



***SECONDARY  
STUDENT HANDBOOK  
GRADES 6-12  
2017-2018***

NORTHWEST CHRISTIAN SCHOOL

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## **Mission Statement**

The mission of Northwest Christian School is to provide a Bible-based program of education that enables students to develop a Christian worldview.

## **Statement of Purpose**

The purpose of Northwest Christian School is to provide an educational program which upholds a standard of scholastic and behavioral excellence, furnishes Bible-based instruction which enables students to develop a Christian worldview, and prepares students to fulfill their God-ordained roles in their home, church, country, and world.

## **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. Over 1,400 students attend from preschool through 12th grade. Excellence in academics is recognized by the fact that the North Central Association of Colleges and Schools, as well as the Association of Christian Schools International, accredit 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 Jesus Christ into their lessons.

Finally, through the years, the students' foundation of truth has expanded as parents appreciate the extension NCS is to their values at home. Testimonies abound of the family atmosphere and caring environment that Northwest possesses, and the development it has meant in hundreds of graduates.

Recent expansion programs in the past ten years have added state-of-the-art facilities and a new early education facility and sports fields.

The future is only as bright as the past is strong. God has blessed the faithfulness of the pioneers, and His hand will remain as long as we continue to be faithful to His Word.

## **Doctrinal Statement**

This is the statement of faith of Northwest Christian School. If it is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree, please attached a statement with your viewpoint.

- We believe that the Bible is the Word of God, 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.
- 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 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, that He was born of a virgin and that He lived a sinless life, in which He taught and did mighty works with signs and wonders exactly as revealed in the four Gospels, that 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, justified on the simple and single ground of the shed blood.
- We believe that such salvation with its forgiveness of sins, it's imparting a new nature and hope of eternal life, 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, that 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.
- 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 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, the physical 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 wonderfully and immutably creates each person as a 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 that 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. (1Cor 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 the local Body of Christ, and to provide a biblical role model to the Northwest Christian School members and the community, it is imperative that all persons employed by Northwest Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1Thess 5:22)

### **Statement of Christian Philosophy of Education**

“Before the mountains were born, or Thou didst give birth to the earth and the world, even from everlasting to everlasting, Thou art God.” –Psalm 90:2

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut 6:4) who exists eternally in three persons: God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30);
2. The universe, and all within, was created for the purpose of the glorification of, and is sustained by, God (Gen. 1-2, Ex. 20:11; Jn. 1:1-3; Col. 1:16-17; Rev. 4-11);
3. This eternal God has revealed Himself to man through the creation (Ps. 19:1; Rom. 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb. 1:1-2; 2 Tim. 3:16-17; Ps. 119:89; Jn. 1:1; 2 Pet. 1:20-21);
4. Man’s relationship to God was broken by the sin of Adam and Eve (Gen. 3) and therefore all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (I Cor. 15:22; Rom 3:23, 5:14, 6:23; Eze. 18:4);
5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and made possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn. 1:14-17, 3:16; Eph. 2:8);
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures: sinful and righteous (Jn. 14:16-18, 16:7-15; Rom. 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian education will recognize that:

1. God is the ultimate source of all truth (Jn. 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps. 1:18-32). Any distinction between “sacred truth” and “secular truth” is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Cor. 1-2; Jas. 3:15) and spiritual wisdom (1 Cor. 1:30, 7:10-16; Jas. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pro. 1:7, 9:10, 15:33; Col. 2:3).
3. The purpose of Christian education is to convince the student of their need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
4. The process of Christian education requires the natural integration and consistent application of God’s Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).

5. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience, which will result from their decision regarding the provision of a God-honoring education. (Dt. 4:10, 6:6-7, 20:17-18; Ps. 106:34-37; Jer. 10:2; Mt. 12:30; 2 Cor. 6:17; Eze. 4:5; Ezra 7:25; Pro. 22:6).
6. God has ordained marriage, the family (Gen. 2:27, 28; 3:18-24) and the Church (Mt. 16:13-18, Eph. 5:23-32) as the institutions, which He desires to use to accomplish His divine will on earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education, by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three (parents, church, and the Christian school) is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he will not depart from it." (Pro. 22:6)

### **Middle School Expected Student Outcomes**

1. Understanding and embracing the message of the gospel, believing in Jesus Christ for their salvation.
2. Accepting their role in the body of Christ, as a unique creation designed to study and grow in their knowledge of God and scripture as a way to discover who they are--body, mind, and soul.
3. Identifying their own gifts in the body of Christ, seeing themselves as created to serve a specific purpose--in their homes, in their communities, and throughout the world.
4. Shifting their perspective on the world around them to that of a Biblical worldview, where everyone is valued and loved by Christ and worthy of our Christ-like love and consideration.
5. Cultivating their abilities in communicating and collaborating with those around them--both believers and nonbelievers--in a way that is respectful, encouraging, and edifying.
6. Maturing in character and integrity, applying what they learn in scripture to help them become an honest, trustworthy, faithful, authentic adult.
7. Growing as a lifelong learner, initiating and engaging in educational opportunities that are relationally safe, academically strong, and Biblically sound.
8. Undertaking challenges confidently, being able to exercise problem-solving and critical thinking skills to find positive solutions.
9. Utilizing resources of all kinds in ways that are honorable, prudent, adept, and creative.

### **High School Goals and Outcomes**

To be able to celebrate and apply God's truth in all subject areas.  
Focusing on the following areas:

#### **Academically-**

Goal- Provide a well-rounded and balanced education in order to prepare our students to:

1. Participate as 21st century learners (digital learners).
2. Make a successful transition into their post high school endeavors.
3. Become critical thinkers and be able to defend their ideas.

#### **Physically**

Goal- Provide knowledge and skills that will empower a student's independence to:

1. Develop effective problem-solving and group interaction skills
2. Maintain lifelong, health enhancing physical activity
3. Incorporate healthy diet and nutrition habits into daily life



### **Socially**

Goal- Provide an opportunity for students to find their place and how to:

1. Confidently learn how to lead and how to follow
2. Communicate effectively with others
3. Resolve conflict successfully
4. Display an attitude of hospitality and inclusion
5. Show respect for others and self

### **Spiritually**

Goal- Provide opportunities for our students to understand and develop an authentic walk with Christ by giving them an opportunity to:

1. Make their faith their own
2. Grow spiritually and serve globally
3. Develop Godly character display the fruits of the Spirit

## **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 Procedures**

### **Admission Policy**

Admission to the school is obtained by both a written application and a personal interview with a school administrator. Report cards, school records, a pastor's reference form, and prior standardized test scores will be used to determine eligibility for admission. In order for a student to be considered for admission, at least one parent must be 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 philosophy and purpose of Northwest Christian School

Northwest Christian School will not accept or allow married students.

NCS is a community of learners and disciples of Christ. Attending Northwest Christian School 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**

Students are enrolled for one academic year at a time. Students will be invited to return if they are succeeding academically and if the student and parents continue to be supportive of the spiritual mission of the school. The administration reserves the right to not re-enroll a student for the following year if the student has educational or behavioral needs outside of the mission of the school.

