



Northwest Christian School Information & FAQ's

We're so glad you're here! We hope you find answers to all your NWCS questions in this document. If there's anything else you'd like to know, please ask!

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General Information

Quick Reference:

<p>Absent/Tardy Hotline:</p> <p>Lower Campus: 509.292.6700 ext 105 Upper Campus: 509.238.4005 option 1 Cedar Campus: 509.862.4175</p> <p>School Website:</p> <p>nwcs.org</p> <p>NWC Athletics Website:</p> <p>nwcatletics.org</p>	<p><i>Cedar Campus</i> Central Spokane, Preschool - 6th Grade (509) 862-4175 5975 N. Cedar St. Spokane, WA 99205 <i>(Office Hours: M-F 8:00am-3:30pm)</i></p> <p><i>Lower Campus</i> ("LC") in Colbert, Preschool - 6th Grade (509) 292-6700 5028 E. Bernhill Rd. Colbert, WA 99005 <i>(Office Hours: M-F 7:45am-3:15pm)</i></p> <p><i>Upper Campus</i> ("UC") in Colbert, 7th -12th Grade, Homeschool & Business Office/Administration (509) 238-4005 5104 N. Bernhill Rd. Colbert, WA 99005 <i>(Office Hours: M-F 8:00am-3:30pm)</i></p>
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ParentsWeb (Family Portal)

ParentsWeb is our student information system which holds a wide range of information all in one place. Here you can check your students' academic progress and attendance. You can also find the school family directory with names, phone numbers, and addresses of other school families. There is a resource tab for each school where you can download documents, find school handbooks, and much more. You can view the lunch menus under the student>lunch tab as well as view your student's schedule and see email addresses for your student's teachers. On the financial tab, you have access to prepay accounts where you can add funds for your student's lunch account and your personal general fund for various activities throughout the year. You may also find other resources on our website under school, parent resources.

Communication

There are four ways to receive communication or be informed about important events:

ParentsWeb (Family Portal) is our online portal for grades, lunch menus, family and school directories, and a library of resource documents. Use your same login and password when you applied/enrolled your students. A link can be found on nwcs.org in the upper right-hand corner. Our district code is NCS-WA. If you don't remember your password, use the password reset option. If you don't remember your username, please contact an Administrative Assistant at your campus.

Emails are sent to the email you entered on your ParentsWeb (Family Portal) account. Newsletters are emailed and available on ParentsWeb (Family Portal): 'Cedar Campus News', 'Lower Campus News' (Kinder –6th grade), 'Junior High Weekly' (7th -8th Grade) 'Cru News' (9th-12th Grade) and "Crusader Athletic Weekly."

Text Blast Messaging for communication of urgent items, primarily school closures or delays. Please confirm your cell phone number is in the proper cell phone field on ParentsWeb (Family Portal), which will automatically connect you to this system.

Social Media Platforms: We would love to connect with you on social media! See all things going on at NWCS and connect to the greater NWCS community.

Official School Social Media Pages:

- Facebook: @nwccrusaders: ([Facebook.com/nwccrusaders](https://www.facebook.com/nwccrusaders))
- Instagram: @nwcs_crusaders ([Instagram.com/nwcs_crusaders](https://www.instagram.com/nwcs_crusaders))
- YouTube: @NWCCrusaders
- Crusader Athletics (NWCS Crusader Club):
 - Facebook: @NorthwestChristianCrusaderClub
 - Instagram: @CruClub
 - nwccathletics.com – for all athletics info
- Parent Facebook groups:
 - NWCS Parents Group & NWCS Cedar Parents Group – Search on FB or ask at the front desks to be "invited" to join the group!

Buses

We provide fee-based bus transportation for morning pick-up and after school drop-off at several locations in Spokane. The current bus fees, routes and times are found at nwcs.org/transportation. Bus passes are sold as one-way, 20 punch pass card, monthly pass, or an annual pass.

Health Care Services

We have a Licensed School Nurse located at the Lower Campus in Colbert, providing mild-moderate health care services. Students with chronic health conditions (asthma, seizure disorder, life-threatening allergies, diabetes, etc.) must complete a health care plan on file prior to the first day of school. Student medications are only accepted with a proper form filled out and signed by a doctor.

