



Northshore Christian Academy

FAMILY HANDBOOK 2011-2012

EST.1995

Mission Statement

Northshore Christian Academy partners with parents to provide a superior Christian education developing spiritual, academic, and personal excellence in a Christ-centered environment.

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A ministry of Northshore Christian Church

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WELCOME

We are honored that your family has chosen Northshore Christian Academy (NCA) as the place where your child(ren) will receive his/her education during the 2011-2012 school year. Northshore Christian Academy truly counts it a privilege to join with your family in the education of your child(ren). Northshore Christian Academy's commitment is not only to teach the truths of science, literature, math, history and other areas of academics in a meaningful way, but also to guide students in understanding and learning to apply the principles of Scripture through a value system and a lifestyle that pleases the Lord.

The information in this handbook will help you in joining with us and other families in making Northshore Christian Academy a great place. Thank you for being a part of our school. We are glad you are here!

MISSION STATEMENT, EDUCATIONAL PHILOSOPHY AND OUTCOMES

Mission Statement

Northshore Christian Academy partners with parents to provide a superior Christian education developing spiritual, academic, and personal excellence in a Christ-centered environment.

Core Values

The following core values are the guiding principles and convictions that empower the mission of Northshore Christian Academy. These core values are the essential and long-standing tenets that guide the way we live out our mission. They provide the school with security and ultimately shape its moral culture.

- **Jesus Christ over all, through all, in all.**
- **Caring Community:** nurturing, relationship oriented, communication, example, safety
- **Gifts development:** character, leadership, servant hood, discipleship
- **Pursue Excellence:** visionary, innovative, organized, well-planned, thorough, Biblical
- **Professional community:** life-long learning, collaborative, inspiring, interdependent
- **Church-school strength:** investing in people for eternity, cooperation, mission focused

Educational Philosophy

Northshore Christian Academy filters all learning and curriculum through a Biblical world-view that recognizes Christ as Creator and Lord. We endeavor to train students spiritually, academically, and personally. Northshore integrates faith and learning as we educate and equip the whole child to impact a changing world to the glory of God.

The entire process of education is used by the Holy Spirit to bring students into fellowship with God, develop a Christ-like mind, and to train them in Godly living, so that they can fulfill God's total purpose for their lives personally and vocationally.

Educational Outcomes

Our school's purpose is to educate the whole child, not only serving their academic needs, but their spiritual and personal development as well. By the time our students leave NCA, they will have experienced growth in these three key areas.

Spiritual

- Demonstrate an understanding and commitment to Christ through a personal, life-long, and transforming
- Develop a discipline of prayer and personal devotion, utilizing God's Word and applying it to their daily life
- Accept the Bible as the only inspired Word of God
- Understand, memorize and apply Biblical principles
- Participate in a church community, serving God and others
- Recognize that there is only one true God and that Jesus Christ is His only Son.

Academic

- Become life-long, confident and enthusiastic learners

- Demonstrate proficiency in all grade level curricula areas
- Understand and utilize math, science and technology
- Find, examine, evaluate and apply information as they become independent and confident learners
- Develop and demonstrate effective spoken and written communication skills in a variety of applications
- Demonstrate grade level proficiency in independent reading and skill application to content area reading
- Possess an appreciation for the fine arts
- Develop strong independent study habits

Personal (Physical, Emotional and Social)

- Assume personal responsibility for attitudes and actions
- Develop skills for successful and Biblical conflict resolution
- Understand, value and practice the skills of effective citizenship
- Show integrity and respect for others
- Develop an understanding and acceptance of physical, social and cultural differences
- Practice responsible stewardship of God’s Creation
- Realize that their body is created in the image of God and is the temple of the Holy Spirit
- Understand that God has a purpose for their life

Christian Training

Encouraging our students into a growing and personal faith in Jesus Christ is foundational to our existence as a Christian school. Christian values are reflected throughout the curriculum that is presented. Christian values are clearly evident in the lives of our teachers. Each grade level has Bible class and all curriculum presents Biblical living principles. Pre-kindergarten – 8th grade students attend chapel each week. We welcome parents to join us at our weekly chapels.

Students, families, friends and extended family members are welcome (but not required) to attend Northshore Christian Church. We are aware that we serve students from many different denominations and backgrounds, and thus we make a conscious effort not to overly emphasize areas of doctrine, which are open to legitimate differences of interpretation in the Christian community. School families are welcome to attend all Northshore Christian Church events and programs such as AWANA, women’s and men’s Bible studies, children’s ministries and youth group activities.

Non-Discrimination Statement

Northshore Christian Academy admits students of any color, race, national and ethnic origin. It does not discriminate based on color, race or national or ethnic origin.

Right to Amend

The Northshore Christian Academy’s 2011-2012 Family Handbook is the official statement of policies and procedures for Northshore Christian Academy, a ministry of Northshore Christian Church. Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook before or during the school year. At its sole discretion, Northshore Christian Academy has the right to amend its policies and procedures. Northshore Christian Academy may make every effort to inform parents and students of changes. Throughout this document, Northshore Christian Academy may be titled or known as “School”, “the academy” or “NCA”.

SCHOOL HISTORY AND STRUCTURE

HISTORY

During the spring of 1995, Northshore Christian Church’s leadership sensed the need for a Christian school in the South Everett area. After carefully praying for the Lord’s lead, the church started an elementary school in the fall. Northshore Christian Academy opened with 37 students in kindergarten through third grade. At that time, NCA was located at the 80th Street temporary church location. In the fall of 1996, the school opened for a second year with almost 100 students in preschool through fourth grade. The following year, the school began with 200 students. The school expanded to another leased warehouse in the fall of 1998.

In the fall of 2000, over 300 students began the new school year with seven classrooms located on our current campus and the other eleven classrooms located in the 75th street campus warehouse. Also in 2000, the school started middle school,

servicing 6th – 8th grade students. The following year, over 375 students enrolled and enrollment has continued to increase each year.

After nine years in temporary locations and buildings, the dream for one campus was finally realized, as the last of our classrooms moved into our current facilities in August 2003. In 2006, Northshore Christian Church and Academy opened its Early Learning Center, bringing the total enrollment of students to over 600.

Northshore Christian Academy has experienced rapid growth since its inception in 1995. During this time, Northshore Christian Academy has been recognized as one of the fastest growing schools in Snohomish County. The church, staff, and parents have created a strong, dynamic school – with the vision of training students in an environment where the Lord is the focus in all learning. NCA has continued to add more classes in all grade levels, our Early Learning Center, Northshore School of the Art and Enrichment program and REAL Summer Adventure Camp.

During the 2010-2011 school year, Northshore Christian Academy is celebrated 15 year of ministry! In process, the plan for building of a Middle School Pavilion is becoming a reality. We plan to open this new building for the 2011-2012 school year.

We are grateful to our Lord Jesus Christ for His hand upon our school and for all of the students and families who have joined this amazing adventure in His faithfulness! Our goal and focus has been and continues to follow His will for our school.

SCHOOL STRUCTURE

Elder Board

Northshore Christian Academy is a ministry of Northshore Christian Church. As such, the school is accountable to the leadership of the church, which is the Elder Board. The Elder Board consists of 5 – 10 appointed individuals, including the Senior Pastor. The Elder Board has delegated the school oversight and policy-making to the School Board Committee.

School Board Committee

The function of the School Board Committee is to make broad-based school policy decisions about the school. The committee consists of church elders, NCA parents who attend NCC, and other NCC participating members who have experience in the educational field. The Board Chair reports to the church Elder Board.

Academy Administration

The Academy Administration consists of a Principal, Vice-Principal and Middle School Vice-Principal. The academy administration oversees the day to day operations of the school which include, but are not limited, staff supervision, policy implementation, instructional supervision and operational functions. The Principal reports to the NCC senior pastor and chairman of the school board. The Principal is a member of the School Board.

Affiliations and Accreditation

In 2003, Northshore Christian Academy was accredited by the Association of Christian Schools International (ACSI) and the Northwest Association of Accredited Colleges and Schools (NAACS). NCA is state approved by the Superintendent of Public Instruction. The standards established by these associations include such areas as spiritual training and ethics, academic excellence, staff development, administration and operations. Northshore Christian Academy is a member of the following organizations: Association of Christian Schools International, Principal's Association of Christian Schools, Washington Federation of Independent Schools, International Fellowship of Christian Administrators, and the Everett Chamber of Commerce.

As an Elementary and Middle School, fully approved by the State of Washington and the Superintendent of Public Instruction, NCA follows all of the rules and regulations governing approval of private schools as required by Washington State Law: RCW 28A.02.201 and RCW 28A.04.120 [4] as well as WAC 180-90-110 through WAC 180-90-160.

SCHOOL DEPARTMENTS AND PROGRAMS

There are a number of different programs and departments within the school. These include the following:

- Early Learning Center (Toddler, Preschool and All-year round Prekindergarten)
- Pre-Kindergarten program (4 day AM/PM)

- Elementary program
- Middle School program
- Middle School Athletics program
- Extended Care program (All day care and AM/PM Care)
- Northshore School of the Art's and Enrichment
- REAL Summer Adventure Camp
- Business Office
- School Administration

SCHOOL HOURS (Times are subject to change)

Early Learning Center	7:00am-6:00pm
Half Day Pre-Kindergarten:	AM: 8:35am – 11:35am and PM: 12:35pm-3:35pm
Half Day Kindergarten:	8:45am – 11:45am
Full Day Kindergarten through Fifth Grade:	8:45am – 3:15pm
Sixth through Eighth Grade	8:30am – 3:25pm
Extended Care for FD Kindergarten through age 12	7:00am-8:00am and 3:30pm-6:00pm

Lunch Times

Lunch time is ample for those who use it to eat rather than to visit, do assignments, etc. Depending on the grade, 20-25 minutes is allotted for lunch. The time NCA has allotted for lunch time, meets the state requirements.

Early Dismissal

On some occasions, school is dismissed at **noon**, i.e., for staff development, parent-teacher conferences, etc. Early dismissals are communicated on both the yearly calendar and in the Navigator Notes, as well as in teacher newsletters. Extended care is provided on half days (except on the last day of school) by registration only.

SCHOOL COMMUNICATION

Effective school/home communication is vital to the successful operation of the school. We make every effort to keep parents informed as to what is going on at school. At NCA, we believe communication is essential to developing an effective working relationship between school and home. We have several avenues for communication. It is important that parents find the form of communication that works best for them and keep current with the on-going school communication modes.

Elementary Classroom Newsletter (K-5)

Teachers send home weekly newsletters or calendars informing you of events, goals, and units of study in the classroom.

Elementary Thursday Folders (K-5)

Every Thursday, teachers send home a folder which will include notes, newsletters, and student work. Be sure to review this folder and return it to school on Friday. It is expected that you return your "Thursday Folder" on Fridays or the next day that your child is in school. In keeping with our goal to develop a sense of responsibility, we ask that you **train your child to see that the folder is returned** to his/her homeroom teacher. We would like the children to feel that it is not their parents' responsibility to give them the folders; it is **their** responsibility to **retrieve** the folders.

Middle School Notes

Exciting news from our middle school programs will be emailed twice-a-month, with highlights of student academic successes, high school information with important dates, upcoming special events and athletic updates for families of our 6-8 graders.

ParentsWeb (RenWeb)

ParentsWeb is the Northshore Christian Academy's web based program that brings the parent and the school together in one unified system. Anywhere you have Web access, you can access real-time information on grades, homework, accounting and other school information in one convenient place. If you are a parent/guardian of an enrolled student, you can sign up at the NCA web site by clicking on the ParentsWeb link. In order to access ParentsWeb you must have a valid email address in our RenWeb system. If your email has changed or was not in our system, you will need to contact the

office with your new email account before you can access it. ParentsWeb is accessible through our website at: www.northshorechristianschools.org.

Navigator News

This all-school newsletter is distributed 2-3 times a month; it will be posted on the NCA website and emailed to you. Hard copies are available at the front desk or in the office. A copy will be posted on the Information Board near the school office. Navigator Weekly helps keep you informed of all of NCA's upcoming activities and other critical school related information. The Navigator Weekly and school calendar are posted on our website at www.northshorechristianschools.org.

NCA Today

The NCA Today is a fall and spring publication containing news items regarding our school. The newsletter is sent to NCA's friends and families.

Emails

This form of communication allows us to send you emails through our RenWeb system. If we have your email in our database, you will receive the Navigator News, school delays or closures and other pertinent information through this means of communication.

Brief Meetings

Before or after school meetings can easily be arranged. If you would like to meet with your child's teacher, call or email the teacher requesting a meeting.

Conferences

Scheduled and mandatory conferences for all parents are after the first quarter of school. These parent/teacher conferences are to inform parents of their student's progress. Additional conferences may be scheduled with teachers when needed. In mid-March, two conference days are set aside for parents and teachers to meet regarding student progress.

Web Site

The School website is updated regularly and contains important information for parents and students such as ParentsWeb, uniform information, school supplies, Parent Teacher Fellowship volunteer involvement/activities, staff email access, staff telephone numbers, school calendar information, athletics, parenting resources, and other important information about upcoming events and school activities: www.northshorechristianschools.org.

Voicemail

Staff members check their voicemail during the non-instructional part of the school day and return calls within 2 working days.

Newsletters

Each week, Elementary teachers will send home and post on ParentsWeb a newsletter covering activities and curriculum information for the coming week. These newsletters keep you informed of classroom events and needs as they arise.