### **Withdrawals**

Withdrawals from the school must be done through the school office. Notice should be given one month in advance for all withdrawals, if possible. Tuition and financial arrangements are only made after proper procedures are followed. (See FINANCES)

## **School Visitors**

Any person other than current NCS students, staff, faculty, administration, or Board members, are considered visitors on campus and must come directly to the office for clearance before going anywhere on campus between the hours of 7:50 AM and 3:00 PM. Upon administrative approval, a visitor's pass will be issued from the office for each guest. Shadowing students must be pre-approved through the school administration. Pre-approval requires making an appointment with the Director of Admissions. Shadowing students are required to be dressed according to our student guidelines.

Student

## **Lockers**

### **Purpose of Lockers**

The purpose of having student lockers is to provide storage for students during the day. The lockers are to be used to store student items that are school related. No items that may interfere with the school program may be stored in the lockers. This includes any potentially hazardous or illegal materials.

### **Locks**

The school will provide a lock for each student upon the receipt of a \$20.00 lock/maintenance fee. Ten dollars will be retained by the school as a maintenance fee and the other \$10.00 will roll over to the next year and be reimbursed pending the passing of locker inspections. The school-owned lock must be the one that the student uses on his or her locker. Any other lock will be removed by the school administration. Students should not give their combination to another classmate and the student must keep the locker locked at all times. No student is to be in another's locker for any reason. The school-issued lock must be returned at the end of the year undamaged in order for the student to get his or her deposit returned.

### **Inspection**

Students must keep their locker clean and orderly taking any edible items out on a daily basis. The school administration has the right to inspect any locker without prior notice given to the student. Regular locker inspections will be done throughout the year to ensure proper maintenance.

### **Privacy**

Although the school recognizes that locker privacy falls under the category of reasonable expectation of privacy for students, campus safety and our commitment to the fulfillment of the school's mission is cause for students to recognize that, if deemed necessary, the school reserves the right to access student lockers.

### **Decoration of Lockers**

Students may personalize the inside of his or her locker with temporary embellishments. No decorations will be permitted on the outside of the lockers. Students may personalize the inside by using magnets to decorate using school appropriate materials that are not contrary to our school's mission. No tape, stickers, or permanent markings may be placed on or in the lockers.

### **Visit to Lockers**

Students will be permitted to visit their locker between classes. No student will be permitted to leave class to retrieve items from their locker. In the event that items are left in the locker, the policies that apply to late work will also apply in this scenario.

### **Hallway**

No items may be stored on the hallway floor or ground of the locker cages without prior approval from the principal. The hallway must be kept clean at all times and all items are to be stored in the student's locker. Oversized athletic totes can be stored neatly in the designated place at the north end of the hallway or in the appropriate locker room.

### **Use of Backpack**

In grades 6-8, no backpacks will be permitted to be carried throughout the day into the classrooms. The backpack must be left in the locker.

### **Book Agreement**

Students will be issued textbooks at the start of the school year. Students may be required to cover their textbooks with appropriate materials. It is understood that the student will return these books to the school at the end of the school year in relatively the same condition in which they were received. If a book is lost, damaged, or stolen, the student is responsible for the cost of replacement or repair.

### **Library**

Students may check out library materials for the duration of 10 school days. Materials may be renewed if no hold has been placed upon them. Overdue fees accrue at \$.25 per school day that the item is overdue. Students will not be able to check out books for the last two weeks of school to allow for assessing and collecting any outstanding books/fines.

### **Fees**

Students may accrue fees for damaged or lost items, library fines, lunchroom, etc.

### **Finances**

School tuition is divided into eleven monthly installments. Payments are due on the first of the month from August through June. Those paying the total tuition fee prior to the first day of school will receive a 3% reduction in tuition. Seniors must have their entire year's tuition paid prior to graduation.

Accounts are due and payable on the first day of each month. There will be a \$25.00 late charge imposed on those accounts not paid by the 7th. 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. There is also a \$15 insufficient fund charge.

Payments may be mailed to NCS or hand-delivered by an adult to the office tuition drop box located off the school office doorway. We recommend that students not be given the responsibility for delivering tuition payments.

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

Need based financial aid applications are available through the school office and must be submitted by the end of June. Your student must be enrolled for the upcoming school year in order to submit a financial aid application.

### **Immunizations**

All students will be 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 attend class until immunizations are complete.

An immunization record is kept for each student. In order to keep this record up to date, please inform the office when your child has an immunization update. If your child contracts a communicable disease, please contact the office so that we may notify other families with children who were exposed. If your child has any physical limitations due to chronic illness or other cause, please discuss this with your child's teachers and make the office aware of the problem.

## Academic Procedures

### Academic Grading Information

Northwest Christian School uses the following grading scale in 12<sup>th</sup> grade:

| Letter | Percent | GPA  | Letter | Percent | GPA  |
|--------|---------|------|--------|---------|------|
| A+     | 98-100  | 4.33 | C+     | 77-79   | 2.33 |
| A      | 93-97   | 4.0  | C      | 73-76   | 2.0  |
| A-     | 90-92   | 3.67 | C-     | 70-72   | 1.67 |
| B+     | 87-89   | 3.33 | D+     | 67-69   | 1.33 |
| B      | 83-86   | 3.0  | D      | 63-66   | 1.00 |
| B-     | 80-82   | 2.67 | D-     | 60-62   | .67  |
|        |         |      | F      | 00-59   | 0.00 |

Class of 2019 and Beyond Grade Scale

| Letter | Percent | GPA  | Letter | Percent | GPA  |
|--------|---------|------|--------|---------|------|
| A      | 93-100  | 4.0  | C      | 73-76   | 2.0  |
| A-     | 90-92   | 3.67 | C-     | 70-72   | 1.67 |
| B+     | 87-89   | 3.33 | D+     | 67-69   | 1.33 |
| B      | 83-86   | 3.0  | D      | 63-66   | 1.00 |
| B-     | 80-82   | 2.67 | D-     | 60-62   | .67  |
| C+     | 77-79   | 2.33 | F      | 00-59   | 0.00 |

The following courses are weighted on a 5.00 system:

Honors English 1-2, Honors English 3-4, Honors English 5-6, Honors English 7-8  
Honors Biology, Honors Chemistry, Honors Anatomy/Physiology, AP Physics 1-2 and 3-4  
Honors Geometry, Honors Algebra 3-4, Honors Calculus 1-2 and 3-4  
Honors Spanish 5-6 and 7-8, Honors French 5-6, Honors Sign Language 5-6  
Honors World History, Honors US History, Honors Government

To be eligible to receive the honor of Valedictorian or Salutatorian, students must have attended Northwest Christian School for a minimum of six semesters. Valedictorian and Salutatorian will be determined at the conclusion of the 7<sup>th</sup> semester.

### Academic Probation

If a student is consistently performing below their individual ability the principal may choose to engage the child in academic probation. This is determined by the student have more than two “D’s” and any “F’s”.

