
Northwest Christian School



Online Handbook

Letter from Superintendent and Principal

Dear Parents:

Welcome to Northwest Christian School Online. We appreciate the partnership with families in online education for their children and your commitment to Christian education for your student. Our staff is dedicated to providing a Bible based quality educational program through online education.

We seek to create community with our families through communication. You are always welcome to contact us via the principal or the online facilitator as we partner together. We value your ideas and comments that will improve the development of the NCS Online program.

It is our desire to see our families informed and aware of the policies and procedures that guide the processes for the online program at NCS. Please read the information provided in this handbook. The growth of NCS Online has necessitated the need for these various policies to ensure all aspects of this program are conducted in an orderly fashion.

Finally, we urge you to pray with us for the school. As Northwest Christian School Online continues to grow and to move forward we seek to minister to families through education to the country and even the world. May God direct our paths as we seek to develop the hearts and minds of children through Bible centered education.

“Trust in the Lord with all your heart, and lean not on your own understanding; In all your ways acknowledge Him, and He shall direct your paths.” Proverbs 3:5, 6

Geoff Brown - Superintendent
Dawna Underwood – Elementary Principal

Mission Statement

The purpose of Northwest Christian School is to provide a Bible-based program of education, which enables students to develop a Christian worldview.

Statement Of Purpose

The purpose of Northwest Christian School is to provide a program of education which upholds a standard of scholastic excellence, furnishes instruction in biblically based Christian faith which enables students to develop a Christian worldview, and prepares the students to fulfill their God-ordained role in the home, the church, their country and the world. The responsibility for teaching children is given to parents, assisted by the local church. NCS exists to assist the parents in this responsibility.

History of Northwest Christian School

In 1980, as the Christian School movement accelerated, a group of concerned parents approached Northwest Community Church with a vision; to begin a school that would demand excellence in academics, would integrate Christian truth into the curriculum, and would complement the values parents desired in their homes.

That vision has grown from a handful of students and teachers to the largest Christian school in Arizona. More than 1,400 students attend from preschool through 12th grade. Excellence in academics is recognized by the fact that AdvancED with the North Central Association of Colleges and Schools, as well as the Association of Christian Schools International, provides accreditation for NCS.

Biblical integration remains the number one priority led by the committed, Christ-honoring faculty. Along with the experienced Bible Department, teachers integrate the truths of Scripture into their daily teaching.

In the fall of 2020 NCS Online became a reality for NCS. The NCS Online program was brought to life through the vision of the board and implemented through the dedication of online developers, curriculum experts and technicians at NCS. Beginning with the elementary program and then moving to a fully functioning K – 12 program, NCS Online has grown to meet the academic and biblically integrated needs of the online community.

Doctrinal Statement

- We believe that the Bible is the Word of God, infallible and supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal, plenary inspiration, so that it is a divinely authoritative standard for every age and every life. This doctrinal statement does not exhaust the extent of our beliefs as that we believe that the Bible serves as the sole and final authority concerning all matters pertaining to truth, morality, and the proper conduct of mankind.
- We believe that the Godhead exists eternally in three persons: Father, Son, and Holy Spirit, and that these three are one God.
- We believe in God as absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process. We believe that all human life is sacred and created by God in His image. We believe that human life is of inestimable worth in all its dimensions including pre-born babies, the aged, or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
- We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners.
- We believe that Jesus Christ in the flesh was both God and man; He was born of a virgin, and He lived a sinless life, in which He taught and did mighty works with signs and wonders exactly as revealed in the four Gospels; He was crucified, died as a penalty for our sin and was raised from the dead bodily on the third day. Later, He ascended to the Father's right hand where He is Head of the Church and intercedes for believers, and from where He is coming again personally, bodily, visibly to the earth to set up His millennial kingdom.
- We believe that since in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin, redeeming us from the curse of the law by becoming a curse for us. Men are saved and justified on the simple and single ground of the shed blood.
- We believe that such salvation, with its forgiveness of sins, imparts a new nature and hope of eternal life and is entirely apart from good works, baptism, church membership or man's effort, and is a pure grace.
- We believe that a true believer is eternally secure; he cannot lose his salvation, but that sin may interrupt the joy of his fellowship with God and bring the loving discipline of his Heavenly Father.
- We believe that all who receive Christ become joint-heirs with Christ, and at death, their spirits depart to be with Christ in conscious blessedness, and at the rapture their bodies will be raised to the likeness of the body of His glory and dwell forever in His divine presence. Northwest Christian School Doctrinal Statement (last revision: December 17, 2015)
- We believe that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.
- We believe that the Holy Spirit is a person, is God and possesses all the divine attributes. He indwells all believers, baptizes and seals all believers at the moment of their salvation and fills them in response to confession of sin and yieldedness.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen

