

Northwest Christian Education



Parent-Student Handbook

2016-2017

www.ncek12.com

Dear Parents and Students,

Thank you for your interest in Northwest Christian Education (NCE). It is our sincere joy and great desire that the Kingdom of God be advanced through this ministry, as we follow the mandate given to us to bring up children in the nurture and admonition of the Lord. Together, with God's guidance, we can prepare the next generation of students who will be equipped for life: spiritually, academically, socially, and physically.

Northwest Christian Education has adopted an admission policy that opens the school to families who understand our spiritual stance and philosophy, who are supportive of NCE objectives and standards of education, and whose students meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their students.

While considering applying for admission to NCE school, please carefully read this Parent-Student Handbook. Here you will be introduced to NCE policies, procedures, and expectations for both parents and students. The first several pages of this Handbook explain our purpose, mission, and beliefs. Biblical principles are integrated into every subject taught at NCE school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

If you are in agreement with the teachings of God's Word, NCE school will complement the beliefs and ideals your child is taught at home. However, if your values differ from our religious mission and beliefs, be aware that our school may teach perspectives that differ from those of your family. For example, if a question regarding biblical lifestyle arises in your student's lessons, the teacher will answer it from a biblical viewpoint consistent with our mission and belief statement. As you consider your student's education, we understand your desire to place your student in the best possible learning environment.

We look forward to partnering with you to educate your student in God's truth.

NCE Administration

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I. GOVERNING GUIDELINES AND POLICIES

School Board:

Northwest Christian Education (NCE) is operated by the School Board, who oversees all financial and management operations.

Mission Statement: Northwest Christian Education partners with schools to educate students in Bible knowledge and in a Christian worldview, to develop understanding in evangelical Christian values and principles, to train students in moral character, to provide quality academic education in knowledge and understanding, and to promote service to God and others.

Purpose Statement: The purpose of Northwest Christian Education is to provide educational services, namely, to provide classroom instruction for kindergarten through 12th grade (K-12).

Reason for Existence:

1. The Bible delegates the responsibility for training young people to two agencies: the family and the church.
2. The Bible commands us to obey God (Matt.22:37-40, John 14:23) and the authorities (Romans 13).
3. The government requires all children to attend an organized education program.
4. Therefore, the role of NCE is to assist families in their responsibilities of raising godly young people, while satisfying government requirements for education, as long as these requirements don't conflict with God's commands.

Responsibilities:

1. Family:
 - Teach God's Word (Deuteronomy 6).
 - Train up a child (Proverbs 22:6).
2. Church (Body of Christ): Prepare God's people for works of service to build up the Body of Christ (Ephesians 4:12).
3. School:
 - To assist parents in teaching God's Word to children and in training them in godly living.
 - To assist the church in the training and maturing of Christian young people for a fruitful life of service to God and man.
 - To fulfill state requirements for an organized educational program as long as this does not conflict with the above.

Educational Process:

To instill the evangelical Christian mindset into the young people, based on the principles in Romans 12:1-2:

1. Dedication of themselves to God (Belief and commitment).
2. Not being conformed to the world (i.e. Humanism, the exaltation of man and gratification of self).
3. Being transformed by the renewing of their minds (to be Christ-like in all that they think and do).

Academic Endeavors:

1. To promote high academic standards according to the potential of the individual, as being uniquely created by God, and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others such as: reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits.
4. To teach each student how to conduct independent research and to reason logically.
5. To motivate each student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
7. To promote good citizenship by developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world and awareness of man's role in his environment and his God-given responsibilities to use and preserve them properly.
10. To develop a practical reason for learning the content of Mathematics, English, History, Science, Physical Education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

NCE Position on Common Core Standards Initiative (CCSI):

NCE school curriculum meets or exceeds CCSI standards. NCE SB evaluated the CCSI standards and does not endorse these standards or encourage NCE schools to do so. **Check with your principal, if you have any questions regarding CCSI.*

Spiritual Goals:

1. To provide Biblical training that will teach Evangelical Christian beliefs and principles.

2. To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on Evangelical, biblical, educational philosophy. Students will be given a strong background in the basics of reading, language, mathematics, science, and history.
3. To provide godly Christian teachers who will be role models for the students they teach. To develop in each student Christ-likeness in the following areas as an outgrowth of the development of the Christian mind-set:
 - Spiritually - teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thess.3:3).
 - Mentally - develop a Christian way of thinking that places Christ as preeminent in all of life, stressing that all of life is spiritual (Philip. 2:5).
 - Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Cor. 6:16).
 - Socially - to learn to develop biblical human relationships in which we serve people, instead of using them (Matt. 20:25-28).
 - Emotionally - develop a stable personality which is based on each student's self-worth in God's sight and that emphasizes self-control and the other fruits of the Spirit (Gal. 5:21, 22).

Holidays: We observe the following federal holidays: New Year's Day, the birthday of Martin Luther King, Jr., Washington's birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We do not observe or participate in the following holidays: Halloween and Valentine's Day. Observing a holiday does not automatically mean that classes are cancelled for that day. **Please, see the annual school calendar for No-School dates.*



II. NCE Doctrine Summary

1. We believe that the Bible is the inspired, infallible, inerrant Word of God and is the only rule for faith and practice.

2. We believe in one God who exists in three persons: the Father, Son, and the Holy Spirit. These three are co-equal, co-eternal, and co-essential.
3. We believe that Jesus Christ is God incarnate, was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again.
4. We believe that He ascended and is seated at the Father's right hand, where He now intercedes for all true believers.
5. We believe the Holy Spirit has come to convict the world of sin; that he comes to teach and guide believers into all truth; that he permanently indwells every true believer in Christ; that he wants to fill, control and empower each believer for service.
6. We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice.
7. We believe that every person must be born again, in order to be forgiven of his sin and saved from eternal separation from God.
8. We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
9. We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.
10. We believe that the true church is one body composed of all believers, with Jesus Christ as head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the church today.
11. We believe in the bodily Resurrection of Christ, His imminent return, and the resurrection of both just and unjust.
12. We believe in the imminent and bodily Second Coming of the Lord Jesus Christ, who will come again not to save, but to judge the wicked and reward the righteous, and set up his eternal kingdom.

**The detailed Statement of Faith is available upon request at your school office.*

Statement on Marriage and Sexuality:

1. We believe that term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest,

pornography or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God.

4. We believe that in order to preserve the function and integrity of the NCE school faculty and staff as the Body of Christ, and to provide a biblical role model to our students and families, it is imperative that all persons employed by the school in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.



