

NORTHWEST CHRISTIAN ACADEMY

4706 PARK CENTER AVENUE NE, LACEY, WA 98516

PHONE: 360-493-2223 FAX: 360-412-0910

EMAIL: NCA@NCSLACEY.ORG

WEBSITE: WWW.OLYMPIACHRISTIANSCHOOL.ORG

NEW STUDENT APPLICATION KINDERGARTEN – 8TH GRADE

Kindergarten – Must be 5 years old by August 31, 2018

Thank you for your interest in pursuing an excellent Christian education for your student at Northwest Christian Academy. Please follow the steps below to complete your student's enrollment:

1. Complete the entire Enrollment Application

- 2018-2019 Student Application
- Parent Commitment Form
- Student Technology Form

2. Attach the following documents to your Application Packet

- All students:
 - Copy of birth certificate
 - Completed Immunization Form
- Grades 1st-8th:
 - Student's most recent academic record/report card
 - Student's most recent achievement test
 - Request for transfer of student records

3. Follow the instructions on our website, www.olympiachristianschool.org to create your FACTS Management account and pay your registration fee.

4. Return Application packet and additional documents to the NCA Registrar.

5. Academic Entrance Assessment and Student Interview

- The Academic Entrance Assessment will be scheduled (*late spring/early summer*). Testing fee is payable on or before the scheduled entrance assessment.
- Student Interview with Principal will be scheduled for 5th - 8th grade students

6. Notice of Acceptance and official placement on the student roster.

Note: An interview with the parent/guardian may be required prior to official acceptance.

Additional forms will be mailed out mid-summer. These additional forms and your student's Entry Physical need to be returned prior to the first day of school.

STUDENT INFORMATION

Grade applying for: _____ Planned entry date: _____ Application Date: _____

Student Legal Name: _____
Last, First, Middle

Student Address: _____
House Number and Street Address

City, State, Zip Code

Student Mailing Address: _____
(IF DIFFERENT) PO Box and/or House Number and Street Address

City, State, Zip Code

Student Home Phone: _____ Student Cell Phone: _____

Date of Birth: _____ Age: _____ Sex: M F

Ethnicity/Race: White Black /African American Hispanic/Latino Asian American Indian/Alaskan Native Pacific Islander/Native Hawaiian
(Please check— more than one may be checked)

Last School attended: _____ City, State: _____ Zip: _____

To help us serve your child better please complete the following:

List any major areas of difficulty your child has had in school:

Is student on a current IEP and/or 504 Plan? (Please attach a copy.) No Yes

Please list any academic needs and/or learning disabilities or issues we should know about.

Has your child been involved in any disciplinary actions at school? No Yes

If yes, please explain:

You may use a separate sheet of paper if necessary.

PARENT/GUARDIAN INFORMATION

Father/Guardian: _____
Last, First, Middle

Address: _____ Home Phone: _____
If Different from Student

Employer: _____ Job Title: _____

Email: _____ Work Phone: _____ Cell Phone: _____

Mother/Guardian: _____
Last, First, Middle

Address: _____ Home Phone: _____
If Different from Student

Employer: _____ Job Title: _____

Email: _____ Work Phone: _____ Cell Phone: _____

Parents' Marital Status: Married Widowed Separated Divorced Single Remarried
Check One

List Stepparents if Applicable: _____

Student Lives With: Mom Dad Both Guardian
Check One

Mail to: Mom Dad Both Guardian
Check One

In the case of divorce, who has legal custody of the child?

** Please note: The school office needs to be notified as to any restrictions regarding the student. Copies of Court documentation may be required.*

FAMILY INFORMATION

List below all siblings:

Child's Name: _____ Age: _____ School Attending: _____

Child's Name: _____ Age: _____ School Attending: _____

Child's Name: _____ Age: _____ School Attending: _____

Church Affiliation

Name of Church attending: _____ City, State _____

Pastor's Name: _____ Church Phone: _____

Youth Pastor/Youth Director's Name: _____

We welcome grandparents at Northwest Christian Academy! Our grandparents' names will be added to our mailing lists and they are encouraged to be involved members of the NCA family.

Maternal Grandparents

Names: _____ Email Address: _____

Address: _____
House Number and Street Address City State Zip Code

Paternal Grandparents

Names: _____ Email Address: _____

Address: _____
House Number and Street Address City State Zip Code

ADDITIONAL INFORMATION

How did you hear about Northwest Christian Academy?

