

*Elementary
Student/Parent
Handbook
2017-2018*



*Northwest Christian School
Office - 602-978-5134
Absence Line - 602-978-6953
www.NorthwestChristianSchool.org*



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 elementary student. The faculty and staff are dedicated to providing a Bible based quality educational program.

Communication with families is something we value. You are always welcome to contact the principal or the appropriate staff member if any questions develop during the coming months. The faculty and staff value your ideas and comments that will improve the development of NCS.

It is our desire to see our families informed and aware of the policies and procedures that guide the processes at NCS. Please read the information provided in this handbook. The growth of the elementary school has necessitated the need for these various policies to ensure all aspects of the school are conducted in an orderly fashion.

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

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 world view, 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. Over 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; 1Thes. 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.

Northwest Christian Elementary Expected Student Outcomes (ESOs)

Bible:

Students who attend Northwest Christian School will...

- Understand and express the value of a personal relationship with Christ.
- Know that the Bible is God's Word and the Truth.
- Learn how to apply God's Word in daily life.
- Respect and relate, with integrity, to the people with whom they work, play and live.
- Practice the responsible stewardship of God's creation.
- Know that the underlying purpose of Christianity is to reach others with the message of salvation in order that they know God's love for them and His purposes for them.

Technology:

Students who attend Northwest Christian will...

- Develop an appreciation for the proper use and implementation of technology.
- Develop competency in using technology by integrating across curriculum areas.
- Demonstrate an awareness of safe and ethical technology use.

Math:

Students who attend Northwest Christian School will be mathematically proficient in the ability to...

- Make sense of problems and persevere in solving them.
- Reason abstractly and quantitatively.
- Construct viable arguments and critique the reasoning of others.
- Model with mathematics, and use appropriate tools strategically.
- Attend to precision and make use of structure and patterns.
- Identify and express regularity in repeated reasoning.

Language Arts:

Students who attend Northwest Christian School will...

- Demonstrate grade level proficiency in the areas of print concepts, phonological awareness, phonics and word recognition in order to read grade level literature with appropriate accuracy and fluency.
- Comprehend grade level text of various genres.
- Think critically about texts by analyzing, comparing and contrasting, and evaluating in order to deepen comprehension.
- Articulate ideas and critical thinking through verbal and written conversations that embody standard English grammar and usage.
- Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Fine Arts:

- Develop an appreciation for the arts through exposure to a variety of composers and artists.
- Develop confidence in performing and displaying our artistic abilities through concerts and art shows.
- Demonstrate the ability to use the arts to express glory to God.
- Learn to evaluate performances and art shows through intentional observation of technique and purpose.

STATEMENT OF NONDISCRIMINATION

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 both a written application and a personal interview with a school administrator. Report cards, school records, a pastor's reference form, and prior standardized test scores 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 succeeding academically 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.

RE-ENROLLMENT / RETENTION

Students who fail two or more core subjects (Bible, Language Arts, Reading, Social Studies, Math, or Science) may be required to repeat the grade to remain at NCS.

WITHDRAWAL

When a student withdraws, the tuition will be figured on a per diem basis. Verbal withdrawals will not be accepted. A written form must be completed and signed by the administrator, teachers, bookkeeper, and parent or guardian before the withdrawal is processed. Records will be processed once this procedure is followed. All fees must be paid in full prior to withdrawal.

STUDENT RECORDS AND FILES

Student records are kept on file in the office and must be requested in writing. Student records may be requested through the school registrar. Please allow 72 hours to process the request.

STUDENT FILES

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

STUDENT EDUCATIONAL 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 tutoring, work with dyslexia, 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.

All new student applications are reviewed to determine whether student needs may or can be met with NCS. SES vendors may help to provide the support needed for student academic success. Applications for admission that include an IEP will be reviewed by the Admissions Review Committee prior to acceptance. While not all needs can be met, many can be addressed to provide success for students in the elementary program. This program may provide individualized educational assistance for individual students and group learning labs for those students who struggle in specific content areas.

Students who have been identified by parents or teachers to need academic support may receive resource support in one-on-one sessions or in group learning labs. The fee structure for this service reflects the number of students served and the amount of time invested weekly. Students utilizing this service agree to be enrolled per semester.

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 to check-in before going on campus between the hours of 8:00 AM and 3:00 PM. A visitor's pass will be issued from the office for each guest. Shadowing students must be pre-approved through the school administration. Pre-approval requires making an appointment with the Director of Admissions. Shadowing students are required to be dressed according to our student guidelines. Other students may visit at lunchtime per principal approval but may not go into classrooms without approval.

SCHOOL VOLUNTEERS

People who volunteer on campus in a non-paid position must register as a volunteer and complete volunteer training with NCS. In some instances this will require a background check. Applications to volunteer and volunteer training information is available on the NCS website or through the Director of Human Resources. No person will be allowed to volunteer on campus until the volunteer application and subsequent training has been completed.

