



# 2019 - 2020 PARENT STUDENT HANDBOOK KINDERGARTEN - 8<sup>TH</sup> GRADE

Northwest Christian Schools

## NORTHWEST CHRISTIAN SCHOOLS

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# **STUDENT HANDBOOK**

## ***Kindergarten - Grade 8***

***(6.17.19 rev.)***

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## WELCOME TO THE 2019-20 SCHOOL YEAR!

Dear Families:

It is with great anticipation that we welcome new and former students to an exciting year that God has planned for everyone, as He guides us day by day through the upcoming school year.

The Good News of Jesus Christ is *good news* indeed. His **Gospel** is transformational for all that gain His electing, enabling, entrusting and employing grace (I Tim. 1:15). Truly, this empowering grace fuels the NWCS leadership team in an academic setting with transcending purpose and direction to give our Savior all the Glory.

The NWCS leadership team embraces three core values to help us spread the Gospel in our distinct school environment. First, we strive to be **Biblical** in an ever-changing society. The Word of God is unchanging, and always relevant to any generation that chooses to live by its powerful principles and protective guidelines. We want this current young generation to be inspired by His life-changing Word. Second, we desire to be **Relational**, so we can mentor each child and help them reach their true potential in Christ. Thankfully, we know from His Word that God uses teachers and coaches to disciple young people in Word and deed. Third, we commit to being **Vibrant** through a dynamic staff culture. We never want to stand still as we long to be forward thinking with best teaching practices that are enhanced with inspiration and innovation. In summary, these core values help drive, train, protect and direct us.

The privilege of **preparing minds** and the Holy Spirit's work of **transforming hearts** is our mission here at NWCS. With that, the following pages in our student handbook are designed to promote school unity and provide guidelines for policies and procedures within the context of an atmosphere of grace.

Lastly, in all our documents throughout the year, you will observe that it is the Gospel of our Lord Jesus Christ and the three core values that move us to serve you with spirits of joy and hearts of gratitude. Hopefully, this year will be filled with spirit-led growth in all of us by His Grace and loving Mercy.

Serving Him Together,



Mr. Ray Ricks  
Executive Director of Education

## **AFFILIATION AND ACCREDITATION**

Northwest Christian Schools is a state-approved school with a certified teaching staff in compliance with the Washington State Superintendent of Public Instruction.

## **ADMISSION PROCEDURES**

**1. Non-Discrimination Policy:** Northwest Christian Schools admits students of any race, color, national and ethnic origin to all the 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 administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

**2. Application Process: (*Please refer to the Preschool handbook*)**

- A student application can be accessed on our website at nwcs.org under the "Apply" button. The application, including references, student questionnaire and application fee should be submitted online.
- The administration will review the application, including references, and assess the student's past academic and behavioral performance.
- Student will take an entrance placement exam or assessment.
- An appointment is arranged for the student and parents to interview with the appropriate administrator and/or staff representative.

**3. Acceptance is Based on the Following Standards:**

### **Kindergarten - Grade 8**

- One parent/guardian must profess faith in Jesus Christ as Lord and Savior.
- The family should regularly attend a local Bible-believing church that embraces the NWCS' Statement of Faith and NWCS Board approved addendums.
- The family must agree to the school's Statement of Faith and NWCS Board approved addendums.
- The student must *desire* to attend Northwest Christian Schools.
- The student must agree to demonstrate a positive work ethic in his/her studies.
- The student must agree, with a teachable spirit, to pursue a lifestyle that honors the Lord Jesus Christ.
- The student must demonstrate integrity with his/her peers and teachers.
- The student must clearly understand that to remain as a student at Northwest Christian Schools, they must not demonstrate an attitude of antagonism toward the school's mission or be a negative influence on other students with regard to the school's mission.
- The student must understand that their continuous enrollment on an

annual basis is subject to the student's satisfactory academic status along with proper compliance with the rules and regulations of Northwest Christian Schools.

- The family must support NWCS' stance on the Biblical definition of marriage as instituted by God: the union between one man and one woman.

### **Grades K-5**

- The student must take an entrance examination to determine appropriate placement and determine if additional support is needed. If academic areas of concern exist, all records must be forwarded to NWCS, and a testing accommodation plan will be made that will require an additional fee.

### **Grades 6-8**

- The student must pass an entrance test or submit recent standardized test scores.
- The student must meet a minimum academic requirement of a 2.0 GPA with no failing grades. If transferring mid-year, the GPA must be a minimum 2.5 with no failing grades.
- The student must academically and behaviorally be in good standing at their prior school.

### **Age Requirements / Class Times**

- **Kindergarten** – Students must be five (5) years of age on or before September 1<sup>st</sup> to enroll in the Kindergarten program. NWCS offers both full and half day Kindergarten options.
- **First Grade** – The student must be six (6) years of age on or before September 1<sup>st</sup> to enroll in the first grade and demonstrate academic and emotional readiness.

- 4. Interviews:** Each interview will be evaluated by the appropriate Administrator and/or staff representative.
- 5. Vacancies:** In addition to the above stated criteria, the actual enrollment of the student will depend on an existing vacancy. The vacancy might not be known until after the existing school families have had time to re-enroll their student for the forthcoming school year. The applicant can usually be told, however, if they have been accepted and will be enrolled when an opening occurs.
- 6. Enrollment (Contractual Arrangements):** Parents will have five (5) days after notification of acceptance to make contractual arrangements with the Business Office. If this does not occur, then the opening is extended to another student.

**7. Immunization:** For the safety of all children in our community and in accordance with the Washington State Department of Health (**WAC 246-105-040**), all schools are required to have accurate student vaccination information on file. Students will not be allowed to attend Northwest Christian Schools until a hard copy of the Washington State Department of Health **Certificate of Immunization Status** form is on file. Required vaccinations may vary over the years. Please consult with your pediatrician for the required vaccinations.

If parents have chosen for medical or personal reasons to not have their child receive any of the required immunizations, the **Certificate of Exemption** form **must be completed and signed** by a parent or guardian **and** the child's healthcare provider. *If an outbreak of any childhood communicable disease occurs for which a child is not immunized, the child will not be allowed to attend school or any extracurricular activities until the outbreak is over.*

**All immunization records must be filled out on or transferred to the approved Washington State Department of Health forms and must be signed and submitted to the Administrative Office at the Upper or Lower Campus.** In cases of noncompliance, parents will be notified by letter and given 30 days to submit the forms above.

Alternately, for students who have been vaccinated in the state of Washington, your child's Certificate of Immunization Form may be downloaded from **<http://wa.myir.net/register>**. When you create an account, it will fill the form with your child's immunization information. Simply print the form, sign it and turn it in to the school.

It is recommended you keep a copy of all immunization information for your records.

**8. International Students (Grades 7-8):** NWCS provides a cross-culture program in the high school and middle school to allow international students the opportunity to obtain credits for their studies.

All international student applicants must have attended an English-speaking academy for one year and be ranked in the upper 20% of their class. A transcript and/or certificate must accompany the application showing dates attended and the student's rank in their class.

All international student applicants must have a score on the SLEP test of 45 or above, or a 35 or above on the TOEFL IBT TEST, or the equivalent. A copy of the test must accompany the application.

The application deadline is June 1<sup>st</sup> to be a student at NWCS for that next school year. Applications for international students will start in January for the next school year. The application deadline for the semester program is December 1<sup>st</sup> for the start of the 2<sup>nd</sup> semester that school year.

The student must remain in the same Host Family for the entire school year. A change may be requested for the next school year through International Students Northwest (ISNW).

Tuition must be paid in full prior to attendance of the school year attending. International students will abide by the policies as stated in the NWCS Student Guidelines Handbook.

The student must embrace the Foundational Principles, sign the International Student's Statement of Faith and prove to be teachable.

If the student does not meet the requirements during their designated time of enrollment at NWCS, the school will notify ISNW and necessary arrangements will be made to return the student to their home country and parents. Host families must apply and be accepted, meeting all requirements and signing all documentation with ISNW. They must agree with the NWCS Statement of Faith and agree with the admissions criteria.

All international students must inquire through an approved host organization (ISNW). International student families will provide a signed tuition enrollment contract form to be on file with the Business Office at NWCS.

- 9. Home School and Part-Time Students:** Part-time students are under the umbrella of the NWCS Home School program. NWCS Home School students must have a record of previous subjects taken and acceptable standardized test scores. The registrar will evaluate the student's transcript prior to enrollment to determine what credit can be given for previous academic work. In addition, they will be required to meet the same expectations as full-time NWCS students.

Grading, attendance, tardiness, dress and behavior will be the same for all students. Northwest Christian Schools furnishes textbooks and other required materials and supplies for on-campus classes.

NWCS Home School students desiring to enroll in Advanced Placement (AP) courses will meet the same criteria as traditional NWCS students. NWCS Home School students who take only one or two courses at NWCS will be charged a fee per semester per course in addition to the Home School program enrollment fee. The fee is non-refundable after 20 days.

## OPEN HOUSE

Our Open House is held in February at both campuses. The community will be notified of the dates, times and locations of the meetings through local television, radio stations, community calendars, and the NWCS website. Coffee and tours also provide an opportunity to visit our campuses and meet teachers and administrators.

Upper Campus tours, student shadows and observations may be arranged by calling 292-6700.

## **PARENT ORIENTATION**

### **1. Kindergarten Potluck**

All kindergarten families will be invited to attend the Kindergarten Orientation Potluck the week before school starts. This is an opportunity for students and parents to meet. There will be a shared meal, story time for the students, and orientation for the parents.

### **2. Back to School Nights**

#### **Kindergarten – Grade 5**

***New Families*** are encouraged to come be “adopted” by seasoned NWCS families at our **PSO Ice Cream Social for New Families** the week prior to the beginning of the school year. This social is an opportunity for new elementary students to meet staff, have their children gain a sneak peek into their classroom and familiarize themselves with a grade level guide to promote a smooth transition for new students. Orientation for *new families* will be held during this time as well.

***Parent Orientation*** for all families will be accomplished at our Back-to-School Night. A general orientation to our school is held in the Lower Campus gym where changes for the new year are explained. This is followed by classroom time where each teacher goes through his/her student expectations and classroom procedures. ***Attendance is essential since each classroom teacher will explain how the student can have a successful year.***

***Back-to-School Night*** also allows parents to meet other parents of children who are in the same class. ***This orientation is for parents only.*** No students please. This time is **not** designed for parent-teacher conferences. Special conference times are scheduled in October, or by appointment.

#### **Grades 6-8**

Teachers, parents, students and the Middle School Principal participate in a **PSO Ice Cream Social for New Families** for all new Middle School students and families the week before school starts. This social is an opportunity for new students to meet staff, have their children gain a sneak peek into their classroom and familiarize themselves with a grade level guide to promote a smooth transition for new students. Orientation for *new families* will be held during this

time as well. This orientation is a great time to get to know new parents, allow students to meet their teachers and to see their classrooms.

Our ***Back to School Night*** provides opportunities for parents to learn about school procedure, course expectations, meet teachers and discover ways to become involved through volunteer opportunities.

### **3. Parent Service Organization (PSO) Elementary School & Middle School**

The PSO works to provide the elementary school staff with support in carrying out the school mission of "A Gospel-centered education every day for every student". This is done through planning and hosting family activity nights, coordinating monthly events and by helping meet needs during appreciation events. There are many ways to be involved in this group. Parents can come to the monthly meeting, be involved through emailed copies of agendas, or by participating in the activities as needs arise.

### **4. Volunteers**

We strongly encourage **each family to commit to serving 10 hours** (1 hour each month) per year to serve our teachers and students and build a stronger community. Please see the Front Office for ways you can help. **Volunteers must sign and agree to support the Statement of Faith form indicating they support the teachings of NWCS' mission, agree to support NWCS and have a background check completed. Volunteers must observe appropriate dress that is in line with NWCS dress code standards which promotes modest, business-casual attire and is not a distraction to the schoolwork environment.** On field days and field trips, volunteers must also adhere to NWCS dress code standards.

Some of the opportunities involve the following:

- Helping in the classroom
- Supervising small learning groups (i.e. math facts, reading, etc.)
- Parent Service Organization: planning and serving at events
- Fundraising support
- Kitchen help
- Library volunteer
- Helping with grounds and building maintenance (i.e. shoveling snow, keeping up flower beds, etc.)
- Art room support
- Barton tutoring
- "Golden Angels" Grandparents
- Crusader Club
- School events

#### **4. Golden Angel Volunteers**

These special volunteers are grandparents or school family senior citizens who serve at NWCS within classrooms and beyond. They are helpful, mature friends of NWCS Elementary children who agree to support the mission and vision statement of NWCS and submit to a background check.

If you are interested in serving in any of the above ways, please contact the front office. In order to maintain consistency in our example to students, **all volunteers at NWCS are asked to adhere to our dress code policy.**

***All volunteers must complete a basic volunteer application, a Washington State Patrol background check form and sign and agree to support the NWCS Statement of Faith before serving.***

#### **5. Confidentiality**

While working at the school, school staff and volunteers may become aware of sensitive information. As a state-approved educational system, all school personnel and volunteers are accountable to state and institutional confidentiality laws. The following are on-going, relevant examples that contain information of how unauthorized disclosures could put the incorporation at risk.

- A. ***Student discipline*** proclamation is restrictive. All students' status changes will be communicated to the appropriate staff member, but the privacy rights of the student will not be violated.
- B. ***Student health records*** must not be disseminated or shared by any school employee or volunteer.
- C. ***Student summative evaluations*** must remain confidential.
- D. All ***volunteers*** working for the school must obey our confidentiality code. The school is ultimately responsible for all volunteer behavior.

Specifically, our counsel from the legal community (local firm), gives us the practical reasons for "confidentiality". Their concerns are the following: violation of privacy laws, defamation of character lawsuits, etc. In conclusion, the administration at NWCS will ensure that our "confidentiality" policies and procedures are implemented with great care and due diligence.

