



Cedar Campus

Student-Parent Handbook

2025-2026



THIS PAGE INTENTIONALLY LEFT BLANK

Contents

Affiliation.....	3
Admission Procedures.....	3
Parent Orientation	5
Volunteers.....	5
School Day	6
Playground Rules	6
Lunch.....	8
Chapel	8
Attendance	8
Dress Guidelines.....	10
General Behavior Expectations	11
NWCS' Approach to Discipline	13
Major Disciplinary Consequences.....	17
Academic Programs and Curriculum	20
K-6 th Grade Enduring Understanding	22
Classroom Technology	23
Grading Policy	24
Athletic Program.....	26
Student Leadership.....	26
Extra-Curricular Opportunities	26
Medical	27
Allergies/Food and Dietary Restrictions.....	31
Communication.....	31
Lost and Found	34
School Facilities.....	34
Safety and Security on Campus	35
Emergency Procedures	36
Transportation/Drop-off/Pick-up	37
School Bus Regulations	38
Appendix A.....	41
Appendix B	42

Welcome to the 2025-2026 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,

A handwritten signature in black ink, appearing to read 'R. Gerstenberger', with a stylized flourish at the end.

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:
 - a. A student application can be accessed on our website at 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

- a. One parent/guardian must profess faith in Jesus Christ as Lord and Savior.
- b. The family should regularly attend a local Bible-believing church that embraces the NWCS Statement of Faith and NWCS Board approved addendums.
- c. The family must agree to the school's Statement of Faith and NWCS Board approved addendums.
- d. The student must desire to attend Northwest Christian Schools.
- e. The student must agree to demonstrate a positive work ethic in his/her studies.
- f. The student must agree, with a teachable spirit, to pursue a lifestyle that honors the Lord Jesus Christ.
- g. The student must demonstrate integrity with his/her peers and teachers.
- h. 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.

- i. 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.
- j. The family must support NWCS' stance on the Biblical definition of marriage as instituted by God: the union between one man and one woman.
- k. 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 student for the forthcoming school year. The applicant can usually be told, however, if they have been accepted and will be enrolled when an opening occurs.
- **Enrollment (Contractual Arrangements):** Parents will have five (5) days after notification of acceptance to make contractual arrangements with the Business Office. If this does not occur, then the opening is extended to another student.
- **Immunization:** For the safety of all students in our community and in accordance with the Washington State Department of Health (**WAC 246-105- 040**), all schools are required to have accurate student vaccination information on file. Students will not be allowed to attend Northwest Christian Schools until a current Washington State Department of Health **Certificate of Immunization Status** form is on file 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 health care provider to ensure the student's vaccinations are up to date. If parents have chosen for medical, personal, philosophical, or religious reasons not to have their student receive one or 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 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 Front Office at the Cedar Campus.** In cases of noncompliance, parents will be notified by letter and given 30 days to submit the forms above.
- It is recommended you keep a copy of all immunization information for your records.

Parent Orientation

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 and to drop off supplies. **Parents and students are both invited.**

All Crusaders Together Serve (ACTS) Elementary School

- The ACTS team works to provide the elementary school staff with support in carrying out the school mission of "A Gospel-centered education every day for every student". This is done through planning and hosting family activity nights, coordinating monthly events and by helping meet 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:

- Neighborhood Blessing
- 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 (i.e., Pizza Wednesday's, Thanksgiving/Seder meals, snacks for Christmas sing-a-long)
- Helping with grounds and building maintenance (i.e., shoveling snow, keeping up flower beds, etc.)
- School events
- Field Trips

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

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.

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 8:15am**. All students must be off campus by 3:15 unless supervised by a parent or coach for a school activity or event.

- The school day begins at 8:30 am and dismisses at 3:00pm
- Early Release Days begin at 8:30 am and dismiss at 11:50am.
- Late Start Days (weather related) begin at 10:30 and dismiss at 3:00 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 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 raining, even lightly.
- We do not have an extra supply of loaner coats available. 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 conditions. 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 degrees or higher.
- If the Air Quality index exceeds 150.