PLUSPORTALS and REPORT CARDS

Using PlusPortals is our method to improve communication between teachers and families and consequently improve academic performance. Our goal is to provide the parents with regular information about your student's academic progress in the following manner. Grades are posted on PlusPortals weekly. Conferences are held in fall and spring, generally in October and March. Report cards will be issued at the end of each semester. Parents need to register with PlusPortals to receive this communication tool. Information will be available during Meet the Teacher or Back to School Night. Please contact the office for more information about PlusPortals if needed.

GRADES and ACADEMIC PRACTICES

Letter	Percent
E/A	90-100
G/B	80-89
S/C	70-79
N/D	60-69
U/F	00-59

Formative V Summative Assessment		
	Formative Assessment	Summative Assessment
When	During Learning	After Learning
Examples	<ul style="list-style-type: none"> • Teacher Observations • Team Project • Journals • Exit Passes • Homework • Quizzes 	<ul style="list-style-type: none"> • Unit Test • State or National Tests • Final Projects • Research Papers
Goal	Improvement of Instruction and growth in learning	Evaluation of Student learning/progress

Elementary

Grade	Formative	Summative
Kindergarten	60%	40%
1 st and 2 nd *	60%	40%
3 rd through 5 th *	60%	40%

*Bible/Science/Social Studies – 100%; Math Form 45%/Sum 35%/Fact Mastery 20%

PARENT AND TEACHER CONFERENCES

Each year parents/guardians of every elementary student is afforded two parent and teacher conferences, one in the fall and one in the spring. During this time the teacher will meet with the parents to discuss academic growth and areas of concern. In some grade levels there are student led conferences in the spring. NCS has the practice of one conference per family for each student in the fall and one conference per family for each student in the spring in order to save wear and tear on the teacher with multiple dual conferences. If a parent requests a teacher do two separate conferences, one for each parent, the teacher will either let the alternate parent/guardian listen in through a conference call or record the conversation with a witness present.

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.

Modifications

At NCS we see modifications as changing the workload slightly. Modifications can only be offered at the elementary level if the student has had academic testing provided which indicates a need for the modification and if the area administrator has approved the modification. Modifications may not be provided in the middle school and high school area. Modifications must be noted on the student's report card.

Academic Probation and Behavior Probation

Northwest Christian School is dedicated to the spiritual and academic growth of every student. Academic or Behavior Probation is a tool that the school uses to partner with our families to ensure student academic or behavioral success and to better motivate our students to be all that God has called them to be. Students are placed on Academic or Behavior Probation in one of several scenarios. A student might be placed in academic probation:

- Upon acceptance of the student to NCS when there has been concern about academics and/or social maturity and readiness for school from the prior school or teacher.
- At the conclusion of a semester when one or more of the following occurs: student receives 3 or more D's or 2 or more F's for their classes for that semester.
- There has been a pattern inconsistent with the mission of the school.

For a student to successfully complete a probationary contract the following must occur:

- Student and parents agree to abide by all school policies and requirements outlined in the handbook.
- Student and parents recognize the necessity of working with a teacher to find academic competency in core subjects and to complete missing assignments both of which resulting in grades to rise above an overall 70%.
- Student and parents understand there may be a need for outside tutoring in order to fill possible gaps in learning and increase the potential for future success in core academic subjects.
- Student will take responsibility for learning. Parents in the elementary program may have to provide support and accountability. In the upper elementary program students will take more responsibility with academic planners along with Plus Portals. These will be checked daily for assignments and corresponding due dates.
- Student will maintain good class attendance for the school year. Tardiness to class will not be accepted and may warrant a meeting with the Principal to ensure the student and parents understand the importance of the expectations outlined within this agreement.
- Student will work to maintain a strong behavior pattern, allowing for growth and maturity in areas of conflict, compliance to school protocols and rules and respect for authority on campus.

Students will be on academic or behavior probation for a semester. At the end of the semester, the NCS administration will review all academic or behavior progress to determine whether or not the student will remain on the contract. The possibility of future enrollment at NCS will be discussed and determined at the end of the school year depending on the academic or behavior growth shown during the probationary period. The purpose of the contract is to help the student achieve academic and behavioral success, 70% or above for grade reporting, no major infractions for behavior and ultimately be prepared for the next stage of their academic and school career. With each instance of probation the parents and student agree to work alongside the NCS administration to assist the child to grow personally and academically to be successful at their grade level. The administration will not continue enrollment for students placed on both an academic and behavioral contract at the same time. No student will be placed on academic or behavior probation for consecutive years.

FINANCIAL MATTERS

TUITION PAYMENT POLICY: Tuition is due on the first of each month from August to June. There will be a late fee charged to accounts not paid by the 7th. Those paying the total tuition fee prior to the first day of school will receive a 3% reduction in tuition.

Students whose accounts are 60 days past due may be suspended from school until arrangements are made with the office to bring the account up to date. An insufficient fund charge will be added for all insufficient fund checks.

