through a letter sent home and an e-mail on the day that we become aware of the issue. Please note that we will always safeguard the privacy of our students and their families. We ask that parents respect each other's privacy and not request this information from us.

Head Lice

NSCS policy supports the Center for Disease Control (CDC). Lice will not go away without the full cooperation and persistence of our parents/guardians, and so if there is a case of lice in the school parents/guardians will be notified and asked to be diligent in checking their child each day for lice and/or nits. Additional information about head lice is available through the CDC and by clicking here. [Head Lice](#)

Injury

In the event of an injury during the school day or during a school sponsored after-school activity, the staff of the school will administer appropriate first aid. If the injury is considered to be beyond the normal bumps and scrapes of everyday life here, the parent/guardian will be notified and an accident report will be filed in the office. If the injury is serious and the staff determines that a doctor or emergency room personnel should see the student, the parent/guardian will be contacted immediately. For that reason, it is essential that all parents/guardians list a phone number on their child's health form where they may always be reached in the event of an emergency.

Insurance

Parents/guardians are reminded that the Commonwealth of Massachusetts requires health insurance for all citizens. Your insurer's information should be clearly noted on your child's Emergency Form.

Medication

Parents/guardians and families should understand that we follow the protocols and procedures established by the School Health Department for the City of Lynn and the Commonwealth of Massachusetts. Our status as a private and independent school does not exempt us from following these important procedures and policies. It should also be understood that we do not have trained medical personnel (a school nurse or physician) on the premises at any time. Staff members are not permitted to administer any ordinary medical treatments.

1. ALL medications must be left in the office. NO medication is permitted in classrooms or lockers unless advised by a medical professional such as one needing an epi-pen. Children may not be given the responsibility of administering his/her own medication including Tylenol, inhalers, vitamins, etc. This is a state requirement.
2. NSCS will not administer any prescription or non-prescription medication to any child without parental authorization that indicates that the medication is for the specified child. All medicine will be stored in the office. For NSCS to administer any prescription medication, it must be in the original container specifying the child's name, the dosage, the number of times per day and the number of days the medication is to be administered.
3. The school will not administer any medication contrary to the directions on the original container unless so authorized by a

written order of the child's physician. NSCS will maintain a written record of the administration of any medication, prescription or non-prescription, to each child which includes the time and date of each administration, the dosage, the route, the name of the staff administering the medication, and the name of the child.

4. In the event that a student seems to require any additional treatment or medical attention beyond that described above, we will contact the parent/guardian to determine the appropriate course of action.
5. Because of the possibility of a medical emergency requiring emergency transport to a nearby health care facility, we ask that the office staff be informed via the student health/emergency form of all medications that he or she is currently taking.
6. Parents/guardians may come to the school to administer their child's medication when it is deemed necessary.

Early Dismissals

In general, we discourage early dismissals unless there is an appointment or unexpected situation that warrants the dismissal. Parents must notify the office and teacher (written note or phone call) by 8:15am if their child is to be dismissed early, except when there is an emergency or unexpected circumstance.

School Calendar

The school calendar is available on our website with tentative dates of important events in the life of our school. Of course, there will be many other individual classroom events and celebrations. Please check your child's weekly classroom newsletter as well as *the school calendar* regularly, found at www.nschristian.org under the tab entitled *NSCS Families*. Other important and up to date information may also be found here.

School Wide Newsletter

On Friday afternoon of each week (typically) that school is in session the *All-School Newsletter* is e-mailed to each family. Updates to school events are posted in the school newsletter. It is extremely important that each family read the newsletter to keep current with important all school happenings.

Parent/Guardian-Teacher Communication

During the school day teachers, tutors, and parent/guardian volunteers are expected to give their undivided attention to students. This is extremely important to the safety, well-being, and instruction of children. At the same time, we all believe that healthy

communication between teachers and parents/guardians is essential to a positive educational experience for our students. For this reason, teachers will arrange to talk personally or email with parents/guardians either before or after school hours at a mutually convenient time. Each teacher will communicate to their students and their families scheduled afterschool hours that they are available for afterschool help and parent/teacher communications at the beginning of the school year.

