



**NORTHWEST  
CHRISTIAN**  
SCHOOLS, INC.  
*Est. 1949*

# **Elementary in Colbert Student-Parent Handbook**

**2023-2024**



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# Welcome to the 2023-2024 School Year!

Thank you for being part of Northwest Christian Schools! We are all part of something that is much more than a school. We are members of a community with a rich and long-standing history 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, instilling knowledge, wisdom, honor, leadership, creativity, and a reliance upon God so that students can 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



## **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 Office of Superintendent of Public Instruction and the Washington State Educational Service Districts.

## Admission Procedures

1. Non-Discrimination Policy: Northwest Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.
2. Application Process: (Please refer to the Preschool handbook)
  - a. A student application can be accessed on our website at [nwcs.org](http://nwcs.org) under the "Apply" button.
  - b. The application, including references, student questionnaire and application fee must be submitted online.
  - c. The administration will review the application, references, and assess the student's past academic and behavioral performance.
  - d. Student will take an entrance placement exam or assessment.
  - e. Once the application is accepted, an appointment is arranged for the student and parents to interview with the appropriate administrator and/or staff representative. Parents will then need to enter into the enrollment process online, which is separate from the application process.

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

#### Kindergarten - 6th 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 the NWCS Statement of Faith and NWCS Board approved addendums.
- The family must agree to the school's Statement of Faith and NWCS Board approved addendums.
- The student must desire to attend Northwest Christian Schools.
- The student must agree to demonstrate a positive work ethic in his/her studies.
- The student must agree, with a teachable spirit, to pursue a lifestyle that honors the Lord Jesus Christ.
- The student must demonstrate integrity with his/her peers and teachers.
- The student must clearly understand that to remain as a student at Northwest Christian Schools, they must not demonstrate an attitude of antagonism toward the school's mission or be a negative influence on other students with regard to the school's mission.
- The student must understand that their continuous enrollment on an annual basis is subject to the student's satisfactory academic status along with proper compliance with the rules and regulations of Northwest Christian Schools.



- The family must support NWCS' stance on the Biblical definition of marriage as instituted by God: the union between one man and one woman.
- The student must take an entrance examination to determine appropriate placement and determine if additional support is needed. If academic areas of concern exist, all records must be forwarded to NWCS, and a testing accommodation plan will be made that will require an additional fee.

## Age Requirements / Class Times

- Kindergarten – Students must be five (5) years of age on or before September 1st to enroll in the kindergarten program. NWCS offers full-day Kindergarten options. Students must demonstrate academic, social, and emotional readiness.
- First Grade – The student must be six (6) years of age on or before September 1st to enroll in the first grade and demonstrate academic and emotional readiness.
- **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 might not be known until after the existing school families have had time to re-enroll their students 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 or student records are accessible and updated on the Washington State Immunization School System. 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 healthcare 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 any 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 childhood communicable disease occurs for which a student is not immunized, the student will not be allowed to attend a school or any extracurricular activities until the outbreak is over.
- **All immunization records must be filled out on, or transferred to, the approved Washington State Department of Health forms and must be signed and submitted to the Administrative Office at the respective 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 it, and date it at the top in both places and return it to the school before the beginning of your student's first day of school.
- It is recommended you keep a copy of all immunization information for your records.





# Parent Orientation

## Kindergarten Potluck

- All kindergarten families will be invited to attend the Kindergarten Orientation Potluck the week before school starts. This is an opportunity for students and parents to meet. There will be a shared meal, story time for the students, and orientation for the parents.
- Adopt A Family Orientation and School Social
- New Families are encouraged to come be "adopted" by seasoned NWCS families at our Orientation for New Families the week prior to the beginning of the school year. This social is an opportunity for new elementary students to meet staff, visit their classroom and familiarize themselves with a grade level guide to promote a smooth transition.

## Back to School Night

- Back-to-School Night allows parents to meet other parents of students who are in the same class, to meet with their student's teacher and learn what the classroom procedures and expectations are for the year. This orientation is for parents only.