During pouring rain and extreme cold, students will remain in the classroom or gym 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: Outside basketball court, playground, and green fields are for playing. Students are not allowed near or past the older buildings.
- 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.
- Rock and snowball throwing is NEVER allowed on school grounds.
- Ice sliding is prohibited (easy to slip). Playing in snow is encouraged with appropriate clothing. Do not destroy snow sculptures, forts, etc., of others. Respect the creations of others.
- Students may be physically or emotionally injured when excessive roughness occurs. Tackling, throwing balls at students (except during kickball or other organized games), hitting, martial arts moves, and tripping are not permitted. These activities can result in injuries and "play fighting" can be hard to monitor.
- Balls thrown in kickball or other games must be aimed below the waist.
- No snack or eating on the playground is allowed due to students with food allergies. Teachers are requested to give students an opportunity to eat prior to leaving the classroom.
- Skateboarding and roller skating/blading are not allowed on campus or adjoining areas. Bicycles and scooters must be walked on sidewalks. 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.

Lunch

Lunch is eaten in the Gym/Lunchroom. Elementary on Cedar does not provide a hot lunch option. Microwaves are available for student use. It is not recommended to send microwavable items that take longer than one minute in the microwave for students K-2nd grade. Please provide all necessary utensils and containers for your student's lunch. There is a limited supply available in the kitchen area.

Pizza Wednesday: Pizza is available to purchase before Wednesday for your students.

Good manners are always expected. The lunch aids will implement the necessary procedures to ensure a successful 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.

Chapel

Chapels will be held weekly on Thursdays. Chapel is a special time when our students learn about the Lord through the Word of God and Worship. A biblical theme is shared by our principal, which is discussed afterwards in class. Please have students dress appropriately for chapel 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 **8:30am 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 Line

In the event of any student absence, parents are requested to notify the Cedar Campus Absent/Tardy Line (509-862-4175). Requests for make-up assignments must be made by 10:00am. Work will be ready for pick-up at the front desk by 3:00pm.

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

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

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

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

Pre-Arranged Absence

If you know an absence is coming up, please contact your student's classroom teacher and the front desk about the dates and times that you will not be here. If you are requesting work to be sent with your child, one week's notice is expected in advance so your student's teacher can prepare it for them. If you do not give a week's prior notice, there is no guarantee that your child's teacher will be able to provide the extra work.

Dress Guidelines

The emphasis 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 NWCS, no matter where they go in the community, while enrolled as students at NWCS. 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 Thursday. Wearing these shirts is a weekly expectation that builds NWCS school community. Approved shirts may be ordered online through our selected vendor.

Designated Spirit Days are held throughout the year to promote fun themes and school spirit and are designated by the principal and/or elementary ASB. Participation is encouraged, but not required.

Dress Code for School Year:

The following **are appropriate** for school:

- 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.
- Shorts should touch 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:

- No unnatural hair color.
- 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).
- Boy's hair length should not extend over mid-ear, over the collar or below the eyebrows.
- Girl's shirts should not show the midriff (test by reaching arms above head, if the shirt shows belly, please do not wear it).
- Boys' tank tops with a side view.
- Heely or similar roller shoe.

Dress Code for Concerts, Performances, and Special Events:

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

Girls: Seasonal dresses or jumpsuits according to handbook dress code guidelines (no spaghetti straps). **Note to Girls in Band:** *Dress lengths must cover knee when seated.*

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.

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)

- Cell phones are to be used only with the teacher's 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!**

Cubbies

Students are provided cubbies for their school materials and personal belongings. It is the student's responsibility to keep his/her cubbie orderly. Nothing is to be placed on the outside of the locker unless it is school approved.

Cubbies 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 cubbies.

Mandatory cubbie clean out will take place once a month. Stickers and permanent markings are not acceptable on/in lockers.



CEDAR CRU WILL...

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE
- BE CHRIST LIKE

NWCS' Approach to Discipline

Preparing Minds...Transforming Hearts

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

Transforming Hearts⁵⁷¹

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
- Sponsoring

Preparing Minds

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

Educational Action Plans

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

Academic Probation

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

Dismissal

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

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 to a designated recovery area. The purpose of the student recovery time is to provide the student time to rest 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 even 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 even on RenWeb behavior, and emails family.