School Nurse, Briety Koler, BSN, RN. Phone: 509-292-6700 ext. 107. Email: bkoler@nwcs.org

School Calendar

The academic school calendar is located on our website, nwcs.org. All holidays, major school events and scheduled school closures are listed.

Crusader Apparel

There are two ways to locate the online NWCS apparel store to purchase Crusader apparel and Color Day shirts. The first is through a link on the NWCAthletics.org site and the second is from our NWCS.org site under the 'school' tab. The Crusader Athletics store is open year-round.

FACTS PrePay Account

NWCS uses FACTS PrePay Accounts for various student charges, such as Colbert campus lunch accounts and special school activities. Families can load funds into their accounts by going to [ParentsWeb>Financial>PrePay Accounts>Add Funds](#).

How can I volunteer/be a part of the community at NWCS?

There are many ways you can volunteer! We have an amazing Parent Involvement Committee. Please ask our front office staff to connect you with this team!

We have an active Booster Club, known as the Crusader Club. The NWCS Crusader Club helps support the NWCS Athletic Department and related activities while fostering the NWCS community spirit. The mission of the club is to raise revenue for the NWCS athletic programs, foster the NWCS community spirit, create involvement opportunities for students, parents, alumni, and the community, and identify ways to use athletics to spur spiritual growth in our students. Other areas to volunteer: fundraisers, spirit days, teacher appreciation events, teacher birthdays, classroom helpers, library, and book fairs. Each front office staff is always happy to introduce you to the person(s) organizing the opportunity.

What are the fundraising opportunities?

There are a variety of fundraising opportunities for individual classrooms, athletics, the arts, and charities. We have two main fundraisers that benefit the entire school: Impact is our Fall fundraiser, and the Annual Benefit Auction is held in the Spring. Our Development Department is a creative, dynamic team that plans these two fundraisers each year. Their office is located at the Colbert Upper Campus and they welcome parent volunteers in their event planning and execution.

Elementary Colbert Lower Campus (LC) FAQ's:

What time do classes begin/end, and when is the building open/closed?

Elementary (grades K-6th) class hours are 8:15 am-2:45 pm.



Elementary has supervision for students in the rotunda at 7:50 am and hallways open at 8:05 am. Students are tardy if they are not in their seats by 8:15 am. The front doors will lock again at 8:15 am. If you are late, please have your student stop by the front office for a late pass so their attendance can be properly updated. At the end of the school day, students are to be off campus by 3:15 pm.

What do I do if my child will not be at school?

Absences need to be called into the Absent Hotline at 509.292.6700 ext 105. Please leave a message. If you wish to pick up homework at the end of the school day, please specify that in your message.

Where is the front entrance and what is your security procedure?

We have a single-point entry through the front doors which are located underneath the Northwest Christian School signage. During learning times, the campus is secured and locked. You must buzz the intercom to be admitted. All visitors must sign in upon entrance and receive a visitor badge. Metro Security Patrol is stationed at our entrance before and after school and performs drive-throughs during school hours.

How does the lunch program work?

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. Item availability 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-6. Prices vary and Hot Lunch can be purchased at lunchtime or in advance on ParentsWeb (Family Portal) *see instructions below* Please do not pay for a Hot Lunch at the front office. Only pay for lunches you will use. Microwaves are available for student use. If your student forgets their lunch, we will serve them a Hot Lunch or Snack Shop items (entrée and drink) and you will be notified via email that you have a balance owing.

Lunch menus are in the information kiosk of the Lower Campus Rotunda and can also be found under Resource Documents on ParentsWeb (Family Portal)

- NWCS.ORG
- ParentsWeb (Family Portal) in the upper right-hand corner
- Enter your login and password.
- Go to Financial on the left-hand green menu. Then 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 weekly for balances that are negative; 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.

What are “green color day” shirts?

These are green shirts or sweatshirts with the school logo on them, promoting unity among our Elementary (K-6) student body, and are worn every Wednesday. Shirts or sweatshirts can be purchased online at nwcathletics.org. Please purchase items from the “Elementary Color Shirt Options” section.