## All Crusaders Together Serve (ACTS) Lower and Upper Campus

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

# Volunteers

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

Some of the volunteer opportunities involve the following:

- Helping in the classroom
- Supervising small learning groups (i.e., math facts, reading, etc.)
- All Crusaders Together Serving (ACTS): planning and serving at events
- Fundraising support
- Kitchen help
- Library volunteer



- Helping with ground and building maintenance (i.e., shoveling snow, keeping up flower beds, etc.)
- Art room support
- Crusader Club (Sports Booster Club)
- School events

**All non-parent volunteers must complete a basic volunteer application including signing and agreeing to support the NWCS Statement of Faith and confidentiality agreement, a Washington State Patrol background check form, a national background check form, and before serving. Parent volunteers must complete background checks.**

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

## 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

Students are asked to enter the school no earlier than 7:50 am. All students must be off campus by 3:15 pm unless supervised by a parent or coach for a school activity or event.

- The school day begins at 8:15 am and dismisses at 2:45 pm
- Early Release Days begin at 8:15 am and dismiss at 11:50 am.
- Late Start Days (weather related) begin at 10:15 and dismiss at 2:45 pm.

# Playground Rules

Fresh air and outside exercise are important for optimum health and learning. Students should be prepared, with appropriately LABELED clothing, to be outside for 15 to 20 minutes.

It is important that students are properly dressed for recess. Students who are not properly dressed will not be able to go out to recess.

- Coats are required when the temperature is 32 degrees or colder.
- Coats are required when it's lightly raining.
- The Health Room has a supply of loaner coats, but we do not have enough for everyone. Since the weather can change quickly, please remember to send your student to school with a coat even if the weather is nice in the morning.

Occasionally, there are times when outdoor recess is not beneficial to children based on environmental concerns. Indoor recess will be held under the following conditions:

- If the temperature is 15 degrees or colder (including wind chill)
- If the heat index is 95 or greater



- If the Air Quality Index exceeds 150

During pouring rain and extreme cold, students will remain in the classroom during recess. During outside recess, students are not allowed in the classrooms without a teacher's permission.

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

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

- Play Areas: Black top and grass fields are for recess. Please stay off the undeveloped hillside just east of the play areas.
- Swings are for swinging. Twisting, standing, "under dogging", double swinging, and jumping are not allowed.
- Jump ropes are only for jumping and safe play. They may not be wrapped around students.
- Tag games are fun but tackling and pushing are not allowed. Tag games must have rules upon which all participants agree.
- Basketball courts are limited. Students may use them according to an assigned schedule (each supervisor determines a fair schedule).
- Rock and snowball throwing is NEVER allowed on school grounds.
- Ice sliding is prohibited (easy to slip). Playing in the snow is encouraged with appropriate clothing. Do not destroy snow sculptures, forts, etc., or others. Respect the creations of others.
- Students may be physically or emotionally injured when excessive roughness occurs. Tackling, throwing balls at students (except during kickball or other organized games), hitting, martial arts move, and tripping are not permitted. These activities can result in injuries and "play fighting" can be hard to monitor.
- Balls thrown in kickball or other games must be aimed below the waist.
- No snacks or eating on the playground is allowed due to students with food allergies. Teachers are requested to give students an opportunity to eat prior to leaving the classroom.
- Skateboarding and roller skating/blading are not allowed on campus or adjoining areas. Bicycles and scooters must be walked on sidewalks. Helmets must be worn.
- No running is allowed in the halls or classrooms. Run outside all you want!
- Final authority for all playground decisions rest with the supervisors.
- Electronic games, toys from home and personal sound systems are not allowed for student use on campus.
- Trading cards are prohibited on campus.
- Do not climb up the slide or roll any objects down the slide.
- Sportsmanship guidelines of Christian character must be followed at all times.

Activity and game rules are available from the office.

## Lunch

Lunch is eaten in the Multipurpose Room (Lunchroom)

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



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

Monday: Snack shop a la carte items such as drinks, snacks, and microwavable items are available every day of the week but are the only lunch option on Mondays. Available items and prices vary. You may use your Hot Lunch Account to purchase these items.