1:26-27) We believe that rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship which God desires for His church. (Eph. 5:25-27, Rev. 19:7-9, Rev. 21:2-9, Isaiah 54:5)
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1Cor. 6:9-10)
- We believe that in order to preserve the function and integrity of Northwest Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all parents and guardians of enrolled students at Northwest Christian School and all persons that are employed by or volunteer with Northwest Christian School in any capacity, agree to and abide by all points put forward within this doctrinal statement. (Matt. 5:16; Phil. 2:14-16; 1Thes. 5:22)

Parental Responsibility Agreement

1. We understand the Bible teaches us that, as parents, we are responsible for the education of our children, and it is our desire that Northwest Christian School assist us in this responsibility. We agree to support the school faculty and staff as they assist us in educating our child.
2. We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24). We will also read the school discipline policy that is in the student handbook.
3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.
4. We understand that the parents are the natural leaders of their families. Children will follow if parents give strong Christ-honoring leadership. We are committed to work hand in hand with NCS in order “to train up our child in the way he should go” (Proverbs 22:6).
5. We understand that the school exists to support the values of the Christian home. Our home is committed to upholding strong biblical standards of lifestyle, including commitment to and involvement with a local church.
6. We understand that our failure to report psychiatric counseling, any prescribed program of medication, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
7. We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with our child or other people, following the Matthew 18 principle.
8. We understand that the school reserves the right to dismiss any student who does not:
 - a. Respect and observe spiritual and/or behavioral standards.
 - b. Cooperate with our educational goals.
 - c. Conform to the dress and hair code policy.
9. We understand that if at any time the school determines, in its sole discretion that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of the student.
10. We understand the school retains the right to refuse admission to or to remove from enrollment any student whose custodial parent is in cohabitation or a same-sex relationship.
11. We give permission for our child to go on field trips arranged by the teacher and approved by the administration. The educational trips will be properly supervised, and our family insurance program will cover our child. We will not hold the school, administration, or faculty responsible in case of accident. Notification will be given us prior to each field trip.
12. We understand that in the event our child damages school property, assessments will be made to cover these damages, including breakage of windows and abuse of other personal property.
13. We understand that tuition will be divided into eleven monthly payments. The first payment is due August 1, and on the first day of each of the following ten months. The last payment is due on June 1. Any payment received after the seventh day of the month will be considered late, and our account will be assessed a late charge. When an account becomes more than 60 days past due, the student will not be allowed to attend class until the account is brought current.
14. We understand that graduating seniors must make their final tuition payment before participating in graduation ceremonies.

Expected Student Outcomes

Northwest Christian School is devoted to an educational program which upholds high standards of scholastic and behavioral excellence and furnishes instruction in Bible-based Christian faith. Our greatest honor is to enable students to develop a Biblical worldview and prepare them to fulfill their God-ordained roles. It is the vision of the educators at NCS that our students will develop the following traits and attributes.

1. Personal Relationship with Christ
 - a. Understand and embrace the message of salvation, believing in Jesus Christ for their salvation
 - b. Demonstrate spiritual discernment in all areas of their life
 - c. Discover their unique gifting and purpose in the Lord
 - d. Understand and practice spiritual disciplines such as daily Bible reading, prayer, and local church involvement
2. Biblical Worldview
 - a. Prioritize the mission of God through taking part in regular opportunities to serve and love His people
 - b. Develop and defend a Biblical Worldview
 - c. Recognize their identity and responsibilities as image-bearers of God, created uniquely in His image
 - d. Integrate God's Word in everyday life, through academic, social and athletic opportunities
3. Academic Preparedness
 - a. Be effective and responsible in utilizing digital technology to enhance learning
 - b. Develop analytical and critical thinking skills in academics and in life
 - c. Demonstrate the academic competence that is required for the next level of academic pursuit
 - d. Communicates effectively through various forms including written, verbal, interpersonal, and listening skills
4. Leadership Focused
 - a. Demonstrate integrity through daily lifestyle choices
 - b. Use gifts and resources to impact the kingdom of God
 - c. Understand and embrace the diverse roles that Christians have as responsible citizens
 - d. Impact others through servant leadership
5. Lifelong Learner
 - a. Participate as well-rounded individuals involved in various aspects of student life
 - b. Develop an appreciation of learning
 - c. Pursue next stages of learning including academic, professional, trade, vocational, public service, military or ministry-based
 - d. Develop an understanding of how the actions of today affect the outcomes of tomorrow

Statement Of Nondiscrimination

Northwest Christian School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to NCS students. We do not discriminate on the basis of gender, race, color, or national origin in the administration of educational policies, admission procedures, scholarship awards, athletic or any other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated mission statement and purpose of Northwest Christian School.

