

NORTHLAKE CHRISTIAN SCHOOL

THINK CRITICALLY • LEAD COURAGEOUSLY • SERVE FAITHFULLY

Secondary Academic Guide

NORTHLAKE CHRISTIAN SCHOOL

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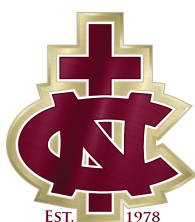
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INTRODUCTION

OUR MISSION

Northlake Christian School is a private, non denominational, non-profit Christian school that exists to assist the Christian community in providing a Christ-centered environment in which faith can be integrated with learning to offer a high quality education for its students from preschool through 12th grade.

OUR VISION

Northlake Christian School will provide children with a loving, encouraging, and challenging environment where they can come to know the character and person of the Lord Jesus Christ and can grow to achieve their fullest potential with an emphasis on affirming their knowledge of the Word of God, their growth in spiritual maturity, and their preparation for good works in the will and to the glory of God.

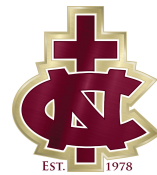
NCS DOCTRINAL STATEMENT

- (A) I believe in the Bible to be the only inspired Word of God and that such Word of God is without error in its original writing. (II Tim. 3:16; II Peter 1:21)
- (B) I believe in one God, eternally existent in three Persons, the Father, the Son and the Holy Spirit. (Gen 1:1-2; John 10:30; John 10:37-38, Rev. 1:8, John 1:1-4, 2 Cor 13:14, Matt. 28:19, 1 Peter 1:1-2)
- (C) I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matt. 1:23; Luke 1:35; Heb. 5:15; Heb. 7:25; John 2:11; Heb. 9:12; Eph. 1:7; Col. 1:14; John 11:25; Acts 1:11; Rev. 19:11-16)
- (D) I believe that for the salvation of lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Holy Spirit are essential. (Rom. 3:19, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5-6)
- (E) I believe in the present ministry of the Holy Spirit by whose indwelling and filling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)
- (F) I believe in the resurrection of the saved and lost, the saved unto life eternal in the presence of God and the lost unto damnation, separated from God. (John 5:28-29)
- (G) I believe in the spiritual unity of the church, which is the Body of Christ, composed of all who have been regenerated through faith in the Lord Jesus Christ. (Rom. 8:9; Col. 3:11; Gal. 3:26-28)
- (H) I believe in the creation of man by the direct act of God. (Gen. 1:26-28; Gen. 5:1-2)
- (I) I believe in the eternal security of the believer. (Romans 8:38-39, Eph. 1:13-14, 1 John 5:13, John 10:28-29)
- (J) I believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. God made sexual intimacy a great blessing in the context of marriage between one man and one woman (only). God made marriage between man and woman both His plan for populating the earth and a picture of Christ and the church. (Gen 1:28, Gen 2:18-25, Eph. 5:22-33, 1 Cor. 7:2-5)
- (K) I believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. I am therefore called to defend, protect, and value all human life. (Ps. 139, Luke 1:44, Genesis 1:27, Psalm 82:3-4.)



THE WOLVERINE WAY

A Wolverine will ... THINK critically.
A Wolverine will ... LEAD courageously.
A Wolverine will ... SERVE faithfully.



A Northlake Christian Wolverine is a person who mirrors the character of Christ and leads others to do likewise, displaying prayerful obedience to the Father's plan, abandoning the kingdom of self for the Kingdom of Heaven, and seeking God's glory over personal convenience, comfort, and benefit -

that is the Wolverine Way.

