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**NORTHWEST  
CHRISTIAN**  
SCHOOLS, INC.

*Secondary  
Student Handbook  
2022 - 2023*



# **STUDENT HANDBOOK**

## **Grade 7 - Grade 12**

**(8.31.22 rev.)**

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## **WELCOME TO THE 2022-23 SCHOOL YEAR!**

Dear Families,

Thank you for being a part of Northwest Christian Schools! We are all a part of something that is much more than just a school. We are members of a community with a rich and long-standing legacy of excellence in Christian education and student preparation. This community is comprised of students, families, faculty, and staff who share common principles and beliefs that focus on our Christian faith, values and service to one another and the community around us.

Every day, we partner together to provide a gospel-centered education for every student that not only prepares minds through instruction and activities, but also creates opportunity for God and His Spirit to transform hearts to be sensitive to His leading and calling.

I realize a private education represents a significant investment and sacrifice on behalf of our families. In turn, we consider it a privilege to partner together, as we raise up our students in a loving and supportive environment, while instilling knowledge, wisdom, honor, leadership, creativity, and a reliance upon God within our students to significantly impact the world around them.

I look forward to this year ahead as we collaboratively journey together to fulfill the purposes of the Lord for each of our students and our community as a whole. May the Lord richly bless you, your family, and all you set your hand to.

Sincerely,



Roger Gerstenberger  
Head Of Schools



# NORTHWEST CHRISTIAN SCHOOLS

## **Mission**

Provide a gospel centered education every day for every student.

## **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.

## **AFFILIATION**

Northwest Christian Schools is a state-certified school with the majority of the teaching staff Washington State certified in compliance with the Washington Superintendent of Public Instruction and the Washington State Educational Service Districts.

## **ADMISSION PROCEDURES**

### **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.

### **Application Process**

- A student application can be accessed on our website at [nwcs.org](http://nwcs.org) under the "Apply" button. The application, including references, student questionnaire, and application fee must be submitted online.
- The administration will review the application, references, and assess the student's past academic and behavioral performance.
- Once the application is accepted, an appointment is arranged for the student and parents to interview with the appropriate administrator and/or staff representative. If a student is accepted, parents will then need to complete the online enrollment process, which is separate from the application process.

### **Acceptance is Based on the Following Standards**

#### **7th- 12th grade**

- 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 NWCS' Statement of Faith
- 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 9-12**

- 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.

### **Interviews**

Each interview will be evaluated by the appropriate administrator and/or staff representative.

### **Vacancies**

In addition to the above stated criteria, the actual enrollment of the student will depend on an existing vacancy. The vacancy may 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.

### **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.

### **Immunization**

For the safety of all students 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 current Washington State Department of Health **Certificate of Immunization Status** form is on file. Washington State Immunization laws are updated yearly, and vaccines may be added to the required list on an annual basis. Please consult with your family health care provider to ensure the student's vaccinations are up to date.

If parents have chosen for medical, personal, philosophical, or religious reasons not to have their student receive one or more of the required immunizations, the current **Certificate of Exemption** form **must be completed and signed** by a parent or guardian **and** the student's healthcare provider before they can attend school.

If an outbreak of any student communicable disease occurs for which a student is not immunized, the student will not be allowed to attend school or any extracurricular activities until the outbreak is over.

**All immunization records must be submitted to the Administrative Office at the Upper 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 student's Certificate of Immunization Form may be downloaded from **<http://wa.myir.net/register>**. Download your student's current CIS form, sign, and date it at the top in both places and return to the school.

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

### **International Students**

**NWCS** provides a cross-culture program in the high school and junior high school to allow international students the opportunity to obtain credits for their studies. NWCS has partnered with International Students Northwest (ISNW) to provide enrollment assistance and homestay care.

If the international student is applying to enter as a junior (11<sup>th</sup> grade) and has not attended a school in the United States for a full year, they must enter as a sophomore (10<sup>th</sup> grade student). If the student has gone to high school in the United States and wants to enter as a junior (11<sup>th</sup> grade), they must have 1 year of education in the United States and be able to meet all NWCS graduation requirements. Students may have the opportunity to challenge courses of study for credit to advance the year of graduation, depending upon the graduation requirements met. 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 Secondary Student Handbook.

### **Home School Students**

The NWCS Home School program operates under the umbrella of NWCS according to the WA State Homeschool-Private School Extension option. Home School students must have a record of previous subjects taken, acceptable standardized test scores or portfolio of work. 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 traditional students. Grading, attendance, tardiness, dress, and behavior is the same for all students.

NWCS Home School students desiring to enroll in traditional classes, including Advanced Placement (AP) courses, will meet the same criteria as traditional NWCS students and will be charged additional tuition each semester per course in addition to the Home School program tuition and fees. NWCS Home School students who take only one course at NWCS Homeschool will be charged slightly reduced tuition in addition to the Home School program enrollment fees.

## PARENT ORIENTATION

Parents should plan to attend **Back to School Night** in September. After a brief general session, parents will walk through an abbreviated schedule to visit all of their student's teachers. Parents will also learn about ways to stay connected to NWCS through volunteer opportunities. Senior activities, the Crusader Club, the NWCS Annual Benefit Auction, and a host of various volunteer opportunities are available for sign-ups during Back to School Night and through the front office during the year.

### **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.**

Some of the opportunities involve the following:

- Crusader Club
- Hot Lunch Program
- Major Events (ie. NWCS Annual Benefit Auction, etc.)
- Minor Events (ie. Academic Awards Night, Career Day, senior events)

### **Confidentiality**

While working at the school, school staff and volunteers may become aware of sensitive information. As a state-certified educational system, all school personnel and volunteers are accountable to state and institutional confidentiality laws.

## SCHOOL DAY EXPECTATIONS

### School Hours

School hours are from 8:20am until 2:50pm each day. Students are not allowed in the hallways prior to 8:05am. Students are expected to be in the front foyer prior to 8:05am. 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. High school and junior high students waiting for rides may wait quietly in the front foyer. The gymnasium is not open after school unless staff supervision is present.

### Early release days

School will start at 8:20am and dismiss at 12:00pm. Early release students are to leave the grounds at the time of their release or report to study hall. The registrar will instruct students where to report. Wandering around the building or grounds during class time is strictly prohibited.

### After hours

Students will not be allowed to enter any of the buildings without proper supervision and approval. Parents are encouraged to provide for timely transportation after school and for school-sponsored events.

### Lunch

**Hot Lunch** is offered Monday – Friday (price varies) for grades 7-12. A menu is available at the front office. **Cold bar** offerings include microwaveable dishes.

