



Dear Parents:

Welcome to Northwest Christian School. We appreciate the partnership with families in the education of their children. The administrative staff appreciates your commitment to Christian education for your early education student. The faculty and staff are dedicated to providing a Bible based quality educational program.

Our teaching staff considers it a privilege to continue our tradition of excellence by providing well-planned hands-on learning experiences to foster emotional, mental, spiritual, social, and physical development in every child. We respect each child as a competent, capable, unique creation of God.

We love Jesus. We love children. And we love getting them together! It's our desire to create an environment of nurture and guidance that will enable every child to experience the love of Jesus through us. We hope to provide a setting where students will regard school as an exciting and safe place to explore, learn, build confidence, and make new friends.

You are cordially invited to visit us, ask questions, and make suggestions. We value partnering with parents as their children develop consistent, positive learning experiences both at school and at home.

We thank God that you have entrusted your child's development to our care. I look forward to working together this year.

Finally, we urge you to pray with us for the school. Northwest Christian School is continuing to grow and to move forward throughout the next year. It is vital that all who are a part of the school be sensitive to the perfect will of God.

"Trust in the Lord with all your heart, and lean not on your own understanding; In all your ways acknowledge Him, and He shall direct your paths." Proverbs 3:5, 6

Geoff Brown - Superintendent

Dawna Underwood – Elementary Principal/Early Education Director

Jennifer Lindsay-Early Education Assistant Director

## **NCS MISSION STATEMENT**

The purpose of Northwest Christian School is to provide a Bible-based program of education, which enables students to develop a Christian worldview.

## **NCS STATEMENT OF PURPOSE**

The purpose of Northwest Christian School is to provide a program of education which upholds a standard of scholastic excellence, furnishes instruction in biblically based Christian faith which enables students to develop a Christian worldview, and prepares the students to fulfill their God-ordained role in the home, the church, their country and the world. The responsibility for teaching children is given to parents, assisted by the local church. NCS exists to assist the parents in this responsibility.

### **History of Northwest Christian School**

In 1980, as the Christian School movement accelerated, a group of concerned parents approached Northwest Community Church with a vision; to begin a school that would demand excellence in academics, would integrate Christian truth into the curriculum, and would complement the values parents desired in their homes.

That vision has grown from a handful of students and teachers to the largest Christian school in Arizona. More than 1,400 students attend from preschool through 12th grade. Excellence in academics is recognized by the fact that AdvancED with the North Central Association of Colleges and Schools, as well as the Association of Christian Schools International, provides accreditation for NCS.

Biblical integration remains the number one priority led by the committed, Christ-honoring faculty. Along with the experienced Bible Department, teachers integrate the truths of Scripture into their daily teaching.



## **Northwest Christian School Doctrinal Statement**

- We believe that the Bible is the Word of God, infallible and supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is a divinely authoritative standard for every age and every life. This doctrinal statement does not exhaust the extent of our beliefs as that we believe that the Bible serves as the sole and final authority concerning all matters pertaining to truth, morality, and the proper conduct of mankind.
- We believe that the Godhead exists eternally in three persons: Father, Son, and Holy Spirit, and that these three are one God.
- We believe in God as absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process. We believe that all human life is sacred and created by God in His image. We believe that human life is of inestimable worth in all its dimensions including pre-born babies, the aged, or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
- We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners.
- We believe that Jesus Christ in the flesh was both God and man; He was born of a virgin, and He lived a sinless life, in which He taught and did mighty works with signs and wonders exactly as revealed in the four Gospels; He was crucified, died as a penalty for our sin and was raised from the dead bodily on the third day. Later, He ascended to the Father's right hand where He is Head of the Church and intercedes for believers, and from where He is coming again personally, bodily, visibly to the earth to set up His millennial kingdom.
- We believe that since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us. Men are saved and justified on the simple and single ground of the shed blood.
- We believe that such salvation, with its forgiveness of sins, imparts a new nature and hope of eternal life and is entirely apart from good works, baptism, church membership or man's effort, and is a pure grace.
- We believe that a true believer is eternally secure; he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.
- We believe that all who receive Christ become joint-heirs with Christ, and at death, their spirits depart to be with Christ in conscious blessedness, and at the rapture their bodies will be raised to the likeness of the body of His glory and dwell forever in His divine presence. Northwest Christian School Doctrinal Statement (last revision: December 17, 2015)
- We believe that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.
- We believe that the Holy Spirit is a person, is God and possesses all the divine attributes. He indwells all believers, baptizes and seals all believers at the moment of their salvation and fills them in response to confession of sin and yieldedness.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that

the institution of marriage is established in scripture as an ordinance that points the world to the relationship which God desires for His church. (Eph. 5:25-27, Rev. 19:7-9, Rev. 21:2-9, Isaiah 54:5)

- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1Cor. 6:9-10)
- We believe that in order to preserve the function and integrity of Northwest Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all parents and guardians of enrolled students at Northwest Christian School and all persons that are employed by or volunteer with Northwest Christian School in any capacity, agree to and abide by all points put forward within this doctrinal statement. (Matt. 5:16; Phil. 2:14-16; 1 Thes. 5:22)

### **Northwest Christian School Parental Responsibility Agreement**

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Northwest Christian School assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
2. We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24). We will also read the school discipline policy that is in the student handbook.
3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
4. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to work hand in hand with NCS in order "to train up our child in the way he should go" (Proverbs 22:6).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.
6. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
8. We understand that the school reserves the right to dismiss any student who does not:
  - a. Respect and observe spiritual and/or behavioral standards.
  - b. Cooperate with our educational goals.
  - c. Conform to the dress and hair code policy.
9. We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.

11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of accident. Notification will be given us prior to each field trip.

12. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.

13. We understand that tuition will be divided into eleven monthly payments. The first payment is due August 1, and on the first day of each of the following ten months. The last payment is due on June 1. Any payment received after the seventh day of the month will be considered late, and our account will be assessed a \$25 late charge. When an account becomes more than 60 days past due, the student will not be allowed to attend class until the account is brought current.

14. We understand that graduating seniors must make their final tuition payment before participating in graduation ceremonies.

### **Statement of NCS Philosophy of Christian Education**

"Before the mountains were born, or Thou didst give birth to the earth and the world, even from everlasting to everlasting, Thou art God." –Psalm 90:2

Based on Scripture, education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut 6:4) who exists eternally in three persons: God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30);

2. The universe, and all within, was created for the purpose of the glorification of, and is sustained by, God (Gen. 1-2, Ex. 20:11; Jn. 1:1-3; Col. 1:16-17; Rev. 4-11);

3. This eternal God has revealed Himself to man through the creation (Ps. 19:1; Rom. 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb. 1:1-2; 2 Tim. 3:16-17; Ps. 119:89; Jn. 1:1; 2 Pet. 1:20-21);

4. Man's relationship to God was broken by the sin of Adam and Eve (Gen. 3) and therefore all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (I Cor. 15:22; Rom 3:23, 5:14, 6:23; Eze. 18:4);

5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and made possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn. 1:14-17, 3:16; Eph. 2:8);

. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, Who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures: sinful and righteous (Jn. 14:16-18, 16:7-15; Rom. 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian education will recognize that:

1. God is the ultimate source of all truth (Jn. 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects,

to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps. 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.

2. A differentiation must be made between earthly wisdom (1 Cor. 1-2; Jas. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jas. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pro. 1:7, 9:10, 15:33; Col. 2:3).

3. The purpose of Christian education is to convince the student of their need for a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).

4. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).

5. Parents hold the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education. (Dt. 4:10, 6:6-7, 20:17-18; Ps. 106:34-37; Jer. 10:2; Mt. 12:30; 2 Cor. 6:17; Eze. 4:5; Ezra 7:25; Pro. 22:6).

6. God has ordained marriage, the family (Gen. 2:27, 28; 3:18-24) and the Church (Mt. 16:13-18, Eph. 5:23-32) as the institutions, which He desires to use to accomplish His divine will on earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education, by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, (parents, church, and the Christian school) is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he will not depart from it." (Pro. 22:6) .

Luke 2:40 says, "Jesus grew in wisdom (cognitive/intellectual development) and in stature, (physical development) in favor with men (social/emotional development) and in favor with God (spiritual development)."

So do our students! All areas of learning must be developed to grow a balanced child. Cognitive development is not the only gauge of success or measure of maturity.

Our aim is that each child will gain self-confidence, self-discipline, self-direction and an understanding of cooperation in the context of biblical principles where Jesus' love is evident.

Spiritually: Learning experiences encourage the development of a loving Christ-like attitude. Teachers will be examples of Christ's unconditional love to children. Northwest Christian Preschool views itself as an extension of the home. Our purpose is to assist parents in their God-given responsibility of training their children to respect and reverence God (Proverbs 22:6) and know that they are planting seeds of faith at this age and preparing their children to develop spiritually.