### Academic Services

NCS has a full-service guidance department. The Registrar’s office handles yearly grade compilation and transcript generation. The Guidance Office assists in yearly and four-year planning for college. In addition, the guidance office provides college testing and scholarship information on a regular basis. Questions about schedules, transcripts, college information, and awards should be addressed directly to the Guidance Office. The Guidance Office also works with post high school institutions and the US Military to guide those students whom are interested in a variety of career paths.

### Parent-Teacher Conferences

Parent-Teacher Conferences are held each semester. As valued partners in the education process, parents are expected to attend parent-teacher conferences. Check the school calendar for specific dates.

## **Honor Roll/Principal's List**

Students with A's in all subjects qualify for the Principal's List. To qualify for the honor roll, students must have A's and/or B's in all subjects.

## **Middle School Late Work Policy**

Unexcused late work (homework/projects) may be accepted for credit, but may not receive full value and may not extend beyond the designated time period. After an assignment is three days late, the assignment may be required, but no credit may be given.

Students are expected to appear in class, on time, and prepared. Assignments are due on the day and hour in which the student has the class. If the work is submitted after class, then the work will be considered late.

### **Formative Assignments/Daily Work**

- 1 day late = 20% off
- 2 days late = no credit

### **Summative Assignments/Projects or Tests**

- 1 day late = 20% off
- 2 days late = 50% off
- 3 days late = no credit

Each student will be given two "oops passes" per class per semester. This will allow the student to turn in a formative assignment one day late for full credit with no penalty. The passes may be used on formative assignments only. Students may not use another student's pass.

Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an excused absence, a student will have the number of days plus one to make up assignments.

If a student is absent the day before a long-term project is due, it is still due on the original assigned date by the end of the school day. Long-term assignments are to be turned in the day they are due. Students must make arrangements to have projects delivered to school. Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. If a situation calls for an exception to this policy, the student must contact the teacher before the long-term project is due.

## **High School Late Work Policy**

Students are expected to appear in class, on time, and prepared. Assignments are due on the day and hour in which the student has the class. If the work is submitted after class, then the work will be considered late.

### **Daily Work/ Homework**

- No late work accepted

### **Short Term Assignments/ Labs (2-5 days)**

- 1 Day late= 50 % off
- 2 Days late= No credit

Long Term Projects/ Assignments (6 or more days)

- No late work accepted

Example- Assignment is assigned on Monday and is due on Wednesday, is considered a 2 day assignment.

Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an excused absence, a student will have the number of days plus one to make up assignments.

If a student is absent the day before a long-term project is due, it is still due on the original assigned date by the end of the school day. Long-term assignments are to be turned in the day they are due. Students must make arrangements to have projects delivered to school. Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. If a situation calls for an exception to this policy, the student must contact the teacher before the long-term project is due.

### **Final Exams**

Comprehensive final exams covering each semester will be given in all classes during the last week of the semester. High school final exams may count up to twenty percent of the final semester grade. Eighth grade final exams will count as ten percent of the semester grade and will be given in class. Parents must petition the administration no less than one month before the end of the semester to request the opportunity to make up final exams.

### **Academic Requirements**

Students must pass all core subjects (Bible, English, Math, History, and Science) in order to pass unconditionally to the next grade. A failing grade in non-core subjects may require summer school for promotion. All required classes failed for a semester must be completed during the summer. The guidance office will provide information and direction on procedures for making up failed classes. Failing a Middle School class may require summer school if the semester averages do not calculate to a passing grade for the year.

### **Dropping Classes**

Dropping a high school class to add a different class must be accomplished within the first five days that the class is in session. Exceptions to the policy are only given with the approval of the guidance office and principal.

### **Arrival and Dismissal of Students**

#### **Arrival**

AM Procedures: Drop-off time 7:30 AM - 7:45 AM

Warning Bell: 7:45 AM

Tardy Bell: 7:50 AM

1. Drop off students along the east end of the north parking lot along the drop off/pick up zone. Use this area for drop-off/pick-up only. **DO NOT PARK.** If you need to stop in the office, please park in the designated parking spaces.
2. Student drivers may use the north, south, and unpaved north parking areas.

#### **Dismissal**

PM Procedures: (Pick-up time is 3:00-3:15 p.m.)

1. Do not park in the drop-off/pick-up area during the pick-up time. Move through the designated pick-up area and move on. Do not leave vehicles unattended.

Please Note: Because teachers and staff are required to attend staff meetings and devotions, there will be limited supervision before 7:30 and/or after 3:15. Please plan accordingly.

## Attendance and Tardy Policies

### Philosophy

Punctual and regular attendance at school is a shared responsibility between the student and his/her parent or guardian. Regular attendance prepares the student for the world of work and adult responsibilities. Northwest Christian School expects all students to attend school, to be punctual to school and to classes, and to bring appropriate materials with them. The school day begins at 7:50 a.m. and ends at 3:00 p.m. Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period.

### Absences

If a student is absent from school, the parent or legal guardian must phone the absence line, (602) 978-6953, before 10:00 a.m. on the day of the absence. Failure to communicate with the office with a valid excuse may result in an unexcused absence. An absence may be excused with a note and or call from a parent or a note from a doctor.

### Tardy Policy

A student is tardy if he/she is not in the classroom when the bell stops ringing. A student coming to class more than halfway through the class is considered absent. Students must have a signed pass from the previous teacher for the tardy to be excused. Tardies accumulate for each individual class. A tardy may also be excused with a note from the doctor. The tardy count will reset at the end of each semester.

### Consequences for Unexcused Tardies

**\*An email notification is sent for each tardy after the first one.**

| Classroom Tardies | Consequence   |
|-------------------|---|
| 2                 | Warning   |
| 3-5               | Detention, given consecutively for each tardy           |
| 6-7               | Saturday School   |
| 8-9               | 1 day in-school suspension and call from administration |
| 10-11             | 1 day out of school suspension and attendance contract  |
| 12                | Removal from class/loss of credit                       |

### 12-Day Attendance Policy

Northwest Christian School is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. In accordance with school philosophy, the administration has determined that a student who accumulates more than twelve (12) absences in a given subject within a semester may lose credit for the class. Exceptions will be made only in cases of family death or when the student has verification of a chronic/acute illness documented by a physician. This verification must be turned in to the office upon the student's return to school. (Parents are asked to notify the office when they first learn of the possibility of an extended illness. Arrangements for schoolwork can be made through the secondary office when a student has been absent for three consecutive days.)

|                    |  |
|--------------------|--|
| Fifth absence      | Automatic letter sent home             |
| Seventh absence    | Automatic letter sent home             |
| Tenth absence      | Automatic letter sent home             |
| Twelfth absence    | Parent meeting and attendance contract |
| Thirteenth absence | Potential loss of credit for the class |



## **Pre-Arranged Absences**

Parents are discouraged from taking students out of school for vacation or for non-school sponsored events. Every effort should be made to schedule vacations to coincide with school vacations. However, if the absence is unavoidable, the following procedure must be followed:

1. The student must bring a note to the office indicating when he/she will be absent.
2. The student will secure assignments from PlusPortal.
3. Students assume full responsibility for all missed classes and assignments. Days missed will be recorded as excused absences counting toward the 12-day attendance policy. All assignments given to the student during the pre-arranged absence are due on the day designated by his/her teachers. The time and place of any make-up sessions shall be established at the initiative of the student and at the convenience of the teacher. Assignments not completed on time will not be awarded credit.