Admissions

Admission Policy

Admission to the online program is obtained by both a written application and a written interview reviewed by a school administrator. Report cards, school records, a pastor's reference form, and prior standardized test scores along with entrance testing will be used to determine eligibility for admission. In order for a student to be considered for admission, at least one parent must offer testimony to a personal relationship with Jesus Christ and be actively attending a Bible-believing church with their student. If there is a question about a student's eligibility for admission to the school, the application may be forwarded to the Admission Review Committee for a final decision. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated mission statement and purpose of Northwest Christian School. NCS is a community of learners and disciples of Christ. Attending Northwest Christian School Online is a privilege that includes certain responsibilities. School policies include moral and biblical requirements, as well as practical requirements needed for efficient functioning in a community.

Re-enrollment

Online students are enrolled for one academic year at a time. The facilitator reviews student success at the end of each year and informs the principal of this success or areas of concern. Students will be invited to return if they are succeeding academically and if the student and parents continue to be supportive of the procedures and spiritual mission of the school. A family must have all accounts current in order to begin the following school year. The school board reserves the right not to re-enroll a student for the following year if, on the recommendation of the online faculty, the board believes the student to have educational or behavioral needs apart from the mission of the online school.

Academic Progress

Students who fail two or more core subjects (Bible, Language Arts, Reading, Social Studies, Math, or Science) may be required to repeat the grade to remain within the NCS Online program or to complete a summer program. This determination is made at the online principal's discretion.

Withdrawal

When a student withdraws from NCS Online, the tuition will be figured on a per diem basis. Verbal withdrawals will not be accepted. A written form must be completed and signed by the administrator, bookkeeper, and parent or guardian before the online withdrawal is processed. Records will be processed once this procedure is followed. All fees must be paid in full prior to online withdrawal.

Records

Student Records and Files

Student records are kept in electronic files for the NCS Online program. Access to student records and files must be requested in writing. Student records may be requested through the school registrar. Please allow 72 hours to process the request.

Student Files

Student files are provided privacy as required by FERPA. Teachers, administrators and parents solely have access to student files.

Online Grade Access and Report Cards

NCS utilizes an online grade reporting forum in order to improve communication between teachers and families for student grades for the online program allowing for information to encourage and consequently improve academic performance. Our goal is to provide the parents with regular information about your student's academic progress in the following manner. Grades are posted on weekly. Facilitator conferences are facilitated in fall and spring, generally in October and March. Grade reports will be issued at the end of each semester. Parents will register with NCS for the online grade access in order to utilize this communication tool. Information is available online. Please contact the NCS Online Administrator or Facilitator for more information about online grade access..

Academic Practices

Grades

| Letter | Percent |
|--------|---------|
| E/A | 90-100 |
| G/B | 80-89 |
| S/C | 70-79 |
| N/D | 60-69 |
| U/F | 00-59 |

Formative v. Summative Assessment

| | Formative Assessment | Summative Assessment |
|----------|--|---|
| When | During Learning | After Learning |
| Examples | <ul style="list-style-type: none"> • Teacher Observations • Team Project • Journals • Exit Passes • Homework • Quizzes | <ul style="list-style-type: none"> • Unit Test • State or National Tests • Final Projects • Research Papers |
| Goal | Improvement of Instruction and growth in learning | Evaluation of Student learning/progress |

Formative v. Summative Breakdown

| Elementary Grades K-5 | | Middle School Grades 6-8 | | High School Grades 9-12 | |
|--------------------------|-----------|-----------------------------|-----------|----------------------------|-----------|
| Formative | Summative | Formative | Summative | Formative | Summative |
| 60% | 40% | 50% | 50% | 40% | 60% |

Academic Policies

Cheating

Cheating is defined as giving or receiving any information on an assignment, quiz, or examination or taking someone else's work and making it your own. This includes and is not limited to looking up answers during a quiz or test, looking up answers on class work or homework, or discussing answers with other students without the direction of the teacher. Cheating will result in a 0 on the assignment and immediate notification of the Facilitator and Principal.

Plagiarism

Plagiarism is defined as taking credit for work that is not yours. Plagiarism includes but is not limited to copying work from another source and pasting it in your own work, having another person write or do any assignment that has been assigned to you, posting and quotes without properly citing the source. Any plagiarism will result in a 0 on the assignment and immediate notification of the Facilitator and Principal.