# SCHOOL DAY EXPECTATIONS

## School Hours

### Grades K-5

Students are asked to enter the school through the front doors in an orderly fashion **no earlier than 8:00am**. There is no teacher supervision prior to school. Students in the main school building before school **must** be accompanied by a parent/guardian. **Students may enter the hallways when the bell rings at 8:15am**. While middle school students may enter the hallways at 8:05am, all elementary students arriving between 8:00-8:15am must wait in the front foyer.

### Class Times

- **Kindergarten — 5th grade begins** at 8:30am and dismisses at 3:00pm
- **Morning kindergarten** begins at 8:30am and dismisses at 11:25am
- **Full-day kindergarten** begins at 8:30am and dismisses at 3:00pm
- **Early Release days for Kindergarten to 5th grade** begins at 8:30am and dismisses at 11:50am.

### Grades 6-8

Middle School hours are from 8:20am until 2:50pm each day. **All students should enter through the front doors** no earlier than 7:50am. Students are expected to use the front entrance, proceed to the middle school wing and remain in the designated social area prior to 8:05am. A bell rings at 8:05am.

While middle school students may enter the hallways at 8:05am, all elementary students arriving between 8:00-8:15am must wait in the front foyer.

**After school, students who are not involved in school-sponsored activities should be off the school grounds by 3:30pm or constructively engaged under appropriate supervision.** The gymnasium, playground and fields are not open after school unless staff supervision is present.

On **early release days**, school will start at 8:20am and dismiss at 12:00pm. Parents are encouraged to provide for timely transportation after school. During **finals**, school will start at 8:20am and dismiss at 11:40am.

### **Morning/Lunch Breaks**

#### K-5 Morning Recess

Grades K-2	10:00 - 10:15	K-2 Afternoon	1:45-2:00
Grades 3-5	9:45 - 10:00		

#### (K-5) Lunch Recess

Grades K-2	11:55 - 12:15
Grades 3-5	12:30 – 12:50

**Fresh air and outside exercise are important for optimum health and learning.** Students should be prepared, with appropriately **LABELED** clothing, to be outside for 15 to 20 minutes. During pouring rain and extreme cold, students will remain in the classroom during recess. During outside recess, students are not allowed in the classrooms without a teacher's permission.

### **Playground Rules (Kindergarten-Grade 8)**

Playground time provides opportunities to build relationships, exercise and participate in organized and/or free play activities that can contribute to character building.

In order to be safe, it is important for students to obey the playground rules and remain in visual contact with playground supervisors at all times. The classroom teachers and playground supervisors reinforce these rules. Please consider the following rules while enjoying recess:

- Play Areas: Black top and grass fields are for recess. Please stay off the undeveloped hillside just east of the play areas.
- Swings are for swinging. Twisting, standing, "under dogging", double swinging and jumping are not allowed.
- Jump ropes are only for jumping and safe play. They may not be wrapped around students.
- Tag games are fun but **tackling and pushing** are not allowed. Tag games must have rules upon which all participants agree.
- Basketball courts are limited. Students may use them according to an assigned schedule (each supervisor determines a fair schedule).
- Rock and snowball throwing is NEVER allowed on school grounds.
- Ice sliding is prohibited (easy to slip). Playing in snow is encouraged with appropriate clothing. **Do not destroy** snow sculptures, forts, etc., of others. Respect the creations of others.
- Students may be physically or emotionally injured when excessive roughness occurs. Tackling, throwing balls at students (except during kickball or other organized games), hitting, martial arts moves and tripping are not permitted. These activities can result in injuries and "play fighting" can be hard to monitor.
- Balls thrown in kickball or other games must be aimed below the waist.
- **No snack or eating on the playground is allowed due to students with food allergies.** Teachers are requested to give students an opportunity to eat prior to leaving the classroom.
- Skateboarding and roller skating/blading are not allowed on campus or adjoining areas. Bicycles and scooters must be walked on sidewalks.
- Bicycle and scooter riding is prohibited except when used as transportation to and from school (with parental permission). Helmets must be worn. Bikes

- must be locked to designated bike lock up area during the school day.
- No running is allowed in the halls or classrooms. Run outside all you want!
- Final authority for all playground decisions rest with the supervisors.
- Electronic games, toys from home and personal sound systems are not allowed for student use on campus.
- Trading cards are prohibited on campus.
- Do not climb up the slide or roll any objects down the slide.
- The "Cage of Courage" is for 3<sup>rd</sup> through 8<sup>th</sup> graders and will follow all designated rules taught by the Playground Supervisor.
- Sportsmanship guidelines of Christian character must be followed at all times.

***Activity and game rules are available from the office,  
P.E. teacher and your classroom teacher.***

## **Lunch**

### **K-5th Grade**

Lunch is Eaten in the Multipurpose Room (Lunch Room)

Grades K-2 is 11:30 — 11:55

Grades 3-5 is 12:10 — 12:35

### **Grades 6-8**

Students are to eat lunch in the dining hall (multi-purpose room) or other designated areas with supervision. After eating lunch, they may proceed to activity areas after supervisors have arrived. Students are not allowed to roam the buildings, parking lots, or any unsupervised areas during lunchtime. Students may be permitted to eat in classrooms during lunch only under the supervision of a teacher. **Under no circumstances will students be allowed to eat lunch in a classroom if a teacher is not present. Absolutely no food is allowed in the science lab.**

Good manners are expected at all times. The lunch supervisors have the final authority to maintain order. A twenty-minute recess break follows each lunch period.

Parents are welcome to join their students for lunch. Please sign in at the front office upon arrival and receive a visitor's badge.

**Monday-Thursday is Hot Lunch:** Hot lunch is available for grades K-8. Prices vary and tickets for Hot Lunch can be purchased at lunchtime or in advance using *yellow* labeled envelopes located in the lunchroom.

**Potato/Nacho Bar (Friday):** Potato Nacho Bar is available on Fridays for grades K-8. Tickets for Potato Nacho Bar can be purchase at lunchtime or in advance using *pink* labeled envelopes located in the lunchroom. The Potato Nacho Bar is a fundraiser for the Lower Campus.

Hot Lunch and Potato Nacho Bar are run out of separate accounts so they must be paid for separately. Hot lunch accounts may not be used for Potato Nacho Bar lunches and vice versa.

**Please do not pay for Hot Lunch or Potato Nacho Bar tickets at the front office.** Only pay for tickets you will use. **No refunds will be issued.**

If you **volunteer** to serve Hot Lunch or Potato Nacho Bar, your student receives a free Hot Lunch on that day. All parents and volunteers **must** sign in and receive a visitor's badge during the school day. You will be asked to return to the office if you are not wearing a badge.

Additionally, the snack shop has a la carte items available for purchase with drinks, snacks and microwavable items. Available items and prices vary. You may use your Hot Lunch Account to purchase these items.

Microwaves are available for student use. It is not recommended you send microwavable items for students K-2.

## CHAPELS

Chapel days are on Wednesdays for all elementary and middle school students. Middle school students are required to wear professional dress on Wednesdays. (See Dress Guidelines)

### Grades K-5

**Chapels will be held twice monthly beginning at 9:00am.** Chapel is a special time when our students learn about the Lord through the Word of God and Worship. A biblical theme is shared by our Principal, which is discussed afterwards in class. **Please have students dress appropriately for chapel (and non-chapel Wednesdays) days in their green color-day shirts.** Students who do not wear color-day shirts will receive a reminder card and will be excused from first recess activities. The student will also be given a reminder card to wear their color-day shirt the following week.

The following guidelines will be emphasized during chapel:

- Students should be respectful going to, during and returning from chapel.
- A desire to worship should be in the heart of each student. This should result in:
  - Joyful singing
  - Careful attention, including eye contact, with the speaker
  - Reverent attitude during prayer and worship
  - Desire to learn about God's Word

## **Grades 6-8**

**Middle School students normally attend chapel in the lower campus gymnasium.** We will alternate with the Elementary chapels every other week. Check the Middle School Notebook weekly newsletter for specific dates and special combined chapels on both campuses. Accountability groups will meet on alternate Wednesdays. Professional dress must be worn every Wednesday.

NWCS is privileged to worship God and receive Christian teaching from invited guests during our Wednesday chapel program. This is a time of Christian fellowship, worship, music, sharing, prayer and teaching designed for spiritual growth. The current school biblical theme and guidelines are given to guest speakers.

### **Chapel Behavior Expectations – Grades 6-8**

- Good behavior is expected. This includes being quiet and attentive during chapel.
- Students are to bring only Bibles and note-taking materials. Backpacks are to be left in students' lockers or the students' next classrooms. **Cell phones, homework and games should be left with backpacks.**
- Students are to avoid leaving chapel to use the restroom, etc. Students walking out can be a distraction to the speaker and to those listening. There is time before chapel to take care of necessities.
- Chairs should be left where they are placed. Students are not to use them for footrests unless they have experienced an injury.
- Students are expected to be on time.
- ***Chapel is required.*** All students are expected to be in chapel. Therefore, no matter when a student arrives for their first class, they must attend chapel. An unexcused absence from chapel is considered a truancy. In grades 9-12, weekly **PLAN** groups (Purpose, Listening, Advising, Nurturing) meet prior to chapel. Attendance is required.
- No food or drink is allowed in chapel.

## **ATTENDANCE**

### **Grades K-5**

#### **8:30 and Ready Attendance Policy**

The elementary has an **8:30am and Ready Attendance Policy**. We believe regular, prompt attendance is an important factor in a child's learning process. Parental promptness helps teach children to be on time. Students who are tardy or frequently absent disrupt the classroom when they arrive and miss the introductory

(important) part of the school day.

Please avoid absences that are not necessary. Parents should pick up assignments for each day a student is absent, so they are not overwhelmed when they return to school. Students are given a day to complete missed work for each day absent. If possible, doctor, dental and other appointments should be made after school hours.

**Please do not make any appointments during MAP testing dates in January and May.**

Excessive absences, whether unexcused or excused, adversely affect the student's ability to be successful in the classroom. Please note the following guidelines:

- An automated email from the principal will notify the parent on the **6th absence** of the semester so the parent can adjust attendance habits.
- On the **10th absence** of the semester, an automated email from the principal will notify the parent of the number of absences and emphasize the reminder of the importance of school attendance.
- On the **13th absence** of the semester, an automated email from the principal will notify the parent of the number of absences and emphasize the reminder of the importance of school attendance. The parent may also receive a phone call from the principal to discuss the impact on the classroom and the student.

Excessive tardies, whether unexcused or excused, disturb the classroom when students arrive and miss the introductory (important) part of the school day. Please note the following guidelines:

- An automated email from the principal will notify the parent on the **9th tardy** of the semester so the parent can adjust the arrival times. An automated email from the principal will continue for each additional tardy for the remainder of the semester.
- The parent may also receive a phone call from the principal to discuss the impact on the classroom and student.

## **Grades 6-8**

### **Teacher Attendance Procedure**

- Teacher records attendance data in RenWeb within the first 10 minutes of class.
- If any changes need to be made to the attendance record after it is sent, the teacher is responsible for communicating directly with the front office to make the necessary changes.

### **Student Absences (per semester)**

Excessive absences, whether unexcused or excused, adversely affect the student's ability to be successful in the classroom. Please note the following guidelines:

- The principal will notify the student and parent on the 6<sup>th</sup> absence of the semester so the student and parent can adjust the attendance habits.

- On the 10<sup>th</sup> absence of the semester, the principal will notify the student and parent about possible loss of credit for the course on the 13<sup>th</sup> absence.
- On the 13<sup>th</sup> absence of the semester, the principal will notify the student and parent that the student has lost credit for the course.
- Appeals may be directed to the principal for consideration.
- At semester's end, the number of absences will revert to zero.

### **Pre-Arranged Absence**

#### **The following information pertains to all Middle School students:**

Advanced Absent Request forms are available from the middle school principal or the Administrative Assistant. Forms must be completed at least two days in advance of a pre-arranged absence. This allows the teacher time to work out assignments with students prior to leaving. Not obtaining prior approval for absences may result in late grades or even no credit received for the days missed. Athletes, and any other students involved in school-sponsored extra-curricular activities, are expected to notify teachers, and turn in assignments when they know they will be missing class

### **Parental Communication of Student Absence**

In the event of any student absence, parents are requested to notify the Middle School Administrative Assistant (292-6700 x239). Requests for make-up assignments must be made by 10:30am. Work will be ready for pick-up at the front desk by 2:50pm.

### **Tardy Policy**

Students should make every effort to be seated in class by the scheduled start time before the tardy bell rings. Those arriving late to class are a disruption to the learning environment. **Prime Time** is the first strategic five minutes of each class period. Students missing Prime Time will not receive essential information and procedures for the class period.

### **Consequences for Repeated Tardiness**

- Three (3) unexcused tardies in a semester will be considered equivalent to one (1) absence (see absence policy).
- Six (6) unexcused or excused tardies in a semester will be considered equivalent to one (1) absence (see absence policy).
- When a student is tardy twice (2) within a semester he/she will be assigned lunch detention, during which the tardy policy will be written out. Paperwork will be taken home by the student to be signed by a parent. When three (3) tardies are incurred in a semester, a Notice of Concern will be sent home and 45 minutes after school detention will be assigned, which should be completed within five (5) school days. If detention is not served within the five (5) school days, the student will complete a 3-hour Saturday service to be completed at either campus or at the Northwest Christian Schools Thrift

Store. Parents are responsible for timely transportation to/from Saturday services.

- Beginning with the fourth (4<sup>th</sup>) tardy in a semester for Middle School, an additional time will be added to detentions. Saturday service may also be assigned.
- The student's record will be cleared at the end of each semester if detentions and/or Saturday services are satisfactorily completed.