Our purpose is to help each other achieve God's best for our lives - spiritually, academically, physically, and emotionally. In that process, we hope to manifest and foster these qualities:

- Knowledge of God (Philippians 3:10)
- A personal, practical faith in Christ (James 2:17)
- Quality of character, manifested in the fruits of the Spirit (Galatians 5:22)
- Spiritual discernment in every area of life (James 1:5)
- School spirit evidenced by a commitment to God's purpose at NCS (Col. 3:23)
- An appropriate understanding of and response to authority (I Peter 5:5-6)
- A passion for academic, spiritual, and physical excellence (Philippians 3:13-14)
- A diligent and cooperative attitude (Psalm 133:1)

PROFILE OF A WOLVERINE GRADUATE

"That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither—whatever they do prospers." Psalm 1:3

The Wolverine graduate will THINK critically and be academically prepared by:

- Excelling in academics, developing his or her gifts and talents
- Being fully prepared for the plans God has next, including higher education, workplace, etc.
- Being a lifelong learner who will engage in continuous learning

The Wolverine graduate will LEAD courageously and engage the world as Christ's ambassador by:

- Being equipped to fulfill God's call on his or her life
- Demonstrating Godly leadership in the family, church, and community
- Developing and valuing Godly relationships
- Serving within the community and the local Church
- Fulfilling the Great Commission

The Wolverine graduate will SERVE faithfully and possess a solid spiritual foundation by:

- Professing faith in Christ and walk in right relationship with Him
- Exemplifying integrity and Christ-like character
- Living a life marked by incessant prayer, thoughtful reflection, and righteous living

ACADEMIC PHILOSOPHY

(II Timothy 2:15; 3:16,17)

Northlake Christian School bases its Academic Philosophy on the Bible, God's Holy Word. Since "All truth is God's truth," there is no other foundation upon which to build a curriculum. From this premise the teachers construct their curricular syllabi and work both to integrate and to correlate Biblical understanding with the course work.

Students are encouraged to do their very best for the Lord. Curricula at every grade level are carefully selected. Where electives are possible, students are encouraged to make choices that strengthen their individual talents and abilities. Each student's progress is actively monitored. Students at Northlake Christian School are expected to be diligent and industrious in completing daily assignments, to be thorough in preparing and presenting reports, and to demonstrate a willingness to apply themselves to the academic learning process.

The curricular offerings and the graduation requirements of Northlake Christian School are designed to meet the needs of our students, to comply with the Mission of the school, and to meet and exceed the requirements set forth by the Louisiana Department of Education.

AFFILIATIONS/MEMBERSHIPS

Northlake Christian School is a member of the Association of Christian Schools International (ACSI). We are accredited by the Advanc-Ed/Southern Association of Colleges and Schools (SACS-CASI). We are listed as an "approved" school in the state of Louisiana, and we are members of the Louisiana High School Athletic Association (LHSAA) as a Class "2A" school (based on enrollment).

ACADEMIC ADVANCEMENT

Students are expected to complete the coursework for grades 7-12 in the manner specified by the instructor and/or the course syllabus. Typically, a student who falls behind grade level and does not make up work in a credit recovery program will not be able to continue as a student at NCS.

NORTHLAKE CHRISTIAN SCHOOL – SECONDARY CURRICULUM 2025-2026

NCS's curriculum is designed for the college-bound student, with a wide variety of courses on each level accommodating individual abilities & interests.