Accommodations

At NCS we see accommodations as those activities that require a student to do what everyone else is doing in a slightly different way. Accommodations can be offered at any grade level and do not require administrative approval, although it is always wise to keep the administrator aware of student needs. Accommodations do not need to be noted on a student's report card.

Modifications

At NCS we see modifications as changing the workload slightly. Modifications can only be offered at the elementary level if the student has had academic testing provided which indicates a need for the modification and if the facilitator and administrator has approved the modification. Modifications may not be provided in the middle school and high school area. Modifications must be noted on the student's report card.

Academic Testing

After 2nd grade, school policy and practice dictates that school work for a student can only be modified upon the specific and qualified recommendation of an educational psychologist. A parent may request testing for their child from a licensed educational psychologist or work with the local school district to request such testing. When such paperwork is presented to the school, it is understood that parents have communicated the need/desire for testing with one another. When a parent requests such testing from a school district, it should be understood that neither the district or the school are under any obligation to pursue all parents for consent.

If students are found to have a Specific Learning Disability, SLD, the Facilitator and Administrator will meet with the district and parent(s) of the child to determine whether the student's needs can be met through NCS Online. When it has been determined that NCS may be able to meet those needs, the student's work, within the identified area, may be modified. Modification of work in the secondary

program may not be possible in some academic areas. Parents are asked to communicate to one another all information regarding testing and outcomes.

Academic Probation and Behavior Probation

Northwest Christian School is dedicated to the spiritual and academic growth of every student. Academic or Behavior Probation is a tool that the school uses to partner with our families to ensure student academic or behavioral success and to better motivate our students to be all that God has called them to be. Students are placed on Academic or Behavior Probation in one of several scenarios.

A student might be placed in academic probation:

- Upon acceptance of the student to NCS Online when there has been concern about academics and/or social maturity and readiness for school from the prior school or teacher.
- At the conclusion of a semester when one or more of the following occurs: student receives 3 or more D's or 2 or more F's for their classes for that semester.
- There has been an academic or behavior pattern inconsistent with the mission of the school.

For a student to successfully complete a probationary contract the following must occur:

- Student and parents agree to abide by all school policies and requirements outlined in the handbook.
- Student and parents recognize the necessity of working with a learning coach to find academic competency in core subjects and to complete missing assignments both of which resulting in grades to rise above an overall 70%.
- Student and parents understand there may be a need for additional support in order to fill possible gaps in learning and increase the potential for future success in core academic subjects.
- Student will take responsibility for learning. Parents in the elementary program may have to provide support and accountability. In the secondary program students will take more responsibility for their success by using Blackbaud to check grades and Canvas to check assignments. These will be checked daily for assignments and corresponding due dates.
- Student will maintain good class participation for the school year.
- Students will work to maintain a strong behavior pattern, allowing for growth and maturity in areas of conflict, compliance to school protocols and rules and respect for authority on campus.

Students will be on academic or behavior probation for a semester. At the end of the semester, the NCS administration along with the facilitator will review all academic or behavior progress to determine whether or not the student will remain on the contract. The possibility of future enrollment with NCS Online will be discussed and determined at the end of the school year depending on the academic or behavior growth shown during the probationary period. The purpose of the contract is to help the student achieve academic and behavioral success, 70% or above for grade reporting, no major infractions for behavior and ultimately be prepared for the next stage of their academic and school career. With each instance of probation, the parents and student agree to work alongside the NCS Online Facilitator and administration to assist the child to grow personally and academically to be successful at their grade level.

Online Class Guidelines

Attendance/Participation

Regular participation with the online school program is a shared responsibility between the student and his/her parent or guardian. There is a direct relationship that exists between participation and academic success. Regular participation is the key to much of the success a student may gain from his/her school program. The student may be required to repeat the grade if academic readiness is not evident.

Learning Coach

Every NCS Online student is expected to have a designated and consistent learning coach to assist in the online learning process. A learning coach may be a parent, guardian, grandparent, tutor, or other trusted adult. The learning coach's role is to assist the student in accessing online content, completing and submitting assignments, checking non-graded work for accuracy, and managing the student's schedule.

The learning coach will have the responsibility to assist the student with content and assignments, and facilitate any assessments. However, the learning coach should recognize that struggling is part of the learning process. The learning coach should be helpful but not too quick to jump to aid the student without first allowing the student to work through the problem on their own. Every child learns differently and at a different pace. It is the responsibility of the learning coach to recognize the needs of the individual child and assist as appropriate without overstepping the learning process. It is expected that the learning coach will not complete any work on the child's behalf.