III. ADMISSION AND WITHDRAWAL PROCEDURES

General Admission:

NCE exists to assist its schools and parents as they provide Christian education for children. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Since NCE SB believes that education is a scriptural mandate, admission is open only to children whose parents are committed to Christian values as stated in this Handbook. Exceptions can be made to the general admission policy only with the consideration and approval of the local School Board.

1. The following policy considerations will be applied when evaluating each family for admission of their child(ren):
 - At least one parent must subscribe to the Statement of Faith.
 - Parents must view Christian education as a religious conviction.
 - At least one parent must be present at seminars, orientations, and parent conferences provided for Christian school families (except in the case of F-1 international students).
2. Enrollment is open to students of families from churches providing the facility for NCE school on a first come first served basis. Students from all other families will be enrolled as space permits. All school policies apply equally to all families.
3. Each student must be in good standing from the previous school attended (i.e., passing marks academically and a good behavior record). A student with poor academic performance or behavior problems will be placed on probation for one quarter. If results are improved, the student will be taken off probation and be officially enrolled at school.
4. Minimum Age: K4 children must be four years of age by midnight, August

31st. K5 children must be five years of age by midnight, August 31st, as stated in WAC 180 39 010. A child entering first grade must be six years of age as of midnight, August 31st, of that year, as stated in WAC 180 39 015.

5. Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.
6. A record of these fulfilled requirements must be on file in the local school office before a child is allowed to enter school.
7. Secondary students, grades 6-12, must verbally commit to their willingness to attend NCE school, and must openly attest to their willingness to abide by all the procedures and rules of the school.
8. NCE school does not assess or update IEPs, 504 plans or Service Plans, but aims to customize curriculum assignment and academic standards based on pre-existing plans, according to the individual's academic needs. Thus, students with learning disabilities will be evaluated carefully, and consideration will be given to the type of disability, severity of the disability and the capacity to accommodate that disability. NCE school administration reserves the right to deny enrollment to students with learning disabilities if NCE school lacks facilities and/or staff to meet the needs of such students in the fullest possible way.
9. NCE mission includes working with the parents in the Christian education of students; therefore we expect parents to be partners in nurturing their children, and to agree to the following statement. *“As a parent I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared ONLY with the teacher, principal, or the person involved and NOT with my child or other people, following the principle in Matthew 18.”*
10. During the registration period, an appointment for a new family interview and student entrance test will be made through the local school administration. This is a meeting where the goals, program, and commitment of the school will be presented.

After the interview and testing, the admission committee will determine whether or not the student is accepted for enrollment. After the initial interview, parents will be notified by the local secretary within two weeks regarding a decision to accept or deny the student's enrollment. If a student is accepted, a fully completed and signed application form must be returned to the local school office with all registration fees paid in full, by the date established on the acceptance notification.

**Returning families should attend the Registration/Information Night, review this Handbook, fill out the registration packet, return it promptly to the school secretary, and schedule an appointment for any questions or concerns.*

Parent Commitment:

1. We will faithfully support the school through our prayers and positive attitude, and share any complaints and questionable or negative comments, with ONLY the people involved (teacher/principal), and NOT around our child(ren).
2. We will uphold the spiritual emphasis of NCE. We agree that in order to effectively support the school, we and our child(ren) are required to actively attend church services.
3. We understand that the standards of NCE do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
4. We understand that our failure to report any prescribed program of medication and/or involvement with the law or juvenile authorities may cause immediate dismissal. We agree to report relevant psychiatric or psychological counseling information.
5. We agree to hold and support the high academic standards of the school by providing a place at home for our child(ren) to study. We understand that it is our responsibility to make sure our child(ren) spend a minimum of one - two hours a day, five days a week, on assigned schoolwork, or enough time to complete all assignments in the daily schedule.
6. We will support the school by regular involvement at parent/teacher fellowship meetings, events, workdays, open houses, fundraisers, and other school-sponsored meetings and activities.
7. We understand that NCE is a tuition driven school, and therefore each family is required to be involved through completion of NCE school service hours. In case on service hours' incompleteness, we agree to pay off for the remaining hours (\$10/hr). **Check with the school secretary about your school service hours.*
8. We understand that we need to have our own medical and major accident insurance in case of an emergency situation during school hours at the church facility.
9. We understand and agree to the school's financial policy and withdrawal penalty. **See the withdrawal policy for details.*
10. We understand that parents' failure to comply with the established regulations, discipline, parental commitment, financial obligations, including their commitment to participate in regular fundraising events (such as auctions, sales, etc.), will forfeit the student's privilege to attend school.

Non-discrimination Statement:

Northwest Christian Education admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally

accorded or made available to students at the NCE. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic, and other school-administered programs.

Legal Custody Policy:

1. A single parent, grandparent or foster parent must provide written documentation for the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.
2. Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share legal custody of a child (evidenced by written documentation of the shared custody ruling) provided to the school, both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to the local school office.
5. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
 - The legal custodian must sign the school enrollment contract.
 - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational & medical decisions for the student they are attempting to enroll.
 - If a foster parent does not have sole legal custody, signed authorizations from both noncustodial parents and foster parents must be provided for students who are enrolled.
 - If a grandparent is a caregiver, but does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.
 - Enrollment will not be complete until permission to enroll the child is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child's education.
 - Any restrictions in the official custody papers not in keeping with

official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.

6. Written directions should be contained in the official custody papers regarding which parent is to:
 - be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
 - receive school notices; and
 - have access to the student’s records.

Should such official directions not be contained in the custody papers, then only a document signed by both parents before a notary or in front of the school principal will suffice for needed documentation.

If a noncustodial parent is unavailable or the whereabouts are unknown, the person with legal custody must provide a signed affidavit disclosing such details and give information about plans to retain the absent parent’s right to legal custody.

Tuition and Fees:

The primary support for the operation of NCE school will come from tuition payments paid by parents whose children attend the school; however, tuition payments will not support the entire school program. Therefore, the school is also considered a “donor-supported ministry.” As such, in addition to fundraising projects conducted by school administration, parents, and students, additional financial support, in the form of financial gifts, and donations of equipment, supplies, and services will be solicited from members and friends of NCE school, as well as from corporate partners and the community at large.