Emotionally: Each child will be encouraged to develop positive feelings about self, by being shown love, respect and acceptance as a unique individual. Feelings of competence will be encouraged and each child will be allowed to feel the satisfaction of mastery of new skills through new experiences. Children will be helped to recognize their own and others' feelings and encouraged to express their feelings

Socially: The child will be offered daily opportunities for constructive play and interaction with other children of about the same developmental level and with similar interests and abilities. Cooperation rather than competition will be encouraged. Children will be helped to deal with issues such as sharing, separation, negative behavior, and handicaps. Children will be helped to empathize with others and encouraged to use words to resolve conflict.

Mentally: Each teacher will provide an environment of planned experiences that will stimulate curiosity, imagination, and creativity that promote the development of ideas and logical thinking.

Physically: Each child will have the opportunity for both large and small muscle development. Motor coordination may develop through the use of proper play equipment and a variety of work and play activities both indoors and outdoors.

### **Northwest Christian Early Education Expected Student Outcomes (ESOs)**

NORTHWEST CHRISTIAN PRESCHOOL works to help students. . .

- foster language development and pre-reading skills with our use of the Orton-Gillingham phonics program.
- develop math and reasoning skills by incorporating Math Their Way and Beyond Counting into our program.
- develop large and small motor skills with our use of Perceptual Motor skill building exercises.
- to do as much for himself as possible and emphasize what the child **can** do rather than what he cannot do
- make choices to solve problems and to see the results of his decisions.
- accept group rules and limits and to respect the rights of others.
- understand the feelings of others, to use good manners and to participate in group sharing.
- be imaginative.
- think of music as a means of expressing praises to God.
- learn through experience units that expand his understanding about social studies, nature, science and spiritual values.
- learn about foods and good nutrition.
- talk comfortably about God as they go about their daily tasks and interactions

- communicate confidently with God through prayer and worship
- engage actively with scripture through life application and memorization

Though we strongly believe in the benefits of preschool, and the ESO's (Expected Student Outcomes) attained through attendance, it is not a prerequisite for admission to Kindergarten at Northwest Christian Elementary School.

### **Accreditation**

Northwest Christian Preschool has been validated as meeting nationally best-practice standards through accreditation by AdvancEd, the Association of Christian Schools International and Quality First. These standards surpass state minimum licensing standards. ACSI accreditation is a benchmark of quality for Christian early education centers.

Northwest Christian Preschool is a 4 star, Quality First designated early education center.

### **Programs Offered in Early Education at NCS**

#### **Mini Crusader**

NCS offers a Mini Crusaders program providing childcare for babies, toddlers and 2 year olds.

The Mini Crusader rooms operate from 8:00 to 3:30, Monday through Friday. Sessions are booked on a 3 hour minimum. The rate is stated on all admissions information for these rooms. Children remaining in the class past 1:00 p.m. must stay until 3:00 as the rooms are closed for naptime during this time.

NCS offers a baby room on Mondays/Tuesdays/Wednesdays/Fridays; the rate is stated on all admissions information.

There is a \$50.00 registration fee to participate in the Mini Crusaders program. After 3:30 p.m., a late fee of \$1.00 per minute will be charged.

See the Early Education Assistant for complete enrollment details for the Mini Crusaders and Extended Care programs.

#### **Preschool**

NCS offers a preschool program providing biblically integrated curriculum for children 3 and older. The three year old program is offered as a half day, students attend class from 8:30 am until 11:30 am. Children are introduced to and given plenty of opportunities to practice strengthening their fine motor, gross motor, social skills and begin to explore the Bible, beginning phonics, phonemic awareness, math, science, and social studies concepts.

Older preschoolers, 4 and 5 year olds are afforded the same opportunities the 3 year old student is but they get to "dig deeper" and master skills they were first introduced to as they began preschool. Four and five year old students may attend class 8:30-11:30, as a half day option, or 8:30-3 pm as a full day option. With the option of longer class time the older preschool child has lots of time and opportunity to grow confident and successful in their new-found skills.

## **Extended Care**

We offer additional care outside the hours of regular class times. Care is available before school for our preschoolers from 7:30 until 8:30. Afternoon care is available for morning students from 11:30 until 5:30 and from 3:00 to 5:30 for all day students. After school care includes NCS students through fifth grade. To assure safe transitions, children are escorted between Extended Care and their classrooms by qualified staff personnel. They are signed out of one room and signed in at the other.

Students enrolled for Extended Care on a regular schedule through the Early Education office are charged an hourly rate available on our admissions information. If the child is absent, the fee is still due. Depending on space availability, Extended Care may be used on an occasional basis at a slightly higher hourly rate. All requests for occasional care MUST be pre-approved on a daily basis through the Early Education office to ensure availability. **Payment for services must be made in advance.** After 5:30 p.m., a late fee of \$1.00 for every minute late will be charged. Repeated violators may lose Extended Care privileges. Children must be clocked out daily on the computer in the Early Education office as well as signed out on the Extended Care teacher's clipboard as mandated by the State.

During the hours of 7:30 – 8:30 and 3:00 – 5:30 playground usage is restricted to extended care clients only.

## **Curriculum**

Curriculum is a necessary part of any educational program. The teachers in the early education program have stated goals through a written curriculum map. This map encompasses the social, emotional, academic, physical and spiritual goals for the program. Expected Student Outcomes provide a sense of what we hope to accomplish through the curriculum in the early education program.

## **Celebration of Holidays**

Since our curriculum is Christ-centered and our activities relate to God's Word, holidays will be observed as follows:

**Halloween:** Our focus is on fall and thanking God for seasons/harvest

**Thanksgiving:** Our focus is the Thanksgiving feast and thanking God for His provisions and blessings

**Christmas:** Our focus is the birth of Jesus Christ

**Easter:** Our focus is the death and resurrection of Jesus Christ

Halloween costumes, Santa Claus, and the Easter Bunny are not a part of our curriculum. Please understand that we do not teach against these secular traditions, but that our emphasis at the Preschool is Scriptural.

## **Perceptual Motor Activities**

Learning, thought, creativity and intelligence are not processes of the brain alone, but of the whole body.

Physical movement, from earliest infancy and throughout our lives, plays an important role in the creation of nerve cell networks which are actually the essence of learning. Sensations received through our eyes, ears, nose, tongue, skin and proprioceptors are the foundation of knowledge.

It is our body's senses that feed the brain environmental information with which to form an understanding of the world and from which to draw when creating new possibilities. It is our

movements that express knowledge and facilitate greater cognitive function as they increase in complexity.

We are so convinced that structured play with planned movements makes a difference in children's development as learners that we plan for perceptual motor activities each day. Emphasis is given to balance, spatial relationships, body image, eye-body-foot-hand coordination, hopping, jumping and skipping skills, and motor planning. Activities are designed to accommodate developmental and skill levels. Activities are in addition to free choice activities on our well-equipped playground.

### **Screen Time**

Screen time is limited in Early Education; students may experience educational or worship videos being used or even watch a digital story on the classroom's Apple tv. All videos are pre-viewed by teachers to ensure their age-appropriate content. Teachers and children will be actively involved with the content; when using worship songs, expressive worship or choreographed movements may be utilized; oral discussions and life applications may be integrated in reference to Bible stories and fiction books.

### **Curriculum Maps**

The curriculum maps were created by the Christian teachers at NCS. The maps provide an overview of what is to be covered throughout the school year. The maps are updated regularly as insight into learning processes increase through research and training. The maps include academic goals, social goals, special activities, and plans for the year. Each area has maps: walkers, twos, threes, fours and Pre-K. Weekly lesson plans are written through the review of age appropriate curriculum maps.

### **Empower Standards**

As a participating Quality First Early Education program, NCS consistently adheres to State of Arizona Empower Program Standards, teachers aim to incorporate these standards into their curriculum or implement the standards as daily/weekly policies and procedures. The standards include but are not limited to the following:

#### **Snapshot of Standard 1 – Physical Activity and Screen Time**

- At least 60 minutes per day for children one year and older (based on full day program – 30 for half day)
- We include free-play and teacher-led physical activities of both moderate and vigorous intensity, ensuring every child has an opportunity to participate
- Screen time is limited to three hours or less per week.
- No screen time for children under two years old.

#### **Snapshot of Standard 2 – Sun Safety**

- Protect children and staff from overexposure to harmful sun rays, taking age-specific sun precautions.
- Encourage families to apply sunscreen to children before they arrive.

#### **Snapshot of Standard 3 - Breastfeeding**

- We can provide a spot for mothers and employees to breastfeed or express their milk. There is a refrigerator available for storage of expressed breast milk.

#### **Snapshot of Standard 4 – Child and Adult Care Food Program**

- When eligible we will participate in the CACFP program

### **Snapshot of Standard 5 – Fruit Juice**

- Limit 100% fruit juice to no more than two times per week to children one year old and older; no fruit juice to infants (0-11 months); no more than six ounces of fruit juice for children six years of age or older; no more than ½ cup for children younger than 6; water is the liquid of choice.
- When fruit juice is served, it should only be 100% fruit juice with no added sugar.