### **Truancy**

Truancy is defined as an unexcused absence. The consequences of truancy are as follows:

- First offense during a quarter, 60 minutes of detention, completed within five assigned school days.
- If detention is not served within the five assigned school days, student will complete a Saturday service on the Saturday assigned.
- If Saturday service is not completed, parents will accompany student Monday morning before the student is admitted to class.
- Beginning with the second offense during a quarter, Saturday service will be assigned.
- The student's record will be cleared at the conclusion of each quarter if Saturday service has been completed satisfactorily.
- If a student is truant they should expect to receive no credit for any assignments, tests, etc., missed that day. However, the individual teacher may use discretion regarding how they handle each situation.
- If a student is 20 minutes late (or more) and does not have an excuse, it will be considered an unexcused absence resulting in truancy.
- Chronic truancies will result in a conference with the parents and the principal. If a student continues to choose to be truant without any excuse, suspension and/or expulsion may be considered.

## **DRESS GUIDELINES**

### **Kindergarten – Grade 5**

We believe the appearance of Northwest Christian students can significantly influence the atmosphere of learning and project a witness to others. An individual's grooming and the way he/she dresses has a bearing on how others react and, therefore, effects behavior. If a style is disruptive or inappropriate, a teacher may ask the student to call home for a change of clothing.

The following guidelines are given to help facilitate clothing purchases for the school year. **Neat, clean and modest is always the basic guideline.** All clothing

must be **safe and weather-appropriate**. Come prepared to play outdoors. Please mark your **student's name** on all coats, jackets, sweatshirts, hats, etc.

**Green Color-Day Shirts** are to be worn **every** Wednesday. Wearing these shirts is a weekly expectation that builds NWCS school community and is reinforced by classroom teachers and the Principal. Ordering information will be provided at the beginning of the school year. ***Students who do not wear color-day shirts on Wednesdays will forego morning recess privileges and bring home a color-day reminder card.***

**Green and Gold Spirit Days** at the **Elementary** Lower Campus are sponsored by the ASB and held on select Fridays to promote NWCS school spirit and support of school programs including athletics. Students are encouraged to wear NWCS sports gear and maintain dress code guidelines. Other designated *Spirit Days* are held throughout the year to promote fun themes and school spirit and designated by the elementary and/or Lower Campus ASB. Participation is encouraged, but not required.

**Dress Code for Preschool-5th Grade Concerts, Performances Grandparents Desserts, Special Events:**

*(Preschool-2 Music, 3-5 Music, Pure Joy and 3-5 Band)*

**Boys:** Collared shirt (any color); long pants (no jeans or shorts)

**Girls:** Seasonal dresses according to handbook dress code guidelines (no spaghetti straps), no heels.

**Note to Girls in Band:** Leggings must be worn underneath skirts and dress lengths must cover knee when seated.

**The following are appropriate for school (except Wednesdays):**

- Collared polo-type shirts are preferred.
- Appropriately sized (not skintight), clean jeans or pants.
- Limited accessories (earrings, necklaces, bracelets, etc.).
- Dresses and skirts must extend past fingertips and reach mid-thigh and must not detract from modesty. Skirts with leggings must follow the same guidelines touching the bottom of fingertips.
- Leggings/yoga pants may only be worn under a skirt or with a mid-thigh tunic appropriately covering the backside, especially for intermediate (3<sup>rd</sup>- 5<sup>th</sup>) elementary aged students.
- Tank tops or sleeveless shirts may be worn if there is at least 3 fingers width of shoulder coverage and not tight fitting or revealing.
- Bermuda shorts should be touching the bottom of fingertips (may be worn during spring and early fall).
- Shoes for active play outside (no slippers, high heels, etc.) Flipflops will not be permitted to play on the grass field area for protection of feet. An extra pair of shoes is recommended. Please dress for the weather.
- Mittens, boots, hats as needed (2 sets are best for cold, wet conditions).
- Non-marking soled tennis shoes are required for PE.

**Mark all items with student name.**

**The following are NOT appropriate for NWCS Preschool-Grade 5 students:**

- Excessively dyed or bleached hair (includes fashion hair colors).
- Boys' earrings and any facial piercing.
- Spaghetti strap tank tops or cropped tops.
- Short shorts are never appropriate even with leggings.
- T-shirts with inappropriate logos/designs.
- Tattoos or look-alikes.
- Excessively baggy or skin-tight clothing.
- Ragged or holey clothing.
- **Hats/hoods in the building.**
- Backless, tight, low cut or revealing clothing.
- Yoga pants or leggings worn without skirts or long shirts covering the backside (even when bending over).
- Boy's hair length should not extend over mid-ear, over the collar or below the eyebrows.
- Girl's shirts should not show the midriff (test by reaching arms above head; if the shirt shows belly, please do not wear it).
- Boys' tank tops with a side view.

**\* We ask that all parents and volunteers adhere to NWCS dress code guidelines when coming on campus, which include fieldtrips, volunteering and drop-off/pickup times. Adults should provide an example of modesty and appropriate coverage for themselves on campus which reflects NWCS guidelines for staff and students.**

**Grades 6-8**

The emphases of NWCS' dress code guidelines are **modesty, cleanliness** and **neatness**. All students are encouraged to dress in a manner that honors God and reflects well on Northwest Christian, no matter where they go in the community, while enrolled as students at Northwest Christian Schools. ***If in doubt, don't wear it.***

**Casual Dress (worn most school days)**

- Clothing is to be neat and well-fitting. Excessively baggy or revealing items do not conform to NWCS' standard of neatness and modesty.
- Some athletic apparel is acceptable for casual school dress. Nylon or polyester sweatpants are allowed (NO yoga pants). Sweatpants must be neat and modest in appearance. Waist bands on athletic apparel **MAY NOT** be rolled down.
- Slight distressing of denim is acceptable with minimal skin showing.
- Shorts should extend past fingertips and reach mid-thigh..
- Pants are to be worn above the hips covering under apparel.
- If clothing has printed words/designs, they must be in good taste and above question (e.g. Not allowed: rock bands that ARE NOT consistent with the mission of NWCS, anarchy, skull, Goth symbols or any other type of symbol

- that is deemed inappropriate for a Christian school).
- No tattoos or look-alikes are allowed.
- P.E. attire must be modest. P.E. Instructors will communicate special dress requirements for their classes.

### **Unacceptable Clothing Includes**

- Spandex shorts and spandex style pants, cutoffs, yoga pants, visible boxer shorts or other underwear, pajama pants, slippers, halter tops, spaghetti straps, loosely woven or see-through material.
- Sunglasses are not to be worn inside the building during normal school hours.
- For safety reasons, students are not allowed to wear slippers or go barefoot on campus.

### **Additional Guidelines**

- **Professional Dress** - Required every **Wednesday** unless informed otherwise. See specific guidelines under "Girls" and "Boys" headings below.
- **Graduation** - Professional dress only. Wear what is issued by the school and wear it properly. All students must adhere to grooming, neatness and modesty standards.
- **School Sponsored Functions/Games** - Casual dress code applies.
- **After Practices and Games** *athletes must comply with reasonable dress guidelines. (e.g. tight-fitting shorts, sports bras or bare chests (boys) require cover-up.)*
- If backpacks have printed words/design or patches and pins, they should be in good taste and above question and must be consistent with the mission of NWCS.

### **Guidelines for Girls**

- In general, girls must pay close attention to modesty in their choice of clothing.
- Hemline for dresses and skirts must extend past the fingertips and reach mid-thigh.
- Tops should fully cover the bodice, front and back, with no cleavage showing. No tank tops, spaghetti straps, racer back or halter tops may be worn at any time. Sleeveless tops and dresses are allowed if they meet the above guidelines.
- Shirts must cover the belt line of pants at all times—no bare midriff between shirt and pants.
- Hair, jewelry and makeup are to be natural looking, not distracting or drawing undue attention.
- No tattoos or body piercing. No immodest or excessive adornment.

- Hats are acceptable if they are neat and consistent with the outfit being worn; however, baseball-style caps and stocking/ski hats are not acceptable at any time. Also, hoods are not to be worn inside the building during normal school hours.
- Cheerleading outfits are not to be worn in class.
- Tight-fitting jeans, pants or leggings require that the top (sweatshirt, T-shirt, etc.) must be long enough to cover your derriere when bending over.
- Hair must be styled in such a way that both eyes may be clearly seen.

### **Professional Dress Worn Every Wednesday**

- Some combination of a dress, skirt, professional style dress pants or capris (**no blue denim**) with a sweater or blouse. Colored denim is acceptable chapel wear. Flip flops are not acceptable; however, professional appearing sandals are acceptable.
- Other examples of unacceptable professional dress clothing are t-shirts, sweatshirts, cargo pants or shorts.
- **Exceptions:** professional dress is not required for Spirit Week and finals.

### **Guidelines for Boys**

- Generally, boys must pay close attention to neatness in their choice of clothing and personal grooming.
- Shirts should cover the shoulder, stomach, chest and back.
- Shorts are to be at or near the knee in length.
- Hair should not touch the collar and front and side hair length should not be longer than the bottom of the ear. Hair should be worn out of eyes during school days and school events. Hair is to be natural looking, with no two-tone or peculiar dying. Hair may not be spiked or worn in any way that would cause a distraction (e.g. Mohawk-style). The appropriate administrator will make the final decision on questionable haircuts.
- Boys must be clean-shaven. Sideburns should extend no longer than the bottom of the ears.

### **Unacceptable clothing includes:**

- Hats (including hoods) of any kind are not to be worn during regular school hours (from 8:20am—2:50pm.) Exception: hats may be allowed for spirit day.
- Earrings, spacers or other body piercings are not acceptable.
- No immodest or excessive adornment including chains, dog collars or tattoos.

### **Professional Dress worn every Wednesday (even if there is no chapel):**

- Some combination of dress pants, colored jeans (NO blue denim), dress joggers and collared shirt must be worn.
- Other examples of unacceptable professional dress clothing are sweatshirts, athletic pants/shorts, blue jeans, shorts, T-shirts, sandals and flip-flops.
- Exceptions: professional dress is not required for spirit days and during finals.

### **Procedure for non-compliance**

***Attitude is the key.*** Students are encouraged to take personal responsibility for their offenses. Each offense will be documented. The student will be given a warning on the first offense and the second offense will result in a lunch detention during which the student will copy the dress code guidelines, take it home and have parents sign. Each violation beyond the second will result in an after-school detention. *Detentions will become subsequently longer and Saturday service may be assigned. Saturday services are 3-hour work sessions completed at either campus or at the Northwest Christian School Thrift Store.* Students will “reboot” at the semester.

***Please note:*** *Continued offenses will result in serious administrative consequences. Also, offensive or immodest violations will result in the immediate requirement of a change of clothing. If the student cannot get a clothing change from his/her locker, “Crusader Apparel” will be provided by the office before the student returns to class. Parents will be called.*

## **GENERAL BEHAVIOR EXPECTATIONS**

Students at Northwest Christian Schools are expected to have a teachable spirit. While we hope that we are all growing in Christ (and certainly none of us are perfect), all students are expected to make progress in relationship to biblical standards of behavior. Each student will demonstrate respect for authority, maintain healthy relationships and make his/her best effort to follow all classroom and school rules. When a rule is broken, students will be held accountable and they will be expected to receive consequences with a respectful, teachable spirit. Parental contact by phone will always be made whenever appropriate for serious offenses. *Notices of Concern* will be mailed to parents documenting infractions and consequences.

### **Gum Chewing**

***Early Learning-5<sup>th</sup> Grade students*** are not allowed to chew gum on campus.

### **Electronic Devices**

**(Cell Phones and Other Electronic Devices)**

## **K – Grade 5**

- Electronic devices with appropriate games are allowed on the school bus. However, devices must be put away once student has arrived at school. Cell phones are to be used only with teacher permission and are to be kept out of sight.
- **Any cyber-bullying, inappropriate text messages or social media posts will result in immediate, serious disciplinary action.**
- **Photographing people without their permission is strictly forbidden.**
- **Online posting of student photos is not permitted unless the student’s parents grant prior permission!**

## **Grades 6-8**

Students are not to use smart phones or other electronic devices for entertainment purposes at any time during the school day. Cell phones are to be turned off during the school day unless given permission to use them by a teacher. Cell phones may be used for communication purposes only between classes or during breaks **with teacher permission**. If a cell phone is used during class without permission, the teacher will confiscate the cell phone for the duration of the day. *First offense:* the student will pick up the cell phone from the principal at the end of the day. *Multiple offenses:* the student’s parents must pick up the cell phone from the principal. *If offenses persist:* student may lose the privilege and permission to have a cell phone on campus. **Important:** Text messages must be appropriate and Christ honoring. Inappropriate text messages will result in immediate disciplinary action and loss of cell phone permission. Any cyber-bullying, inappropriate text messages or social media posts will result in immediate, serious disciplinary action. Photographing people without their permission is strictly forbidden. Online posting of student photos is not permitted unless prior permission is granted by the student’s parents!

## **Lockers (Grades K-8)**

Students are provided lockers for their school materials and personal belongings. It is the student’s responsibility to keep his/her locker orderly. Lockers should always be closed when not being used. Nothing is to be placed on the outside of the locker unless it is school approved. **Note: All pictures, messages, and items inside the locker should be honoring to our Lord Jesus Christ.**

Lockers are subject to being inspected at any time. Food or beverage is not to be stored in lockers overnight. Money and valuables should not be kept in lockers. If any item does not fit in the locker, it should be stored in the storage units provided in the hallways between the lockers and not on the floor.

Mandatory locker clean out will take place twice a year. A student may lock their locker with a padlock with administrative approval. An extra key or combination must be kept in the office, so that it may be accessed in emergencies. Stickers and permanent markings are not acceptable on/in lockers. If a student desires to

change lockers, they need permission from the school principal.

### **Sports Bags (Grades 6-8)**

Sports bags may be kept in lockers if space allows. Large sports bags may be placed on the storage shelves provided. No bags are allowed on hallway floors at any time. Middle School students may sign up for an extra locker if it is available. Forms are located at the Middle School office.

### **Off-Campus Behavior (Grades 6-8)**

Students are to demonstrate behavior consistent with school policies when off campus. Students who become involved in inappropriate off-campus behavior seriously hinder the possibility of future attendance at Northwest Christian Schools. This includes (but is not limited to) maintaining biblical standards of sexual purity, abstinence from all alcohol, illegal substances, vaping, smoking, appropriate use of social media and avoidance of any illegal or immoral activities.

