



Student Handbook

904 Shaw Road
Puyallup, WA 98372
253-845-5722
Fax: 253-604-0490

www.nwchristianschool.org

Mission Statement

“Educating for Today, Training for Eternity”

By seeing and treating each child as God’s gift

By showing each child the keys to a personal friendship with Jesus Christ.

By preparing individuals mentally, physically, and spiritually for a place in His service today and tomorrow.

By challenging individuals and groups to academic excellence and a lifelong habit of learning.

Our Core Values--CHERISH

Christ-centered living:

Reflecting God’s character in attitudes and actions. “You come to Him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5 (God’s Word translation)

Honor: Showing value, dignity, and high regard for people and property. “Honor everyone. Love brotherhood. Fear God.” 1 Peter 2:17 (Holman Christian Standard Bible)

Exploration: Discovering new information to gain a deeper understanding of God and His creation. “For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see His invisible qualities – His eternal power and divine nature.” Romans 1:20 (New Living Translation)

Responsibility: Following directions, completing tasks, and taking ownership of choices, words, and actions. “In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3:23 (Easy to Read Version)

Integrity: Being truthful, fair, and deserving of the trust of others. “Even young people are known by their actions, whether their conduct is pure and upright.” Proverbs 20:11 (CEB)

Service: Working for the benefit of others. “Use your freedom to serve one another in love.” Galatians 5:13

Heroism: Making decisions that align with convictions and beliefs even if it means standing alone. “Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9 (NIV)

Our Goals

Northwest Christian School seeks to

1. Create an environment where staff and students view God as the most wonderful person in their lives and the joy of this relationship is openly shared on campus and radiated into the community.
2. Establish a curriculum which addresses the needs of students so all can attain their potential.
3. Nurture interpersonal skills and emotional growth among community, family, and peers.
4. Promote a community of parents and church constituents who work together for the greater good of the school and the success of its individual students.
5. Make the benefit of SDA Christian education available to all who desire it while ensuring the financial integrity of the school and the proper maintenance of its facilities.

Desired Outcomes:

We are committed to our goals so that students will

1. Have the opportunity to accept Jesus Christ as their personal Savior, commit their lives to God, and develop a desire to do God's will in every area of living.
2. Develop Christian leadership skills enabling them to give service to God so that the body of Christ might be built up
3. Develop an appreciation and desire for academic excellence and demonstrate competence in communication, thinking, and quantitative skills along with other academic areas foundational to schooling at the next level.
4. Learn to live a healthy and balanced lifestyle in activity, dress, eating habits, and temperance.
5. Respect themselves and each other and display responsible citizenship.
6. Develop an appreciation for the dignity of labor, along with a general awareness of career options appropriate to their interests and God-given abilities.
7. Develop a joy of learning that lasts a lifetime.

General Information

Northwest Christian School is a Christian co-educational Preschool – 8th grade school owned and operated by the Washington Conference of Seventh-day Adventists. This school was established with the purpose of assisting in the development of the whole person – mentally, physically, socially, and spiritually. The history of the school dates to 1960 when Nelson Crane opened on Shaw Road in Puyallup, Washington. After years of educating children the Board adopted a new plan to create Northwest Christian School. The new building project began in June 2007.

Northwest Christian School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and The National Council for Private School Accreditation (NCPA). Northwest Christian School is affiliated with the Washington Conference of Seventh-day Adventists and the North Pacific Union Conference of Seventh-day Adventists.

Northwest Christian School is supported by the Puyallup Seventh-day Adventist church:

Puyallup Seventh-day Adventist Church

902 Shaw Road

Puyallup, WA 98371

253-848-5548

www.PuyallupSDA.org

Admissions Information

No religious affiliation is required of any student entering the school, but it is required that every student who presents himself/herself for admission to the school pledges to observe willingly all its regulations, to maintain a positive attitude, and to uphold the Christian principles upon which the school is founded. Parents seeking admission of their children pledge to support the principles and Christian ideals for which the school stands.