Communicating with Teachers

Our teachers work hard to communicate effectively with parents. They put a lot of time and make every effort to support and keep their students and their students' parents up-to-date on homework, events, grades, etc. We want teachers to have time to prepare lessons and time to teach our students. Parents are asked to keep emails and phone calls to teachers at a minimum and short. Teachers would rather meet to discuss issues and ways to support their students in a face to face conference.

Radio Northshore (if available)

Tune into AM 1700. As you drive onto campus, listen to the announcements for the week and hear all about coming events and enjoy our students as they tell stories and share information.

Reader Board

A lighted reader board on the East side of building B is another way we communicate with you. Announcements and reminders will be posted on the reader board.

All Other Communications

All letters, flyers and other materials distributed to students and/or parents **must be preapproved by the Principal or Vice-Principal.**

NOTIFICATION OF INFORMATION CHANGES

Parents are requested to notify the School Office immediately in case of changes in family/student information including, but not limited to, new addresses, phone numbers, cell phones, work phone numbers, email addresses, emergency contacts, custody, and pertinent student medical information, such as allergies etc.

CONTACT INFORMATION

School office hours are from 8:00am-4:30pm Monday through Friday. Most faculty members have a direct line, voicemail box, and extension number. All NCA staff has an email address. Normally teachers are not accessible via phone or email when they are instructing students in the classroom. If you need to talk to a teacher immediately, contact the receptionist and she will relay the urgent information. Otherwise, teachers will return most phone calls and emails within 24 business hours. Teachers and students will not be interrupted in the classroom by telephone during school hours, except in the case of an emergency.

Contact Numbers:

Northshore Christian Academy
Phone: 425.407.1119 ~ Fax: 425.322.2386
Website: www.northshorechristianschools.org (see next page for more information)
NCA Contact Email: Generally it is the staff's first initial and last name@northshorechristian.org. Please see the email contact list on the website.

CLOSED CAMPUS

When a student is dropped off at Northshore Christian Academy, it is expected that the student will not leave the campus with or without adult supervision for any reason, including, but not limited to, illness, going home or out for lunch. Students who fail to get permission from the Principal will be disciplined accordingly. Parents are welcome to take their children out for lunch; however, the office must be notified prior to the luncheon. Students must be returned to school on time and before the next class begins. After school, students are expected to go straight home unless attending a school-related activity, in which case, they are to remain on campus for the duration of the activity. Students who do not go home or do not have a school-related activity will be checked in the Extended Care (PM) program (ages 5-12) or the library (students who are 13 years old or older) and parents will be charged accordingly.

ADMISSIONS STANDARDS

Our Admission Policy

Admissions to Northshore Christian Academy is by application. Northshore Christian Academy admits qualified students, regardless of gender, age, race, color or national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Northshore Christian Academy complies with federal and state disability laws (as applicable to the School), and it will make reasonable accommodations to otherwise-qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

It is essential for parents and students to realize that attendance at NCA is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School. Each parent and student is required to uphold the Parent Affirmation and Student Requirements and Commitment.

Northshore Christian Academy reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.

APPLICATION PROCEDURES

Each February, enrollment for the following academic year is opened to returning students for a specified period. Enrollment is open to current NCA families and then to the general public. The admission process at NCA is by application. The process includes, but is not limited to, a tuition contract, a student recommendation form, a health record, an emergency information form, a Family Handbook, policies and procedures form, and the payment of the application fee per student (new families only) and registration fee per student (all families, every year). Applications will not be processed without the fees. The School reserves the right to admit and dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations. *Important: There are no guarantees of placement, expressed or implied, by Northshore Christian Academy.*

The enrollment procedures for new Kindergarten – 8th Grade students are as follows:

- Tour our Campus: [Prospective Family Tour Information](#)
- Complete, sign and return all application forms to Denise Christian, Director of Admissions.
- The \$100 Application Fee must be paid at the time the Application for Enrollment and accompanying documentation is submitted. The Application Fee is non-refundable under any circumstances.
- Kindergarten students who attended NCA's PK are considered **NEW** to NCA and all application and registration fees apply. All Kindergarten students are required to submit a copy of their birth certificate and immunizations with their application. Official school records will be requested from the last school attended.
- A personal family interview is required for new applicants (including students who attended NCA's Childcare Center for PK). **When the application file is complete**, the school office will contact the new family to schedule an interview. Both parents and student applicants must be present at the interview.
- All new students are required to take an assessment test prior to the completion of the admission process. New student assessments occur as part of the family interview.
- Student applicants may be required to take aptitude, achievement, and/or diagnostic tests before admission to classes.
- Family will be notified of acceptance in ten business days following the interview and assessment.
- Following notification of acceptance, the new family has three business days to respond with acceptance or declination and to schedule an appointment with the Registrar to complete registration. Upon completion all of the required fees as set forth in the Tuition and Fee Schedule and all registration materials, **including immunization certificate**, students are considered enrolled.
- Enrollment for each student is for one school year only and not continuous. Each student must register for enrollment for each school year, enrollment is not continual, and reenrollment privileges are not guaranteed. Enrollment at NCA is a privilege not a right.
- A waiting pool is established for qualified students after all openings are filled.

STATEMENT OF NON-DISCRIMINATION: Northshore Christian Academy reserves the right to select students on the basis of academic performance and personal qualification. NCA **does not discriminate** on the basis of any color, race, national and ethnic origin in administration of its' educational policies, admission policies, and athletic programs.

APPLICATION REQUIREMENTS

It is essential for parents and students to realize that attendance at Northshore Christian Academy is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School as, but not limited to, the Parent Affirmation included in the back of the Family Handbook.

Kindergarten Students:

- Must be five years old before or on August 31
- Must show a state (valid) certified birth certificate when submitting the application
- Must submit proof that immunizations are current (refer to Health section for requirements)
- Must be assessed for placement

Elementary Students (Grades 1-5):

- Required to furnish their most recent report cards and standardized test results
- Must submit proof that immunizations are current (refer to Health section for requirements)
- Should be a suitable age for the grade assigned
- Must be assessed for placement

Middle School Students (Grades 6-8):

- Required to furnish their most recent report cards and standardized test results
- Must submit proof that immunizations are current (refer to Health section for requirements)
- Should be a suitable age for the grade assigned
- Must be assessed for placement

STUDENT REQUIREMENTS/COMMITMENT

Northshore Christian Academy is a private Christian educational institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of Northshore Christian Academy. Enrollment is considered probationary for all students.

Academic

- An application for enrollment is encouraged when student success can be achieved and their needs can be met. We realize, however, that NCA cannot meet the learning needs of every student. If an applicant's evaluation data is below grade level, he/she may be required to do remedial work, may be accepted at the previous grade level, or may not be accepted for enrollment, depending upon the severity of the learning gap or learning disability.
- Disclosure of diagnosed learning problems is necessary and required at the time of application.

Behavioral

- The student must display evidence of age-appropriate stability, attention span, and self-discipline.
- The student must display necessary social skills to function in a group.
- For the benefit of school staff and parents who are working together for the success of a student, parental disclosure of behavior and emotional difficulties is necessary and required at the time of application.
- The student must agree to abide by and positively uphold the rules and regulations of the school.
- The student must show spiritual and motivational reasons for attending NCA.
- The student must be receptive to spiritual instruction and guidance.
- The student must desire to attend NCA. Students entering Grades 6-8 must sign a "Middle School Conduct Agreement" form.
- The student must display a cooperative spirit and a responsive heart attitude.

IMMUNIZATION REQUIREMENTS

NCA is required by the State of Washington to maintain proper immunization records. The School must have a completed and parent/guardian-signed Washington State Certificate of Immunization Status (CIS) form on file by the first day of school or the student will not be permitted to attend classes. Laboratory evidence of disease or immunity may be substituted for vaccinations and attached to the CIS (**form must be signed by a physician in this case along with the parent**). The following is the required immunization schedule for your child, however, Washington State may add additional requirements prior to the 2011-2012 school year.

Preschool & Pre-Kindergarten

- 4 DTaP/DT shots by 12 months, 5th dose given after 4 yrs before Kindergarten
- 4 Inactivated (Injectable) Polio (IPV) shots before 4 years, or 3 shots with 4th given after 4yrs before Kindergarten
- 4 Haemophilus Influenzae Type B (Hib) by 12 months
- 4 Pneumococcal shots by 12 months
- 3 Hepatitis B shots by 24 months
- 1 MMR vaccine (mumps, measles, rubella) after 12 months, 2nd shot after 13 months prior to entering Kindergarten
- 1 Varicella (chicken pox) shot after 12 months, 2nd shot after 15 months prior to entering Kindergarten

Kindergarten through 8th Grade

- 5 DTaP/DT (Diphtheria, Tetanus, Pertussis) (depending on date administered – last dose must be on or after the 4th birthday)
- 4 Oral Polio (OPV) or Inactivated (Injectable) Polio (IPV) with all 4 doses before 4th birthday or 3-4 doses with last dose before 4th birthday

- 2 MMR (Measles, Mumps and Rubella) (first dose must be on or after the 1st birthday) (2nd MMR booster 4-6 years of age and at least 28 days after the first dose, given before Kindergarten)
- 3 Hepatitis B

Kindergarten through 3rd Grade

2 Varicella (chicken pox) shots (first shot on or after the first birthday) (Parent report of history of disease is not acceptable)

4th-7th Grade

1 Varicella (chicken pox) shot (on or after first birthday) parent report of history of disease acceptable

6th- 8th Grade

- Tdap (or tetanus-containing booster) if student is at least 10 years old and it has been 5 years or more since the last tetanus-containing vaccine.

EXEMPTIONS

There are only two exemptions allowed under the State of Washington law and are as follows:

1. Medical exemptions (which requires a licensed health care provider signature)
2. Personal/religious exemptions (which require a parent/guardian signature)

If exemption is claimed for either reason the Certificate of Exemption (COE) form will need to be filled out along with the parent/guardian-signed CIS form and the COE signed by either the Licensed Health Care Provider in the case of medical exemptions, or the parent/guardian for personal exemptions.

PARENTAL REQUIREMENTS

- Parents must demonstrate interest and cooperation.
- Parents must meet with an administrator prior to the student's admittance. Students applying for enrollment in Grades 6-8 will also be interviewed.
- Parents must demonstrate their support of the teachers and educational program through their actions, words and conduct throughout the school year. Parents agree to uphold the by the Parent Affirmation at the time of enrollment or re-enrollment.
- Parents must demonstrate Biblical conduct while on campus and/or at off site school sponsored events and while communicating with NCA staff and NCA families.
- Parents must be willing to work towards positive and respectful conflict resolutions if involved in a conversation or situation between a staff member, parent, or student. Parents must be willing to have a cooperative attitude and take actions to resolve conflict.
- Parents must follow the Matthew 18 principle.

FINANCIAL RESPONSIBILITY

- Parents agree to plan for, budget and pay regularly and on time for the cost of Christian education.
- Returning families must be current in all financial accounts prior to re-enrollment.
- Failure to meet the terms of the financial agreement may result in the withholding by NCA report cards, transcripts and diplomas as well as the dismissal of the student if the required payments are not made.
- Parents agree to fulfill the Tuition Contract stipulations.

FINAL ACCEPTANCE

- The grade placement for all students is determined by the Principal and at his/her sole discretion.
- If, upon receipt of the student's cumulative file, and undisclosed information is found that may have had a bearing on the student's admission to NCA, the parents may be asked to withdraw the student.
- Notification concerning acceptance of the applicant will be in the form of a verbal or written notice to the parents.
- The \$100 application fee is non-refundable under any circumstance: If a parent voluntarily withdraws a child from the school after being accepted and paying the registration fee, the registration fee is non-refundable. The material and technology fee is due at the time of registration, or prior to June 30, and is non-refundable if a parent voluntarily withdraws after June 30.

- If a grade level is full, a waiting pool is established. Those in the waiting pool must have the application fee and paperwork completed. NCA's wait pool policy governs when a student is removed from the wait pool and is given placement at the academy.
- The first nine weeks of a new student's enrollment is considered a probation period. This encompasses, but is not limited to a student's attitude, behavior, and spiritual progress, but his/her parent's commitment to upholding the Parent Affirmation. All students are placed on a 90 day probationary period once being admitted to the school. Northshore Christian Academy, at its sole and only discretion may shorten or lengthen this probationary period. In no way should after 90 days mean that the academy cannot at its sole discretion remove a student from the school after the 90 day probationary period has passed.
- The school reserves the right to deny enrollment to any parent or student whose beliefs, values, or interpretation of Scripture is in conflict with those of the school. **Northshore Christian Academy also reserves the right to dismiss students at any time for any reason it deems necessary.**

PLACEMENT POLICY

Classroom placement of all students is made solely at the discretion of the administration based on the following factors:

- Available class openings
- Class size
- Student ability/learning style/special needs
- Balance of boy/girl ratio
- Teacher recommendation regarding social mix of students
- Personalities of teacher and student

WITHDRAWAL (VOLUNTARY)

Families are responsible for an entire quarter's tuition if their child is enrolled school any portion of the quarter. In order to not be charged for the following quarter, a two week minimum written notice must be submitted to the registrar. Failure to provide a two week written notice of withdrawal will result in the full amount of tuition being charged for the next quarter.

