



*Student Handbook*  
**2024-2025**

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

[www.nwchristianschool.org](http://www.nwchristianschool.org)

# Mission Statement

*“Educating for Today, Training for Eternity”*

by seeing and treating each child as God’s gift  
by showing each child the keys to a personal friendship with Jesus Christ  
by preparing individuals mentally, physically, and spiritually for a place in His service today and tomorrow  
by challenging individuals and groups to academic excellence and a lifelong habit of learning

## Our Goals

### **Northwest Christian School seeks to**

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

### **Philosophy of Education in Action**

Christian education is based on the belief that each student is unique and valuable and needs development as a whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people at home and within society, and to become active members in the Body of Christ. Faculty members are committed to keeping Jesus first in their lives and modeling the Christian life-style.

NCS provides a safe and enriched environment in which students can thrive and discover the joy of being life-long learners, active thinkers, developing positive attitudes, and learning to work together as a community. Students are given the opportunity to explore, discover, and apply concepts in the real world. We embrace the philosophy that all students can learn, and together with teachers can strive for academic excellence.

**Desired Outcomes:**

We are committed to our goals so that students will:

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

## **General Information**

Northwest Christian School is a Christian, co-educational, Kindergarten Preparatory – 8th grade program, owned and operated by the Washington Conference of Seventh-day Adventists. This school was established with the purpose of assisting in the development of the whole person – mentally, physically, socially, and spiritually. The history of the school dates back to the early 1900s. In the 1960s, the school formally adopted the name Nelson-Crane Christian School and opened on Shaw Road in Puyallup, Washington. After years of educating children the Nelson-Crane School Board adopted a new plan to build what today is the Northwest Christian School campus. The new building project began in June 2007 with the school opening in 2009.

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

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

### **Northwest Christian School**

904 Shaw Road

Puyallup, WA 98372

[www.nwchristianschool.org](http://www.nwchristianschool.org)

### **Puyallup Seventh-day Adventist Church**

902 Shaw Road

Puyallup, WA 98371

253-848-5548

[www.PuyallupSDA.org](http://www.PuyallupSDA.org)

## **Admissions Information**

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

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

- **Admission of students to the NCS Kindergarten Preparatory Program must have turned age four-years old on or before August 31 of the current school year.**
- **Admission of students to the NCS Kindergarten Program must have turned age five-years old on or before August 31 of the current school year.**
- **Admission of students to the NCS 1<sup>st</sup> Grade program must have turned age six-years old on or before August 31 of the current school year.**

The Admissions Committee of Northwest Christian School is charged by the Board of Directors with the task of admitting students. The Committee makes its determination through the application, and academic assessments will be requested prior to admission approval.

### **Admission Guidelines:**

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

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

## Attendance

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

North Pacific Union Code states that each student is expected to attend school punctually and regularly. Attendance will be taken at the beginning of each school day. Students should be in their classrooms and seated by 8:30 a.m. or they will be marked tardy. Students not in attendance by 8:30 am will be counted tardy or absent for that day. If your child(ren) are absent, excused, or unexcused, a phone call to the school should be made **before 8:30 a.m.** the morning of the absence. The student/parent responsibilities for attendance are:

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

Excused absences only include illness of the student, attendance at a funeral, court appointments, and unavoidable medical/dental appointments. To be excused for scheduled medical/dental appointments or other pre-arranged absences, parents must notify teacher and front office via email. Permission should be arranged before commitments are made and plane tickets are purchased.

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

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

**Cell Phones and Personal Calls:** We maintain that cell phones pose a distraction to our students during the school day. As such, we discourage students from bringing cell phones to school. However, if a student possesses a cell phone on school property during the school day, the following rules apply:

1. All student cell phones must be turned OFF and be kept either in the student's classroom cubby or bag/backpack (8:15 AM-3:30 PM), and during Before/After School programs (7:00 AM – 6:00 PM).
2. In some circumstances, a student may be given permission by a teacher or an administrator to use his/her cell phone to call a parent or guardian.
3. Parents should not use the student's personal cell phone number to call or text their student or expect to receive a call or text from their student during the school day. If a parent needs to contact their child(ren) during school hours, they may contact the school office and a message will be conveyed to the student.
4. If a cell phone or electronic device is discovered on a student's person or within reach of a student during an examination, the test materials will be confiscated, and the student may receive a failing grade for the examination.

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

**Classroom Rules:** Individual classroom teachers will make available the rules of their own classroom. Rules made by individual NCS educators will apply equally with the rules printed in this handbook.