Admission is available to students of any race, religion, color, nationality, or ethnic origin. The school does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs.

Readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents/ legal guardians and by the school administrator. Adventist schools accept children in accordance with compulsory state requirements. Placement within the system is based upon criteria stated in the North Pacific Union Conference education code.

Students are to be admitted to kindergarten only if they shall have attained the age of five years on or before August 31 of the current school year. Students are to be admitted to the first grade only if they shall have attained the age of six years on or before August 31 of the current school year.

The Admissions Committee of Northwest Christian School is charged by the Board of Directors with the task of admitting students. The Committee makes its determination through application and assessments.

The Committee looks for:

1. Families who share beliefs and goals similar to those identified in the school's statement of faith and philosophy of education.
2. Acceptance into Northwest Christian School is not guaranteed and the school reserves the right to deny admission to a student or family if it believes the student or school is best served by this decision.
3. The Admissions Committee makes its decision after careful consideration and prayer.

Seventh-day Adventist schools have not generally been established for the purpose of offering academic programs for students with an IEP/ISP and may be unable to accept students who have physical, academic, or behavioral problems. Parents/legal guardians must submit full disclosure of all diagnostic/medical/psycho-educational reports to appropriate school personnel before registration in order to determine if the student's educational needs can be met.

Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above.

Attendance

Attendance at school is critical to the success of the student. Lectures, discussions, and activities are carefully planned by the teacher to enhance lessons and book work. Some work can be made up, but the student may be unable to recover all that was lost in a particular school day when he or she is absent.

North Pacific Union Code states that each student is expected to attend school punctually and regularly. Attendance will be taken at the beginning of each school day. Students should be in their classrooms and seated by 8:30 a.m. or they will be marked tardy. Students not in attendance by 8:30 am will be counted absent. If your student is absent, excused or unexcused, a phone call to the school should be made **before 8:30** a.m. the morning of the absence. Students arriving late or leaving early must sign a yellow slip in at the administrative office when they arrive/leave.

The student/parent responsibilities for school are:

- Student attends school for all days of the established school calendar
- Student appears in class on time, prepared for academic endeavor
- Students must participate in his/her P.E. class unless he/she has a doctor's/parent's note stating otherwise.
- Student contacts teachers immediately upon return from absences to arrange to complete all makeup work assigned and to establish when this makeup work is due. Work may be required to be completed and submitted in advance of a planned absence at the discretion of the teacher.

Excused absences only include illness of the student, attendance at a funeral, court appointments, and unavoidable medical/dental appointments. To be excused for scheduled medical/dental appointments or other pre-arranged absences, a student should obtain a Planned Absence Request form from the administrative office. After having that form signed by each of his/her teachers and parent, the student should return the form to the administrative office. Permission should be arranged before commitments are made and plane tickets are purchased.

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed. Routine dental or medical treatment should be arranged outside of school hours when possible. Vacations and family outings are unexcused absences; please try to plan these events during school breaks. A parent may be asked to meet with staff if absences become excessive.

Any student electing to miss a performance responsibility without approval of the Administration will receive a zero for the performance.

Background Checks: To increase safety for our students at Northwest Christian School, all employees, volunteers who regularly interact with students and accompany students on field trips, must pass a thorough background check which is conducted by a private security firm. Forms are available at the front office

Cell Phones and Personal Calls: Though we recognize that cell phones have become nearly an extension of ourselves, we maintain that they pose a distraction to our students during the school day. As such, we discourage students from bringing cell phones to school. However, if a student possesses a cell phone on school property during the school day, the following rules apply:

