

Northwest Christian Academy Parent/Student Handbook 2018-19



Important Contact Information

School Hours

School office hours: 7:00 a.m. - 4:00 p.m.

Summer office hours: 9:00 a.m. - 1:00 p.m.

Extended care hours: 6:30 a.m. - 7:45 a.m. & 3:15 p.m. - 6:00 p.m.

School hours: 8:00 a.m. - 3:00 p.m.

Address

4706 Park Center Ave NE

Lacey, WA 98516

(360) 493-2223 phone

(360) 412-0910 fax

Website: www.olympiachristianschool.org

Email: nca@ncslacey.org

Directions

From I-5 Heading North - Take exit 109, turn left onto Martin Way, turn right onto College Street at first light, turn right onto Park Center Avenue, turn left to the Campus. NCA is located in the brick building.

From I-5 Heading South - Take exit 109, turn right onto Martin Way, turn right onto College Street at first light, turn right onto Park Center Avenue, turn left to the Campus. NCA is located in the brick building.

Table of Contents

| | |
|---|----|
| WELCOME LETTER..... | 5 |
| MISSION STATEMENT | 6 |
| VISION STATEMENT | 6 |
| CORE VALUES..... | 6 |
| MOTTO | 6 |
| HISTORY | 6 |
| PARENT-TEACHER FELLOWSHIP..... | 6 |
| STATEMENT OF FAITH | 6 |
| NON-DISCRIMINATION POLICY | 7 |
| ACADEMICS | 7 |
| Christian Training | 7 |
| State Approval & Teacher Certification..... | 7 |
| Curriculum | 7 |
| Reporting Student Progress..... | 8 |
| FamilyLink..... | 8 |
| Chapel Programs | 8 |
| Library | 8 |
| Spanish | 8 |
| Music..... | 8 |
| PE | 9 |
| Field Trips..... | 9 |
| SPECIAL INFORMATION FOR 7 TH & 8 TH GRADES..... | 9 |
| Teachers | 9 |
| Elective Classes | 9 |
| Chapel..... | 9 |
| Student Leadership | 9 |
| ATTENDANCE | 10 |
| “Pre-arranged” or planned absences:..... | 10 |
| School Responsibilities Regarding Student Attendance:..... | 10 |
| Parent/Guardian Responsibilities Regarding Student Attendance:..... | 11 |
| Tardy Policy..... | 11 |
| Half days of school..... | 12 |
| CONDUCT & EXPECTATIONS..... | 12 |
| The Five B’s..... | 12 |
| PHILOSOPHY ON STUDENT BEHAVIOR | 13 |
| Positive Reinforcement | 13 |
| Discipline/Consequences:..... | 13 |
| STUDENT DRESS CODE POLICY | 14 |
| Philosophy Statement..... | 14 |
| General Overview | 14 |
| Classroom Attire..... | 14 |
| Dress Code Specifics | 14 |
| P.E. Attire..... | 15 |
| POLICY OF BULLYING..... | 16 |

| | |
|--|-----------|
| Definition: | 16 |
| Prevention shall include, but not limited to: | 16 |
| Responses shall include: | 16 |
| Retaliation/False Allegations..... | 17 |
| Referenced Scriptures: | 17 |
| MISCELLANEOUS STUDENT POLICIES | 18 |
| Lockers | 18 |
| Telephone..... | 18 |
| Displays of Affection | 18 |
| School Technology Policy | 18 |
| Personal Technology Policy (Personal Cell Phones & Other Devices)..... | 18 |
| Personal Electronic Items | 19 |
| Personal Cellular Device Usage Policy | 19 |
| FOOD POLICY | 20 |
| Food Allergy Policy | 20 |
| ADDITIONAL PROGRAMS..... | 20 |
| Hot Lunch..... | 20 |
| Piano..... | 21 |
| Sports | 21 |
| BEFORE AND AFTER SCHOOL CARE (EXTENDED CARE) | 21 |
| Program Overview | 21 |
| SAFETY AND SECURITY | 22 |
| Weather/Emergency Broadcasts..... | 22 |
| Visitation/Volunteers..... | 23 |
| Accident or Illness | 23 |
| Medication..... | 23 |
| Disaster Plan..... | 23 |
| FINANCIAL INFORMATION | 23 |
| FACTS Tuition Management System..... | 23 |
| Tuition | 24 |
| Family Stewardship | 24 |
| Contributions | 24 |

WELCOME LETTER

Welcome to Northwest Christian Academy!

At NCA, we value each student, parent, staff member, and the many others that make up our community. It is such an honor to partner with our families to provide a quality education for our students. We are excited about the year ahead!

Our mission at Northwest Christian Academy is to prepare to students to impact their world for Christ by *equipping* them with a sound education, by *empowering* them with a biblical worldview, and by *inspiring* them through godly leadership.

EQUIP ~ EMPOWER ~ INSPIRE

We view our school as a quality educational program as well as a ministry to build strong relationships with Jesus Christ. Prayer is powerful and we ask for your prayers to support our staff throughout this year as we work faithfully to make a positive impact in each student's life.

We believe communication between NCA staff and its families to be very important. As our new school year begins, please take the time to review our policies and procedures. If you have any questions, please don't hesitate to ask your child's teacher, office staff, or contact me.

I personally find it to be a true joy to serve at NCA and look forward to getting to know you better this year! We look forward to a great year!