### **Snapshot of Standard 6 – Family Style Meals**

- We sit and interact with children at mealtime, talking to them about the food; we are prepared for spills.

### **Snapshot of Standard 7 – Oral Health**

- We never put a child to sleep with a bottle.

### **Snapshot of Standard 8 – Staff Training**

- Three hours of training annually on Empower topics including physical activity, nutrition, oral health and tobacco education.

### **Snapshot of Standard 9 – Arizona Smokers Hotline (ASHline)**

- Make available information on the dangers of second- and third-hand smoke to our families.

### **Snapshot of Standard 10 – Smoke-Free Campus**

- We are a smoke-free facility.

### **Assessment in Early Education**

As we get to know your child it is important for us to understand their social/emotional growth as well as their intellectual competencies. Northwest Christian utilizes nationally normed assessments; these consist of The Ages and Stages Questionnaire (ASQ) and the Preschool form of DIBELS, The PELI, the Preschool Early Literacy Inventory.

### **ASQ 3 AND ASQ-SE**

This nationally recognized assessment allows both parents and teachers to observe and respond to questions about developmental norms. Throughout the Early Ed program these questionnaires are updated twice a year. There are times these questionnaires help to drive discussions during parent teacher conferences.

### **PELI**

This nationally normed assessment is a one on one assessment given to children on teacher recommendation and with parent permission, free of charge. The assessment is administered three times each school year; these results are shared through a printed, PELI Parent Report.

### **School Events**

#### **Open House/Showcase**

Families are invited into the classroom through the various open house events in the school year. Additionally the school newsletter, The Spotlight, provides information on what is happening in the school at large as it highlights academic, service, athletic and fine arts accomplishments. These events provide time to look, see and ask questions about the program at NCS.

## **Parent/Teacher Conferences**

One of the opportunities teachers enjoy each year is the chance to sit down with families to discuss student progress. While teachers are available to speak with parents throughout the school year, the formal parent and teacher conference time provides a time for discussion of student growth and achievement. While it may be necessary, at times, to provide separate conferences for parents of some students, we do prefer the practice of one conference per child during formal parent and teacher conference times. When both parents are not available to attend conferences or when there are separate conferences scheduled, parents are expected to communicate with one another all information shared during these conferences. There are times that support staff and/or an administrative team member may attend conferences and meetings with parents and teachers.

Families at NCS are provided two formal conference times each year and many informal conferences. The fall conferences provide information on social and emotional development of the child through ASQ's and ASQ-SE's. The spring conferences provide information on academic development of the child; for those children entering kindergarten the following year there may be a January conference to discuss kindergarten readiness prior to the application process for kindergarten. If a teacher has had a student PELI tested, the PELI Parent Report results will also be shared at conferences. It is the stated expectation of the school that the parents of each child share school communication regarding student work and needs with one another.

## **Parent University & Coffee with the Principals**

Parents are invited to Parent University and Coffee With the Principals throughout the year. Coffee with the Principals provides parents the opportunity to look at data, ask questions and see how the school is doing within every component of the program, diapers to dual enrollment. Parent University is a time to come together and cover topics that impact our students and children. Past topics have included internet safety, intimidation and harassment, discipline guidelines and training our children to be selfless.

## **Curriculum Night**

Parents are invited to the classroom one night in the fall to review what is covered in class. Parents are invited to look at curriculum maps, lesson plans and monthly calendars. Parents are also invited to support the classroom through volunteer work.

## **Staff**

Our loving staff of dedicated Christian teachers are qualified to promote the best development of your child. Each member is motivated by her desire to serve God and to share His love with young children. All of our staff have training in Early Childhood Education with either a **Child Development Associate** credential/an Early Childhood Education certificate/an AA, Bachelor's or Master's degree. In addition each staff member is fingerprinted and has been CPR/First Aid certified.

## **Statement of Non-Discrimination**

NCS admits students of any race, color, nationality, and ethnic origin and extends to them all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of gender, race, color, or national origin in the administration of educational policies, admission procedures, scholarship awards, athletic or any other school-administered programs.

## **Admission Policy**

Admission to the school is obtained by written application submitted to the Admissions Office. A pastor's reference form will be used to determine eligibility for admission. In order for a student to be considered

for admission, at least one parent must offer testimony to a personal relationship with Jesus Christ and be actively attending a Bible-believing church with their student. If there is a question about a student's eligibility for admission to the school, the application may be forwarded to the Admission Review Committee for a final decision. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated mission statement and purpose of Northwest Christian School. NCS is a community of learners and disciples of Christ. Attending Northwest Christian School is a privilege that includes certain responsibilities. School policies include moral and biblical requirements, as well as practical requirements needed for efficient functioning in a community.

### **Re-Enrollment**

Students are enrolled for one academic year at a time. The faculty reviews students at the end of each year. Students will be invited to return if they are growing socially, emotionally and cognitively and if the student and parents continue to be supportive of the procedures and spiritual mission of the school. A family must have all accounts current in order to begin the following school year. The school board reserves the right not to re-enroll a student for the following year if, on the recommendation of the faculty, the board believes the student to have educational or behavioral needs apart from the mission of the school.

### **Withdrawal**

Should the need arise to withdraw from our school, a written notice to the preschool office and main office to that effect is required. The office has a generic form for your use if desired. Tuition accounts will continue to be charged until a written withdrawal notice has been received. A two-week notice will be required for all withdrawals.

### **Transition Information**

#### **Into the Program, Within the Program, Out of the Program**

#### **Mini Crusaders**

There are three Northwest Christian School Open House events that include Mini Crusaders each year.

- The first is held in February; this is a Showcase event. Families are invited to come and see the next year's class. This event is well attended, and current as well as potential families are invited to attend and see what Mini Crusaders are all about, meet the teachers and aides and see the classroom.
- The second event is in March. This is intended for families new to NCS. Again, families are invited to come and see the Mini Crusader program, meet the teachers and aides and get to know the classroom.
- The last event is slated just for Early Education. There is a barbeque and other activities. Families from the current preschool as well as families new to NCS are invited to meet teachers, see the classroom and ask questions about the program and curriculum.

Early Childhood registration information is available on the website as well as in person at Northwest Christian School in the main office and at the preschool.

Families are invited to meet the Director of Admissions and tour the facility. As NCS is a “Diapers to Dual Enrollment” facility parents often want to see where their children will/could attend school in the next part of the program.

In late July, families will receive a hard copy letter inviting the child to school, including details for the first day and what to bring. This packet will include details about the “Meet the Teacher” day; it will include a scheduled time for an in-class visit held in August, prior to the first day of school. All students that are registered are invited to come into the room and meet the teacher.

Teachers are particularly good at following up with parents in person or on the phone to check in regarding the first days of school and the child’s transition into the program.

## **Preschool**

There are three Northwest Christian School Open House events to include the NCS Preschool each year.

- The first is held in February; this is a Showcase event. Families are invited to come and see the next year’s class. This event is well attended and current as well as potential families are invited to attend, meet the preschool teachers, see what events they have to look forward to and become acquainted with the program that prepares students for the academic world of a formal K—12 education; there is an opportunity to visit the kindergarten program and see the natural progression to the next part of a child’s school career.
- The second event is in March. This is intended for families new to NCS. Again, families are invited to come and see the preschool and meet the teachers and aides as well as get to know the classrooms for each age group.
- The last event is slated just for Early Education. There is a barbeque and teachers teach about fun summer activities for families. In addition the Director of Admissions provides information about the registration process and the natural link to our kindergarten program. Families from the current preschool class as well as families new to NCS are invited to meet teachers, see the classroom and ask questions about the program and curriculum.

Registration information is available on the website as well as in person at Northwest Christian School in the main office and at the preschool.

Families are encouraged to meet with the Director of Admissions and to tour the facility. As NCS is a “Diapers to Dual Enrollment” facility parents often want to see where their children will/could attend school in the next part of the program.

In mid July, families will receive a packet sharing class assignment, highlights of upcoming important dates and the state mandated blue card; about a week later a second packet will be sent with specific details about your teacher and her classroom guidelines; this second packet outlines the daily schedule for your child’s class as well as details about an in-class visit, including a scheduled time; this visit takes place before the official start of the school year. During this visit the teacher will spend time getting to know your child, even conducting an informal assessment as the student works at a prescribed activity.

Teachers are particularly good at following up with parents in person or on the phone to check in regarding the first day of school and the child’s transition into the program.

## **Transition Midyear: Mini Crusaders and Preschool**

Students that enter the program midway through the year are given similar opportunities to transition into the program. Typically the student is given a tour with the parent to see the program in action. Once the parents have determined that they would like to enter the program the student is then invited into the classroom to stay for a few minutes to see the children in action and meet the teacher. The teacher then sets up an "in class" visit with the student and family. At this time the teacher does an informal assessment and talks with the child and parent; this will include covering routines in order to help familiarize the child with developed procedures, routines and protocols already established in class.

## **Transition Into Kindergarten**

It is our hope that all of our students that are eligible for kindergarten will go to kindergarten here at NCS.