Tuition Assistance and Payments:

The school collects tuition which can be paid in full at the beginning of the school year – annual tuition payment (if the total tuition and fees are paid in advance by the due date in August, the family will receive a 5% tuition discount); semester payment at the beginning of I and II semesters (50% of tuition paid before the due date in August and 50% paid by the due date in February: 2% discount); or paid quarterly or by 12 equal monthly payments - by withdrawals from parents’ bank account (August through July). If Annual/Semester payment is not received by the due date, the discount amount will be removed. **Check with your school secretary about due dates.*

Monthly tuition payments are due on the scheduled day of each month or the next business day. If a student is enrolled at mid-year, tuition is prorated.

Registration, book and activity fees are due at the time of registration or by the end of August. The registration fee is non-refundable.

Scholarship Award: Students in 7-12 grades may receive \$250 per semester (minimum GPA of 3.7 or above in the preceding semester), totaling \$500/year. **The GPA and exemplary behavior verification is required every semester.*

Member automatic discount: All members of the church where the school is located receive an automatic membership discount (see the Family Enrollment Application).

Multifamily discount: A sibling discount is given to families with two or more students enrolled. The oldest student has no discount, the second student receives 5% discount, the third student receives 10% discount, the fourth and the following children within the same family are free of charge (100% discount).

Ministry discount: A pastoral discount is available for up to 25%. For other key church positions the annual family service hours may be waived.

Tuition Assistance: Families receiving tuition assistance may not receive more than 25% total in all discounts, including the tuition assistance.

**If applying for any of the discounts, please ask the school secretary for the appropriate application.*

Withdrawal Policy:

During the course of a school year, circumstances may arise that require a family to withdraw their child(ren) from NCE school. Parents may withdraw their child(ren) from school for any reason. Also, parents may be asked to withdraw their child(ren): for failure to meet financial obligations; due to academic and conduct probation; or because of lack of partnership with the school.

Withdrawal may be based upon a conflict with a teacher, principal, or other staff member, and/or differences in behavioral and educational philosophy that have not been resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in restored relationships within the school.

Procedures for Withdrawal:

If a student should leave the NCE school to attend another school, it is necessary that the school office be notified at the time that the decision is made. A withdrawal form should be filled out by the parents within 2-3 business days. The withdrawal form is also available on www.ncek12.com website.

Tuition and other unpaid charges or fines must be paid, and all materials must be returned before records can be released or transferred to another school. The parent, school principal, teacher, and business office must sign the withdrawal form before the process can be completed. Notification to the teacher must also be given by the parent in advance, in order to adequately prepare the teacher and class for the changes.

Withdrawal Penalty:

If a student is withdrawn after the first day of school up until January 31, 20% of total annual tuition will be assessed as the withdrawal fee. If the withdrawal happens after January 31 up until the end of the school year, 10% of the total annual tuition will be assessed as the withdrawal fee. If a student transfers to another NCE school, half of the withdrawal fee will be charged.

The actual tuition will be prorated by the total number of school days and the remaining amount of tuition to be paid. Mid-month withdrawals are defined as any withdrawal after the first day of each month. In special circumstances the withdrawal penalty may be adjusted by the local School Board. SCHOOL RECORDS will be on hold until all accounts are settled and materials are returned. The school requesting records should mail or fax the official request for records.

If a student is expelled due to behavior reasons, the withdrawal penalty may not be charged per School Board review/approval.



IV. NCE SCHOOL POLICIES

Attendance:

Regular attendance develops dependability and is essential for students to gain the maximum benefits from their education.

Absence:

If a student stays home for any reason, the parent or guardian is required to call the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. Students who have been absent must present a signed and dated note from a parent on the day they return to class, or the absence will be considered unexcused. Every attempt will be made to notify parents whenever there is an unauthorized absence via RenWeb parent communication, which include: phone calls, emails, text messaging. NCE policy provides excused absences for the following reasons:

- Serious illness or death in the family.
- Personal illness (the school requires a note from a parent or guardian, or a doctor's note upon return to school, if the child will be or has been absent for more than two days.)
- Impassable roads or emergency situation due to inclement weather.
- Approved school activities.

A total of 10 days per year are allowed for unexcused absences. Absences for only a portion of the school day will be considered a half day toward the total of

10 days. A written statement from a physician may be required in situations where a pattern of excessive excused absences from school has occurred. Note: Prearranged absences are counted toward the 10 allowed absences per year. If a student misses more than 10 days of school, summer school will be assigned.

**If absences occur due to severe or contagious illnesses, a student may be excused from summer school, if a letter is presented from a doctor about the illness, and if he or she has earned passing grades in all core subjects (GPA of 2.0) by the end of school year.*

All absences must be communicated by parents or guardians to the office in written or verbal form at least 24 hours prior to the absence, in the case of medical, dental, and other appointments during school hours. It is wise to schedule appointments for after school hours or on Fridays. **Emergency appointments are an exception.*

Extended absences (two or more days) must have pre-approval by the school administration, at least one week in advance. Students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the principal.

Students must receive homework prior to their pre-arranged absence and have all work completed upon their return to school. It is the students' responsibility to approach their teachers for homework assignments.

**A prearranged absence form must be shown to teachers by the student, signed by a parent or guardian, and the principal. Forms are available in the school office.*

Unapproved Absence:

Secondary students who have been truant or suspended or otherwise absent from school for reasons other than an excused absence may make up any work due in their classes at the time of their absence. Minus 1.5% of the overall average grade for the grading period will be deducted from the student's final average for that grading period.

Tardiness:

All students (K4/K5-12 gr.) are expected to arrive on time each morning and for each class period. A student is considered tardy if he or she is not in class by the bell. Students will be considered tardy unless a legitimate written excuse from an authorized individual is submitted to the office/teacher upon the student's arrival. **A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, etc., are not considered legitimate excuses.*

Consequences for Absences:

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K4/K5-8 gr.) if he or she is absent more than 10 days during

academic year, unless a major illness or other family emergencies has resulted in an extended absence. If a student falls behind due to illness, his or her work should be made up within two weeks of returning to school. Summer school or tutoring will be assigned for students who have missed more than 10 days of school within a year for any reason and/or if a student fails two core subjects. A summer fee will be applied for a missed day, which equals 3 hours of summer school make up time (9:00am-12:00pm) = \$15.00/hour. A student may be held back if summer work is not completed by August 15th. At best, absences should be avoided so that the education process is not interrupted.

NCE tardy policy stresses the importance of promptness as a valued “work ethic.” A discussion about tardiness will be held with a student in private:

1. If a student is tardy more than three times, the student will receive a warning from his/her teacher.
2. If tardiness continues, a student will be sent to the school office and parents will be notified via email/phone.