In His grip,

Kim DeLeon

Kim DeLeon
Principal

MISSION STATEMENT

The mission of Northwest Christian Schools is to provide a Christ-centered environment with a superior education that prepares students to have a positive impact in our world for Him.

VISION STATEMENT

Northwest Christian Schools will be an innovative leader in Christian education, empowering students to achieve their fullest individual potential.

CORE VALUES

Transparency, Respect, Integrity, Trust, Excellence, Collaboration.

MOTTO

Equip. Empower. Inspire.

HISTORY

Community Christian Academy was incorporated as an independent Christian school April 7, 1998. CCA was formerly Nazarene Christian School which was founded in 1980 in the Olympia First Church of the Nazarene on 22nd Street. It started as a preschool/day care and added grades each year until reaching the fifth grade level. The school moved to Israel Road in 1989 where it served children from age two and one-half years to the fifth grade level. Sixth grade was added in 1996. In April of 1998, the school and day care moved to the present campus on Park Center Avenue. Seventh and eighth grades began in September of 1998. In January of 2000, Northwest Christian High School joined CCA making the Foundation Campus available to preschool age children through twelfth grade. As the school has continued to grow, renovation of an existing wing now houses CCA's Junior High department. In 2007, a second full size gymnasium with a stage was completed for the Elementary and Junior high grades

In 2018, in a move to strengthen the unity between the three schools on our campus we officially became Northwest Christian Schools of Lacey (NCS). Community Christian Academy (CCA) changed their name to Northwest Christian Academy (NCA) and Community Christian Academy Preschool and Daycare changed their name to Northwest Christian Preschool and Daycare (NCP).

PARENT-TEACHER FELLOWSHIP

We encourage you to become involved in PTF. Each year PTF raises funds for special "extras" for the school and has activities that provide a dimension of family fun and fellowship.

STATEMENT OF FAITH

We Believe:

- In one God, creator, and sustainer of all things, eternally existent in three persons – Father, Son, and Holy Spirit. (Deut. 6:4, Matt. 3:16-17, John 14:6-27, 1 Cor. 8:6, 2 Cor. 13:14, Gal. 4:4-6, Eph. 2:13-18)
- In the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His vicarious death, resurrection and ascension to the right hand of God the Father. (Isa. 7:14,

Matt. 1:20-25, Acts 1:9-10, Rom. 8:34)

- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 7:39, 14:15-18, Acts 2:33, 15:8-9, 1 Pet. 1:2, 1 John 3:24, 4:13)
- In the divine inspiration of the Bible, our all-sufficient, authoritative rule of truth, faith, and conduct. (Luke 24:44-47, John 10:35, 1 Cor. 15:3-4, 2 Timothy 3:15-17, 1 Peter 1:10-12, 2 Peter 1:20-21)
- That all people have sinned and that only by God's grace and through faith alone we are saved. (Eph. 2:8-9, John 8:34-36, 16:8-9, Rom. 3:23, 6:15-23, 1 John 1:9, 2:4, 3:7-10)
- In the second coming to earth of the Lord Jesus Christ and in the resurrection of both the saved and the lost; those who are saved to the "resurrection of life" and the lost to the "resurrection of judgment". (Matt. 25:31-46, John 5:29, John 14:1-3, Acts 1:9-11, Rev. 22:7-20)
- In the spiritual unity of all believers in our Lord Jesus Christ (Matt. 8:11, John 13:35, 17:14-26, Rom. 4:16, 10:9-15, 12:1-8, 1 Cor. 3:5-9, Gal. 5:6, 13-14, Rev. 5:9-10)

NON-DISCRIMINATION POLICY

Northwest Christian Schools of Lacey, also known as Northwest Christian Academy and Northwest Christian High School, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and grant programs, and athletic and other school administered programs.

ACADEMICS

Christian Training

Northwest Christian Academy does not focus on any specific denominational doctrine, but emphasizes a Biblical foundation and basic principles of Christian conduct and character. However, in the area of sectarian differences, students are advised to seek guidance from their parents and/or minister. Children are taught to obey their parents, to respect their teachers and those in authority, and to appreciate our great Christian heritage.

State Approval & Teacher Certification

Northwest Christian Academy is fully approved by the State Superintendent of Public Instruction, meeting all requirements for academic excellence at the elementary level. It is also a member of the Association of Christian Schools International. Northwest Christian Academy classroom teachers in grades K-8 hold a teaching certificate.

Curriculum

The following is a list of the adopted curriculum:

Bible Curriculum—ACSI and Positive Action, ESV Bible

Math—grades K-4 Bob Jones; grades 5-8 Saxon

Reading—Reading A-Z, Houghton Mifflin, Bob Jones & Assorted novel studies

Writing—Write Source and Easy Grammar
Spelling—Spalding Phonics, ACSI, and Wordly Wise3000
Science—Bob Jones
Social Studies—ABEKA and Bob Jones
Health—ABEKA
Handwriting—K-4th Handwriting Without Tears
Kindergarten—Tara West Kinder Writing, Reading & Grammar, Spalding Phonics & Handwriting Without Tears
S.T.E.M. - Various curriculum and projects in all grade levels.

Reporting Student Progress

Student progress information is shared with the parents formally four times a year. Parent-teacher conferences are held in the fall and spring. Do not feel limited to these times for feedback. We encourage you to check FamilyLink or contact the teacher if you need information.