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

**Closings/Delayed Starts:** In the event of inclement weather, Northwest Christian School follows the decisions made by the Puyallup School District for closures and/or late starts. Northwest Christian School posts closings and delays on our Northwest Christian School Facebook page, email and text via JupiterEd Parent Alert system, and our school website [www.nwchristianschool.org](http://www.nwchristianschool.org). As always, please make decisions based on the safety of your family. When school is in session and your child cannot attend, please contact the teachers to make up any assignments missed.

A delayed start may be implemented due to weather conditions. In general, a delayed start means that classes will start two hour(s) later than usual.

## **Inclement Weather Remote Learning:**

Northwest Christian School has developed processes to deliver remote learning days in the event of school closures. One free snow day is built into the school calendar if the school announces closure for inclement weather. Remote learning expectations will be communicated to families via JupiterEd on the second day of a school closure during the academic year and will continue for each additional day of unplanned closures. Remote learning days will not exceed 4 total hours of class time and homework. If a student is unable to connect with a teacher or online systems during a remote learning day, that student will be responsible to plan make-up work with his or her homeroom teacher.

## **Code of Conduct**

1. **Academic Integrity:** Students are expected to submit their own work. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident. Students are also prohibited from forgery of any school documents, including falsification of signatures.
2. **Disrespect:** Students are expected to respect the authority of teachers, substitute teachers, staff, and administrators. Parent volunteers, visitors, or guests of Northwest Christian School shall be afforded the same respect by the students and staff. Students are also expected to show respect for their fellow students and for others' property. Parents that have concerns are expected to follow the NCS grievance procedures outlined in this document.
3. **Harassment and Bullying:**
  - a. **Anti-Bullying:** Northwest Christian School strives to create a school environment that is safe both physically and psychologically. Students should feel part of a caring community that uplifts, supports, and strengthens them. Students should not participate in bullying behavior which includes verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (willfully attacking, disturbing, tormenting, or forcing another student to do something he/she does not want to). Bullying is defined as
    1. the act of targeting another person for repetitive negative actions
    2. where an imbalance of power exists so that the victim cannot defend him or herself
    3. including physical aggression (destruction of property, threatening violence), social alienation, (spreading rumors, racial slurs, excluding from group), verbal aggression (name calling, teasing), and intimidation (graffiti, coercion,



taking possessions), including over social media, the internet, phone, or in person.

- b. **Harassment:** Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's age, race, creed, color, national origin, medical condition, physical disability, sexual orientation, or gender. Harassment will not be tolerated at any time during school, outside of school, including in person or online platforms, or school-related activities.

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

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

8. **Language:** The use of profane, obscene, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also prohibited. Violation of this expectation warrants immediate administrative referral.
9. **Major Disruption:** Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Students who fail to respect the teacher and cause a disruption in the classroom will be referred to the principal for discipline.
10. **Supervision:** Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after school.
11. **Public Display of Affection and Sexual Contact:** Northwest Christian School holds the belief that all students in our school are too young to pursue intimate and/or romantic relationships. We do encourage NCS students to develop multiple friendships with healthy boundaries. If it becomes apparent that a couple is spending an excessive amount of time together or participating in public displays of affection, they will be counseled by administration or be placed on social restriction as deemed necessary by the administration. Students involved in any form of sexual behavior (e.g. petting, kissing, forms of sexual intercourse) will be subject to suspension or expulsion as determined by the NCS discipline committee. Northwest Christian School expects students to abide by a philosophy of sexual purity, both in action and interaction. Thus, students must not only refrain from physical acts, but also from sexually provocative language and discussions.
12. **Possession of alcohol and drugs:** Students are not permitted to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Abuse of prescription and/or over-the-counter medications or tobacco is also prohibited. Possession of banned substances includes having said substances on the student's person or within an area of his/her control including, but not limited to, locker, books, clothing, bag or backpack, or some other location known to the student. Students may be placed on immediate suspension pending investigation of incident(s) involving banned substances.
13. **Weapons and Gang Activity:** The use, possession, sale, or furnishing of any weapon, knife, firearm, explosive, or other dangerous device, including fireworks, is strictly prohibited. Participation in gang activity including, but not limited to, possessing, or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited. Harassment of others or recruitment for gang membership or activity will not be tolerated.

14. **Civil Authority:** Should a student choose to participate in any act which is in violation of civil or criminal law, that act will be reported to the proper authorities in addition to being referred to the school administration.

**Failure to Abide by Code of Conduct:** Incidents constituting failure of a student to abide by the Code of Conduct will be referred to the principal who shall decide if the matter should be taken before the NCS discipline committee. The NCS discipline committee shall consist of the principal, vice principal, homeroom teacher, one additional NCS staff member, and one NCS school board member. The following guidelines will be used by the principal and the guidance committee when evaluating the appropriate action to be taken.