- An exit interview (either in person or via the telephone) should then be scheduled with the school Principal or Vice-Principal to discuss the reason for leaving.
- The student's books **must** be returned to the teacher on or before the day of the exit interview. Failure to do so within a two week time period will result in the cost to replace the book(s) including taxes and shipping costs.
- The withdrawal paperwork will be prepared by the registrar. The parent must go to the Business Office to pay any tuition and/or outstanding charges or fees.
- After clearance of tuition and outstanding charges (such as, but not limited to library fines, sports fees, extended care, and textbook charges), the student's report card will be released to the parent or a requesting school. If the report card is in progress and is not available at that time, the school office will notify the parent when grades are available.

In the event that an outstanding balance is due for tuition or any other amount at the time of a student's withdrawal, the School will withhold the student's grades and transcript until the balance is paid in full.

FINANCES AND FUNDRAISING

TUITION AND FEES

Annual Costs

The annual cost of education is determined by the Administrator and the School Board. Tuition is levied on a per school year basis. All payments made on an account will be applied to the oldest outstanding charges.

Application Fee

The Application Fee is non-refundable. This fee is for **new K-8th** students and covers the initial processing expenses, entrance testing (if necessary) and may reserve placement for the student either in the class or in the waiting pool.

Registration Fee

The Registration Fee is non-refundable. This fee is for **all** students and covers, but is not limited to, administrative and new school-year preparation costs.

Material and Technology Fee

The Material and Technology Fee covers, but not limited to, curriculum, paper, art supplies, technology and field trips (including the Middle School retreat). It does not cover chaperone expenses for field trips or classroom personal supplies such as pencils, glue, scissors, etc. The Material and Technology Fee is non-prorated and non-refundable under any circumstance and is due at the time of registration. The Material and Technology Fee is still owed even if the child(ren) do not attend NCA, for any reason.

Yearbooks

The opportunity to purchase yearbooks will be given in the fall semester. Orders will not be taken at the time of registration.

Tuition

Most school expenses are paid for by tuition. Tuition provides, but not limited to, salaries, facilities, utilities, teaching supplies etc.

Tuition Payment Plans: To assist families in the payment of the yearly tuition, two payment options are offered: Payment in full by **August 1**, or the quarterly payment split into monthly payments beginning **August 1**. Tuition payments begin on August 1 for 11 months and the last payment is due June 1. If the first tuition payment is not paid by August 1, students will be placed in a waiting pool and space will not be guaranteed. In addition, in the event of any delinquency in tuition payments, students may be prohibited from attending classes and extra-curricular activities. When classes resume in September, monthly tuition billing statements will be sent home with the youngest child in each family enrolled at NCA. These statements will be sent home in the Thursday folder or sent via US mail if the youngest child is in Middle School. The tuition statement may also be viewed through ParentsWeb. Refer to the communication section.

Tuition Payment Due Dates: Tuition payments are due on the 1st of each month. Tuition payments may be mailed to the Academy or dropped off in the box marked "Tuition" at the front desk or in the lunchroom. Payments which are hand-delivered to the school must be in envelopes marked "TUITION." Payments mailed to NCA are to be marked "NCA-WA" above the address line. To ensure accuracy, please indicate a student's name on tuition checks. NCA personnel are not responsible for payments not delivered in an envelope or not properly labeled. All questions concerning finances should be directed to the Business Department (425) 322-2330.

Delinquent Tuition and Penalties

- Payments received by the Business Office after the first of the month will accrue a late penalty of \$35.00.
- A \$35.00 fee will be assessed on all checks returned from the bank.
- Dismissal may result if payment arrangements have not been made within 60 days of the account becoming delinquent. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return/attend school until the delinquent account has been satisfied. A student will not be allowed to register for the following year if the family has an outstanding balance on their account. Unpaid accounts will be sent to collection and a \$250 collection's fee will be added to the unpaid balance.
- Any fees incurred for collection on delinquent accounts, including attorney fees, shall be borne by the financially-responsible parent/guardian.
- Failure to meet the terms of the financial agreement will result in the withholding of NCA report cards, as well as, the dismissal of the student if the required payments are not made.

Tuition Policy for Early Dismissal and Refunds:

The Tuition contract is a commitment per each school quarter. Attendance during any portion of a quarter requires payment in full through the end of the quarter. In the event a student who is registered at NCA withdraws, the following policies apply:

- A written Notice of Withdrawal must be submitted to the registrar 14 days prior to the end of a school quarter.
- The result of failing to submit a 14-day written notice is that the following quarter's tuition (per student) will be added to your account.

- There is no reduction or refund for holidays, vacations, illnesses, emergencies, absences or weather-related school delays or closures.
- **Should you decide not to attend the fall semester, written notification must be received on or before August 1st, otherwise, you may be billed for the first quarter of the school year.**
- Should you apply for admission after August 1, a 14-day written Notice of Withdrawal must be submitted to the registrar prior to withdrawal.
- Any excess money paid on account is refundable subject to any unpaid fees, penalties and tuition.
- Northshore Christian Academy reserves the right to grant an exception under this policy on a case-by-case basis for any reason. An exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

Role of an Exception to the Tuition Policy

Northshore Christian Academy reserves the right to grant an exception to its Tuition Policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

Other Fees

Field trips and retreats are funded from the school budget through the Material and Technology Fees. Additional funds that *may* be required from parents are limited to the following **optional** items, but not limited to: school pictures, yearbooks, sports, special projects, book club orders, beverages, hot lunch, extended care, family socials, book fairs, special assemblies, Auction, Walk-a-Thon, Northshore School of the Arts and Enrichment classes, class parties and plays. The aforesaid materials and activities are **optional** and thus, parents are not required to participate.

Financial Aid Program

Our financial aid funds are limited and are only available for tuition to returning families. Financial aid is not available to students in the Early Learning Center, pre-kindergarten, half-day kindergarten, extended care program, Northshore School of the Arts and Enrichment and REAL Summer Camp. An application packet may be obtained from the Academy office after you have registered for the 2011-2012 school year. Applications must be completely filled out and submitted by the deadline given in the application packet before any aid will be considered. Northshore Christian Academy provides aid on a limited and verification-of-need basis.

Controlling Policy

The financial policy as set forth in this Northshore Christian Academy Family Handbook is the controlling policy of Northshore Christian Academy.

Change of Child Custody

If a student has a change in custody or guardianship, a new Registration Form and Enrollment Contract must be completed and signed by the new custodial parent or guardian within *thirty calendar days* of the date the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the School office. Enrollment will not be continued until such an agreement is completed and on file in the School office.

FUNDRAISING AND GIFTING

In order to keep tuition affordable, it is necessary to have other forms of income. The following activities are authorized by NCA. **All** proposed fund-raising activities must be submitted to the Principal for advance, written approval **prior** to implementation.

Solid Ground Espresso

PTF raises funds for the school through the Solid Ground Espresso programs. PTF has paid for such items as new sports uniforms, special events, the library incentive program, music equipment, Spanish and art curriculum, computer class supplies, P.E. equipment, carpet, sidewalks, library books, a digital reader board and the teacher appreciation program.

Auction & Walk-a-Thon

The NCA Parent Teacher Fellowship sponsored auction and walk-a-thon are our school's main fundraisers. They have been tremendous blessings to our students and school in many ways. Our auctions and walk-a-thons have augmented the general fund, purchased the gym floor, playground, second computer lab, and library, performing arts center, school office,

covered play area, promethean boards for all of our kindergarten through 8th grade classrooms, computer labs and music rooms, as well as science and technology equipment and software for the classrooms. This year, the auction raised funds towards outfitting some of the contents of the new Middle School building. Each family is encouraged to procure at least \$200 worth of items or make an equivalent or greater cash donation for the auction. Please refer to the Support NCA tab on our web page for more information.

Giftng to the School — Nonprofit Tax Exempt Program and Company Matching Gift Programs

Northshore Christian Academy is a ministry of Northshore Christian Church and is a non-profit 501(c) 3 organization. As such, donations made to our school are tax exempt. Likewise, we qualify for donations through the United Way, Boeing Employees Matching Gifts, and over 200 other company matching gift programs. Our tax identification number is 91-1515354. If you work for a company, we encourage you to ask if they match gifts.

Endowment Fund

Northshore Christian Academy has set up three endowment funds to provide for future needs:

1. The NCA Scholarship Endowment Fund

This fund is dedicated to providing scholarships in the future for students to attend NCA.

2. The NCA Capital Project Endowment Fund

This fund is dedicated to providing resources for the acquisition and/or construction of buildings and equipment, including facilities maintenance and improvements.

3. The General Operating Endowment Fund

This fund is dedicated to providing resources to assure NCA is able to “bridge” financial shortfalls during difficult times.

For more information, contact our Development Director at 425.322.2301.

ACADEMIC POLICIES AND DEVELOPMENT

The following policies and procedures have been developed and created for the best possible learning environment of each student at NCA. **Parents are asked to read these policies prior to the beginning of each school year** and to review them with their children those portions of particular concern to them. We encourage parents to go over these policies and procedures throughout the school year.

Academic development, through a firm grounding in basic skills and provisions for enrichment opportunities, is important at NCA.

CURRICULUM

At Northshore Christian Academy, we believe the foundation of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his/her personal Lord and Savior. We seek to nurture and train our students towards the goal in Godly character development that leads to action and to encourage a deepening and personal relationship with Christ. Since God created the universe, including the earth and His most precious creation, man, all curricula at NCA is taught from a Biblical worldview. Since God created the earth, we teach from a creationist viewpoint.

The curriculum offered at NCA is changing – and it always will be. There is a continual process of evaluating the scope and sequence of the subjects taught in each grade level. We have Course Descriptions and Curriculum Overview available to learn more about what NCA offers. Curriculum materials that help the teacher meet the learning objectives are evaluated on a regular basis by the Curriculum Review Committee. We use textbook materials from a variety of publishers to give the framework for our lessons. Remember that the single most important element in learning is the teacher – not the material that is used. We try to find the best materials for our students, but even more important, we strive to find the best teachers to teach them.

SPECIALIST CLASSES

Classes at NCA are supplemented by specialized classes such as music, PE, computers, Spanish etc. These classes enhance a student's learning and are considered a key component to NCA's academic program. NCA reserves the right to remove, add or revise classes prior or during a school year. The length, times and days of classes are scheduled by the Principal and may be adjusted with or without notice.

Music, Band, Orchestra and Drama - Includes concerts and musicals

General music is taught to all students in Grades K-6. General music may include singing, music theory, piano and recorder instruction, composer studies and concert preparation. Seventh through eighth graders may choose to sign up for music electives. Band and Orchestra is offered to students in Grades 5-8. We emphasize maximum involvement and our goal is for every student to participate in music programs. Therefore, concerts or drama/musical participation is required and part of the overall music grade. Students are required to attend at least a half day of school on the day of the concert or drama/musical in order to participate in the concert or drama/musical. If the student is absent more than ½ of the day, or misses the final practice of the concert or drama/musical day, (s)he cannot participate in the concert or drama/musical.

Physical Education (P.E.)

Every student in grades full day K-8th, participates in the P.E. program. Our P.E. program philosophy embraces the skill building concept. There are five basic athletic skills that are found in every physical activity. Even though all students may not excel in athletics, they still need to develop all areas of physical skill building. All students are challenged to strengthen in these five components. This program tests student's fitness levels based on national standards. Physical Education also includes lessons in nutrition, sportsmanship, and lessons on specific sports (soccer, basketball, baseball, volleyball). P.E. is scheduled up to twice a week. A specific uniform is required on P.E. day. Every student is required to participate in P.E. classes unless exempted for medical reasons. A current doctor's note must be on file with the school nurse. The student will go to P.E. however instead of actively participating in the activity, the student will be given assignments and other projects to complete the P.E. grade requirements.

Spanish

The NCA Spanish program is an important and integral part of our educational program. It is important for our students to develop their language acquisition skills. It is also important for our students to learn about the customs and cultures of Latin America and Spain. Spanish instruction is required for all students in Kindergarten through sixth grade and is an enrichment elective for seventh and eighth graders.

Library

NCA has over 21,000 volumes in its library for the use of all students as well as parents, and exists to provide a source of good reading material and as a place to find research materials. We encourage families to support the growth of our library by donating books or bookstore gift cards. It is a privilege to use the library. If this privilege is abused, library privileges are revoked. In order to provide a school library that is equipped and prepared to meet the needs of NCA's students, a few procedures have been put in place. Students have the opportunity to check out books for a two week time period before those books become overdue. Students receive a monthly printed reminder via their classroom teacher of any overdue books and are asked to return them to the library as soon as possible. A grace period of three months is given to students with overdue books; at the end of the three months if books still remain overdue parents will be charged and billed for the missing book(s). A five dollar processing fee will be added to the cost of each missing book. The charge and the processing fee are non-refundable even if the books are found and returned.

The library has a book screening committee that reviews donated books. Parents are welcome to join this committee. All library books are in the process of screening and serve a wide variety of age ranges in our school. NCA does not endorse every book that is housed in our library and it is the parent's role to screen books read by their children. A book selection policy is on hand and available for parent review

Students are expected to participate in classroom and library reading incentive programs and also have access to school subscriptions to on-line reading incentive and assessment programs. Two programs that have commonly been used are Accelerated Reader and Tumblebooks. New on-line programs are constantly being evaluated, so the school subscriptions may change at times. Classroom requirements for participation will vary, but the goal is for all students to practice and enjoy reading a variety of books at their appropriate levels. Please try to discourage an overly competitive nature that may move a child through reading levels too quickly. Children need plenty of practice at an independent level and moving too

quickly can lead to weaknesses in vocabulary and comprehension, exposure to various genres, and challenges in finding age-appropriate materials.