### **Healthy Friendships / Public Display of Affection (PDA) (Grades 6-8)**

Northwest Christian Schools promote healthy biblical relationships. While inclusive friendships are encouraged for maintaining a Christ-centered atmosphere, exclusive relationships that separate, isolate, or leave others out are discouraged at NWCS. Ultimately, dating and courtship are matters of parental discretion; however, any romantic behavior (e.g. hugging, kissing, holding hands, etc.) that distracts from the educational environment will immediately be brought to the students' and their parents' attention. **Public displays of affection are prohibited on the school grounds and at any school-related functions.** Disciplinary actions may result for violations of this policy. Also, because the middle school and high school are distinct and separate identities, any exclusive relationships or romantic activity between a middle school and a high school student is strictly prohibited.

## **CLASSROOM BEHAVIOR EXPECTATIONS**

### **Grades 6-8**

NWCS' program is gospel-centered and is led by quality and caring teacher-leaders. Each teacher is a trained professional who is responsible for maintaining a safe, positive, orderly environment conducive to optimal learning. We are student-oriented, but the teachers lead instruction at NWCS.

Each class period has learning objectives facilitated by our teachers. These objectives will be communicated for each period, and to ensure a positive learning environment, the following school-wide expectations will be fulfilled:

- **Prime time** is the first five minutes of class and sets the tone for the entire instructional period. Students will be engaged in instruction from the moment the tardy bell rings. Teachers will also record attendance/tardies during prime time.
- Students will be sitting at their desks (or work stations) when the tardy bell rings.
- Students will be on task to fulfill the learning objectives throughout the class period.
- Students will be excused from their desks by the teacher (not the bell) at the end of the class period.
- Students have four minutes passing time between periods for restroom and locker stops. Class time should not be used for these reasons.
- Food and drinks may be brought to class *only* at the discretion of the teacher. No food or drinks are allowed in science labs. Only food and drink containers with lids are allowed in the classroom and hallway.
- All cell phones must be turned off during class. "See it? Hear it? Use it? Lose it!"

**Come Ready to Learn! Bring:**

- All assigned texts
- Supplies
- Positive, teachable attitude
- "Participation/Readiness" points may accompany these expectations.

**Be on Time for Class!**

- Please be in your seat before the bell rings or scheduled class start time.
- Students are dismissed by the teacher, **not the bell.**
- Unexcused tardies will result in consequences. (See Tardy Policy.)

**"Bell-to-Bell" Learning and "Bell-to-Bell" Attendance is a Must**

Students need to remain in a supervised class setting for the entire class period (not the hallways—except for special circumstances with teacher permission).

Restroom needs should be taken care of during breaks. On occasion, teachers may allow individual restroom breaks at their discretion with a hall pass.

**Hallways**

Students are not allowed in hallways during class periods without a hall pass. Students are responsible for keeping hallways clean and orderly. Running, rough housing and excessive noise are not permitted. Hallways must remain quiet during instructional periods.

**Daily Assignments Must Be Done Neatly and Completely**

Incomplete, messy, or illegible papers will be returned un-graded. A late grade penalty may also be applied to any of these returned papers as well.

**Paper Headings: MLA Format** (Left side of the page)

Student Name: First and Last

Teacher's Name

Subject

Date example: 17 March 2013

Skip a line and add in the complete assignment title in the middle of the page (see below):

Chapter 7 Review Questions # 1-15

Skip one line to begin assignment.

*Formal MLA Format requires the heading to be double spaced. This will apply to typed formal papers. **MLA citation is required for all quotations used in assignments.***

### **Final Draft Papers (reports, essays, formal projects, research papers)**

Typed papers are preferred. If handwritten, papers must be clear with neat writing in dark blue or black ink. Use one side of the paper only with 1-inch margins and double spaced.

**IMPORTANT: DO NOT CUT AND PASTE** written material from the internet for use in any assignment! All quotations must be clearly cited using MLA format. Give credit to who credit is due and never claim someone else's work as your own! Plagiarism is a serious offence.

### **Late work**

Late class work (not to be confused with missing work from excused absences) will be accepted within an appropriate time limit but will not receive full credit unless excused by the teacher for extenuating circumstances. The individual teacher determines the penalty given. Common penalties have included points deducted per day, a 20% deduction per day up to 5 days, or 60% maximum credit given up to the last day of the unit.

### **Absences**

- Students are responsible for all missing work. They should talk to each teacher about assignments missed whenever absent. Feel free to e-mail teachers when necessary.
- **Excused absences** (e.g. illness)—Full credit will be given for work that is missed.
- Students have the number of days absent to complete the work.
- An admit slip is required after being absent to re-enter the class.

### **Procedure for Non-Cooperative Classroom Behavior**

1. Teachers will clearly communicate classroom expectations and consequences for non-cooperative behavior. Students are expected to respectfully follow all expectations.
2. In the event of non-cooperative behavior, the teacher will give a warning, with a view toward mentoring student growth.

3. On the next offense, the teacher will assign a classroom consequence or remove the student from class. Behavior may be documented in the student's online file.
4. If non-cooperative behavior persists, student is immediately sent to the principal.
  - Teacher will submit "Notice of Concern Form" as soon as possible.
  - Student conference with the principal takes place (consequences assigned; appropriate parent contact made, etc.).
  - Re-entry interview with student, teacher, and principal occurs as needed.

Continued offenses, disrespect and insubordination will lead to a student being placed on an "Action Plan" and may lead to detention, Saturday service, suspension or expulsion.

## **NWCS' APPROACH TO DISCIPLINE**

### ***Preparing Minds...Transforming Hearts***

#### **1. Transforming Hearts**

NWCS functions to support families and churches in Spokane in the spiritual and academic development of students. We are neither the church, nor the family *per se*, but a community of likeminded believers who desire to partner with one another to facilitate raising children to Christlikeness.

In order to encourage God's transforming work in students' hearts, each teacher and administrator at NWCS will employ the six "Relational Gestures" as described in the book *Cultivate* (Jeff Myers, Ph.D., 2010):

- Modeling
- Friendship
- Advising
- Coaching
- Teaching
- Sponsoring

#### **2. Preparing Minds**

We will strive to provide academic excellence through effective teaching in the following areas: Biblical worldview integration, differentiating instruction, collaboration, instructional strategies, curriculum, classroom management and lesson design. At times, students may require additional accountability and support through Educational Action Plans.

#### **Educational Action Plans**

***Steps to Success:*** Students who have areas of needed improvement are placed on a "Steps to Success" agreement between student, teacher and

parents. If the student's progress on the plan is unsatisfactory, he/she will be placed on an Education Action Plan with the support of the respective Principal. Failure to improve performance criteria may result in consequences such as detention, suspension or expulsion.

***Academic Probation:*** Students are placed on academic probation when their grade point average is less than a 2.0 ("C" average). Academic probation is designed to help monitor class work, improve study habits and provide the necessary accountability for satisfactory academic performance if steps to success and education action plans are not effective. Students on academic probation will, with the help of their teachers, develop accountability by stating personal academic and grade improvement goals and homework expectations.

***Dismissal:*** If the student's teacher indicates the student has not demonstrated a commendable effort substantiated by agreeable results, then the student may be granted an extension of academic probation or face expulsion.

### **3. The 4 R's and Discipline to Transform Hearts**

***"Those whom the Lord loves He disciplines." Hebrews 12:6***

Discipline is an integral part of a Christian's life, as it is the means God uses to bring us, and our children, toward Christian maturity (Hebrews 12:7-11). Discipline is not always reacting but purpose training and setting expectations. At Northwest Christian Schools our expectations for student behavior can best be summed up with 4 R's: **Respectful, Responsible, Reverent and Resilient**. Each is followed by specific student behaviors that evidence the character trait.

#### **Reverent**

- **Love God.**

***"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." Mark 12:30***

Therefore, NWCS students will:

- Obey authority quickly and gladly as they would the Lord Himself.
- Pray attentively without being distracted by others.
- Examine their thoughts and attitudes prior to entering chapel and participate with a 'worshipful' spirit.
- Value God's Word by growing in their knowledge of the Word and seeking to obey it.

#### **Respectful**

- **Love and respect one another.**

***"The second is this: 'Love your neighbor as yourself.' There is no***

***commandment greater than these.” Mark 12:31***

Therefore, NWCS Students will:

- Approach the school building with a sense of respect, walking quietly in the halls, taking note of what is happening around them, and reacting appropriately.
- Raise their hands before speaking.
- Quietly listen to and look at whomever is speaking.
- Choose to speak in a respectful manner to other students, teachers, staff and any other adults working in or around the school.
- Show courteous manners to others with whom they come in contact with.

**Responsible**

- **Do everything for Christ.**

***“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” Colossians 3:23***

Therefore, NWCS students will take ownership for their learning and actions by:

- Following directions in class and doing their homework.
- Not blaming others or giving excuses for mistakes or poor work.
- Coming prepared for class each day (pens, notebook, etc.).
- Keeping personal spaces neat and organized (lockers, desks, hangers).

**Resilient**

- **Christ gives us strength in every situation.**

***“I can do all this through him who gives me strength.” Philippians 4:13***

Therefore, NWCS students will practice resilience in the following ways:

- Not be surprised when challenges and trials come.
- Maintain an attitude of humility and gratitude.
- Embrace the cross as a follower of Jesus Christ.
- Know that Christ gives strength in every circumstance.
- Put on the armor of God and trust His sovereignty.
- Learn to pray in every circumstance.
- Seek out the help of parents, teachers, staff or pastors when needed.

#### **4. Major Disciplinary Consequences**

**Intervention/Action Plan**

The Principal may find it necessary to intervene if a student’s performance or conduct is unacceptable. This step precedes suspension and is designed to correct behavior or performance. It may include an action plan developed by the administrator with teacher/parent input, setting goals for student progress.

## **Suspension Policy**

In some cases, inappropriate student conduct will require a suspension (“in-house” or “at-home” as required by the principal). The policy for suspension is outlined below:

- The student will be given action points for the time and location of the suspension. “In-house” suspension is fulfilled at school under the supervision of the administrator. “At-home” suspension is fulfilled at home under the supervision of parents. Parents will be notified of the suspension actions, and they may organize their own plan of action for the suspension if it is to be served at home.
- Student daily work will receive **no credit** for the day(s) the suspension is served. Students will be allowed to make up tests, quizzes and projects, which are due on the day of the suspension.
- Students will not be allowed to participate in any extracurricular NWCS school-sponsored activities on the day(s) the suspension is served. This includes practices, games, performances, etc.

## **Expulsion**

In most cases, expulsion will occur after attempts have been made to correct misbehavior. However, when a student clearly demonstrates no desire to comply with the rules and regulations of NWCS, expulsion may occur immediately. Also, if a student demonstrates an attitude of antagonism toward the school’s mission and proves to be a negative influence on other students with regard to the school’s mission, expulsion may occur. Illegal acts may result in immediate expulsion.

## **Illegal Acts (Alcohol, Illegal Drugs, Tobacco or Weapons)**

Any illegal act may be subject to law enforcement investigation independent of school involvement. Furthermore, any illegal act which may include, but is not limited to, theft, possession of alcohol, illegal drugs or tobacco, weapon possession, etc., may result in immediate expulsion. **Northwest Christian Schools, in compliance with state law, is an alcohol-free/drug-free/tobacco-free/weapons-free school.**

## **Bullying**

Our NWCS core values promote a biblical and relational approach to relationships which are designed to reflect John 15:12 - *“My command is this: Love each other as I have loved you.”*

**Rationale:** In an effort to instill biblical values and create a loving environment the school seeks to deal biblically with conflict that can occur from time to time. Northwest Christian School realizes that while bullying may occur, it is never acceptable. We seek to implement a framework for dealing with bullying incidents to protect our students and help them learn how to relate in a way that is line with biblical standards.

**Definition:** Bullying occurs when a person or group is intimidated, frightened, (intentionally) excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum" (2003). For our purposes, it takes place in the school, on school property, or on school field trips, and via school transportation. Various forms of bullying include verbal, physical, sexual, social, and psychological words or actions that are intended to target and harm another student or group.

**Awareness:** NWCS staff is committed to prevent bullying and mentor students while holding students who seek to harm others accountable for their actions. Staff receives training which includes an intentional focus on student mentoring (MFACTS), class meetings, accountability groups, Bible Class, chapels, advisory groups training which help students relate to one another and solve conflict bringing them to light in a Christ-like manner.

**Reporting:** Students and their parents are encouraged to report any harassment or bullying to their teacher(s) or administrator using the Mathew 18 guidelines for conflict resolution. Each report, whether written or verbal, will be taken seriously and responded to in a timely manner by the appropriate administrator. Attempts to reconcile and restore relationships where bullying has been involved will include an appropriate apology and disciplinary action(s) to include both present and future accountability plans for those involved. A **Conflict-Resolution Reporting Form** is available from teachers or the principal for students/parents who believe there has been mistreatment, harassment or bullying by another student. This form will be available to help with the reporting process and serves as a way for students or parents to report to their respective principal **mistreatment, bullying, harassment,** as well as **student-to-student conflict** that negatively impacts the learning environment.

### **Fighting**

Fighting will not be tolerated at NWCS. All actions with the intent toward physical harm will be met with serious consequences.

### **Harassment**

Harassment is not tolerated at Northwest Christian Schools. Threatening or harassing language/behavior toward students or staff (including sexual) are strictly prohibited. Harassment (whether verbal, written, physical, or via electronic device) will result in major disciplinary action. This includes demeaning online or phone postings of photos, videos, or text. Also, threats to do bodily harm, intimidation/bullying, threats of violence of any kind and threats to cause physical damage to students, staff, property, or school will result in serious administrative consequences.