The following guidelines will help with positive communication when a parent/guardian needs to contact a teacher:

- o Email the teacher directly
- o Call the office and leave a message for the teacher.
- o Write a note to the teacher to be delivered via the child.

Teacher Conferences

Parent/guardian-Teacher conferences are scheduled twice during the year as indicated on the school calendar. Parent/guardian attendance is required. Parents/guardians may contact the teacher with any concerns that may arise.

Grievance Policy and Procedures

It is always our hope and goal to maintain excellent and vital communication with parents/guardians in order to resolve quickly and fairly any issues that arise. However, in the event that a situation develops in which a parent/guardian feels a lack of adequate resolution of a problem, the following grievance policy and procedure has been implemented at NSCS:

- o In the case of a concern a parent/guardian may be having with a classroom or subject teacher, the parent/guardian should first speak directly with the teacher involved.
- o If the initial contact fails to produce a mutually satisfactory conclusion, the parent/guardian may then contact the principal for further assistance.
- o If the issue is still unresolved, steps are available, as needed, to resolve the conflict satisfactorily and in the following sequence:
 1. A meeting with the principal and the parties involved.
 2. A meeting with the Head of School and all other parties previously involved.
 3. A meeting led by the Board of Directors with the parties involved. Following this meeting, the Board will make a final adjudication.

In the case of grievances regarding financial policies or procedure, the parent/guardian must first contact the Director of Finance. If the situation cannot be mutually resolved after this contact, the matter will be brought to the attention of the Finance Committee for final adjudication.

ADMISSIONS

Notice of Non-Discrimination

North Shore Christian School is a non-profit organization that welcomes and admits students of any race, color, nationality, or ethnic origins to all rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, athletic or other school administered programs.

A parent/guardian interested in North Shore Christian School may schedule an interview and school tour with the Director of Admissions. At that meeting the parents/guardians will be given admissions information. All students will be tested or screened prior to admission. After reviewing the screening results and school records, the Admissions Committee will make a decision concerning acceptance. The parent/guardian(s) will then be notified of the decision. North Shore Christian School strives to ensure that every student that is accepted to the school will have the opportunity to be successful. We take time and careful consideration over each and every student who applies, making sure this is the right place for them, and they are the right fit for NSCS.

There is a non-refundable application fee.

Preschool - Kindergarten Admissions

Kindergarten applicants must be five years old by September 1st of the year of application. Early Childhood (Preschool & Pre-K) applicants must be at least 2.9 years old and toilet trained for admissions consideration into our Early Childhood program. Enrollment is on rolling-admissions.

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 \$100.
- Copy of child's birth certificate.
- Copy of child's most recent report card.
- Copy of the child's most recent standardized testing report/s if applicable.
- Copy of child's IEP if applicable. *Please note: An additional fee will be charged for Academic Support Center use.

3. Admissions Screening and Interview

Once an application is received, the Director of Admissions will confirm:

- An academic screening (plan 20-30 minutes for Pre-Kindergarten and plan 45-60 minutes for Kst-8th Grades)
- A classroom visit (1-3 hours for Preschool through Kindergarten; Full day for Grades 1-8)
- Parent interview with a member of the Admissions Committee (this may take place during the initial tour).

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.

Enrollment

Once a child has been accepted for the current school year, online enrollment paperwork and a non-refundable deposit of \$500 is required. A complete health and immunization record are required to complete the enrollment process prior to the start of school.

Re-enrollment

Re-enrollment for returning students will begin each year by March 1st, one month before new applications are accepted. To hold your child's place, completed enrollment forms and a non-refundable \$500 deposit of tuition is due by the published re-enrollment deadline. Financial Aid applications must be completed in entirety prior to completing enrollment.