JUNIOR HIGH SCHOOL PROGRAM

CORE CLASSES (Math, Science, History, English, Bible)			
		7th Grade	8th Grade
BIBLE		7th Grade Bible	8th Grade Bible
ENGLISH	<i>ON-LEVEL</i>	7th Grade English and Reading	8th Grade English and Reading
	<i>HONORS</i>	7th Grade English Honors and Reading Honors	8th Grade English Honors and Reading Honors
	<i>HIGH HONORS</i>	n/a	English I Honors (HS credit)
MATH	<i>ON-LEVEL</i>	7th Grade Pre-Algebra	08 Introduction to Algebra
	<i>HONORS</i>	7th Grade Pre-Algebra Honors	Algebra I Honors (HS credit)
SCIENCE	<i>ON-LEVEL</i>	7th Grade Life Science	08 Integrated Science
	<i>HONORS</i>	7th Grade Life Science Honors	Physical Science Honors (HS credit)
SOCIAL STUDIES		U.S. and Louisiana History: The Early Years	Making of a Modern America: U.S. and Louisiana from 1800-1900
PHYSICAL EDUCATION		7th Grade Physical Education	8th Grade Physical Education
FOREIGN LANGUAGE		n/a	Spanish I Honors <i>(Students who take Spanish I Honors in 8th grade will have to pass a proficiency test in the spring.)</i>
FINE ARTS/STEM ELECTIVES <i>*Audition/ Application required</i>		Band, Computer Business Applications, Theater, Vocal*	Art, Band, Computer Business Applications, Film Studies, Personal Finance, Project Lead the Way - Medical Detectives, Theater, Vocal*
ACADEMIC ENRICHMENT ELECTIVES* <i>(requires application and additional cost)</i>		Directed Studies	Directed Studies

HIGH SCHOOL PROGRAM

HIGH SCHOOL PROGRAM CORE CLASSES (Math, Science, History, English, Bible)						
		8th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
BIBLE	<i>Required</i>		Bible I	Bible II	Bible III	Bible IV (Capstone or Traditional)
ENGLISH 4 Required	<i>ON-LEVEL</i>		English I or Intensive English I	English II or Intensive English II	English III	English IV
	<i>HONORS</i>	English I Honors	English II Honors	English III, English III Honors or AP Language and Composition	English IV H or English IV DE (6 credit hours)	English V DE (6 credit hours) or AP Literature and Composition
MATH 4 Required	<i>ON-LEVEL</i>		Algebra I or Intensive Algebra I	Geometry or Intensive Geometry	Algebra II	Advanced Math On-Level or Algebra III
	<i>HONORS</i>	Algebra I Honors	Geometry Honors	Algebra II Honors	Advanced Math Honors or Algebra III	Algebra III Dual Enrollment (<i>3 credit hours</i>) or College Algebra/Stats Dual Enrollment (<i>6 credit hours</i>)
	<i>HIGH HONORS</i>	Algebra I Honors	Geometry Honors	Algebra II Honors	Pre-Calculus	College Algebra/Stats Dual Enrollment (<i>6 credit hours</i>) or AP Calculus AB or BC
SCIENCE 4 Required	<i>ON-LEVEL</i>		Physical Science	Biology	Chemistry	Environmental Science or Anatomy Honors or Physics Honors or Chemistry II DE (101 Full Year - 3 credit hours) or Chemistry II/III DE (101 Fall/102 Spring-6 credit hours) or Biology II DE (3 credit hours)
	<i>HONORS</i>	Physical Science Honors	Biology Honors	Chemistry Honors	Physics Honors/AP or Anatomy Honors or Chemistry II DE (101 Full Year - 3 credit hours) or Chemistry II/III DE (101 Fall/102 Spring - 6 credit hours)	Anatomy Honors, Physics Honors, Chemistry II DE (101 Full Year - 3 credit hours) or Chemistry II/III DE (101 Fall/102 Spring - 6 credit hours) or Biology II DE
SOCIAL STUDIES 4 Required	<i>ON-LEVEL</i>		World Geography	World History	American History	Civics
	<i>AP</i>		AP Human Geography	AP World History	AP American History	AP US Government
OTHER CLASSES REQUIREMENTS and ELECTIVES						
FOREIGN LANGUAGE 2 for OL 3 for Honors	<i>ON-LEVEL</i>		Spanish I	Spanish II	Spanish III	
	<i>HONORS</i>	Spanish I Honors	Spanish II Honors	Spanish III Honors	Spanish III Honors or Spanish IV Honors	
PHYSICAL EDUCATION 2 Required			PE I or SPP	PE II or SPP	SPP	SPP
FINE ARTS / STEM ELECTIVES 2 Required <i>*Audition/ Application required</i>			Art, Band (Brass, Percussion, or Woodwinds), Fine Arts, Theater, Vocal Ensemble*	Band, Vocal Ensemble*, Art II, Theater, Media Production, Media Tech, Computer Business, PLTW BioMed or Engineering	Band, Fine Arts, Vocal Ensemble*, Art III, AP Art*, Theater Praise Team*, Media Production, Media Tech, PLTW BioMed or Engineering	Band, Fine Arts Survey, Vocal Ensemble* Art I & II, AP Art*, Theater I & II Praise Team*
ELECTIVES Please see the 2026-27 NCS SECONDARY COURSE CATALOG for more information on courses and programs.		INTERNSHIP OPPORTUNITIES			College and Career ELECTIVES from Concentration	
		Juniors and Seniors may participate in an Internship Programs <u><i>after meeting required application, interview, and approval steps.</i></u> - STEP Program/Education Internship/Education DE - Off-Site Internship - Peer Tutoring - Engineering Capstone Course			STEM Concentration	Computer Animation, Computer Business Application, Engineering Capstone, Multimedia Production, PLTW BioMed, PLTW Intro Engineering, PLTW Principles of Engineering
					Liberal Arts Concentration	ACT Prep, Film Analysis, Intro to Law, Journalism & Editing, Broadcast Journalism, Sports Broadcasting, Psychology DE, World War II/Cold War History
					Business Concentration	Event Planning, Personal Finance, Public Speaking DE
					Ministry Concentration	Praise Band, Leadership