Payments can be mailed to NCS or hand delivered by an adult to the Administrative Office drop box. We recommend that students not be given the responsibility for delivering tuition payments.

If a student withdraws, remaining tuition will be computed on a per diem basis. Verbal withdrawals will not be accepted. A withdrawal form must be completed and signed by the administrator, bookkeeper, and parent or guardian before the withdrawal is processed.

Families that re-enroll for the following school year must have their tuition account brought current.

SCHOOL HOURS

School hours for the elementary school are from 7:55 a.m. to 3:00 p.m. Students who walk or ride bicycles must leave the school grounds as soon as school is dismissed. Parents, or older siblings, are to be prompt when picking up their students from the classrooms. Please keep your children with you until you leave campus. If a parent/guardian will be unexpectedly late, please call the office. We cannot be responsible for students after 3:15, except for the students in the ASAP program or extended care program. Students who are not picked up by 3:15 will be sent to extended care or walked to the office. There will be a charge for any use of extended care.

There are times that students may utilize the school library before school or after school. In the elementary program the library use after school is not supervised therefore parents will need to be with their student. An elementary student may use the library for reading, studying or taking AR tests until 4:00.

Arrival Procedures:

Drop-off time 7:30-7:55 – Students may be dropped off in the drive-thru lane starting at 7:30. Please use this area for drop off only. Elementary parents may also park in the south lot and escort students to the playground or classroom. Students should not be in the parking lot unattended or left in cars unattended. The library is open at 7:00 AM.

Dismissal Procedures:

3:00-3:15 – Students may be picked-up in the drive-thru lane starting at 3:00. K-5 students will be dismissed from their classroom. Students should not be in the parking lot unattended or left in cars unattended.

At the end of the day teachers must know where children are going and who is taking them. This includes all children in preschool through fifth grade. Children may be released to custodial parents or guardians. If a teacher gets permission for release to someone other than the custodial parent/guardian the teacher will verify identity through a driver's license. When a teacher cannot connect with a custodial parent/guardian through a phone call the student will be taken to the office until a parent/guardian is reached. If children are using the extended care program and are going home with someone other than the custodial parent/guardian, the name must be on the required blue card stating who is picking the child up, with permission from the custodial parent/guardian. Students who are not picked up by 3:15 will be sent to extended care. There will be a charge for any use of extended care. The library is open until 5:30 PM and is available for elementary students to study with parents or take AR tests until 4:00 PM.

OFFICE

The school office is open from 7:30 a.m. to 5:00 p.m. on school days. Students should go into the office only to take care of stated business. As the office telephone is a business phone, students will be permitted to use it only in emergencies. Office hours during breaks and the summer may vary.

ATTENDANCE

Punctual and regular attendance at school is a shared responsibility between the student and his/her parent or guardian. There is a direct relationship that exists between regular school attendance and academic success. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replaced; the benefit of instruction, discussion, and participation is lost forever. Regular attendance is the key to much of the success a student may gain from his/her school program. Students who are absent more than 10%, or 18 days of the school year will meet with the principal to discuss the academic readiness of their child to enter the following grade. The student may be required to repeat the grade if academic readiness is not evident.

If your child is ill, call the absentee line (602-978-6953). Homework may be obtained through PlusPortals as assignments are often posted for parental review. Homework for students that are ill that is requested by 9:00 AM may be picked up at the end of the day in the classroom. The student has two days to make up work for each school day missed due to illness or death in the family. Students receiving an "Incomplete" on a report card have 2 weeks from end of the semester to complete the absentee work in order to receive a grade other than a zero. Homework for students missing school for trips must be requested prior to the absence and the homework is to be returned on the day the student is back from the trip.

We want to develop positive life habits in our students as they view school as an important responsibility in their life. Absence from school is always detrimental to the academic progress of any student. Class discussions and teaching times really cannot be approximated through the completion of a worksheet or through a reading assignment. In addition, make-up tests are difficult to schedule.

12-Day Attendance Policy

Northwest Christian School is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. In accordance with school philosophy, the administration has determined that a student who accumulates more than twelve (12) absences in a given subject within a semester may have to meet with the administrator to determine academic readiness for the next grade. Exceptions will be made only in cases of family death or when the student has verification of a chronic/acute illness documented by a physician. This verification must be turned in to the office upon the student's return to school. (Parents are asked to notify the office when they first learn of the possibility of an extended illness. Arrangements for schoolwork can be made through the elementary office when a student has been absent for three consecutive days.)