Tuesday -Friday is Hot Lunch: Hot lunch is available for grades K-6th. Prices vary and Hot Lunch can be purchased at lunchtime or in advance on Family Portal (ParentsWeb) under Financial> Prepay >LC Lunch. Please do not pay for a Hot Lunch at the front office. Only pay for lunches you will use. Snack shop a la carte items such as drinks, snacks, and microwavable items are available every day of the week.

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

## Lunch Volunteers

If you volunteer to serve Hot Lunch, your student(s) receive(s) a free Hot Lunch on that day (or the next day your student has hot lunch - arrangements must be made with the lunch coordinator).

- There is no cash value for volunteer student lunches.
- Volunteer student lunches will not be visible on your Pre-Pay Lunch account.
- Volunteer student lunches are tracked manually.
- Volunteer student lunches will be used that day or on the next day that your student has hot lunch.
- If the student chooses pizza lunch as their free lunch, students will be charged for an additional slice if they order one.
- Volunteer student lunches may not be saved for the end of the school year, nor do they roll over to the next school year. Lunches will be used the next day your child has hot lunch.

All parents and volunteers must sign in at the front office and receive a visitor's badge during the school day. You will be asked to return to the office if you are not wearing a badge. All volunteers in the lunchroom must provide a valid SRHD Food Worker card.

## Lunch Payment System

- NWCS uses FACTS Prepay Accounts for its lunch payment system. Families can load funds into their accounts by going to Family Portal (ParentsWeb)>Financial>Prepay Accounts>Add Funds
- Blue means you have credit and red means you owe. Please keep a positive balance on your student(s) account.
- Electronic funds transfer from your checking account has no additional fee. Using your credit or debit card will incur a 2.95% additional fee.
- An automated email is sent every Sunday for balances that are negative. These emails can go to your junk/spam folder. Please add funds to your student(s) account when you receive these emails.
- Funds not used can be rolled over to the next school year.
- There are no refunds on lunch accounts when you withdraw.
- Lunch account balances are reviewed quarterly by the business office and families must pay balances over \$200 in order to continue to allow students to charge.
- For any families who have a balance owed for either Lunch or General Prepay accounts as of June 15th, we will add a \$10 admin fee and charge the balance through FACTS Incidental Billing or your FACTS Tuition plan as an additional payment.



- If you withdraw your student, during the year or at the end of the year, there are no refunds on your lunch balance.
- Hot lunch counts are collected by 9:00 am each school day. If your child is going to be late and wants to order Hot Lunch, please call the Lower Campus Front Office before 9:00 am.
- If your student orders Hot Lunch, but then leaves school, for illness or an appointment, we are unable to cancel or refund Hot Lunch Orders after 9:00.

## Chapel

Chapels will be held twice monthly on Wednesday mornings. Chapel is a special time when our students learn about the Lord through the Word of God and Worship. A biblical theme is shared by our principal, which is discussed afterward in class. Please have students dress appropriately for chapel (and non-chapel Wednesdays) days in their color-day shirts.

The following guidelines will be emphasized during chapel:

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

## Attendance

The elementary has an **8:15 am and Ready Attendance Policy**. We believe regular, prompt attendance is an important factor in a student's learning process. Parental promptness helps teach students to be on time. Students who are tardy or frequently absent disrupt the classroom when they arrive and miss the introductory part of the school day.

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

### Absent/Tardy

In the event of any student absence, parents are requested to notify the Lower Campus Absent/Tardy Line (292-6700 x105). Requests for make-up assignments must be made by 10:00 am. Work will be ready for pick-up at the front desk by 2:45 pm.

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

- An automated email from the principal will notify the parents of the **6th absence** of the semester so the parents can adjust their attendance habits.



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

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

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

## Pre-Arranged Absence

Please email teachers no more than 7 days, but no less than 2 days in advance of a pre-arranged absence. This allows the teacher time to work out assignments with students prior to leaving. Please plan to pick up work 1-2 days before the absence. Not obtaining prior approval for absences may result in late grades or even no credit received for the days missed.