HIGH SCHOOL PROGRAM: College Diploma (TOPS University State Requirements)

SUBJECT	Credits for Graduation	Possible Courses at NCS	Credits for TOPS
English	4	- English I, English I Honors - English II, English II Honors - English III, English III Honors, or AP Language and Composition - English IV or Dual Enrollment English - English V or AP Literature and Composition	4
Math	4	- Algebra I, Algebra I Honors - Algebra II, Algebra II Honors - Geometry, Geometry Honors - Remaining unit from the following: Advanced Math, Advanced Math Honors, Algebra III, Pre-calculus, AP Calculus AB & BC, Algebra III DE, College Stats DE	4
Science	4	- Biology, Biology Honors - Chemistry, Chemistry Honors TWO units from the following: Physical Science, Physical Science Honors, Physics Honors, Biology II DE, Chemistry II DE, Chemistry III DE, Anatomy, Environmental Science	4
Social Studies	4	- Civics or AP Government - American History or AP American History TWO units from the following: World History, World Geography, AP World History, AP Human Geography	4
Foreign Language	2	- Spanish I, Spanish I Honors - Spanish II, Spanish II Honors - Spanish III Honors - Spanish IV Honors (Both units must be in the same language.)	2
Physical Education	2	- Physical Education I - 1 unit - Physical Education II - 1 unit	2
Arts	1	- Fine Arts Survey or ONE unit from the following: Art, Vocal Ensemble, Theater, Band, Praise Band	1
Finance	1	Personal Finance <i>(Students entering 9th grade for the 2025-2026 school year)</i>	1
Electives	2	A variety of courses can meet this requirement.	2
TOTAL	24		24

*** In addition to the above requirements, NCS requires students to take the following:**

- A concentrated Bible course every year of enrollment at NCS
- A core course (English, Math, Science, and History) every year of enrollment at NCS.
- A Fine Arts elective freshman year and a STEM elective or continuation of Fine Arts elective for sophomore year
- A choice of concentration and track no later than junior year