Computers and Advanced Technology

NCA enjoys two state-of-the-art computer labs. A comprehensive technology training program begins in kindergarten and progresses until 8th grade graduation. Basic skills mastered by our students include proficiency in keyboarding (quick and accurate), Word, Excel, Outlook and PowerPoint programs. Some of the advanced opportunities that may be offered include web page design, programming, Microsoft office, gaming creation, video editing and robotics. Students adhere to a strict computer use policy. Every student signs a commitment contract to uphold the school's internet and network policies. Strict consequences are enforced if students misuse their computer access.

CHARACTER QUALITY TRAINING AND DEVELOPMENT

Character quality training occurs in every classroom on a weekly basis. Every grade focuses on day to day, life changing character quality training. Written curriculum is covered. It includes definitions of the character quality, biographies, Bible stories and scripture verses. Students in Grades K-2 are recognized each week in the 'Student of the Week' program that recognizes the weekly character quality in the student. 3-5th grade students are recognized once a month as "Student of the Month" recipients.

Bible Classes

The study of The Bible is a vital element of the life of a Christian; therefore, *the Bible is the core component to teaching every truth and is the avenue to gaining wisdom and understanding in all other Academy facets.* Bible classes are key to training a student in the way he/she should go; therefore is a required course at NCA without hesitation and exception.

Chapel

A regular part of the schedule of NCA is the weekly chapel program. Students in all grades are required to attend chapel. The chapel program generally consists of prayer, worship and singing time, and a speaker. The speakers range from pastors, teachers, parents, missionaries, and youth leaders. Each has a Bible story that emphasizes spiritual principles. We believe that our Bible program and chapel are integral parts of fulfilling our mission. Therefore, we emphasize to our students the importance of proper chapel behavior, attitude and uniform during chapel. Parents are invited to attend any of our chapels.

Student Service Projects

Each year the student body participates in community wide and world-wide service projects. Through the yearly service projects and outreach opportunities, students learn that they can make a significant impact in the world. Past projects included:

- Goats to Guatemala: 70 goats were purchased and delivered by a group of our very own parents and teachers to a poor community.
- Books to Costa Rica: Reading and school textbooks were purchased for a Christian school in Costa Rica. Also, a team of teachers traveled to the school to deliver the books and train teachers in their use.
- Coat and mitten collection for the Everett Gospel Mission
- Student volunteer project for World Concern Tsunami relief project
- Purchase of Bibles for China project
- Everett Gospel Mission food service volunteers
- Visit to nursing homes
- Day of Sharing used toys and canned good collection for the needy
- Food for children in Costa Rica
- Funds to go towards building a Christian School in Mexico
- Funds, school supplies, toiletries and Bible collect for needy children in Costa Rica and for a ministry in our community.
- 40,000 meals to the Dominican Republic for Haitian children attending Children of the Nation schools.
- Serving learning projects through Youth for Christ's City Serve outreach.

Missions Education and Outreach

Each year the school participates in a month long mission's emphasis. Missionaries from around the world speak at our mission's chapels during a week in February. Missionaries visit the classrooms so students are able to ask in-depth questions about the culture and peoples that they serve. Past missionary speakers have been from India, Italy, South Africa, Spain and Costa Rica.

Relationships With Integrity Program

This program is a Biblical relationship curriculum for Grade 6-8 and replaces Preparing for Adolescence for 5-6th grade and the SHARE program for 7-8th graders. Piloted last year, *Relationships with Integrity* encourages students and their parents to consider God's expectations of young people and their interactions with the opposite gender. NCA instructors teach the curriculum during their regular Bible class for five days, stressing the sacred nature of life, the importance of family, gender clarity and affirmation, living with integrity and wholeness, healthy relationships at every age and much more.

ASSESSMENT OF STUDENT LEARNING

Achievement Tests

All students in Grades 1-8 are administered. Results give us a general picture of student academic growth. Achievement test results are only one assessment tool used at NCA. Using various assessment tools, we are able to see the strengths and weaknesses of the students and NCA's overall academic program.

Homework

Homework plays an important role in the student's education by helping to carry over the learning process outside of the school setting. It also requires that the School and parents work together to achieve desired goals. Homework is assigned on a regular basis in grades K-8 in relation to the age, maturity, and needs of the students. Homework will generally be given on Monday through Friday nights. Homework may be limited on Wednesdays due to church activities; however, incomplete work and studying for tests on Thursdays may add up to homework on Wednesday nights. At times, long-range assignments are given and students may *choose* to work on them on Wednesdays and/or the weekends. All Middle School homework is posted on the website by Monday night.

The purpose of homework at NCA may include, but is not limited to, any of the following:

1. Make up work not completed during the school day or work missed because of illness;
2. Practicing or refining a skill, such as working on flash cards, tasks that reinforce daily assignments, book reports, etc.;
3. Researching, studying or preparing for an assignment or test;
4. Preparing students for the next day's classroom work;
5. Extending assignments to apply learning to new situations, which may include activities of a practical nature such as keeping a journal of a trip or writing a pen pal;
6. Completing long-range assignments requiring several days or weeks to complete;
7. Developing responsibility, independence, effective study skills and productive work habits

The amount of daily homework is geared to the average student but should generally fall within the following ranges (with the exception of Wednesday night):

Kindergarten:	15 minutes
Grades 1 - 2:	30 minutes
Grades 3 - 5:	30 to 60 minutes
Grades 6 - 8:	90 to 120 minutes (30 minutes per core subjects)

Homework by definition is "work done at home". Given the demands of the instructional day, generally homework cannot be completed during class time. If a student completes his/her work at school before he/she gets home, then "homework time" at home should be spent in some worthwhile educational endeavor such as enjoyable but challenging reading.

If a student consistently spends more time in real studying (without TV, and other distractions), **his/her teacher should be notified without delay** and some adjustments may be made. If a student is consistently spending less time working on homework, it should be determined if they are doing the quality of work that is consistent with their ability and if perhaps he or she would profit from more challenging enrichment work. Consultation with the teacher is wise. Many problems regarding homework can be averted if parents consult with the teacher **as soon as a difficulty is perceived**.

EXTRA CREDIT POLICY – Extra credit may be given for exemplary work for the entire class (not for individual student(s)). It will not be given solely for the purpose for raising an individual’s grade. If it is made available, it may be only offered to the entire class .

Make-Up Work

Students will be required to make-up work for all absences, whether pre-planned or because of illness. **Adequate time for make-up work is allowed at the ratio of two days for every day missed with a maximum of 8 days for the absence period.**

Missing assignments and incomplete work have a dramatic effect on student’s final grade. After assignments are late, a percentage will be deducted from the total possible points. It is important that all assignments are turned in on time so students can obtain the most credit for each assignment.

Parents often request homework and class work packets prior to a planned absence (see attendance policy for impact on absences). **It is our policy that homework and class work packets are not provided prior to a planned absence.** Students can work on long-term projects and routine weekly homework assignments (spelling, Bible, math). It is school policy to focus teacher’s time on preparing for the upcoming weeks lessons rather than preparing homework/class work packets for students who plan to be absent. **When the student returns, they are given the complete packet and need to complete the work within the two day for every day missed – maximum up to 8 days policy as stated above.**

Grading Scale

A	100-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	F	59-0

Report Cards

Report cards and mid-quarter progress reports measure the academic and behavioral progress of the student. Report cards are issued at the end of each eight to nine week quarter. The first report card is given at a parent/teacher conference at the end of the first quarter. Letter grades are used in grades 2-8. Number grades are used for Kindergarten and 1st grade. At the end of the 2nd and 3rd quarters, K-5th grade report cards are sent home in the Thursday folders and Middle School report cards are mailed home. At the end of the 4th quarter all report cards are mailed.

A parent-teacher conference can be requested at any time. Quarterly and final report cards will be withheld until all outstanding tuition, extended care, library and class fees or other amounts due are paid in full. Students may not register for the following year, until all tuition and fee payments are current.

With report cards:

- Each teacher will have a written statement of his/her grading policy and procedures which will be communicated to parents and students at the start of the year. This policy and procedures are written in the classroom handbook and will be communicated to parent during the parent orientation the day before school begins.
- Students with **excused** absences will have two days for every day absent to make up assignments without penalty up to a maximum of 8 days.
- Students with **unexcused** absences will receive no credit (0) for all assignments due that day and will be responsible to meet any deadlines for work assigned during the absence.
- Late assignments:
 - ✦ Students may use a “Middle School Pass” to submit a late assignment.
 - ✦ Students are given **two days**, per excused absence, to make up late work. There is a maximum of eight days to make up late work for the absence period.
 - ✦ If a student has a late assignment, after using all their passes and make up days for excused absences, the assignment receives zero credit.
 - ✦ Students with long-term absences due to extreme circumstances (ie. severe illness / hospitalization) may develop a timeline with the teacher for turning in late work.
- Tests missed during an absence will be made up on the day of return to school unless prior arrangements are made with the teacher.

- Attendance in itself will not be taken into account when figuring academic progress grades except as indicated in Attendance Policies. However, poor attendance will result in loss of instructional time and may have a detrimental effect on a student's academic progress.
- Truancy from school will be considered an unexcused absence and will result in the penalty described above in the third (3rd) paragraph.
- There will be common grading standards and expectations within a grade level. Standards and expectations will be compatible with adjacent grade levels.

Grade Point Average (GPA)

3.25-3.49	Honors
3.5-3.75	High Honors
3.8-4.0	Principal's List

Progress Reports

The second week of each quarter, parents of 2nd – 8th grade students may check their child's grades on the internet accessing ParentsWeb. It is important that parents check student progress regularly through the ParentsWeb since students can slip below average due to low test scores or missing homework. Kindergarten and First grade students will receive a mid quarter progress report.

Conferences

Parent-teacher conferences are scheduled for all students at the end of the first quarter. These days have been reserved for parents. Teachers reserve the time for parents. Make up days and times are discouraged since our teachers use their personal time for make-up conferences, which uses needed time for lesson plans and preparation for the classroom. Students in Grades 5-8 participate in student led conferences. If additional conferences are necessary, they may be scheduled between the teacher(s) and the parent(s). Parents who wish to conference with either a teacher or the Principal, need to make appointments **at least a day ahead of time**. We want to give our undivided attention to such conferences and it is difficult to do so if we have conflicting appointments, obligations, etc.

Promotion

The standard of academic achievement required for promotion in Grades 4-8 is at least a "C-" average in each of the following subjects: Bible, English, mathematics, computers, music, physical education, reading, science, social studies, and spelling. Any student who fails to meet this standard in more than two subjects may not be promoted. Attendance standards are also considered in the promotion of a student (see attendance policies). In order for an eighth grade student to participate in graduation activities, they must meet the School's minimum standards for promotion prior to the day of graduation.

Retention

Students will not be promoted to the next grade when they have failed to meet minimum standards for promotion. The student's best interest regarding whether or not to proceed to the next grade is the assessment of the parents and the teacher. It is important for parents to make sure that they carefully review mid-term reports and report cards. Throughout the year a teacher conference may be requested.

IMPACT Program

The Impact Program is an independent program, operating on the campus from Northshore Christian Church. The IMPACT program provides specialized tutoring and testing for students who may be struggling in grade level language arts and math concepts. The IMPACT program also tutors and tests students with specific language disabilities. The program's director is an independent contractor and is not an employee of NCA. The program is located at Northshore Christian Church and Academy. Separate fees and a separate billing process is required. Contact Linda Hoggarth at (425) 335-0500 or impactprogram@comcast.net.

Academic Events

A Spelling Bee, Math Olympics, Speech Meet, The Fine Art's Fair and The Best of Middle School fair are some of the academic activities that our students may participate in throughout the year.

Social Events

Christmas Concerts, field trips, parent programs, skating opportunities, sporting events, Kindergarten and 8th Graduations, Father/Daughter Night, ministry trips and/or social events may occur throughout the year.

Class Size

Our students tend to receive more attention and learn more effectively in our moderate sized classes. We provide an educational assistant to the Kindergarten and 1st Grade classes for part of each day.

Student Records

The School keeps individual records for each student. These records include registration information, academics, standardized exam results, individualized academic or behavioral testing/service records, health and discipline records. Active files will be maintained for students that are currently enrolled. Once a student transfers to another school, the student file is sent to the new school upon request. Copies are kept in our archives. **Student records will not be released if there is an outstanding balance on the tuition account.** Parents are allowed access to their son/daughter's records – only with prior arrangements through the school office. Once permission is granted, a parent may review their child's file under the supervision of office personnel. However, items cannot be removed from student files unless written permission is given by the Principal and the removal is documented in the file.

ATTENDANCE

NCA is a private school and meets the hourly instructional mandate of providing a student with the compulsory hourly instructional time for each student. Therefore, regular attendance is necessary if high standards of achievement are to be met and the promotion of a student is considered based on tardies and absences. State law requires that all students come to school punctually and regularly. Attendance in the schools of the State of Washington is compulsory. Northshore Christian Academy complies with the "Becca Bill" and will report excessive tardies and excessive unexcused absences to juvenile court.

Establishing good lifelong habits in your child is important. Regular school attendance, with the exception of real illness, and punctual arrivals are two of those good lifelong habits. As you know, your child's absences and tardiness seriously affect his/her success in school. They interfere with the consistent instruction he/she needs to perform successfully both in school, and later in life. It is very difficult for even the best student to perform well and excel academically if too much instructional time is missed.