Excuses for Physical Education:

Students who need to be excused from physical education because of illness or injury need to have a note from a parent or guardian. In order to be excused more than three times, a note from a doctor is required.

Early Dismissal:

Should an early dismissal be necessary, a written note must be presented to the school office upon arrival that day. The person picking up the student must come to the school office to sign out the student. Upon re-entering the school on the same day of an early dismissal, parents are to report to the main school office with the student for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

School Closure:

During bad weather the school administration will determine school closures, late starts, and early dismissals by the decision of the principal. If it becomes necessary to close the school or have a late start, parents will be notified at the earliest time possible. You, as parents, can help with this process by keeping the office up-to-date on your phone number and other personal information, as well as any changes to that information throughout the year.

Late Pickup Policy/Fee:

Parents are to pick up children promptly when classes are dismissed. Students who are not picked up in 15 minutes after dismissal are sent to the school office where they will be supervised until picked up. If an emergency arises or should

you be late, we ask that you call and notify the school office. One grace time is allowed per quarter. For other late times, the school secretary will contact parents and remind about a late fee charge to their account (minimum of \$5.00).

Chapel:

Learning to worship God is an important part of Christian school education. Chapel is held once a week. Chapel attendance is required for all students. It is intended to build Christian character within the lives of each student. We encourage parents to attend chapel whenever possible.

Lunch:

Demonstrating good manners while eating, speaking in soft voices, and cleaning up after oneself are expected of each student. **Please consult the school office for specific lunch guidelines.*

Library:

Our goal is to provide students with good library resources that may be used for research or for casual reading. **Please consult the school secretary for your school library policies.*

Tutorial Support:

NCE schools are limited in resources for students who have learning difficulties. Tutorial help in one or more subjects may be available (upon request by parent or teacher) after school for elementary and secondary students. In general, tutoring is done by the school faculty. **Contact your school secretary for details about tutorial fees (cannot be lower than \$12.00 an hour).*

Textbooks and Curriculum:

All consumable textbooks belong to the student; all non-consumable textbooks belong to school. Lost textbooks will be replaced at parents' expense. **Contact your school secretary for details.*

Personal Property (Lost and Found):

All personal property, including articles of clothing, lunch boxes and other personal items should be clearly marked for identification. A "Lost & Found" box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

Field Trip Guidelines:

Field trips are a vital part of NCE schools. Before a field trip is taken, a notice will be sent home by the school office. Parents will be notified what clothing may be worn on the trip, what type of transportation will be used and what volunteers

are needed to chaperone the activity, and will be given a trip overview. Parents driving on field trips must have Insurance Verification and Background Check forms completed and submitted to the office.

The annual parental field trip permission is completed at the time of registration. Additional permission might be required, depending on a type of field trip (such as NCE Olympics, sports events, etc.). The privilege to participate in a field trip may be revoked due to unfinished school-work or disciplinary problems.

School administration has the right to decline any parents wanting to chaperone on the field trip due to room availability or need for service.

**Check with the school secretary about detailed policy on Field Trips and parental participation.*

Field Trip Student Responsibility:

1. All students will be assigned a number. When checking attendance, students will be asked to call out their numbers in order.
2. Dress code: NCE public appearance should be above reproach and support our reputation as Christians.
3. Stay with the group. This is a chance for students to model respect and courtesy toward leadership. It is also a safety restriction.
4. Obey the rules. Be respectful of the rules for group behavior, such as waiting for instructions, listening, and taking turns.
5. Be thankful. Students should say thank you to the field trip coordinator and the event host leader. A handwritten note is always appropriate.

Field Trip Misbehavior:

1. A warning is given.
2. A student is assigned to stay with the group leader for one hour.
3. Parents are notified and may be asked to pick up their child.

**Depending on a severity of misbehavior, other school discipline measures may apply. The detailed discipline policy can be found in this Handbook.*

Birthday Invitations:

Birthday invitations are not to be given out to other students in a classroom, unless the entire class is invited. Please send birthday invitations by e-mail/phone.

School Visits:

Parents are invited to visit the school. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive.

**Homeschoolers or public school students are not allowed to visit their friends during school hours; NCE schools have a closed campus policy. Exceptions can be made by the discretion of the principal.*

Injury and Illness at School:

In the event that a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured should immediately notify his or her teacher so that proper care can be given. The incident will be recorded and communicated to the school secretary. The school does not supply aspirin, pain reliever, or any other medication or treatment (see exceptions under the Medication section below).

Contagious Illnesses:

Please do not send your child to school if any of the following conditions apply: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness, itching, or discharge from the eye.

** NCE has a nit-free policy for readmission after being out of school with lice.*

Students should miss school for the number of days indicated if they have:

- Measles — 4 days from onset of rash,
- Chicken Pox — 6 days from the last eruption of new vesicles,
- Mumps — 9 days from onset or until subsidence of swelling,
- German Measles (Rubella) — 4 days from onset of rash,
- Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician in attendance or 24 hours from start of medication.

Medication:

If a student is taking medication by a doctor's orders, the school secretary will, if requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and nonprescription drugs. All medication must be brought to the school office by the parent and will be kept in the school office.

Books and Magazines:

Any books or magazines (except school textbooks) brought to school by a student must be approved by the teacher. The school office will uphold the policy of checking backpacks in case of any suspicious behavior. Unapproved, illegal and questionable books or magazines will be confiscated, parents will be notified, and students will serve a detention based on the level of violation.

Electronic Devices:

Because of the effect and liability of such devices as cell phones, iPods, iPads, games and other electronic equipment, they are not permitted on school grounds, school transportation, or at school-sponsored activities. Students are

not allowed to text or video-record on school grounds, school transportation, or at any school related activities. Students are not permitted to post pictures or video-clips of any school-related events on social media that might violate other students' or teacher's privacy. Any devices of this nature seen to be used by students during school hours or school activities will be confiscated by staff, held at the office, and returned only to parents.

1. The incident is reported to the office, and a warning is given.
2. Office confiscates the electronic device. Parents are notified and allowed to pick it up after school.
3. Office confiscates the electronic device and returns it to the parent for a penalty fee, established by the local office (minimum is \$5.00).

**Note, school is not responsible for lost personal electronic devices. They should be kept home.*

Telephone Use:

Students must have permission from a teacher to use a school telephone. We ask parents, in case of emergency, to call the school office first. The school secretary will assist with your request.