NCS does not encourage absences for medical and dental appointments, etc. during the school day and prefers parents/guardians to make such appointments before or after school and/or on weekends. A note from a parent/guardian with the student's name, the date, and reason for dismissal must be brought to the office before school starts the day of the appointment. All students leaving school must be signed out by a parent or guardian in the office and sign-in upon returning.

## **Extended Absence**

If a student is out of school for three or more consecutive school days for illness, use PlusPortal to obtain the missing assignments.

## **Illness**

If a student becomes ill during a school day, the student is to request permission from a teacher to report to the health office. A student may not go home unless a school official has contacted his/her parent or guardian.

## **Make-Up Work**

Students who are scheduled to be absent from classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an excused absence, a student will have the number of days plus one to make up assignments.

If a student is absent the day before a long-term project is due, it is still due on the original assigned date. Long-term assignments are to be turned in the day they are due. Students must make arrangements to have projects delivered to school if they are absent. If a situation calls for an exception to this policy, the student must contact the teacher before the long-term project is due.

## **College Visitations**

Junior and Senior students will be allowed two days of excused absences per year to visit colleges and universities, provided they have school and parental permission. The student must bring a parental permission note to the secondary office at least one week prior to the college day and then notify their teachers. Missed work is expected to be completed prior to the visit or at the direction of the teacher. College visitation days may only be taken when the college is in regular teaching session (not during finals).

## **Closed Campus**

NCS is a closed campus. Once students arrive at school they may not leave school premises without parental/administrative permission. Students may not leave school premises unless his or her parent or guardian is present to sign them out. Students may not be signed out by another student's parent or guardian. In the case of an emergency, students must secure permission from the administration if they need to leave the premises. When a student leaves campus for any reason, he/she must sign out in the office.

Seniors only may leave campus during lunch hour if they have a signed permission slip on file in the office. Leaving school without permission is considered truancy and will result in disciplinary consequences.

## **Automobiles**

Those students who drive to school must follow the following regulations:

1. Students must park in designated areas
2. Students are not to enter cars during the school day without office approval
3. Each student driver is to register their driver's license number, car description, and license plate number with the school office at the beginning of the school year or when they begin to drive. Students will be issued a parking permit, which must be displayed in their front windshield.
4. Students are to observe a speed limit of 5 mph while on school properties, operate vehicles in a safe manner at all times, and obey all parking lot procedures and traffic flow.

Violations of the above regulations may result in the following:

- First offense - Warning
- Second offense- Saturday school
- Third offense- Loss of driving privileges for the remainder of that semester

Personal vehicles and contents are the responsibility of the owner. NCS is not responsible for any lost or stolen vehicles or contents of vehicles.

## **Dress Code**

### **Philosophy**

We believe that this command has a practical application to the dress and grooming of the students. It is therefore appropriate to conduct ourselves in good taste and modesty. Extreme fads and styles in clothing that depict subculture movements are inappropriate. NCS is most effective when parents support this philosophy. The dress code has been established by considering factors such as: comfort, safety, modesty, appropriateness, and an ease of enforcement.

Designated clothing will be the official dress during school hours. Extra-curricular programs will wear designated practice equipment or be in code. It is the responsibility of parents to monitor dress at school-related functions, including athletic events, so as to maintain the integrity of the school's mission. Ordering information for school approved skirts is available in the Secondary office.

Enforcing the dress code is NOT the sole responsibility of the school. We expect parents to cooperate with the school in monitoring their child's daily attire to assure compliance with the NCS dress code.

## **General Expectations of Dress Code**

To be in compliance with dress code all students are required to have their NCS student ID accessible during the school day. A replacement fee will be required for lost cards.

1. All clothing must be neat, clean, and fit appropriately.
2. Jackets, sweaters or sweatshirts with rock bands, sexual innuendos, inappropriate messages or pictures, occult symbols, alcohol, drugs or other questionable pictures that draw attention to self are not allowed. Long-sleeved solid color polo shirts are acceptable. Plain long-sleeved and short-sleeved shirts may be worn under short-sleeved school shirts. Long sleeved shirts may not be worn as jackets.
3. Skirt and short length must be at the fingertips when the student's hands are at their sides.
4. Footwear must have hard/puncture resistant soles. Sandals of any type meeting this description are acceptable. Heels are to be no more than two inches.
5. Hats may not be worn inside the buildings.
6. Hair is to be neat, clean, and a "natural color." No extreme styles allowed. When combed out, boys' hair may not be over their eyebrows, earlobes or collars.
7. Male students must be clean-shaven, beards and mustaches not allowed.
8. No piercings of any kind for boys; ear piercings only for girls. No visible tattoos are allowed for boys or girls.
9. No extreme fashions are allowed, i.e. no black-on-black, no black shirt with black pants.
10. Any clothing, book bags, notebooks, jewelry or other paraphernalia with rock bands, sexual innuendos, inappropriate messages or pictures, occult symbols, alcohol, drugs or other questionable pictures that draw attention to self are not allowed.
11. The school administration reserves the right to make modifications to the dress code for special occasions.

Parents have the responsibility for sending their children to school dressed and groomed properly.

Parents of students who violate the dress code will be notified. Students who are out of dress code will receive a minor violation.

## **Out-of-Dress Code General Expectations**

1. No tank tops
2. Shorts/Skirt should be modest in length
3. No yoga pants/leggings
4. No holes in jeans
5. Modesty is the general rule
6. During theme days no toys that resemble a weapon will be permitted

## **Specific Dress Code Requirements**

### **Shirts – All Students**

All students are required to wear a solid color polo shirt. HS students may wear a solid color button down shirt and tie if they wish. Non-offensive logos are acceptable as long as the size of logo does not exceed the size of a credit card. Any solid color polo shirt or any NCS polo shirt is acceptable. Shirts must be long enough so that if a student's arms are raised straight above their head, no beltline may be showing. Polo shirts may be purchased from any store as long as the requirements above are met. Students may layer shirts under the required polo. Students may wear a sweater or sweatshirt over their polo for warmth; however, no shirt is to be worn over the polo unless it is for warmth.

### **Pants – All Students**

Pants must be of a dress pant, twill/cotton or corduroy material. Pants may not be made of spandex, lycra, nylon, rayon or other material that have a tendency to cling to the body, this includes a skinny fit type of pant. No jeggings are permissible. Jeans are not allowed, nor are pants made of denim or blue jean material. Pants must be of a navy blue, gray, black, khaki, tan, maroon, or brown color only. Capri pants are acceptable for girls. Overalls are not acceptable.

### **Shorts – All Students**

Shorts may be worn throughout the school year. All shorts must extend past the fingertips when the student's arms are fully extended at their side. Shorts must be a uniform-style, twill/cotton, or corduroy material. Shorts may not be made of denim, spandex, lycra, nylon, rayon, mesh, flannel, velour, or terry cloth. Shorts must be of a navy blue, gray, black, khaki, tan, maroon, or brown color only. Furthermore, shorts must be of a solid and non-extreme color; white is considered an extreme color and is not allowed.