Parent's Role

- It is the parents' responsibility to help their children get to school regularly and punctually.
- *Parents will recognize school attendance as compulsory and schedule vacations on non-school days.*
- Parents will seek the assistance from the School when their children are having difficulty due to irregular attendance.
- Within **three days** parents should provide a written excuse, call, or email the teacher (providing it falls under the tardy/absence policy) for their children following an absence or late arrival. **Parents are also requested to call the classroom teacher in the morning to notify them that their child will be absent.**
- If a student is ill for more than 5 days, a doctor's verification note is required when the student returns.
- Parents are expected to complete the STUDENT LEAVE REQUEST FORM if extended/planned absences from school will occur. If this planned absence is longer than 5 days or goes over the 5 day excused allowance, parents will seek special permission in writing from the Principal. If permission is not granted, students will receive "O" for work/test missed. Students should make up work/tests so the learning process can be continued.

School's Role

- The school will comply with state truancy regulations that govern student absences from school.
- If a problem develops, the school will work with students and parents for improvement in attendance.
- The Becca Law may be instated and the juvenile courts may be notified if unexcused absences and if tardies persist.

Excused Absences

- Illness – If a student is ill for more than 5 days, a doctor's verification notice is required when the student returns.

- Medical/dental emergencies, counseling appointments, bereavement or appointments that cannot be scheduled outside of school time.
- Personal/family emergencies approved by the Principal.
- Attendance at school approved activities.
- **Up to five days during the school year for family activities.** More than five unexcused days adversely impacts student progress in the classroom and a written request for more than five days must be submitted to the Principal. If permission is denied, the student will receive a “0” for missed work and tests. The student will need to make up the work, but no academic credit will be given.

All absences must be verified in the following ways. The excuse must be for one of the reasons stated above:

- Prior excuse from Principal. (Request for Student Leave form is available from the school office or reception area.) **A two week notice is required.**
- Parent/guardian must call or email their child’s teacher on the day of the absence stating the reason for absence.
- In the case of an emergency where the parent/guardian cannot contact the teacher on the day their child is absent, a note, phone call or email from the parent/guardian must be given to the classroom teacher with three (3) days of the absence. The communication must include all pertinent information, including the date and reason for the absence.

Unrecorded Absences

An official absence sanctioned by the school is "unrecorded". Make-up work is allowed. Examples: Field trips, sports activities, music events, and assigned responsibilities.

Unexcused Absences

All absences, other than those indicated under the section above will be considered unexcused including but not limited to:

- More than 5 days for family activities/ unexcused absences without written approval by school administration
- Being too tired to come to school
- Skip Days/Class Skip absences
- The teacher has not been notified of reason for the absence

Tardy to School

If a student is not seated at his/her classroom desk by 8:30am (Middle School) and 8:45am (K-5), he/she will be considered tardy. All students tardy to school must report directly to their classroom teacher. The teacher takes attendance on RenWeb. Only Middle School differentiates between excused and unexcused tardies. NCA provides *free* childcare from 8:00am-8:40am.

Consequences for Unexcused Absences and Tardies

Truancy procedures will be considered in unexcused absences.

- A student with an unexcused absence loses all credit (0) that day (tests, assignments due, etc.) without opportunity for make-up.
- An unexcused absence (excluding suspension) from school will go on the student’s record as unexcused.

Steps for Unexcused Absences: (per school year)

1. After 10 unexcused absences, a letter will sent home to parents notifying them of potential consequences.
2. After 16 unexcused absences, a letter will be sent home to parents requesting a conference.
3. After 20 unexcused absences, court papers will be prepared but held in the school office.
4. After the 21st unexcused absence occurs, court papers will be filed with the court.

NCA has the sole discretion to determine the direction and outcome of continued chronic attendance problem.

Steps for Tardies: (per school quarter)

1. After 10 tardies, a letter may be sent home to parents or the administrator may call the parent.
2. After 16 tardies, a letter may be sent home to parents requesting a conference to develop an improvement plan.
3. After 20 tardies, the student may receive detention or be suspended from school.

Early Dismissal

When picking up your child during the school day, send a note to the teacher or leave a voicemail that morning to let them know. Here is the procedure:

1. Parents are required to come in to the building (through the front desk area)
2. Obtain an Early Release form from the front desk
3. Proceed to the classroom and give Early Release note to the teacher
4. Teacher will release student to the parent/guardian
5. Parent/Guardian will sign the student(s) out at the front desk in the Student Release Log.
 - Students will not be sent to the office or front desk to be picked up by a parent/guardian.

Skip Days/Class Skips

There is no time when it is appropriate for individuals or groups of students to be absent under the guise of “sneak days” or “skip days”. This type of absence is a violation of school rules and may result in suspension and/or other disciplinary actions.

Role of an Exception to the Attendance Policy

Northshore Christian Academy reserves the right to grant an exception to its Attendance Policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

STUDENT POLICIES OF CONDUCT AND DISCIPLINE

The pre-eminent principle is that of Christ’s command:

“A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.” John 13:34-35

Expectations and Responsibilities

NCA is a private Christian school that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students. All NCA students must understand and support the purpose and programs of NCA. Enrollment is considered probationary for all students.

1. Each student must display a sincere desire to attend NCA. Enrollment at NCA is a privilege not a right. Students agree to wholeheartedly apply themselves according to 2 Timothy 2:15 “Study to show yourself approved by God, a workman that needs not to be ashamed, rightly dividing the word of truth.”
2. Students must be able to meet the academic requirements of NCA and be willing to submit to the discipline required to perform successfully. (NCA does not provide programs for severe learning disabilities or emotionally disturbed students.)
3. The behavior of the student while off campus is a clear indicator of his/her lifestyle choice, and is therefore a consideration for admissions, as well as, for continued enrollment after admission.
 - If a student causes any damage to school property, student(s) will be required to pay for all damages and resulting costs. This includes facility personnel’s time.
 - A student is required to be in the right place at the right time.
 - A student should make every effort to make the campus halls, restrooms, classrooms, gym and assemblies quiet and pleasant places to be.

Student Self-Discipline

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character and promotes intellectual growth and social graces. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help by both correction and guidance.

Resolution of Problems and Conflicts

In the case of working through problems or conflicts between families, students and parents are expected to talk directly with the individual(s) involved in a situation before appealing to a higher authority. When addressing concerns with the

teacher, initial contact should be made with your child's teacher. The teacher will listen to the concern(s) and address the issue(s). If this conference does not result in a resolution, the next step is to contact the administrator. (Matthew 18)

Parents are expected to work with the teacher before approaching the administrator.

If the administrator cannot help parents resolve a situation, they may refer to the written appeals policy set forth by the school board, as amended.

It is important to follow this "Matthew 18 principle" if we are going to conduct ourselves in a manner that will honor the Lord (and His Word) and promote respect and constructive behavior in our relationships. If you become dissatisfied with the school, seek to resolve the matter. Always go to the person(s) involved. Guard against spreading criticism and developing a bitter attitude. "It defiles many", the Scripture says. (Matthew 18)

During times of conflict, parents are expected to conduct themselves in a manner that demonstrates Christian conduct. Threats, slander, and aggressive behavior towards school staff do not provide an example to our students and school community on how to resolve differences. It is important for all adults involved in the children's lives to seek the Lord's guidance, demonstrate His character and work together to resolve the conflict through biblical conflict resolution.

Conduct and Behavior

Northshore Christian Academy seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that should guide the development of Christian character and govern all behavior. (1 Corinthians 10:31, 1 Thessalonians 5:11, 1 Thessalonians 4:11, 2 Timothy 2:15) Obedience is expected. Handbook standards, policies, teacher/staff instruction and Biblical principles are to be obeyed as a proper response to the Lord's authority and to those whom He has placed in authority. Our Christian liberty doesn't allow us to infringe on the safety and disrespecting others. Christian love requires us to protect and seek the Lord's best for others. (Colossians 1:28, 29; Psalm 94:12; Jeremiah 31:18, 19; 1 Corinthians 11:32; Revelation 3:19)

Acceptance and continuance as a student at Northshore Christian Academy is conditional upon outward behavior and attitude toward the School policies and its mission.

At NCA, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Savior. Our mission is to nurture and train each student so that they will grow in biblical character and action.

Discipline, in general, is Biblical and training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Parents and students recognize and must agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level. (ELC, Elementary, Middle School, School of the Art's and Enrichment)

Growing in character as the Bible instructs, includes, but is not limited to:

- Showing respect and courtesy to and for others, including substitute teachers and staff.
- Obeying all school and church personnel.
- Cooperating with others in work and play.
- Taking care of one's school.
- Walking safely and acting orderly in the building, and staying in supervised areas.
- Exercising moral discretion in social relationships (including social networking sites), dress and language.
- Attending all classes; being on time and ready to work with the necessary learning materials.
- Being considerate of school and other's people's property.
- Being responsible for one's actions.
- Making a determined effort to learn.
- Obeying NCA's rules.
- Being truthful.

Offenses resulting in discipline include, but are not limited to, the following areas:

1. Procedural offenses, but are not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
 - Classroom rules
 - Inappropriate dress
 - Running in the halls
 - Misbehaving in the bathrooms
 - Electronic devices are not allowed on campus, these include, but not limited to, I Pods, I Pads, MP3 players, lap tops, cell phones and handheld games are not allowed on campus, unless special permission is given.
 - Unauthorized use of phones
 - Out of uniform/dress code
2. Attitudinal Offenses, but not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
 - Disrespect to faculty or staff member(s)
 - Misrepresentation/lying
 - Disobedience
 - Disruptive conduct
3. Moral offenses include, but are not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
 - Fighting
 - Improper language. This includes coarse, vulgar, abusive, swearing and degrading language or gestures.
 - Harassment of any kind, including sexual, racial, bullying, email, social networking
 - The use of illegal substances
 - Vandalism – damaging School, Church or personal property
 - Theft
 - Cheating
 - Assault
 - Bringing dangerous objects to school, including weapons of any kind, play or real (knives, guns, etc.).
 - Threats
 - Immorality
 - Sexting
4. Lunchroom rules, but not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
 - Using quiet and normal conversations
 - Walking to and from the lunchroom
 - Remaining seated until excused by an adult
 - Using good table manners
 - Refraining from sharing food
 - Refraining from throwing food, etc.
 - Cleaning area before leaving the lunchroom
 - Leaving the lunchroom without permission from an adult staff member
5. Playground rules, but not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
 - Observing playground boundaries and rules
 - Seeking permission by supervisor before leaving the area
 - Play fighting/fighting is not allowed
 - Using equipment properly
 - Not throw rocks, bark, dirt or snow, etc.
 - Using good sportsmanship attitudes and techniques
 - Throwing balls and/or equipment at others is not allowed

- Not tackling, pushing, restraining and kicking, etc

Consequences of inappropriate behavior will depend on the severity, age of student, and repetition of behavior. Staff members who have knowledge of students behaving inappropriately will speak with the student, explain the seriousness of the behavior and take action which includes but is not limited to:

- Discipline referrals (from staff to teacher; teacher to staff and teacher and/or staff to administrator resulting in loss of recess, detention, clean up duty, administrative referral)
- Teacher/Student Conference
- Teacher/Parent Conference
- Teacher/Parent/Student Conference
- Teacher/Parent/Student/Administrator Conference
- Detention
- Suspension
- Expulsion

Role of an Exception to the Discipline Policy

NCA reserves the right to grant an exception under this Discipline policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend Northshore Christian Academy.

Locker Guidelines

Student lockers are the property of NCA and provide a service for students to secure or store their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without permission of the students at any time, at the sole discretion of the school authorities. Students understand the following guidelines:

1. Students may not switch their locker with other students. If a student uses a locker, it must be the one that the student has been assigned to.
2. Lockers must be kept clean inside and outside.
 - a. Stickers are not allowed on any part of the lockers (inside or outside the locker)
 - b. Students must not place anything that cannot easily be removed without affecting the surface of the locker.
 - c. Writing or painting on any part of the lockers is not allowed.
 - d. Locker decorations should be edifying and appropriate.
3. Students must not share their own lock combination unless they have a locker partner with another student (only grades 6-8 may have a combination lock). What a student does with his/her lock combination is his/her responsibility.
4. Lockers may be inspected and searched at any time by the administration. This may mean that NCA must cut the combination lock to access the locker. In that case, students/parents will not be reimbursed for the cost of a new combination lock.
5. It is unwise to leave valuable items in a locker. Student should carry the items with them or check with the office if the items need special security.
6. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
7. Students are responsible to pay for any locker damage.
8. NCA is not responsible for lost, stolen, or damaged goods belonging to students.
9. Students must not share their own locker with another student unless that student is their assigned locker partner.

Role of an Exception to the Locker Policy

NCA reserves the right to grant an exception under this Locker policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend Northshore Christian Academy

Search and Seizure Policies

1. Enrollment at NCA constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.
2. NCA expressly reserves the right to search: persons, backpacks, purses, lockers, desks, electronic devices, telecommunication devices. This is not an exhaustive list.

3. NCA expressly reserves the right, and the parents and students grant NCA the right, to examine the electronic content contained on/in a cellular phone (telecommunication devices) , pager, laptop computer or other device confiscated at school.

Role of an Exception to the Search and Seizure Policy

NCA reserves the right to grant an exception under this Exception to Search and Seizure policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend Northshore Christian Academy.