Sibling Applications

Siblings who wish to enroll or transfer to NSCS must fill out an application and be accepted before enrolling. Though every effort is made to accept siblings of families who are already in the school, there can be no guarantee of sibling admission. Parents/guardians who do not accept an opening during a given year cannot be assured that the same opening will be available at a future time. Enrollment opportunities will vary from year to year depending upon the changing number of returning students and sibling applicants.

FINANCIAL POLICIES

Tuition

North Shore Christian School makes every effort to keep tuition as low as possible, while remaining fiscally prudent and ensuring an excellent education for your child. While tuition payments alone do not cover the full cost of educating students, they are the primary source of the school's funding, and we very much rely on your timeliness and faithfulness in making payment, to in turn, manage NSCS's expenses. We trust you will partner with us in this.

Enrollment Process and Tuition Payments

Upon acceptance to NSCS, a completed online enrollment form and a non-refundable deposit/tuition payment of \$500 must be submitted via the FACTS. Payment plans are available and are detailed on the NSCS enrollment forms.

NSCS partners with FACTS Tuition Management to collect tuition payments. FACTS allows you to make payment via direct-debit, check or credit card (an additional fee applies). *We strongly encourage the use of direct debit from a checking or saving account to ensure timely payment.* Each family at NSCS is required to enroll with FACTS, providing an up-to-date and valid method of payment and communication (phone or email address).

FACTS provides:

- o 24-hour access to your account and billing information through your parent portal or the NSCS App.
- o Reminder notices of impending tuition due
- o 24-hour customer service from FACTS Service (866) 441-4637 and invoicing in 15 different languages
- o Online re-enrollment

Financial Aid

Financial aid is available for families of *full-time students* who demonstrate financial need as determined by FACTS, a financial aid processing company. Financial Aid forms must be filled out online. The application 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 the chances of receiving aid, if qualified. *For a financial aid application to be reviewed, the FA processing fee must be paid in full and all required supporting documents submitted to FACTS.* Deliberately reporting false or misleading information will result in the immediate revocation of all financial aid.

When all supporting documents are received and payment made, FACTS will process the completed application and provide NSCS with an assessment of financial need. The Finance Committee uses this assessment to determine your Financial Aid Award, and families will be notified in writing regarding the school's decision. Processing may take up to 10 days after FACTS has received a completed application (with tax documentation) and an additional two-three weeks after NSCS receives the reviewed application from FACTS. 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 calendar days, NSCS reserves the right to revoke financial aid. Reinstatement of financial aid would then need to be approved by the Tuition Review Committee.

On Time Re-enrollment Policy

To support NSCS's ability to effectively plan for the school year, NSCS provides a financial incentive to encourage early enrollment for re-enrolling families. The \$250 re-enrollment fee will be waived for all families who return both a completed, signed re-enrollment form and the \$500 deposit by the first enrollment deadline. Any student re-enrolling after this date or who does not fulfill all the re-enrollment requirements by this date will be charged the \$250 re-enrollment fee. For the purposes of this policy, a re-enrolling family is a family whose child attended NSCS in the preceding school year.

Early Withdrawal

Should you decide to withdraw your student prior to the start of school and prior to July 1, you will be refunded all tuition paid to date with the exception of your non-refundable deposit and any FACTS fees owed (Smart fee, late fees, bank fees). *Should you decide to withdraw after July 1 and before the first day of school, you will be responsible for 50% of the tuition for the year. After the first day of school, in accordance with your signed enrollment agreement, you will be responsible to pay the entire tuition for that school year.* Withdrawal requests must be submitted in writing prior to the withdrawal deadline to the Business Office.

General Billing Policy

- Prompt payment of bills is required.
- Checks returned for insufficient funds are subject to a service fee by FACTS (see FACTS guidelines for current fee).
- The first tuition billing for the school year must be paid before the child can be registered for the upcoming school year.
- Prior year balances, including tuition, after-school care, enrichment activities and all other school charges, must be paid in full before a student may re-enroll and begin school the following year. At the discretion of the Director of Finance, prior year balances may be added to your new FACTS account.