Learning Coach Expectations for K-2 students

Students in Kindergarten, 1st, and 2nd grade will rely heavily on the learning coach. Students at this age will not be able to read at the level required to understand all instructions given in the online platform. Students in this age range will need a full-time learning coach to read instruction and assist them in completing learning activities. Lessons for students in this age range are organized with the learning coach in mind. Learning coach scripts are provided where appropriate and many are available to be printed or used on a separate device.

Learning Coach Expectations for 3-5 students

Students in 3rd, 4th, and 5th grade will be able to be more independent in their learning. Students at this age should be able to read the instruction and complete most activities independently. Students in these grades may need help from a learning coach to learn how to navigate the learning management system, use technology applications, clarify instructions and content, and to facilitate formal assessments.

Parent and Facilitator Conferences

One of the opportunities afforded parents each year is the chance to speak via phone or video conference with the online facilitator to discuss student progress. Facilitators are available to speak with parents/learning coach throughout the school year, the formal conference opportunity provides a time for discussion of student growth and achievement. When both parents are not available to speak via

phone for the conference, parents are expected to communicate with one another all information shared during these conferences. There are times that an administrative team member may attend conferences and meetings with parents and the facilitator.

Communication

NCS Online works to provide strong communication with families. Communication may come through conversations with the facilitator, posts on the Canvas platform, and NCS emails. Parents of children enrolled in NCS Online are asked to share any pertinent information with one another as the best interest of their child is maintained, including the social, emotional and academic needs of their children. In those instances, where parents do not agree with one another regarding academic growth and decisions pertaining to those situations, the online school is not a forum where respective differences will be resolved. Instead, the school expects for parents to achieve consensus through processes separate and away from the school.

Facilitator Availability and Communication

Online Facilitators will respond to email communication within 24 hours during the school week and the next business day on weekends. The facilitator will check-in once a week with the family via email and offer video conferencing when needed or appropriate. Parents may request to schedule a video conference with the facilitator. For Parent / Facilitator conferences, parents will be able to sign up for a time to meet virtually with the Facilitator for a formal conference regarding student progress.

Financial Matters

Tuition Payment Policy: Tuition is due on the first of each month from August to June. A late fee will be charged to accounts not paid by the 7th. Those paying the total tuition fee prior to the first day of school will receive a 3% reduction in tuition.

Students whose accounts are 60 days past due may be suspended from school until arrangements are made with the office to bring the account up to date. An insufficient fund charge will be added for all insufficient fund checks.

Payments can be made online or by check payable to NCS. A monthly invoice will be sent with electronic payment details. There is a 3% charge for credit card payments.

If a student withdraws, remaining tuition will be computed on a per diem basis. Verbal withdrawals will not be accepted. A withdrawal form must be completed and signed by the administrator, bookkeeper, and parent or guardian before the withdrawal is processed.

Main Office Hours

The NCS office is open from 7:30 a.m. to 5:00 p.m. Arizona time daily. Office staff are available to answer questions and provide support and clarification during this time. Office hours during breaks and the summer may vary.

On Campus Programs for Online Students

ASAP: After School Advantage Program

The ASAP After School Advantage Program is designed for the NCS Online elementary student within the Phoenix area. The ASAP sessions provide opportunities for students to stay after school and do something they love. Parents may sign their children up for ASAP in the NCS office beginning the first week of August. Classes will begin the second or third week of each semester. Classes vary each year and each semester. In the past NCS has offered Christian Warriors with martial arts, art and drama classes, chess and STEM classes, homework and sports classes as well as dance and foreign language classes. Each vendor signs our statement of faith and has a background check or fingerprint clearance card. Classes are held on campus after school from 3:15 to 4:30 Arizona time. The classes vary from day to day and the cost for the class is paid for by the parent. Call the NCS Online office to ask about classes each semester, this is a great way for children to develop their talents and make new friends.

Junior Crusaders

The Junior Crusaders Sports Program provides NCS Online students within the Phoenix area, from Pre-K- 6th grade with an opportunity to pursue their passion of sports in a fun and Christ-centered environment. Students will have the unique privilege and experience of playing on a team with their fellow classmates. NCS partners with CCV STARS and NYS to serve our students throughout the school year. Our goal is to help players to develop skills, learn teamwork, and to persevere in the challenges that sports provide. COME AND JOIN US CRUSADERS!

Chapel

Chapel services are provided online once a week for all grades. Chapel is a special time for students and faculty to worship the Lord, fellowship together around His Word, and experience what other ministries around the world are doing. Chapel programs are varied and include pastors, missionaries, teachers, students, musicians, and other guest speakers. Occasionally, there will be a film, musical presentation, or a play. Parents are encouraged to attend Chapel at any time.