**Offenses may result in the following:**

- Classroom Correction
- Administrative Referral
- Administrative Intervention Strategies
- Parental Meetings
- Development of a Behavioral Plan
- In-school Suspension
- At-home suspension
- Probationary Status
- Withdrawal

**Communication:** It is the parent's responsibility to keep up with all NCS communication regarding upcoming events, special announcements, school programs and initiatives. All NCS parents will receive communication via:

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

**Daily Schedule:** All students are expected to attend the following daily academic schedule.

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

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

School doors and classrooms open at 8:15 a.m. each morning with student drop-off ending at 8:30 a.m. End of the day student pick up starts at 3:15pm and ends at 3:30 p.m. (Monday-

Thursday) and 1:00 p.m. to 1:15 p.m. (Friday). Students not picked up by 3:30 p.m./1:15 p.m. are enrolled in After School Care. Charges apply.

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

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

**Extended Day Care:** Northwest Christian School operates before school care from 7:00 a.m. to 8:15 a.m. and after school care from 3:30-6:00 p.m. Monday – Thursday and Friday from 1:15-4:00 p.m. Students who have not been picked up by the end of the school day will be signed into Extended Day Care. The pre-payment plan has been structured in half-hour increments; any portion of a half hour that is used will be billed at the half hour rate. For added security of the students, each guardian must enter the building and sign out their child(ren) from the program. Only individuals listed in JupiterEd on the approved pick-up list will be allowed to pick up students. Identification may be required. After 6:00 p.m. Monday-Thursday or after 4:00 p.m. on Friday, parents/guardians will be charged \$1.00 each for every minute until the child is signed out.

At the time of closing every effort will be made to contact parents and guardians who are late picking up. NCS will also attempt contact with persons on the student's emergency contact list. If we cannot reach parents or any other approved individual by 7:00 pm Monday-Thursday and 5:00pm on Fridays, NCS administration will contact CPS and the Puyallup Police Department to report an abandoned child.

If you are going to be late, call 253-209-7299 to inform staff of your situation and make other arrangements for your child to be picked up. Thank you for cooperating to make this a safe and secure program.

A FACTS email will be sent when no funds, or low funds are remaining in your account. If your child(ren) arrive for supervision and additional funds have not been added, you may be subject to a double billing until your account has a credit balance. If this bill is not paid promptly, the matter will be referred to the School Board and collection agencies may be used.

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

**Electronic Devices (Personal):** Use of entertainment and music playing devices is not permitted during the school day, as well as before and after school care. Headphones, earbuds, or similar devices are not permitted for personal use during school hours. Personal computers, laptops, i-pads, tablet computers, or other such devices may be used for educational purposes if

permitted by the classroom teacher. However, these devices should not be used outside the classroom without supervision at any time.

**Field Trips:** Teachers often plan off-campus field trips to enhance classroom learning. All NCS policies and codes of conduct shall apply to student participants on field trips. Students who behave inappropriately on school trips will receive disciplinary action by administration upon returning to school. All parents who volunteer to help chaperone must be background checked and cleared. This process will include clearing drivers with clean driving records.

**Fundraising and Donations:** It is our goal to keep tuition and extra-curricular costs as low as possible for the benefit of our families. Fundraisers are conducted to provide money for classroom needs, clubs, trips, and designated school projects. We appreciate student, parent, and constituent support of these projects though participation is strictly voluntary. Donations to the school are tax deductible and NCS will provide donors with documentation for tax use.

**Grievances:** We realize that concerns or disagreements may arise between Northwest Christian School educators, parents, students, and other partners in our ministry. In such cases, the following procedures must be followed in sequential order:

In matters concerning a parent and teacher:

1. A parent/teacher conference should be scheduled to identify the problem and to discover the facts, and work toward resolution.
2. A second conference involving the parent, teacher, and principal should be scheduled if concerns remain unresolved during the first meeting. A written record of the discussion and outcome should be kept and signed by all present. NCS will provide documentation via JupiterEd.
3. If the issue remains unresolved after the second step, a written request to address the school board should be presented to the school board chairperson. The school board chairperson will add the grievance to the agenda of the NCS monthly board meeting. The Conference Superintendent of Education (or their conference designee) shall be present for any such meeting of the executive committee and/or school board.
4. If the parent or teacher is not satisfied with the results of the preceding steps, the matter will be referred to the Conference K-12 Administrative Council and all written records from the previous meetings will be provided to the Council. A written record of the decision of the Administrative Council will be returned to the concerned parties and the decision considered final.