Telecommunication Policy (includes, but not limited to pagers, beepers, cellular phones, smart phones and other related personal communication devices.

Elementary students may not have telecommunication items at school. Middle School students may only carry cell phones in their backpacks (devices must be turned off), but can only take them out of their backpacks and use them before/after school. (before 8:20am and after 3:25pm). Telecommunication devices will otherwise be confiscated.

Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the educational learning environment, harasses, bullies or threatens other students or contradicts the Biblical standards outline in Scripture.

Students shall not send, share, view or possess pictures, text messages, e-mails or other material of a sexually explicit nature on a cell phone or other electronic device, while the student is on or off school grounds.

SEXTING POLICY: Involvement in immoral or illegal activities- includes sexting. NCA considers sending, sharing, possessing, or even viewing picture, text messages, or e-mails that contain a sexual message or image a violation of school policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement.

SEIZURE AND VIEWING POLICY: If a staff member or the administration has reasonable suspicion of the misuse of a telecommunication device (for example, but not limited to, cheating, playing games, playing music, taking photos or displaying inappropriate photos, using it to threaten another student or NCA staff member either by text messages or sending inappropriate photos, sexting, the administration, at its sole discretion and right to, but not limited to, seizing the telecommunication devices, viewing social networking sites and viewing its contents.

Role of an Exception to Seizure and Viewing Policy

NCA reserves the right to grant an exception under this Exception to Seizure and Viewing policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, guardian whose child(ren) attend Northshore Christian Academy.

Classroom/Office Telephone Usage

Students are permitted to use the school telephone in the office, with permission, in cases of emergency only. Students are not allowed to use school telephones without authorization.

DRESS AND APPEARANCE

Appropriate dress for school should be conducive to as positive, productive learning atmosphere. We expect clothing to be attractive, neat, modest and without extremes. Parental involvement is extremely important and parents must carefully monitor what their children wear. The administration makes the final decision regarding issues of clothing. Please support us with your cooperation.

It is expected that all students wear the correct uniform, in good repair, to school each day. Uniform clothing purchased at stores, other than through NCA approved Uniform Companies, must comply in style, modesty, fabric, embroidery, logo, and exact color to the regulation garments.

Uniforms Criteria

All students are required to wear NCA uniforms. **Uniform information and requirements will be distributed prior to the new school year.**

Appearance

Attire

Students are expected to abide by the school dress code policies and attend school in the proper attire. If a student's attire or appearance is deemed inappropriate for school, it will be brought to the attention of the teacher or administrator. K-3 parents will be notified by the teacher if their child is out of dress code. If the dress code violation continues, it will result in a detention. Students in the 4th through 8th grades are expected to come to school in appropriate uniform/dress. Failure to do so will result in a detention or changing an outfit before an event or performance. NCA staff members have the right to determine what is appropriate attire/uniform.

Concert or Performance or Social Event Attire

Students are expected to wear attire that meets NCA dress code values and guidelines. Students may be asked to change or, if available, will be provided a sweater or shawl. NCA staff members have the right to determine what is appropriate attire and if the student may be a part of the event

Hair

Hair is to be neatly groomed and out of the eyes for both boys and girls. Boys' hair length should never be longer than 1" (one inch) below the shirt collar. Extreme or sensational hairstyles such as spiked, colored, dread locks, long over shaved, etc. are not allowed. Dyed hair is allowed only if it is in natural hair tones. Hair extensions must be in the student's natural hair tones.

Shoes and Socks

Athletics shoes must be worn on P.E. days. Shoes and socks must be worn at all times. Socks or stockings must be in solid colors which match the NCA uniform. Health regulations require that shoes be worn at all times. Northshore Christian Academy requires that, for safety reasons, open-toed shoes or shoes without a back strap are not to be worn at school. Middle School girls may wear open-toed shoes but shoes must have a back strap. Flip flops or slippers may not be worn at school.

Hats and Coats

The official school vest, NCA sweater or NCA sweatshirt may be worn in the classroom for warmth. Outer garments such as coats or jackets may not be worn in the classroom. Baseball caps/hats may not be worn in the buildings except on free dress day.

Earrings, Piercing, Tattoos, Jewelry, Make-Up and Belts

Boys may not wear earrings at school nor may they have body piercings or permanent tattoos. Girls may wear a simple stud style pierced earrings however they may not have other body piercings or tattoos. Middle School girls may wear small hoop earrings (1 inch diameter). Girls in Pre-K-5th grade may not wear make-up to school. Middle School girls may apply light make up at home and wear it at school. No application of make-up is allowed at school. A simple (one) bracelet or necklace may be worn. No extremes. Belts must be black, brown or blue in color. They must be basic and without spikes, decals or chains.

Free Dress Day

All students are expected to come to school dressed respectfully, appropriately and modestly. For example sagging or tight pants, clothes that are sloppy and with rips, spaghetti straps, tank tops, short skirts or shorts may not be worn. Skirts or shorts must be no shorter than 3" above the mid-knee. Shoe requirements follow health and NCA standards.

Personalized Sweatshirts

Nick Names are subject to the administration's approval since our goal is that student dress reflects Christian values.

Current Trends

NCA reserves the right to address current trends and fads as they arise.

Lost and Found

Lost and Found items are kept for only short periods of time due to lack of storage space. Items labeled with names may be returned to students. Parents are required to label (full names of student) your child's items to avoid loss. Unmarked items that are unclaimed at the end of each month will be donated to a local charity. NCA is not responsible for lost or misplaced items and is not liable if unclaimed items given to a charity of NCA's choice.

Role of an Exception to the Uniform Policy

Northshore Christian Academy reserves the right to grant an exception to its Uniform policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

ARRIVAL AND DISMISSAL

Our goal is to have a safe arrival and dismissal plan so we can manage traffic in an efficient manner. We ask that you remain very patient during the first few weeks of school. We have an efficient system in place, but need a few weeks for our staff to learn the names of students, identify parents and guests who are picking up students, and training new parents to NCA about this process. The first few weeks of school, the process will be slow and the pickup lines long. Thank you for your understanding as we will be doing all we can do to make sure your child(ren) are safely placed with the correct carpool and family.

CARPOOLS

Carpooling is a way in which parents help and support each other. NCA is in no way involved or responsible for your carpool situation. The following are general guidelines to assist you in the area:

1. On your registration form you will complete the Authorization Pick-Up Permission section informing NCA who is allowed to pick your child(ren) up from school.
2. Be sure your children always know how they are going to get home.
3. Call the school if there is a change in your normal carpool situation.
4. Advise children **never** to start walking home if a ride is expected.
5. Instruct your child (ren) that they must **never** go to a friend's house from school without your prior permission. Since they are not allowed to use school phones to arrange their social calendars, they'll need to get that permission **before** they come to school.
6. It is very important that you always communicate any changes in plans directly with the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen due to messages sent through children.
7. When you are picking children up after school, do not leave the school grounds without being certain that all of the children for whom you are responsible are accounted for. The only way you can be certain that you do not need to take a child home is to communicate directly with the parent, teacher, or school office.
8. Give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regular scheduled day, or if your children will not be attending school.
9. Whenever you change home or work telephone numbers, please notify the School Office as well as your carpool families as soon as possible so that they are able to reach you with change of plans.
10. Update your Authorization Pick-Up Permission information so that the person who may pick your child up from school is on the list.
11. If you go on business trips etc... alert the teacher and school office of your plans, by giving them emergency numbers and who is caring for your child in your absence.

ARRIVAL PROCESS

K-5 BEGINS AT 8:00am AND ENDS AT 8:40am

Middle School BEGINS AT 8:00am AND ENDS AT 8:25am (Subject to change)

- Drive to the back of Building C (north side of the campus near the gym and lower grades).
- Drive and remain in the left lane and follow the car ahead of you all the way to the unload sign/area. (This sign will be located on the west side of the building near the back of the gym door – not near the lunchroom door. Do not stop in front of your child's classroom or at the main entrance. This delays the process.)

- The right lane is reserved for through traffic therefore students may not be dropped off from this lane. It is also a fire lane, therefore parking is not allowed at anytime.
- If you use the arrival service on the North side of the campus , please have your child ready (coats on, backpacks ready, etc.) to get out of the car as soon as you stop safely in the unload zone. A staff member may be available assist you and your child at this time.
- K-5 students go directly to the gym where at 8:35am, they will be met by their teacher and/or dismissed to go their classroom.
- Middle School students go directly to their designated location. At 8:20am, students will be dismissed to their classrooms.

School begins at 8:45am for K-5th grade students and Middle School begins at 8:30am – students need to be in their seats at this time. (Times are subject to change)

The arrival area will be closed off around 8:40am. At this time the staff will lock the main doors leading into the building on the North side of the campus.

Reminders

- If you arrive before 8:00am, your child(ren) will be checked into the Extended Care (no exceptions). Students who arrive early will be checked into Extended Care. (fee will be applied to your tuition account)
- Students **may not** be dropped off at Building A or B before 8am. Students may NOT go to their lockers or classrooms before school without an adult. They must report directly to their designated location,
- Leave home early to avoid your child(ren) being tardy to school. We want our students to learn the character quality of punctuality and allow the whole class a great beginning to the school day and without interruptions.
- Remain in your vehicle if you use the arrival system. Getting out of your vehicle **will** cause delays. NCA staff will assist children and help them out of the car.
- Make sure your child is ready to exit your vehicle quickly with his/her backpacks packed and his/her shoes and coats on.

Safety Reminders

- If a staff member has helped your child out of the car on the right side of your vehicle or your child gets out of the vehicle on the right passenger door ...DO NOT DRIVE OFF until you see them on the sidewalk. In most cases, we will walk your child to the sidewalk behind your vehicle since we have found this to be the safest way.
- Do not race your child to the main entrance. (Racing = you driving and they run).
- Students must not run at anytime. Instruct him/her to walk away from the curb, not along the curb near the traffic.
- Be patient. Speed limit is 5 MPH on our campus!
- **Do not use telecommunication devices during this process.**

DISMISSAL PROCESS

Locations

Students will be dismissed from SEVERAL locations: This will be determined prior to the new school year.

Choices

You have two choices on how to pick up your child(ren) from school

- Drive through the dismissal lanes and let our staff direct your child to your vehicle.
- Park in the parking lot in a parking space and come to the designated area where your child is with his/her teacher. If you arrive before dismissal, wait until the classroom door opens. This indicates that school is over and limits interruptions as teachers prepare students for dismissal. **Make sure you contact the teacher first before taking your child.** You must supervise and keep your child with you at all times once you have picked your child up from the designated area. Students should not run in the building. Parents should keep students in view.

Color Coded Signs in Your Vehicle

Help us expedite the dismissal process by placing a color coded sign in your car's windshield with your family's last name and the name of your child, grade level and teacher's name. Keep this all year round and place it in your front window as

you drive onto campus. Colored card stock paper will be given to you at Orientation Day in September or are available from the front desk.

Siblings/Carpools

If you have K-5th grade children who will be dismissed from more than one dismissal area, we have established procedures to allow your family to meet at one designated area. Middle School students are dismissed at a later time so parent that have K-5th grade children, need to pick up the K-5 children first, then go to the Middle School pick up location. K-5 sibling locations will be determined prior to the first day of school.

Information

- It is critical for our teachers and staff to focus on their role supervising students during this busy time, therefore parents must refrain from talking to teachers or staff during the dismissal time. This is for the safety of all.
- **Extended Care:** Students who have not been picked up from the academy by (15 minutes after school is dismissed) will be checked into Extended Care. A drop-in fee will be assessed at this time. Fees and check in times are non-negotiable. The Extended Care pickup area is near the far side of the gym on west side of the building. You may park in the left lane for a **maximum of 5 minutes**. Students will be either in the gym, in the lunchroom, or outside on the playground.
- Your child's teacher will be guiding students to the dismissal area and will remain with them until you pick up your child(ren). We have devised the following plan to serve you and to make the process work in an orderly and efficient manner.

PICK UP AUTHORIZATION

Since the safety of our students is so vital, you must follow the protocol. We will do everything necessary to send your child home with a pre-approved adult. If there are any changes in the plan (grandparent picking up the child, going home with a friend etc...) **send a note to school with your child or call the front desk by 2:45pm with the necessary information.** We may be checking ID, so the person who picks up your child(ren) may need to be prepared with the appropriate ID card.

DRIVING INSTRUCTIONS, SAFETY AND EXPECTATIONS

- Speed limit – 5 miles per hour
- Obey traffic signs and rules at all time!
- Be Patient! Be Safe!
- Don't take any short cuts or cut in front of other cars!
- Let us know if you are not picking up your child today and who will be picking up your child.
- If your child is going home with another student (parent at NCA), you must inform us. (Sometimes student make arrangements to go home with friends unawares to the parent). We will not allow students to go home with friends unless you notify us.
- You must not use your telecommunication devices during the arrival and dismissal process.
- Always obey traffic laws (no driving on the other side of the road to take a shortcut) Obey traffic directors.

HEALTH AND SAFETY

Emergency School Closures or Delayed Start Times

Obviously, unforeseen school closures cannot be published ahead of time. Most of the time, such closures would be due to inclement weather. If there is ANY chance of such a schedule change (either a delayed start or an actual school closure), these are the ways you we communicate this information:

- An all school email will be sent informing of the closure/delay, provided electricity is on.
- SchoolReport.org has information on our School's closures or delays.
- Call the school at (425) 407-1119 extension 3200 for the most current recorded information.
- NCA's webpage. We post information (provided that there is electricity) on the front page of our web page.