What and where are the Green and Gold Lots?

First, green and gold are our school colors, so we use them to distinguish between our two pick-up/drop-off lots. The Green Lot is the paved lot closest to the gym where the drive-thru lanes are located on the west side of the building. The Gold Lot is the gravel parking lot on the east side of the building which you enter from the main entrance past our building. Families are assigned a specific pick-up lot based on the grade level of their students. Communication is sent each fall with pick-up assignments.

Which sports can my student participate in?

Although we do not participate in an elementary school league, each sports season we work to create NWC teams in our K-6th grades. We help find the best community leagues to meet each youth team's needs. Here are some community organizations where we have put our teams: YMCA, SYSA, Hooptown Basketball, Spokane Indians, WA Little Guy, etc. All Crusader sports information is located at nwcathletics.org.

Fall Sports: (Approximately end of August-End of October)

XC (K-6th); Girls Volleyball (4th-6th); Boys Flag Football (1st-6th);

Winter Sports: (Approximately End of Oct/Early Nov- thru January) -K-2nd often finish earlier.

Girls Basketball (K-6th); Boys Basketball (K-6th); Wrestling (K-6th)

Spring Sports:(Approximately February-May)

Girls Soccer (K-6th); Boys Soccer(K-6th); Baseball (K-6th); Softball (K-6th); Track (K-6th)



Junior High Upper Campus FAQ's:

What time does school start and end?

Junior High hours are from 8:20 am-2:50 pm. The front lobby is open at 7:30 am. The hallways open at 8:05 am to allow students time to get to their lockers and head to their classrooms and be seated by 8:20 am, when the tardy bell rings.

The front office is typically open from 8:00 am-4:00 pm during normal school days. Other operational hours to accommodate the school calendar will be communicated in advance.

What should I do if my student is absent, tardy, or needs to be released early from school?

Every student that is tardy or leaving early will need to stop by the Front Office to receive either a Tardy Slip or Permission to Leave the Building, based upon a phone call or note written from a parent or guardian. If a student is absent, a parent must call 509.238.4005, press 1 and leave a message following the guided instructions with information regarding the student/grade/reason for absence. Students need to pick up an Admit Slip to give to their teachers when they return to school.

If a student knows in advance of a pending absence an 'Advanced Absence Request' form, located at the front office, must be completed and returned at least two days in advance of student absence.

Where is the front entrance to the Upper Campus and what is your security procedure?

Our single-point entry is located through the glass doors in the first building at the flagpole.

Once at the doors, you will need to buzz the intercom to be admitted. All visitors must sign in upon entrance and receive a visitor badge. Metro Security Patrol is part of our security before and after school, with drive-throughs throughout the day.

What is the dress code and Professional Dress?

The dress code, including Professional Dress worn on our Chapel Days, is available to view in our student handbook found on our school website. www.nwcs.org >Schools>Junior High>Resources> Secondary Student Handbook .

How does the lunch program work?

The weekly lunch menu is listed in our 'Cru News' newsletter as well as posted around the school. Hot lunch is served each day, with a price range between \$3.00-\$4.50. On special lunch days, with Chick-fil-A, Panda, Costa Vida, etc., the price is closer to \$6.00. "Cold Bar" items are also available for purchase each day including freshly made salads, yogurt with fruit and granola, bagels, cream cheese, individually wrapped frozen items, etc. with a la carte pricing. We also have microwaves and hot water available to use for students wishing to bring their own lunch from home.

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- Enter your login and password.
- Go to Financial on the left-hand green menu. Then Prepay Accounts > Add Funds
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- 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 weekly for balances that are negative, 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.

In which sports can students participate and how do they register?

All Crusader sports information is located at nwcathletics.org. Students can register at nwcathletics.org under the 'register' tab.

Fall (Aug.-Oct.) - Cross Country (boys & girls), Volleyball (girls), Football (boys)

Winter (Oct.-Feb.) - Basketball (boys & girls), Wrestling (8th grade boys)

Spring (Mar-May) - Track (8th grade boys & girls), Softball (girls), Baseball (boys)

What are some of the events for Junior High School?