SECONDARY SCHEDULE

Northlake Christian 2025-2026 Secondary Schedule A Week				
Monday - 85 minutes A Day - Periods 1,2,3,4	Tuesday - 85 minutes B Day - Periods 5,6,7,8	Wednesday - 85 minutes A Day - Periods 1,2,3,4	Thursday - 85 minutes B Day - Periods 5,6,7,8	Friday - 85 minutes A Day - Periods 1,2,3,4
7th-12th Grade	7th-12th Grade	7th-12th Grade	7th-12th Grade	7th-12th Grade
7:50 - 9:15 1st Period	7:50 - 9:15 5th Period	7:50-9:15 1st Period	7:50 - 9:15 5th Period	7:50-9:15 1st Period
9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break
9:25 - 10:50 2nd Period	9:25 - 10:50 6th Period	9:25 - 10:50 2nd Period	9:25 - 10:50 6th Period	9:25 - 10:50 2nd Period
10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Chapel/LEAD Group	10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Activity Period/Grade Level Wars/Clubs
11:40 - 1:05 HS 3rd Period	11:40 - 1:05 HS 7th Period	11:40 - 1:05 HS 3rd Period	11:40 - 1:05 HS 7th Period	11:40 - 1:05 HS 3rd Period
11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch
12:15 - 1:40 JH 3rd Period	12:15 - 1:40 JH 7th Period	12:15 - 1:40 JH 3rd Period	12:15 - 1:40 JH 7th Period	12:15 - 1:40 JH 3rd Period
1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch
1:45 - 3:10 4th Period	1:45 - 3:10 8th Period	1:45 - 3:10 4th Period	1:45 - 3:10 8th Period	1:45 - 3:10 4th Period
Northlake Christian 2025-2026 Secondary Schedule B Week				
Monday - 85 minutes B Day - Periods 5,6,7,8	Tuesday - 85 minutes A Day - Periods 1,2,3,4	Wednesday - 85 minutes B Day - Periods 5,6,7,8	Thursday - 85 minutes A Day - Periods 1,2,3,4	Friday - 85 minutes B Day - Periods 5,6,7,8
7th-12th Grade	7th-12th Grade	7th-12th Grade	7th-12th Grade	7th-12th Grade
7:50 - 9:15 5th Period	7:50 - 9:15 1st Period	7:50 - 9:15 5th Period	7:50 - 9:15 1st Period	7:50 - 9:15 5th Period
9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break	9:15 - 9:20 Break
9:25 - 10:50 6th Period	9:25 - 10:50 2nd Period	9:25 - 10:50 6th Period	9:25 - 10:50 2nd Period	9:25 - 10:50 6th Period
10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Chapel/LEAD Group	10:55 - 11:35 Office Hours/Study Hall	10:55 - 11:35 Activity Period/Grade Level Wars/Clubs
11:40 - 1:05 HS 7th Period	11:40 - 1:05 HS 3rd Period	11:40 - 1:05 HS 7th Period	11:40 - 1:05 HS 3rd Period	11:40 - 1:05 HS 7th Period
11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch	11:35 - 12:10 JH Lunch
12:15 - 1:40 JH 7th Period	12:15 - 1:40 JH 3rd Period	12:15 - 1:40 JH 7th Period	12:15 - 1:40 JH 3rd Period	12:15 - 1:40 JH 7th Period
1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch	1:05 - 1:40 HS Lunch
1:45 - 3:10 8th Period	1:45 - 3:10 4th Period	1:45 - 3:10 8th Period	1:45 - 3:10 4th Period	1:45 - 3:10 8th Period

GRADING SCALES and QUALITY POINTS

ON-LEVEL CLASSES			HONORS CLASSES		
Equivalent GPA	Percentage Points	Letter Grade	Equivalent GPA	Percentage Points	Letter Grade
4.00	90-100	A	4.50	90-100	A
3.00	80-89	B	3.50	80-89	B
2.00	70-79	C	2.50	70-79	C
1.00	60-69	D	1.50	60-69	D
0.00	0-59	F	0.00	0-59	F

ADVANCED PLACEMENT AND DUAL ENROLLMENT CLASSES			
Equivalent GPA for DE Classes	Equivalent GPA for AP Classes	Percentage Points	Letter Grade
4.5	5.00	90-100	A
3.5	4.00	80-89	B
2.5	3.00	70-79	C
1.5	2.00	60-69	D
0.00	0.00	0-59	F

OTHER ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ACCOMMODATIONS/MODIFICATIONS

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
- has a record of such an impairment; or is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, NCS recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability will be permitted in any of the programs and practices of the school.