# Dress Guidelines

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

The following guidelines are given to help facilitate clothing purchases for the school year. Neat, clean, and modest is always the basic guideline. All clothing must be safe and weather appropriate. Come prepared to play outdoors. Please mark your student's name on all coats, jackets, sweatshirts, hats, etc.

**Green Color-Day Shirts** are to be worn **every** Wednesday. Wearing these shirts is a weekly expectation that builds the NWCS school community. Approved shirts may be ordered online through our selected vendor.

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

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

- Collared polo-type shirts are preferred.
- Appropriately sized (not skintight), clean jeans or pants.



- Limited accessories (earrings, necklaces, bracelets, etc.).
- Dresses and skirts must extend past fingertips and reach mid-thigh and must not detract from modesty. Skirts with leggings must follow the same guidelines touching the bottom of fingertips.
- Leggings/yoga pants may only be worn under a skirt or with a mid-thigh tunic appropriately covering the backside, especially for intermediate (3rd-6th) elementary aged students.
- Tank tops or sleeveless shirts may be worn if there is at least 3 fingers width of shoulder coverage and not tight fitting or revealing.
- Bermuda shorts should be touching the bottom of fingertips (may be worn during spring and early fall).
- Shoes for active play outside (no slippers, high heels, etc.) An extra pair of shoes is recommended. Please dress for the weather.
- Mittens, boots, hats as needed (2 sets are best for cold, wet conditions).
- Non-marking soled tennis shoes are required for PE.
- Please mark all items your student's name.

**The following are NOT appropriate for NWCS K-6th Grade students:**

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

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

## **Dress Code for Concerts, Performances Grandparents' Event, and Special Events:**

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

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

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





# General Behavior Expectations

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

## Gum Chewing

Students are not allowed to chew gum on campus.

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

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

## 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 the school principal.

# NWCS' Approach to Discipline

## Preparing Minds...Transforming Hearts

(Please see the NWCS K-6th grade discipline progression flow chart.)





## 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.

## 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 students to Christlikeness.

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

## Educational Action Plans

**Steps to Success:** Students who have areas of needed improvement are placed on a "Steps to Success" agreement between student, teacher, and parents. If the student's progress on the plan is unsatisfactory, he/she will be placed on an Education Action Plan with the support of the respective Principal. Failure to improve performance criteria may result in consequences such as detention, suspension, or expulsion.

## Academic Probation

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

## Dismissal

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



## K-6 Discipline Progression

Foundation: Teacher provides clear and consistent expectations of student so that the student knows what is expected of them. The teacher uses relational gestures to develop a positive relationship with the student, physical proximity, seating charts, etc. to guide the student in a positive direction.



### Step 1: Recovery

Student is re-located from classroom group to a designated recovery area. The purpose of the student recovery time is to provide the student the time to reset and rejoin the classroom group when they are ready.



### Step 2: Behavior Reflection Form

#### Primary (K-2)

Student completes BRF at designated recovery area in classroom. Teacher photocopies form, enters the event on RenWeb behavior, and emails family.

#### Intermediate (3-6)

Student completes BRF at pre-determined classroom. Plan location with grade-level team. Teacher photocopies form, enters the event on RenWeb behavior, and emails family.



Step 3: Office visit and parent phone call.



Step 4: Classroom teacher and Mrs. Iverson meeting.



Step 5: After 3rd Behavior Reflection Form the classroom teacher, parents, student, and Mrs. Iverson meet.



Step 6: After 4th Behavior Reflection Form a Student Action Plan is developed.



## 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 student's, 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 whoever 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 acts may result in immediate expulsion.



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

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

## Bullying

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

### Rationale

In an effort to instill biblical values and create a loving environment, the school seeks to deal biblically with conflict that can occur from time to time. Northwest Christian School realizes that while bullying may occur, it is never acceptable. We seek to implement a framework for dealing with bullying incidents to protect our students and help them learn how to relate in a way that is 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, 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 preventing bullying and mentoring students while holding students who seek to harm others accountable for their actions. Staff receives training that includes an intentional focus on student mentoring (MFACTS), class meetings, accountability groups, Bible classes, chapels, and advisory groups training which help students relate to one another and solve conflicts 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.