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

Fall: JH Retreat and Fall Spirit Day

Winter: Deck the Halls and Christmas Spirit Day

Spring: Human Clue, 7th Grade to Silverwood, 8th Grade Age of Elegance

How do I contact my student's teacher?

Teachers are working with students from 8:15am to dismissal at 3:00pm. Please do not plan for teacher contact during this time. In an emergency, please call the school and explain the situation to the school receptionist, leave a message, or leave a voice mail for the teacher. If you would like to talk with your student's teacher before or after school, please make an appointment with the teacher by email. Teachers will be able to give quality conference time, without the sacrifice of student contact time, to parents who follow this procedure.

High School Upper Campus FAQ's:



What time does school start and end?

High School hours are from 8:20-2:50 pm. The front lobby is open at 7:30 am. The hallways open at 8:05 am to allow students time to get to their lockers and head to their classrooms and be seated by 8:20 am, when the tardy bell rings.

The front office is typically open from 8:00 am to 4:00 pm during normal school days. Other operational hours to accommodate the school calendar will be communicated in advance.

What should I do if my student is absent, tardy, or needs to be released early from school?

Every student that is tardy or leaving early will need to stop by the Front Office to receive either a Tardy Slip or Permission to Leave the Building, based upon a phone call or note written from a parent or guardian. If a student is absent, a parent must call 509.238.4005, press 1 and leave a message following the guided instructions with information regarding the student/grade/reason for absence. Students need to pick up an Admit Slip to give to their teachers when they return to school.

If a student knows in advance of a pending absence an 'Advanced Absence Request' form, located at the front office, must be filled out and returned at least two days in advance of the student's absence.

Where is the front entrance to the Upper Campus and what is your security procedure?

Our single-point entry is located through the glass doors in the first building at the flagpole. Once at the doors, you will need to buzz the intercom to be admitted. All visitors must sign in upon entrance and receive a visitor badge. Metro Security Patrol is part of our security before and after school, with drive-throughs throughout the day.

What is the student parking/parking permit procedure?


Student parking is the largest lot on the west side of our school buildings. All student drivers must obtain a parking permit to park in the student lot. Parking permits are free of charge and are issued through the front office upon the completion of the Student Driving Guidelines/Parking Registration form.

What is the dress code and Professional Dress?

The dress code, including Professional Dress worn on our Chapel Days, is available to view in our student handbook found on our school website. www.nwcs.org >Schools>High School>Resources>Secondary Handbook

How does the lunch program work?

The weekly lunch menu is listed in our 'Cru News' newsletter as well as posted around school. Hot lunch is served each day, with the price range between \$3.00-\$4.50. On special lunch days, with Chick-fil-a, Panda, Costa Vida, etc., the price is closer to \$6.00. "Cold Bar" items are also available for purchase each day including freshly made salads, yogurt with fruit and granola, bagels, and cream cheese, individually wrapped frozen items, etc. with a' la carte pricing. We also have microwaves and hot water available to use for students wishing to bring their own lunch from home.

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In which sports can students participate and how do they register?

All Crusader sports information is located at nwcathletics.org. Students can register at nwcathletics.org under the 'register' tab.

Fall (Aug.-Oct.) - Cross Country (boys & girls), Volleyball (girls), Football (boys), Soccer (girls), Cheer (girls)

Winter (Nov.-Feb.) - Basketball (boys & girls), Wrestling (boys), Cheer (girls)

Spring (Mar-May) - Track (boys & girls), Softball (girls), Baseball (boys), Golf (boys & girls), Soccer (boys).

How do I contact my student's teacher?

Teachers are working with students from 8:15am to dismissal at 3:00pm. Please do not plan for teacher contact during this time. In an emergency, please call the school and explain the situation to the school receptionist, leave a message, or leave a voice mail for the teacher. If you would like to talk with your student's teacher before or after school, please make an appointment with the teacher by email. Teachers will be able to give quality conference time, without the sacrifice of student contact time, to parents who follow this procedure.