Care of Property:

Students are expected to value and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Chewing gum will not be permitted on school grounds in order to protect the furniture and carpet. In the case of a violation, depending on the severity of the violation, a student may be required to restore, replace, or pay for the damaged property or its equivalent (minimum penalty is \$5.00).

Use of the Facilities:

Students are reminded that the hallways are a place to practice courtesy and orderliness. All students should remain quiet in the area where the library and staff offices are located and where visitors are most often received. Students are reminded that rowdiness and roughhousing are not permitted during the school day in or outside the school facilities. Students arriving before school are requested to remain quiet in designated areas. **Check with the school secretary to find out about your school waiting place.*

Medical Insurance:

NCE school families are required to have their own medical and major accident insurance in case of an emergency situation during school hours at the local church facility or during sponsored school activities.

Surveillance:

The church property where the school is located is under surveillance 24/7. If

any suspicious behavior is reported, the security personnel will investigate the incident and check cameras. If any students is involved, parents will be notified and called to the office. Based on the level of violation, a proper disciplinary action will take place.



V. DISCIPLINE

Training includes correction as well as instruction. It is a process that begins at home, is reinforced in school, and continues on through life. Various forms of discipline and correction will be administered to help maintain order and to aid each student in his or her emotional and spiritual growth.

Standard of Conduct:

Standard of conduct principles aim to produce a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is what learning the ways of God is all about: not learning just the “right thing to do” or how to “get by,” but having the nature of Christ formed in us (2 Peter 1:3,4).

Therefore, the following are examples of principles set forth as a standard or plumb lines of student behavior:

1. *Faithfulness* – Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor* – The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony* – Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty* – Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity* – Holy to the Lord; cleanliness; modesty and decency; being noble and lovely.
6. *Order* – Accepting discipline and self-disciplined; being neat and orderly; organized and clear thinking.
7. *Stewardship* – Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

The Purpose of Discipline:

The purposes of the discipline policies:

1. To assist students in developing a lifestyle that is pleasing to the Lord.
2. To apply biblical principles in handling daily problems.

3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that support the biblical instruction that should be provided in the Christian home of which our school is an extension.
9. To encourage honesty in all matters. To avoid behavior that may tempt a weaker brother.
10. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Five School Rules:

1. Keep all communications honoring to God.
2. Keep your hands and feet to yourself.
3. Respect and obey all supervising adults.
4. Be a good steward of all things.
5. Always be prepared.

Classroom Conduct:

Students are to show honor to others: "May I....," "Please," and "Thank you" are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Hetman, Mrs. Turner, Miss Smith). Boys are encouraged to practice being courteous by such acts as opening doors for girls and adults.

Reward for Consistent Behavior:

The school and teachers will, as seems appropriate, reward those students who demonstrate consistent obedience to all authority. A merit/demerit system is established at each NCE school. **Please ask the school secretary for additional information pertaining your school.*

Dress Policy:

The "dress code" is defined differently at each NCE school. However, the ultimate authority in setting dress code policy is the School Board. Since some schools may have more rigorous dress code policies than other schools, students must abide by the dress code adopted for their school. Some of the reasons for adopting a dress codes are as follows:

- It results in stronger discipline and academics.
- It helps improve students' self-image.
- It reduces yearly clothing costs.
- It eliminates the daily decision of what to wear.
- It eliminates competition in dress between potential social climbers.
- It standardizes and neutralizes externals, while enhancing individualization in internal values.
- It gives organizational identification, which helps build school spirit.

Dress Code at the School Sponsored Events:

The principles behind the dress code include:

1. Our dress should help develop Christian character and reflect our separation from the world (2 Cor. 6:14-7:1, 1 Tim. 2:9, 10, 1 Peter 3:3, 4). Students should give thought to the following considerations: Is it modest, promoting moral purity? Does it overemphasize the "outer person" versus the "inner person"? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
2. Our dress should support our witness to the world. We are ambassadors of Christ (II Cor. 5:14-20, I Peter 2:12). Students should give thought to the following considerations: Does it support our Christian testimony of a changed, God-focused heart? Could it encourage others toward Him? Is it attractive and neat?
3. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity (Gen. 1:27, 1 Cor. 6:9,10).
4. Our dress should strengthen the sense of community among us (1 Cor. 8:9, Phil. 2:1-4).

Functional, attractive, modest, and neat clothing is our standard. Faddish, sensual, or unduly attention-getting clothing, including tight-fitting, baggy, conspicuously oversized, or sheer clothing, as well as conspicuously dirty, frayed, or torn clothing are not acceptable.

Appearance at School Sponsored Events:

- Hair may not be of unnatural color or style. Length should be above eyebrows for both boys and girls and above ears and collars for boys.
- Make-up must be modest, with no overly trendy colors or styles.
- No makeup or dress-up is allowed before/during school hours, unless for an approved school event.
- Girl's nails must be in natural colors.
- No tattoos or facial piercings are permitted. Girls may have pierced

- ears and wear small, nondestructive earrings.
- Sunglasses, hats and hoods may not be worn in the school buildings.
**Check your school dress code policy for details.*

Energy Soft Drinks and Junk Food/Fast Food:

NCE promotes healthy environment for students: spiritually, academically and physically. Therefore energy soft drinks and junk food/fast food are not permissible at NCE school.

Discipline Procedures - The Three Tiers of Offenses:

NCE school administration may further modify this policy (for example, using a demerit system policy). **Check with the office about your school demerit system.*

The three-tiered level of offenses/discipline approved by NCE school Board has the dual purpose of helping students to develop a personal standard of conduct and of ensuring that the mission and activities of NCE schools are upheld, while the primary goal of all discipline is to bring the offender to a place of restoration. The secondary purpose is to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of a particular offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of an NCE school, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Parent/Student Handbook, judgment will rest upon the principal at each school, in accordance with the published policies.

LEVEL I: This level of offense includes areas usually addressed by the teacher in the classroom or by teacher assistants in the cafeteria, on the playground, or school transportation. This level of violation usually does not involve the principal.

Samples of level 1 offenses: Repeated incomplete homework; excessive noise or running in the halls; gum chewing in the buildings; class disruptions of a minor nature; disobeying playground rules; disobeying school transportation rules; bringing cellphone or electronic devices, or other toys (without teacher approval); arriving tardy to class; public display of affection of a minor nature; dress code violations; and other such offenses.