Step 3: Office visit and parent phone call.



Step 4: Classroom teacher and Mrs. Stenberg meeting.



Step 5: After 3rd Behavior Reflection Form, the classroom teacher, parents, student, and Mrs. Stenberg meet to develop a student action plan.

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 students, toward Christian maturity (Hebrews 12:7-11). Discipline is not always reacting but purpose training and setting expectations. At Northwest Christian Schools our expectations for student behavior can best be summed up with 4 R's: Respectful, Responsible, Reverent and Resilient.

Each is followed by specific student behaviors that evidence the character trait.

Reverent

- Love God.

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

Therefore, NWCS students will:

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

Respectful

- Love and respect one another.

"The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these." Mark 12:31

Therefore, NWCS Students will:

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

Responsible

- Do everything for Christ.

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

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

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

Resilient

- Christ gives us strength in every situation.

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

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

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

Major Disciplinary Consequences

Intervention/Action Plan

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

Suspension Policy

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

- The student will be given action points for the time and location of the suspension. “In-house” suspension is fulfilled at school under the supervision of the administrator. “At-home” suspension is fulfilled at home under the supervision of parents. Parents will be notified of the suspension actions, and they may organize their own plan of action for the suspension if it is to be served at home.
- Student daily work will receive no credit for the day(s) the suspension is served.
- Students will be allowed to make up tests, quizzes, and projects, which are due on

the day of the suspension.

- Students will not be allowed to participate in any extracurricular NWCS school-sponsored activities on the day(s) the suspension is served. This includes practices, games, performances, etc.

Expulsion

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

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

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

Bullying

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

Rationale

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

Definition

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

Awareness

NWCS staff is committed to prevent bullying and mentor students while holding students who seek to harm others accountable for their actions. Staff receives training which

includes an intentional focus on student mentoring (MFACTS), class meetings, accountability groups, Bible Class, chapels, advisory groups training which help students relate to one another and solve conflict bringing them to light in a Christ-like manner.

Reporting

Students and their parents are encouraged to report any harassment or bullying to their teacher(s) or administrator using the Mathew 18 guidelines for conflict resolution. Each report, whether written or verbal, will be taken seriously and responded to in a timely manner by the appropriate administrator. Attempts to reconcile and restore relationships where bullying has been involved will include an appropriate apology and disciplinary action(s) to include both present and future accountability plans for those involved.

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

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 activity, song, and Bible lessons. The fundamentals of reading readiness are taught through phonics. Most of the kindergartners read before the end of the school year. Mathematic concepts are also taught through well-planned activities in everyday contexts. Kindergartners learn to count coins, identify patterns, make graphs, and can add and subtract by year's end.

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.

5th & 6th Grade Band

NWCS is committed to excellence in our music programs. **Fifth and sixth grade** students will participate in band.

Computer and Mobile Lab Policy

See 'Classroom Technology' section

Student Planners (3rd-6th Grade)

Elementary student planners are a school-provided supply that will be given out 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 4th quarter in preparation for third grade.

Office 365 (4th-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

Learning Center

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 3rd 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 Understanding

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).

English:

- 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, 1 Peter 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

Computer Use

Using school devices is a privilege offered to students each academic year. This privilege can be taken away at the discretion of the principal. School devices are provided for students to use as educational tools for research, schoolwork, and communication. Students are expected to act in a considerate and responsible manner when using technology. This policy is intended to promote digital citizenship and a safe, productive use of technology offered by NWCS. School devices are to be used for educational purposes only. Every student enrolled in k-6th grade must read the applicable Acceptable Use Policy statement with his/her parents, agree to the terms of this policy, and obtain parental permission as indicated by signature, to use the technology resources offered.

[Acceptable Use Policy K-3rd Grade: Appendix A is located on page 41](#)

[Acceptable Use Policy 4th-6th Grade: Appendix B is located on page 42](#)

Computer Care

NWCS provides school devices for students to use in the classroom. Proper use and care of school devices are critical to ensure they are available for everyone's use. All students are to immediately report damaged, broken, vandalized, or otherwise non-usable school devices to their teacher. Food and beverages are not allowed when using school devices.