Monday	-	Cook's Choice
Tuesday	-	Cook's Choice
Wednesday	-	Cook's Choice
Thursday	-	Pizza
Friday	-	Potato/Nacho Bar

Students are to eat lunch in the dining hall or courtyard and then proceed to designated activity areas after supervisors have arrived. Students are not allowed to roam the upper halls, parking lots, or any unsupervised areas. Students may be permitted to eat in classrooms during lunch only under the supervision of a teacher. No food is allowed in the science laboratories, chapel, or activity center.

### Dining Hall Expectations

- Be courteous to one another. Avoid loud talking and rough housing.
- After finishing lunch, leave the table in clean condition. Carefully dispose of your garbage (no three-point shots). Food throwing is strictly prohibited.
- Students should remain seated in the dining room or on the picnic tables outside.

## CHAPELS

NWCS is privileged to worship God and receive Christian teaching from invited guests. 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 days are on Wednesdays for all secondary school students (separate chapel times for junior high and high school). All students are required to wear professional dress on Wednesdays (See Dress Guidelines).

### **Chapel Behavior Expectations**

- Chapel is required. All students are expected to be in chapel.
- Good behavior is expected. This includes being quiet and attentive during chapel and arriving on time.
- 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 and homework 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.
- No food or drink is allowed in chapel except for water bottles.

### **Worship Team**

The worship team will help lead worship at the junior high and high school chapels. Team members must demonstrate musical and leadership ability to lead worship and must maintain academic eligibility. Applications for worship team are available each spring.

## **ATTENDANCE**

### **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:

- Administration will make notification to the student and parent on the 6<sup>th</sup> absence of the semester so the student and parent can adjust attendance habits.
- On the 10<sup>th</sup> absence of the semester, administration will arrange a meeting with the student and parents to create an action plan that may include making up hours missed and discuss possible loss of credit for the course on the 13<sup>th</sup> absence.
- On the 13<sup>th</sup> absence of the semester, administration 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.
- An unexcused tardy or absence must be excused within 48 hours or it will remain unexcused.

### **Pre-Arranged Absence**

Please notify teacher(s) in writing 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. Pre-arranged absence forms are available at the front office.

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

In the event of any student absence, parents are requested to notify the front office receptionist day of the absence.

### **Tardy Policy**

Students should make every effort to be seated in class 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**

- When three (3) unexcused tardies or (6) excused tardies are incurred in a quarter, a 45 minute after school detention is assigned, which should be arranged within five (5) school days. An email detailing the detention will be sent to parents.
- If detention is not served within ten (10) school days, the student may be required to complete a three (3) hour Saturday service.

- If the scheduled Saturday service is not completed, parents will accompany the student the following Monday morning for a meeting with administration before the student is admitted to class.
- Beginning with the fourth unexcused tardy in a quarter, an additional 60-minute detention will be served. A fifth unexcused tardy will result in Saturday service being assigned.
- Beginning with the seventh excused tardy in a quarter, an additional 60-minute detention will be served. An eighth excused tardy will result in Saturday service being assigned.
- The student's tardy record will be cleared at the conclusion of each quarter 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 semester will result in a meeting with administration, a possible detention, and an email to parents.
- If detention is not served within ten (10) school days, student may be required to complete a three (3) hour Saturday service.
- If the scheduled Saturday service is not completed, parents will accompany the student the following Monday morning for a meeting with administration before the student is admitted to class.
- 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 a truancy.
- Chronic truanies 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**

The purpose of a dress code at Northwest Christian Secondary School is to ensure an effective educational environment focused mainly on learning, to honor Christ and promote modesty, respect for self, others, school, and community, and to support consistent application of the guidelines by faculty, staff, and administration.

### **General Guidelines**

- The dress code is in effect on all school days and during school co-curricular events.
- Clothing must be modest and not disruptive to the school environment.
- Nothing students wear may convey an anti-Christian or inappropriate message or suggest sex, drugs, alcohol, tobacco products, profanity, violence, racism, or gangs.
- Students can wear hats and beanie caps to school with respect to individual teacher preferences to wear in the classroom (i.e., if a teacher asks a student to remove their hat while in class, the student is expected to do so).

### **Accessories**

- Earrings are allowed. \*
- High School boys allowed studs only, single piercing in each ear. \*
- Ear gauges are not allowed.
- Pierced jewelry in lips or brows is not allowed. One small stud (no hoop or ring) in the nose is allowed.
- No visible tattoos.

\*Junior High Dress Code policy is the same with exception of earrings and nose studs for boys, which will not be allowed until high school.

The administration reserves the right to determine if piercings or other jewelry are excessive or in conflict with the spirit of the Northwest Christian Dress Code. Students may be asked to remove such jewelry and not to wear it again or cover tattoos, if visible.

### **Hair**

- Hair, including facial hair for boys, is expected to be neat and clean.
- Extreme or distracting hairstyles or colors are not allowed.
- Hairstyles must allow eyes to be visible at all times.

If a student's hairstyle or facial hair is deemed unacceptable, they will have until the following Monday to remedy the situation unless it is distracting and/or deemed an intentional violation of school policy.

### **Approved Shirts and Tops**

- Shirts must be appropriate for school and modest with no holes or rips.
- Shirts must cover shoulder, stomach, chest, and back.
- For girls, shirts must have a minimum strap of 3 inches wide. No spaghetti straps, halter tops, off the shoulder shirts or tube tops allowed.
- For boys, no tank tops, muscle shirts, or half shirts.

- Shirts must fully cover undergarments, cleavage, midsection, and abdominal sides.
- Hooded sweatshirts are allowed on days that are not professional dress days, but the hood must not cover the head inside the building at any time.

### **Pants, Shorts, and Jumpsuits**

- Pants and shorts must be of appropriate fit (not excessively tight or loose) and free of holes and rips mid-thigh and above.
- Shorts must have a minimum 7-inch inseam.
- Rompers and jumpsuits must have a minimum 7-inch inseam and not reveal any cleavage.
- Pajama pants are not allowed unless on a specified school spirit day.

### **Skirts, Dresses, and Leggings**

- Skirts and dresses should be near the top of the knee but no higher than mid-thigh and must be of appropriate fit (not excessively tight or loose). Dress slits must be no higher than mid-thigh.
- Necklines of dresses cannot reveal cleavage and must have a minimum strap of 3 inches wide.
- Stomachs and backs must be covered.
- Leggings or yoga pants are allowed but the appropriate top or sweater being worn must cover the backside including the rear.

### **Shoes**

- Shoes must be worn at all times.
- Slippers may not be worn.