Samples of level 1 consequences: Extra assignments given by the teacher; detention, written and/or oral apologies; tallies which add up to a more serious consequence; recorded demerits; missed recesses; or any combination of these consequences as warranted. **If a student is sent to the office the first time, he/she will receive a warning.*

LEVEL II: This level of offense goes beyond Level I in regards to severity or repetition of some lesser offense. It is at this level that the principal becomes involved. Teachers or other school staff must report Level II offenses immediately to the principal for discipline.

Samples of level II offenses: Repeated Level I offense; classroom disruption of more than a minor nature; “class removal”; disrespect of staff or teacher; harassment or bullying of another student (including racism); ongoing negative/uncooperative attitude; profanity of any kind; misuse or abuse of school property (restitution is required); deceit in any form toward staff (1st offense); slander or gossip; minor shoving or pushing incidents; cheating; not being where student is supposed to be; or other such offenses.

Samples of level II consequences: In-school suspension, detention, written and/or oral apology, extra written assignment, loss of a privilege, recorded demerits; a phone call and/or a letter may be sent home for every Level II offense committed; and a combination of consequences may be warranted.

LEVEL III: This level of offense is severe enough to warrant probation of the student, immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude, or because of the nature of the offense. Teachers must report Level III offenses immediately to the school principal.

Sample level III offenses: Repeated Level II offense; severe and blatant disrespect; including insubordination; use of profanity that is severe in nature (or repeated); stealing or forgery; repeated deceit of any kind; skipping classes or truancy; vandalism; any use of alcohol; tobacco or drugs (on or off school grounds); false alarms being called in or set off; fighting; any possession of weapons; sexual immorality on or off campus; any criminal offense not including traffic violations; any threatening remarks made to others; or other such offenses.

Samples of level III consequences: Meeting required between parents and the school principal; student immediately placed on probation (if allowed to stay); out-of-school suspension; multiple in-school suspension days; written and/or oral apologies; suspension from extracurricular activities; a record of demerits; required professional counseling; permanent removal from a class with a failing grade (if behavior took place in classroom); or any combination of consequences may be warranted. Any Level III offense may result in immediate expulsion, even without a previous record.

Detention Policy:

Detention is assigned for different violations at the school office level: excessive number of demerits, tardiness, absences, uniform violations, language usage, missed homework, etc.

1. The student is warned.

2. Parents are notified and incident recorded in RenWeb.
3. Parents are notified and the student serves 30 min. after school (or Friday) detention. The student is supervised by the assigned school personal.

** A "no show" results in a fee to the local school office, or doubled detention time and date can be further determined by the office.*

Conduct Probation:

Under certain circumstances, a student in grades K4/K5-12 may be placed on conduct probation. Probation gives the student the opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student might be expelled or asked to withdraw.

Reasons for probation:

- Continued, deliberate disobedience.
- Rebellious spirit, which is unchanged following counsel.
- Continued negative attitude and a bad influence on other students.
- Insufficient academic progress (academic probation).
- Serious breach of conduct inside or outside the school, which has an adverse effect upon the testimony of the school.

Length of Probation:

- Usually one school quarter, assigned by the local school administration.

Consequences of Probation:

- The probationary student will not be permitted to engage in or be a part of the on-going extra-curricular activities of the school for a period of time to be determined by the principal.
- Probationary students are not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role in planning or completion of programs.
- Probationary students will be responsible for their behavior on a daily basis. They will be subject to frequent evaluations and corrective criteria.

Suspension:

The principal may issue a suspension of up to three days as a consequence for misconduct that is either flagrant or repeated. All suspensions result in an unexcused absence for the day(s) missed. There are two types of suspensions:

1. In-school suspension - this is the most commonly assigned suspension and is served at school. The student is isolated for the entire day and

assigned work by the principal.

2. Home suspension - the student is detained and supervised at home by a parent.

**Students may not participate in any school-sponsored activities during suspension.*

Cheating Policy:

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If it is determined that a student has cheated the following actions will be taken (demerits may be assessed in all occurrences):

1st offense:

- Meeting with a teacher. A teacher may assign an alternate assignment.
- A teacher will contact parents via email/phone, explaining specifics of incident.

2nd offense:

- Meeting with a teacher and a 0% on the assignment.
- Student is sent to the school office. The office informs parents via email/phone.

3rd offense:

- 0% on assignment and up to 25% off a total grade for the current quarter.
- Student is sent to the school office. Parents are called to the office.

Inappropriate Affection:

NCE is an educational ministry with an emphasis on the development of godly character. Scriptural precepts warn us against the lust of the flesh. "But put on the Lord Jesus Christ, and make no provision for the flesh in regard to its lusts" (Romans 13:14). We would be out of God's will if we permitted or overlooked inappropriate actions with regard to boy-girl or girl-girl/boy-boy or siblings' relationships. It is our objective to remove temptation and not give Satan a foothold. For this reason, there will be absolutely no hand holding or other displays of affection, either in school or at school events.

Non-Engagement Policy:

Because of the distinct philosophy and goals of this school, an engaged student may not be enrolled.

Search Policy:

NCE school reserves the right to search a student's personal belongings if the school suspects the student has illegal or unauthorized items. The student may be searched without his or her parents' permission. Registration of the student in school constitutes parental permission for such searches. The following items may be searched:

- Automobiles.
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.

Classrooms and Hallways:

It is the goal of NCE school to maintain the classroom in such a way that it has a desirable appearance upon entering. We feel that structure and cleanliness is an important aspect of our Christian life and is also conducive to a learning atmosphere.

1. Sports equipment must be stored appropriately in designated areas.
2. Students' desks must remain in order.
3. Desktops and the area around the students' desks need to be clear of pencils, papers, books, and any general mess at the end of each day.
4. Each student should have a named and designated area for his/her coat, boots, and lunch box. This area is his/her responsibility to keep straightened.
5. Hallways are to be kept clear of clutter: tables, books, papers, & sport equipment.

Playground Policy:

1. No students are allowed to be on playground without supervision.
2. Students must use the playground equipment in proper and safe manner.
3. No tackle football is permitted. Only softballs are allowed, no baseballs.
4. Students are required to keep the playground clean and picked up by using acceptable disposal containers.
5. Children must stay within the playground boundaries and must obtain a teacher's assistance to retrieve any ball that rolls across the street.

**P.E. equipment may not be used on playground.*

School Grass Field Policy:

1. No students are allowed to play on the grass field without supervision.
2. No tag games are allowed.
3. Soccer is allowed only with students who one year or less apart (one grade up or down).
4. Students are required to keep the grass field clean and picked up by using acceptable disposal containers.