Internet Access

The NWCS network is a secure network available to staff and students. Parent/s or guardian/s of minors are responsible for setting and conveying the standards their children should follow. NWCS has the rights, and will make every effort, to control the content of data accessed through the internet by using filtering software. There always remains the possibility of a student discovering inappropriate material during a routine search. If this should occur, the user shall not share this information with any other student and shall notify staff immediately, so the material can be blocked.

Privacy/Student Data

Although students using school devices may have their own account, student computer files are not private. The Technology Department and supervising staff have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored which contains unacceptable, inappropriate, or illegal content, may be used in disciplinary actions with students. The Technology department reserves the right to access, review internet sites visited and monitor users at any time.

Network Security

NWCS aims to provide a secure network connection for staff and students. Such a network

can be made vulnerable to viruses, “spyware”, and peer-to-peer file sharing programs. Maintaining the network requires participants from all community members.

Cyberbullying

Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. This includes apps such as Class Dojo. Cyberbullying is against the law and NWCS will not condone this type of behavior. Students who have knowledge of such activities are expected to immediately notify staff.

Media Policy

Generally speaking, videos are only to be used for instructional purposes. K-6 students are allowed to view educational G films. PG 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 the teachers to students who are not fulfilling reasonable academic performance. This discipline is designed to increase academic commitment and student accountability. A common form of academic detention is loss of lunch recess 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 the 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 sport physical, register, and pay the athletic fee.

Student Leadership

Elementary Associated Student Body:

ASB officers are 4th-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, 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 choir. The Music teacher 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 in 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, and eye drops, or ear drops to students during school hours. It is our policy that such medications will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. We define medication to mean all drugs - 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 student's name.
- When non-prescription medication is approved for self-carry, a Self-Carry Medication Request Form must be filed with the Front Office / School Nurse.

Self-Carried Medication

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

Non-Oral Medication

- School personnel (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 the student to fully recover and to guard against a relapse of the illness, please keep your student at home for a full 24 hours after his/her temperature has returned to normal without the use of Tylenol, ibuprofen, or cold medications that contain Tylenol or ibuprofen.
- Head Lice – students can return to school 24 hours after completed lice treatment and no evidence of eggs (nits) or lice in the student's hair.
- Nasal Discharge – thick, green nasal discharge.
- Sore Throat – especially when the student has a fever and/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 health care provider.

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

Medical Appointments

Whenever possible, doctor, dental and other appointments should be made after school hours. A call must be made to the front desk to inform the school of the student's absence. No

student will be released to anyone other than those authorized in ParentsWeb or by a “one time” written note by the parent or Legal Guardian.

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 your student and encouraging them daily, parents are encouraged to daily check-in with their students regarding homework, major projects, and student life.

Text Blast Messaging System

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

Contacting Teachers

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

Messages

A voicemail may be left for teachers during their regular classroom teaching time, or direct message through their chosen parent communication app.

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 your student's progress and plans for future growth during this time. It is a courtesy to these dedicated professionals that the conference week is adhered to and that conferences 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 your student.
 - 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 grades 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.

Cedar News

A bi-weekly newsletter is sent home to all K-6 grade families. The newsletter will also be emailed to Elementary on Cedar families.

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 are to be kept neat and orderly. The room should be picked up and prepared for the next class. Especially in the shared facilities (chapel, 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 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 or designer prior to posting. This includes birthday decorations, etc. It is important to place displays in school-approved spaces only, and to use approved means for attaching to walls, etc.

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, 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. **Students must clear all hallways by 3pm.** Playing with any type of ball is not allowed in the classroom or halls. Toys which may distract from the educational process should not be brought to school. Skateboards are not allowed at school, along with any type of 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' on-going commitment to ensure that staff, students, and parents feel safe, and are as prepared as possible for an emergency situation. We take very seriously the responsibility of providing a safe environment for your student. The campus security team meets regularly to keep security issues at the forefront of daily operations during the school year. We are also committed to regular communication with school families. With this in mind, we have worked over the past year with local law enforcement, emergency response experts, administrators and teachers assembling a task force of advisors. The task force recommended the following action points to our security of 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 lock down 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 specific focus on handling various scenarios that may be encountered at the school, including an active shooter. Ongoing training is being provided for responders.
- **Emergency Preparedness Plan (EPP):** Quick reference guides were added to our current EPP and continually being updated with consultation provided by our parent advisory team of law-enforcement professionals.