Ninth absence	(5% of the school year)	Automatic letter sent home
Twelfth absence in a semester	(15% of the semester)	Parent meeting and attendance contract
Eighteenth absence	(10% of the school year)	Parent meeting and attendance contract

Pre-Arranged Absences

Parents are discouraged from taking students out of school for vacation or for non-school sponsored events. Every effort should be made to schedule vacations to coincide with school vacations. However, if the absence is unavoidable, the following procedure must be followed:

1. The student must bring a note to the office indicating when he/she will be absent.
2. The student will secure assignments from PlusPortal or teachers.
3. Students assume full responsibility for all missed classes and assignments. Days missed will be recorded as excused absences counting toward the 12-day attendance policy. All assignments given to the student during the pre-arranged absence are due on the day designated by his/her teachers. The time and place of any make-up sessions shall be established at the initiative of the student and at the convenience of the teacher. Assignments not completed on time will not be awarded credit.

NCS does not encourage absences for medical and dental appointments, etc. during the school day and prefers parents/guardians to make such appointments before or after school and/or on weekends. A note from a parent/guardian with the student's name, the date, and reason for dismissal must be brought to the office before school starts the day of the appointment. All students leaving school must be signed out by a parent or guardian in the office and signed-in upon returning.

Extended Absence

If a student is out of school for three or more consecutive school days for illness, use PlusPortal to obtain the missing assignments.

Illness

If a student becomes ill during a school day, the student is to request permission from a teacher to report to the health office. A student may not go home unless a school official has contacted his/her parent or guardian.

Make-Up Work

If a student is absent the day before a long-term project is due, **it is still due on the original assigned date**. Long-term assignments must be turned in the day they are due. Students must make arrangements to have projects delivered to school if they are absent. If a situation calls for an exception to this policy, the parent must contact the teacher before the long-term project is due.

Illness, doctor appointments, and a death in the family are reasons to miss school. Keeping the school informed of the reason for your child's absences will help eliminate any misconceptions. We would appreciate that children not be taken out of school for unnecessary trips. Missing school creates a hardship for your child and it has an impact on academic skills and the student's grades. We can give a student the missed assignments, but we cannot make up all they have missed in the way of instruction, review, activities, and practice.

TARDIES: Our school handbook indicates that students with excessive tardies will be notified. Excessive tardies throughout the school year may jeopardize the re-enrollment option of the student for the following school year. Once students reach secondary, after 3 tardies they may possibly have to serve a detention.

We want to develop positive life habits in our students as they view school as an important responsibility in their life. Absence from school is always detrimental to the academic progress of any student. Class discussions and teaching times really cannot be approximated through the completion of a worksheet or through a reading assignment. In addition, make-up tests are difficult to schedule.

School begins at 8:00 a.m. and students may arrive at school as early at 7:30 a.m. and play on the playground until the whistle is blown. The whistle is blown for students to line up at 7:55 a.m. Students are counted tardy if they are not at their desks in the classroom at 8:00 a.m. Please help by having your child on campus by 7:55 a.m. or earlier. It is important for the home and school to work together. Please help us eliminate tardiness.

LEAVING CAMPUS: If a student must leave school before the end of the day, a note to that effect must be brought from home and given to the child's teacher. The parent of an elementary child must check the student out in the main office. Any time a student skips class or leaves the school grounds without a written pass from the office, he/she will be considered truant and subject to disciplinary action.

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. Birthday/Party invitations are not to be handed out at school unless the entire class is invited.

LUNCHES

No student will be permitted to leave the school grounds for lunch unless he/she is signed out in the office by a parent or guardian or parent/guardian approved adult prior to getting the student from the classroom. If someone other than the parent is taking the student off campus, we must have a note from the parent or guardian. Any time a student skips class or leaves the school grounds without a written pass from the office, he/she will be considered truant and subject to disciplinary action at the discretion of the principal.

We do ask that parents pack nutritious lunches that provide hydration and appropriate fruits, vegetables and protein. Students are not to have anything other than water in their desk water bottles. Students may have juice or simple drinks for lunch. We do not want students to have soda or high calorie drinks with their lunch.

Those students that purchase lunches may choose their lunch option and order in the morning in the classroom. Adequate time is given for students to eat their lunch and supervision provides for students to enjoy the lunchtime with peers. Students are not allowed to take lunch to the playground to eat.

There is a table set aside for students with food allergies. Please let the classroom teacher know if your child needs to sit at this table. Peers may join at this lunch table if their lunch is preapproved by the teacher or aide.

PLAYGROUND AND RECESS INFORMATION

State and Federal guidelines require that students get 60 minutes per day of unstructured physical activity. Each child must participate in recess and lunch play time unless the weather will not permit the student to go outdoors. Teachers will not keep students in for more than 5 minutes for behavior or work infractions at any recess or lunchtime. 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

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

The ASAP After School Advantage Program is designed for the elementary student. The ASAP sessions provide opportunities for students to stay after school and do something they love. Parents may sign their children up for ASAP in the NCS office beginning the first week of August. Classes will begin the second or third week of the semester, each semester. Classes vary each year and each semester. In the past NCS has offered Christian Warriors with martial arts, art and drama classes, chess and STEM classes, homework and sports classes as well as dance and foreign language classes. Each vendor signs our statement of faith and has a background check or fingerprint clearance card. Classes are held on campus after school from 3:15 TO 4:30. The classes vary from day to day and the cost for the class is paid for by the parent. Check in the front office for classes each semester, this is a great way for children to develop their talents and make new friends.