All incoming students who already have a 504/IEP need to contact the Discovery Center to set up a meeting with Mr. VanderVelde to discuss accommodations at NCS.

The school also has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to address the educational discrimination issue through an individual accommodation plan such as:

- preferential seating
- repeated directions
- visual and auditory cues
- a contract detailing specific rules and routines with clearly stated rewards and consequences. These accommodations are set after the 504 teacher/parent/guidance counselor meeting that occurs when the child enters NCS.

ACADEMIC ACCOUNTABILITY PROGRAM (AAP) NCS is an accelerated and challenging learning environment. In order to provide the best opportunity for students to fully meet their potential, some students may be better served with extra attention and support from teachers, parents and administrators.

Students may be placed upon Academic Accountability for any of these reasons:

1. A GPA of less than 2.0
2. A pattern of missed homework assignments
3. Transfer into NCS
4. Teacher recommendation

Students on AAP will be closely monitored by one teacher whose purpose will be:

1. to counsel and encourage that student and
2. to communicate educational deficiencies or progress to the parents.

Monitoring teachers will make an extra effort to communicate with parents. At the same time, parents should recognize their responsibility to follow-up on a regular basis with the monitoring teacher and take the initiative in this regard, if necessary.

ATHLETIC ACADEMIC ELIGIBILITY

NCS holds to a higher standard of participation in athletics. A minimum 2.0 GPA and passing grades in at least seven of eight classes for full-time students and in all classes taken at NCS for home school partners are required in order for athletes to participate. Grades are checked at every 2 week grading period and at the end of each nine week grading period. Any athlete who falls below a 2.0 GPA or is passing the required amount of classes is ineligible to play sports, is placed upon Academic Accountability (AAP), and has until mid-term reports are issued to pull grades

up to a 2.0. The Secondary Principal then decides whether the student is eligible or ineligible for athletics. Students on AAP are required to attend all practices, attend all home games and be with the team on the bench, and NOT travel to away games.

Students who do not achieve a 2.0 GPA after remaining on Academic Accountability for a full nine-week grading period will be moved to Academic Probation. A student must achieve a 2.0 GPA during that nine-week period. If the student does not meet the minimum 2.0 GPA during his or her period of Academic Probation or fails three or more subjects for the semester, he or she will be ineligible to continue at NCS for the following semester.

ATTENDANCE POLICY

Students are allowed 10 total absences, excused and unexcused, per class for the school year. Students missing more than 10 classes will have to attend mandatory seat time recovery sessions during the summer in order to receive credit for the course. **Students must attend at least half of a class period to be considered present for that class.** If a parent provides documentation for an excuse, it is still considered one of the 10 absences.

END OF DAY CHECK OUTS

Students are not allowed to be checked out of class after 2:40 PM until the end of the day. We ask that parents partner with us to help avoid distractions during the last part of the day when teachers are finishing up lessons. If a student has an appointment that they must check out for during that window, the student would need to check out at 2:40 and report to the office before being picked up.

CARNEGIE UNITS

Students who graduate from Northlake Christian School are required to have at least 32 Carnegie units of credit in an individual program which is cooperatively planned by the student, the student's parents, and the school. Northlake Christian students are not permitted to graduate early or 'Test out' of their senior year due to so many college-level course options for our students.