1. The cell phone is to be turned OFF or placed in AIRPLANE mode during school hours and be kept either in the student's locker or bag/backpack (8:15 AM-3:30 PM)
2. Cell phones should not be used during lunch, recess, bathroom breaks, or at any time without the express permission of a teacher or administrator.
3. In the event of an emergency, a student may be given permission by a teacher or an administrator to use his/her cell phone to call a parent or guardian.
4. Parents should not use the student's personal cell phone number to call or text their student or expect to receive a call or text from their student during the school day. If a parent needs to make contact with a student during school hours, he or she may contact the school office and a message will be conveyed to the student.
5. Cell phones and electronic devices of any kind must be turned OFF and stored out of sight during testing and examinations. If a cell phone or electronic device is discovered on a student's person or within reach of a student during an examination, the test materials will be confiscated and the student will receive a failing grade for the examination.

The school is not responsible for a cell phone or electronic device that becomes lost, stolen, or damaged on school property. Failure to abide by the cell phone policy will result in the confiscation of the phone which will be held in the office and returned to the parent at the end of the day. More than one violation of this policy may result in disciplinary action by administration.

Classroom Rules: Individual classroom teachers will make available the rules of their own classroom. Rules made by individual teachers for their own classrooms or by the faculty for the school as a whole will apply equally with the rules printed in this handbook.

Closed Campus: Northwest Christian School operates as a closed campus. Students are expected to remain on campus from the time they arrive on campus in the morning until after the conclusion of their school, music, or athletic activities or After School Care program at the end of the day. If a student needs to leave the campus early for any reason, permission must be provided by the student's parent or guardian and a reason must be provided to the administration (e.g. physician or dentist appointment, etc.). Parents must check out with the student's teacher prior to the student leaving campus.

Closings/Delayed Starts: In the event of inclement weather, Northwest Christian School follows the decisions made by the Puyallup School District for closures and/or late starts. Northwest Christian School posts closings and delays on local News stations, our Northwest Christian School Facebook page, email via Renweb Parent Alert system, and our school website

www.nwchristianschool.org. As always, please make decisions based on the safety of your family. When school is in session and your child cannot attend, please contact the teachers to make up any assignments missed.

A delayed start may be implemented due to weather conditions. In general, a delayed start means that classes will start one/two hour(s) later than usual. If a late start happens on a Friday, the school day will be extended due to the time of a late start. When starting late, there will be no before school care offered. As a rule of thumb, school will be open if Puyallup public schools are open.

E-Day Work: Northwest Christian School accounts for a number of school closures in the academic calendar. In the event of unscheduled school closures above and beyond the allotted number of snow days in the academic calendar, students may be required to access NCS E-Day forms online at the school website. Each classroom will have E-Day activities and work posted under their individual classroom links. Parents need to download and sign the E-Day Documentation Form, also available on our website. Students who do not turn in E-Day forms within a week of the school closure will be given an unexcused absence for the closure day.

Code of Conduct:

1. **Academic Integrity:** Students are expected to submit their own work. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident. Students are also prohibited from forgery of any school documents, including falsification of signatures.
2. **Disrespect:** Students are expected to respect the authority of teachers, substitute teachers, staff, and administrators. Parent volunteers, visitors, or guests of Northwest Christian School shall be afforded the same respect by the students and staff. Students are also expected to show respect for their fellow students and for others' property.
3. **Harassment and Bullying:**
 - a. Anti-Bullying Program: The purpose of this program is to create a school environment that is safe both physically and psychologically. Students should feel part of a caring community that uplifts, supports, and strengthens them. Students should not participate in bullying behavior which includes verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (willfully attacking, disturbing, tormenting, or forcing another student to do something he/she does not want to). Bullying is defined as
 - i. the act of targeting another person for repetitive negative actions
 - ii. where an imbalance of power exists so that the victim cannot defend him or herself
 - iii. including physical aggression (destruction of property, threatening violence), social alienation (spreading rumors, racial slurs, excluding from group), verbal aggression (name calling, teasing), and intimidation (graffiti, coercion, taking possessions), including over social media, the internet, phone, or in person.
 - b. Harassment: Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's age, race, creed, color, national origin, medical condition, physical disability, or gender. Harassment can occur at any time during school or school-related activities and includes but is not limited to:
 - i. *Sexual Harassment:* Includes unwelcome staring, gestures, sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Sexual harassment may also include, but is not limited to, shoulder massages, touching of clothes, hair, or body, patting, pinching, hitting, wrestling, brushing against another's body, invading personal space, and other verbal, written or physical contact of a sexual

nature. Possession of sexually graphic or explicit material will also be considered creation of a hostile environment.