5. Students must stay within the grass field boundaries and must obtain a teacher's assistance to retrieve any ball that rolls across the street.

**P.E. equipment may not be used on playground.*

Playground/Grass Field Misbehavior:

1. A conference with a teacher. One recess-time privilege is lost.
2. Student is sent to the office, and a warning is given.
3. Student is sent to the office. Parents are notified via email/phone. Student loses recess privileges for a week.

If misbehavior continues, parents are called to the office for a conference.

Demerits may be assessed for this offence.

Bus Rules (if your school provides bus transportation for students):

Students must follow all established bus rules:

1. Students must be on time at the designated bus stops. If this privilege is abused, use of bussing will be revoked.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Students must await the signal from the driver to cross a road or highway. The crossing must be made approximately 10 feet in front of the bus and in full view of the driver.
4. Students desiring to leave the bus at any other location than their designated bus stop must present to the driver written permission from their parents/guardian.
5. Animals are not allowed on the bus.
6. Students should always get permission from the school office ahead of time when a school friend is invited and going home with the student.

When on a Bus Rules:

**These rules apply on any means of transportation to and from field trips as well.*

1. Obey all instructions from the bus driver.
2. The bus driver may assign seats to students.
3. Students must remain seated at all times.
4. Backpacks should be under the seat.
5. Use a soft voice. No yelling!
6. Keep hands and head inside the bus.
7. Honor God with your words. No profanity!
8. Keep the bus clean. Do not destroy property!
9. Weapons/dangerous items and violence are prohibited.
10. For your own safety, do not distract the driver through misbehavior.

Misbehavior on a Bus:

1. A written notice is sent home to report bus misconduct.
2. Parents will be notified immediately, and the student will be suspended

for one day.

3. The student will be suspended for a week.

If misbehavior continues, the student will lose the bus riding privileges until the end of quarter. Demerits can be assessed for any case of misbehavior on a bus.

**The procedures outlined above may be altered to handle serious infractions, which require immediate suspension or expulsion from school.*

Guidelines for Parking Lot:

Always drive slowly in the parking lot (5 mph)! When picking up or dropping off your child, please park in a designated parking slot. For your child's safety, do not release your child from the middle of the parking lot or drive up and have him/her come to your car. Please follow the posted signs, placards and published rules of traffic provided by the local school/church, and obey designated school officials and/or parent volunteers who direct traffic.

Driving to School for High School Students:

HS students who drive to school must observe the following regulations:

1. Only licensed drivers are permitted to drive cars to school.
2. Cars may be parked in the designated area for student parking.
3. Students are not allowed to drive their cars in the parking lot during school hours.
4. Students are not allowed to leave campus during school hours, unless a pre-arranged notice or phone call has been sent to the school office by a parent.
5. No student may transport other students to or from school without written permission from the passenger's parents.
6. Any immature or unlawful practices, such as squealing of tires, speeding or reckless driving, are not permitted. A fine will be applied to a family account if such damaging behaviors occur.
7. No student is to transport other students to school-sponsored activities unless written permission is given by the passenger's parents, and is on file in the office and approved by the principal.

** The privilege to drive to school may be revoked by the principal if these regulations are not observed.*

Transportation (carpooling):

The school has no official responsibility for carpooling to and from school. For those who wish to help with carpooling, please contact the school office for names of NCE school families in your area. The school will not arrange transportation for you; this is the responsibility of parents. **The same rules apply to any school vehicle transporting students.*

Violence Prevention Policy:

NCE school is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Any act or expression of physical intent against a teacher or any other staff member is cause for immediate suspension or expulsion.
2. Fighting between students while in the classroom or school premises will result in immediate suspension.
3. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

I. Students who possess a weapon or who carry, exhibit, display, draw, or threaten harm with any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrant alarm for the safety of others, shall be subject to discipline up to and including expulsion of one year.

II. "Possession" includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:

- In a space assigned to a student such as a locker or desk,
- On the student's person or property (such as on the student's body, in his/her clothes, purse, backpack, gym bag, or vehicle),
- Under the student's control or accessible or available, such as hidden by the student.

A "Threat" includes, but is not limited to:

- A statement of personal bodily harm with a weapon,
- A statement indicating friends or acquaintances with weapons who will commit bodily harm,
- A statement of possessing a weapon at school or a school function.

A "Weapon" includes, but is not limited to:

- A firearm, which is a weapon or device from which a projectile may be fired by an explosive; or an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other,
- Projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or airguns,
- A slingshot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon,
- A slingshot, which is a forked piece of wood, metal plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles,

- A sand club, chains or metal knuckles,
- A device commonly known as a "throwing star," a multi-pointed objects designed to embed upon impact,
- Any knife, which is a cutting or stabbing instrument with a sharp blade set in a handle,
- A dirk, which is a type of dagger,
- Any device commonly known as "nun-chu-ka" sticks, consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means,
- A stun-gun,
- Any explosive device including fireworks.

III. Any faculty member, staff member, or principal with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the building principal/designee, who shall:

- Submit a report to the appropriate jurisdictional police authority and
- Remove the involved student(s) from school, pending full investigation by school and law enforcement authorities.

NCE school does not allow pocket knives, squirt guns, paintball guns, or any look-alike weapons.

Any student at NCE school violating this policy will be turned over to the appropriate law enforcement agency and will be immediately expelled from the school without exception.

Illegal Drugs/Marijuana/Alcohol/Tobacco Policy:

NCE schools have a zero tolerance policy in relation to students' use or possession of illegal drugs and marijuana, alcohol, or tobacco products. Our school reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing illegal drugs, marijuana, alcohol, or tobacco products. The school office may give a drug test for a suspected student, and parents will be notified. In some circumstances, a student can be asked to take a drug test at the Drug Test Office. If a Drug/Marijuana/Alcohol/Tobacco policy violation is exposed, a student will be immediately expelled from school.

Sexual Conduct Policy:

NCE school holds a zero tolerance position with regard to sexual immorality. Students will be immediately expelled with absolutely no exceptions, if sexual immorality is proven as fact. God has given mankind a clear directive as to the moral standards that we should keep. He has been especially clear that fornication activities are an abomination - sinful perversions of God's gift of sex (See Genesis 19:5-7, 13; Leviticus 18:22, 20:13). The Bible is our rule of faith and

practice concerning these perversions.