COURSE CHANGES

No course may be dropped without a reason deemed sufficient by the Principal. No course may be dropped that endangers any student's TOPS qualifications or that will, in the judgment of the School Counselor, lessen the student's opportunities to secure college admission or scholarships. **No course may be dropped two weeks into the fall semester or spring semester without academic penalty.**

To drop or add a course a student must:

1. Secure permission to drop from the Principal.
2. With the Administration's approval, secure the appropriate form signed by:
 - The Principal, Assistant Principal, or School Counselor
 - The student's parents. Students within a two-parent household must secure the signature of both parents.
 - The teacher(s) involved

While this process is being carried out, the student is to continue his/her original course schedule. Notification from the Administration must be received before the student may actually change his or her schedule.

COMMUNICATION OF STUDENT PROGRESS

Communication is a two-way street. At NCS parents are encouraged to call teachers with questions about school issues. Appointments with teachers may be arranged with the Secondary office or via email with the individual teacher.

- Information is provided to students at the beginning of the year including course syllabi, test schedules,

project deadlines, supply lists, etc.

- Teachers are to call home or email a note to the student's parents if a student:
 - Consistently misses homework assignments
 - Misses a major project deadline
 - Appears to need special assistance or tutoring
 - Repeated behavioral challenges
- All teachers issue mid-term reports and nine week report cards
- All teachers maintain FACTS where grades and other important information will be clearly posted.

CREDIT RECOVERY

Any course that is failed for the semester in the high school program will need to proceed to a credit recovery process. Academic credit at NCS for summer school courses will be extended only upon successful completion of course work offered through Edgenuity Credit Recovery Program.

CRITERIA FOR SELECTING VALEDICTORIAN & SALUTATORIAN

The honor of valedictorian will be awarded to the senior student who

- (A) has achieved the highest weighted GPA,
- (B) has successfully completed the honors curriculum,
- (C) has taken the most Advanced Placement classes,
- (D) has the highest NUMERICAL average and
- (E) has attended NCS for at least two years of the NCS high school program, and
- (F) has not been on behavioral probation.

The honor of salutatorian will be awarded to the senior student who earns the second highest GPA and fulfills all other requirements set forth for the valedictorian.

In the event of a tie for the valedictorian spot, all eligible students will share the honor. In the event that there are two valedictorians, a salutatorian will be named only if that student's GPA falls within 0.1 of the co-valedictorians. If three or more students are named valedictorian, there will be no salutatorian. If more than three students qualify for the positions of valedictorian and salutatorian, only the valedictorian(s) will speak during commencement exercises.

EXAM EXEMPTIONS

Exam exemptions for the first semester are earned by students scoring a 3 or higher on any AP tests in the previous school year. Exemptions are also granted as part of the ACT incentive program for students increasing their scores by three or more points, or by earning a composite score of 30 or above. Those exemptions can only be used one time and only can be used when students have a B or above in the course.

Teachers may choose to exempt a senior (12th grade) student from the final exam at the end of the second semester if the student has an "A" average in all four grading periods in that particular subject, has not missed more than five classes in a semester, has completed all homework assignments, and has a record of excellent behavior and participation in the classroom. EXAM EXEMPTIONS ARE NOT A 'GIVEN,' AND ARE GRANTED AT THE DISCRETION OF EACH INDIVIDUAL TEACHER.

INDEPENDENT STUDY

Students in the high school program will have an opportunity to take a variety of courses through the Edgenuity program. Each course is an additional \$300 per semester. Students will be given an Independent Study class period to complete the course work, and the chosen course must be approved by administration.

MISSED QUIZZES/TESTS

- Students who have missed a test or quiz are required to make up that assignment within one week of the initial absence in order to receive full credit. Students will earn 50% of their grade if they complete the assignment within two weeks. After two weeks, the assignment will be graded as a 0. Extenuating circumstances can have dates extended.
- When a student misses an assignment, the grading code M (missing) will be given in the grade book which will be calculated as a zero until the assignment is made up.
- Make up tests are administered on WEDNESDAY and THURSDAY morning from 7:00-7:45 and WEDNESDAY and THURSDAY afternoon at 3:15-4:00. If a student arrives to a makeup-test session after 7:00 AM, he/she has only the time remaining to complete the test.
- It is the student's responsibility and not the teacher's, to find out what work is missed. Weekly assignments will be posted on FACTS. Parents do not need to call the school office for makeup work.