What are the primary reasons for seeking to enroll your child at Northwest Christian Academy?

Is there any additional information you would like to share about your child?

2018 - 19 Northwest Christian Academy Parent Commitment to:

Academic Standard

I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and by giving my child encouragement to complete any homework or assignments.

Student Participation

I/We give permission for my child to take part in school activities, including sports and school sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school related activity.

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)

Standard of Conduct

I appreciate and uphold the standards of the school and do not tolerate profanity/obscenity in word or action, dishonor to God and the Word of God, or disrespect to the personnel of the school. I hereby agree to support NCA's Mission Statement, Statement of Faith and all regulations of the school. I authorize this school to employ discipline, as it deems wise and expedient for the training of my child. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.

Student Photo Release Statement

I hereby give Northwest Christian Academy or Northwest Christian High School all rights of every kind and character whatsoever in and to all work, poses, acts, plays and appearances made by my child for the pamphlets, videotape and/or program, as well as in and to the right to use my child's photographs, either still or moving, for commercial and advertising purposes in connection therewith. I further give the right to reproduce in any manner whatsoever any recordings made by my child's voice and all instrumental, musical, or other sound effects produced by my child.

Includes, but not limited to: Promotional Video, School promotional pamphlet, Video-Taped School Activities, or use on school website.

*Please initial below if you **DO NOT** wish your child's photograph or voice to be used.*

_____ I/We **DO NOT** wish my/our child's photograph or voice to be used in promotional items for Northwest Christian Academy/Northwest Christian High School or Northwest Christian Schools of Lacey.

2018-19 NCA Student Technology Policies

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 Community Christian Academy, (including but not limited to anything: sexually inappropriate or suggestive in nature, blatantly offensive, ungodly material, lewd or obscene language);
 - 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, 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 land lines 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 a sent home in the Friday folders, emailed and posted on our website.

Parent and Student must complete the form below and return it to the NCA office with your Enrollment paperwork.

Northwest Christian Academy “PARENTAL AUTHORIZATION FORM”

Student Name _____ Grade Level _____ Student Cell Phone No. _____

Student Name _____ Grade Level _____ Student Cell Phone No. _____

Student Name _____ Grade Level _____ Student Cell Phone No. _____

Please check one of the options below for cell phone usage:

- My student(s) **will not** be bringing a cell phone to campus but I have read and understand the NCA cell phone policy.
- My student(s) _____ have my permission to bring his/her cell phone to campus provided that he/she follows the school policies and guidelines expressed above. My child and I have read and understand the NCA cell phone policy and we are willing to abide by it.

Please check below for Internet usage: (check only one)

- My student(s) have my permission to use the school’s internet connection under the terms of this policy. I agree that if my child should violate this policy (including purchasing anything on the internet) I shall not hold the school liable. I understand that violation of this policy will result in my child losing access to school technology and being subject to appropriate disciplinary action.
- STUDENT’S NAME(s) _____ **does not** have permission to use the school’s internet connection under the terms of this policy.

Signature of Parent/Guardian: _____ **DATE:** _____

Complete below for Grades 4th - 8th

I, (STUDENT’S NAME) agree to abide by the above policies. I understand that if I violate them, I shall immediately lose access to school technology services as well as be subject to other appropriate discipline.

Student’s Signature: _____ DATE: _____

Student’s Signature: _____ DATE: _____

Student’s Signature: _____ DATE: _____

Please sign & return this form to the NCA office. Form must be signed & submitted every year.

Northwest Christian Academy

Request for Transfer of Student Cumulative Files

Including: Transcript, Report Card, Withdrawal Grades, Test Scores,
Health Information, Immunization Record, Attendance and Discipline records.

PREVIOUS SCHOOL: _____ DISTRICT: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

Student's Name: _____ Birth date: _____ Grade: _____

Student's Name: _____ Birth date: _____ Grade: _____

Student's Name: _____ Birth date: _____ Grade: _____

PLEASE FORWARD or EMAIL THE ABOVE REQUESTED RECORDS TO:

PLEASE SEND RECORDS TO:

**Attn. Michelle Ruffier, Registrar
Northwest Christian Academy
4706 Park Center Ave NE
Lacey WA 98516
nca@ncslacey.org**