### **Professional Dress Days (typically on Chapel days)**

There will be days during the school year designated as all school professional dress days. These are school days where a more formal appearance is expected of students out of respect for the special purpose of the day. The following guidelines apply **for the entire day:**

- For boys, minimum requirements are casual dress pants (khaki, etc.) or non-blue denim pants and collared shirts or sweaters (NO Sweatshirts, even over a collared shirt).
- Appropriate shoes and socks are required.
- For girls, skirts or dresses near the top of the knee with appropriate tops or dress pants with appropriate top can be worn.
- If a student is cold during the day, a neat and clean button or zip-up jacket/coat is acceptable to wear over the top of professional dress.
- Sweatshirts of any kind – pull-over, zip-up, hooded, or otherwise – are not acceptable on Professional Dress Day.
- No head coverings are allowed.
- Shorts are not allowed.

### **Violation of the dress code will result in the following**

- First violation of the dress code will result in a verbal warning. If the violation is a modesty or appropriateness issue, the student will be required to remedy the issue before returning to class. If a student is unable or unwilling to make changes based on the verbal warning, the student may be sent home.
- A second violation will result in a meeting with the Dean of Students or another administrator and an email will be sent to parents.
- Each violation of the dress code policy beyond the second will result in detention. Detention will become subsequently longer. Continued non-compliance can lead to Saturday service (a 3-hour work session).

### **Spirit Day Dress Guidelines**

- Must comply with school dress code unless specific exceptions are communicated by the school.

### **P.E. Dress Requirements**

- Shirts: clean, appropriate fitting t-shirts for both boys and girls. Tailored short cut-off shoulder capped shirts are acceptable for girls. (Not acceptable: tank tops, muscle shirts, half shirts, or shirts with inappropriate images/slogans/words).
- Shorts/Sweats: For both boys and girls, clean, mid-thigh length (when extend arms down, shorts go to the fingers). Sweatshirts and sweatpants are expected during cold weather.
- No spandex or tights unless under shorts.
- Running shorts can be worn if longer spandex shorts or full spandex are worn underneath.
- Shoes/Socks: Shoes must have non-marking soles and be laced-up athletic shoes. Socks must be worn.

***The administration will be the final judge of student appearance questions not explicitly covered in the dress code guidelines.***

## 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. The offense and consequences will be entered in the student's behavior log. Parental contact by phone will always be made whenever appropriate for serious offenses. Notices of Concern will be emailed to parents documenting infractions and consequences.

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

Students are not to use cell phones, iPods, earbuds, air pods, or other electronic devices for entertainment purposes at any time during the school day (8:20am—2:50pm). Cell phones are permitted for secondary school students **for communication purposes only** between classes or during breaks. Upon entering classrooms, cell phones are to be turned off AND turned in to teachers (or placed in backpacks). While in classrooms, students can use cell phones for instructional purposes only when given teacher permission. Ear buds are also not allowed without teacher permission. Playing video games, watching YouTube, or posting on social media is not permitted. 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. Second offense: the student's parents must pick up the cell phone from the principal. Also, cell phones used in class for cheating will result in immediate disciplinary action.

**Important:** All text messages and social media posts must be appropriate and Christ honoring. Inappropriate text messages or social media posts will result in immediate disciplinary action. Phones, iPods, and other electronic content (music, photos, videos, etc.) must be clean and Christ-honoring. Any inappropriate material or cyber-bullying will result in serious disciplinary action. Photographing/filming people without their permission is strictly forbidden.

### **Social Media**

Texting, Twitter, Instagram, Snapchat, Tik-Tok, and other social media sites have increased and are used by most students here at Northwest Christian in one form or another. Students should be aware that third parties – including the media, faculty, future employers, and athletic officials – could easily access your profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student, their family, and the school. This can also be detrimental to a student's future employment options. **Inappropriate postings that defy expected student conduct or reflect negatively on the values and beliefs of NWCS can result in student discipline up to and including dismissal as a student.** If a student is ever in doubt of the appropriateness of their online public material, they should consider whether it upholds and positively reflects their own values and beliefs as well as the values and beliefs of Northwest Christian Schools.

## **Lockers**

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 an administrator.

## **Sports Bags**

Sports bags may be kept in lockers if space allows. Large sports bags may be placed within the storage shelves provided. No bags are allowed on hallway floors at any time.

## **Off-Campus Behavior**

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)**

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 junior high school and high school are distinct and separate identities, any exclusive relationships or romantic activity between a junior high school student and a high school student is strictly prohibited.

## CLASSROOM BEHAVIOR EXPECTATIONS

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, and orderly environment conducive to optimal learning.

Each class period has learning objectives facilitated by our teachers. These objectives will be communicated for each period. 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 workstations) 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.)

### **Cell Phones and Electronic Devices**

- Device must be in off position and put away during the class period.
- 1<sup>st</sup> offense = Phone/device confiscated and delivered to Principal's office.
- 2<sup>nd</sup> offense = Parents come in for a conference to get phone/device.

### **"Bell-to-Bell" Learning**

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.

## **Hallways**

Students are not allowed in hallways during class periods without permission. 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**

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

## **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. Students should email 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. Admit slips can be picked up at the front office.

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

- Teachers will clearly communicate classroom expectations and consequences for non-cooperative behavior. Students are expected to respectfully follow all expectations.
- In the event of non-cooperative behavior, the teacher will give a warning, with a view toward mentoring student growth.
- On the next offense, the teacher will assign a classroom consequence or remove the student from class. A "Notice of Concern" form may be filled out and submitted to an administrator.
- If non-cooperative behavior persists, the student is immediately sent to an administrator.
- A "Notice of Concern Form" will be created, and parents will be informed of the behavior and steps taken.
- Student conference with an administrator takes place (consequences assigned; appropriate parent contact made, etc.).
- Re-entry interview with student, teacher, and administrator occurs as needed.

Continued offenses, disrespect and insubordination will require serious administrative consequences, which may include detention, Saturday service, suspension, or expulsion.

## **NWCS' APPROACH TO DISCIPLINE**

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

#### **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.

#### **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**

**Academic Action Plan:** Students are placed on an academic action plan when their grade point average is less than 2.0 or they have a failing grade in any class. This action plan is an agreement between administration and student. A copy of their academic action plan will be provided to parents. An academic action plan is designed to help monitor classwork, improve study habits, and provide the necessary accountability for satisfactory academic performance. If the student fails to improve under the academic action plan, he/she may be placed on academic probation.

**Academic Probation:** Students who are placed on academic probation will forfeit all co-curricular activities and will be required to attend after-school academic detention at a cost of \$10 per day to provide necessary support. Individual family schedules will be taken into consideration in arranging time for academic detentions. Academic probation remains in effect until grades improve. Failure to improve grades may result in suspension or expulsion.

#### **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 encounter.

## **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.

## **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, volatile, or threatening 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 Schools 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 in 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, 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.

## **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.

## **Fighting**

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

Junior high and high 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**

### **Secondary School Program**

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 matters. In addition to biblical integration, each department implements Biblical Enduring Understandings, Essential Questions, learning objectives, best practice instructional strategies, as well as formative and summative assessments. The goal is to help students develop as independent lifelong learners and be college and career ready within a biblical worldview. A helpful resource describing our educational program is the **Secondary Course Offerings Handbook**.