- ii. *Physical Harassment*: Unwanted physical touch, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Students who observe conduct of a harassing or bullying nature or who are being subjected to any form of harassment or bullying by an employee, fellow student, volunteer, or teacher are encouraged to report the incident(s) to a teacher, administrator, or staff member without delay. Because some forms of harassment are also considered abuse, school employees are required by Washington State law to report allegations of harassment constituting abuse to the authorities.

4. **Cubbies and Backpacks**: Areas used by students to store their books and belongings (such as cubbies) are school property and may be searched by administrators at any time. Backpacks and bags are for the storage and transport of school related items and personal effects. The administration reserves the right to inspect a student's bag or backpack at any time. Because of the school's limited ability to track items removed from unattended backpacks and bags, students are encouraged to leave items of value, such as large sums of money, expensive watches, jewelry, and electronics, at home. The school is not responsible for items of value misplaced by students during the school day, after school activities, on field-trips, or other off-campus activities.
5. **School Transportation and Car Pool Conduct**: Students shall comply with drivers' requests while on the school van or other designated vehicles. Any behavior that distracts the driver and reduces his or her capacity to drive safely will not be tolerated. Students must remain seated, show respect for other passengers, and keep all body parts inside the van and out of the aisles.
6. **Theft and Vandalism**: Students are expected to respect the property of the school, other students, faculty, and staff. Any student who defaces, destroys, or takes without permission the property of others will be held financially responsible for reparations in addition to disciplinary consequences deemed necessary by administration.
7. **Fighting/Physical Contact/Roughhousing**: Fighting or striking another student is an unacceptable means for settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to administration. Roughhousing may result in injury and should be avoided.
8. **Language**: The use of profane, obscene, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also prohibited.

9. **Major Disruption:** Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Students who fail to respect the teacher and cause a disruption in the classroom will be referred to the principal for discipline.
10. **Supervision:** Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after school.
11. **Public Display of Affection and Sexual Contact:** Northwest Christian School believes that students in our school, including those of the junior high age, are too young to pursue personal relationships with each other. With this in mind, we encourage our students to develop multiple friendships. If it becomes apparent that a couple is spending an excessive amount of time together or participating in public displays of affection, they will be counseled by administration or be placed on social restriction as deemed necessary by the administration. Students involved in any form of sexual behavior (e.g. petting, sexual intercourse) will be subject to suspension or expulsion as determined by the discipline committee.
12. **Possession alcohol and drugs:** Students are not permitted to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Abuse of prescription and/or over-the-counter medications or tobacco is also prohibited. Possession of banned substances includes having said substances on the student's person or within an area of his/her control including, but not limited to, locker, books, clothing, bag or backpack, or some other location known to the student. Students may be placed on immediate suspension pending investigation of incident(s) involving banned substances.
13. **Weapons and Gang Activity:** The use, possession, sale, or furnishing of any weapon, knife, firearm, explosive, or other dangerous device, including fireworks, is strictly prohibited. Participation in gang activity including, but not limited to, possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited. Harassment of others or recruitment for gang membership or activity will not be tolerated.
14. **Civil Authority:** Should a student choose to participate in any act which is in violation of civil or criminal law, that act will be reported to the proper authorities in addition to being referred to the school administration.

Failure to Abide by Code of Conduct: Incidents constituting failure of a student to abide by the Code of Conduct will be referred to the principal who shall decide if the matter should

be taken before the guidance committee. The following guidelines will be used by the principal and the guidance committee when evaluating the appropriate action to be taken.