What are some High School Activities?

Retreat: All high school students should plan to attend their fall retreats. The goal of each event is to set the spiritual tone for the upcoming year, provide a sense of school unity among students, allow new students to get acquainted with the student body, and provide a time for students to form bonds with the faculty.

Spirit Days - The ASB, cheerleaders and high school leadership team work together to plan and implement activities that challenge our students and faculty to demonstrate greater school spirit. Skits, dress-up, and various themes have sparked student enthusiasm.

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

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



Elementary Cedar Campus FAQ's

What time do classes begin/end, and when is the building open/closed?

Elementary (grades K-6) class hours are 8:30 am-3:00 pm.

The Elementary front doors unlock at 8:15 am. Students are tardy if they are not in their seats by 8:30 am. The front doors will lock again at 8:45 am. If you are late, please sign your student in at the front office to check in so their attendance can be properly updated. For their safety, students are not allowed on campus after 3:15 pm.

What do I do if my child will not be at school?

Absences need to be called into the Absent Hotline (509) 862-4175. Please leave a message. If you want to pick up homework at the end of the school day, please specify that in your message.

Where is the front entrance and what is your security procedure?

We have a single-point entry through the front doors which are located underneath the Northwest Christian School signage. During learning times, the campus is secured and locked. You will need to buzz the intercom to be admitted. All visitors must sign in upon entrance and receive a visitor badge. Metro Security Patrol is stationed at our entrance before and after school and performs drive-throughs during school hours.

What are “green color day” shirts?

These are green shirts or sweatshirts with the school logo on them, promoting unity among our Elementary (K-6) student body, and are worn every Thursday. Shirts or sweatshirts can be purchased online at nwcathletics.org. Please purchase items from the “Elementary Color Shirt Options” section.

Do you serve hot lunch? How do I find the lunch menu?

The Cedar Campus does not currently serve hot lunches. We do have the option of ordering pizza on Wednesdays. Pizza can be ordered by the slice or in a meal.

In which sports can my student participate?

Although we do not participate in an elementary school league, each sports season we work to create NWC teams in our K-6th grades. We help find the best community leagues to meet each youth team's needs. Here are some community organizations where we have put our teams: YMCA, SYSA, Hooptown Basketball, Spokane Indians, WA Little Guy, etc. All Crusader sports information is located at nwcathletics.org.

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Winter Sports: (Approximately End of Oct/Early Nov- thru January) -K-2nd often finish earlier.

Girls Basketball (K-6th); Boys Basketball (K-6th); Wrestling (K-6th)

Spring Sports:(Approximately February-May)

Girls Soccer (K-6th); Boys Soccer(K-6th); Baseball (K-6th); Softball (K-6th); Track (K-6th)



Drop off and Pick Up Information

Drop-off procedures in the morning via the front door

- Park in the main pavement parking lot.
- Walk students to the front door. Those doors will open at 8:15 am. If you are early, please stay with your student until school is open.

Drop-off procedures in the morning via street/sidewalk

- Students can be dropped off at the front sidewalk of the school.
- As the vehicle line moves forward, proceed until your student can exit your car safely and make their way to the front door.

Pick-up procedures in the afternoon via Pick-Up Lane

- Enter the gravel parking lot entrance and follow the arrow to the roundabout. Go through the roundabout and pull into position in the pick-up and drop-off lane – there is only one.
- Pull forward when cars leave in front of you. **STAY IN YOUR CAR!!!**
- Your student will be brought to your vehicle once you are near or at the front of the line.
- If you are late picking up your student, please call the front office to let them know. Your student will be waiting inside at the front desk. After 3:30 pm, your student will be taken to after-school care.

Pick-up procedures in the afternoon via the side gate

- If you are parking and walking up to pick up your student, please wait at the gate near the building.
- Please do not go past the orange cone to find your student. We will get your student to you.
- If you are late picking up your student, please call the front office to let them know. Your student will be waiting inside at the front desk. After 3:30 pm, your student will be taken to after-school care.

****If you have a student in the Early Learning Program, please pick them up first and then the elementary student****