In January there is a "Kindergarten Readiness" event. A speaker is scheduled and parents are invited to attend and find out what kindergarten readiness looks like. The purpose of this event is to provide concrete examples of readiness and help parents to make the decision about kindergarten entrance based on good information and solid examples. Parents are given handouts to provide information on readiness; the kindergarten teachers are available to answer questions for the parents and the Director of Admissions is available to answer any potential questions. From here, parents are invited to the Open House events to meet teachers and see classrooms. Applications for enrollment are available at that time.

Our Pre-K students are invited to a Kindergarten Step Up Day in January; students visit kindergarten classrooms and attend our school chapel. The purpose of this is to give the children a "taste" of kindergarten to dispel fear and create excitement about the next stage of schooling for each student.

In March of each year parents meet with teachers for the Spring Parent/Teacher conference. For those parents of kindergarten eligible students this is a time to talk about whether their child is ready for kindergarten. While we recognize that academic readiness varies with each child, we also recognize that it is the parent's right to choose an education for their child. This meeting, therefore, is very important. At this time the teachers share information about each child, the transition into kindergarten and whether the teacher might recommend another year of preschool. The teacher discusses the child's need, where they are developmentally and then shares the child's assessment portfolio. If teachers deem a child ready for kindergarten at NCS there is no further testing required for entrance. If a teacher determines that a child is not ready developmentally the parent can choose another year of preschool or they can choose to go forward with a kindergarten placement. If the parents go forward with a kindergarten placement, readiness testing is required and provided at no additional cost to the parents. Final placement for kindergarten is made by the elementary principal. This is of value as she also serves as the preschool director. If children are placed in the kindergarten program the principal and preschool teachers meet to discuss each child, their needs and correct placement in terms of classroom assignment.

## **Transition Out of Preschool**

The majority of student transitions out of the preschool program are into a kindergarten program. As mentioned above, age-eligible preschool children are invited to a kindergarten room to visit and have

lunch. Preschool and kindergarten children share the same playground so the transition to a new program is padded by familiarity with the play area.

The preschool children may visit the campus at large during library time, during assemblies as well as time with the elementary principal who also serves as the preschool director. These things help the children become familiar and comfortable with the entire campus in the K – 12 program.

When we are made aware of the need for a change in school/routine we do what we can to help the children in that transition.

Depending on how long the notice is and where the child is going we may use a variety of approaches to this transition. We may read books, sing songs, have a time to make cards for this child as they leave. Saying goodbye is difficult for all children. We may talk about the new school and pray for the child as they are making this adjustment. On the child's last day we may have a "farewell" party to say goodbye.

### **Transitions Within the Program**

There are very seldom transitions to children's placement within the program as a whole. Children stay with the same class and same teacher for the entire school year. In the few instances that a teacher change is needed, the procedure is the same as that of a new child entering the program.

When a child leaves class for extended care the child is walked by the paid aide to the extended care teacher. At this time the extended care teacher, who is a consistent person within the program, greets the student and has a place for personal items to be stored. The student either eats then has nap time or eats and goes to play, depending on the parent preference and age of the child. The extended care program provides consistent care within the program both by staff and by schedule.

### **End of the Day Transition**

At the end of the preschool program the parents stand at the door to pick up their child. The teacher is adept at significant conversations as the child is picked up. There is intentionality in greeting the parents, bringing the child to the parent and providing information on the child's day. Those children that do not leave with parents at the end of the program and are taken to extended care and checked in. See below for information about this program.

### **Student Records**

Student records are kept on file in the early education office and must be requested in writing. Please allow 72 hours to process the request. The records maintained include, but are not limited to, the school application and supporting required documents in their entirety, the original State mandated blue card, any testing results including but not limited to, speech, OT, PELI results, ASQ-SE and ASQ-3's from previous years.

### **Current Student Files**

Student records for the current year are kept by the teacher in their classrooms; these include but are not limited to, the school application, copy of the State mandated blue card, immunization records, current year ASQ-SE and ASQ-3'S, anecdotal notes and classroom assessments. Student Files are

provided privacy as required by FERPA. Teachers, administrators and parents solely have access to student files.

### **Student Education Services**

Student Educational Services exists to meet student needs and to educate parents and faculty about how to meet student needs. Students are served independently through SES. All independent student services through SES are met by direct payment to the vendor working with the school.

Student Educational Services utilizes vendors who align with the NCS Statement of Faith to provide services to students at an additional cost. These vendors are not employees of Northwest Christian School but work cooperatively with the school to address student needs. Needs addressed include speech and language, occupational therapy, vision therapy and limited coaching with a licensed counselor. These services are contracted between parent and the vendor. NCS retains no financial nor liability responsibility for the services received.

### **Accommodations**

At NCS we see accommodations as those activities that require a student to do what everyone else is doing in a slightly different way. Accommodations can be offered at any grade level and do not require administrative approval, although it is always wise to keep the administrator aware of student needs. Accommodations do not need to be noted on a student's report card.

### **School Visitors**

Any person other than current students, staff, faculty, administration, or board member are considered visitors on campus and must come directly to the office upon arrival to check-in between the hours of 7:30 AM and 5:30 PM. A visitor's pass will be issued from the office for each guest. Prospective families are invited to tour our school accompanied by a staff member, by appointment only, through Michelle Reddy, Director of Admissions: [mreddy@ncsaz.org](mailto:mreddy@ncsaz.org)

We have an "Open Door Policy" for the parents of those who are currently enrolled to visit the school and your child's class anytime during operating hours throughout the school year. We want you to be well informed about your child's progress. When visiting, please stop by the office to sign in and out. You will receive a "Visitor's Badge" so that you are easily recognized. Prospective families are invited to tour our school accompanied by a staff member, by appointment only, through the Early Education office or with Michelle Reddy the Director of Admissions: [Mreddy@ncsaz.org](mailto:Mreddy@ncsaz.org).

### **Parent Helpers**

Volunteering in Early Education requires that we follow state licensing expectations; this includes, but is not limited to, a TB skin test, a fingerprint clearance card and a volunteer application; an online training course called Protect My Ministry is also required. Training our volunteers and preparing them for a proper context for ministry on our campus is an extension of that commitment. For that reason, thank you for taking the time to contact human resources for the volunteer training and handbook.

We have several major activities that need the help of parents. Parents help organize, make phone calls and other arrangements for these activities. On the last page of this booklet you will find a complete list of needs. Please complete and return to your child's teacher or director. We need your help in order to provide some of these extra special activities.

## **Sign In/Out Students**

The State of Arizona requires that all children be signed in and signed out each day. The sign in/out sheet is located at the door of your child's classroom. Please sign your first initial and full last name, and wait until the teacher receives your child into the room before leaving. Also, to facilitate personal hygiene, every child must wash his/her hands as they are entering the classroom; the parent may choose to use the hallway bathrooms before reaching their child's classroom OR upon entering the classroom but this should be established as a parental routine from the beginning of the school year. Children must be accompanied by an adult to and from the parking lot and the classroom each day.

## **Communication**

NCS works to provide strong communication with families. Communication may come through face to face conversations, through communication sent home in hard copy form within backpacks, or through text messaging and emails. Parents are asked to share this information with one another as the best interest of their child is maintained, including the social, emotional and academic needs of their children.

In those instances where parents do not agree with one another regarding academic growth and decisions pertaining to those situations, the school is not a forum where respective differences will be resolved. Instead, the school expects for parents to achieve consensus through processes separate and away from the school.

As a school, it is our reasonable expectation that all parents of students on campus, married or not, will cooperatively communicate with each other and the school regarding the educational needs of their children. NCS has numerous families, married, separated or divorced, and the standards of service and communication that we provide in this instance are demonstrably no different than those provided to others within similar situations. Parents are asked to communicate with each other regarding the school's communication of the perceived learning needs of the children. In those instances where parents do not agree, the school is not a forum where respective differences will be resolved. If parents are unable to communicate with each other directly, it is the expectation of the school that parents will resolve their differences through the court or mediation and then communicate the resolution to the school.

As a matter of course, some school communication goes home with students in their folders and backpacks. In other instances, information is communicated via email. In those instances where information is sent home in a backpack, we reasonably expect all parents, married, separated or divorced, to communicate with each other. Reasonably, when the school communicates via email the school will include both parents when each parent has supplied a current email address to the main office and the teacher.

## **Complaint Procedure**

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school and thus to the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:12-13.
2. Express it promptly. Keeping it to yourself can cause ill feelings and friction that would decrease our effectiveness as a Christian. Jesus said that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system.
3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question and may need to be expressed to the administrator if you cannot work it out between yourselves or if you feel they should know about it.

4. Express it clearly. Make sure the person you are expressing your complaint to knows the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hard feelings.
5. Do not broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented. Help us avoid parking lot gossip.

### **Financial Matters**

All new students must pay a non-refundable application fee of \$50.00; the registration fee for all students is \$100. Monthly tuition rates are available through the Director of Admissions. The year's tuition paid in full by the first day of school will earn a 3% discount.