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 tuition, after-care, community service hours not served, and any other outstanding charges).

Late Payments and Special Payment Plans

If financial difficulties arise which may cause you to fall behind on tuition payments, immediately contact the Director of Finance to arrange a special payment plan, with a view to completing all tuition payments by May. The Director of Finance will need a copy of any request for a special payment plan in writing to present to the Tuition Review Committee (TRC) for approval. A meeting in person with the Director of Finance may be required, and you will be notified in writing or by phone of the outcome of your request. Enrolling in direct debit will be a requirement of any special payment plan approval.

Delinquent Tuition Policy

1. Tuition and all other payments owed NSCS are in arrears if not paid by the first business day after their due date, according to your payment plan. This applies to new and re-enrolling students.
2. On the first business day any tuition becomes overdue, FACTS will notify the party in arrears by phone or email of tuition overdue. This letter will include an invoice for full payment of the amount in arrears due within thirty (30) calendar days.
3. After 60 days, you will receive a letter or a call from the Director of Finance requiring you to enter into a plan for repayment of overdue tuition to ensure continued enrollment at NSCS.
4. If a tuition payment remains overdue for more than sixty (90) calendar days, and no plan for repayment has been agreed upon with the TRC, the privilege of the affected student (s) to attend NSCS is revoked as of the 61st calendar day of the arrearage. Full payment of the amount in arrears must be made prior to the student being allowed to return to school.
5. If tuition is overdue for current or formerly enrolled students and there is clear indication of: (A) non-responsiveness to attempts by NSCS to arrange a suitable payment plan; or (B) considerable delinquency in meeting the obligations of an agreed-upon payment plan, NSCS reserves the right to send the party in arrears a demand-for-payment letter. NSCS reserves the right to forward the collection of tuition 90 days past due to a professional collections' agency and/or small claims court. This will include notification to the local and national credit bureaus and may include employing legal resources if deemed necessary. Additionally, any legal or other fees incurred by NSCS as a result of the collection of delinquent accounts will become the sole responsibility of the delinquent guarantor (the party who assumed contractual responsibility upon enrollment).
6. If any accounts are not fully paid at the end of the school year, NSCS will hold all school records and grades until payment in full is made.

Tuition & Financial Aid Review Committee

The Tuition Review Committee (TRC) is charged with reviewing financial aid appeals and all accounts over 60 days delinquent.

Credit Card Policy

In order to make paying on time more accessible and convenient, NSCS accepts major credit cards as a form of payment. Credit card

payments can be accepted for any or all types of charges with the following stipulations:

- Tuition payments may only be charged to a credit card through FACTS and a fee will apply.
- No handling fees will be charged for fundraising monies, gifts or donations.

Gifts-Partnership Funds

Tuition payments do not cover the full cost of educating students, other sources of funding are vital. 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. You may also request through the Business Office to have additional funds automatically taken out each month, In addition to your tuition payments, that are allocated to our operational budget. For instance, you may decide to have an extra \$5.00 taken out each month and donated to NSCS. All donations are tax deductible.

Office and Administrative Information

Community Work Hours

Parents are expected to take on various responsibilities to serve the community of North Shore Christian School. The first area of involvement is through our *Community Work Hours*. Parents are required to complete 20 hours of community service (10 hours for single parent family households). A \$200 fee will be assessed if the hours are not completed. Should you choose to opt out of performing your work hours at the beginning of the school year, the fee will be reduced to \$180 and charged to FACTS.