FamilyLink

FamilyLink is an online progress report system. This feature allows you to view pages that contain a snapshot of your student's information stored in our Schoolmaster database. Information available regarding your student on this site includes; attendance and current grades. Parents are given a unique login and password to access the information on the internet through our website.

Chapel Programs

Each week, chapel is held to focus on Jesus' love for us. Kindergarten through sixth grade chapel is held on Wednesday mornings and JH chapels are held Fridays mornings. This is a time to sing, praise and gain a greater awareness of who Jesus is and how His love affects our lives. Chapel presentations include skits, object lessons and special speakers. Parents are always welcome to attend.

Library

NCA has a library which is available for student use. Students visit on a regular schedule to learn library skills, and to check-out and return books.

Spanish

Spanish is a special part of the academic enrichment program at Northwest Christian Academy. In grades K-4th, although there is instruction, no formal assessment (grade) is given on the report card. Fifth through sixth grades receive an assessment on their report cards. Seventh and eighth grade Spanish is an enrichment class and a grade is given on the report card.

Music

Music education is an important element in your child's academic schedule. Every child receives music instruction two-three times per week, including voice training in expressive singing, music theory—how to read and write music, instrument usage, music appreciation, history and

the value of music in our daily lives. Students are required to participate in two school-wide performances during the year.

PE

At NCA, we believe in educating the whole person. Students participate in PE at least two times each week, utilizing large motor skills to learn the basic rules and elements of a variety of sports.

Field Trips

There are field trips throughout the year. Your field trip fee covers travel costs and entrance fees and must be paid before your student is allowed to attend. All students are encouraged to go unless they are significantly behind in their work or their behavior makes it unsafe. Chaperones need to fill out a Washington State Patrol background check. Forms are available in the office and must be completed yearly. We also ask that chaperones not bring additional children and that students ride with their class.

SPECIAL INFORMATION FOR 7TH & 8TH GRADES

Junior High is a special time, because it is a transition time between Elementary School and High School. Junior High students at NCA are able to experience some opportunities they may not have been given previously. Below are a few of the differences.

Teachers

Junior High students have more than one teacher. Students begin the day with their homeroom teacher for roll and Bible. For the remainder of the day, students have varied teachers and classrooms for different subjects.

Elective Classes

One of the privileges that NCA Junior High students receive is the ability to choose a new elective class each semester. Students are asked to make a selection between several choices before each elective session begins. Students rank their preference for their top three choices. Most of the time students are able to have their first choice. Elective classes are usually of a non-academic nature.

Chapel

Junior High chapel offers an opportunity for deeper reflection and commitment to God. Junior High chapels are held on Friday mornings.

Student Leadership

In September, Junior High students have an opportunity to apply for student leadership. Leadership members are selected by administration. Our NCA Leadership Team presents chapels, coordinates fundraisers, plans junior high events and assists with school pep rallies and assemblies.

ATTENDANCE

Regular attendance is critical to individual student learning, as well as to a healthy school culture. If your child is absent, it is NCA policy that you must notify the office of the absence, the reason, and the expected date of return.

Consistent with State Law, below are the only accepted reasons for **excused** absences:

1. Participation in a school approved activity
2. Illness, health condition, or medical appointment
3. Family emergency
4. Religious observance
5. Court, judicial proceedings
6. State recognized search and rescue activities
7. Absence resulting from disciplinary/corrective action (e.g. short of long term suspension)
8. Principal and parent/guardian mutually agreed upon approved activity.

“Pre-arranged” or planned absences:

For a pre-arranged, planned, or extended absence to be excused, a parent request must be made **in writing to the office prior to the absence**. If the principal (or designee) approves the absence, it will be recorded as a pre-arranged excused absence. The school principal or designee has the authority to determine if an absence qualifies as an excused absence.

Families sometimes take trips/vacations during the school year. While our philosophy is to support parents, these absences often cause difficulties, especially with students who struggle academically. For this reason, we recommend avoiding these types of absences if possible. Many times students who miss school for planned absences have already missed days due to illness, and the negative effect on learning is compounded. The following requirements must be met in addition to the requirements already mentioned for a vacation/trip to qualify as an excused absence:

- The parent must give 2 weeks written notice to the office prior to the first day of the absence;
- The absent student is allowed 24 hours to turn in work upon return for absences of 3 days or more. Work for planned absences of 1 or 2 days is due upon return.
- Additional work such as science labs, some tests, and some types of teacher monitored work may be given upon return.

Even though an absence may be labeled “excused”, a negative effect on learning and grades can occur. **Five (5) absences** will be considered significant or excessive in that it triggers a response from the school to the parent.

School Responsibilities Regarding Student Attendance:

1. Teachers record absences and tardies;

2. The school will have homework available for pick up by 3:00 pm on the day of absence at the office IF a parent request was made for it by 8:30 am that day.
3. The school office/principal will follow the process below for both “unexcused” absences as well as for a significant number of excused absences;
 - a. Step 1: Upon five cumulative absence days (school year to date) the student’s attendance record will be reviewed and monitored, and a reminder letter will be sent to the parent/guardian regarding the absences and the negative impact on learning.
 - b. Step 2: Upon twelve cumulative absence days (school year to date) the parent/guardian will be asked to come in for a conference the purpose of which will be to establish an “Action Plan” to help mitigate the problem. A letter of verification from a Health Care Provider may be requested.