We make every effort to record a closure message on the NCA answering machine by 6:30am on applicable mornings. Please note: we may NOT close when the Everett School District and/or Mukilteo School District closes. On snowy/icy days we may start **up to 2 hours** late. In cases where school is delayed, half day Kindergarten and half day AM

Pre-Kindergarten will be cancelled for the remainder of the day. PM Pre-Kindergarten will be in session in the afternoon. If this is the case, **contact the school or the above choices of communication-** because a sudden worsening of weather conditions could cause us to completely close the school for the day. The Early Learning Center makes every effort to remain open, however; information pertaining to the center will be noted alongside the Academy's closure information.

These instructions are the same if we need to close school once the school day has begun and the weather necessitates us to change the schedule. Call the school and listen to the recorded message and check your email.

Fire, Earthquake, Lockdown Drills

Fire, earthquake and lockdown drills are practiced throughout the school year. The first drill of the year is scheduled; the subsequent drills occur often without warning. An alarm bell is rung continuously until all personnel, students and guests have exited the building. Everyone must exit the building when the alarm goes off.

Earthquake

We **always evacuate** the building **after** an earthquake! Our students are taken outside to a safe location where they wait until further notice. Since aftershocks may cause more damage than the actual quake, we remain outside until we hear that it is safe to enter the building (the type of earthquake may determine the potential or severity of an aftershock). Our buildings are checked for damage, broken items, gas leaks etc. before returning the building.

Reminders for you:

- Everyone evacuates the buildings. Phones will not be answered.
- We will always do our best to make sure your child has the finest care.
- **Do not** call the school for information. This ties up the phone lines and hinders us from contacting our emergency resources (ambulance, fire department etc...) We have two out of area schools who will field your calls so that our phone lines can remain open. We will alert them to our emergency and provide them with regular up-dated information. We will give you two business sized cards with this information. Keep one in your wallet and one on your refrigerator. These schools are:
 - Spokane Christian Academy: (509) 924-4888 (www.spokanechristianacademy.org)
 - Valley Christian School (509) 924-9131 or (425) 924-0932 (www.valleychristianschool.org)
- **Do not** drive to school. Stay where you are and keep safe! Our roads must remain traffic free so that our city's emergency response teams can maneuver quickly.
- **Students will not be released to any parents right after an earthquake or emergency.** NCA staff needs to assess the situation. Coming to the Academy to retrieve your child may contribute to hysteria, and an environment where children feel left out. **It is recommended that parents pick up their children 3-4 hours after the emergency unless NCA notifies parents beforehand.**

Lockdown

NCA makes every effort to keep your children safe and out of harm's way.

- It is critical that **every** parent/visitor check in at the front desk and acquire a visitor's badge.
- In a lockdown, we secure the children in a safe location.
- During a lockdown all the classroom and outside doors are locked. **We cannot open any doors at any time: not even to parents.** Return to your vehicle if the building is locked. Do not try to pick your children up from school during a lockdown.

In the event of a severe emergency, students will be kept at school until dismissed to the care of a parent or guardian. For more information, refer to our emergency manual, which covers our emergency management policies and procedures.

Health/Illness/Medication

The health of our students is a matter of serious concern to everyone involved. Our school personnel are trained and certified to administer First Aid and CPR.

Emergency Contacts

It is absolutely imperative that we be able to reach a parent, guardian, or designated emergency contact for each child in the school. For this reason we must always have current phone numbers for those significant adults in our students' lives. Emergency contact information **must be kept current** at all times.

Please keep us advised of any changes in the phone numbers you have listed on your child's registration and/or emergency forms. Call us, email us or send a note (always follow up with a note or phone call to make sure that we received it immediately). Please do this even if you are going to be out of town for a few days, to let us know where the child (ren) will be staying while you're gone or who will be taking care of them at home. A great deal of anxiety on the part of the child, the school staff, and the parent(s) can arise when we are unable to make urgent contacts.

General Health Precautions

A child who has taken ill or is injured during the school day will be evaluated by school personnel to determine whether (s)he should be sent home and whether a responsible person is home to care for him/her. If we determine that the student must go home, the parent must come or arrange that their son/daughter be picked up from school 30 minutes after contact has been made to parent.

Illness Policy

If a student becomes ill at school, he or she will be sent to the school nurse and the parent will be called. If a student is ill prior to coming to school, he/she must be kept home until they have recovered sufficiently to return to the regular routine of school.

Children should be kept home if one or more of these symptoms exist:

- Temperature over 100 degrees within the last 24 hours (without fever reducing medication)
- Sore throat or swollen glands
- Diarrhea, stomach ache, or vomiting (24 hour policy is in effect)
- Heavy congestion, cold, or cough
- Rash, toothache, earache, etc.
- Students on antibiotics: Student may return to school after they have been on the antibiotics for over 24 hours

If your child goes or has been to the doctor and has been diagnosed with influenza, or a contagious illness, we require your child to stay at home for at least 7-10 days.

If your child has a contagious disease and not limited to: chicken pox, influenza, strep throat, ring worm, you must report this immediately to the school nurse.

NCA teachers and the nurse will monitor illnesses and early returns to school. If your child returns to school too early, he or she will be sent home.

Injuries

Minor injuries will be given appropriate first-aid treatment by a staff member or school nurse.

In the case of serious injuries or other emergencies, parents will be notified and paramedics called if necessary. In the event that a parent cannot be reached within 15-20 minutes, persons listed on the child's emergency list will be notified.

Medical Plan

A Medical Emergency Plan Form needs to be on file with the school nurse if your child has an allergy or other medical needs that we need to be aware of.

Medications

During the course of the school year, your child may need to take medication while at school. Over-the-counter and prescription medicines require a completed "**Authorization for Administration of Medication at School**" form on file in the nurse's office in order for your child to be given medicines at school. **Please note that this form includes the Health Care provider's signature as well as a parent/guardian signature. Washington State law prohibits teachers from administering any medicine; therefore, it must be dispensed from the nurse's office, but medication must accompany this form.** Any medication to be taken during school hours must be administered through the school office or nurse's office and will be given only if it is accompanied by:

- A Health Care providers prescription on the bottle.
- Medication in its original container.
- A completed "Authorization for Administration of Medication at School" form.

If a student is on a field trip, the requirements are the same for administration, although teachers will administer medications instead of office staff/nurse.

No medication, over-the-counter or prescription should be sent in the student's lunch, backpack or should be in a student's pockets. This includes, but is not limited to, aspirin, Tylenol, cough remedies/drops, decongestants, lip balm/chap stick, and antihistamines. It is very handy to keep a copy of this form in your car glove compartment in case you visit your child's Health Care provider and medication is recommended or prescribed.

Role of an Exception to the Health, Illness and Medication Policy

Northshore Christian Academy reserves the right to grant an exception to its Health, Illness and Medication policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

Safety

- Skateboards, roller skates, roller blades, shoes with wheels and scooters are not allowed on school or church grounds.

Visitor Policy

- All visitors to the school, **including school parents**, are required to stop in at the front desk, sign the visitor log and obtain a "Visitor" pass if they are going beyond the lobby area.
- A written note is required before releasing a child to any non-parent adult.
- NCA does not allow visits by students not attending our School and NCA reserves the right to refuse to allow anyone on campus for whatever reason before, during and after school hours.

Role of an Exception to the Visitor Policy

Northshore Christian Academy reserves the right to grant an exception to its Visitor policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child(ren) attend NCA.

Child Abuse

Under mandatory reporting laws, it is required for NCA to report **any suspected** child abuse, neglect, or exploitation to Child Protective Services (CPS) or our local law enforcement agency within 48 hours. Prior notice to the parent(s) and/ or perpetrator will not be given.

Reasonable Cause Report: State law requires professional NCA personnel, including teachers, staff, counselors, volunteers and school administrators, to make an immediate oral report to local law enforcement authorities or Child Protective Services (CPS) whenever they have a reasonable cause to believe a child has/is suffered abuse or neglect.

WAC Definitions and Requirements: Washington Administrative Code (WAC) 388-15-130 further clarifies the definition of child abuse and neglect, as defined in the Revised Code of Washington (RCW) 26.44.020. This includes, but is not limited to, parent to child, child to child, student to student, adult to child:

- Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- Creating a substantial risk of physical harm to such a child's bodily functioning.
- Committing or allowing to be committed, any sexual offense against such child as defined in the criminal code or intentionally touching, either directly or through the clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes.
- Committing such acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain and/or mental suffering.
- Assaulting or criminally mistreating a child as defined by the criminal code.
- Failing to provide food, shelter, clothing, supervision, health or development of a child.
- Engaging in actions or omissions resulting in injury to or creating a substantial risk to the physical health, mental health, or development of a child.

Child Custody or *Parenting Cases

If legal custody stipulations apply to your child, it is required that this legal information is communicated, in writing, to the school office. We will abide by any current restraining orders involving our students. A current and valid copy must be on file in the office in order for the school to comply with the legal judgment.

*NCA does not get involved in, but not limited, child custody, separations, boyfriend, girlfriend, estranged relationship or divorce cases, nor do we take sides or write letters in parenting disputes or court cases. NCA staff and teachers do not participate in any interviews, phone calls, written information to guardian ad litem, attorneys or to parents in custody hearing unless subpoenaed by the court

Pets

Pets of any kind are not allowed on our campus for any reason. Due to the Health Department regulations and for the safety and the health of our students and staff, pets may not be on our campus.

EXTENDED CARE PROGRAM(S)

This program is provided as a service for NCA parents, particularly working parents that are unable to be here when school starts and/or closes each day.

AM/PM CARE

The Extended Care program is for full day Kindergarten students and students who are 12 years old and younger. It is located in the gymnasium/lunchroom. Activities will include arts/crafts, outside playtime and homework time. The program is open at 7am and closed at 6pm. Fees Apply.

All students must be signed in for AM care **and out** of PM care by the person dropping them off or picking them up!

Half Days

On half days Extended Care will be provided by registration (except the last day of school). Refer to the school calendar, newsletters, or call the school office for changes. Pack a lunch with a drink for your child. (Carbonated drinks and candy may not be brought to Extended Care.) – If you plan to use this service, notify the Early Learning Director or Program Supervisor.

Middle School BEFORE AND AFTER SCHOOL Study Hall

Extended hours at school for students older than 13 years old may be available. Before school, students who are 13 years or older will be checked into a pre-determined classroom and are supervised by an NCA teacher for a study hall. Before school study hall is open from 7:00-8:00am. After school, students will be checked into the After School study hall located in the School library. The time will be used for students as a study hall. Hours of this program are from 3:30-5pm. Extended Care rules and billing policies apply. Parents will need to sign their child into Before School Study Hall. Parents will need to sign their child out of the After School Study Hall. If a child is not picked up from After School study hall, late fees apply)

Handbook

Families using the Extended Care program will receive a separate parent handbook with more information on the program.

OTHER SCHOOL PROGRAM INFORMATION

Field Trips

Field trips and other extracurricular activities can have great educational value and all grade levels participate in them.

Students must have written permission for such activities, using the field trip permission form used by NCA. NO EXCEPTIONS. If a permission form is not completed before the field trip, the student will remain at school and will be mainstreamed into another classroom.

Car Seat/Booster Seat

State law requires all students 8 years old or younger to be buckled into a booster or car seat. NCA requires ALL students through second grade to follow this law – regardless of age or height requirement. Students who are 13 years old or younger will need to ride in the back seat of a vehicle. If a child is 4' 9", in 3rd- 8th grade, it is the parent's responsibility to provide their carpool driver with a booster seat.

Background Screening

All parents who wish to interact with students on the NCA campus by volunteering, chaperoning, etc. are required to complete documentation for a background screening. Both national and state approval must be met before being allowed on campus. It is in the best interest of every child represented at our school. This is a necessity for the safety and security of our campus. This does not apply to events where the public is invited to attend, such as concerts. These forms are available in registration packets or in the office. New families must complete background screening forms and a driver's license copy must be submitted to the office before the new school year begins. All families who may volunteer to drive for a field trip will need to submit a copy proving current and sufficient auto insurance coverage must be submitted no later than two weeks prior to driving on a field trip.

Food/Lunchroom

Lunchroom/Microwave/Beverages/Forgotten lunches

- Full day Kindergarten through 8th grade students eat lunches in their lunchroom areas. NCA complies with the state mandate that allows students 20 minutes to eat lunch.
- Students are expected to exhibit good manners and follow school lunchroom policies so that we can ensure every student's safety as well as provide students with a healthy social environment.
- Student must not bring lunches that require cooking, mixing ingredients or that need adult assistance. We recommend healthy lunches that include a protein, vegetable and fruit. Candy and carbonated and energy drinks are not recommended.
- Microwaves are available for 2-8th grade students on limited basis so that students can warm up meals. There is a limit of 2 minutes per student use at the microwave. A schedule will be established prior to the new school year.
- Cold milk, juice, and bottled water are available by purchasing a beverage pass for each quarter or the entire year. Drinks can be purchased for the entire quarter or the entire school year. The lunchroom staff will have a list of students signed up for a beverage and the students can choose one beverage at each lunch. The beverages can be purchased at the front desk.
- Students may not bring food or drinks in glass containers, bottles or glasses. This is a safety factor.