### **Computer and Technology Use**

There are desktop computers in the classroom for the teacher only. Students are not allowed on teacher or staff workstations. The Upper Campus has mobile computer and iPad mobile labs.

Students may access NWCS wi-fi over the course of the year through school-owned devices. Students may bring their own laptop or tablet for learning. Access requests may be made with the technology director located in the computer lab. All access will be given through the technology department. Cell phones will not be given wi-fi access.

All students are required to read and sign the "**Acceptable Use Policy Agreement**" for the computer, internet, and phone use. School internet access will only be available to students with a signed Bring Your Own Device 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.

### **Office 365**

Students will receive a free Office 365 account. The account will include email, Word, Excel and a full suite of Office work, communication, and collaborative tools. Students will become familiar with Office 365 with in-class training.

## **RenWeb Gradebook and Learning Management System (LMS)**

Two important components of communication regarding grades and assignments are done through the RenWeb program. The **RenWeb Gradebook** is accessible online for students and parents to see every grade in every class; teachers strive to maintain updated gradebooks and most assignments are updated weekly (larger projects, tests, and papers may take up to two weeks to be graded and entered).

The **RenWeb Learning Management System** is an online tool for students, providing basic information regarding daily assignments and classroom activities for each class. While NOT a substitute for being in the class, it can allow students to see and access documents, instructions, or general information about class each day.

## **Media Policy**

Generally speaking, videos are only to be used for instructional purposes. Junior high 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.

## **Educational Support Services**

Educational Support Services are available for junior high and high school students who need academic support and accommodations. There are varying levels of support available for students based on their individual diagnosis and needs. Some services may incur additional fees. If your student needs academic support and accommodations, please contact the ESS coordinator for more information.

## **Advanced Math Placement**

If a student is enrolled in an advanced math course and/or an honors English course, he/she must maintain a grade of an A or B at progress report and quarter grade checks to remain enrolled in the course. If the student fails to meet that standard, he/she will be placed into the appropriate on-level course. Once a student is moved to an on-level course, they will remain in that course for the remainder of the school year.

## **Secondary Curriculum**

(Please refer to the Junior High School or High School Course Offerings Handbook)

### **Add/Drop Policy**

Students, parents, and registrars spend time prior to registration establishing a student's schedule for the following year. Consequently, requests for class changes each semester must be cleared by parents, registrars, and administrators.

Students need to complete a Change of Schedule Form in order to add, drop, or change a class after the semester has begun. The form may be obtained from the Registrar. **Students have ten school days following the beginning of the new semester to drop a class.** They must enroll in another class unless it is determined that the student has a valid reason for not being able to carry a full load.

All course changes must officially occur within the first ten (10) days of a semester. Course changes may be initiated with the registrar and are not final until approved by the teachers, parents, registrar, and administration. Beyond the tenth day, no student may drop or change a course without the recommendation or permission of the registrar, teacher, administrator and parent, and a withdrawal will be noted in the student's transcript.

If a student drops a class during the first eight (8) weeks, the grade will be entered on their transcript as a W/P (withdrawal pass) if the student has a 60% or above. It will be entered as a W/F (withdrawal fail) if the student has a 59% or below. Once the second/fourth quarter has begun, a withdrawal from the class will result in a W/F (withdrawal/failure) which will appear on the students' permanent transcript.

The reasons for dropping classes after this time without having a W/F or W/P appear on the student's transcript are as follows:

- Determination by the teacher/parent/registrar that the student has been placed in the wrong class level, in which case the student will be transferred to the correct class level.
- A letter from a physician verifying a medical condition which makes it necessary to decrease academic load.
- At the determination of the principal due to extenuating circumstances.

A student may drop a class scheduled for the entire year at the end of the first semester with no penalty.

## **COLLEGE AND CAREER READINESS**

NWCS has a full-time Registrar and College and Career Readiness Coordinator who coordinates our schools' college and career planning efforts and equips our staff to connect with our students to aid them in their post high school decisions. Throughout the course of the school year, NWCS provides the following opportunities for students and families:

### **PSAT**

- College entrance exam practice. PSAT is offered for all 8<sup>th</sup>-11<sup>th</sup> grade students.

### **SAT**

- NWCS offers two school day SAT tests each year. Registration is through the College and Career Coordinator one month prior to test date.

### **Career Path Planning**

- ASVAB testing is offered during the 10<sup>th</sup> grade year for students to discover their career path strengths and weaknesses.
- Small group planning sessions are held quarterly to help students prepare for college and career choices.

### **Counselor Hours**

- One-on-one help is offered during school hours with the College & Career Readiness Coordinator.

### **College Awareness and Resources**

- Promotion for local college fairs and campus visits.
- Scholarships that are being offered are also available to students by visiting the College and Career Readiness section under the high school tab at [nwcs.org](http://nwcs.org)

### **College & Career Planning**

- Held each fall, this night is set aside to aid families with financial aid, college planning and selection, and to highlight local colleges. Information on military enlistment and college athletics is also provided.

## GRADING POLICY

### Report Cards

All grading scores for students will be recorded in ParentsWeb. Student report cards will be emailed home to parents/guardians the week following each quarter end. The emailed link will be active for 2 weeks.

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. Semester grades are used for GPA computation and are recorded on the student's official transcripts.

### Progress Reports

Student progress will be discussed in October at the parent/teacher conferences. Progress reports will be available on ParentsWeb and emailed to parents/guardians during the fifth week of each quarter.

### Weighted Grades

NWC High School uses a weighted grading system for purposes of ranking students based on academic performance. Weighted grades provide an incentive for students to challenge themselves academically. Weighted grades reward students who take tougher courses, recognize higher levels of academic accomplishment, and provide a balanced system of grading. Academic awards are still awarded based upon an unweighted GPA.

Standard Grading Scale			College & Hnrs. Grading Scale			AP Grading Scale		
Academic	Grade Scale	GPA Standards	Academic	Grade Scale	GPA Standards	Academic	Grade Scale	GPA Standards
A	92.5-100%	4.00	A	92.5-100%	4.50	A	92.5-100%	5.00
A-	89.5-92%	3.67	A-	89.5-92%	4.17	A-	89.5-92%	4.67
B+	87.5-89%	3.33	B+	87.5-89%	3.83	B+	87.5-89%	4.33
B	82.5-87%	3.00	B	82.5-87%	3.50	B	82.5-87%	4.00
B-	79.5-82%	2.67	B-	79.5-82%	3.17	B-	79.5-82%	3.67
C+	77.5-79%	2.33	C+	77.5-79%	2.83	C+	77.5-79%	3.33
C	72.5-77%	2.00	C	72.5-77%	2.50	C	72.5-77%	3.00
C-	69.5-72%	1.67	C-	69.5-72%	2.17	C-	69.5-72%	2.67
D+	67.5-69%	1.33	D+	67.5-69%	1.83	D+	67.5-69%	2.33
D	62.5-67%	1.00	D	62.5-67%	1.50	D	62.5-67%	2.00
D-	59.5-62%	0.67	D-	59.5-62%	1.17	D-	59.5-62%	1.67
F	Below 59.4%	0.00	F	Below 59.4%	0.00	F	Below 59.4%	0.00

### High School Honor Rolls

The NWCS Honor Roll has provisions for three levels of academic performance, based on Grade Point Average (GPA). Honor Roll students are recognized at a special Academic Awards Event.