Junior Crusaders

The Junior Crusaders Sports Program provides NCS students from Pre-K- 6th grade with an opportunity to pursue their passion of sports in a *fun and Christ-centered environment*. Students will have the unique privilege and experience of playing on a team with their fellow classmates. NCS partners with CCV STARS and NYS to serve our students throughout the school year. Our goal is to help players to develop skills, learn teamwork, and to persevere in the challenges that sports provide. COME AND JOIN US CRUSADERS!

CHAPEL

Chapel services are held once a week for all grades. Chapel is a special time for students and faculty to worship the Lord, fellowship together around His Word, and experience what other ministries around the world are doing. Chapel programs are varied and include pastors, missionaries, teachers, students, musicians, and other guest speakers. Occasionally, there will be a film, musical presentation, or a play. Parents are encouraged to attend Chapel at any time. Please call to verify the day and time.

LIBRARY

Books may be checked out for a two-week period. Fines for overdue books are charged on a per day fee per book. These fees may be paid to the school librarian. Students may accrue fees for damaged or lost books.

INTERNET POLICY

The majority of computers on the NCS campuses are connected to the campus network. The campus network is, in turn, connected to an Internet by way of a "White List" filter, thereby providing safe Internet access to students and teachers at the school. This list contains more than 1000 specific websites plus all .gov, .edu, and .mil websites. Our goal in providing these services is to promote educational excellence by facilitating research, resource sharing, innovation, and communication. Elementary students in fourth or fifth grade may have a tablet for reading and will be provided a school email address, with parent permission. These students will not be connected to the NCS internet.

A full copy of NCS Internet Policy is available in the school office.

CLOSED CAMPUS

NCS is a "closed" campus. This means that no student may leave the campus during the school day without permission from the office. This also means that adult visitors to our campus must state their purpose for coming, and pick up a visitor pass at the office. Please check in at the office each time you

plan to visit during the school day whether it be to drop off a lunch, stay for lunch or help in the classroom. It is not necessary to check into the office at the end of the school day if you happen to be on campus. The front office gates will be closed at 8:05 each morning and opened at 2:45 each afternoon. During the time the gates are locked all visitors will have to enter through the front office for a visitor badge.

SERVICE ANIMALS

There are no animals allowed on the school campus, except service dogs, or unless preauthorized by school teacher/administrator. It is imperative for the safety of everyone that posted policies and rules are followed without exception.

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)

We believe God’s Word has a practical application to the dress and grooming of students. It is appropriate to ask our students to dress modestly and appropriately. Extreme fads and styles in clothing and jewelry that are contrary to our Christian testimony are inappropriate. The NCS dress code is most effective when parents support this philosophy. The dress code has been established by considering various factors such as comfort, safety, modesty, appropriateness and ease of enforcement.

Enforcing the dress code is not the sole responsibility of the school. We expect parents to cooperate with the school in monitoring their child’s daily attire to assure compliance with the NCS dress code.

Denim/Jean Days: When students are allowed to wear denim/jeans (blue or black) the apparel is to reflect the school dress code. Attire must fit modestly, not too tight and not too loose, without rips, appropriate length in skirts and shorts with any décor not being contrary to our Christian testimony.

K-5th grade – Shirts are limited to polo shirts (short or long sleeves). Students are to wear uniform or “Docker” style shorts, slacks, skirts, skorts, capris, or jumpers made from heavy cotton twill or corduroy in black, solid navy or tan (khaki) colors. Please be aware that not all the clothing in the uniform section or department meet our dress code requirements.

- Polo shirts are to be one solid color of your choice. If it has a logo, it must be no larger than a credit card. The logo should not be contrary to our Christian testimony. Shirts have a button placket (no snaps, zippers, laces, etc.), a collar, with long or short sleeves. Shirts must be long enough to fully cover the stomach when arms are raised. Shirts may be visibly layered under a standard polo shirt.
- Pants, shorts, or capris must be of a dress pant twill/cotton or corduroy material. Pants may not be made of spandex, lycra, nylon, rayon or other material that have a tendency to cling to the body. No leggings are permissible for primary pants, they may be worn under skirts. Levis or blue jeans are not allowed, nor are pants made of denim or blue jean material. Pants must be of a navy blue, black, khaki tan color only. For Girls’, Capri pants are acceptable. Cargo pants or overalls are not acceptable. No jeans are allowed for regular school dress days. Shorts are to be longer than the fingertips and no longer than the bend of the knee. Cargo shorts are acceptable.
- Jumpers, skirts, or skorts are to be longer than the fingertips. Skirts may be straight or pleated. Girls are encouraged to wear shorts under jumpers and skirts for modesty. No dresses are allowed. Plaid skirts and jumpers may be worn if they are the NCS approved apparel purchased from Dennis Uniform. They are to be made of heavy twill or corduroy, no jumpers made of t-shirt material are allowed.
- Footwear is limited to tennis/athletic style shoes as students do not dress out for PE until they are in the secondary program. There are to be no inset wheels in any shoes worn on campus. Shoes with laces must be laced tightly and tied securely. Slip on shoes, like Vans and Toms, must stay fast on the child’s feet when walking. It is preferred that students wear socks with their shoes.