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

1. The parent should provide to the school board chairman their concerns in writing and a meeting of the principal, school board chairman, and the

parent will be scheduled. The school board chairman may include members of the executive committee in this meeting if deemed necessary and/or helpful. A written record of this meeting should be kept and signed by all parties in attendance.

2. If no resolution is achieved in the first meeting, a meeting of the parent, principal, school board chairman, and Conference Superintendent of Education should be scheduled. A written record of this meeting should be kept and signed by all parties in attendance.
3. Any unresolved issues may then be referred to the Conference K-12 Administrative Council and all records of previous meetings will be provided to the Council. A written decision by the Council will be provided to all concerned parties and will be considered final.

**Home and School:** NCS parents and community members shall work to maintain an active Home and School organization which coordinates activities throughout the school year. Families are encouraged to volunteer and be an active part of this organization. Each classroom should designate one homeroom volunteer to help with Home and School efforts.

**Hot Lunch:** Northwest Christian School offers a hot lunch program. If a student forgets a lunch a hot lunch meal will be offered and charged to their account. All NCS lunches are vegetarian. Reported allergies will be accommodated by the NCS chef.

**Illness and Medication Administration:** Students should remain home if they are ill. Illness requiring a student to stay at home include, but are not limited to, vomiting, diarrhea, lice, a temperature of (100.0° F+), suspected contagious illness (such as Covid-19, ringworm, chicken pox, pink eye, influenza, “stomach virus,” etc.), or if the student is not yet recovered from an illness. Students must be fever free, (temperature of less than 100.0°F) without use of medications (such as Tylenol or ibuprofen/Advil) and/or not have vomited for a minimum of 24 hours prior to returning to school. If a student becomes ill or is injured at school, immediate action will be taken to ensure the student’s safety and wellbeing. Parents will be contacted and asked to take their child home or to transport their child to receive medical care in the event of an acute illness or injury. In the event of injury which poses risk to life or limb, 911 will be called and the student transported to the nearest appropriate hospital facility. If we are unable to reach a parent or guardian, the individuals listed as the alternate emergency contacts will be notified as soon as possible.

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

All student medications must be registered with the front office. Medications are kept in a locked and secure cabinet. Students are not permitted to carry any form of medication on their

person or in their bag/backpack including suntan lotion/spray, cough drops, menstrual medication, etc. Please obtain forms from the school office to register student medications. All prescription medications must be contained in their original prescribed bottles with the student's name.

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

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

**Internet and Social Media:** Northwest Christian School urges parents to monitor their students' internet access at home. Though the school cannot block every inappropriate website, we monitor students' access to the internet and apply filters to make accessing inappropriate sites extremely difficult. Social media sites are not to be accessed from school computers. Students who access inappropriate websites, post negative comments online, send or forward inappropriate material, cyber-bully or harass are in violation of the school's internet policy. This will result in disciplinary action which may result in the loss of internet privileges and/or additional disciplinary measures.

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

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

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

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

Meetings are open to visitors. If a visitor has an item for the agenda, they must contact the principal or chairperson 1 week in advance of the meeting. For agenda consideration.

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

**Skateboards, Bicycles, Rollerblades:** Due to insurance and liability issues, skateboards, roller skates, wheeled shoes, and rollerblades are prohibited on school property. A student may ride his or her bicycle to and from school with the express written consent of the parent to the

administration. Bicycles used to commute to and from school should remain secured during the school day.

**Sports Program:** NCS extracurricular sports is offered when volunteer coaches are available to operate these programs. They provide students an opportunity to improve their sports skills while teaching cooperation, teamwork, and sportsmanship for all who participate. To participate in extracurricular sports, students must be in good academic standing with no current incompletes, no failing grades, and no D grade in any class. If a student dips below the eligibility threshold, they must miss their sporting events/practices for that week and until the student's grades improve. Any additional fee to participate in extracurricular sports is the responsibility of the family.

**Traffic flow:** During morning drop-off and afternoon pick up please abide by the NCS traffic flow map and respect the Right Turn Only onto Shaw Rd. If you would like to talk with the office or your child's teacher, please park your vehicle in a designated parking space before coming into the school building. Traffic signs are posted for your safety.

**Volunteers:** Northwest Christian School enjoys partnering with volunteers to supplement our program. Please see the front office to obtain the online link to the background screening process.

**Visitors:** All visitors must register at the office before entering the building or any classroom. Parents are welcome to observe the classroom with prior arrangement from the homeroom teacher and administration at least one school day in advance. Minors who are not students at Northwest Christian School should be accompanied by a parent whenever present on school grounds unless previous arrangements have been made.

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