Library

Books may be checked out for a two-week period. Fines for overdue books are charged on a per day fee per book. These fees may be paid to the school librarian. Students may accrue fees for damaged or lost books.

Community Events

NCS has a thriving community atmosphere that we want our online students to be a part of. We hope that you will attend Homecoming, Read Across America, our community service initiatives, and other NCS community events which will be communicated throughout the year.

Technology Policies

Minimum Technology Requirements

NCS Online students should have a designated workspace and regular access to a desktop or laptop computer that meets the following minimum requirements:

Computer

For best performance, you should access Canvas and other digital tools with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer.

- PC with Windows 10
- Mac with OS 10.14 or later
- Chromebook*

System Requirements

- 250 GB Hard Drive
- 4 GB RAM
- Anti-virus program (updated regularly)

Web Browsers

It is recommended to use the current or first previous major release of one of the following web browsers. Javascript must be enabled in order for Canvas to run.

- Chrome
- Firefox
- Edge
- Safari on Mac

Internet

It is recommended to have a minimum Internet speed of 512kbps.

Additional Recommended Technology

- Printer - recommend for printing worksheets, resources, and learning coach scripts
- Scanner - either a scanner app on a mobile device or a physical scanner
- Headphones
- Webcam
- Microphone

*A chromebook will work for NCS Online, but please research whether a chromebook will be right for your child and family before purchasing one. Chromebooks are web-based only and do not have the capability to download and use non web-based applications.

Internet Policy

It is expected that all NCS Online students will have regular access to a device that will support the online learning community. In addition, it is expected that the station from which the student is working with his/her learning coach will provide adequate and ample internet capability. Students are to work within the defined acceptable use of devices and the internet while completing and interacting within the NCS Online community.

Voice or Video Recording Policy

Members of the NCS community should not video or voice record anyone employed by NCS at any time without prior written consent.

Netiquette Policy

Netiquette refers to the appropriate etiquette used for communication in an online environment.

- It is expected that all NCS Online students and their guardians will use a respectful and kind tone when communicating with NCS staff, facilitators, and other students and parents.
- It is expected that students will use formal educational writing, proper grammar, spelling, and punctuation in all written communication, assignments, and discussion forums.
- Please refrain from using ALL CAPITALS in written communication, as it implies yelling.
- It is expected that students will use a proper scanner or mobile scanning application when uploading or emailing physical documents. Submitting or sending a picture of a document does not equate to a scanned file.
- Please give others the benefit of the doubt and be forgiving when any miscommunications occur. It can be difficult to communicate online without any in-person cues that we rely on.

Medical Information

All students are required to fulfill the State of Arizona requirements concerning health examinations and immunizations. Reports of compliance will be submitted annually to the appropriate state agencies as required. Students not in compliance with requirements will not be allowed to work within the NCS Online community until immunizations are complete.

An immunization record is kept for each student. In order to keep the record current, please forward an updated copy of the immunizations to the Health Office if your child receives a vaccine.

Discipline Philosophy

Discipline and its application at NCS are grounded in Scripture--see particularly Proverbs 12:1, 13:18, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19.

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline must never be administered vindictively, in anger, devoid of

forgiveness nor should it be a personal attack towards an individual. Discipline is ordained of God for the building of character and the training of behavior.

Objectives

Discipline within the NCS Online program has these objectives:

1. To teach children to honor God in word and deed.
2. To develop and maintain the optimum environment for learning.
3. To correct behavior which is disruptive or destructive to the learning environment.
4. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
5. To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

God has given parents the responsibility for the discipline of their children. NCS parents enjoy this authority as they work within the online program. Parents, facilitators and administrators are responsible to God for the lives placed under their care (James 3:1). Each of these adults have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. It shall further be the responsibility of facilitators and administrators to work with parents in the matter of discipline, informing them promptly of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parents and students alike, to promote supportive behavior, to enlist student cooperation, and to build a like-minded attitude.

The type and severity of the disciplinary response shall be related to the seriousness of the offense and to the student's age and previous discipline record. The principal shall clearly explain the reason for the discipline to the student. Repentance will be encouraged and the opportunity for expressing this resolve shall be provided. Forgiveness after prayerful and wise consideration is the goal (John 8:10-11). A disciplinary experience is satisfactorily concluded after the consequences have been fulfilled and when there is genuine repentance and forgiveness. The administration reserves the right to provide an avenue of grace should circumstance warrant in all discipline situations.

Sufficient record keeping will be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/facilitator/administrator discussion can ensue. Suspensions and probations are administered by the principal.