These steps are in accordance with RCW 28A.225. After 5 unexcused absences in one month or 10 in one school year, the School *may* file a truancy petition with juvenile court.

Parent/Guardian Responsibilities Regarding Student Attendance:

1. A parent is to notify the school office on the morning of the absence and to send a signed note of explanation with the student upon his/her return to school. In order for an absence to be “excused”, a note or email from the parent giving the reason for the absence must be received by the school office within 24 hours. Absences will only be excused if appropriate documentation is received.
2. At the discretion of the principal/designee, a verification of illness may be required in order to excuse excessive absences.
3. All homework requests must be submitted by 8:30 am on the morning of the absence. Any homework will be available by 3:00 pm in the school office. The student has 1 day to return work to the teacher for *each* day absent. This policy is in regards to illness and should *not* be confused with the policy regarding pre-arranged, planned or extended absences.

If you have any questions regarding these policies, please do not hesitate to contact the NCA office at nca@ncslacey.org or 360-493-2223.

Tardy Policy

Students are to be in their seats, or as otherwise directed by 8:00 AM. This same expectation is in place for each class period, meeting, or activity throughout the entire school day. If a student is tardy, it will be recorded. Junior High tardies are recorded not only first period, but for each period throughout the day as well. This practice *may* be applied to students in elementary grades also, but only if it is warranted, and on an individual basis.

If or when a student’s excused and/or unexcused tardy record reaches a level of 3 in a given semester, a courtesy notice or letter will be sent home by mail, or email, or both. If a student’s tardy record reaches a level of 6 in a given semester, the school principal will require a conference with the parent. If tardiness continues an additional conference will be required to collaboratively establish an “Action Plan” to curb the tardiness.

Clarification regarding “excused” versus “unexcused” tardy: In order for a tardy to be considered excused, a note from the parent or guardian *must be delivered to the office on the day of the tardy*. Tardy notes must give the specific reason for the tardy to be considered for an excuse, writing a note which states: “Please excuse _____ for being tardy is not sufficient.” Excessive tardiness, whether excused or not excused, has a negative impact on learning and is disruptive to the classroom. The number of recorded tardies include *all* tardies regardless of the classification.

Additionally, for Junior High students the policy is that for every **third “unexcused”** tardy, the student will be assigned a detention.

If you have any questions regarding these policies, please do not hesitate to contact the NCA office at nca@ncslacey.org or by calling 360-493-2223.

Half days of school

Several times during the school year, students are released early. On these days extended care is provided at an additional cost for the early afternoon until the regular extended care program begins. Please note that this policy applies to all half days of school, including parent/teacher conference days. We ask that you sign your child up for these half day extended care sessions a week before so that we can plan accordingly.

CONDUCT & EXPECTATIONS

Students at all grade levels are equipped with NCA’s behavior goals through use of “The Five B’s.” This is a simple, effective way for us to guide your children in conducting themselves in a Godly manner while attending school and hopefully, in your home and community as well. We encourage you to review “The Five B’s” with your children at home, including memorizing the Scripture verses that support each principle.

The Five B’s

Be Respectful (Hebrews 13:17—To God and authority—adults in charge)

- Exhibit respect in body language and verbiage
- Answer or respond respectfully
- Do not argue or talk back
- Display a positive attitude

Be Safe (Safety for self and others)

- Follow school safety rules
- Respect personal space
- Obey the “HANDS OFF!” rule
- Walk in the building
- Practice equipment safety
- Use common sense

Be Responsible (Philippians 2:3-5—Make responsible, godly choices)

- Obey all school rules

- Show kindness to others
- Display a positive attitude
- Decide “What would Jesus do?”
- Use appropriate language
- Apply Biblical teachings in attitude, actions, and speech

Be A Good Neighbor (Ephesians 4:32—Respect others and their property)

- Let love for others be a guide
- Take care of all textbooks and equipment
- Respect personal space and property
- Listen when others talk, do not distract

Be Wise (Proverbs 8:10-11—Value wisdom and learning)

- Maximize the learning experience by being:
 - An active participant
 - Mentally focused
 - Spiritually guided
- Turn in work on time
- Be prepared for class
- Make choices that produce good results
- Be positive in talk and attitude

PHILOSOPHY ON STUDENT BEHAVIOR

We believe that each child is a beautiful creation by God and that each child will thrive with clear and consistent expectations, positive reinforcement, and appropriate consequences. A partnership between home and school is an important part of our plan of action. We value the opportunity to turn students to God’s word for guidance and accountability throughout their experience on our campus.

Positive Reinforcement

At NCA, we want to encourage our students by looking for and acknowledging what they do well and their positive behavior choices. Our classroom teachers use positive reinforcement within the classroom, in addition, individuals can receive recognition for demonstrating the “5 B’s” on campus. Recognition may come in the form of: verbal or written compliments, stickers, notes home to parents, awards, in-class rewards, etc. Outstanding behaviors have the opportunity to be recognized at pep assemblies and awards assemblies.

Discipline/Consequences:

The administration and staff will use a prayerful and thoughtful approach when determining appropriate disciplinary action for student misconduct. Our goal of discipline is to support the development of self-control and problem-solving skills while helping students recognize and mature in their individual identity in Christ.

Disciplinary actions may include, but are not limited to; verbal or written warnings, student/administration conferences, the loss of privileges, detention, parent/school conference, suspension, or expulsion. The terms detention, suspension and expulsion are described below.