### **Language**

It should be understood at a Christian school that we expect our students to use appropriate language. Ephesians 4:29 says, "Do not let any unwholesome talk

come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” This scriptural standard is upheld at NWCS in all verbal and written communication. Profanity, verbal abuse and “roasting” is strictly prohibited at all times.

### **Re-Admittance after Expulsion or Withdrawal**

Middle school students who leave Northwest Christian Schools for academic or behavioral reasons may apply to be readmitted after a minimum of one semester of successful attendance at another school. The student’s academic, social and spiritual behavior during the interim is carefully considered in the process of evaluating for re-enrollment. This stated policy will also apply to prospective students who have similar circumstances and would like to attend Northwest Christian Schools.

## **ACADEMIC PROGRAMS AND CURRICULUM**

### **Kindergarten – Grade 5**

The curriculum of NWCS complies with and exceeds the standards of the State of Washington. A distinctive feature is an integrated Bible program, which means our entire curriculum is taught in light of God’s Word; the Bible being the ultimate source of truth in all subject matters.

The key component of Northwest Christian’s curriculum is the teacher. Teachers at NWCS have developed Biblically-supported “Enduring Understandings” for each subject. Each lesson, unit and activity is designed to emphasize these Enduring Understandings.

### **Kindergarten**

The Kindergarten program has an academic focus through age-appropriate themes and activities. Students experience academic learning within a rich program of activity, song and Bible lessons. The fundamentals of reading readiness are taught through phonics. Most of the kindergartners read before the end of the school year. Mathematic concepts are also taught through well-planned activities in everyday contexts. Kindergartners learn to count coins, identify patterns, make graphs and can add and subtract by year’s end.

### **Grades 1-5**

The Elementary program educates the whole child through the lens of a biblical worldview, with the goal of preparing students for Middle School by building solid foundations in every subject. Students work hard to achieve high standards of academic excellence. The curriculum utilizes the most effective materials and methods for each subject. A detailed grade level curriculum brochure is available at the front office.

### **Core Subjects**

Bible, Science, Reading, Math, English, Language Arts (writing, spelling, grammar) and Social Studies.

### **Specialized Subjects**

Music, Band, Art/Creative Expressions, Physical Education, Library and Computers.

### **Elective Subjects: Grades 4 & 5 Band, and Choir**

NWCS is committed to excellence in our music programs. **Fourth and Fifth grade** students are strongly encouraged to decide for the entire school year (Band and Choir). If a parent feels that a mid-year music class change is imperative, then they may request a transfer in writing from the current music teacher. Approval of both music teachers and the Elementary Principal will be necessary for this change. The final decision, however, rests with the Elementary Principal.

### **Computer and Mobile Lab Policy**

There are desktop computers in the classroom for the teacher only. **Students are not allowed on teacher or staff workstations.**

Mobile labs are available for classroom use at the lower campus and equipped with 20-24 laptops.

**All students and their parents are required to read and sign the "Acceptable Use Policy Agreement" for computer and internet use at the school. Internet access will only be available to students with a signed form.**

## **Support Programs**

### **Learning Center**

The Learning Center is available for Elementary students who need strategic classroom support as well as intensive intervention. An evaluation process through the classroom teacher and the learning center staff will determine which level of support is best for individual students based on student need. Learning Center support for reading or math have additional testing and program fees.

### **Library Time**

Each class is scheduled for a library time two to four times per month. Additional time to return or checkout books is provided before and after school. Please help your child remember to bring his/her book back on this day each week. In order to practice good stewardship of our books and other library resources, and because of a high demand for particular titles, all overdue books will be assessed fines as follows: \$0.20/day or \$1.00/week. Lost books will be fined at replacement cost.

### **"NWCS Writes"**

NWC has our own writing rally here on campus designed to foster literacy and create an enriching opportunity for early learning, Elementary and Middle School peer tutors to create and share original pieces of writing and participate in an author's showcase during the school year.

### **Student Planners (Grades 3-5)**

Elementary student planners will be available to purchase for a nominal fee from the front office on the first day of school. Beginning in third grade, students will be expected to fill out planners for each day's assignments and homework. Parents/Guardians should be asked to check their student's planner daily. Even though they are not required to have planners, second grade students should practice writing down daily assignments by second trimester in preparation for third grade.

### **Office 365 (Grades 3-5)**

Elementary teachers post student assignments, learning resources and class events via classroom webpages hosted by Office 365. Login codes will be given by the classroom teacher. This platform is an effective classroom communication tool for parents to stay connected to their child's classroom.

### **Homework Policy**

Northwest Christian Schools Elementary will support the family and the local church by limiting the amount of homework assigned each week. Weekend and holiday assignments will be sparingly given when they are needed as a part of the pre-determined project specified by a class syllabus. Teachers are encouraged to give a week-at-a-glance homework plan so that families can arrange homework time around mid-week church and youth meetings. Planner assignments will be emailed regularly for grades 3-5. Generally, homework time targets will be:

<b><u>Grades</u></b>	
K-1	up to 15 minutes
2-3	15 to 30 minutes
4-5	30 to 50 minutes

Exceptions may be made for special projects, research papers, etc., as specified by advanced notice in the class syllabus at the beginning of the year or trimester. Additional homework time may be required for some students depending upon that student's academic needs.

### **MAP Testing**

Elementary students will be tested using the MAP Test (**Measure of Academic Progress**) to determine growth in the core academic areas of reading, writing, and mathematics. New students without previous MAP scores will be tested in the fall. All 3<sup>rd</sup> grade students are tested in the fall. Results will be published for parents and shared confidentially with your child's classroom teacher. Test

results and goal strategies will be shared during fall and winter conference times. Our MAP leadership team is available to answer questions. For more information, contact our staff MAP testing lead teacher.

### **K-5 Enduring Understandings**

#### **History:**

- 1) God is the Source. He is our Provider. (Colossians 1:6; Romans 8:28)
- 2) God is Sovereign. He rules over all things. (Romans 8:28, Romans 21:1)
- 3) God is just. He does what is best. (Romans 1:18, Psalm 111:7)

#### **Science:**

- 1) God is Creator. (Hebrews 11:3, Psalm 33:6)
- 2) God is creative and orderly. (Psalm 8:3-4)
- 3) God is a revealer. (Romans 1:20, Psalm 19:1-4, 1 Corinthians 14:12)
- 4) God is our Provider. (Matt 6:25-30, Genesis 1:29-30)

#### **English:**

- 1) God is the ultimate Author. Writing is a powerful tool to influence people for His glory. (Psalm 102: 18)
- 2) God is the Purposeful Communicator. (2 Timothy 2:15, 2 Timothy 3:16, Hebrews 4:12, Romans 12:2)
- 3) God is gracious. (Ephesians 2:8,9) God asks us to listen to others. (James 1:19) and speak with purpose, kindness, truth and grace. (Ephesians 4:29, Proverbs 3:3, 1 Peter 1:15)

#### **Math: K-2**

1. God is orderly. (Psalm 147:4)
2. God is bigger than anything. (Jeremiah 23:24)
3. God is unchanging. (Malachi 3:6, Lamentations 3:23)
4. God is wise. He created people in His image to think. (Genesis 1:27, Colossians 2:3)

#### **Math: 3-5**

1. God is orderly and precise. (Psalm 147:4)
2. God is immense. (Jeremiah 23:24)
3. God is unchanging and consistent. (Malachi 3:6, Lamentations 3:23)
4. God is wise. He created people in His image to think. (Genesis 1:27, Colossians 2:3)

### **Middle School (Grades 6-8) Academic Program**

Middle School education at NWCS is vibrant, biblical and relational. The curriculum of Northwest Christian Schools complies with and exceeds the standards of the State of Washington. A distinctive feature of our school is an integrated Bible program.

By this we mean that our entire curriculum is taught in light of God's truth and that the Bible is the ultimate source of truth in all subject matter. The goal is to help students develop as independent lifelong learners within a biblical worldview. A helpful resource describing our educational program is the **Secondary Course Offerings Handbook**.

### **Middle School (Grades 6-8) Curriculum**

The Middle School program offers a solid core of academic classes as well as a variety of non-core courses. A flexible block schedule allows for enhanced teacher contact time and opportunities to balance direct instruction with an active learning approach. A variety of learning-styles instruction is used including hands-on science, group learning, activities and labs. Sixth and seventh grade students are required to choose one music course. All Middle School students must complete three PE, two music, one fine arts and one technology course during their middle school years. (Technology competence may be demonstrated in lieu of the required class.)

**Core Subjects:** Bible, English, Math, Science and History

**Non-Core Subjects:** Choir, Band, Strings, Computer/Technology, Physical Education, Outdoor Education, Leadership, Art, and Exploratory Courses.

**Exploratory Subjects:** Students in grades 6 & 7 are required to take exploratory courses. Exploratory courses include World Cultures, Art, Outdoor Education and STEM.

**Educational Field Trips:** Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form and waiver from a parent or guardian is required for all field trips. Parent volunteers may be used for field trip supervision at the discretion and under the authority of teachers and administration.

**Student Ministry:** Middle School students who maintain good academic standing may be granted the privilege of participating in our student ministry program. We assist local MOPS (Mothers of Preschoolers) programs by providing monthly babysitting. Participation is based on parent permission and good academic performance. Also, students are available to assist Early Learning and Elementary teachers and students at the Lower Campus.

**Bible Literacy Framework:** In order to increase the Biblical literacy of each student, NWCS has adopted a framework (from *30 Days to Understanding the Bible* by Max Anders, 2004) that will be applied to each Bible class in grades 3-8. Four eras of Bible history will be studied by each grade level. Twelve Bible literacy enduring understandings and accompanying scripture references will be mastered by students by the end of 8<sup>th</sup> grade. Students will also be taught to apply scripture to their lives through a personal relationship with and total

reliance upon our Lord Jesus Christ.

### **Middle School Program**

**Science Lab:** Our science laboratory is available for instruction and student use. It is under the supervision of the 8<sup>th</sup> Grade science teacher. All science teachers who use the lab will instruct each student in laboratory safety guidelines. The following rules must be observed while using the science lab:

- Students will be required to follow safety guidelines at all times.
- No food or drink is allowed in the labs.
- All chemicals and supplies are to be stored in locked cabinets, accessible by authorized personnel only.
- Counters and sinks must be cleaned at the end of each school day.

### **Classroom Technology**

There are desktop computers in the classroom for the teacher only. Students are not allowed on teacher or staff workstations.

All classes are equipped with devices (laptops and iPads) at a 1:1 student/device ratio. This allows for an array of educational tools to be available daily, for all students. Students will be trained in digital citizenship and responsible use of technology to enhance their education.

The lower campus has a computer lab in the library.

All students are required to read and sign the "**Acceptable Use Policy Agreement**" for the computer and internet use. Internet access will only be available to students with a signed form.

*Note: Students should complete the **Acceptable Use Policy Agreement** during the first two (2) weeks of the school year.* Students must sign in when using the lab other than for a computer class. The following rules must be observed:

- Computers are to be used for educational purposes only.
- ***All outside storage devices (e.g. flash drives, external hard drives) must be scanned prior to use.***
- No programs may be downloaded or installed without prior approval.
- Students may only log in with their own computer code and may not tamper with another student's folders or general computer settings. Your code will be disabled if this occurs.
- No food or drink is allowed in the computer lab and equipment must be treated with care.
- No phones in the computer lab please!

\*See Clearance Form for complete rules.

### **Media Policy**

*Generally speaking, videos are only to be used for instructional purposes.* Middle school students are allowed to view educational G and PG films. PG-13 films (when deemed educationally necessary) may be shown with parental permission only.

### **Courses at the Upper Campus**

Some Middle School students will have upper level math and elective courses at the Upper Campus. See your child's class schedule for details. Students will be shuttled by school bus. Students who have a course at the Upper Campus at the end of the school day may catch the bus to return to the Lower Campus or be picked up by parents in the Upper Campus loading zone.

### **Learning Center**

The Learning Center is available for all elementary and middle school students who need both strategic support, as well as intensive intervention as determined by the Learning Center staff and classroom teachers. An evaluation process through the Learning Center will determine which level of support is best for individual students. Learning Center support for reading or math requires additional staff; therefore, additional fees for testing and instruction will be charged. If you have questions, contact our Learning Center coordinator.

### **Teacher Access Period (TAP)**

TAP will be scheduled for students every Wednesday and Thursday from 1:05-1:25pm. Students are to report to their homerooms during TAP with assignments to work on and a book to read. They may also access teachers for help, questions, and information by using the "TAP" form. Students with approved TAP forms will be allowed to leave their homerooms, if necessary, to consult with their teachers. Students without TAP forms are expected to remain in their homerooms to study or read. This is an excellent chance for students to keep up with their homework and required reading as they use this time wisely. Snacks are allowed during TAP by teacher permission.

### **MAP Testing (Grades 6-8)**

Middle School students will be given the Measures of Academic Progress (MAP) test developed by the Northwest Evaluation Association (NWEA) this year. The MAP assessment provides the following benefits:

- Students, families and teachers receive feedback at conferences regarding each student's progress and instructional level.
- It provides a Lexile score to each student, which is a measurement of reading proficiency. Many textbooks and library materials are labeled with Lexile scores to help readers choose ability-appropriate books.
- The MAP assessment provides information for families and teachers that

will help every student to grow at their own instructional level.

- MAP tests assess **Reading, Language Usage** and **Mathematics**.
- Students are trained to use MAP results to set goals for academic improvement.
- Efficient testing administered with use of a full set of iPads and mobile lap top lab.

**This test will be administered to students twice during the school year in both the Winter and Spring. New students without valid spring MAP scores from the prior spring will test in September.** First MAP test results will be reviewed during Fall Conferences (including results from the previous school year). Teachers and parents will use test scores to help students with academic goal setting for the school year and identify resources for academic improvement.

## GRADING POLICY

### **Report Cards**

All grading scores for students in grades K-12 will be recorded in ParentsWeb.

