

Northwest Adventist Christian School

School Handbook

2018-2019



10570 Randolph Street
Crown Point, IN 46307
219-663-4472

TABLE OF CONTENTS

PHILOSOPHY AND MISSION STATEMENT.....	3
ADMISSION.....	3
NONDISCRIMINATION STATEMENT.....	3
MEDIA RELEASE.....	4
REGISTRATION AND TUITION.....	4
DISCIPLINE POLICY.....	4
ATTENDANCE POLICY.....	6
HOMEWORK POLICY.....	7
CLASSWORK POLICY.....	7
GRADING POLICY.....	8
INTERNET ACCEPTABLE USE POLICY.....	9
DRESS CODE.....	10
LUNCH.....	10
WATER BOTTLE.....	11
GUM/SNACK POLICIES.....	11
MEDICATION.....	11
TOYS & PETS.....	11
CELL PHONE POLICY.....	11
WEATHER CLOSING.....	12
GREIVANCE PROCEDURES.....	12
HANDBOOK ACKNOWLEDGEMENT FORM.....	13

INTRODUCTION

In conjunction with the Student Handbook and Discipline Code prepared by the Education Department of the Indiana Conference of Seventh-day Adventists, the Northwest Adventist Christian School has prepared this policy book with some specific guidelines voted by the local School Board. PLEASE, READ THEM CAREFULLY.

PHILOSOPHY AND MISSION STATEMENT

Seventh-day Adventist education is dedicated "to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of His creation might be realized" (Education, pages 15, 16).

The Northwest Adventist Christian School strives to develop the spiritual, academic, and physical growth of every student according to God's biblical standard. "Train up a child in the way he should go, and when he is old he will not depart from it" (Proverbs 22:6).

ADMISSION

The Northwest Adventist Christian School is operated for the benefit of Seventh-day Adventist children from the constituent church. It is the desire of our School Board that every child of school age be in our school. Only those students should apply for admission who are in full harmony with the standards of Christian education and who will cheerfully endeavor to live in harmony with the principles and regulations of the school.

Students of other religious beliefs are welcome provided there is an opening and that they will observe all regulations of the school. Applications for admission may be obtained from the principal. These must be submitted to the head teacher. Students applying for the first time to NWACS will be contacted for an interview. The application and interview will undergo consideration and recommendation to the School Board, who has final approval for all admissions. New students will be placed on probationary status for one month.

NONDISCRIMINATION POLICY

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

MEDIA RELEASE

Students enrolled at Northwest Adventist Christian School will be photographed and included in our yearbook and other school publications. This includes but is not limited to news reports, web pages, brochures, and other sources of media. All rights, title, and interest in the photography and media outlets belong to said school and there will be no student or family financial compensation for the use of any of the photos or media. Northwest Adventist Christian School has the sole control over them to edit, copy, alter, and revise them. Northwest Adventist Christian School further retains control over their use and distribution.

REGISTRATION AND TUITION

The registration fee is \$350, and tuition is \$3200 for the first child in the family (\$2890 for second child in the family) (\$1600 for each additional child in the family), spread over ten payments (due by the 10th of each month). Registration fee and the first payment are due by the first day of school. There is a \$150 discount for the full year's tuition paid at registration. To participate in this plan, any previous balance must be paid by the first day of school.

If a child withdraws prior to August 16, 2018, all payments will be refunded by September 30, 2018. If a child withdraws on or after August 16, 2018, the registration fee of \$350 will be deducted from any refund of prepaid tuition.

If a payment is not received by the 10th of the month, a \$15 late fee will be charged. It is understood that if any outstanding balance is not paid by the second month's due date, the student may be suspended from class attendance until the balance is paid in full. Also, no student will be allowed to participate in graduation exercises until all outstanding balances are paid in full, and no records will be released from this school until all outstanding balances are paid in full. Any exceptions must be arranged with the principal and treasurer.

DISCIPLINE POLICY

We firmly believe that life-long success depends on self-discipline. The teacher has developed a classroom plan that gives every student the opportunity to manage his or her own behavior. Your child deserves a positive educational climate for academic growth. The goal in every discipline situation is the redemption of the student. To that end, our behavior goals are based on the following beliefs:

1. Learning increases when there is good behavior.
2. Every student can behave well.
3. Our success is measured by how well we teach students to be self-managers.
4. Our standards for behavior should be those taught in the Bible.
5. When students misbehave, they should be given the opportunity to correct the effects of their misbehavior. This may include the principles found in Matthew 18.