Detention is time at home writing the school rules, applicable Bible verses, or other appropriate assignments related to the problem behavior (the amount of time to complete this task will be adjusted to the age level.)

Suspension is spending time out of school doing school work missed during the suspension plus an extra assignment.

Expulsion is removal from the privilege to attend Northwest Christian Academy. Behavior documentation may be sent home to the parent for communication purposes and to partner with the family in the discipline process. A signed copy of the form should be returned to the teacher on the following school day.

STUDENT DRESS CODE POLICY

Philosophy Statement

It is our desire at NCA that students live and conduct themselves in a manner pleasing to God. This policy is intended to serve as a tool in fostering academic excellence and positive character development. Scripture references that support our philosophy can be found in Col. 3:17, I Cor. 10:31, Rom. 12: 1-2, 12:10, 13:1, Heb. 13:17, and Philip. 2:3-4.

The best policy is to bring any item that you are unsure about to the office and let the administration determine whether it meets our dress code requirements before the student wears it to school.

General Overview

- Students' appearance should be modest and conducive to a positive, consistent Christian witness.
- Hair should be neat and clean and any coloring should be of a "natural" color. Any exceptions to this need to be approved by the administration.
- Girls only - Ear piercings are acceptable. No gauges or extreme piercings.
- Permanent tattoos are not allowed.

Classroom Attire

Any text/writing on clothing must not be suggestive or in any way a violation of Christian values. Please do not wear shirts that might be scary for young children, (i.e. graphic depiction of blood). Insignias or logos are allowed on shirts except when the insignia or logo is suggestive, or in any way violates Christian values. No political pictures or sayings are allowed on T-shirts. The administration has the responsibility to determine what is acceptable.

Dress Code Specifics

- All clothing must be clean.

- Clothing must fit properly; it must not be too tight or too revealing.
- Tops must be long enough that when the arms are fully extended and raised over the head the midriff is not exposed.
 - No halter tops, racer backs, spaghetti straps or see-through tops can be worn.
 - No undergarments may be showing. Sleeveless shirts must be at least 3 finger widths on shoulder.
 - Shirts/Tops must have modest necklines; no low-cut necklines, low-cut arms holes or low-cut backs.
- Pants must be worn at or above the hipbones. No baggy or saggy pants.
 - No tears or holes above the knee.
 - Sweats with a wider waste band and wide band at the bottom are allowed as well as nylon and cotton athletic pants with an open leg and pockets.
 - No lycra or yoga pants.
 - Leggings may not be worn as pants. Leggings are only permitted when worn with a dress, skirt or shirt no shorter than 3" above the knee.
 - Loose fitting knit pants are allowed.
- Shorts may be worn year-round.
 - Shorts must be no shorter than 3" above the knee.
 - No swimsuit type shorts.
- Dresses and skirts must be no shorter than 3" above the knee.
- Footwear must be worn at all times.
 - No shoes with wheels are allowed.
 - **Sports shoes and socks are required for P.E.** It is recommended to have your student keep a pair of sport shoes in their locker for P.E. Sandals, dress shoes and boots are not appropriate footwear for P.E.
- Hats, baseball caps, stocking caps and sunglasses are not to be worn in the building. Hoods need to remain off in the building.

P.E. Attire

- Please make sure your student has a pair of athletic (sport) shoes to keep in their lockers for P.E. days. Sandals, boots and other non-athletic shoes are not allowed during P.E.
- Acceptable shorts and shirts are recommended for grades 5th - 8th.
- You may receive further guidelines from the P.E. Teacher.
- **Students in grades 5 - 8 may change into shorts or sweatpants for P.E. provided:**
 - Spandex may only be worn under P.E. shorts.
 - No yoga pants or leggings.
 - Modesty and cleanliness should be represented at all times.

The Dress Code is in effect whenever students are on school premises, and for any campus events that are off-campus, or where NCA or NCHS are being represented (i.e., field trips, sporting events, school programs and concerts, etc.).

POLICY OF BULLYING

Northwest Christian Academy/Northwest Christian High School endeavors to ensure that each student is respected, valued, and cared for as a uniquely gifted and talented individual created in the image of God (Genesis 1:27) and for His glory (Colossians 1:16). As image-bearers of the Father, each individual possesses innate value, worth, and dignity ascribed by God (Matthew 10:29-31). Considering man to be a unique creation of value to God, He has called His followers to a lifestyle of love and compassion for one another (Matthew 22:34-40; Colossians 3:12). It is, therefore, the position of NCA/NCHS that all forms of bullying behavior are incompatible with the lifestyle that God has called us to, both as individuals and as a community. Because bullying behavior extends beyond the confines of the school grounds into the home and community, parents, teachers, students and school administration must have a common definition of bullying and an agreed-upon response in order to eliminate it. This requires that both the school and the home have the willingness and ability to join together in a concentrated effort to address any and all forms of bullying behavior.

Definition:

Bullying behavior is behavior that exposes a person to abusive actions repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful individual or group attacking those who are less powerful.

Bullying behaviors include, but are not limited to: name-calling, comments regarding looks, clothing, family, etc.; social exclusion; gossip; theft or destruction of possessions or clothing; peer pressure; ridicule; and physical assault, which includes hitting, pushing, kicking, pulling hair, deliberately tripping, etc.; pranks, gestures, threats or other written, oral, physical, or electronically transmitted messages or images.