MISSED GRADED ASSIGNMENTS

- Students who are late turning in a paper, project, or any other graded assignment will have their grades deducted by the following schedule
 - English, Social Studies, Spanish
 - 10% off - 1 school day late
 - 25% off - 2 school days late
 - 50% off - 3 school days late
 - 0 after 3 school days
 - Math and Science
 - 25% off - 1 school day late
 - 50% off - 2 school days late
 - 75% off - 3 school days late
 - 0 after 3 school days
- When a student misses an assignment, the grading code M (missing) will be given in the grade book which will be calculated as a zero until the assignment is made up.

MISSED HOMEWORK - ACADEMIC OVERTIME

- Students not turning in homework or failing to complete an assignment to the teacher's satisfaction will have to report to a mandatory 30-minute Academic Overtime session after school from 3:15 - 3:45 PM.
- Homework can be made up for 75% credit during Academic Overtime.
- Students must stay the full duration of Academic Overtime.
- Students failing to attend this session will receive a detention, be given a zero for the assignment, and will still have to complete the assignment by the start of the assigned detention.

PARENT CONFERENCES

The ultimate responsibility for the successful "training up" of any student rests with the parents. Should there be any reason to suspect that a student is struggling academically or behaviorally, parents are encouraged to arrange for a parent conference. All conferences can be arranged by contacting the teacher directly.

FACTS INFORMATION

Northlake Christian School uses FACTS as a safe and easy way for teachers, parents, and students to share information online. Northlake Christian will use FACTS as the primary means to do the following:

- Post weekly grade reports
- Post lesson plans/homework assignments daily
- Track student attendance and behavior reports
- Email Parents

SEMESTER EXAMS/GRADES

For students taking high school courses, Carnegie units are awarded for high school classes on a semester basis using the following formula: Quarter 1 or 3 - 40%; Quarter 2 or 4 - 40%; Semester Cumulative Exam - 20%. A half credit (.5 unit) is awarded for each passing grade each semester.

For students taking junior high courses, quarter exams will be given and factored into that quarter grade. Semester grades will be calculated using the following formula: Quarter 1 or 3 - 50% and Quarter 2 or 4 - 50%.

STANDARDIZED TESTING

All 7th grade students will take the IOWA test in preparation for later testing requirements. All 8th-10th graders will take the Pre-ACT and the PSAT in the spring. All juniors will take the PSAT/NMSQT in the fall. Students are **required to take the ACT test and/or the SAT test no later than the spring of their sophomore year.** Students must denote that their scores be reported to Northlake Christian with the school code of 190583. To ensure maximum time to raise their score to a satisfactory level to receive TOPS or to broaden their college options, students are encouraged to take the ACT numerous times. Students can register directly for SAT and ACT at collegeboard.org or actstudent.org respectively.

STUDENT EMAIL

Northlake Christian Secondary Students are issued an official school email address upon acceptance into school. This email is to be used for official school business and communication between students and students or students and teachers only. Students are expected to check their email regularly.

TECHNOLOGY USE

All students are required to review and agree through electronic signature the NCS Acceptable Use Policy as part of the enrollment process. Details can be found on the technology website - www.ncswolverine.org.

TEXTBOOKS

Although most of our textbooks are on the MacBook, we still issue some traditional texts.

School textbooks are provided for student use without additional fees. **Students are required to handle them with care.** Appropriate fines will be assessed for excessive wear, damage or lost textbooks. "Damage" is determined by the individual teacher and confirmed by the Principal or Assistant Principal.

- Price for damaged texts (any damage): \$25.00
- Badly damaged textbooks which are still useable \$50.00
- Cost to replace a textbook, a book beyond repair, or no longer useable \$100.00