Northwest Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

General Conduct Standards

It is the goal of NCS to help our students develop a consistent Christian character and a lifestyle that honors Christ. To produce an environment in which the development of this goal is possible, all students are expected to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school staff and parent volunteer workers.
2. Reverence to the Bible and the American and Christian flags.
3. Proper care of all school and church property.
4. Cleanliness in work, actions, speech and dress.
5. Orderly, courteous conduct within the online forum, and chapel. Specific standards for conduct in the online community, in chapel, will be clearly explained to the students by the facilitator.

Dangerous Objects Or Weapons

No student may have possession of and unlawful use of weapons, dangerous objects, or explosive devices while attending any on campus events. The possession, carrying, display and/or use of dangerous weapons in a school building, on school grounds, or at a school function is a violation of school regulations and public law.

Illegal Substances

No student may have possession of any alcohol or illegal drug on campus. The possession, carrying, display or use of such substances is a violation of school regulations and public law.

Harassment

Northwest Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment. If you are aware of any type of harassment between students, between staff, or between student and staff, please report the incident to your student's principal. Full copies of the policy are in the office.

Complaints

Every NCS Online constituency should follow the complaint procedure, including parents, facilitators and students. This should be taught as early as possible during the school year. When everyone understands the plan God has given us for settling strife, the school and home will run smoother.

Complaint Procedure:

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of the school and thus to the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:12-13.
2. Express it promptly. Keeping it to yourself can cause ill feelings and friction that would decrease our effectiveness as a Christian. Jesus said that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24). So get it out of your system.

3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question and may need to be expressed to the administrator if you cannot work it out between yourselves or if you feel they should know about it.
4. Express it clearly. Make sure the person you are expressing your complaint to knows the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hard feelings.
5. Do not broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented. Help us avoid parking lot gossip.

Zero-Tolerance Policy of Northwest Christian School Online

The desire for students to grow in their walk with Jesus Christ through loving discipline is the fundamental aim of the disciplinary policies at NCS Online. It is the belief of NCS that certain violations of school rules and objectives warrant discipline of a more rigorous consequence. Such violations include, but are not limited to, noncompliance to the Zero-Tolerance Policy adopted by Northwest Christian School. This policy is in effect twenty-four hours a day, seven days a week, and three hundred and sixty-five days a year. This policy officially commences upon the student's admission to NCS Online.

Northwest Christian School Online has a ZERO-TOLERANCE Policy for the Following offenses:

1. Possession, use, sale or distribution of alcohol or drugs or acting as an accessory. Abuse or misuse of prescription or over-the-counter medications.
2. Possession or use of explosives, firearms, or any other dangerous weapons on or off school grounds in an illegal manner.
3. Immoral or illicit sexual behavior, including, but not limited to, any sexual activity. In addition, requesting, sending, receiving, or distributing inappropriate pictures.
4. Any illegal activity

Any offense of the zero-tolerance policy will result in the immediate removal of the student-at-fault from school. Once the administration has determined that a Zero-Tolerance infraction has occurred, the student-at-fault will immediately be issued a minimum two (2) week suspension. During the interim period, the administration will issue a recommendation of expulsion to the School Board, in accordance with the stated policy. The administration will present to the School Board the facts of the occurrence(s) including the means by which the infraction was brought to the attention of the administration, the demonstrated willingness of the parents to work with the NCS administration, the observable attitude of the student-at-fault, and the overall disciplinary record of the student-at-fault. The School Board will then ultimately determine the final decision regarding expulsion.

Future Enrollment Status of an Expelled Student:

In the event that a student is expelled from the NCS Online program, the opportunity for future enrollment may or may not be afforded. If the School Board determines that an expelled student may be considered for future enrollment at Northwest Christian School, a directive will be given to the administration to develop a timeline and a Restoration Plan that must be agreed upon by all parties involved. This restorative plan is much more than simply a protocol leading to future enrollment, but

rather it is to establish measurable and observable standards and mechanisms that will be used to determine if a sincere life-style transformation has been achieved in the life of the student. The purpose of the Restoration Plan is to work with families who uphold and demonstrate goals for their children that are common to the goals of Northwest Christian School. Recognizing that young people make mistakes, we aspire to toil hand-in-hand with families who desperately desire for their children to follow Jesus Christ wholeheartedly. It is with such families that we have committed to endure hardship with, as we seek to assist in directing a child back to the loving and forgiving arms of Jesus. Without apology or regret, Northwest Christian School has no intention or sincere interest in devoting the compulsory time and resources toward restoration without the acquiescence and collaboration of the family. Otherwise, any such restorative plan must be considered counterproductive, degenerative, and ultimately destined to failure.