Prevention shall include, but not limited to:

- Annual instruction for students on what constitutes bullying behavior
- Regular instruction for students on the importance of reporting bullying behavior and how to report bullying behavior when observed
- Regular encouragement and instruction for students as to how to report having been personally bullied
- Parents will be informed annually of NCA/NCHS bullying guidelines
- Administration and faculty will be watchful for bullying behavior while supervising the classroom and playground
- Administration and faculty will take seriously information from parents about concerns regarding their child
- Administration, faculty, and parents will work together to honor God in the way that we treat each other and to model relationships of respect and care for one another

Responses shall include:

- Students will be advised to report any observed bullying to a teacher or administrator

- Administration and faculty will take all reported incidents of bullying seriously and investigate such concerns in a timely manner
- Administration and faculty will confront any observed bullying behavior immediately and assertively
- Parents of students in bullying incidents will be informed and involved in the resolution process

The school administration will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals. Consequences require thorough investigation and corroboration by multiple witnesses. Certain acts of bullying may, depending upon severity, be considered serious enough to warrant immediate dismissal from NCA/NCHS.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Referenced Scriptures:

- Genesis 1:27 – So God created man in His own image, in the image of God He created them; male and female He created them.
- Matthew 10:29-31 – Are not two sparrows sold for a penny? Yet not one of them will fall to the ground outside your Father’s care. And even the very hairs of your head are all numbered. ³¹ So don’t be afraid; you are worth more than many sparrows.
- Matthew 22:34-40 Hearing that Jesus had silenced the Sadducees, the Pharisees got together. One of them, an expert in the law, tested him with this question: “Teacher, which is the greatest commandment in the Law?” Jesus replied: “ ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”
- Colossians 1:16 - For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him.
- Colossians 3:12 – Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.

MISCELLANEOUS STUDENT POLICIES

Lockers

Each student is provided a locker. Locks are not allowed on the lockers and items of value are not to be stored in them. Bringing items of value to school is discouraged, the school is not responsible for lost or stolen items. Any exterior locker decorations must be approved by the student's teacher. Tape and/or stickers are not allowed on lockers.

Telephone

If you are calling after hours or if we are experiencing an excessive amount of phone traffic in the office, your message will be received by our voice mailbox system. If reaching our voice mail, please choose the extension of your choice or leave a message at extension 300, our main line.

Displays of Affection

Displays of affection on campus are not conducive to a positive learning environment and are therefore not permitted.

School Technology Policy

Every student (and parent who desires their child to have access to school technology) must comply with the following rules of access:

- Nothing done on a school computer shall be considered private. School officials are authorized to access any student's material at any time;
- Students will only access the internet from a computer when a teacher is available to monitor the students' activities;
- The school has the right and ability to recall all sites accessed by the students;
- The school shall maintain site-blocking software to block and filter out inappropriate sites;
- No student shall:
 - Attempt to bypass any site-blocking hardware or software
 - Access anything contrary to the Statement of Faith, Mission, Vision, and/or Core Values of Northwest Christian Academy
 - Send and/or receive messages to/from other internet sites without teacher supervision and/or authorization
 - Use another person's password
 - Trespass into another person's folders or files
 - Violate copyright laws
 - Buy or sell anything via the internet
 - Change any of the computers' set-ups or settings

Personal Technology Policy (Personal Cell Phones & Other Devices)

Students will face disciplinary action for texting, posting, sending, receiving, forwarding, or participating in any of the following areas ON OR OFF CAMPUS via a cell phone, computer, or any other electronic device. These areas are:

- Information containing blasphemy: Irreverence for God, Jesus Christ, and those things

held to be holy by the Word of God

- Any direct contradiction of Northwest Christian Academy's Statement of Faith, Mission, Vision, and/or core Values.
- Inappropriate language: Obscenities, profanities, vulgarities, or lewd comments.
- Harassing statements: Personal attacks such as discriminatory, inflammatory, threatening, or disrespectful language, knowingly false or defamatory statements.
- Sexually explicit or suggestive messages, photos, or images (sexting): Sending, receiving, sharing, possessing, or intentionally viewing pictures, text messages, or e-mails that contain a sexual message or image. Violation of this policy may result in expulsion. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted if warranted.

Note: Students must promptly report any such known activities to a teacher or a school administrator.

Personal Electronic Items

Electronic items such as games, Ipods, cameras etc. are not allowed at school. If your child needs to bring such an item for the purpose of using it after leaving campus, they may check the item in to the office for safekeeping until leaving at the end of the day. NCA is not responsible for such items being lost, damaged or stolen if the child does not follow this policy. Violating these rules will result in the forfeiture of the electronic item to the office until a parent is able to pick it up.

Personal Cellular Device Usage Policy

We encourage students to not bring cell phones and other such devices (smartwatches capable of texting, calling, etc.) to campus. Our landlines at school are available for students to call parents if needed as well as for parents to call and leave messages for their child or to speak with their child if desired. If a student does bring a cell phone to campus, the following rules apply:

For a student to have a cellular device on campus, parent authorization must be on file in the office (form must be completed each new year). All students who bring a cellular device **onto** campus must hand it to the home room teacher upon entering the classroom. The teacher will keep the device in a safe place until the end of the school day at 3:00pm at which time the student will receive the device back from the teacher. During before and after school care these devices are **only allowed to be used with permission from a school staff member** (administrator, faculty, office staff, extended care, or coach) and are otherwise to be kept with the teacher, off and not used. On field trips, at the teacher's discretion, these devices will either be collected by the teacher at the beginning of the field trip, or students will be allowed to keep their devices in their pocket in the *off* mode.