### **Payment of Account**

Tuition is divided into 11 equal monthly payments. Payment #1 is due on your child's first scheduled day of school and on the first day of each of the following ten months, the last payment being due June 1st. Any payment received after the seventh day of the month will be considered late and your account will be assessed a \$25.00 late charge.

If your payment has not been received by the end of the month, your child will be suspended until payment arrangements have been made. Because all family accounts are entered into the computer, it is imperative that you include the father's name with all payments to insure that your account is properly credited. Please communicate with the school's bookkeeper if you need to make other arrangements for payment. Payments may be cash or check payable to NCS. Families that have an outstanding balance may be unenrolled until the tuition is made current. No student may be enrolled for the next school year until the balance of the account is brought current.

Payments can be mailed to NCS or hand delivered by an adult into the payment box in the preschool office or placed in the wall slot at the main office. All cash payments MUST have a receipt issued to ensure proper credit application. Payments may not be left in the classroom or handed to the teacher.

### **Refund Policy**

Because our expenses continue whether or not every child is present every day, no tuition refunds can be made in the case of absence for illness or any other reason. As long as we hold a place for your child, your tuition charges continue. When a child withdraws from school, a pro-rated refund for tuition may be made.

### **School Hours**

We offer preschool classes for children who turn 3 years old by September 1 through pre-kindergarten age. Half day class hours are from 8:30 to 11:30, full day class hours are from 8:30 to 3:00. The time before and after classes is vitally important in planning and evaluation for teachers and staff. Classroom doors will open promptly at the scheduled start time. Your timeliness in arriving and pick-up of your child will make our program run smoothly and is greatly appreciated. Any child remaining 10 minutes after class closing time will be checked into extended care with a minimum charge of \$5.00 per hour.

The first day of school will be either Wednesday or Thursday, August 8th or 9th, depending on whether your child is in the 2, 3 or 5 day class. The end of the school year follows the K—12 calendar.

### **Arrival 8:30**

Upon arriving to school you are welcome to connect with other families in front of our preschool entrance; we have plenty of seating for parents and a playground area for students and siblings to climb and run. Please refrain from allowing your children to play on the preschool's main playground; outside of class time this area is reserved for children checked into the Extended Care program..

### **Dismissal 11:30 or 3:00**

Exterior gates will be unlocked fifteen minutes before dismissal allowing adults to wait outside their child's classroom door. Teachers will open their door as soon as the class is prepared to dismiss; please limit opening classroom doors early to emergency situations only.

### **Absences**

While minimum number of attended days are not state-mandated, calling out when your child will be absent is still necessary. This allows for proper notification of all families and staff who may have been exposed to the condition. Please use caution when sending your child back to school after they have been sick. The standard for return to class is fever-free without medication for 24 hours; the same rule applies to all vomiting episodes, vomit free for 24 hours. Tuition is not reduced when your child will be gone as your spot is still held.

### **Tardy Policy**

When your child is tardy, enter the preschool through the preschool office. You may sign your child into their class by signing in on their class clipboard.

### **Parking Policy**

Please use caution in the parking lot and park in marked spaces only. Never park along the red curbing, and please do not leave your car running as you leave the car to drop off your children. Follow the flow of traffic from West to East along the South curb by our building. Please do not leave siblings or other children unattended in your car for any reason. Watch out for children and keep those in your care with you at all times. The South curb is for 5 minute drop off and pick up only. Handicap spaces cannot be used unless the handicap permit is displayed. Please keep children from walking on the wall in front of our building.

### **Class Size and Teacher/Student Ratios**

NCS Early Education abides by AZ state law for teacher to child ratios. Each age group has a specific number of children that staff members may care for. In Mini Crusaders class sizes range from 6-16, in preschool the average class size runs between 16—20 students, each classroom is staffed with a permanent assistant.

### **Medical Information and Policies**

#### **Immunization Policy**

Northwest Christian follows all state mandated immunization recommendations. Reports of compliance are submitted annually to the Department of Health Services. Students not in compliance with requirements will not be allowed to attend class until records are complete. If, for religious or medical reasons, your family chooses not to immunize, a state mandated form must be filled out and filed in the Early Ed office for inclusion with your child's permanent school records.

An immunization record is kept for each student. In order to keep the record current, please give an updated copy of the immunizations to the Early Ed office if your child receives a vaccine. If your child contracts a communicable disease, please contact the office so that we may notify other families with children who were exposed. If your child has any physical limitations due to chronic illness or other cause, please discuss this with your child's teacher and the Health Office.

## **Illness**

If the student becomes ill or is injured at school, the parent will be notified. It is important that you notify the school of any change of telephone number (home, business, cell phone) so that contact may be made immediately in case of emergency.

Please use caution when sending your child back to school after they have been sick. If the student threw up during the night, please keep them home for another day. Also, students should remain home until they have been fever free (less than 100.0) for 24 hours.

## **Medication**

**NO MEDICATION** will be administered during the early education program except, inhalers, EPI-pens and Benadryl may be kept on hand at the preschool on individual's doctor's orders, in the case of severe allergies requiring emergency treatment. The original prescription container must be sent. The State Department does not allow us to administer any prescription without the child's name on the container along with current date, dosage, time to be administered, and the doctor's name.

Soap and water will be used to clean skin wounds when needed, ice packs are often offered after an injury has been sanitized.

## **Emergency Procedures**

The policy of Northwest Christian Preschool during emergency medical procedures is as follows:

### **Injuries**

1. The teacher assesses the situation.
2. The teacher talks with the child.
3. The teacher does not move the child.
4. If the child wants to get up he/she must move independently without help.
5. If the child hits his/her head there must be an assessment by the early ed office.
6. Parents will be contacted via email or by phone.
7. When in doubt we sit the child out from play when there is an injury or perceived injury.
8. If, after medical evaluation, the nurse or person in charge deems emergency hospital treatment necessary, the preschool office will contact 911 for all medical transportation needs and then contact the responsible party. A report will be filled out and filed in the preschool office.
9. If, after medical evaluation, emergency hospital treatment is deemed unnecessary, the school will administer appropriate first aid and then contact the responsible party. Documentation will be filled out, emailed and filed.
10. If, after medical evaluation, first aid treatment is deemed sufficient intervention for a minor injury, an "Ouch Report" will be filled out for parental information and a copy emailed to the parent and filed in the preschool office. We report injuries if there is any visible mark

## **Head Injuries**

All head bumps are evaluated, typically in the Early Education office. When in doubt we sit the child out from play when there is an injury or perceived injury. We contact the school nurse if there is an open wound, large bump or loss of consciousness. Protocol is that all head bumps generate an email; in addition, the parent will receive a text or phone call letting them know the head injury email is being sent.

Whenever a student is taken to the nurse the Health Office will evaluate the student.

If, after medical evaluation, the Health Office deems emergency hospital treatment necessary, they will contact 911 for all medical transportation needs and then contact the responsible party.

If, after medical evaluation, emergency hospital treatment is deemed unnecessary, the Health Office will observe and the student may be sent back to class.

## **Northwest Christian School Infectious Diseases Policy**

Arizona State Law requires that any communicable disease be reported immediately. The mission of Arizona Department of Health services is "To promote, protect, and improve the health and wellness of individuals and communities in Arizona." We will use the "Communicable Disease Resource Guide" as a reference when consulting with a child that has a potential infectious disease. It is important to us that we inform all of our families of any exposure, as quickly as possible.

Children showing symptoms during the day of the following: rash, sore throat, diarrhea, inflammation, vomiting, fever, etc will be immediately isolated from other students by being sent to the health office. Parents/guardians shall be notified at once and are required to make necessary arrangements for prompt pick-up of the child. We will ensure confidentiality of any personal health related information obtained in relation to the child and/or their family. All children will be monitored carefully to assure that immunizations are completed and up to date. Arizona Administrative Code requires an administrator of a school to report communicable diseases to the local health department.

Northwest Christian School abides by state guidelines regarding the readmission of a student who has contracted a communicable disease. If indicated, the student's temperature is taken – if 100 degrees Fahrenheit or higher, a parent/guardian will be contacted to pick up or make arrangements for their child to be picked up from school. If a parent/guardian cannot be reached, an approved emergency contact person will be contacted. A child must be afebrile (fever-free) for twenty-four (24) hours before he/she can return to school. Sick children should never be sent to school. If your child is running a fever of 100° Fahrenheit or higher, do not send him/her to school.

You may contact the Health Office with any questions, 602-978-5134 x523.

In Early Education we send a child home if:

- There is a fever over 99.9.
- If we have seen the child vomit. We will differentiate between vomit and spitting/gagging.
- If the child evidences diarrhea (2 watery/loose stools or if the feces are not contained in diaper) we will call parents for pick up.
- There is a suspicious skin condition or rash

## **Readmission After Communicable Diseases**

Northwest Christian School abides by all state guidelines regarding the readmission of a student who has contracted a communicable disease.