6. Each student and situation is unique. What the teacher does will depend on the unique situation. Equal is not always fair. The teacher will strive to design consequences to fit the problems of individual students, and the consequences may be different even when the problems appear to be the same.

Severe offenses (such as, but not limited to: fighting, possession of weapons, possession of drugs or other illegal items, and/or open threats/defiance of teacher and staff) requires immediate intervention. Parents will be contacted. The school board is the final authority on school disciplinary issues.

OUR FOUR GOLDEN RULES

Respect for God

- * Reverence at worship sessions
- * Reverence for the Bible
- * Not taking any form of God's name in vain

Respect for Others

- * Each person respected as a child of God
- * Use appropriate forms of communication with teachers
- * Keep hands, feet, and objects to self
- * No verbal, physical, or emotional bullying
- * No cyberbullying from school or home/personal electronic devices
- * No disruptive activities during class time

Respect for Self

- * Proper attitude toward school work or play
- * Proper deportment--acceptable standards of behavior
- * Follow school dress code
- * Use of only kind, appropriate language

Respect for Property

- * Each student is God's property
- * Care for furnishings in the school
- * Care for books and all other materials used in the school, whether they are one's own or the school's property
- * Never touch another person's property without permission

As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of this plan is to insure that all students and staff are safe in school. Parents can access a full copy of our school's plan by request to the principal/teacher.

ATTENDANCE POLICY

According to the Lake Union and Indiana Conference Departments of Education, and the Indiana Department of Education, all students are expected to be punctual and regular in attendance. Students who are tardy more than 20% (9) of the days during a marking period, or who are absent more than 15% (7) per semester, may be reviewed by the School Board and may or may not receive academic credit for that marking period. Students will receive a tardy for missing any portion of the school day under 2 hours. If a student must leave early (missing less than 1 hour), a note/text/email explaining the reason, signed and dated by a parent/guardian, must be given/sent to the teacher that morning; if a student must leave early and miss more than 1 hour, please let the teacher know the day before leaving early. If a student must be absent or tardy, a parent/guardian should call or text the principal/teacher that morning. A note or text explaining the reason, signed and dated by a parent/guardian, is required by the following day. However, this note does not guarantee the absence or tardy will be excused.

Excused Absences are defined as:

1. Verified illness of the student (send a doctor note for extended time away from school).
2. Medical, dental, or optometric service.
3. Quarantine.
4. Bereavement.
5. Court appointments, with verification.
6. Bad weather which makes traveling unsafe.

If a student is going to miss classes for a reason other than an illness or emergency, written notification must be given to the teacher a minimum of ten school days prior to the absence. The teacher will provide the student with whatever work possible. However, some work done in the classroom cannot be adequately duplicated outside of the classroom, and it will be missed. As would be expected, this will affect the student's grade. Following a prearranged absence, a teacher may allow the same number of days missed for the assigned work to be turned in. Prearranged absences do not necessarily constitute excused absences.

The school day begins at 8:30 a.m. for all grades; all students are dismissed at 3:30 p.m. Monday through Thursday and 2:30 p.m. on Friday. Students are expected to arrive at school no more than 15 minutes before school begins, and to leave the grounds within 15 minutes after school is dismissed. The teacher's supervision of the students thus begins at 8:15 a.m. and ends at 3:45 p.m. (2:45 p.m. Friday). Those who remain at school after that time will be charged at the rate of \$15 per hour, billed in 15 minute increments. The parent/guardian will be required to come into the school building and sign student out, including date and time.

HOMEWORK POLICY

There is debate among researchers and educators regarding the benefit of homework. With this in mind, Northwest Adventist Christian school values family time and strives to limit homework to meaningful projects that support what is being learned in the classroom along with whatever work the student does not complete during the school day.

Research does show that the more students read, the more proficient they become in reading. Reading also helps students improve their spelling, writing, vocabulary and math. A student who reads 20 minutes a day, reads 3,600 minutes in a school year, which is approximately 1,800,000 words. A student who reads 5 minutes a day, reads 900 minutes and 282,000 words. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school?

CLASSWORK POLICY

We prefer that classwork be completed in class; however, occasionally students may need to take classwork home to be completed. Classwork taken home to be completed is due the next day.

Expectations: Daily classwork assignments will be given to each student during class. There should be no excuse for missing classwork, since all students will know exactly what they are expected to do. It is each student's responsibility to record the assignment into an assignment planner or other notebook.