Violations of this policy could include but are not limited to:

- The parent being called to pick up the device from the school office
- The student not being allowed to have a cellular device on campus
- For continued violations, the student could receive a detention or suspension

Copies of these policies are available from the Northwest Christian Academy office and on our website www.olympiachristianschool.org. Please note that any updates or additions to the policies will be sent home in the Friday folders, emailed and posted on our website.

FOOD POLICY

Students are encouraged to bring snacks to school for consumption at break time. Food brought to school for either snack or lunch should be healthy. Please do not bring candy, soda pop, or other types of foods that are high in sugar.

Food Allergy Policy

There are students on campus who have life-threatening allergies to NUTS, this includes peanuts, tree nuts and all nut butters and oils. Many of these allergies occur not only when the allergen is ingested but can also be airborne and transmitted from surfaces to skin. For this reason, we have developed a plan to accommodate all food allergies. Some of the non-life threatening allergies include but are not limited to dairy, fish, fruit, and gluten containing foods.

Lunches: If possible, due to these life threatening allergies, please send lunches to school that don't have any nut products. If you choose to send a product containing nut or nut products, we ask that you or your child inform the classroom teacher. Our cafeteria has provided a specific space for students to consume nut products and students will be allowed to eat their lunch with another student in our designated nut area. We are striving to make sure all students enjoy their lunch while remaining safe and healthy.

Treats for the classroom: We require that you let the classroom teacher know ahead of time if you are bringing homemade or store bought treats to the classroom. This allows the teacher time to inform the parents of the children with food allergies so that the parents can bring a treat for their own child that they know does not contain the allergen. Several of our students do not tolerate dairy products, gluten, and some fruits, as well as those that have life threatening NUT allergies. For that reason we ask that you please only send treats to share in the classroom that do not have any nut products (including nut oils), as in some cases students can react to even the smell of nut products. Please read the ingredients, they may be hidden.

Field Trips: Our vans and buses are shared campus wide, due to life-threatening allergies, nut products are not allowed. On field trip days, please only send foods that do not have any nuts or nut oils. No food of any kind is to be consumed while riding in the vans.

ADDITIONAL PROGRAMS

Hot Lunch

Students have a choice:

- Parents can order lunches from the published menu prior to each new month indicating which meals or days their child would like to receive hot lunch (a menu and order form

will be sent home in the Friday folder or one may be obtained from the office). Menus are due back by the set due date. Payment for school lunches is invoiced via FACTS.

- Students may bring their own lunch from home. Individual milk/juice tickets are available for purchase in the main office. All students eat lunch in the cafeteria.

Piano

Piano lessons are offered to students in grades 1 - 8th grades. Each lesson is 1/2 hour in length once per week. The lesson is scheduled in consultation with the student's classroom teacher in order to minimize the academic impact. Additional monthly costs are incurred for this program.

Sports

Our sports program is available to NCA students in grades 5 through 8. When a NCA student joins a team, he or she is expected to honor the obligation and finish the season. However, students must maintain their academic focus and be a positive role model in the area of citizenship. Additional fees are incurred for this program.

To meet eligibility, your child must maintain at least a "C" grade in every subject, have on file a sports physical that is valid for the duration of the sport that they are for participating in (the sport physicals are valid for 2 years), a current Power of Attorney/Health Information form, a current Concussion form and pay a participation fee each sport, before participation in a particular sport.

NCA offers the following sports:

Fall sports: Volleyball, Flag Football and Cross-Country

Winter sport: Basketball (Boys starts in November and Girls start in January)

Spring sport: Track & Field

BEFORE AND AFTER SCHOOL CARE (EXTENDED CARE)

Program Overview

NCA's extended care program covers the hours before or after school when children need supervision. School policy dictates that students (Kindergarten – 8th grade) must be supervised by an adult at all times when on campus. Students are not allowed to wait for their ride anywhere on campus without adult supervision.

Parents may pay by the month or by the hour for this service.

KidReports

KidReports allows for students to be electronically signed in and out of our Extended Care Program by staff and their parents. Parents will receive an email that directs them to set up their account with KidReports and choose their reporting preferences.

Before school care: 6:30 a.m. - 7:45 a.m.

Students who arrive before 7:45 must go to extended care for supervision, in the cafeteria; this incurs a fee. Those students arriving at school between 7:45 am and 8:00 am; may be dropped off

and go directly to their classroom. In our younger grades, we ask that students go to morning extended care or are accompanied by an adult before 7:50 am. Please do not enter the classrooms prior to the teacher's arrival.

After school care: 3:00 p.m. - 6:00 p.m.

After school, students are to be picked up at their designated location between 3:00 and 3:15 pm. Students still remaining at 3:15 pm will be taken to the extended care area until their ride arrives. Students are to be picked up by 6:00 pm. Charges for late pick up is a fee of \$5.00 for each five minutes (or portion thereof) after 6:00 pm.

Extended Care for Half days of school

Several times during the school year, students are released early. On these days extended care is provided at an additional cost if you have not enrolled in the monthly prepaid childcare program. Please note that this policy applies to all half days of school, including parent/teacher conference days. We ask that you sign your child up for these half day extended care sessions a week before so that we can plan accordingly.