4.0 Academic Letter	=	4.0
Scholars List	=	3.85 – 3.99
Honor Roll	=	3.5 – 3.84

## GRADUATION REQUIREMENTS

Students who enter NWCS their freshman year are required to meet the graduation requirements that best meet state and NWCS requirements. Students must attend NWCS on a full-time basis their senior year to meet graduation requirements.

**Full year class = 1 credit; semester class = .5 credit; 7 class periods each day**

Bible	4 credits
CTE (Career & Technical)	1.5 credits
English	4 credits
Fine Arts	1 credit
Health	.5 credits
Mathematics	3 credits
Physical Education	1.5 credits
Science*	3 credits
Social Studies**	3 credits
World Languages	2 credits
Electives	2.5 credits
<b>TOTAL REQUIRED</b>	<b>26 credits</b>

\*Science requirement must include one credit in the physical sciences and one credit in the biological sciences. Both must include a lab component

\*\* 3.5 if Washington State History was not taken in Middle School.

Classes meeting 5 days a week for the entire year earn 1 credit. Four-year colleges require 3 years of Math (excluding Pre-Algebra and Consumer Math), 3 years of Science, 3 years of History, 2 years of a language, & 1 year of a combination of the following: Art, Band, Choir, or Drama. If Pre-Calculus level in math has not been achieved, then during the senior year a math-based class can be taken for a full year. These classes could include a math-based science (Physics, Chemistry) or any math class.

### Student Service Hours

- Students will be expected to **complete a minimum of 100 hours of service over their four-year high school career.**
- A minimum of **30% of a student's service hours must be "Direct Service Hours"** which are hours that serve the disadvantaged in our community or elsewhere. Examples would include mission trips, nursing home visits (non-family members), serving the homeless, supporting missional organizations such as UGM or a local foodbank, completing projects for a disabled/sick/elderly neighbor (non-relative), etc.
- A **maximum of 70% of a student's service hours can be "Indirect Service Hours"** which are hours of service to those who are not elderly, underprivileged, or disabled. Examples of this type of service would include volunteering within your church, serving at a youth camp, volunteering at NWCS events, volunteering at community events such as Bloomsday or Hoopfest, etc.

- Students can **log these hours on the MobileServe app** that they can download to their phones or computers.

**Junior and Senior** students are required to carry a minimum of six classes each semester they are enrolled at NWCS.

### **Senior Graduation**

Graduation is a special ceremony that focuses on praising God for the privilege and opportunity He has provided for students and their families while at NWCS. In addition, special recognition is given to individual students with unique characteristics and accomplishments in the class. All graduating seniors are expected to participate in the ceremony. Professional dress is required.

### **Junior High Graduation**

We celebrate the accomplishments of our 8<sup>th</sup> grade students during a special ceremony that looks back over their junior high years and looks forward to their upcoming high school years. 8<sup>th</sup> grade students must have a 2.0 overall GPA to participate in the ceremony. All eligible 8<sup>th</sup> grade students are expected to participate in the ceremony. Professional dress is required.

Admission into the high school from the junior high is contingent upon the student maintaining a minimum 2.0 GPA during his/her 8<sup>th</sup> grade year. If a student fails to achieve this standard, a meeting with the secondary principal will be held with the student and family to determine the student's future enrollment at the school.

## **Valedictorian/Salutatorian Selection Criteria**

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based primarily on cumulative GPA and class rank. More than one student may qualify for the valedictorian and salutatorian distinctions.

Candidates must attend classes at Northwest Christian High School during at least four semesters of their junior and senior years.

Valedictorian candidates will be determined by the following:

- Students who earn an unweighted 4.0 cumulative GPA based on seven semesters, AND
- Students who rank top 10% in their class.

The student(s) meeting the above criteria after seven semesters shall be considered for Valedictorian. If, in any given school year, no student meets the above criteria, the student(s) who most closely meet(s) the above criteria with the highest GPA will be considered for Valedictorian.

Salutatorian candidates will be determined by the following:

- Students who earn at least an unweighted 3.99 cumulative GPA based on seven semesters, AND
- Students who rank top 10% in their class.

The student(s) meeting the above criteria after seven semesters shall be considered for Salutatorian. If, in any given school year, no student meets the above criteria, the student(s) who most closely meet(s) the above criteria with the highest GPA will be considered for Salutatorian.

It is the responsibility of the students selected as Valedictorian and Salutatorian to maintain their level of achievement during the final semester. Anyone not maintaining the aforementioned level of achievement risks the potential of losing the designated honor of Valedictorian/Salutatorian.

The Northwest Christian High School Administration, Academic Advisors, and Registrar will meet at the midpoint of the 4th quarter of the students' senior year to determine who will be awarded the honor of Valedictorian(s) and Salutatorian(s). Students will be informed of the Valedictorian and Salutatorian selection at the Academic Awards Assembly prior to graduation.

### **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 the earned 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. 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. **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.

### **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.**

## ATHLETIC PROGRAM

Northwest Christian Schools provides numerous opportunities for junior high and high 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 are required to read the NWCS Athletic Handbook and attend the pre-season team meeting.

<b>Gr. 9-12</b>	<b><u>Fall (Aug.-Oct.)</u></b>	<b><u>Winter (Nov.-Feb.)</u></b>	<b><u>Spring (Mar-May)</u></b>
	X Country (B,G) Volleyball (G) Football (B) Soccer (G)	Basketball (B,G) Wrestling (B)	Track (B,G) Baseball (B) Softball (G) Golf (B,G) Soccer (B)
<b>Gr. 7-8</b>	X Country (B,G) Volleyball Football	Basketball (B,G)	Softball (G) Baseball (B)

### **Academic Standard Eligibility**

Student must meet both NWCS and WIAA standards to be eligible for athletics and activities.

- Minimum WIAA standards: passing 6 out of 7 classes at the end of the semester.
- NWCS standards: 2.0 GPA or higher, No "F's" in any classes.