### **Skirts – Girls**

Girls may wear skirts. The skirt must be "uniform style". All skirts must extend past the fingertips when the student's arms are fully extended at their side. Skirts must be of a navy blue, gray, black, khaki, tan, maroon, or brown color. All plaid skirts must be purchased from Dennis Uniform or Educational Outfitters.

Dress code issues related to modesty and/or judgment calls are at the discretion of the faculty and administration. Modesty is the priority.

## **Electronic Acceptable-Use**

### **High School**

Students within the high school are afforded the personal privilege and sole responsibility for having electronic equipment on campus. However, the school's expectation for this privilege and responsibility consists of the following: (1) Wireless phones are only permitted to be used during lunch and break. Use at any other time, could result in confiscation and possible inspection. (2) Digital music player, cameras, tablets, e-readers are only allowed when explicit permission is provided by a teacher, they are used to accomplish a classroom objective, and they are not used at any other point during the day. Again, use at any other time or for any other purpose may result in confiscation and possible inspection. (3) Students and families need to understand that there are certain risks (including, but not limited to, damage and theft) that are implicit with bring electronic equipment to school and that school assumes no liability for the devices.

### **Middle School**

Electronic equipment may not be used during school hours unless a teacher has given permission for a special occasion. Students may carry cell phone/smart watch to school; however, cell phones/smart watch must be turned off and not visible during school hours. Unauthorized use of electronic equipment may result in confiscation of the device and will be treated as a violation of school policy. NCS may operate or otherwise search contents on each confiscated device to confirm

appropriate usage. Students and families need to understand that there are certain risks (including, but not limited to, damage and theft) that are implicit with bring electronic equipment to school and that school assumes no liability for the devices.

### **Voice or Video Recording**

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

### **Healthcare Procedures**

A current “emergency release of medical treatment form” is required in the office for every student every year prior to the first day of school. Students will be held out of class until the form is in the office. High School students will not be allowed to go to camp without the form.

All students must have a pass from their teacher to go to the Nurse’s office, unless they are bleeding or vomiting. Students may get a pass from their homeroom or mentoring teacher. After a pass is obtained, students are to see the nurse first, and the nurse will determine if a call home is recommended. Students are not to call parents to pick them up until after the nurse is consulted.

Northwest Christian School abides by state guidelines regarding the readmission of a student who has contracted a communicable disease. If indicated, the student’s temperature is taken – if 100 degrees Fahrenheit or higher, a parent/guardian will be contacted to pick up or make arrangements for their child to be picked up from school. If a parent/guardian cannot be reached, an approved emergency contact person will be contacted. A child must be afebrile (fever-free) for twenty-four (24) hours before he/she can return to school. Sick children should never be sent to school. If your child is running a fever of 100° Fahrenheit or higher, do not send him/her to school.

Severe injuries will be reported to the parents as soon as possible. Parents/Guardians: If you have a change in any contact information (i.e. home or cell phone numbers or address), please notify the school immediately. It is vitally important that emergency information is kept up to date and as complete as possible. If you will be out of town, please leave your contact information with the school.

The State Department of Health does not allow the school to administer Aspirin, Tylenol (acetaminophen), or Advil/Motrin (ibuprofen) to students unless written permission has been given by the parent. The school is not to supply any of these medications for dispensing. If your child has a need for ANY over-the-counter medication (this includes cough drops and antibiotic ointment), it must be sent to the school in the original container accompanied by a prescription administration form. This form is available in the Nurse’s Office. The school must have one form for each child and each medication to be given along with the dosage and the time of day to be given. The school may administer the medication to your child acting as your agent. **DO NOT ASK US BY PHONE OR FAX TO ADMINISTER ANY MEDICATION TO YOUR CHILD. PERMISSION MUST BE GIVEN IN WRITING.**

An adult (non-student) should bring medication and forms to the office. Please do not send in any medication with your child/student.

The same procedure must be followed for administering prescription medication. The original prescription container must be sent. The State Department does not allow us to administer any prescription without the child’s name on the container, current date, and doctor’s name. If the student is to personally carry an asthma/allergy inhaler, the parent/guardian is to obtain the necessary documentation form available in the Nurse’s Office. The student is to carry this documentation with them at all times.

The school must follow very strict procedures in recording all medications given. Do not expect us to make exceptions to these rules – we cannot deviate. The State Department of Health has the right to check our records and first aid procedures carefully. If you have any questions regarding these procedures, please contact the nurse, at (602) 978-5134 x52

### **Concussion Management and Academics**

Specific protocols for students/athletes to return to school after a concussion is essential. Although students appear well physically after a concussion, the extent of symptoms and deficits experienced by the student can be significant.

A concussion is defined by a brain injury that changes the way the brain normally functions. It can be caused by a bump, jolt, or blow to the head causing the brain to move rapidly back and forth. Concussion may seem to be an invisible injury but can affect the student in many ways including physically, cognitively, emotionally, and sleep disturbances.

Northwest Christian has implemented a pre-concussion baseline testing on all High School athletes. This is coordinated by the High School Athletic Trainer and the School Nurse.

Any student with a concussion should be evaluated by an approved, licensed healthcare professional defined by Arizona state law who has experience in managing concussions. They will determine when it is safe to return to school as well as recommended appropriate levels of cognitive and physical activity throughout their recovery process. Providing appropriate support for a student's academic success after a concussion requires a collaborative approach. The team would include the Athletic Trainer, School Nurse, Principal, Dean of Students, and parents.

The academic management of a student with a concussion will be on a case-by-case basis. This could include shortened or missed school days, no PE or sports, delayed tests and homework, increased test time, and decreased use of computers and I pads. Prolonged school absences will require a signed chronic illness form that can be obtained from the secondary office.

### **Student Accident Insurance**

Like all schools, Northwest Christian School does not carry accident insurance to cover students. Though the school is fully insured, the expectation is that families maintain their own coverage. NCS does offer its families the opportunity to obtain student accident insurance through a third-party company that is wholly separate from the school. The plans are available to all students in preschool through twelfth grade and more information on these plans is available in the school office. Through this third-party provider, families can choose between multiple tiers of coverage. These policies cover only accidental injuries; they do not pay for illnesses.