SAFETY AND SECURITY

Our building is equipped with the latest security technology. You are asked to carry a card that allows entrance into the building. This card is programmed to open the doors during our operational hours (NCA 6:30 am—6:00 pm). The main doors are keyed for these sensor cards. Between the hours of 7:00 am to 4:00 pm you may go to the main front entrance and push the button on the call box for the office to open the door. From 4:00 to 6:00 pm, you must have your security card to enter the building. If you need anyone else to pick up your child, please inform them of our security system and procedures. (Two cards per family; replacement or additional cards are available at \$10.00 each.)

Student Information Cards are completed yearly and should be updated as information changes. **Only those listed on your Student Information Cards will be allowed to pick up your student.** If your student is going home with a friend please write a note to the office and include the date, time and who will be picking your student up from school. Those picking up students will be required to show picture identification if not familiar to our staff.

Weather/Emergency Broadcasts

Listen to these radio/TV stations regarding weather delays/cancellations:

- KGY 1240 AM, MIXX 96 FM and KMAS 1030 AM
- KOMO TV Channel 4, KING TV Channel 5 and KIRO TV Channel 7

Information is also available on the Northwest Christian Academy FACEBOOK page.

We will notify these stations if we are closed or have a late start. They usually start broadcasting about 6:00 a.m.

Visitation/Volunteers

Parents are always welcome. If they wish to volunteer in a class or attend field trips, the teacher should be contacted in advance. Volunteers must fill out a Washington State Patrol Volunteer Background Check and turn it in at the office. *Forms are available in the office and must be completed yearly.*

Accident or Illness

If your child becomes ill at school, she/he will be checked by the office attendant. You will be called to make arrangements to pick up your child if the child has a temperature of 100° or greater, has vomiting, uncontrollable coughing, diarrhea, or other symptoms of discomfort. **The child should be free of symptoms for 24 hours before returning to the classroom.** Alternative phone numbers are very important in case we cannot reach you in an emergency. Please do not send your child to school if any of the above symptoms were present in the previous 24 hours.

Medication

By law, we cannot give your child prescription or over-the-counter medications unless we have an “Authorization for Medication” form in the office which has been completed and signed by a licensed health professional. Oral medication, topical medication, eye drops or ear drops and life-saving medications can be administered. Forms are available at the school office or from your doctor’s office. Medicine must be in its ORIGINAL CONTAINER and LABELED with child’s name. Students are not allowed to carry medication of any kind.* If your child has a life-threatening allergy or other serious condition, please let the office know so the appropriate emergency forms may be filled out. * See office for rare exceptions.

Washington state law recently changed and now allows sunscreen to be applied at school without a medical authorization form. Parents or guardians must provide the sunscreen for their child as specified in the Washington state law. It must be labeled with your child’s full name and can only be applied to that specific child. The sunscreen will be stored in a designated area decided by the teacher/supervisor or in the student’s locker. Sunscreen cannot be shared.

Disaster Plan

Students practice regular procedures for emergencies. These procedures will be enacted immediately if an emergency occurs. Students will be cared for until a parent or an approved adult arrives. Extra supplies are on hand in case of a storm or earthquake.

FINANCIAL INFORMATION

FACTS Tuition Management System

Beginning in 2018-19 school year all families are required to set up an account with FACTS Tuition Management at <https://online.factsmgt.com/signin/4CF6C>. Once your account has been set up, you will choose your payment plan and pay your students registration fee. Your FACTS Tuition Management account will be used to pay all your school fees (Registration, Tuition, Field Trip, Technology, and incidental fees associated with lunches, extended care and sports). Exception: International Students.

Tuition

There are several payment options available for you to choose from: (All via the FACTS system.)

1. Payment in full for the entire tuition amount on or before June 25th (*International I20 Students are required to prepay for the entire year on or before July 1st.*)
2. Monthly tuition payments of 10 equal amounts, beginning on the July 25th and ending April 25th.
3. Monthly tuition payments of 9 equal amounts, beginning on the July 25th and ending the first of March 25th.

There is a service fee for all NSF returned items.

If payments are not made per agreement:

- Financial Assistance (if applicable) may be withdrawn.
- Your child may be withdrawn on the first of the month if the previous month's financial obligations have not been met and if arrangements have not been made with the administration.
- A late fee of \$25 may be assessed.
- Official report cards and/or diplomas will be held, and requests for official transcripts or transfer of records may not be honored for students whose accounts are past due.

If you encounter unexpected financial difficulties, please contact us immediately to arrange an alternate payment schedule. Our policy states that unless other arrangements have been made, your student is considered no longer enrolled at the end of the month following an unpaid tuition payment due on the first.

Family Stewardship

As a way of enabling all parents to have a chance to be involved we have developed a Family Stewardship Program. As part of this program we ask that each family fulfill 20 hours of stewardship commitment each school year. Additional hours of service are, of course, greeted with enthusiasm, and are greatly appreciated.

Family Stewardship Program Overview:

- Each family is responsible for either 20 hours of documented volunteer hours per school year or may choose to pay a lump sum of \$200.00.
- **The Stewardship year school year will start after May 16th, and run through May 15th of the following year.** This allows families to volunteer time during the summer.

Contributions

To make a contribution, make your checks payable to NCA, clearly mark that it is a donation and leave it in the school office, or mail it to 4706 Park Center NE, Lacey, WA 98516. Please include a request if you would like a tax donation letter. Thank you for your generous support!