Disciplinary Probation

After evaluation and consultation with NCS Online administration, facilitators, and parents, circumstances may warrant that a student be placed on disciplinary probation. This status may be achieved by, but not limited to, excessive discipline violations or the demonstrating of an attitude deemed outside the expectations of NCS and NCS Online. Any student receiving two disciplinary reports resulting from discipline consequences and/or major violations will be placed on disciplinary probation. The administration reserves the right to extend probationary status at any time to any student that warrants such, regardless of the student's position in the discipline system.

A student who is placed on disciplinary probation at any time during the school year is disqualified from taking part in all extracurricular activities, including athletic involvement, music programs, talent shows, plays, competitions, meets, fairs, festivals, etc., for the nine-week probationary period.

Probation will be for a minimum nine-week period, but may extend longer at the discretion of the administration. Any student on probation who receives two (2) suspensions for any reason will be dismissed from school. However, the administration reserves the right to recommend expulsion to the School Board for a student on probationary status at any time, should behavior warrant.

At the end of the nine-week period there will be an evaluation meeting at which time the administration will determine if the student is to remain on probation, to be recommended for removal from school, or released from probationary status.

Grounds for Dismissal:

It is not the desire of Northwest Christian School Online to ever have to ask a student to leave. However, difficult times may come. The following are grounds for possible dismissal. As a part of NCS Online, we believe that attitude is as important as visible actions.

Attitudes Reflecting "Flaunting of Sin":

As mandated by the School Board, NCS Online students may be asked to leave if they continue to flaunt and/or glamorize sin or choices that would reflect a non-Christian lifestyle. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.

If the student's attitude begins to transmit an undercurrent of glamorizing sin, or set a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

Attitudes which Create Negative Tenor for Other Students:

Proverbs speaks repeatedly about the power of a person's influence in others' lives. Each student has to make their own choices and no student can force others into wrong attitudes or actions. Yet occasionally one or two individuals can create a negative atmosphere and tenor, which continues to pull others down into wrong attitudes or conduct.

While NCS requests that all students acknowledge faith in Christ, it is realistic to admit that there are students who have not made a personal commitment to following Christ. At NCS, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school. This includes the online schooling where verbal and written attitudes may have a negative impact on other students.

Attitudes which Continue to "Dampen" Spiritual Growth in Others:

Students that demonstrate attitudes which dampen spiritual growth will be dismissed from the NCS Online program. This would include any kind of mocking of the things of God, or the creation of "peer pressure" that would make spiritual growth difficult for others.

Verbal Altercations to Fellow Students and/or Teachers:

An altercation can be physical, verbal, emotional, & cyber (which includes email, [cell phone](#), Facebook, etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered inappropriate. This includes, but is not limited to a person's race, religion, color, gender, disability, national origin, or any other unique characteristic. This behavior will be considered inappropriate whether it takes place on or off school property, during online schooling, at any school function, or in a school vehicle. It is crucial that NCS and NCS Online be a safe place, even emotionally. Consequently, this behavior from or toward students or staff will not be tolerated and may be grounds for dismissal from the NCS Online program.

Failure of Cooperation from Parents:

NCS Online believes that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, the school will endeavor to communicate clearly the concerns to the parents and try to reach resolution. If the attitude becomes one of blame shifting, denial, or defensiveness on the part of student and parent, it will not be possible to work together for the good of the student. Students must be allowed to accept responsibility for wrong actions. While there is agreement of the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.

It is the conviction of NCS that in order to achieve success in the lives of the students, school administration, staff, parents, and students must work together within the objectives and purpose of Northwest Christian School.

Harassment:

Northwest Christian School Online is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment. Full copies of the policy are available in the school office.

Cooperation With Arizona Law Enforcement Agencies

Northwest Christian School Online (NCS) will fully cooperate with any and all Arizona Law Enforcement Agencies and/or the Arizona Department of Child Safety (DCS) regarding any investigation relating to NCS. If the law enforcement agency or DCS requires an interview with any NCS Online Student, then the NCS Online Administration shall immediately notify the student's parent or legal guardian prior to the interview and allow reasonable sufficient time for the parent or legal guardian to be present for the interview, except when directed by law enforcement or DCS not to do so, as allowed in certain instances under Arizona State Law. Further, during the student interview, one or more representatives of the NCS Administration shall be present except when directed by law enforcement or DCS not to do so.

Revision Policy

Northwest Christian School reserves the right to change any policy or procedure in the Elementary Handbook at any time when, at the discretion of the School Board and Administration, it deems the change to be in the best interest of the school.