### **Eligibility**

- The "first" grade check will be done 5 weeks into the 1<sup>st</sup> semester.
- After the first initial grade check each semester, grades will be checked every 3-5 weeks (flexibility is dependent on holidays, progress/report card dates, etc.)

### **Evaluation Process**

#### **Grade Check Date**

Students are notified if they are not meeting the academic eligibility requirements, and they then have two weeks at the minimum to improve their academic standing, or their eligibility will be compromised. Athletes will be eligible to participate in practices and games during this time frame.

### **Reinstatement Date**

Grade check will be done again for athletes who did not meet standards on the "Grade Check Day". Grades will be checked through the FACTS system, or a teacher can email the Athletic Director on the reinstatement date. If the athlete's GPA is not at a 2.00 (or above) or the failing grade is not improved to passing, the athlete is declared academically ineligible, and ineligibility will last for **one week**. Athletes will be eligible to practice on "red," but athletes will not be eligible to participate in games, travel with the team, or dress for home games

### **School Attendance Policy Gameday & Practice Eligibility**

Students must be at school to participate in practices and games unless they have an excused appointment such as a doctor, dentist, physical therapy, orthodontist, counseling, or a pre-approved situation by the A.D. Exceptions to this policy can only be made by the Athletic Director, Principal, or Head of School. Please call the A.D. in the morning if there is a situation that you feel could be excused and get approval. Athletes will not be able to miss more than 1/2 of their scheduled classes for this excused appointment or situation to participate in a practice or game. For teams arriving back extremely late from an away game, an excused late arrival could be permitted the next day, but this decision must be made by the A.D. or administration.

## STUDENT LEADERSHIP

### **High School**

All elected ASB and class leaders are expected to maintain a 3.0 GPA as well as display exemplary behavior in every class. If the GPA drops below 3.0 or poor behavior is being demonstrated, the student's leadership responsibilities will be temporarily suspended.

### **ASB**

The purpose of the Associated Student Body (ASB) Leadership Team is to actively serve and direct the student body. Each student leader is expected to be a godly example for his/her peers. Specific leadership assignments and roles will be determined by the team in coordination with the ASB advisor. The goal will be for the team to function well by the contribution of each team member for the benefit of the NWCS student body.

Leadership, social event planning, finances and meeting minutes will be addressed in deciding the make-up of the ASB Leadership Team. Common roles that may be identified for the team include record keeper, team captain, finance coordinator and ministry coordinator.

### **Class Leadership Teams**

**High school:** Each class will elect six team members. Two members will serve in conjunction with the ASB Team. Four class leadership members will be assigned specific roles: record keeper, team captain, finance coordinator and ministry coordinator. It is our hope that the character and function of student government at NWCS will be enhanced by the intentional instruction in the area of the biblical leadership.

**Junior high:** Leadership is offered as an elective class for 8<sup>th</sup> graders. ASB roles are determined each semester from within the class and include such roles as President, Vice President, Ministry Leader, and Tech Coordinator. The junior high ASB is involved with planning junior high specific events and spirit days as well as sharing devotionals and helping with announcements. Students in this class also learn about different types of leadership through units on teamwork, individual strengths, habits and convictions, and future and career. Through a variety of interactive activities and discussions, students grow in their own skills as leaders and are able to put these into action in various ways throughout the year.

### **National Honor Society**

The National Honor Society is designed to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service, and to encourage continued commitment to these ideals in the lives of the student members.

Students wishing to be considered for membership must meet the following expectations:

- Must be a sophomore, junior or senior (freshmen are not eligible).
- Have attended NWCS at least one full semester prior to selection. In special cases, these criteria may be waived if a recommendation is received from the previous school principal.
- Maintain a cumulative GPA of 3.5 or higher for a minimum of three semesters.
- Upon being informed of initial eligibility, each candidate must submit a worksheet detailing leadership and service involvement in the school, church, workplace, or community.

Data gathered on each candidate will then be given to the faculty for comments and consideration. Faculty members are encouraged to comment on prospective students, especially in the area of character in writing to the council. At that time, a faculty council will review each candidate and vote on selection for NHS. The selection of each member shall be by a majority vote of the five faculty council members. Faculty will look at the students' qualifications in three areas: Character, Leadership, and Service.

### **Induction Ceremony**

Current NHS members are responsible to plan and present the induction ceremony for new members each spring. After the induction, a meeting will be held to nominate officers for the following year.

## CO-CURRICULAR OPPORTUNITIES

### **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. Junior high and high 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 junior high and high school bands and choirs that each requires a one-year commitment. Smaller ensembles 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 both junior high 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.

### **DECA**

DECA is a club open to all high school students and helps **prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.** It offers a wide variety of competitive events for participants, choosing from topics in marketing, finance, hospitality, tourism, sports and entertainment, sales, business law and ethics, retail operations, management, or community involvement, and teaches skills like communication, problem solving, and teamwork.

### **Math/Science/Robotics Teams (High School)**

Year to year, based on availability, students who are interested may apply for the NWCS Math, Science or Robotics teams. In the past, teams have won many awards for their abilities at local and regional competitions.

### **Knowledge Bowl Team (High School)**

Year to year, based on availability, students who have academic talent and are interested in using their abilities in an interscholastic competitive environment are invited to apply for the NWCS Knowledge Bowl Team. Our team has been very successful in the NE2B league and in state competitions.

## **CyberPatriot (High School)**

Year to year, based on availability, students who are interested may apply to join the CyberPatriot team. CyberPatriot is the National Youth Cyber Education Program. At the center of CyberPatriot is the National Youth Cyber Defense Competition. The competition puts teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services. Teams compete for the top placement within their state and region, and the top teams in the nation earn all- expenses paid trips to Washington, DC for the National Finals Competition where they can earn national recognition and scholarship money.

## **MAJOR SCHOOL ACTIVITIES**

### **Retreats**

All junior high and high 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.

**Senior:** The objective of this retreat is to provide a time to develop unity within the class, plan events for the current year and promote Godly leadership characteristics.

### **Spirit Days**

**High school** - The ASB and cheerleaders work with the Athletic Director to plan and implement activities that challenge our students and faculty to demonstrate greater school spirit. Skits, dress-up, and various themes have sparked student enthusiasm.

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.

**Junior high** - Junior high staff, with input and help from the leadership class, create and run several spirit days throughout the year. Spirit days are designed to promote community and relational growth within the junior high.

### **Parent/Student Socials**

Each High School class organizes a parent/student social to provide a special evening for school families. Events include: Daughter/Daddy Date Night, Father/Son Night, Mother/Daughter Social, Mother/Son Social.

### **Class Fundraisers**

Each junior high and high school class, under the direction of the class advisors, may raise funds for their class as approved by the administration. Monies raised from fundraising each year continue on with the class.