## High School Graduation Requirements

### University Track

|  |                   |
|--|-------------------|
| Bible  | 4 Credits         |
| English  | 4 Credits         |
| Social Studies<br>(World History, US History,<br>Gov't./Econ. required)                          | 3 Credits         |
| Math<br>(Algebra 1-2, Geometry,<br>Algebra 3-4, one year for<br>which Alg.3-4 is a prerequisite) | 4 Credits         |
| Lab Science  | 4 Credits         |
| Foreign Language<br>(both credits in same language)  | 2 Credits         |
| Physical Education   | 1 Credit          |
| Technology   | 1½ Credits        |
| Fine Arts  | 1 Credit          |
| General Electives  | <u>3½ Credits</u> |
|  | 28 Credits        |

### Standard Track

|   |                   |
|---|-------------------|
| Bible   | 4 Credits         |
| English   | 4 Credits         |
| Social Studies<br>(World History, US History,<br>Gov't./Econ. required)                           | 3 Credits         |
| Math<br>(Algebra 1-2, Geometry,<br>Algebra 3-4, one add'l<br>Math class)                          | 4 Credits         |
| Lab Science<br>(Physical Science, Biology,<br>one add'l Science class -<br>Chemistry recommended) | 3 Credits         |
| Foreign Language  | 1 Credit          |
| Physical Education  | 1 Credit          |
| Technology  | 1½ Credits        |
| Fine Arts   | 1 Credit          |
| General Electives   | <u>3½ Credits</u> |
|   | 26 Credits        |

## Extracurricular Procedures

### **Junior/Senior Prom**

The junior-senior prom is held in the spring. The juniors, in honor of the seniors, sponsor the prom. Junior and seniors may attend the prom and bring one guest. Sophomores may attend if invited by an NCS upper-classman of the opposite gender. No freshman from NCS or any other school may attend. This is a special occasion; students and their guests must dress appropriately. All NCS students and guests must abide by the following guidelines:

Males- Tuxedos or Suit with Tie

Females-

-Formal Wear Only

-Formal Long Dresses are recommended, however all dresses need to be longer than your finger tips

-No low-cut or plunging necklines

-No exposed midriffs or two-piece dresses

-No cutouts

-Backs no lower than the waistline

-Slits no higher than finger tips

-Strapless dresses must fit securely

-No sheer or skin showing on torso area

### **National Honor Society**

In January the Academic Counselor determines which junior and senior students (who are not already NHS members) have a minimum 3.50 cumulative GPA. The names of these students are given to the NHS advisor, and a letter is sent to students informing them that a Student Profile must be completed and returned by the predetermined date. The completion of the form does not guarantee selection.

### **New Member Guidelines**

The following procedures are followed each year when selecting new NHS members.

Basic requirements for potential members of NHS are an accumulative GPA of 3.50 and a minimum of 12 hours of community service during grades 9-11. Six of the hours can be affiliated with a church or NCS (school service projects not included) and six hours somewhere else in the community at large that can be documented by a supervisor. A form will be included with the Student Profile.

The letter (see paragraph 1) points out that these forms will be evaluated by the faculty council and that although grades are used as an initial criterion, membership is not determined by grades alone but also by accomplishments in the areas of Character, Leadership, and Service.

### **Selection Committee**

The selection committee is made up of the NHS Advisor, who is a non-voting member of the committee and organizer of the selection process, and a 5-member Council made up of faculty who has been selected by the Principal. The Principal is also invited to the selection meeting and attends when possible.

### **Selection Process**

Students have about two weeks to complete their Student Profile Forms and turn them in to the NHS Advisor by a specific date and time. The Advisor then makes a list of the students who have returned the forms and places all the forms in a notebook. The notebook is then distributed to all Faculty Council Members one at a time, at which time they make comments, note questions, etc. on the list of students included in the notebook. At the first scheduled teacher's meeting following the collection of student profiles, each faculty member who has had the student within the last year is given the list of students and asked to make comments concerning their personal observations of the students in relation to the criteria delineated by the National Honor Society. They are asked to have the list filled out by the next week.



When all of the lists are collected from the faculty, the selection meeting is called, and the NHS Advisor and the Faculty Council convene to make the new member selections. Prayerfully, the council first reviews all of the faculty comments, making note of instances when two or more different faculty members have made comments that indicate areas where individual students may not fulfill the criteria for NHS members. These students are then discussed, and specific input from members of the selection committee is noted.

At this time a vote is taken and, by majority vote, each student is either selected or not selected.

### **Notification**

Selection of new NHS members is made in the middle of February, and letters of notification are sent out by the end of February. The Induction Ceremony will be held in the early part of March, unless there is a schedule conflict.

**Selected Members:** New members who are selected are sent a letter in the mail congratulating them and notifying them of the specific information concerning the Induction Ceremony and reception.

**Non-selection:** If students are not selected, members of the selection committee choose students to personally notify. The intent of this notification is to identify areas that may not meet the criteria, discuss how the decision was made, provide effective direction to each student to assist them in reaching their goals, and to encourage students that improvement and growth in these targeted areas may provide them with the opportunity to be selected in the next school year (in the case of a Junior student).

### **Criteria Guidelines**

The following guidelines are used when selecting NHS members:

#### **Leadership**

The student who exercises leadership:

- .. Is resourceful in proposing new problems, applying principles, and making suggestions
- .. Demonstrates initiative in promoting school activities
- .. Exercises influence on peers in upholding school ideals
- .. Contributes ideas that improve the civil life of the school
- .. Is able to delegate responsibilities
- .. Exemplifies positive attitudes
- .. Inspires positive behavior in others
- .. Demonstrates academic initiative
- .. Successfully holds school offices and positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- .. Is a forerunner in the classroom, at work, and in school or community activities
- .. Is thoroughly dependable in any responsibility accepted

#### **Service**

The student who serves:

- .. Is willing to uphold scholarship and maintain loyal school attitude
- .. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties
- .. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- .. Works well with others and is willing to take on difficult or inconspicuous responsibilities
- .. Cheerfully and enthusiastically renders any requested service to the school
- .. Is willing to represent the class or school in inter-class and interscholastic competition
- .. Does committee and staff work without complaint
- .. Shows courtesy by assisting visitors, teachers, and students

## **Character**

The student character:

- .. Takes criticism willingly and accepts recommendations graciously
- .. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- .. Upholds principles of morality and ethics
- .. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- .. Demonstrates the highest standards of honesty and reliability
- .. Shows courtesy, concern, and respect for others
- .. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- .. Has powers of concentration and sustained attention as shown by perseverance and application of studies
- .. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- .. Actively helps rid the school of bad influences or environment

All of the details regarding requirements and the selection process are available for review in the guidance office.

## **Philosophy of Athletics**

The athletic program at Northwest Christian School is viewed as an integral part of the curriculum and extension of the classroom where principles of life are put into practice. As a microcosm of society, athletics allows students to use their God-given ability's (Mt. 25:14-30) to glorify God (Col. 3:17). Because the arena of competition is usually surrounded by pressure, the athlete is tested, and true character is revealed. If the character revealed is not Christ-like, coaches attempt to work with the student to encourage change toward Christ-like character. (2 Tim. 2:15).

Because God saved us that we might be "conformed to the image of His Son" (Rom. 8:29), the primary emphasis of the athletic program at NCS is on the development of character. God has not called us to be successful, but He has called us to be FAITHFUL (1 Cor. 15:58). While athletes strive to do their best (Col. 3:23), the evaluation of that standard will not be by wins and losses, or state championships, but approved character. The following is a list of character qualities that the Athletic Department would like to see developed in the students: submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance upon the lord, servant's heart, selflessness, love, humility, spiritual wisdom, contentment, forgiveness, joyfulness, kindness, godliness, holiness, thankfulness, peacefulness, mercifulness, and zealotness for Christ.