General Safety Considerations

The safety and security of every student, teacher, parent, and staff member is a top priority of Northwest Christian Schools. In cooperation with the Spokane Police Department, the administration of NWCS has identified ways to increase the safety and security of students and adults at both campuses. Please note the following procedures:

- **For the safety of everyone, please adhere to the speed limit on campus which is 20**

mph.

- All Elementary on Cedar students arriving before 8:00am and staying after 3:15pm must be accompanied by a parent/guardian or participate in an after-school class or sport directly supervised by an adult.
- 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 to keep traffic flowing smoothly while loading and unloading students.
- Obey all safety patrol officers.
- Parents who arrange in advance for a parent/teacher or other conference may ask for their student to wait for them in their classrooms.
- **All parents, guests, and volunteers at NWCS Cedar 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. All NWCS' campuses are closed, meaning 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 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 project 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. **In the event of a heightened cause for concern on campus, the Principal 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, television stations, and through our text blast notification system.

Snow Day Procedures - School Closure – Late Starts

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

In addition, we would like to remind all parents 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/Drop-off/Pick-up

Cedar Campus Parking Lot Essentials:

Three locations are available for parking at Cedar:

- The **Front Parking Lot** is for staff parking, visitors, and K-6th drop off.
- The **Gravel Parking Lot** is the pick-up lot for K-6th grade students.
- **If you need to enter the building**, please park in the front lot and come into the building to retrieve your student.

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 8:15am. If you are early, please stay with your student until school is open.

Via the 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.
- Please ensure your student has safely entered the building before leaving.
- If you are early, please stay with your student until the school is open.

Pick-up Procedures in the Afternoon:

Via the pick-up Lane

- Enter the parking lot through the double gate. Turn right and pull into position in the pick-up lane.
- Pull forward when cars leave in front of you. **Please, stay in your car.** If your student needs help, staff will get them in for you. This ensures we can quickly and safely get each student into their vehicle.
- Your student will be walked to the front of the line of cars by staff.
- Exit through the double gate.
- If the parent/guardian picking up will be late, please call the front desk to inform them. Your student will be waiting inside at the front desk. After 3:30pm, your student will be taken to after-school care. This is an additional cost.

Via walk-up in gravel lot

- Please stay next to the gate near the building and we will take your student to you. Please do not pass the orange cones to find your student – that congests parent pick up and can get confusing for students. If you are further down the line, we will work to get your student to you if their class is out and ready. A staff member will bring them to you.
- Exit through the double gate.
- If the parent/guardian picking up will be late, please call the front desk to inform them. Your student will be waiting inside at the front desk. After 3:30pm, your student will be taken to after-school care. This is an additional cost.

School Bus Regulations

Field Trips

At NWCS we have the privilege of going on field trips with our class. While they are fun, they also are an amazing way to continue learning. Please make sure to review this important information about them:

- Teachers will work to get field trip forms to you as early as three weeks before the trip.
- Some teachers may invite siblings to join on the field trip – please know that this is up to teacher discretion and depends on what the field trip location allows.