GENERAL:

- All clothing must be neat, clean, modest, and fit appropriately. Oversized or too-tight garments are not allowed.
- All outerwear (including sweaters, sweatshirts, windbreakers, jackets, etc.) worn in the classroom must be one solid color or NCS apparel and worn over an approved uniform shirt. Coats and jackets are not restricted to one solid color, but cannot be worn in the classroom. If there is a design, logo, picture, or word, it must be appropriate for a Christian school.
- Hats/caps may be worn outside for protection from the sun. They may *not* be worn in the classroom or any other school building. Hats are not restricted to one solid color. If there is a design, logo, picture, or word, it must be appropriate for a Christian school.
- Girls - No cosmetics are allowed (includes face glitter). Jewelry should be kept to a minimum. Earrings should not "hang" but be solid posts. This protects ears during PE.
- Boys – No earrings are allowed. Hair must be shorter than collars and cut so their eyebrows and at least part of their ears are visible.
- Hair for both girls and boys is to be kept neat, clean and the natural color. Extreme styles are to be avoided.
- The school administration reserves the right to make modifications of the dress code for special occasions such as jog-a-thon, field trips, spirit days, or other fun/reward situations.
- Any attire not described in this policy is not allowed.
- During "dress down" days students must comply with the basic dress code of covering necessities and length of shorts and skirts. No torn jeans may be worn during dress down days.

DRESS CODE VIOLATION POLICY:

Parents have the responsibility to send their children to school dressed and groomed appropriately.

Parents of students in violation of dress code will be notified, and the student will not go out to recess until the violation is corrected.

Students unsure of the appropriateness of any clothing should receive administrative approval before wearing it.

Questions on dress code will be clarified by the administration as they arise. Issues related to dress code matters, including modesty and/or judgment calls are at the discretion of the faculty and administration.

MEDICAL INFORMATION

All students are required to fulfill the State of Arizona requirements concerning health examinations and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required. Students not in compliance with requirements will not be allowed to attend class until immunizations are complete.

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 Health 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.

If a student hits his/her head, there will be an assessment done by the Health Office. The following will occur:

- Parents will be contacted via email or by phone. Parents will be called and emailed if there is any signs or symptoms of head injury. Parents will be emailed if there is no change.
- When in doubt we sit the child out from play when there is an injury or perceived injury.
- 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.

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.

The State Department of Health Services does not allow the school to administer over-the-counter medications to students unless written permission is given by the parent. All medications (Tylenol, Ibuprofen, cough drops, etc...) need to be sent from home in the original container accompanied with a signed medication form (available in the office or online). The school must have one form for each medication to be given with the dosage and time of day it is to be given. The school may administer it to your child acting as your agent. **DO NOT ASK US BY PHONE TO ADMINISTER ANY MEDICATION TO YOUR CHILD. PERMISSION MUST BE GIVEN IN WRITING.**

The same procedure must be followed for administering prescription medication. 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.

Northwest Christian School Infectious Disease 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.

Head Lice Protocol

Students with suspected cases of lice or nits will be referred to the Health 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 Health Office. 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.

Concussion Management and Academics

Specific protocols for students/athletes to return to school after a concussion is essential. Although students appear well physically after a concussion, the extent of symptoms and deficits experienced by the student can be significant.

A concussion is defined by a brain injury that changes the way the brain normally functions. It can be caused by a bump, jolt, or blow to the head causing the brain to move rapidly back and forth. Concussion may seem to be an invisible injury but can affect the student in many ways including physically, cognitively, emotionally, and sleep disturbances.

Northwest Christian has implemented a pre-concussion baseline testing on all High School athletes. This is coordinated by the High School Athletic Trainer and the School Nurse.

Any student with a concussion should be evaluated by an approved, licensed healthcare professional defined by Arizona state law who has experience in managing concussions. They will determine when it is safe to return to school as well as recommended appropriate levels of cognitive and physical activity throughout their recovery process. Providing appropriate support for a student's academic success after a concussion requires a collaborative approach. The team would include the Athletic Trainer, School Nurse, Principal, Dean of Students for the secondary student, and parents.

The academic management of a student with a concussion will be on a case by case basis. This could include shortened or missed school days, no PE or sports, delayed tests and homework, increased test time, and decreased use of computers and I pads. Prolonged school absences will require a signed chronic illness form that can be obtained from the secondary office.