As a result of this desire to see Christ-like character built into the lives of their students, the coaches will set aside time in each practice to look into God's Word to see what God says about these character qualities.

It is the desire of the coaching staff that the students have a rewarding experience through participation in the athletic program at NCS. While the "thrill of victory and the agony of defeat" should be short-lived, the character qualities the students allow the Holy Spirit to build into their lives will last for eternity.

## **Fan Behavior**

Fans are as much a part of the athletic program as the athletes. It is the desire of NCS to leave a positive witness wherever their teams journey. The character qualities desired for the athletes are also desired for the fans.

Good sportsmanship requires that fans support their teams in a positive manner and also show respect and appreciation for our opponents and their skills. It also demands that fans show respect to the officials. They are an important part of the game, and being human, they do make mistakes. It is good to allow officials to make mistakes without criticism. No one has the right or privilege to openly question any game official.

It is the policy of the NCS Athletic Department to be positive in our comments and to do "all things without grumbling or disputing". (Phil. 2:14)

Any person observing an individual from NCS engaging in unsportsmanlike behavior should approach the person in a loving way and remind them that their support needs to be positive. NCS wants to be known as a caring and loving community that encourages their teams, opponents, and officials in a positive way.

## **Sport Participation**

### **High School**

#### **Fall Season**

Girls Volleyball – F, JV, Varsity  
Girls Cheer – JV, Varsity  
Boys Football – JV, Varsity

#### **Winter Season**

Girls Cheer – JV, Varsity  
Girls Soccer – Varsity Only  
Girls Basketball – F, JV, Varsity  
Boys Basketball – F, JV, Varsity  
Boys Soccer – JV, Varsity  
Boys Wrestling – JV, Varsity

#### **Spring Season**

Girls Track – Varsity Only  
Boys Track – Varsity Only  
Golf – Varsity Only  
Girls Softball – JV, Varsity  
Girls Tennis – JV, Varsity  
Boys Baseball – JV, Varsity  
Boys Volleyball- Varsity Only

### **Junior High Sports**

#### **Fall Season**

Girls Volleyball – A and B Teams  
Co-ed Soccer  
7<sup>th</sup> and 8<sup>th</sup> Grade Boys Football  
7<sup>th</sup> and 8<sup>th</sup> Grade Girls Cheer

#### **Winter Season**

7<sup>th</sup> and 8<sup>th</sup> Grade Girls Competitive Cheer  
7<sup>th</sup> and 8<sup>th</sup> Grade Girls Softball  
A and B Boys Baseball  
6<sup>th</sup>-8<sup>th</sup> grade Boys and Girls Cross Country

#### **Spring Season**

A and B Girls Basketball  
A and B Boys Basketball  
7<sup>th</sup> and 8<sup>th</sup> Girls Cheer  
7<sup>th</sup> and 8<sup>th</sup> Co-ed Golf

Athletic Handbooks are available on the NCS website.

## **Game and Performance Day Attendance**

All participants must be in attendance for a minimum of 5 of the 7 class periods the day of an event in order to participate in games and performances. If a student misses more than two classes on a given day, he/she may not participate in games or performances scheduled for that day. Exceptions to this rule include doctor or dental appointments and absences that have administrative approval.

## **No-Pass, No-Play Policy**

### **NCS REQUIRMENTS**

Besides eligibility requirements of the AIA, NCS has further requirements that must be met in order to participate in athletics. These requirements are as follows:

1. The student will lose their athletic eligibility by receiving a failing grade in any class at one week grade checks.
2. If a student is ineligible he/she may not travel with the team or dress for games. The athlete is allowed to practice with the team.
3. The first grade check will be after the second PlusPortal posting, approximately four weeks into each semester.
4. Eligibility/Ineligibility will take place on Wednesday and will last one week. Grade checks will be run Tuesday morning based on the teachers' grade book for that day.
5. The student may regain their athletic eligibility by receiving a passing grade at the next weeks grade check- this includes passing in all classes each check.
6. On Tuesday afternoon the athlete, parent and coach will be notified of the ineligibility taking effect on Wednesday.
7. If a student fails 1<sup>st</sup> semester he is out for the first four weeks of the second semester.
8. If a student fails the 2<sup>nd</sup> semester he or she is out for the first four weeks of the 1<sup>st</sup> semester next year unless he or she makes up the class in the summer.

## **Athletic Eligibility**

See Athletic Handbook for eligibility requirements.

## **Disciplinary Procedures**

### **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, 1 Corinthians 13, Revelation 3:19, and many of the principles found in Matthew 18.

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, mercy, 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. The goal of discipline at NCS is to redeem and restore students to the NCS body (Matthew 18:15-16, 21) for minor and major discipline violations. However, for major discipline violations that result in expulsion and zero tolerance violations, redemptive restoration is limited to a very few situations (see Future Enrollment Status of an Expelled Student below).

God gives parents the responsibility for the discipline of their children. NCS parents, having expressed a desire to register their student, and upon acceptance of their child in the school, have agreed to the provisions of the discipline policies. They have conferred this authority to teachers and administrators during the school day and in school activities. If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievances to other parents, faculty, or students (Matthew 18:15-17). If the matter is not resolved with the teacher, the parents shall then discuss it with the appropriate administrator with the teacher present, if possible, and, failing a resolution at this level, bring the matter to the attention of the Superintendent.

### **Administrative Procedures**

1. This Discipline Policy shall be published and reviewed with students, teachers, and administrators at the beginning of each school year.
2. 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.
3. The reason for the discipline shall be clearly explained 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 enter a non-dismissal policy for zero-tolerance offenses. If a student commits a zero-tolerance offense, they may seek out a teacher or administrator for details to see if they are eligible to enter into this agreement.**
4. Sufficient record keeping will be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administrator discussion can ensue.
5. The school will not administer corporal punishment.
6. Suspensions and probations are administered by the a member of administration
7. Expulsion is by action of the School Board after review and recommendation of the administration.
8. Parents who seek re-admission of a student may request a meeting with administration on the child's behalf should they feel. Should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances.

## Policy Limits

The Discipline Policy applies to students while they are on campus, in NCS operated vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

## Disclosure Policy

If a student at Northwest Christian School reveals information to a counselor, teacher, or other school employee that raises concerns for the safety and/or emotional stability of students, that information may be revealed to the appropriate officials and may also be shared with the parents.

## Minor Violations

Minor violations are cumulative for one semester unless a student has reached suspension. In this case, the Principal/Dean of Students will outline consequences for the next semester. These violations include but are not limited to:

1. Food in the classroom, gum, candy
2. Dress code
3. Public display of affection
4. Disruption of school program
5. Littering
6. Improper electronic equipment use

## Discipline Steps

**\*An email notification will be sent home for each minor violation.**

| Number of Offenses                          | Consequence   |
|---|---|
| 1 <sup>st</sup> and 2 <sup>nd</sup> offense | Warning   |
| 3 <sup>rd</sup> - 4 <sup>th</sup> offense   | Detention   |
| 5 <sup>th</sup> - 6 <sup>th</sup> offense   | Saturday School   |
| 7 <sup>th</sup> - 9 <sup>th</sup> offense   | 1 day in-school suspension and call from administration     |
| 10 <sup>th</sup> - 11 <sup>th</sup> offense | 2 day out-of-school suspension and call from administration |
| 12 <sup>th</sup> offense                    | Recommendation to school board for expulsion from school    |

**Please be aware that continued abuse of minor rules may result in removal from Northwest Christian School.**

## Detention

Detentions may be assigned for being tardy to class or for inappropriate behavior patterns. Detentions will be served in the morning 6:45 a.m. - 7:30 a.m. or after school 3:05 p.m.-3:50 p.m. The time and date for serving a detention will be determined by administration. If an emergency should arise and the student is unable to attend the detention, the office must be notified in advance. If the student does not attend the scheduled detention, it may result in a Saturday School.