### **Grades K-5**

**Grades K-2:** Kindergarten through 2<sup>nd</sup> Grade students will receive age-appropriate, cumulative report cards at the end of each semester. Kindergarten through 2<sup>nd</sup> grade students will receive end of year MAP reports in addition to semester grade reports.

### **Grades 3-5:**

Parents will receive MAP test scores at winter conferences and end of the school year. Conference times between the semesters will focus on areas of progress, and where growth is needed, including MAP scores and other in-class assessments.

**Grades 3-8:** Progress will be evaluated by the use of letter grades on report cards at the end of each semester for each student in grades 3-12. Assignment, quiz, and test grades will be clearly documented and explained if questioned. Grades reflect daily homework, class participation, quizzes, tests and projects. Careful consideration will be given to reflect the student's effort for the entire trimester.

**Progress Reports K-8:** Student progress will be discussed in October and February at the parent/teacher conferences. Progress reports will be available on ParentsWeb during the fifth week of each quarter for Middle School students.

### **Grades 6-8**

Individual teachers establish the components of their grading program and inform students of these criteria. There are four nine-week grading periods during the

school year. There are specific times for conferences in the fall (and spring for Middle School). Semester grades are used for GPA computation and are recorded on the student's official transcripts.

### Grading Scale

<u>Academic</u>	<u>Grading Scale</u>	<u>Transcripts &amp; GPA Standard</u>	
A	92.5-100%	A	4.00
A-	89.5-92%	A-	3.67
B+	87.5-89%	B+	3.33
B	82.5-87%	B	3.00
B-	79.5-82%	B-	2.67
C+	77.5-79%	C+	2.33
C	72.5-77%	C	2.00
C-	69.5-72%	C-	1.67
D+	67.5-69%	D+	1.33
D	62.5-67%	D	1.00
D-	59.5-62%	D-	0.67
F	Below 59.4%	F	0.00

### Middle School Honor Rolls

The middle school honors students who have achieved a GPA of 3.85—4.0 by placing them on the Scholars List. Students who achieve a GPA of 3.5—3.84 will be placed on the Honor Roll. Certificates are awarded to deserving middle school students yearly and announced in the Middle School Notebook newsletter each semester.

### Late Work

In cases of excused absence, full credit will be given for late work completed within the prescribed number of days. Students will have the number of days absent to complete late work. For example, if a student is absent on Monday and Tuesday, he/she will be given two days to complete all late work (due on Friday for full credit). Other late class work will not receive full credit unless excused by the teacher. The individual teacher determines the penalty given. If assignment deadlines cannot be met, please contact your teacher to make other arrangements before the assignment is due. Specific requirements will be outlined in each teacher's course syllabus. Also, priority for correction and ParentsWeb entry is given by teachers to **work that is handed in on time.**

### Incompletes

If a student's work is incomplete at the end of a quarter, he/she has 10 school days to complete this work. All incompletes automatically convert to an "F" grade at the end of 10 school days.

### Academic Detention

This is a short-term discipline given by the teachers to students who are not fulfilling reasonable academic performance. This discipline is designed to increase

academic commitment and student accountability. A common form of academic detention is loss of lunch break so the student may complete a class assignment.

### **Academic Probation/Student Educational Strategy Plans**

Students who need additional academic help and accountability will set goals with teachers, parents and the principal to identify steps for success. Middle School students will be placed on a GROW plan to accomplish this. When a student receives below a 2.00 GPA ("C" average), they may be placed on Academic Probation. Academic probation is designed to help monitor class work, improve study habits and provide the necessary accountability for satisfactory academic performance. When students are placed on academic probation, parents will be informed and will help students reach their goals. Students will be held accountable and encouraged to reaching the plan's academic goals (e.g. grade and homework expectations). All documentation will be stated in an academic action plan that will be monitored by the Principal.

### **Cheating/Plagiarism**

Integrity is a godly goal for all students at NWCS. Teachers will encourage students to exercise honesty in all academic matters through clear communication, consistent standards, active supervision and fair consequences. Teachers will communicate to students what they can or cannot do in terms of daily individual/partner/group work, etc. Instructors will require proper spacing between students, a quiet testing atmosphere and will actively supervise tests in all subjects. Instructors will also train students in the proper use of the internet and other research resources, clearly defining plagiarism and warning against it.

### **Consequences for Cheating or Plagiarism:**

- On the first occurrence, the student will receive a zero (0) grade, the parent will be contacted and the Principal will be notified. The teacher and student will conference to discuss appropriate behavior.
- On the second occurrence, the above actions will be repeated and an action plan will be written for the student. The student may also receive a suspension.

**Continued cheating or plagiarism will result in serious administrative action that may include expulsion.**

## **GRADUATION REQUIREMENTS**

### **Grade 8**

*To participate in the 8<sup>th</sup> grade graduation ceremony, middle school students must pass all core subjects and satisfactorily complete the prescribed non-core courses below.* The graduation ceremony is a very special occasion celebrating middle school accomplishments and glorifying God in a worshipful atmosphere.

Professional dress is required of 8<sup>th</sup> grade graduates.

### **Grades 6-8 Non-Core Course Requirements:**

- Physical Education - required in 6<sup>th</sup> and 7<sup>th</sup> Grades; one semester in 8<sup>th</sup> Grade.
- Fine Arts - Music required in 6<sup>th</sup> and 7<sup>th</sup> Grades. (full year)  
1 semester in 8<sup>th</sup> grade (Band, Choir, Art, or Theater)
- Computer - Course requirements are met in the classroom.

## **ATHLETIC PROGRAM**

### **Grades 1-5**

The Elementary athletic department is led by Athletic Director Mrs. Katie Iverson. **Fifth grade boys** may participate in cross country, basketball and baseball (boys). **Fifth grade girls** may participate in cross country, volleyball, basketball and softball. **Cross country is the only school sponsored sport available for 1<sup>st</sup> – 5<sup>th</sup> grade boys and girls.** All sports are contingent on the availability of coaches. There is a fee for Elementary sports. Academic eligibility applies to all sports. Students must maintain a C average or above in classroom subjects to participate. **All participants are also required to complete a sport physical, register and pay the athletic fee on FamilyID.**

### **Grades 6-8**

Northwest Christian Schools provides numerous opportunities for Middle School students to participate in athletics. Each student must have a physical exam, be academically eligible, demonstrate the appropriate attitude and meet W.I.A.A. approval to participate in the NWCS Athletic Program. ***Please consult the NWCS Athletic Handbook for specific information.***

Each athlete must sign a "Code of Conduct" and maintain athletic, behavioral and academic eligibility to participate in the program. Each athlete and parent is required to read the NWCS Athletic Handbook and attend the pre-season team meeting.

NWCS offers the following extracurricular sports programs for boys (B) and girls (G). Note: 6<sup>th</sup> graders will continue to play in the Knights of Columbus league this school year; 7<sup>th</sup> and 8<sup>th</sup> graders will play in the Inland Empire Mid-Level League. Check with the Athletic Director for fees, forms and details relating to 7<sup>th</sup>-8<sup>th</sup> grade athletics and for information and forms regarding our 6<sup>th</sup> grade program.

<b><u>Grade 6</u></b>	<b><u>Fall (Aug.-Oct.)</u></b>	<b><u>Winter (Nov.-Feb.)</u></b>	<b><u>Spring (Mar.-May)</u></b>
	Volleyball (G) X Country (B,G)	Basketball (B,G)	Baseball (B) Softball (G)

<b><u>Gr. 7-8</u></b>	<b><u>Fall (Aug.-Dec.)</u></b>	<b><u>Winter (Jan.-Mar.)</u></b>	<b><u>Spring (Apr.-May)</u></b>
	X Country (B,G)	7th Gr. Basketball (B,G)	Track (B,G)
	Softball (G)	8th Gr. Basketball (B, G)	Baseball (B)
	Volleyball (G)		
	Wrestling (B)		
	Football (B)		

### **Eligibility - Athletic / Extra Curricular / Student Leadership**

**GPA** -The minimum grade point average for a student to participate in an athletic program is 2.0. In addition, the athlete must be passing all subjects (no F's).

Athletes who do not meet the minimum requirements for athletic participation will be subjected to the following procedure:

- The athlete will receive an athletic probation notice from the office of the Athletic Coordinator.
- The athlete will be given five school days to improve the GPA to the required level. During the five days, the athlete will be eligible to participate in practices/games.
- If the athlete's GPA is not at 2.0 after five days, the athlete is declared academically ineligible for the next five school days. Depending on the information shared by the faculty, principal, Athletic Coordinator or Middle School principal, the athlete may be allowed to practice but not participate in competition. The athlete is ineligible until the required GPA is achieved.
- Students must attend a minimum of 1/2 of their scheduled classes prior to the release for their sporting event. Example: if the athlete is released at the beginning of 5<sup>th</sup> period, they will have to have attended 2 of the 4 periods to be able to participate in the sporting event.
- Please note: The off-campus behavior portion of the NWCS Athletic Handbook will be strictly enforced!

## **STUDENT LEADERSHIP**

### **Elementary Associated Student Body**

#### **Grades 3-5**

**ASB officers** are 4<sup>th</sup> and 5<sup>th</sup> grade representatives elected by 3<sup>rd</sup>-5<sup>th</sup> graders at the Elementary. These chosen student representatives must be approved by the teaching staff and sign a leadership contract which includes modeling exemplary character, study habits, and a commitment to serve the Elementary student body through various planning activities and events. Applications for ASB will be given out in October with speeches and elections to follow.

#### **Grades 6-8**

#### **Leadership Class**

The Middle School Leadership class coordinates activities and serves in various functions of student life and activities. Students enrolled in the class must set godly examples for peers. Leadership is promoted throughout NWCS' Middle School. Peer accountability is expected of each student by setting a good example. All Middle School students participate in accountability groups on chapel days and encourage each other to grow in leadership. Middle School students in the Leadership Class are expected to maintain good grades and exemplary behavior in every class. Students may lose the privilege of attending the Leadership class if they do not exemplify good behavior and satisfactory *grades*.

## **EXTRA-CURRICULAR OPPORTUNITIES**

**There is no childcare program available before or after school for elementary students.**

### **Math is Cool**

Academic teams of mathletes are chosen in 4<sup>th</sup> and 5<sup>th</sup> grades to compete at the annual Math Is Cool competition held in the spring. Participation is voluntary, but a commitment is required.

### **Spelling Bee**

The annual Spelling Bee is a spring event involving students in grades 1-5. Each class will practice Spelling Bee words from the assigned list and hold a grade level Spelling Bee. Please note: every word sent home with students may or may not be used in the actual spelling bee. The In-class Spelling Bees determine who will qualify to participate in the overall School Bee. Parents are welcome to attend the school spelling Bee.

### **Student Performances**

The primary goal for all Northwest Christian Schools student performances is to represent and glorify our Lord Jesus Christ in the community. All NWCS performances will be carefully and strategically designed to adhere to NWCS' mission. Musical selections, music, dress code and overall performances should support NWCS' conservative Christian values. Two main musical performances are presented during each school year: The **Christmas Program** and **Spring Performance** involve the Preschool-Grade 5 band and choir. Music teachers will announce rehearsal and performance schedules well in advance of the program. Additionally, special performances may be scheduled throughout the school year as approved by the Principal.

### **Grandparents Dessert**

Grandparents are an integral part of the NWCS school family. It is the school's desire to honor their significance in the lives of our students. The

Elementary Grandparents Dessert takes place in the spring. As with all NWCS performances, the primary goal of the Grandparents Dessert is to glorify our Lord Jesus Christ and to bless these honored guests.

### **Parent/Student Socials**

Parent/student socials provide an opportunity for high school classes to plan and organize a special evening for school families. Events include: *Daughter/Daddy Date Night, Father/Son Night, Mother/Daughter Social, Mother/Son Social*. These events are fundraisers for the various high school classes.

## **Grades 6-8**

### **Eligibility**

Any student participating in a school-sponsored event other than athletics (e.g. theater) will be subject to the same basic eligibility requirements as athletes during the duration of their event.

### **Choirs and Bands**

The NWCS music program encourages students to value music as a gift from God. Middle school students are given skills instruction in all aspects of choral and instrumental music during choir and band classes. In addition, they gain performance experience at school, in the community, church and competitions. There are middle school bands and choirs that each requires a one-year commitment. Smaller ensembles, such as the Crusader Chorale, are also formed at the discretion of the music teacher. The goal is for participants to have a well-rounded musical experience, so they can glorify and honor the Lord Jesus Christ using their musical talents. Students may also try out for the Crusader Pep Band.

### **Theater**

The NWCS theater program provides annual opportunities for students to perform for the glory of God. Try-outs for school-wide productions are well advertised and open to middle and high school students. The goal of theater classes and performances is to teach students to present a theatrical offering for the edification of their audiences and the glorification of the Lord.

Middle School students may try out for the fall production directed by Mrs. Hilderbrand. Rehearsals will be held after school.

## **MAJOR SCHOOL ACTIVITIES**

### **Retreats**

All *middle school* students should plan to attend their fall retreats. The goal of each event is to set the spiritual tone for the upcoming year, provide a

sense of school unity among students, allow new students to get acquainted with the student body, and provide a time for students to form bonds with the faculty.

### **Spirit Days**

**Middle School** Spirit Days are separate from the high school and are announced on the school calendar and in the weekly Middle School Notebook newsletters. They are planned and coordinated by the Middle School leadership class.

The appropriate grade-level advisor will approve all class skits, routines, songs and hallway decorations during spirit day activities. In addition, the advisor or an approved adult will supervise the hallway decorating and clean-up activities. Class advisors will work closely with the ASB advisor to make each Spirit Day a success.

### **Parent/Student Socials**

Middle school parent/student socials provide an opportunity for each class to plan and organize a special evening for school families. Events include: *Daughter/Daddy Date Night, Father/Son Night, Mother/Daughter Social, Mother/Son Social.* Middle School participation is encouraged.