Offenses may result in the following:

- behavioral probation
- behavioral probation and 1-2 day in-school suspension
- 3-4 day at-home suspension
- student asked to withdraw from school

Communication:

1. Social Media: Website (www.nwchristianschool.org) and Facebook
2. Weekly school wide Monday Memo and classroom newsletters.
3. RenWeb: Parents will be provided with instructions on accessing their student's grades and other classroom information on RenWeb. The teachers will keep this information updated on a regular basis.
4. Parent/teacher conferences are scheduled twice per year on days designated on the school calendar. Additional parent/teacher conferences may be scheduled with a teacher in advance.

Daily Schedule:

Monday-Thursday from 8:30 a.m. to 3:15 p.m.

Friday from 8:30 a.m. to 1:00 p.m.

Doors and classrooms open at 8:15 a.m. and Parent Pick Up time ends at 3:30 p.m. (Monday-Thursday) and 1:15 p.m. (Friday). Students not picked up by 3:30 p.m./1:15 p.m. are enrolled in After School Care. Charges apply.

Disaster Preparedness: Northwest Christian School has a Disaster Alert Plan which covers, among other scenarios, fire, earthquake, Lehar and intruder. Campus wide drills are held regularly.

Dress Code: Please refer to the Northwest Christian School Dress Code available on our website or from the school office.

Extended Day Care: Northwest Christian School operates before school care from 7:00 am to 8:15 a.m. and after school care from 3:30-6:00 p.m. Monday – Thursday and Friday from 1:15-4:00 p.m. Students who have not been picked up by the end of the school day will be escorted to Extended Day Care. The pre-payment card has been structured in half-hour increments, any portion of a half hour that is used will be billed at the half hour rate. For added security of the students, each guardian must sign in and out daily so students will never be unsupervised. A

release form must be on record and signed by a guardian if any other individual is picking up your child/children. Identification may be required. After 6:00 p.m. Monday-Thursday or after 4:00 p.m. on Friday your child/children will be charged \$1.00 each for every minute until you pick up your child.

At the time of closing every effort will be made to contact the parents. Next, we will call other authorized contact people. If we cannot reach any of these people by 7:00 pm Monday-Thursday and 5:00pm on Fridays we will contact CPS or Puyallup Police Department to report an abandoned child.

If you are going to be late, call 253-209-7299 to inform staff of your situation and make other arrangements for your child to be picked up.

Thank you for cooperating to make this a safe and secure program.

A notice will be given when no time is remaining on your card. If your child/children arrive for supervision and an additional card has not been purchased, you will be charged double until a card has been purchased. If this bill is not paid promptly, the matter will be referred to the School Board.

When you are on campus before or after school your child/children must be with you; otherwise, they will be escorted to the EDC area where you will be charged.

Thirteen-year-old After School Care Policy: Under state regulations, once students turn thirteen-years-old, they are no longer permitted to be admitted into the Northwest Christian School after school care program. All possible arrangements need to be made to have your child picked up by 3:30 p.m. after their thirteenth birthday.

All students in this program are expected to follow the code of conduct and follow the policies of the school Handbook. All incidents will be reported to the Director of ECEC. If students have behavior problems, they may face disciplinary action or dismissal from this program.

Electronic Devices (Personal): Use of entertainment and music playing devices is not permitted during the school day. Headphones, earbuds, or similar devices are not permitted during school hours. Personal computers, laptops, i-pads, tablet computers, or other such devices may be used for educational purposes if permitted by the classroom teacher. However, these devices should not be used outside the classroom without supervision at any time.

Field Trips: Teachers often plan off-campus field trips to enhance classroom learning. Day trips to local educational sites are taken by various classes each year. Field trips, though part of the lesson plan for the class, are considered a privilege, not a right. Students with poor attendance, poor grades, or inappropriate behavior may be excluded from trips, even if that trip is part of the curriculum for a class. Students who behave inappropriately on school trips will receive disciplinary action by administration upon returning to school.