If your child develops a problem keeping up with assignments, please request a meeting with the teacher so that a "help" system can be determined. Any class assignments that remain outstanding for more than a week with no communication from parents or students will be assigned zero. Zeros are to be seriously avoided, since classwork plays a major part in the quarterly grade. Late work will be accepted in case of sickness or other emergencies. It is the student's responsibility to finish, keep track of, and turn in assignments on time. Teachers will provide concept-based teaching and will not necessarily follow a page by page progression in the workbooks or textbooks.

GRADING POLICY

Evaluating a student's work and progress are an important part of a teacher's work. Teachers evaluate student progress daily; however, a more formal assessment is done quarterly at the end of each nine-week period. Parents may check their child's grades and missing assignments at any time via RenWeb. Report cards will be completed approximately one week after the end of each quarter. The final report card at the end of the school year is mailed when the student's account has been paid in full.

Grades 3-8 Grading Scale:

98% - 100%	A+	Excellent
93% - 97%	A	
90% - 92%	A-	
87% - 89%	B+	Above Average
83% - 86%	B	
80% - 82%	B-	
77% - 79%	C+	Average
73% - 76%	C	
70% - 72%	C-	
67% - 69%	D+	Below Average
63% - 66%	D	
60% - 62%	D-	
0% - 59%	F	Failure

Grades 1-2 Grading Scale:

- E – Excellent Progress
- S – Satisfactory Progress
- N – Needs to Improve

Grades are based on total points earned during the grading period for daily work and quizzes and tests. Some classes (especially Bible, art, music, and PE) may be graded heavily based on participation and effort.

INTERNET USE POLICY

NWACS provides its students with computers linked to the world-wide-web. This connection to the internet is designed as a learning tool by which teachers and students can access global educational resources to supplement the library and their in-class learning. It is the policy of NWACS that all technology used to access the internet be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of internet privileges. Individual users, students and adults, are responsible for their use of the network. The internet and technology used to access and utilize its resources are for educational use only. A responsible network user will:

- Use language that is considered appropriate.
- Be polite and considerate.
- Use the internet only in ways approved by the teacher.
- Use information that other users will not find offensive.
- Conform with copyright laws and always give credit to the author of the material used.
- Refrain from tampering with the system or adding, altering, deleting or destroying anyone's files, data, software, or hardware.
- Not use the system for any illegal or commercial activity.
- Not use technology to bully/harass/intimidate/defame anyone during or after school hours.
- Not use social media sites, email, instant messaging, or website postings inappropriately during or after school.
- Not access any website with pornography, hate/discrimination, drugs, and proxies.
- Not give personal passwords to anyone else, and not ask for or use anyone else's password.
- Not upload, link, or embed an image of myself or others without teacher consent.
- Only play games approved by the teacher.
- Tell the teacher about any problem and not try to fix it myself. If the problem is an inappropriate image, I will turn off the monitor and then seek help.

A responsible network user must be aware that

- Use of the network is a PRIVILEGE and not a right.
- The NWACS network is to be used only for education purpose.
- Any material downloaded is not guaranteed to be private.
- Students should never reveal personal information about any user, such as address, telephone number, credit card numbers, etc.
- Food and drink are NOT allowed at computer stations.
- Violation of any of the above policies will result in possible loss of internet privileges and/or disciplinary action.

DRESS CODE

Our school stresses the importance of good grooming and appropriate attire to create a positive effect on student behavior and work ethics.

- A student's apparel or grooming must not interfere with the educational process.
- A student's apparel or grooming must not create an actual or potential health or safety hazard, or cause damage to school property.
- A student's apparel or grooming must not be deemed as unbecoming for an Adventist Christian School.

School dress will be worn by all students, unless a "casual day" has been announced. School dress consists of solid-color or striped polo style shirts/blouses and pants/skirts. Shirts/blouses must have sleeves. Clothing may not have any holes or any pictures/words on it, other than tiny brand logos. No low-cut or short shirts are allowed, and no tight-fitting clothing of any kind may be worn. This means that students who wear legging or knit-type pants must wear a skirt over top of the leggings. On a hot day, students may wear shorts/skorts, but they should come to the knee when student is standing. All students should wear athletic/sneaker type shoes (no skate shoes) which have white or light-colored soles, so they will not mark floors when students are playing inside. Hats must remain off inside the school building.

In addition, no jewelry of any kind is to be worn or brought onto the school property, as well as any cosmetics or colored nail polish that will detract from the natural appearance of the student. Hair style should give a neat, well-groomed appearance. Extreme fashions (punk, colored hair, tails or braids for boys) will NOT be permitted.