### **Class Fundraisers**

**Early Learning** students participate in a fall classroom fundraiser designated by the Early Learning team.

**Elementary** students participate in selling See's Candy Bars in the fall to provide for classroom funds which can include extra learning resources and field trip expenses. Each student is asked to commit to selling a minimum of 2 boxes of candy or the family may choose the "opt out" option by writing a check to the school towards classroom funds.

The **middle school** participates each year in a fall fundraiser as approved by the administration. The fundraiser occurs at the beginning of the school year and specific information will be available at that time. Parents may choose to opt out. Volunteer parents are needed to help the success of the fund raiser. Please inform homeroom teachers if you would like to volunteer.

### **Other (Non-Sponsored) Social Events**

NWCS students are expected to evaluate all forms of entertainment considering Biblical standards for holy living and to abstain from those that do not meet such standards. Specifically, students and parents are encouraged to use biblical discernment in choosing music, movies, video games, social dancing and all forms of entertainment.

## **MEDICAL INFORMATION**

### **Medical Emergency Procedure**

Medical emergency information is given at the time of enrollment and entered on ParentsWeb. **Please make sure information in ParentsWeb is current!**

Northwest Christian Schools, Inc. is authorized to administer oral, topical or nasal medications, and eye drops, or ear drops to students during school hours. We define medication to mean all drugs - whether prescription or over the counter. Medication must be brought to the school office by the parent/guardian/custodian, accompanied by a Medication Form and will be stored in a locked cabinet. Medication authorization is good for the current school year only.

### **THE FOLLOWING CONDITIONS MUST BE MET:**

#### **Prescription Medication (Use Medication Form)**

1. All prescription medication must have a Medication Form on file at the Front office and must have signed parent/guardian/custodian permission.
2. All medication must be in the original prescription bottle (container), unexpired, and properly labeled with student's name, name of drug, dosage, name of health professional who is prescribing, and the time of day to be given.
3. Sample medication must also be properly labeled, unexpired, and in the original container or package.
4. Prescribed inhalers may be self-carried, but a Medication Form must be on file at the Front Office.

#### **Back-up Medication (e.g. secondary epi-pens) (Use Medication Form)**

1. Back up medication will be required for extra-curricular sports and activities.

#### **Non-Prescription Medication (Use Medication Form)**

1. Non-prescription medication (i.e. acetaminophen, or over-the-counter medication, cough drops, cough syrup) will not be administered without parent/guardian/custodian permission granted on ParentsWeb.
2. Non-prescription medication (i.e. acetaminophen, or over-the-counter medication, cough drops, cough syrup) must be provided by the parent in the original container, unexpired, and must be labeled with the student's name, the name of the medication, strength, dosage, and when to be administered and will be stored in a locked cabinet.

#### **Self-carried Medication (Use Medication Form)**

1. Due to the proximity of preschool children who cannot determine what is candy and what is medicine, Lower Campus students are not permitted to self-carry medication.

2. Exception: Sunscreen may be self-carried and applied by the student with parent permission only. Spray or aerosolized sunscreen is discouraged due to other students with asthma and allergies.
3. Prescribed inhalers may be self-carried, but a Medication Form must be on file at the Front Office.

### **Non-Oral Medication (Use Medication Form)**

1. School personnel may administer eye drops, ear drops, nasal drops/sprays, ointments, & topical medication when provided by a parent in the original container along with a medication form.
2. School personnel will NOT administer rectal or injectable medication. Exception: Injectables in life-threatening situations (i.e. Epinephrine for Anaphylaxis) and insulin for diabetics.

## **Kindergarten-Grade 8**

### **Illness Guidelines for Keeping Your Child at Home**

We appreciate your commitment to have your children at school and on time ready to learn every day. However, please do not send your child to school if they have any of the following:

- **Coughing, chronic cough** – If persistent and accompanied by other symptoms such as fever, loss of appetite, and rapid, noisy, obstructive breathing, contact your health care provider.
- **Eyes** – appear red and irritated, thick mucus or pus draining from the eye. Contact your health care provider for possible conjunctivitis (pink eye) and treatment.
- **Diarrhea** – students can return to school 24hrs after last event. Contact your health care provider if symptoms persist.
- **Fever** – temperature of 99 degrees Fahrenheit or higher. To allow him/her to fully recover and to guard against a relapse of the illness, please keep your child at home for a full 24 hours after his/her temperature has returned to normal.
- **Greenish nose discharge** – should be seen by a health care provider. This condition may be contagious and require treatment.
- **Sore throat** – especially with fever or swollen glands in the neck.
- **Vomiting** – students can return to school 24hrs after last event.

If your child shows any of the above symptoms while at school, it will be necessary to pick him/her up from school.

- Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.
- If all parents keep their sick children at home, we will have stronger, healthier, and happier children.
- While we regret any inconvenience this may cause, in the long run this means fewer lost workdays and less illness for parents too.

### **Food Allergies**

If your child has a food allergy, please inform the front office and your student's teacher. If the food allergy is severe, please inquire at the office about an **emergency action plan** that we can post in the classroom, kitchen and front office.

### **Other Allergies**

**If your student has a medical allergy or condition noted upon (re)enrollment or at any time during the school year for which prescribed medical devices or medication may be needed (i.e. epi-pen or inhaler) all devices and current prescription medication must be turned in to the front office in the original packaging by the first day of school. Failure to have current medication or medical devices on hand will result in the student not being able to remain at school until the current medications or devices are turned in to the front office with instructions.**

**Latex balloons are not allowed** on campus due to high allergic reactions by some students. Our school is a latex free zone. Please refrain from sending latex balloons for your child.

### **Medical Appointments**

Whenever possible, doctor, dental and other appointments should be made after school hours. A written request must be sent to the child's teacher and/or the Front Office Receptionist in advance of the student's absence. ***No student will be released to anyone other than those authorized in RenWeb or by a "one time" written note by the parent or guardian.***

## **COMMUNICATION**

Parents are a vital part of the NWCS team as we seek to train and instruct your children. In addition to praying for your student and encouraging them daily, parents are encouraged to daily check-in with their students regarding homework, major projects and student life.

### **Text Blast Messaging System:**

The school will utilize our text blast messaging system in cases of emergency - school closures, lockdowns or evacuations. Every effort will be made to have timely information sent to parents. *Cell phone numbers must be listed in ParentsWeb in the proper phone format for this automated system to properly work.*

**Contacting Teachers:** Teachers are busy working with students from 8:15am to dismissal at 3:00pm. *Please do not plan for teacher contact during this time.* In an emergency, please call the school and explain the situation to the school receptionist, leave a message, or leave a voice mail for the teacher. If you would

like to talk with your student's teacher before or after school, please make an appointment with the teacher by emailing them in advance. Teachers will be able to give **quality** conference time, without the sacrifice of student contact time, to parents who follow this procedure. Our motto at NWCS for email is to keep the communication *informative and affirmative*. Thank you!

**Messages:** A voice mail may be left for teachers during their regular classroom teaching time, or a note left in their box.

**Telephone:** The office and classroom phones are only for important matters and must be used with permission.

**Addressing Concerns (Godly Conflict Resolution):** In any group of people, conflicts are inevitable. The difference between God's children and the world is not that we have conflict, but how the Lord uses us amid it! Northwest Christian Schools is committed to Biblical principles of godly communication and conflict resolution. Proactive problem solving is best accomplished when **Matthew 18:15-20** is applied. Though specific to the church setting, this passage has principles that apply to NWCS as well. Parents are a vital part of the NWCS team as we seek to train and instruct your children. Therefore, please follow this school procedure when addressing concerns:

1. Meet with the teacher/staff person involved to discuss the concern.
2. If unable to resolve the issue, meet with the teacher/staff person, along with the immediate supervisor.
3. If there is still a concern, the supervisor/principal will arrange a meeting with all concerned parties and the Headmaster.
4. If unable to resolve the issue, the Headmaster, upon request may arrange a meeting with a board representative.

Please join us in our commitment to speak the truth in love, trusting the Lord that true maturity and effective problem solving will be accomplished. *"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace."* Ephesians 4:2, 3.

**Social Media Policy:** We ask that parents and students address concerns with the school directly and keep social media posts about the school positive. If and when conflict arises, the public forum of social media should not be used to vent frustrations and concerns publicly or among parents to one another. The principles of Matthew 18 should be followed to honor the Lord through those things that are of "good report". (I Corinthians 4:8)

**Parent/Teacher Conferences:** Specific times are set aside for conferences scheduled in the fall. Please refer to the school calendar for specific dates. In addition, communication through school email conveys conference information. It is most beneficial when both parents attend the conferences.

Teachers and parents have the latitude to request a conference with one another at any time. If the parent would like to talk with a teacher before or after school, please email for a scheduled time. Teachers will be able to give more quality conference time to parents who follow the procedure.

### **Kindergarten – Grade 5**

**Please make every effort to schedule your student’s conference times during the designated weeks in October and March.** Teachers prepare extensively to present parents with helpful information about your student’s progress and plans for future growth during this time. It is a courtesy to these dedicated professionals that the conference week is adhered to and that conferences not be scheduled outside of the designated weeks. Both parents should plan to attend the conferences. **Fall conference dates are in October. Winter conferences are in late February/early March before mid-winter break.**

**Kindergarten – 5<sup>th</sup> grade parents**, an instructional email will be sent containing a direct link to sign up for fall conferences. The following suggestions should help you prepare for the conferences:

- Frequently discuss your student’s papers and schoolwork with him/her.
- Help your student by praying about challenges and praising God for the victories.
- Familiarize yourself with your student’s progress prior to the conference.
- Jot down questions you have for the teacher.
- Be sure to arrive and leave on time, realizing that conferences are tightly scheduled.
- If you believe you need more time, schedule another conference.
- The focus of the conference should be your own student (not a classmate).
- Record suggestions the teacher gives and implement plans and agreements made.
- Sometimes a team approach is best when working with learning or behavioral needs. A conference team can include the Principal and our Learning Center specialist.

### **Grades 6-8**

Specific times are set aside for conferences scheduled in October and March. An instructional email will be sent containing a direct link to sign up for fall conferences. Please refer to the school calendar for specific dates. In addition, communication through the newsletter conveys conference information. It is most beneficial when both parents attend the conferences.

Middle school fall conferences are online. Spring conferences are student-led, and invitations are mailed to parents by the students. Teachers and parents have the latitude to request a conference with one another at any time. If

the parent would like to talk with a teacher before or after school, please call or email for a scheduled time. Teachers will be able to give more quality conference time to parents who follow this procedure.

### **School Website**

School resource documents are available on the Northwest Christian Schools **ParentsWeb** site and the nwcs.org website under each schools' resource page. ParentsWeb includes current academic grades postings for 3<sup>rd</sup>-12<sup>th</sup> grade and other important student and parent information. In order to access this information, go to nwcs.org and login to ParentsWeb using the school access code NCS-WA > School Information > Resource Documents. The Resource Documents have many important pieces of information for parents to access.

### **Middle School Notebook**

The weekly publication of a newsletter facilitates communication between the Middle School and parents. The *Middle School Notebook* is emailed to parents and is available on the Middle School website page.

### **Student Accountability**

Each student will be given a Student Guidelines Verification Form to be signed, verifying that he/she has read this book. Middle school parents must sign and return this form by the end of the second week of school.

### **Lower Campus News**

A bi-weekly news bulletin is emailed to all preschool through 5<sup>th</sup> grade families. Previous issues are available on ParentsWeb under Resource Documents.

## **LOST AND FOUND**

All valuable items found are to be left at the main office. Clothing items and misplaced books found by the janitorial staff will be placed in the designated lost-and-found locations. *Any items not claimed will be sent to the NWCS Thrift Store quarterly.*

## **SCHOOL FACILITIES**

### **Classrooms and Shared Facilities**

The classrooms and shared facilities on both campuses are to be kept neat and orderly. At the end of a period, the room should be picked up and prepared for the next class. Especially in the shared facilities (chapel, science lab, music

rooms, art room, etc.) all items such as instruments, music, equipment, etc. are to be put away and surfaces wiped clean, if needed.

At the end of each day, chairs in classrooms need to be stacked against the wall. School property is to be respected at all times. Windows, heat registers and blinds are off limits to students.

In an effort to be good stewards of our classrooms and furnishings, we ask that students not sit on desks and tables or lean back in chairs. Snacks, drinks and gum are allowed in the classroom ONLY at the teacher's discretion. Gum and wrappers must be properly disposed of before exiting the classroom.

### **Permission Forms**

Permission forms must be submitted two weeks prior to any event and are subject to school calendar availability. Forms must be routed before the approval of any special event and to schedule the use of school facilities including the activity center, chapel, small gym, dining hall, etc. at the Upper Campus and the multipurpose room and gym at the Lower Campus. Teachers, coaches and event supervisors are responsible for the proper clean-up of school facilities after all classes and events according to guidelines provided by the maintenance supervisor. These forms are available at the front office of each campus.

### **Stewardship of School Property**

It is important that we are good stewards of our building. It is important that we exercise care and common sense at all times to maintain safety and good stewardship. For example, many Middle School students like to jump up to touch walls, ceilings, light fixtures, etc. We have had to clean marks and repair broken fixtures in the past. Students must confine jumping, running and active play to the gymnasium and playground areas. Absolutely no climbing is allowed on fences or other structures. Please exercise good sense and help us maintain the new condition of the school that God has provided us! (Note: The Principal has been known to reward students for picking up trash on the hallway floors, without being asked to do so!)

### **Poster/Advertising Approval (Kindergarten-Grade 8)**

Posters must be approved and initialed by the Principal or designee prior to posting. This includes birthday decorations, etc. It is important to place displays in school-approved spaces only, and to use approved means for attaching to walls, etc. Masking tape or athletic tape only can be used on walls (no duct tape.)

### **School Equipment and Furnishings (Grades 6-8)**

All school equipment and furnishings are school property and may not leave the campus without the permission of an administrator. This includes audiovisual items, technology equipment (which includes the laptop computer, digital camera, and microphones purchased by the ASB). Damage done by a student to

school equipment or furnishings must be paid for by the student or parent before receiving the next report card or diploma. Intentional damage (vandalism) will result in serious administrative consequences.