Fundraising and Donations: It is our goal to keep tuition and extra-curricular costs as low as possible for the benefit of our families. Fundraisers are conducted to provide money for

classroom needs, clubs, trips, and designated school projects. We appreciate student, parent, and constituent support of these projects though participation is strictly voluntary. Donations to the school are tax deductible.

Grievances: We realize that from time to time concerns or disagreements may arise between members of the Northwest Christian School community. In such cases, the following procedure should be followed in order:

In matters concerning a parent and teacher:

1. A parent/teacher conference should be scheduled to identify the problem and to discover the facts.
2. A second conference involving the parent, teacher, and principal should be scheduled if concerns remain unresolved during the first meeting. A written record of the discussion and outcome should be kept and signed by all present.
3. If unable to resolve the problem, the parent or principal should present, in written form, the issue to the school board chairman who will decide if the problem requires the involvement of the executive committee and/or the entire school board. The Conference Superintendent of Education shall be present for any such meeting of the executive committee and/or school board.
4. If the parent or teacher is not satisfied with the results of the preceding steps, the matter will be referred to the Conference K-12 Administrative Council and all written records from the previous meetings will be provided to the Council. A written record of the decision of the Administrative Council will be returned to the concerned parties and the decision considered final.

In matters concerning a parent and decisions made by the school board and/or any school board committee:

1. The parent should provide to the school board chairman their concerns in writing and a meeting of the principal, school board chairman, and the parent will be scheduled. The school board chairman may include members of the executive committee in this meeting if deemed necessary and/or helpful. A written record of this meeting should be kept and signed by all parties in attendance.
2. If no resolution is achieved in the first meeting, a meeting of the parent, principal, school board chairman, and Conference Superintendent of Education should be scheduled. A written record of this meeting should be kept and signed by all parties in attendance.
3. Any unresolved issues may then be referred to the Conference K-12 Administrative Council and all records of previous meetings will be

provided to the Council. A written decision by the Council will be provided to all concerned parties and will be considered final.

Home and School: Parents and community members maintain an active Home and School organization which coordinates many activities throughout the school year. Families are encouraged to volunteer and be an active part of this organization.

Home School Program: We support parents who choose to homeschool their children and in doing so, seek ways to strengthen homeschool education for students in these programs. We recognize that schools have resources and professional expertise which may be helpful to the student and unavailable to the parent at home. Parents often search for outside programs to enhance their child's education and provide social growth. Northwest Christian School offers opportunities for homeschooled students to participate in various programs such as music, sports, art, individual classes, and other aspects of student life. Parents should contact Northwest Christian School administration for information about programs available to homeschooled students.

Hot Lunch: Northwest Christian School is thrilled to offer a hot lunch program. If a student forgets a lunch a hot lunch meal will be offered and charged to their account.

Illness and Medication Administration: Students should remain home if they are ill. Illness requiring a student to stay at home include, but are not limited to, vomiting, diarrhea, lice, a temperature of 100.0°F or greater, suspected contagious illness (such as impetigo, ringworm, chicken pox, pink eye, influenza, "stomach virus," etc.), or if the student is not yet recovered from an illness. Students must be fever-free (temperature of less than 100.0°F) without use of fever-reducing medications (such as Tylenol or ibuprofen/Advil) for a minimum of 24 hours prior to returning to school. If a student becomes ill or is injured at school, immediate action will be taken to insure the student's safety and wellbeing. Parents will be contacted and asked to take a student home or to transport their student to receive medical care in the event of an acute illness or injury. 911 will be called and the student transported to the nearest appropriate hospital facility in the event of injury which poses risk to life or limb. If we are unable to reach a parent or guardian, the individuals listed as the alternate emergency contacts will be notified as soon as possible.