FOOD ALLERGY MANAGEMENT

Please notify the Health Office and the child's teacher if your student has a food allergy. An Emergency Health Care Plan is required to be filled out and signed by the Doctor if your child has been prescribed an Epi-pen. Medication forms for the Epi-pen and Benadryl must be signed and in the Health Office.

NCS cannot guarantee that the student will not be exposed to the particular food allergen. The school will endeavor to eliminate any snacks if possible in the classrooms that contain the allergen. The parents in the classroom will be notified of the food allergen.

A table in the cafeteria can be designated where peanuts or other specific food allergens are not permitted. A list of students with food allergies will be compiled in the Health Office, to be given to the Administration, cafeteria workers, and the appropriate teachers.

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.

SCHOOL USE OF STUDENT PHOTOGRAPHS

The re-enrollment form signed each year by the parents' gives permission for the school to use photographs of children in promotional and advertising material including the website. This permission is for group photographs and includes athletic team pictures. In all cases the students will be pictured, but not identified by name.

There may be occasions where an individual student is pictured and identified by name due to significant accomplishment. In each instance, written permission will be obtained from the parent prior to publication or inclusion on the NCS website. Publication permission may be restricted by contacting the school administration.

ELECTRONIC EQUIPMENT

All electronic equipment (video, audio, and/or games) scooters, and skateboards are not permitted at school at any time. Students who choose to bring any such item to school will have it taken away and returned only to their parent. These items are also prohibited during travel for any school function. The school does not assume responsibility for lost or stolen cell phones.

NCS recognizes that some parents may disagree on grounds and appropriateness of any search of a student's desk or possessions, and may view any such search as objectionable. NCS deeply respects those views and certainly appreciates societal debate on the balancing of privacy of the individual against the protections of the campus from potential danger – which given the spiritual and unique mission of NCS, goes beyond weapons and contraband and includes offensive and inappropriate material. NCS also respects the fact that individual tastes and opinions will vary and that some may disagree with NCS as to what constitutes "offensive" and inappropriate material". While respecting those differences, NCS must necessarily reserve to itself sole discretion as to what is acceptable for its campus.

With the increased use of social media and some parent requests that their child's picture not be posted on social media sites we ask that no parent take pictures of class events and then post on social media sites where students can be identified. Parents may take pictures of their own children and post on social media sites.

The school may impose discipline on students for social media posts, including private posts. Any inappropriate posts, including threats, bullying, sexual content, or offensive and un-Christ like language or comments will result in discipline, including up to expulsion or disenrollment.

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.

Student Cell Phones: No elementary or early ed student cell phones should be out and used before school. If teachers or aides see one out in use they will bring it to the office and parents will have to come and get it from Mrs. Underwood. After school students must be with parents or another adult before they bring their phones out.

DISCIPLINE PHILOSOPHY

Discipline and its application at NCS are grounded in Scripture--see particularly Proverbs 12:1, 13:18, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19.

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline must never be administered vindictively, in anger, devoid of forgiveness nor should it be a personal attack towards an individual. Discipline is ordained of God for the building of character and the training of behavior.

GENERAL CONDUCT STANDARDS: It is the goal of NCS to help our students develop a consistent Christian character and a lifestyle that honors Christ. To produce an environment in which the development of this goal is possible, all students are expected to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school staff and parent volunteer workers.
2. Reverence to the Bible and the American and Christian flags.
3. Proper care of all school and church property.
4. Cleanliness in work, actions, speech and dress.
5. Orderly, courteous conduct in the classrooms, chapel, lunchroom, playground and restrooms. Specific standards for conduct in the classroom, in chapel, on the playground, etc., will be clearly explained to the students by the teachers.

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.

OBJECTIVES: Discipline at NCS has these objectives:

1. To teach children to honor God in word and deed.
2. To develop and maintain the optimum environment for learning.
3. To correct behavior which is disruptive or destructive to the learning environment.
4. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
5. To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

God has given parents the responsibility for the discipline of their children. NCS parents have conferred this authority on teachers and administrators during the school day and in school activities. Teachers and administrators are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. It shall further be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing them promptly of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of this

involvement is to foster understanding, to challenge parents and students alike, to promote supportive behavior, to enlist student cooperation, and to build a like-minded attitude.

Teachers are responsible for the behavior of the children in their classrooms. NCS teachers use proactive discipline techniques and set the standard for acceptable behavior. Every student is given an opportunity to correct unacceptable behavior. If the student does not respond to the teacher's discipline, parents will be contacted and the student may be sent to the principal's office.

The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's age and previous discipline record. The principal shall clearly explain the reason for the discipline to the student. Repentance will be encouraged and the opportunity for expressing this resolve shall be provided. Forgiveness after prayerful and wise consideration is the goal (John 8:10-11). A disciplinary experience is satisfactorily concluded after the consequences have been fulfilled and when there is genuine repentance and forgiveness. The administration reserves the right to provide an avenue of grace should circumstances warrant in all discipline situations.