### **Lilac Princess Coronation**

Each year the Spokane Lilac Association selects a senior girl from the NWCS student body to represent the school in the Lilac Festival Court. The young ladies who compete for Lilac Princess have been faithful testimonies to all who observe the event.

### **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.

### **NWCS Dance Policy**

NWCS Board of Regents policy states: "NWCS does not sponsor school- related dances. In addition, NWCS parents and students are encouraged and expected to evaluate all forms of entertainment in light of Biblical standards." While NWCS does not host dances, parent groups wishing to host a dance (Sadie's, Prom, etc.) must meet with the principal and ASB advisor to discuss advertising, ticket sales, and guidelines.

## **MEDICAL INFORMATION**

### **Medical Emergency Procedure**

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

Legally, school personnel can only give medication when the parent/physician Medical Request consent form is completed (authorization can be written on the emergency card). Forms are available in the front office. **Parents must provide the medication for their student and label it with the student's name. This includes aspirin, Tylenol, etc.** as we no longer keep a supply of these in the office. All medications will be kept locked in the front office. The school will try to notify parents when a student becomes ill. If parents cannot be reached, the emergency card will be used to contact a relative or friend who can come for the student.

### **Medical and Contact Information**

It is the parent's / Legal Guardian's responsibility to update their student's medical and contact information in ParentsWeb.

### **Medication Administration Policy**

Pursuant to Chapter 195, Laws of 1982, and Chapter 28A.210 RCW, Northwest Christian Schools is authorized to administer oral, topical or nasal medications, and eye drops, or ear drops to students during school hours. It is our policy that such medications will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. We define medication to mean all drugs (prescription, over the counter (OTC), homeopathic, naturopathic, vitamins, bug spray and essential oils). Medication must be brought to the Front Office by the parent/guardian/custodian unless the student is approved for self-carrying the medication. **Medication authorization is good for the current school year only.**

The following conditions must be met:

#### **Dispensed Medication**

- Your student will check in at the Front Office/Health Room at the appropriate time to obtain their medication.
- If dosing is half of the tablet, you or your pharmacist must halve the tablets before bringing the medication to school.

#### **Back-up Medication**

- It is recommended that students who self-carry medication for life-threatening health conditions (i.e. epinephrine, insulin, inhalers) keep back-up medications in the Front Office or Health Room.
- Back up medication will be required for extra-curricular sports and activities.

### **Prescription Medication**

- All prescription medication must have written doctor orders. The Medication Request Form or Self-Carry Medication Request Form must be signed by a Licensed Healthcare Professional that has prescriptive authority.
- All prescription medication must have signed parent/guardian permission.
- All prescription 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.
- When Prescription Medication is approved for self-carry, a Self-Carry Medication Request Form must be filed with the Front Office / School Nurse.

### **Non-Prescription Medication**

- All non-prescription medication (i.e. vitamins/supplements, acetaminophen, ibuprofen, or any over-the-counter (OTC) medication) must have written doctor orders. The Medication Request Form or Self-Carry Medication Request Form must be signed by a Licensed Healthcare Professional that has prescriptive authority.
- All non-prescription medication must have signed parent/guardian permission.
- All non-prescription medication must be in the original bottle (container), unexpired, and properly labeled with student's name.
- When non-prescription medication is approved for self-carry, a Self-Carry Medication Request Form must be filed with the Front Office / School Nurse.

### **Self-Carried Medication**

- Due to proximity of preschool-aged children, Colbert Lower Campus, Cedar Elementary, and Homeschool students are not permitted to self-carry medication. Exception will be made for life-saving medications.
- Self-carried medication (prescription or OTC) will only be allowed at Colbert Upper Campus when a Self-Carry Medication Request Form has been successfully completed and filed with the Front Office.
- Only a one day's supply of the medication may be carried by the student.
- A copy of the completed Self-Carry Medication Request Form must be kept with the medication.
- All self-carried medication must be in the original bottle (container), unexpired, and properly labeled with the student's name.
- Exception: Sunscreen may be self-carried and applied by the student with parent permission only. An Authorization for Sunscreen Application Form must be filed with the Front Office / Health Room. Spray or aerosolized sunscreen is discouraged due to other students with asthma and allergies.

### **Non-Oral Medication**

- School personnel may administer eye drops, ear drops, nasal drops/sprays, ointments, & topical medication.
- School personnel (except school nurses) will NOT administer rectal or injectable medication. These medications must be self-administered by the child or the parent/guardian/custodian, or an adult designee may come to school and administer the medication. Exception: Injectable medication in

- life-threatening situations (i.e. epinephrine for anaphylaxis, glucagon for hypoglycemia).
- If medication is self-administered, it must be indicated on the Medication Request Form.
- If medication is ordered, "If a nurse is available...", this does not imply or guarantee a nurse will be on site at all times to give that medication.

### **Controlled Substances**

- Controlled substances-scheduled drugs are NEVER allowed to be self-carried.
- Controlled substances-scheduled drugs (e.g. cough syrup with codeine or Ritalin) will be counted weekly and recorded. On the weekly medication counts, the nurse or designated staff member needs to have a witness to the actual count of the medication.
- No more than a twenty-day supply of controlled substances-Schedule II-V should be brought to the school at any one time.
- Theft or suspected theft is to be documented and reported to the School Nurse and school administrator. The incident may be reportable to local law enforcement.

### **Chronic Health Conditions**

If your student has **asthma**, a **seizure** disorder, or a **life-threatening allergy** your student will need to have a respective Care Plan completed in lieu of an NWC Medication Request Form. If your student has **diabetes**, please contact your endocrinologist to have a Diabetic Medical Management Plan (DMMP) completed. All Medication Request Forms, Care Plans, and DMMPs require a signature from you and your healthcare provider. **New Medication Request Forms, Care Plans, and DMMPs are required every school year.** Completed Medication Request Forms, Care Plans, and DMMPs can be delivered directly to the Front Office, mailed to the school, or faxed to 509-292-6713 – ATTN: School Nurse. For your convenience, the NWCS Medication Administration Policy, Medication Request Form, Self-Carry Medication Request Form, and blank asthma, severe allergy / anaphylaxis, and seizure Care Plans can all be accessed on the NWC website under Parent Resources.

If your student has a chronic health 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, inhaler, etc.) all devices and current prescription medication must be turned in to the Front Office / School Nurse in the original packaging with a corresponding Medication Request Form, Care Plan, or DMMP as appropriate by the first day of school. Failure to have current medications, medical devices, and paperwork on hand will result in the student not being able to remain at school until the current medications, devices, and paperwork are turned in to the Front Office / School Nurse.

For your convenience, the NWCS Medication Administration Policy, Medication Request Form, Self-Carry Medication Request Form, and blank asthma, severe allergy / anaphylaxis, and seizure Care Plans can all be accessed on the NWC website under Parent Resources.