School personnel is not permitted to administer medication (prescription or non-prescription) to any student without explicit written permission and instructions on the state mandated form from the prescribing provider and only if there is a reason that the medication must be administered during school hours. Please obtain forms from the school office.

Immunizations: Records showing up-to-date immunizations or a signed waiver must be presented before the first day of attendance. Information on required immunizations is available in the school office.

Insurance: Student insurance is provided to students of the school for accidents occurring during school functions. Specifics about costs and coverage limits are explained in a brochure available at the school office.

Internet and Social Media: Northwest Christian School urges parents to monitor their students' internet access at home. Though the school cannot block every inappropriate website, we monitor students' access to the internet and apply filters to make accessing inappropriate sites more difficult. Social media sites are not to be accessed from school computers. At any time if students are accessing inappropriate websites, posting negative comments online, sending or forwarding inappropriate material, cyber bullying or harassment constitutes a violation of the school's internet policy and may result in the student losing internet privileges in addition to disciplinary action.

Library: The school library is available for student use. The student will be charged the cost to replace any book not returned within one month of the due date. Reference materials should not be removed from the library. Students are expected to treat books checked out from the library with care. Replacement fees may be assessed for any book that is damaged beyond normal wear and tear or that is lost.

Lost & Found: All unmarked items left at school will be disposed of if unclaimed for thirty days.

School Board and Meetings: The school board is the official governing body of Northwest Christian School. The school board selects staff, develops policies, promotes the school, implements conference policies, and supports staff (all under the direction and guidance of the Washington Conference of Seventh-day Adventists).

Board members are selected by constituent Adventist churches. Meetings are typically held once a month on a specific week and day. Check for the current year's schedule.

Meetings are open to visitors. If a visitor has an item for the agenda, contact the principal or chairperson 2 weeks in advance of the meeting.

Due to the sensitive nature of some agenda items, an executive session may be scheduled. At these times meetings are closed to visitors.

Skateboards, Bicycles, Rollerblades: Due to insurance and liability issues, skateboards, roller skates, and rollerblades are prohibited on school property. A student may ride his or her bicycle to and from school with the express written consent of the parent to the administration. Bicycles used to commute to and from school should remain secured during the school day.

Sports Program: Our sports program is offered to provide students an extra opportunity to improve their sports skills. It is the goal of the program to instill a sense of cooperation, teamwork, and sportsmanship in the students who participate. In order to participate in extracurricular sports, students must be in good academic standing with no current incompletes,

no failing grades, and no D grade in any class or be on academic probation for any reason. Any additional fee to participate in extracurricular sports is the responsibility of the student.

Traffic flow: Morning drop off and afternoon pick up abides by a traffic flow map. If you would like to talk with the office or your child's teacher, please park and come into the school. Traffic signs are posted for your safety.

Volunteers: Northwest Christian School enjoys partnering with volunteers to supplement our program. Please see the front office to fill out the necessary paperwork and background check to be a part of this program.

Visitors: All visitors must register at the office before entering a classroom. Parents are welcome to observe the school program in action with prior arrangement with administration at least one school day in advance. Siblings of students who are not students at Northwest Christian School should be accompanied by a parent whenever present on school grounds.

Worship Attendance: Northwest Christian School is a Seventh-day Adventist Christian school and, as such, has worship and Bible study integrated into the curriculum. Students are expected to attend and participate in weekly chapel programs, daily classroom worship, and Bible study activities.

NCS Traffic Flow

Load or unload students by

- 1) parking in marked spaces and coming inside, or
- 2) stopping at the front curb in a single lane and staying at the wheel. During the 15 minutes immediately after school dismissal staff will bring students out to waiting cars*.

When you are ready to go, you may turn out into the left lane to go around those still loading or unloading. Form a single lane again upon turning left from the curb area.

**Note: Preschool students must be brought into and picked up from the preschool classroom.*