- Siblings are NOT permitted to ride on the bus – even with a parent or guardian present. This is a safety liability. If teachers have allowed siblings and they have been paid for by you, you must take them in your car to the field trip.
 - If their sibling is at NWCS Pre-School, you are required to check them out.
- If you are coming on the field trip and need to pay for yourself – please give the money to your student's teacher. This will make it easier and less confusing if the teacher can pay for everyone all at once.
- If students do not turn in their permission slip/liability form, they will NOT be allowed to go on the field trip. Forms need to be turned in when the teacher states they need to be in!
- Dress Code: Students are required to adhere to the school dress code for field trips. This includes appropriate outerwear for outdoor field trips. If students are not dressed appropriately, parents will be notified, and it may result in your student not attending the field trip.
- Medication: If your student has a medical care plan that may include lifesaving medication, it will follow your student on the field trip with their teacher. If your student has a self-carry medical care plan, they will need to bring their medication with them in order to attend.
- **VOLUNTEERS:** If you would like to volunteer on the field trip, you MUST have a background check and volunteer form filled out. Those forms MUST be filled out two weeks in advance to the field trip so they can be processed. If you do not turn them in within the required time, you will not be permitted to go on the field trip. This is for safety of all NWCS students – while we trust you, it is a requirement of NWCS and Washington State.
 - The best practice if you would like to volunteer at all during the year is to fill one out at the beginning of the year so you have it completed – they are good for two years.

School Bus Safety Rules

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.



Appendix A
ACCEPTABLE USE POLICY
K-3RD GRADE

Elementary Technology Expectations

When I use the school devices, I agree to be responsible, respectful, and safe.

Be Responsible

I will...

- ✓ only use the apps my teacher has instructed me to use.
- ✓ properly get my device and return it to the appropriate place.
- ✓ sign out, close all apps, and return the device to its original condition when I'm finished
- ✓ take care of the device by holding it carefully with two hands and keeping it away from food or drinks.
- ✓ never set up passwords.

Be Respectful

I will...

- ✓ only use the device at the appropriate time.
- ✓ not be on the device when my teacher is talking or giving directions.
- ✓ not allow the device to distract me from learning.
- ✓ not use the device to record (ipphoto or video) others without their consent and my teacher's permission.

Be Safe

I will...

- ✓ never use the internet to search material that is inappropriate for school.
- ✓ not change any settings, add, or remove apps.
- ✓ only use my fingers on the screen

I understand using the device at school is a privilege and inappropriate use will result in a cancellation of those privileges and may also include disciplinary actions.

Student Name _____

Student Signature (1st-3rd Grade Only) _____

Parent Signature (K-3rd Grade) _____ **Date** _____

Appendix B

ACCEPTABLE USE POLICY

4th-6th GRADE



Network access and daily use of accounts is a big responsibility. Students who receive password-protected accounts are fully responsible for all activity that occurs on their assigned account, whether or not the account holder committed the action. Students must use only their own account and should not give their passwords to others or allow others to use their accounts. Users are responsible for reporting problems, cases of abuse, or the misuse of technology resources.

Responsible use of NWCS technology resources requires students to be ethical, courteous, and honest in a way that aligns with the mission of the school. The following activities are deemed unacceptable by the Technology Department and administrative staff. Some actions are not only inappropriate but also prohibited by law.

- ✓ Viewing, sending, or downloading illegal or inappropriate content from any source.
- ✓ Using obscene language, harassing, insulting, or attacking others.
- ✓ Damaging computers, accessories, supporting systems, or networks.
- ✓ Using others' passwords or sharing passwords.
- ✓ Reviewing or modifying others' files without permission.
- ✓ Changing computer settings (including backgrounds, icons, etc.) or installing software, including shareware and freeware on school devices.
- ✓ Playing games unless specifically authorized by staff for instructional purposes.
- ✓ Create, manipulate, or post images, audio, or video-related content of a student, staff, or NWCS event without permission.
- ✓ Sharing music, movies, or commercial content through illegal file sharing platforms.
- ✓ Employing the network or other technology resources for commercial purposes or monetary gain.
- ✓ Use of network for any unlawful purpose is prohibited.
- ✓ Use of social media sites are not allowed. Most will be blocked by internet filters.
- ✓ Hotspots are not allowed.
- ✓ Students are not allowed on staff computers.

- ✓ Any attempt to avoid the school's internet filtering application using a proxy server or by any means, is a violation of the AUP.
- ✓ Food and/or beverages are not allowed during use of school devices.

Student Agreement

I agree to abide by the guidelines outlined in the Student Parent Handbook for Classroom Technology and in the Acceptable Use Policy. I understand the use of technology and the network is a privilege, not a right. If I do not follow the rules, I will not be allowed to use the school devices and/or network for a period of time and may face additional school disciplinary action.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____