If a student arrives at school dressed other than that described above, the parent/guardian will be called to bring the student his/her proper attire, so please check what your student is wearing before leaving each day. If parent/guardian cannot be contacted, student must put on other modest clothing, which is kept at the school. These principles apply to all school activities.

LUNCH

Parents should provide their children with a well-balanced lunch; vegetarian foods are recommended (no pork/unclean meat products allowed). Soda should not be sent to school; also beverages containing caffeine are NOT allowed (this includes regular iced tea; herbal teas are fine). We also highly recommend that students eat a nutritious breakfast. If parents wish to occasionally take their own student(s) out for lunch, they will need to be sure to return to school before class resumes. Parents may not take other children with them for lunch or go buy food for children other than their own unless they have made proper arrangements well in advance with the principal.

WATER BOTTLES

It is strongly encouraged that each student keep a water bottle at his or her desk. It is important to drink plenty of water throughout the day.

GUM & SNACK POLICIES

Gum may only be chewed with permission from a teacher. Snacks during the day may only be eaten with permission from a teacher.

MEDICATION

School personnel are not permitted to give a student any medication unless a signed copy of the "Permission to Administer Over the Counter Medication" form is on file. All medications prescribed by a doctor must be given to school staff in the original container and be accompanied by a signed note from the parent or guardian that includes specific dosage directions. In all emergencies, authorization may be given by a parent/guardian over the phone.

TOYS & PETS

Please leave all toys, electronic games, music players, bicycles, etc. at home. Sometimes certain toys/games may be allowed with permission for a special project or display, but the student and parent needs to be sure it will be acceptable ahead of time. The school will not be held responsible for these items, and if brought to school they will be taken by the teacher and may or may not be returned to the student or parent at the teacher's discretion. This also applies to any school activity, at any time during school hours. Pets are not allowed at school, except with the teacher's permission and only for the immediate time when the pet is to be shown.

CELL PHONE POLICY

Cell phones are not an integral part of classroom instruction. Therefore, students who choose to bring cell phones to school will be required to put them on silent or turn them off during school hours. Cell phones may be used in the classroom with the teacher's permission. Students are not allowed to use their phones during the school day for any reason without permission from a staff member. If students are found using their phones without permission, the phone will be taken by the staff member. Phones must be out of sight, and if they ring, buzz, or otherwise disturb a class, they will be confiscated. The phone will be returned at the end of the day. In the case of an emergency, any student may use the school phone. Parents needing to contact students should use the school phone or call a staff member's cell phone.

WEATHER CLOSING/SNOW DAYS

Parents will be notified of weather closings and delayed starts by phone/text and/or email. We will typically follow the recommendations of the Crown Point Public School District. However, at times the public school district may close due to extreme cold and not wanting students to wait outside for school buses. Since NWACS students do not need to wait outside for buses, school administration may elect to hold school as normal.

Parents should keep in mind that in addition to the precautions taken by the school to monitor weather conditions, on days when the decision is made to have school, parents have full support and authority to determine if it is unsafe for their children to travel to and from school or if a delay in getting to school is appropriate. If parents decide to keep their children home or take them to school later, the teacher will work with them in these situations.

GRIEVANCE PROCEDURES

Parents who have a complaint or problem with the school should use the following procedure:

- A. Go to the teacher/staff member involved. If not resolved,
- B. Go to the School Board Chairman. If not resolved,
- C. Go before the School Board. If not resolved,
- D. Go to the Indiana Conference Superintendent of Education.

* School policies published in this handbook are subject to such changes as may be needed to ensure continued compliance with government regulations, conference policy, board or faculty decisions, and are subject to such review and alteration as becomes necessary for the routine operation of the school.

**School administration has the right to administer these policies as they see fit.



HANDBOOK INFORMATION ACKNOWLEDGMENT FORM, 2018-2019

This handbook has been compiled for the benefit of our school community. Though not exhaustive, it contains important, general information and expectations for Northwest Adventist Christian School students and parents. In order to be properly informed, both student(s) and parent or guardian should review each section. Then, both must sign the completed form. This page must be returned to school within the first week of school.

The signature below confirms your acknowledgement and understanding of the information in the handbook, including the Acceptable Use Policy that governs the use of technology.

Please clearly print the information below.

Student name: _____ Grade _____

Student name: _____ Grade _____

Student name: _____ Grade _____

Parent/Guardian Name: _____

We have read and understand the information, rules, and policies in the Northwest Adventist Christian School Handbook; we have reviewed them as a family, and we agree to abide by both the letter and spirit of the rules, regulations, and guidelines contained in the handbook.

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____