## Fighting

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

## Harassment

Harassment is not tolerated at Northwest Christian Schools. Threatening or harassing language/behavior toward students or staff (including sexual) are strictly prohibited. Harassment



(whether verbal, written, physical, or via electronic device) will result in major disciplinary action. This includes demeaning online or phone postings of photos, videos, or text. Also, threats to do bodily harm, intimidation/bullying, threats of violence of any kind and threats to cause physical damage to students, staff, property, or school will result in serious administrative consequences.

## Language

It should be understood at a Christian school that we expect our students to use appropriate language. Ephesians 4:29 says, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." This scriptural standard is upheld at NWCS in all verbal and written communication. Profanity, verbal abuse and "roasting" is strictly prohibited at all times.

## Re-Admittance after Expulsion or Withdrawal

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

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

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

## Kindergarten

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

## 1st-6th Grade

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

## Core Subjects



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

## Specialized Subjects

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

### Elective Subjects: 5th & 6th Grade Band and Choir

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

### Computer and Mobile Lab Policy

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

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

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

### Library Time

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

### Student Planners (3rd-6th Grade)

Elementary student planners are school-provided supply on the first day of school. Beginning in third grade, students will be expected to fill out planners for each day's assignments and homework.

Parents are expected to check their student's planners daily. Even though they are not required to have planners, second-grade students should practice writing down daily assignments by the 4<sup>th</sup> quarter in preparation for third grade.

### LMS (FACTS SIS Learning Management Software (3rd-6th Grade)

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

### Office 365 (3rd-6th Grade)

Each elementary student will be issued an Office 365 account for their student use. Login codes will be given by the classroom teacher. This account includes 5 licenses so that students can have access to these tools by downloading them on a home device.

### Support Programs





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

## Homework Policy

Northwest Christian Schools Elementary will support the family and the local church by limiting the amount of homework assigned each week. Weekend and holiday assignments will be sparingly given when they are needed as a part of the pre-determined project specified by a class syllabus. Teachers are encouraged to give a week-at-a-glance homework plan so that families can arrange homework time around mid-week church and youth meetings. Planner assignments will be emailed regularly for 3rd-6th Grade. Generally, homework time targets will be:

Grades:

- K-1st up to 15 minutes
- 2nd 3rd from 15 to 30 minutes
- 4th-6th from 30 to 50 minutes

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

## MAP Testing

Elementary students will be tested using the MAP Test (Measure of Academic Progress) to determine growth in the core academic areas of reading, writing, and mathematics. New students without previous MAP scores will be tested in the fall. All 3<sup>rd</sup>-grade students are tested in the fall. Results will be published for parents and shared confidentially with your student's classroom teacher. Test results and goal strategies will be shared during conference times. Our MAP leadership team is available to answer questions. For more information, contact the Front Office and request the MAP testing lead teacher contact you.

# K-6th Grade Enduring Understandings

### **Bible:**

- God's Word is truth (Psalm 119:105)
- Jesus Christ is the Living Word of God and Our Redeemer (John 1:1)
- God wants us to know Him through His Word and Holy Spirit (John 14:16)
- The Plan of Salvation for man is revealed through scripture (Jude 3, Ephesians 2:5-8)

### **History/Social Studies:**

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

### **Science:**





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

#### Language Arts:

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

#### Math:

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

## Classroom Technology

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

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

The lower campus has a computer lab in the library.

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

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

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



## Media Policy

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

# Grading Policy

## Report Cards

All grading scores for students in grades K-12 will be recorded in Family Portal (ParentsWeb).

### Grades K-2:

Kindergarten through 2nd Grade students will receive age-appropriate, cumulative standard-based report card at the end of each semester. Kindergarten through 2nd grade students will receive end of year MAP reports in addition to semester grade reports.

### 3rd-6th Grade:

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

Scores reflect performance on each targeted academic skill. Effort and work ethic will be reflected in character grades at the semester.