## Saturday School

There will be a \$15 fee due on arrival. Saturday School will run from 8:00AM to 10:00AM on Saturday mornings. If an emergency should arise and the student is unable to attend Saturday School, the office must be notified in advance. If the student does not attend the scheduled Saturday School, it may result in a suspension.

## Suspension

The Principal/Dean of Students will assign suspensions. Suspensions are the result of accumulated minor offenses, or as a consequence for a major violation. It is the student's responsibility to follow the make-up work policies and procedures.

## **Cellular Phone Policy**

### **See it - Hear it - Use it - Loose it**

First time, the cell phone/smart watch is taken; the student can pick it up in the office after school and discipline steps for a minor violation will ensue. Second time, the electronic equipment is taken a parent must pick it up in the office after school. High school students are permitted to use cell phone/smart watches during break and lunch.

### **Major Violations** (Definitions are included in the glossary)

These violations include, but are not limited to:

1. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
2. Insolence (attitude of contempt)
3. Mockery (malicious insults, malicious teaching, etc.)
4. Harassment
5. Bullying/Intimidation
6. Use of profane, vulgar, or obscene language or actions
7. Possession of obscene and/or offensive materials
8. Truancy, ditching, on or off campus
9. Use of any type of tobacco products including, but not limited to, vaping and e-cigarettes
10. Willful destruction or defacement of school property or private property on school premises (student will pay for repairs)
11. Theft
12. Possession or use of fireworks, lighters, etc.
13. Inciting or contributing to the disruption of the school program
14. Forgery
15. Lying
16. Cheating (giving or receiving any information on an assignment, quiz, or examination.) Taking someone else's work and making it your own.
17. Endangering the health, safety, or well-being of oneself or others (fighting, driving recklessly, etc.)
18. Any behavior, in actions or words, that occurs on or off campus that is antagonistic to the basic goals and objectives of the school or has an adverse effect on other students or staff members and is contrary to a Christian lifestyle. This includes Internet activity and/or posting material on social media that is offensive and/or suggestive in nature.

**Procedures** for dealing with major violations may include the following:

1. Immediate removal to the office
2. Parent contacted by administration
3. Administration determines consequence
4. Any incident involving potentially illegal behavior will warrant a member of the administration team notifying the local authorities. This includes, but is not limited to any abuse of drugs, consumption of alcohol, or possession/distribution of pornography.

**Consequences** for major violations will be a minimum of Saturday School. But also may include: suspension, probation or recommendation for expulsion from school.

### **Zero-Tolerance Policy of Northwest Christian School:**

Much of the day-to-day discipline at school is handled using a systematic approach. The handbook clearly defines both minor and major violations and prescribes a general course of action as infractions are encountered. Handbook guidelines are complemented by the discretion of the administration when considered by the administration to be appropriate. Progress and reform are both high priority goals in the implementation of such disciplinary steps at Northwest Christian School. Most importantly, the desire for the student to grow in their walk with Jesus Christ through loving discipline is the fundamental aim of the disciplinary policies of Northwest Christian School.

It is the belief of Northwest Christian School that certain violations of school rules and objectives warrant discipline of a more rigorous consequence than those generally described in the paragraph above. Such violations include, but are not limited to, noncompliance to the Zero-Tolerance Policy adopted by Northwest Christian School. The Zero-Tolerance Policy of Northwest Christian School is in effect twenty-four (24) hours a day, seven (7) days a week, and three hundred and sixty-five (365) days a year. Clearly the policy applies to violations either on or off school grounds. This policy officially commences upon the student's admission to Northwest Christian School.

### **Northwest Christian School 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
4. Requesting, sending, receiving, or distributing inappropriate pictures
5. Any unlawful activity, as determined by Administration, that might compromise a student's Christian testimony

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 out-of-school 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 school, 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 fail.

### **Disciplinary Probation**

After evaluation and consultation with administration, faculty, 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. Any student receiving two (2) suspensions resulting from discipline consequences and/or major violations will be placed on a disciplinary contract. 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 a disciplinary contract at any time during the school year may be 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 of the remainder of the semester, 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 Board for a student on probationary status at any time, should behavior warrant.

At the end of the probationary 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 to ever have to ask a student to leave. However, an effective partnership between the family and school is essential for optimal results within the development of students. The following are considered indicators of a breach in partnership and are grounds for possible dismissal. At NCS, we believe that attitude is as important as visible actions.

#### **Attitudes Reflecting “Flaunting of Sin”**

As mandated by the School Board, 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.



### **Attitudes, which Continue to “Dampen” Spiritual Growth in Others**

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 Abuse to Fellow Students and/or Teachers**

It is crucial that NCS be a safe place, even emotionally. Consequently, verbal abuse of students or staff will not be tolerated and may be grounds for dismissal.

### **Failure of Cooperation from Parents**

NCS 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.

### **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.

### **Revision Policy**

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

## Glossary of Terms

**Controlled Substances** – Prescription drugs, look-alike drugs, drug paraphernalia, narcotics, chemical inhalants, marijuana and any substance deemed in violation of state law

**Substance Abuse** – Anyone who has consumed substances deemed illegal by the State of Arizona

**Insubordination** – This behavior involves defiance of authority and/or rules and regulations, and includes verbal abuse, or recognizable derogatory gestures

**Forgery** – The act of falsely and fraudulently marking or altering a document. Writing and/or using the signature or initials of another person and/or impersonating another person on the telephone with regard to attendance

**Cheating** – Cheating is taking someone else's work and making it one's own, practicing fraud or deception with relation to school work or responsibilities

**Vandalism** – Intentional vandalism includes defacing, destruction, or mutilation of any building, fixture, vegetation, or materials belonging to the school, personnel, or another person's property

**Public Display of Affection** – Sexual activities, consisting of displays of romantic affection (i.e. holding hands, kissing, caressing, groping, or any offensive sexual physical contact) on campus or at a school function

**Sexual Immorality** – Fornication or any other form of sexual immorality. Students becoming pregnant or causing pregnancy

**Harassment** – The use of verbal or physical threats/actions or any language that is demeaning or offensive. Sexual harassment includes touching or aggressive action toward private areas, pulling on another's clothes, or any language that is sexually threatening or demeaning

**Suspension** – Directed absence from school for a determined period of time. Suspensions may be in-school or out of school

**Expulsion** – Directed dismissal from school