## **Head Lice and Nit Protocol**

Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office and permitted to return to school when they are confirmed to be nit-free. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the Health Office for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

## **Hygiene**

Your child needs to be potty-trained before entering preschool. An occasional accident happens but a child in diapers will only be accepted for enrollment if age eligible for the youngest preschool classroom; only this classroom is equipped with a State-approved changing area and has a paid aide trained for this purpose. Your preschooler is expected to toilet without assistance except for the youngest 3 year old class. Mini Crusaders do not have to be potty-trained prior to entering the Mini Crusader program.

If your child has a bowel movement accident you will be called to come to your child's aid; the child may return to class after bathing. For many children this is a sensitive situation and they are most comfortable with their parent taking care of it. For the infrequent wetting accident, **please keep a change of clothing in a labeled ziplock type bag in your child's school book bag all year.** You may need to change out the clothes ever season, when the weather changes or your child has grown and may no longer fit in their extra pair of clothes you provided earlier in the year.

## **Student Accident Insurance**

Like all schools, Northwest Christian School does not carry accident insurance to cover students. Though the school is fully insured, the expectation is that families maintain their own coverage. NCS does offer its families the opportunity to obtain student accident insurance through a third-party company that is wholly separate from the school. The plans are available to all students in preschool through twelfth grade and more information on these plans is available in the school office. Through this third-party provider, families can choose between multiple tiers of coverage. These policies cover only accidental injuries; they do not pay for illnesses.

## **Fire Drills and Lockdowns**

By Arizona law, classes are required to practice fire drills, emergency shut down, and smoke detector checks periodically. NCS has established emergency procedures in conjunction with local law enforcement guidelines. Copies of these are available upon request in the Early Education office. The preschool is inspected annually by the Phoenix Fire Department.

## **Pesticide Application**

NCS Preschool will notify parents at least 48 hours prior to any pesticide application at the facility. This notification will be posted at each classroom and at the entrance to the facility. Pesticide application areas will be listed and further information about the pest control applicator is available to parents upon request.

## **Licensing**

Northwest Christian Preschool is a fully licensed center by the State of Arizona and our inspection reports are available upon request.

## **Birthday Treats**

Talk with your child's teacher if you want to bring birthday treats for the entire class. Teachers/Grade levels have various options for celebrating birthdays. While a birthday is a very special event teachers have been asked to protect instruction time in the classroom. Therefore classroom parties will be enjoyed for a few minutes of the school day. If you are hosting a party for your child birthday/party invitations are not to be handed out at school unless the entire class is invited.

## **Snacks and Lunches**

We know that more and more of our children are sensitive to various food products and artificial additives. State licensing requires that we strive to have a nutritious snack program that will minimize (not stop) the use of foods containing additives, sugars, white flour, partially hydrogenated oils (trans-fats) and high fructose corn syrup. Juice must be 100% fruit juice not Kool-Aid, fruit punch, etc. We are limited in allowing only 4 ounces of juice two times a week. In all preschool classrooms parents participate in providing snacks monthly. Foods must be packaged or purchased from a state-licensed vendor.

Our menu will be designed for nutrition as well as learning potential. We use food and drink as teaching tools in the areas of language, science, texture, color, shape, cultures, etc. Children will be involved in the preparation, setting up of the snack and share in the responsibility of cleanup as much as possible.

We strive to minimize peanuts in our preschool facility due to allergies. If your child has specific allergies to foods served on the menu, please provide the teacher with a list of foods to be avoided, and an alternative snack item that may be kept on hand for the days these foods are served. Allergies are posted in the snack area of each classroom. If your child's allergy requires the possible use of an epipen you must leave an epipen at school in a zip-lock bag containing a Food Allergy Action Plan completed and signed by your physician, along with the prescription and Health Care Plan. Please attach a recent photo of your child. These are kept and locked in the child's classroom per state recommendation.

Our program strives to only offer foods that do not present a risk of choking to children. Food is cut into smaller pieces to ensure appropriate bite size to allow for reduced risk of choking. Assistants and teachers enjoy snacks or meals with students.

A menu will be posted monthly with the daily selections on the class calendar. Parents will be notified of needed ingredients at least a week in advance. **A notebook containing scheduled snack ingredients is on the sign-in table by each classroom for your reference.**

## **Playground and Recess Information**

State and Federal guidelines require that students in an all day program get 60 minutes per day (half day students 30 minutes) of unstructured physical activity. Each child must participate in recess and lunch play (if staying all day) time unless the weather will not permit the student to go outdoors. Students may not bring toys, cards or things that will keep them sitting during their recess or lunchtime. There are many opportunities for students to run, play games and develop social relationships with their peers on the playgrounds and fields.

Outdoor guidelines for heat index play and eating are as follows:

Up to 104: Eat outside and play outside

105 – 109: Eat outside and have a "cool" room available for kids to go to during recess

110 and above: Eat inside and stay inside

## **NCS Mini Crusaders Diapering and Potty Training Policy**

### **Diapering Policy**

- It is the parents' responsibility to provide diapers, wipes, and diaper cream (non-prescription only) for their child. Diapering supplies should be provided in the child's school bag.
- Diapers will be changed every 2-3 hours or sooner if necessary.
- The diaper changing station will be cleaned and maintained according to state requirements.
- Diaper changes will be logged per state requirements in the diaper changing log book maintained by the MC staff.

### **Potty Training Policy**

In order to ensure a successful potty experience, we believe that it is important to work together as a team. Communication is essential to determine your child's readiness to begin training.

Potty training through NCS will begin no earlier than age 2, however, this is not a guarantee that a child will be ready at age 2.

The signs of potty training readiness at home are often different than that in a classroom setting. In a classroom setting there are challenges that can delay a child's readiness. Most commonly, children have a fear of missing out on activities, this can cause the child to wait or ignore the need to go potty, resulting in accidents.

When considering beginning the potty training process, please consider and pray about the following questions to determine if your child is ready:

1. Does your child recognize the urge to go?
2. Is your child able to tell an adult that they have to go potty before they actually start to go? Children must be able to clearly indicate the need to go potty.
3. Can your child accomplish the following tasks by themselves or with minimal help? You must answer YES to at least 3 of these questions:
  - a. Is your child able to get on and off the toilet by him/herself?
  - b. Is your child able to undress him/herself by pulling pants down and up?
  - c. Is your child able to wipe himself/herself after using the toilet?
  - d. Is your child able to follow simple directions?
4. Does your child stay dry for at least 2 hours at a time?
5. Do they wake up dry in the morning and after nap most of the time?
6. Does your child show interest in going to the potty? Does he/she follow you or older siblings into the bathroom and want to sit on the toilet?
7. Does your child understand what the toilet is for?
8. Does your child know when they are wet/soiled and ask to be changed?
9. Are they able to "hold it" if that cannot get to a toilet right away?

If your child meets at least 6 of these criteria, then your child **may** be ready to try potty training.

If your child does not meet at least 6 of these criteria, we recommend you wait a month or two, and reassess their readiness again.

If there are any major transitions occurring in your child's life within the next 3 months (i.e. expecting a new sibling, moving, parent traveling, etc.), consider waiting to begin potty training until they have had adequate time to adjust to the changes in their life. It is common for children to regress in times of change, especially in an area where they can exhibit control, such as toileting.

Be aware that each child develops at their own pace. It is important to not push your readiness on your child; it can do more harm than good. If you do start potty training, and are met with considerable resistance from your child, consider stopping and waiting a few months to try again.

Please let us know when you are beginning potty training at home. We would love to commit to supporting the process and want to work together and communicate with you regarding your child's progress.

We will not initiate potty training in our classrooms, however, if we notice signs of readiness, we will communicate that with you and allow you to make the decision on how and when you will start potty training your child.

**Children who are potty training need to come to school in diapers, pull-ups, or plastic lined underwear until they have been mostly accident free for at least 4 weeks.** After this point, you may choose to send your child in underwear. This policy is due to sanitary reasons and for the protection of all of our students and staff. Regular underwear cannot adequately contain urine and feces to prevent the spread of diseases.

Accidents will happen, and that is an understandable and acceptable part of the potty training process. However, we do have to consider the sanitary and safety needs of all the children and staff.

Make sure that your child is dressed in clothing that is comfortable and easy for them to remove independently (no overalls, tights, difficult buttons/snaps, or onesies/rompers). Elastic waisted shorts/pants are best for the potty training child, most children find this type of clothing easy to learn to manipulate quickly.

**During the potty training process, please provide us with at least 2 complete changes of clothing (shirts, shorts/pants, underwear, and socks).** Please also continue to send wipes and diapers/pull-ups. If your child has more than 2 accidents in a school day, we will put them in a diaper/pull-up for the remainder of the school day. Please remember that we are not able to clean/wash any soiled clothing however, we will bag the soiled items and ensure they are sealed and placed in your child's school bag.

When your child is using the toilet, we will have them seated on the toilet. This is for their safety and to help eliminate messes.

We have a schedule that we will adhere to in taking your child to use the toilet. Children will be taken to use the toilet approximately every 2 hours. However, if your child indicates they need to go, or we notice body language that would indicate they need to go, we will have them use the toilet as often as necessary.