### Progress Reports K-6th:

Student progress will be discussed in the fall and winter at the parent/teacher conferences.

### 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 Family Portal (ParentsWeb) entry is given by teachers to work that is handed in on time.

### Incompletes

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

### Academic Detention

This is a short-term discipline given by 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 the 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. Students will be placed on an academic plan to accomplish this. 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 reach the plan's academic goals (e.g., grade and homework expectations). All documentation will be stated in an academic action plan that will be monitored by the principal.

## **Cheating/Plagiarism**

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

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

On the first occurrence, the student will receive a zero (0) grade, the parent will be contacted, and the principal will be notified. The teacher and student will conference to discuss appropriate behavior.

On the second occurrence, the above actions will be repeated, and an action plan will be written for the student. The student may also receive a suspension.

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

# **Athletic Program**

The athletic department is led by K-12th Grade Athletic Director. Athletic offerings for the elementary will be communicated via email.

All sports are contingent on the availability of coaches. There is a fee for Elementary sports. Academic eligibility applies to all sports. Students must be in good academic standing in classroom subjects to participate. All participants are also required to complete a sports physical, register, and pay the athletic fee.



# Student Leadership

## Elementary Associated Student Body:

ASB officers are 5th-6th grade representatives elected by 3rd-6th graders at the Elementary. These chosen student representatives must be approved by the teaching staff and sign a leadership contract which includes modeling exemplary character, study habits, and a commitment to serve the Elementary student body through various planning activities and events. Applications for ASB will be given out in October with speeches and elections to follow.

# Extra-Curricular Opportunities

## Battle of the Books

Battle of the Books is a reading incentive program for students in 3rd through 6th grades. Students read books and come together in groups, to demonstrate their abilities and to test their knowledge of the books they have read. The student competitions are usually like the TV series Family Feud or Whiz Kids styles of competitions.

## Student Performances

The primary goal for all Northwest Christian Schools student performances is to represent and glorify our Lord Jesus Christ in the community. All NWCS performances will be carefully and strategically designed to adhere to NWCS' mission. Musical selections, music, dress code, and overall performances should support NWCS' conservative Christian values.

Two main musical performances are presented during each school year: The Christmas

Concert and Spring Concert involve the K-6th Grade bands and choirs. Music teachers will announce rehearsal and performance schedules well in advance of the program. Additionally, special performances may be scheduled throughout the school year as approved by the principal.

## Parent/Student Socials

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

# Medical

## Medical and Contact Information

It is the parent's/Legal Guardian's responsibility to update their student's medical and contact information on Family Portal (ParentsWeb).



## Medication Administration Policy

Pursuant to Chapter 195, Laws of 1982 and Chapter 28A.210 RCW, Northwest Christian Schools, Inc. is authorized to administer oral, topical, or nasal medications, 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 being well enough to participate in learning activities. We define medication to mean all drugs - whether prescription or over-the-counter.

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 the 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 the 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 the proximity of preschool-aged children, Colbert Lower Campus, Cedar Elementary, and Homeschool students are not permitted to self-carry medication. Exceptions 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 a 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 48 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 the symptoms listed above to be evaluated by their primary healthcare 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 students 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.

## 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 Family Portal (ParentsWeb) or by a one-time written note by the parent or Legal Guardian.

## Allergies/Food and Dietary Restrictions

If you have a student that has a food allergen or dietary restrictions, please provide the classroom teacher or Front Office with safe treats for your student to enjoy. As always, these treats can be kept within the classroom and/or Front Office throughout the school year to cover birthdays, classroom rewards, and other celebrations.

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.

## Environmental Allergies

**Latex balloons are not allowed on campus due to severe student allergies. Please refrain from sending latex balloons to your student.**

# Communication

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

## Text Blast Messaging System:

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

## Contacting Teachers:

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

## Messages

A voicemail 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 people 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 students. Therefore, please follow this school procedure when addressing concerns:

- Meet with the teacher/staff person involved to discuss the concern.
- If unable to resolve the issue, meet with the teacher/staff person, along with the immediate supervisor.
- If there is still a concern, the supervisor/principal will arrange a meeting with all concerned parties and the Head of Schools.
- 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 4:2, 3.