Sufficient record keeping will be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administrator discussion can ensue. Suspensions and probation are administered by the Principal.

The Discipline Policy applies to students while they are on campus, in NCS operated vehicles, or at recognized school functions.

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 violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

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. If you are aware of any type of harassment between students, between staff, or between student and staff, please report the incident to your student's principal. Full copies of the policy are in the office.

COMPLAINTS:

Every parent, teacher and student should follow the complaint procedure. This should be taught as early as possible during the school year. When parents, teachers and students understand the plan God has given us for settling strife, the school and home will run smoother.

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.

Zero-Tolerance Policy of Northwest Christian School:

The desire for students to grow in their walk with Jesus Christ through loving discipline is the fundamental aim of the disciplinary policies at NCS. It is the belief of NCS that certain violations of school rules and objectives warrant discipline of a more rigorous consequence. Such violations include, but are not limited to, noncompliance to the Zero-Tolerance Policy adopted by Northwest Christian School. This policy is in effect twenty-four hours a day, seven days a week, and three hundred and sixty-five days a year. This policy officially commences upon the student’s admission to NCS.

Northwest Christian School has a ZERO-TOLERANCE Policy for the Following offenses

1. Possession, use, sale or distribution of alcohol or drugs or acting as an accessory. Abuse or misuse of prescription or over-the-counter medications.
2. Possession or use of explosives, firearms, or any other dangerous weapons on or off school grounds in an illegal manner.
3. Immoral or illicit sexual behavior, including, but not limited to, any sexual activity. In addition, requesting, sending, receiving, or distributing inappropriate pictures.
4. Any illegal activity

Any offense of the zero-tolerance policy will result in the immediate removal of the student-at-fault from school. Once the administration has determined that a Zero-Tolerance infraction has occurred, the student-at-fault will immediately be issued a minimum two (2) week out-of-school suspension. During the interim period, the administration will issue a recommendation of expulsion to the School Board, in accordance with the stated policy. The administration will present to the School Board the facts of the occurrence(s) including the means by which the infraction was brought to the attention of the administration, the demonstrated willingness of the parents to work with the NCS administration, the observable attitude of the student-at-fault, and the overall disciplinary record of the student-at-fault. The School Board will then ultimately determine the final decision regarding expulsion.

Future Enrollment Status of an Expelled Student:

In the event that a student is expelled from school, the opportunity for future enrollment may or may not be afforded. If the School Board determines that an expelled student may be considered for future enrollment at Northwest Christian School, a directive will be given to the administration to develop a timeline and a Restoration Plan that must be agreed upon by all parties involved. This restorative plan is much more than simply a protocol leading to future enrollment, but rather it is to establish measurable and observable standards and mechanisms that will be used to determine if a sincere life-style transformation has been achieved in the life of the student. The purpose of the Restoration Plan is to work with families who uphold and demonstrate goals for their children that are common to the goals of Northwest Christian School. Recognizing that young people make mistakes, we aspire to toil hand-in-hand with families who desperately desire for their children to follow Jesus Christ wholeheartedly. It is with such families that we have committed to endure hardship with, as we seek to assist in directing a child back to the loving and

forgiving arms of Jesus. Without apology or regret, Northwest Christian School has no intention or sincere interest in devoting the compulsory time and resources toward restoration without the acquiescence and collaboration of the family. Otherwise, any such restorative plan must be considered counterproductive, degenerative, and ultimately destined to failure.

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.

Attitudes Reflecting "Flaunting of Sin":

As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices that would reflect a non-Christian lifestyle. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.

If the student's attitude begins to transmit an undercurrent of glamorizing sin, or set a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

Attitudes which Create Negative Tenor for Other Students:

Proverbs speaks repeatedly about the power of a person's influence in others' lives. Each student has to make their own choices and no student can force others into wrong attitudes or actions. Yet occasionally one or two individuals can create a negative atmosphere and tenor, which continues to pull others down into wrong attitudes or conduct.

While NCS requests that all students acknowledge faith in Christ, it is realistic to admit that there are students who have not made a personal commitment to following Christ. At NCS, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.

Attitudes which Continue to “Dampen” Spiritual Growth in Others:

This would include any kind of mocking of the things of God, or the creation of “peer pressure” that would make spiritual growth difficult for others.

Verbal and Physical Altercations to Fellow Students and/or Teachers:

An altercation can be physical, verbal, emotional, & cyber (which includes email, [cell phone](#), Facebook, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered inappropriate. This includes, but is not limited to a person’s race, religion, color, gender, disability, national origin, or any other unique characteristic. This behavior will be considered inappropriate whether it takes place on or off school property, at any school function, or in a school vehicle. It is crucial that NCS be a safe place, even emotionally. Consequently, this behavior from or toward students or staff will not be tolerated and may be grounds for dismissal.

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 ARIZONA 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 reasonable 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 Elementary 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.