Please realize that a full classroom makes it difficult for staff to provide the one-on-one attention that you can at home. Your efforts at home are crucial, your child to adult ratios are much smaller than ours and your child is naturally more comfortable in their home environment.

We commit to communicate with you regarding daily progress, and want to support you and your child in order to make the potty training process successful as well as positive.

### **Sun Safety**

NCS is aware of the potentially harmful effects of overexposure to ultraviolet radiation. To help prevent the development of skin cancer, students shall receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors. Students will be allowed, and are strongly encouraged, when UV Index ratings are 3 and above to: wear sun safe clothing, including hats; wear sunscreen; seek shade where possible.

### **ASAP: After School Advantage Program**

NCS offers an After School Advantage Program (ASAP) throughout the year that affords students the opportunity to participate in various sports and specialty clubs. The outside vendors used are vetted by producing a current, Arizona state fingerprint clearance card, or, if they do not currently possess a valid card, they must submit to a Criminal Background check. The vendors coordinate their own fee structures, days and times offered for all classes. Sessions offered vary throughout the year. Sign up forms are emailed and available in the preschool office for parent's convenience.

### **Service Animals**

Unless authorized by administration, there are no animals allowed on the school campus, including service animals.

### **Toys From Home**

We ask that you leave your child's toys at home or in the car. Each child will have opportunities to share his treasures at Show & Tell. Teachers will let you know when those days are. Toy guns, knives or weapons are not allowed, pretending as violent action figures and characters of witchcraft and sorcery is not permitted at school.

### **Transportation Procedures**

NCS Preschool does not transport children for any reason, medical or otherwise. Parent drivers are utilized for field trips in accordance with State laws.

### **Field Trips and Special Events on Campus**

Off-site field trips provide valuable hands-on, personal experiences for our preschoolers that cannot be duplicated at school. State regulations mandate that preschool children transported to field trips from the school must be accompanied by a salaried staff teacher/caregiver in the vehicle. Obviously, each teacher is able to ride in only one vehicle. So, in order to continue having field trips, we must ask parents to drive. Ideally, each child would be accompanied by his own parent/s, but this is not always

possible. One alternative is for two or more parents to carpool with their children. Or, if you are unable to attend a field trip, you can make advance arrangements with another parent who IS driving to transport your child. In that case, it is your responsibility to give written permission to that driver, including contact information in case of an emergency. Drivers meet the teacher at the field trip site. Cell phones or ear phones may not be operated while driving except for emergency purposes only.

State law requires that all children be restrained in seat belts or car seats. Car seats are mandatory for all preschool children.

Each child will receive a school tee shirt to wear on field trips. Some teachers retain these all year and launder them after each use; other teachers will send these home after the first field trip and you will be asked to send your child dressed in them for each subsequent field trip.

There are also special, on-campus events throughout the school year that require one-on-one adult supervision; these include but are not limited to Dad's Day, Grandparent's Day, Rodeo Day, Mother's Tea and Mud Day. Your individual teacher will provide you with more details.

**No siblings are allowed at on-campus preschool events except Rodeo Day.** We also recommend field trips to remain a special shared experience for just you and your preschooler.

### **Lost and Found**

Any "found" and/or unclaimed items from the preschool will be placed in the front office. Every quarter, unclaimed items will be donated to a charitable organization. Valuable items that are found will be held in the preschool office until claimed. Marking items with your child's name allows us to return them to whom they belong. Periodically, throughout the school year lost and unclaimed items will be donated to a local charity.

### **Dress Code**

***"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." (I Timothy 4:12)***

1. Shirts may have designs as long as they are not contrary to our Christian testimony.
2. No overalls as the straps are difficult for preschoolers to manage alone and often end up wet.
3. Velcro Strap tennis shoes only and only those with closed heel, toe and no platforms or boots are allowed. Those children that can independently tie their shoes may wear shoes with laces. Even though teachers and aides frequently sweep the sidewalks, sand gets back on the walks very quickly. Only the completely closed tennis shoe provides the comfort and stability necessary to safely participate in both free play and our various perceptual motor activities.
4. No dresses. Again, due to the perceptual motor activities, the girls need to have a freedom of movement that dresses do not allow. Dresses are allowed on photo or party days.

**Please remember your children will be painting and doing lots of messy activities so send them in play clothes, not dress clothes. Teachers often help more than one child at a time unsnap, unhook, unbuckle, untie, etc., so keep your little one's clothing simple.**

## **School Use of Student Photographs**

It is the policy of Northwest Christian School to allow photographs and video footage of students to be used in school produced materials including but not limited to our NCS Website, brochures, slideshow presentations, posters, newsletters, and other promotional materials. Students may be identified to provide them with recognition opportunities when appropriate (awards, athletic achievement, etc).

If requested a photo/video opt-out form may be obtained from the Early Ed office. However, this opt-out form will not prohibit usage of photos and videos in materials such as yearbooks. Opt-out forms do not apply to the use of photos and videos that feature groups of students from community /school events such as chapel, festival and theatrical/musical productions, nor do they apply to the classroom sharing/displaying of photos as memorabilia. By signing this form, the parents and/or guardian of the student acknowledges that the school is not liable for any perceived misuse of photographs or video.

## **Social Media**

With the increased use of social media, some parents have requested that their child's picture not be posted on social media sites. While parents may take pictures of their own children involved in school activities and post on social media sites, these pictures and posts must not include other students.

## **Voice or Video Recording**

Members of the NCS community should not video or voice record anyone employed by NCS at any time without prior written consent.

Electronic equipment (which is broadly defined by NCS as including any audio or video equipment such as, but not limited to cell phones, iPods, MP3s, PSP, iPads, or anything similar) may not be used during school hours unless a teacher has given permission for a special occasion. Students may carry cell phones to school; however, cell phones must be turned off and not visible during school hours. Unauthorized use of electronic equipment will result in confiscation of the device.

## **Statement of Discipline**

Discipline and "*training the child in the way he should go,*" as stated in Proverbs 22:6, is the primary responsibility of parents as charged by God. The Bible tells us: "*...and these words, which I command you today, shall be in your heart. You shall teach them diligently to your children, and talk to them when you sit in your house, when you walk by the way, when you lie down and when you rise up.*" (Deuteronomy 6:6-7) As a Christian preschool, we are here to support parents and serve as an extension of your home.

Each of us is different, created uniquely for God's purpose. God has given us the children in our lives as part of His purpose. He entrusts children to us so that we may disciple them and help them to be their very best that they can be. Proper discipline is inherent in the discipleship process. It takes time, patience, prayer, and the Word. There are no pat, "cookie cutter" answers. What works for one child may not work for another. We must view discipline as a spiritual process, strive to be consistent with the Word, demonstrate the love of Christ, and be open to the guidance of the Holy Spirit.

At Northwest Christian School, our early education teachers have been trained in Love and Logic. We choose to use logical consequences for the negative action. We want children to learn through love and discipline that:

- God created all of us in a very special way. When He created us, He gave us the ability to make choices. Some choices honor God, help us get along with each other, and are the best for us physically, mentally, emotionally, and spiritually. Other choices dishonor God, hurt others, and are harmful to us physically, mentally, emotionally, and spiritually. These harmful choices are called sin.
- God loves us and wants us to make right choice. He tells us what these right choices are in His Word, the Bible.
- God wants us to know that there is no choice we could ever make that would cause Him to stop loving us. However, when we sin, we disobey and dishonor God, we hurt others, and we hurt ourselves.
- God makes a way for us so that when we sin we can receive His forgiveness through His Son, Jesus Christ.
- God doesn't just forgive us. By His Holy Spirit, He also helps us to make the right choices.

Preschool-age children are egocentric, or self-seeking, and most have a need for order, justice and fairness. We find that the use of "logical consequences" for their behavior allows them to see the direct relationship between "action and outcome". Children are more inclined not to repeat the behavior when the adult in charge is consistent.

Discipline through the use of logical consequences: 1) begins to instill inner controls within the child, from the inside out, instead of reliance upon the external control of the teacher and 2) the child assumes direct responsibility for his actions.

Since a child develops conscience gradually, we teach the child right behavior choices, and by his/her experience, s/he then builds upon what we have modeled as teachers and parents. To encourage this conscience development, discipline must occur within a loving, trusting, safe atmosphere where the good of the child is sought, not the venting of angry feelings by the adult in charge.

Researchers have indicated that this process of conscience development is directly associated with warm, nurturing parent-child or teacher-child relationships, along with mental and emotional growth in a child's ability to reason. Just as a child develops physically, emotionally, spiritually and intellectually at an individual rate, a child's consciousness of right and wrong and inner control (social maturity) develop at an individual pace as well.

Therefore, we implement these techniques in classroom discipline:

- 1) We are careful to create an atmosphere of warmth, trust and respect for each child. We observe **individual temperaments** and frustration levels to seek the best for each child.