## Social Media Policy

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

## Parent/Teacher Conferences

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

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

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

**An instructional email will be sent containing a direct link to sign up for conferences. The following suggestions should help you prepare for the conferences:**

- Frequently discuss your student's papers and schoolwork with him/her.
- Help your student by praying about challenges and praising God for the victories.



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

## School Website

School resource documents are available on the Northwest Christian Schools **Family Portal (ParentsWeb)** site and the nwcs.org website under each school's resource page. Family Portal (ParentsWeb) includes current academic grade postings for 3rd-12th grade and other important student and parent information. To access this information, go to nwcs.org and log in to Family Portal (ParentsWeb) using the school district code NCS-WA > School Information > Resource Documents. The Resource Documents have many important pieces of information for parents to access.

## Lower Campus News

A bi-weekly news bulletin is emailed to all Kindergarten through 6<sup>th</sup>-grade families. Previous issues are available on Family Portal (ParentsWeb) under Resource Documents.

# Lost and Found

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

# School Facilities

## Classrooms and Shared Facilities

The classrooms and shared facilities on both campuses are to be kept neat and orderly. At the end of a period, the room should be picked up and prepared for the next class. Especially in the shared facilities (chapel, science lab, music rooms, art room, etc.) all items such as instruments, music, equipment, etc. are to be put away and surfaces wiped clean if needed.

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

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 and drinks are allowed in the classroom ONLY at the teacher's discretion. Trash must be properly disposed of before exiting the classroom.



## Stewardship of School Property

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

## Poster/Advertising Approval

Posters must be approved and initialed by the principal 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 them to walls, etc. Only blue painter's tape can be used on walls (no duct tape.)

## School Equipment and Furnishings

All school equipment and furnishings are school property and may not leave the campus without the permission of an administrator. This includes audio-visual items, and technology equipment (which includes the laptop computer, digital camera, and microphones purchased by the ASB). Damage done by a student to school equipment or furnishings must be paid for by the student or parent before receiving the next report card or diploma. Intentional damage (vandalism) will result in serious administrative consequences.

## Hallways and Common Areas

Students may study in the halls if requested by the teacher but should sit in a chair to do so. Drinks must be carried in covered containers. Eating is allowed, but please be mindful to keep the halls clean and notify a teacher of a mess or spill. The front foyer is provided for students who do not have class or who may be waiting to leave after school. **Students must clear all hallways by 3:00 pm.** Playing with any type of ball is not allowed in the classroom or halls. Toys that may distract from the educational process should not be brought to school. Skateboards are not allowed at school, along with any type of snowboard or sled. Also, **throwing snowballs** on school property is not allowed. Due to the safety hazard that it poses, snowball throwing will result in **detention.**

# Safety and Security on Campus

It is Northwest Christian Schools' ongoing 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 students. The campus security team meets regularly to keep security issues at the forefront of daily operations during the school year. We are also committed to regular communication with school families. With this in mind, we have worked over the past year with local law enforcement, emergency response experts, administrators, and teachers assembling a task force of advisors. The task force recommended the following action points for the security of all campuses:



- **Awareness:** Empowering the staff/faculty in all aspects of safety and security is the most vital component of the plan.
- **Practice:** Annually, the school will complete nine lockdown drills, two evacuation/fire drills yearly, and one off-site evacuation drill.
- **Training:** A yearly training session is conducted in August for staff and faculty with a 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 are 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 Lower Campus students arriving before 7:50 am and staying after 3:15 pm must be accompanied by a parent/guardian or participate in an after-school class or sport directly supervised by an adult. **There is no student care program available before or after school for elementary students.**
- All Elementary student loading and unloading must be accomplished in the paved or gravel parking areas. Please pay careful attention to the one-way traffic indicators, entry and exit signs, and no parking zones. Please be courteous to other drivers in order to keep traffic flowing smoothly while loading and unloading students.
- Obey all parking attendants and safety patrol officers.
- Parents who arrange in advance for a parent/teacher conference may ask for their student to wait for them in their classrooms.
- **All parents, guests, and volunteers at NWCS Lower Campus must enter through the front door and sign in with our receptionist who will give all visitors a visitor/volunteer badge to wear while on campus. Please return your badge as you sign out for the day.**
- WSP and PMM background checks are required for all adults working with students.
- We regularly practice fire, lockdown, and evacuation drills at both campuses for the safety and security of each student.