If parents bring lunches to school for their children, they are asked to leave them at the receptionist desk, with the child's name and teacher clearly marked on them. Please remind your child (ren) to look there if they forget their lunches, since we prefer not to interrupt class to deliver them. If a child forgets his/her lunch you may get a call. If you are not available to bring a lunch to school, the office has a "Cup of Noodles" as an optional lunch (there is a cost –we take IOU's) otherwise, your child may need to go without lunch for the day. The hot-lunch caterers will not have extra lunches for sale. NCA is not responsible for lost or forgotten lunches. (Tip: It is good to keep a Cup of Noodle soup and non perishable snack in your child's locker just in case they forget to bring their lunch to school).

Hot Lunches

NCA may provide a hot lunch through an independent vendor. The school does not collect money nor is responsible if there is miscommunication between the hot lunch company and parent.

"Student of the Month" Lunches (Grades 3-8)

During the first week of a month, normally the first Thursday or Friday, the Principal invites the previous month's "Student of the Month" recipients to a pizza lunch with the Administration. A pizza lunch consisting of cheese pizza and pepperoni pizza is provided on campus. The school will notify parents before the lunch date occurs. If a student does not like pizza he or she may bring his/her lunch and eat with the students who received the award. NCA cannot purchase additional lunches to accommodate allergies or special tastes.

Parties and Privileges

A limited number of parties will be arranged in each classroom to celebrate special events.

NCA does not observe Halloween. Do not send children to school in costumes depicting this day (witches, ghosts, goblins, ghouls, monsters, etc.). At Christmas and Easter the school strongly emphasizes our Christian heritage. Therefore, Santa and the Easter bunny are not part of our holiday celebrations.

Special occasion parties such as birthday recognition may be arranged with the teacher at least three weeks ahead of time. Teachers have one day designated as birthday party recognition day in a given month. Treats can be brought in on that day to celebrate a child's birthday.

In the lunchroom, students are permitted to bring a simple treat to share with their class at the end of the lunch period – except for Fridays due to Popcorn Fridays. Usually this is cupcakes or ice cream bars. **This should not become a birthday party.** Pizza, soda, cakes, and balloons are not appropriate for the lunchroom as they create a disruption of order. Excessive treats can quickly escalate into a competition and cause hurt feelings. Save the big celebration for home.

Invitations to home birthday parties are **not** to be passed out at school unless the child is inviting **every** boy or **every** girl in the class. Likewise, children hosting limited-invitation parties should use discretion. Limiting guests is understandable but untold hurt results when children are made conscious of the fact that they are not invited.

Money

Money sent to school for any purchase whatsoever must be enclosed in an envelope clearly marked with the child's name, grade, and the purpose of the money. Children are advised not to bring their own money to school unless they are planning to buy something specific with it the day it is brought. If it is a sizable amount, the front office will secure it for safekeeping. It is not wise to leave valuables in desks, lockers, on the playground, in the gym, etc. Such things are brought to school at the child's risk. NCA will not be responsible for stolen or missing items.

REAL Summer Adventure Camp

An exciting summer adventure camp is held during the summer at NCA. Each week has a different theme, unique field trips, and has a variety of enrichment classes. This program is for students entering 1st grade through 7th grade. (Ages 5-12)

Northshore School of the Arts and Enrichment

A wide variety of classes and tutoring opportunities are available each year after school and during the summer. Parents must register their child in advance and pay for each class. The Tuition generally covers the cost of the supplies, and staff costs. Classes may include foreign language, Dance, Guitar and Piano lessons, Science camp, Financial training classes, engineering classes, Sports camps, art and so on. Tutoring is available in all academic subjects and music lessons. (Kindergarten-Middle School)

Early Learning Center

We offer childcare to 1 year-2 year olds and offer a Preschool and Pre-Kindergarten programs.

ESPECIALLY FOR PARENTS

Open Door Policy

Parents are welcome to come and help in their child's classroom. Courtesy would dictate a prior contact with the teacher.

Campus Expectations

Parents are expected to uphold NCA standards while on campus (includes modest attire, and our pet policy. NCA is a non-smoking campus. Parents are asked not to smoke on campus. NCA is also an alcohol, drug and weapon free campus.

Supplies

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items each student needs is provided by the School office. The students are expected to bring the necessary items on the first day of school and to replenish supplies if necessary throughout the school year.

Orientation Day

Parents are expected to attend "Orientation Day" the day before the first day of school. General school programs and policies will be presented. The classroom orientation sessions are staggered throughout the afternoon so parents can attend all of their children's classes.

Visitation of Other Classrooms

Parents may not schedule visits to other classrooms and grade levels for the purpose (but not limited to) of determining placement for their children. A good time to visit other classrooms would be during our Fine Art's Fair in the spring.

The Matthew 18 Principle

Parents who may be offended by the words or actions of an NCA staff person or another parent are reminded to first go to the one directly responsible for the offense. If a satisfactory solution is not found, then an appeal to the specified department leader should be made. Do not unload your complaint upon another parent or your children. Health and healing in such situations can only come when proper channels of communication are followed.

Parent Affirmation

Parents are expected to uphold the Parent Affirmation which dictates respectful, cooperative behavior when working with staff and other parents. Inappropriate parent behavior will jeopardize their child(ren)'s enrollment at NCA.

Volunteering at Northshore

Operating a quality school program provides many volunteer opportunities. Research has shown a high correlation between parental involvement in a school and the degree of academic success the children of those parents achieve in class. Children are immensely proud of their parents for helping at the school, so it is important that everyone get involved in some way, within or outside school hours. Volunteers help to keep tuition affordable and keep the program quality high. Many school programs would be seriously curtailed or totally eliminated without volunteer services of parents.

It is also important to cooperate with and show appreciation for those parents who give so generously of their time and talents to make programs possible at the school. Please respond courteously when volunteer parents contact you to help.

Volunteer Expectations

Parents are expected to volunteer at the school. **Each family is urged to volunteer.** A volunteer handbook is available to every volunteer. Contact the school office to learn more about the school volunteer needs. There are many avenues for volunteering:

- Field trips
- Auction
- Walk-a-Thon
- Spirit Wear
- Box Tops for Education/Campbell's Soup
- Teacher Appreciation
- Popcorn Fridays
- Athletic Team Parent, Athletic scorer, timer, etc
- Office substitute, helper, data entry
- Classrooms/Teacher Aide: This needs to be arranged through individual teachers. Each classroom has a designated "Room Mom" who coordinates the volunteer needs for the class and a Class Auction Project parent.
- Library Assistant
- Chapel Speaker
- After School Enrichment Instructor
- Special Programs and Events
- Craft Assistant
- Art Docent for Classroom
- Music/Drama
- Tutoring
- Lunchroom
- Event set up

- Science Program
- Solid Ground barista/sales
- Yearbook
- Moms in Touch prayer group

Volunteer Safety Requirements

All volunteers must fill out a Volunteer (VIP) registration form, which includes an application for a criminal background check, before they are cleared to work with students. Along with the application a copy of a valid driver's license is required.

Parent-Teacher Fellowship (PTF)

The mission of the PTF organization is to promote fellowship and encouragement between staff, parents and students. They serve as the coordinating group for a variety of programs and events including: Solid Ground Espresso, Popcorn Fridays, Teacher Appreciation, Box Tops for Education, Recycling for Education, Auction, Walk-a-Thon, Spirit Wear, Moms in Touch, All School Skate, Donuts with Dad, to name a few. The parent group consists of nominated officers and they meet on a regular basis. An open invitation is extended to parents who would be willing to serve or help. For information on how you can be involved, contact the school office. PTF parent meetings may have a guest speaker that covers pertinent parenting topics. Past topics have included nutrition tips, physical fitness, internet safety, anti-bullying policy, and general parenting tips by a Christian counselor.

Notice Regarding Rights of Parents

Northshore Christian Academy ("School") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence that a court order, legally binding legal document (for example, a document relating to divorce, separation, custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decision on behalf of the child, unless the School receives sufficient evidence to the contrary, whether in the form of a court order, legally binding document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parents or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, including taking no action.

STATEMENT OF FAITH

The Bible

The sole basis of our beliefs is the Bible, composed of 66 books of the Old and New Testament. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen men. Scripture thus at one and the same time speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God. 2 Timothy 3:16

God

We believe that there is **one** true, holy God, eternally existing in three persons – Father, Son, and Holy Spirit – each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things in it, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation. By His providence He is operating throughout history to fulfill His redemptive purposes. 1 John 5:46

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with Him. Originally created to have fellowship with God, man defied God, choosing to go his independent way, and thus was alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are thus in need of the saving grace of God. The salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part, of human works or

goodness. Salvation must be fully appropriated by repentance and faith. When God has begun a saving work in the heart and life of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation. Romans 3:21-30, Galatians 4:4-7

Jesus Christ

Jesus Christ is the eternal second Person of the Trinity who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as our substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God. John 3:16, Corinthians 15:3, 1 Peter 2:21-24

The Holy Spirit

The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior, and regenerates them. At the point of salvation, He permanently indwells every believer to become the source of assurance, strength and wisdom, and uniquely endows each believer with gifts for the building up of the body. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ like character and to bear fruit to the glory of the Father. John 14:16, Acts 1:5-8, 2:2-4, I Corinthians 12-14, Galatians 4:4-7

Human Destiny

Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. John 5:24, 28, 29

The Church

The corollary of union with Jesus Christ is that all believers become members of His body, the Church. There is one true Church, universal, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scripture commands believers to gather together to devote themselves to worship, prayer, the teaching of the Word, the observation of believer's baptism by immersion, and communion as the sacramental ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts, and outreach to the world. Wherever God's people meet regularly in obedience to this command, there is the local expression of the church. Under the care of elders and other supportive leadership, its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ. Ephesians 4:16

Faith and Practice

Scripture is the only and final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

Summary

We believe this Statement of Faith to be an accurate summary of what Scripture teaches. All parents shall refrain from advocating doctrines that are not included in the Statement of Faith, in such a way as to cause dissension.

PARENT AFFIRMATION

Mission Statement

Northshore Christian Academy exists as a partner to provide a superior Christian education, which includes developing spiritual, academic and personal excellence in a Christ-centered environment.

Goal

Northshore Christian Academy's purpose is to provide not only an academic education but also to produce mature, well-adjusted young people who have their foundations set in the truth and the lordship of Jesus Christ. The Academy depends upon and needs parent input and cooperation to achieve its goals. It is essential for the Academy and parents to forge a bond with the common goal to prepare children/students for God's design for their life. Equipping our students for the future; preparing our students spiritually, academically, socially, and emotionally takes teamwork. We do not believe we can accomplish this objective alone, but rather believe that only with parent involvement, collaboration and teamwork can we instill Christian values and conduct in our students. In many core respects, this goal requires an attitude of mutual commitment to trust in each other and with our Lord and Savior; and, our active and ongoing commitment to openly and readily communicate to make this goal a reality. With you, we strive to prepare your child to face life with vision and hope built on Jesus Christ.

To accomplish these goals, a team effort must be in place between parent and school.

We recognize not every student benefits from our school, nor does the school benefit from every student. However, when the goals of the family match the goals of the school, it is a very successful and rewarding experience for both. Therefore, we ask all parents and students to determine whether or not their goals match those of the school before enrolling each year and to indicate their commitment by signing the Parent Covenant. If, by their actions and attitudes shown, a family's or student's goals do not match that of the school, they may be asked to withdraw from this school.

Due to the fact that the education of children is a joint commitment between parents and school, the following is expected from all parents whose children attend Northshore Christian Academy. With God's help each parent (I) will strive to do their best in the following areas:

1. I will support the school in prayer.
2. I accept and uphold the Academy's mission statement and Statement of Faith. I support the school working with us in the education of our child(ren).
3. I will support the current school year's Family Handbook and will reinforce the school's expectations as described in it with our child(ren).
4. I will support the authority and academic and discipline criteria issued by Northshore Christian Academy staff. I understand that disagreeing with staff in the areas of academic and discipline issues may happen, however I will demonstrate respectful cooperation and communication with the staff when discussing issues of my child(ren). I acknowledge that my reaction and attitude should not be a hindrance to the Academy's mission to team with parents in the education, spiritual, emotional and physical direction of a child
5. I will practice the principles found in Matthew 18, resolving any difficulties with school personnel directly. If the conflict is unresolved, I/we will discuss the matter with the next person in authority. The line of authority is as follows: teacher and the Principal.
6. I will diligently encourage my child(ren) to follow the school and classroom policies and procedures.
7. I will ensure that my child(ren) participate fully and respectfully in all aspects of school, including Bible classes, chapels, community outreaches, field trips and other school related functions.
8. I will ensure that my child(ren) regularly attend(s) school and arrive at school on time.

9. I will ensure that forms (field trip, progress reports, discipline forms etc...) are reviewed, signed and returned promptly.
10. I will regularly attend functions requiring my participation.
11. I understand that according to "in loco parents" the staff is acting on my behalf while my child is under the staff supervision.
12. I will support the school in maintaining a high standard of Christian conduct and Academic excellence for its students. I acknowledge that should my child's behavior and academic commitment, while under the supervision of school personnel, become incompatible with the standards of Northshore Christian Academy, normal disciplinary/probationary procedures apply. NCA may find it necessary to ask a student/family to seek educational services elsewhere.

***We consider it a privilege to serve your family
this school year and
are committed to praying faithfully
for our students.***

***Thank you for being a part of the
Northshore Christian Academy family!***