- 2) We implement **positive reinforcement** by sincere verbal praise of good behavior, a loving tone in our voices, and gentle, appropriate touching. These strategies have proved effective in supporting and encouraging the actions and character traits we desire the child to repeat.
- 3) We **redirect** a child's energies into positive behavior. Often a child's first reaction is to strike out or hit. We offer alternatives to release energies in a socially acceptable way before they strike. We may remove an article of contention between two children, or redirect a child to another area of the classroom or to an alternate activity away from the site of misbehavior.
- 4) **Verbalization** is stressed as the number one relational skill. As children develop verbal abilities, they can express themselves and let their needs be known. For the less verbal or shy child, the teacher serves as mediator and helps each child resolve conflict by asking questions and assisting the child in stating their feelings: "When people hit you, does it make you feel sad?" or "Your actions are telling me you are really angry." **Reflective listening, repeating back what we heard the child say**, assures the child's words are understood.
- 5) We strive to prepare the children for **transitions**. Preschoolers have a need to know what happens next. By giving them a warning such as "in five minutes, we'll park the trikes," they have time to finish what they are doing and plan for what happens next. This develops security and trust between teacher and child.
- 6) We **set limits** that are consistent with the developmental needs of the child. If the limits are too difficult to attain or too much to remember, the child can become confused.
- 7) We continue to **challenge** their abilities physically and mentally. Children tend to misbehave when bored.

The teacher makes sure the children know what is expected of them, why they can or cannot do something, as well as the importance of obedience.

If redirection has not led to a change towards positive behavior, the child is asked in a respectful way to **take a break**. The teacher approaches the child to handle discipline privately if possible. The child will sit in a chair within the teacher's range of vision or in the front office.

After a few moments, a logical consequence should be given and the steps to a **positive conclusion** may be applied. If offense occurs during group time, child may have to wait until teacher is finished. Parents may not be notified about a solitary incident. However, if a child has to be asked to take multiple breaks within a short time, the teacher will contact the parent.

If a child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be taken immediately to the Early Education office to take a break .

If the child is being brought to the office repeatedly, the school may request the parent to remove the child for the remainder of that day. Often this consequence is enough to deter the child from repeating the misbehavior. The teacher's primary responsibility is to the entire class. In fairness to other children, a teacher cannot continually be monopolized by one child.

If a child is brought to the office again, the school will arrange a meeting with the child's parents and the child's teacher. At the meeting, the parents and school will create a plan that will be followed in all cases or a plan of action individual to the needs of the child. Whatever plan is used, it will be communicated clearly so parents understand any time line and consequences for continued inappropriate behavior. Prayer by parents and concerned staff will be a part of any such plan.

After a specified time, if there hasn't been a significant change in the child's behavior, the director, teacher, and parents will meet again. It may be that at this time, a mutual agreement will be reached that the preschool is not the best place for the child. Though this is a rare occurrence, we do reserve the right to dismiss any student who is habitually disruptive, disrespectful, destructive to property, or harmful to self or others. On occasion, there may be a resolve by all parties to continue working with the child. If so, the director, teacher, and parents must be in constant communication about the child's progress.

### **A Positive Conclusion**

A positive conclusion is a *patiently* repeated, routine debriefing following a child's offense. This is intended to bring constructive closure to discipline.

After the child has taken a break for no more than 1 minute per year of age, three Questions are asked:

- 1) What did you do wrong? (encourages confession) If child can't or won't answer, make it a multiple choice of 3 basic rules: obedience; kindness; showing respect
- 2) Why is that wrong? (gets to real issues) This questions appeals to conscience and may lead to sorrow for damage to relationship/s. Characteristics to consider: pride, selfishness, anger, disrespect, unkindness, broken trust, etc.
- 3) What would be a better choice next time? (This is the teaching time that gives hope by planning for next time) Focus positively on the future. If they have no ideas, offer to brainstorm: Would you like some ideas what other children have tried?

When they've decided on a better choice next time, conclude with a Statement Ending With Affirmation: "Okay! Go ahead and try again!" A short prayer for the LORD to help them remember what to do next time halts discouragement and gives hope. When more than one child is involved the children are separated and alt with individually using the above steps.

Remember to ask God in prayer to help the child/ren learn wisdom through the use of this procedure. Only He can change a heart.

The Positive Conclusion serves as a model for training children to seek forgiveness from the offended as well as God:

I was wrong to \_\_\_\_\_.

I was wrong because \_\_\_\_\_.

Next time, I will \_\_\_\_\_.

Will you forgive me?

Let's go ahead and try again!

Students are encouraged to make amends by asking the offended child "Is there something I can do to make things right?" Adult intervention can help children to brainstorm appropriate ways to make amends:

- Get a wet paper towel for a friend to place on his bumped knee
- Bring the friend a bandage.
- Share a toy
- Give a hug
- Say a prayer
- Pick up the blocks that were knocked over
- Ask if the friend would like to sit at your table
- Draw a picture
- Make a homemade card. Give them freedom to say whatever s/he chooses. (for example, "be my friend")
- Sit by friend until s/he feels better
- Say, "I'm sorry," if it's really sincere.

These suggestions are by no means all-inclusive.

Recommended reading -

Ten Secrets for a Successful Family by Adrian Rogers.

The Heart of Anger by Lou Priolo

Parenting with Love and Logic by Jim Faye

The Strong Willed Child by James Dobson

Home Improvement: 8 Tools for Effective Parenting

Parenting is Heart Work Both by Dr. Scott Turansky & Joanne Miller

Grace Based Parenting by Tim Kimmel

## **Disciplinary Probation**

After evaluation and consultation with administration, faculty, and parents, circumstances may warrant that a student be placed on disciplinary probation. This status may be achieved by, but not limited to, excessive discipline violations or the demonstrating of an attitude deemed outside the expectations of NCS. Any student receiving two (2) suspensions resulting from discipline consequences and/or major violations will be placed on disciplinary probation. The administration reserves the right to extend probationary status at any time to any student that warrants such, regardless of the student's position in the discipline system.

A student who is placed on disciplinary probation at any time during the school year is disqualified from taking part in all extracurricular activities, including athletic involvement, music programs, talent shows, plays, competitions, meets, fairs, festivals, etc., for the nine week probationary period.

Probation will be for a minimum nine-week period, but may extend longer at the discretion of the administration. Any student on probation who receives two (2) suspensions for any reason will be dismissed from school. However, the administration reserves the right to recommend expulsion to the School Board for a student on probationary status at any time, should behavior warrant.

At the end of the nine-week period there will be an evaluation meeting at which time the administration will determine if the student is to remain on probation, to be recommended for removal from school, or released from probationary status.

### **Grounds for Dismissal**

It is not the desire of Northwest Christian School to ever have to ask a student to leave. However, difficult times may come. The following are grounds for possible dismissal. At NCS, we believe that attitude is as important as visible actions.

### **Prohibited Items**

The use or possession of the following items is strictly prohibited on the NCS campus or in any motor vehicle used in transporting enrolled children on a school field trip: any beverage containing alcohol; any controlled substance or dangerous drug; any firearm; all tobacco products; immoral or elicit, sexual behavior, including but not limited to, any sexual activity. In addition, requesting, sending, receiving, or distributing inappropriate pictures.

Any illegal activity is prohibited on campus.

### **Dangerous Objects or Weapons**

No student may have possession of and unlawful use of weapons, dangerous objects, or explosive devices. The possession, carrying, display and/or use of dangerous weapons in a school building, on school grounds, or at a school function is a violation of school regulations and public law.

### **Illegal Substances**

No student may have possession of any alcohol or illegal drug on campus. The possession, carrying, display or use of such substances is a violation of school regulations and public law.

### **Failure of Cooperation from Parents**

NCS believes that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, the school will endeavor to communicate clearly the concerns to the parents and try to reach resolution. If the attitude becomes one of blame shifting, denial, or defensiveness on the part of student and parent, it will not be possible to work together for the good of the student.

Students must be allowed to accept responsibility for wrong actions. While there is agreement of the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.

It is the conviction of NCS that in order to achieve success in the lives of the students, school administration, staff, parents, and students must work together within the objectives and purpose of Northwest.

### **Harassment**

Northwest Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment. Full copies of the policy are available in the school office.

### **Cooperation with Law Enforcement Agencies**

Northwest Christian School (NCS) will fully cooperate with any and all Arizona Law Enforcement Agencies and/or the Arizona Department of Child Safety (DCS) regarding any investigation relating to NCS. If the law enforcement agency or DCS requires an interview with any NCS student, then the NCS Administration shall immediately notify the student's parent or legal guardian prior to the interview and allow reasonably sufficient time for the parent or legal guardian to be present for the interview, except when directed by law enforcement or DCS not to do so, as allowed in certain instances under Arizona State Law. Further, during the student interview, one or more representatives of the NCS Administration shall be present except when directed by law enforcement or DCS not to do so.

### **Revision Policy**

Northwest Christian School reserves the right to change any policy or procedure in the Early Education Handbook at any time when, at the discretion of the School Board and Administration, it deems the change to be in the best interest of the school.