### **Hallways and Common Areas (Grades 6-8)**

Students are not allowed to sit on the floor in the hallways. Students may study in the halls if requested by the teacher but should sit in a chair to do so. Drinks must be carried in covered containers. Eating is allowed, but please be mindful to keep the halls clean and notify a teacher of a mess or spill. The front foyer is provided for students who do not have class or who may be waiting to leave after school. **Students must clear all hallways by 3pm.** Playing with any type of ball is not allowed in the classroom or halls. Toys which may distract from the educational process should not be brought to school. Skateboards are not allowed at school, along with any type of snow board or sled. Also, throwing **snowballs** on school property is not allowed. Due to the safety hazard that it poses, snowball throwing will result in **detention.**

## **SAFETY AND SECURITY ON CAMPUS**

It is Northwest Christian Schools' on-going commitment to ensure that staff, students and parents feel safe, and are as prepared as possible for an emergency situation. We take very seriously the responsibility of providing a safe environment for your children. The campus security team meets regularly to keep security issues at the forefront of daily operations during the school year. We are also committed to regular communication with school families. With this in mind, we have worked over the past year with local law enforcement, emergency response experts, administrators and teachers assembling a task force of advisors. The task force recommended the following action points to our security of both campuses:

- **Awareness:** Empowering the staff/faculty in all aspects of safety and security is the most vital component of the plan.
- **Practice:** The school will complete six evacuation/fire drills yearly, two lock down drills, and one off-site evacuation drill.
- **Training:** A yearly training session is conducted in August for staff and faculty with specific focus on handling various scenarios that may be encountered at the school, including an active shooter. Ongoing training is being provided for responders.
- **Emergency Preparedness Plan (EPP):** Quick reference guides were added to our current EPP and continually being updated with consultation provided by our parent advisory team of law-enforcement professionals.

### **General Safety Considerations**

The safety and security of every student, teacher, parent, and staff member is a

top priority of Northwest Christian Schools. In cooperation with the Spokane Police Department, the administration of NWCS has identified ways to increase the safety and security of students and adults at both campuses. Please note the following procedures:

1. **For the safety of everyone, please adhere to the speed limit on campus which is 20 mph.**
2. All Lower Campus students arriving between 7:00am – 8:05am and staying from 3:20pm – 6:00pm must be accompanied by a parent/guardian or participate in an after-school class or sport directly supervised by an adult. **There is no childcare program available before or after school for elementary students.**
3. All Elementary student loading and unloading must be accomplished in the Green or Gold parking area. Please pay careful attention to the one-way traffic indicators, entry and exit signs, and no parking zones. Please be courteous to other drivers in order to keep traffic flowing smoothly while loading and unloading students.
4. Obey all parking attendants and safety patrol officers.
5. Parents who arrange **in advance** for a parent/teacher or other conference may ask for their children to wait for them in their classrooms.
6. **All parents, guests and volunteers at NWCS Lower Campus must enter through the front door and sign in with our receptionist who will give all visitors a visitor/volunteer badge to wear while on campus. Please return your badge as you sign out for the day.**
7. WSP background checks are required for all adults working with students.
8. We regularly practice fire, lockdown and evacuation drills at both campuses for the safety and security of each student.

### **Closed Campus (Early Learning-Grade 8)**

**All students (K-Grade 8) must enter through the front doors of the Lower Campus.** All NWCS' campuses are closed. Students are not allowed to leave campus without an accompanying parent, guardian or designee. Designees must have written permission from a parent or guardian. **All visitors and volunteers must sign in at the front office and receive an identifying volunteer/visitor's badge.** The transporting adult must sign out students at the front office when picking them up before the end of the school day.

**NWCS secures all perimeter doors during school hours. Our one-point remote lock entry promotes NWCS school safety. The Lower Campus**

**receptionist will identify all visitors and unlock the remote front door for access during school hours from 8:40am to 2:50pm. Once allowed in, visitors and volunteers must sign in at the office and obtain a volunteer/visitor's badge.**

### **Visiting the School (Early Learning-Grade 5)**

An invitation is extended to parents who want to visit the school and their student's classroom. **All parents, guests and volunteers at NWCS Lower Campus must enter through the front door and sign in with our receptionist who will give all visitors a visitor/volunteer badge to wear while on campus. Please return your badge as you sign out for the day.** Morning is the best time to visit for viewing prime learning time, unless the classroom teacher indicates otherwise. Whenever possible, please arrange your visit with your student's teacher and try to limit visits to 30 minutes. All adults visiting school must adhere to NWCS guidelines of modesty as an example for our students.

### **Visitors (Grades 6-8)**

NWCS welcomes visits from potential students, pre-approved guests and alumni in good standing. All visitors must check first with the front office receptionist to receive a visitor's badge. All visits should be pre-approved by the appropriate teachers/administrator. Prearranged Visitor Forms are available in the front office. Repeat visitors will require special permission from the appropriate administrator. ***Students are not permitted to visit on days when their school is having a holiday or curriculum day. Classroom visitations are reserved for potential students interested in attending NWCS.***

### **Animals on Campus**

Please refrain from bringing animals on campus. Exceptions will be made for pre-arranged show and tell or scheduled class curriculum project when approved by the teacher and Principal.

### **Booster Seat State Law**

Washington State law now requires the following: "Effective June 1, 2007, children under eight years of age, (unless 4 feet 9 inches tall), must be in an approved booster seat with a lap and shoulder belt when riding in an automobile. Children over eight years of age must have a properly-fitting seat belt or a booster seat with a lap and shoulder belt." ***In compliance with the state law, all children under eight riding in private vehicles, including carpools, and all school functions MUST USE AN APPROVED BOOSTER SEAT.***

### **EMERGENCY PROCEDURES**

*(Please also refer to the Emergency Handbook)*

### **Fire Drills/Lockdown/Evacuation**

Every precaution is taken to ensure student safety during normal school hours. Teachers and students are trained in correct safety procedures in case of fire or

any other emergency. Periodic fire, lockdown and evacuation drills are executed to provide opportunities for students to learn proper procedures and adhere to all safety guidelines. Students must take all drills seriously and cooperate when teachers are taking attendance. A bell will ring when the drill is over. **In the event of a heightened cause for concern on campus, the school administrator or designee will issue a “precautionary lock-in procedure” until further information regarding any potential danger is assessed before an official lockdown or evacuation is needed.**

### **Emergency Early Release**

If power goes out or in the event of an evacuation or emergency, we will notify families via the local radio and television stations or through our text blast notification system.

### **Snow Day Procedures - School Closure – Late Starts**

In the event of school closure, late opening, early dismissal due to bad weather, or other reasons, families will receive a **text blast notification** from the school. *All families enrolled in Northwest Christian Schools, who have provided a cell phone number in their contact information, will automatically receive the text blast.* Information will also be broadcast over radio stations KMBI (FM 107.9), KXLY (AM 920), KEEH (FM 104.9), local television stations (KREM 2, KXLY 4, and KHQ 6), as well as posted to the nwcs.org website. Often the media will post emergency information on their websites before broadcasting it. Every effort will be made to have the announcement on the radio by 6:30am. **Please listen for these announcements rather than calling the school.**

In addition, we would like to remind all parents and teenage drivers to give ample time for travel to and from school or to meet bus stops by avoiding rushing, as well as allowing for plenty of stopping distance between cars.

## **TRANSPORTATION**

### **Pick-Up and Drop-Off Procedures (Kindergarten-Grade 8)**

#### **Lower Campus Parking Lot Essentials:**

Three locations are available for parking at the Lower Campus: The **North Parking Lot** is for staff parking and visitors. The **“Green” Parking Lot** is for visitor parking. **The “Gold” (gravel) Parking Lot** is assigned to 4<sup>th</sup> and 5<sup>th</sup> graders and their siblings unless special arrangements have been made with teachers and the principal. This additional parking lot is assigned to parents who would like to do daily pick up in this lot, is supervised by staff and is an effort to alleviate congestion in the main lot. Please park in the lot and walk to retrieve your child or park along the sides and remain in your vehicle until your children are dismissed to you. A map of the Lower Campus parking lot is available on ParentsWeb.

**Early Learning Students** must be brought to class and picked up in class by a parent or guardian. Sign-in and out signatures are required daily.

**Drop-off Procedures in the Morning:**

1. Turn right into first entrance after the gates. Follow arrows to roundabout. Go around roundabout.
2. Pull into one of the drop-off lanes.
3. Pray with your student while you wait to drop them off.
4. When your car reaches the end of the front of the line, drop-off your student.
5. Do not drop off your student before you get to the end of the line. (Drop your student only at the curb.)
6. Smile at the Attendant as you pass by.
7. Exit at either the entrances where you first entered or go through the staff parking lot and exit at the east entrance of the North Parking lot.

**Pick-Up Procedures in the Afternoon:**

1. **Enter** into first entrance directly after the gates. Follow arrow to roundabout. Go through roundabout and pull into position in pick-up and drop off lanes (lanes A and C in the afternoon).
2. Pull forward when cars leave in front of you. **STAY IN YOUR CAR!!!**
3. Your student will be walked to the front of the line of cars. For cars in Lane C, students will walk the path set aside for them between lanes C and D.
4. For cars parked along the curb (in Lane A), child(ren) will walk directly to the car.
5. Once you have your student, please exit immediately.
6. **Exit** either the entrance you first entered (nearest the gate) or go through the parking lot and exit at the east entrance. If you are assigned to pick up your student in the "Gold Parking Lot", please pull forward and your student will be dismissed to you. If you leave your car, please park in the outlined stalls.

**Drop-off and Pick-up Routines Can Be a SNAP**

**S**tay in your car

**N**o stopping,

NO drop-off in roundabout

**A**ccommodate

**P**roceed—pull forward!

**School Bus Regulations K-Grade 8**

Students have the privilege of using the transportation services of NWCS. Strict standards of discipline must be maintained on the bus at all times in order to satisfy

safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. *Foremost in our minds is the safety of each passenger.*

### **Bus Passes**

Every student riding the bus to and from school must purchase a bus pass from the main office. There are a variety of bus pass options. The Bus Schedule can be found on ParentsWeb under Resource Documents or on the website under each schools' (Elementary, Middle School, High School) resource page.

### **While Riding the Bus:**

- Face forward and remain seated.
- Respect others (bus driver, other students, NWCS property).
- Be self-controlled. Students will observe quiet conduct on the bus.
- Students will not throw paper or objects on the floor or seats of the bus.
- Students will not have open food or drinks on the bus (**this includes gum**).
- No part of the body shall be extended through the bus window.
- Students will not leave the bus from the emergency door unless an emergency exists.

**Students and parents will sign bus rider safety and respect contracts with their bus driver and the school.** The driver has full authority over the bus and the students. He/she may revoke riding privileges for a length of time for conduct that is detrimental to the safe operation of the bus. The driver, administrator and/or teacher will contact parents.



# NORTHWEST CHRISTIAN SCHOOLS

## **Mission**

Provide a gospel centered education every day for every student.

## **Vision**

1. Within 5 years NWCS will undertake short and long-term capital projects that reflect a master plan that fulfills NWCS' status as a premier school in the Spokane area.
2. Within 5 years NWCS will produce a competitive teacher salary schedule with resource enhancement strategies.
3. Within 5 years NWCS will adopt distinctive benchmarks and a Gospel-Centered curriculum across all course descriptions.
4. Within 5 years NWCS will open multiple campuses in the Spokane region.
5. Within 5 years NWCS will develop a world class leadership development program that prepares leaders who exemplify NWCS values (students, staff, teachers, administrators and board members).

## **Values**

- Biblical Thinking
- Relational Focus
- Vibrant Instruction

## **Educational Philosophies**

### **Integrating Biblical Truth**

We teach the Word of God in all curriculum and actively encourage students to pursue a relationship with Jesus. Bible classes are interactive and probing. Weekly chapels focus on practical application and joyful worship.

### **Encouraging Critical Thinking**

Reading comprehension is the cornerstone of critical thinking. Students are taught to critically evaluate and articulate effectively in both written word and speech.

### **Honoring Our Nation's History**

Our Nation's founding documents reflect Judeo-Christian values and honor our Creator. The freedoms we hold dear were hard fought and won. Although imperfect, we love and pray for our country and its leaders.

### **Providing Accountability**

Personal responsibility is modeled and expected; grace and truth walk hand-in-hand. Thoughtful guidelines and involved teachers, staff, and coaches encourage individual expression that is modest and actions that are honoring to others.

### **Mentoring the Heart**

Our halls are filled with joy and laughter. Students develop deep relationships with teachers and coaches who daily invest in their lives. Prayer happens. Hearts are transformed. God is glorified.



# Northwest Christian Schools

## Kindergarten – Grade 8 Student-Parent Handbook Verification Form

2019-2020

*Our mission is to provide a Gospel-centered education every day to every student.*

### Statement of Faith

- A. We believe the Bible to be the inspired, the only infallible authoritative Word of God
- B. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- D. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
- E. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- F. 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.
- G. We believe in the spiritual unity of believers in our Lord Jesus Christ.

We, the below listed, agree to the following:

Parent Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

- Read the **Student / Parent Handbook** & follow the guidelines presented.
- Agree to follow a **Matthew 18 resolution model** to resolve conflict in the NWCS community. The proper channels as it pertains to NWCS will include a discussion with the teacher, then administrator, then Director of Education, and eventually Board of Regents if the conflict is unresolved.
- Agree to support the NWCS social media policy regarding only positive language towards the school, staff members, and other school families.
- Agree to support all policies and procedures as explained in the NWCS Handbook including but not limited to NWCS Dress Code, Attendance and observing the four “R’s”, Respectful, Responsible, and Reverent, and Resilient.
- Agree to support the NWCS Statement of Faith including the addendums.
- Agree to understand and support the NWCS’ stance on the Biblical definition of marriage as instituted by God: the union between one man and one woman.

\_\_\_\_\_  
Parent Signature

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Parent Signature