## **Illness Guidelines – When to Keep Your Student Home**

We appreciate your commitment to have your student at school and on time ready to learn every day. However, please do not send your student 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.
- **Diarrhea** – students can return to school 24 hours after last event.
- **Eyes** – reddened and irritated, thick mucus or pus draining from the eye.
- **Fever** – temperature of 100.4 degrees Fahrenheit or higher. To allow him/her to fully recover and to guard against a relapse of the illness, please keep your student at home for a full 24 hours after his/her temperature has returned to normal without the use of Tylenol, ibuprofen, or cold medications that contain Tylenol or ibuprofen.
- **Head Lice** – students can return to school 24 hours after completed lice treatment and no evidence of eggs (nits) or lice in the student's hair.
- **Nasal Discharge** – thick, green nasal discharge.
- **Sore Throat** – especially when the student has a fever or swollen neck glands.
- **Vomiting** – students can return to school 24 hours after last event.
- **COVID-19 Symptoms** – please follow NWCS COVID-19 procedures.

If your student shows any of the above symptoms while at school, it will be necessary to pick him/her up from school. We recommend for all students presenting with any of the symptoms listed above to be evaluated by their primary health care provider.

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

## **Food and Environmental Allergies**

If your student has a food allergy, please inform the Front Office and your student's teacher. If the food allergy is severe, please inquire at the Front Office about an Anaphylaxis Care Plan that we can share with the School Nurse, Administration, Kitchen, and applicable teachers/staff. Latex balloons are not allowed on campus due to severe student allergies. Please refrain from sending latex balloons for your student.

## **Medical Appointments**

Whenever possible, doctor, dental and other appointments should be made after school hours. A written request must be sent to the student'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 ParentsWeb or by a "one time" written note by the parent or Legal 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.

### **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 through email. 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 an administrator.
3. If there is still a concern, the administrator will arrange a meeting with all concerned parties and the Head of Schools.
4. If unable to resolve the issue, the Head of Schools, 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 4:3.

## **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” - (1 Corinthians 4:8)

## **Parent/Teacher Conferences**

Specific times are set aside for conferences scheduled in the fall (7<sup>th</sup>-12<sup>th</sup>) and spring (7<sup>th</sup>-8<sup>th</sup>). 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.

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 the procedure.

## **RenWeb Gradebook and Learning Management System (LMS)**

Two important components of communication regarding grades and assignments are done through the RenWeb program. The **RenWeb Gradebook** is accessible online for students and parents to see every grade in every class; teachers strive to maintain updated gradebooks and most assignments are updated weekly (larger projects, tests, and papers may take up to two weeks to grade and enter).

The **RenWeb Learning Management System** is an online tool for students, providing basic information regarding daily assignments and classroom activities for each class. While NOT a substitute for being in the class, it can allow students to see and access documents, instructions, or general information about class each day.

## **ParentsWeb**

School information is available on the Northwest Christian Schools **ParentsWeb** site. ParentsWeb includes current academic grades postings for 7<sup>th</sup>-12<sup>th</sup> grade and other important student and parent information. To access this information, go to [nwcs.org](http://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.

## **Website**

The NWCS website ([nwcs.org](http://nwcs.org)) is organized by school (Elementary, Junior High School, High School) and contains valuable resources. The Cru News, Jr. High Weekly, and all College & Career Readiness Resources and resource documents can be found on the Junior High School page or High School page of the website.

## 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.

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.

### 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 students like to jump up to touch walls, ceilings, light fixtures, etc. Students must confine jumping, running and active play to the gymnasium and field areas to help us avoid having to clean marks and repair broken fixtures. Absolutely no roughhousing is allowed on school grounds. Please exercise good sense and help us maintain the condition of the school that God has provided us.

### School Equipment and Furnishings

All school equipment and furnishings are school property and may not leave the campus without the permission of an administrator. 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

Students may study in the halls if requested by the teacher. 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.**

## **Poster/Advertising Approval**

Posters must be approved and initialed by an administrator 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. See front office for details.

## **School Facility Usage**

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.

## **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. A security task force consisting of school administrators, teachers, local law enforcement, and emergency response experts meets regularly and has created security action points for all 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:

- For the safety of everyone, please adhere to the speed limit on campus which is 20 mph.
- All 7<sup>th</sup>-12<sup>th</sup> grade students arriving between 7:00-8:05am must wait in the foyer. After school students must be in a sport activity and wait quietly in the foyer if they are to remain on campus. Students who need to wait on a regular basis need permission from the principal.
- Parents must use front entry when picking up sick/injured students, when picking them up early for appointments, emergencies, or when escorting them from the building.
- All parents, guests, and volunteers at NWCS 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.
- Washington State Patrol (WSP) background checks are required for all adults working with students.
- We regularly practice fire, lockdown, and evacuation drills at all campuses for the safety and security of our faculty, staff, and students.

### **Closed Campus**

Students must plan to stay on campus during the entire school day, including breaks and lunchtime. Students must remain in the buildings, play fields, or other supervised areas during school hours. Students are not allowed in parking lots or outside grounds during school hours. On the rare occasions when students leave campus early for approved reasons (e.g. doctor's appointments, school-approved ministry, early release, etc.) they must sign out and exit through the front office doors.

### **Visitors**

NWCS welcomes visits from potential students, pre-approved guests, and alumni in good standing. Students from other schools are not permitted to visit during the school day but are permitted to join us at extra-curricular activities. 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. **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 an administrator.

## EMERGENCY PROCEDURES

### **Safety 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 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 posted to the [nwcs.org](http://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 media 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

### **School Bus Regulations**

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

### **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.

### **High School Student Drivers/Parking**

Vehicle identification information should be given to the main office receptionist – car make, color, and license number – to receive a parking pass. Student drivers are to park their cars in parking lots that have been designated for students.

**Students must obey all posted speed limits (20 mph) and signs on campus. Failure to do so may result in immediate loss of driving privileges.**

Music volume on car sound systems must be kept within the vehicle. Under no circumstances may a student drive another student's vehicle without proper approval from the appropriate student and parent. Also, any type of vandalism directed toward another vehicle will result in disciplinary action or law enforcement involvement as appropriate. Reckless or unsafe driving on or near campus will result in immediate disciplinary action and potential loss of driving privileges on campus.

Students are not to be in their cars during regular school hours unless a teacher or administrator has given permission. Students should vacate the parking lot by 3:05 pm unless they are staying for after school sports/activity.

**Cell Phone Law**

The use of cell phones without a hands-free device while driving a motor vehicle is a primary offense (Senate Bill 6345). This new law prohibits the use of a wireless device such as a cellphone being held to your ear while you are driving. You will still be allowed to use your cellphone, provided you speak using a hands-free device. Accordingly, we are asking drivers to refrain from using their cell phones in the pick-up area while their vehicle is in motion