## Closed Campus

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

**NWCS secures all perimeter doors during school hours. Our single-point remote lock entry promotes NWCS school safety. The Lower Campus receptionist will identify all visitors and unlock the remote front door for access during school hours. Once allowed in, visitors and volunteers must sign in at the office and obtain a volunteer/visitor's badge.**



## Animals on Campus

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

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

## Emergency Early Release

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

## Snow Day Procedures - School Closure – Late Starts

In the event of school closure, late opening, early dismissal due to bad weather, or other reasons, families will receive a **text blast notification** from the school. All families enrolled in Northwest Christian Schools, who have provided a cell phone number in their contact information, will automatically receive the text blast. Information will also be broadcast over radio stations KMBI (FM 107.9), KXLY (AM 920), KEEH (FM 104.9), local television stations (KREM 2, KXLY 4, and KHQ 6), as well as posted to the [nwcs.org](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 radio by 6:30 am. **Please listen to 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

## Lower Campus Parking Lot Essentials:

Three locations are available for parking at the Lower Campus:

- The **North Parking** Lot is for staff parking and visitors.
- The **Paved Parking** Lot is for visitor parking. This is the drop-off and pick-up lot for K-2nd grade students and their older siblings. Please remain in your vehicle until your students are dismissed to you.



- The **Gravel Parking** Lot is the drop-off and pick-up lot for 3rd-6th graders without younger siblings. This lot is supervised by staff and is an effort to alleviate congestion in the paved lot. Please remain in your vehicle until your students are dismissed to you.

If you need to enter the building, please park in the North Parking Lot and come into the building to retrieve your student or park along the sides and remain in your vehicle until your students are dismissed to you.

A map of the Lower Campus parking lot is available on Family Portal (ParentsWeb).

### Drop-off Procedures in the Morning:

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

### Pick-Up Procedures in the Afternoon:

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

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

- **S**tay in your car
- **N**o stopping, NO drop-off in the roundabout
- **A**ccommodate
- **P**roceed—pull forward

## School Bus Regulations

Students have the privilege of using the transportation services of NWCS. Strict standards of discipline must always be maintained on the bus in order to satisfy safety requirements. Whenever the driver must



direct his/her attention away from the road, danger exists. The safety of our passengers is always foremost in our minds.

These rules apply to all school transportation, both to and from school and on field trips.

## While Riding the Bus:

- Enter in an orderly manner and take a seat. Seats may be assigned if needed.
- 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).
- Aisles need to remain clear of bodies, knees, and backpacks.
- 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.
- No firearms, knives, breakable contents or animals are allowed.
- Electronic devices with earphones are allowed on the bus with the driver's permission. Cell phones may only be used with permission. All devices must only contain school-appropriate content.
- Students who ride the bus to and/or from school and their parents will sign the school bus safety rules agreement annually and respect the contract with their bus driver and the school. Students may have riding privileges revoked for a length of time for conduct that is detrimental to the safe operation of the bus. The administrator, teacher, and/or the transportation coordinator will contact parents should the need arise.

## Bus Passes

Every student riding the bus to and/or from school must purchase a bus pass prior to their ride. The driver may ask to see the pass at any time. Bus passes can be purchased by visiting or calling the front office at either Colbert campus. Annual, monthly, and punch passes are available. We understand that at times you may not have purchased a pass for your student(s), or your student(s) is/are out of punches prior to their ride. In these cases, you will be charged the single pass rate for each trip taken until a pass or punch card is purchased. The driver will not accept payments. The Bus Schedule can be found on ParentsWeb under Resource Documents or on the website under each school's (Elementary, Junior High, High School) resource page.