Here is how the program works:

1. Prior approval by either your child's classroom teacher, administration, or Parent Teacher Fellowship President or Vice President must be obtained before starting the task.
2. Your child's classroom teacher will track your community work hours in the FACTS portal for your family and so make sure that you communicate your hours served. Reading, chaperoning a field trip, and other classroom tasks that support the efficiency of the classroom are factored into your community work hours.
3. Community work hours will follow the fiscal school calendar of July 1 through June 30.
4. Billing for any uncompleted work hours will be done from the office. Each hour unserved will result in a \$10/hour fee billed to your FACTS account.
5. Work hours may be completed on the Lynn or Wenham Campus, regardless of where your child attends.
6. Serving as a Room Parent is an automatic fulfillment of your 20 hours.
7. If you are a licensed contractor, please let our Head of School know. This is a highly valued assist if you are able to assist with minor plumbing, electric, or carpentry repairs.

Additional Information regarding Parent/Guardian Involvement & Community Work Hours

North Shore Christian School welcomes parents/guardian leadership throughout the life of the school. This is a society-governed school. Volunteerism takes varied forms and are typically Ad hoc Task Forces in nature, and also committee based. Below are a few examples.

Admission Ambassadors: Is one area that we would love to partner with our families. There are countless parents/guardians who know that their children need to be in classrooms like ours, but who do not

know that our school is here. In the Fall and Spring, parents/guardians can help us to be a light in our community by inviting families to visit, placing school literature in local churches and organizations, attending Open Houses, and carrying out the role of church liaison with the support of our Head of School, Development Director, Admissions Director, and Principal. Please inquire as to how you can help.

Development Ad hoc Task Force: The Development Office is engaged in many activities that increase support of NSCS from among its constituencies: current and prospective donors, alumni, parents, churches, corporations and foundations, the local community, and the general public. The main function of the Development office is to cultivate and maintain these relationships as we advance the mission of NSCS.

The Development Office oversees the Annual Fund by organizing fundraisers several times each year. The money raised for the Annual Fund (through fundraisers, special events, major gifts, and grants) fills the gap between the actual cost of education and the cost of tuition. Charitable gifts are an important component of our budget because tuition does not cover the cost of educating a child at North Shore Christian School. All gifts are used in the academic year in which they are raised.

Parent Teacher Fellowship: PTF Leaders, President, Vice President, and Secretary serve in the executive roles of our PTF and they rely heavily on our Room Parents who are responsible for helping the teachers with various needs in each classroom.

Throughout the year there are many events that take place at NSCS that necessitates the participation of parents. Each grade will be responsible to help set up, clean up and provide refreshments for one of these events. While most of these events are coordinated by the PTF, we rely on parents' participation to carry out the tasks needed to make these events happen. These tasks help to build community and strengthen the Programs at NSCS. Parent involvement is always appreciated. Each class is assigned a special all school event for which the class will provide refreshments. The room parents organize/assign the refreshment list and related details for this event. Most importantly, Room Parents welcome new parents/guardians into our school community and help them to become familiar with school routines and other parents/guardians. You will hear more about these opportunities at our Back-to-School Picnic and Back-to-School Informational Night.

High School or other School Applications and Recommendations

Recommendations and application forms for private schools your child is applying to can be electronically forwarded to respective teachers/administrators directly from the school one is applying to for admission. Hard copy requests should be submitted to the school office on your respective campus, leaving ample time for completion prior to the receiving school's admission's deadlines. It takes between one and two weeks for such forms to be completed depending on the time of year that the request is made.

Release of Records, Transcripts, and Recommendations

It is the policy of North Shore Christian School to release relevant official school records only after we have sent a permission request to the parent/guardian of the child and received this permission. 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 the new school's request for whatever information is being asked for.

It is our expectation that family accounts will be current with their financial account before Student records are released.

Once we have received permission to release transcripts and cumulative records this is normally what we forward to new schools (including high schools for graduates):

- o the student's medical records
- o a copy of the most recent IOWA-E or other normed standardized assessment
- o a copy of the most recent report card
- o the student's 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, we send the original document wherever it is available and make a copy for our own records. We are required by law to keep a copy of all student records on file.