VI. GRADING AND EVALUATION STANDARDS

Placement Testing:

Initial placement of students in grades K-12 will be based, in part, on data obtained from the administration of Kindergarten and WRAT4 entrance tests. The test will be administered in accordance with the procedures outlined in WRAT4 administering test book.

Standardized Testing:

The testing program includes the administration of a standardized achievement test battery, and is given to all students (K-12) on an annual basis (TerraNova for K-11, PSAT for 9-11, SAT for 11-12 grades). Additionally, the testing program may include, but is not be limited to, vocational interest, college entrance, criterion referenced in various skill areas and tests of scholastic knowledge. The kind of tests administered will vary depending on the grade level of each student.

Classification of Students:

K 4/K5-1gr.	Primary
1-5 grades	Elementary
6-8 grades	Middle School
9-12 grades	High School

Before a student can advance to a higher grade, he/she must pass all five major subjects (English, math, social studies, science, and Bible) or make them up independently.

- English should be passed each semester or made up independently.
- A student may advance to the sophomore class with at least 6 units.
- A student may advance to the junior class with at least 12 units.
- A student may advance to the senior class with at least 18 units.

Carnegie Unit of Credit:

One unit of credit represents 150 hours of instruction under the direction of a teacher. This unit (credit) is given to a student who successfully completes a class that meets five fifty-minute classes a week for thirty-six weeks.

Guidance and Counseling:

Services are available for students who request assistance or are referred for

school counseling and guidance. Assistance is available in the areas of academic planning, vocational and career interest, and student/family problems.

- 7-8 grades: Plan Ahead
- 9-10 grades: College Bound
- 11-12 grades: Career Pathway

**In the rendering of personal counsel to a student and/or parent(s), NCE school does not represent such services as any substitute for licensed professional counseling.*

In general, the following problems can be handled:

1. Scheduling, including program changes.
2. Graduation requirements.
3. Vocational guidance and information.
4. College entrance requirements and PSAT, AP, SAT I/SAT Subject testing.

Graduation Requirements:

The minimum credit requirements for a High School student to graduate are 28 credits, if the student attended all four years at NCE school.

College preparatory students should also meet the following requirements:

- Take Algebra I & II, Geometry, Trigonometry, Calculus
- Take Biology I & II, Chemistry, Physics
- Take Foreign Language
- Have at least a 3.0 grade point average (GPA) on a 4.0 scale
- Take a college entrance examination (ACT or SAT)

Advanced Placement Program:

The Advanced Placement Program, commonly called AP, offers college level courses. Please contact the school administration if the school has this option available.

Diploma of Graduation:

NCE school will require the following criteria to be matched or exceeded for a student to receive a diploma of graduation, if the student attended all four years at NCE school:

<u>Course</u>	<u>NCE</u>
Bible	4 (4yrs)
English: 4 (4yrs)	
Grammar, Literature	
English, Composition	
Mathematics:	4 (4yrs)

Algebra I & II, Geometry
Trigonometry, Calculus
Social Studies: 4 (4yrs)
WA ST History & Geography 1 (yr)
US History 1 (yr)
World History 1 (yr)
Government 1 (yr)

Laboratory Science: (4yrs)
Basic Science, Biology I & II
Chemistry, Physics

Occupational Education: 2 (2yrs)

Word Processing, Teacher's Assistant, Career Pathway, Yearbook, Home Economics, TSE - A student taking music for two consecutive years may use one for an occupational education credit.

Fine & Visual Arts 1 (1yr)
Physical Education 2 (2yrs)
Foreign Language 2 (2yrs)
Electives 1 (1yr)

Total Credits 28

** 28 credits are applicable for NCE schools in Washington State. Check with your NCE school principal regarding graduation requirements in your state.*

This program is designed to meet the needs of a student who has attended NCE high school for four years. Any student who enrolls after the freshman year will be required to fulfill the state graduation requirements plus yearly expectations of NCE school.

Grading and Report Cards:

NCE school requires parents to attend Parent/Teacher conferences, which are held at least two times per year (after the 1st and 3rd quarters). Students in grades K4/K5 through 12 will be evaluated concerning the academic and behavioral progress two times per quarter: mid-term and end of the quarter progress. Progress reports are issued at the end of each quarter. Report cards for K4/K5 – 6 grades and transcripts 7-12 grades are issued at the end of 1st and 2nd semesters.

Grading Weight:

Letter grades for secondary students (7-12) shall be reported using this formula: 34% daily work (graded daily assignments, i.e. homework, book reports, spelling tests, quizzes, compositions, etc.), 33% unit exams (major exams covering a unit of study), 33% final comprehensive exams (covering the completed quarter). Primary and elementary students' grades are reported simply using a 50/50 formula: 50% for daily work; 50% for tests and major projects.

Academic Awards:

Students who earn a 3.33 to 3.69 grade point average each quarter in 4-12 grades will be placed on the Honor Roll. Students earning a 3.70 to 4.00 grade point average in 4-12 grades each quarter will earn recognition on the Scholar's' List. These students will receive awards for their achievement.

NCE students are encouraged to do their best; this is why teachers nominate one student per class/per month for the most improved student award – “Student of the Month”, or for other approved awards by the local school principal.

Grading Scale:

95% -100% = A	75% -78% = C
92% -94% = A-	72% -74% = C-
89% -91% = B+	69% -71% = D+
85% -88% = B	65% -68% = D
82% -84% = B-	62% -64% = D-
79% -81% = C+	Below 62% = F
	P = Passing
	I = Incomplete

For computing GPA's, the following numerical values are used:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = .7
B = 3.0	C- = 1.7	F = 0

Academic Evaluation:

It is our purpose at NCE school to challenge each student to strive for his/her full potential academically, in each area of learning. Each new student enters school with one quarter for a grace period. After the grace period, any student in grades 4 - 12 who earns a grade point average below 2.00 on a quarterly basis in all academic subjects (Bible, Mathematics, Language Arts, History, and Science) will be subject to academic probation the following quarter.

This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration meets with each student whose GPA is below 2.00 after the mid-quarter reports. The student will be subject to one or all of the following correctional actions:
 - Placement on academic probation,
 - Required study schedule signed daily by parent,

- Restriction of athletic activities,
 - Increase in study time and decrease in activity time,
 - Weekly status report signed by teacher.
3. The student must recover academically, raising his/her GPA back to 2.00 or above by the end of the quarter, or the student may be subject to withdrawal. A decision will then be made to retain the student or request that the parents withdraw the student. By special permission of the principal, a student who has been assessed to have insufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

**If a student does not make an effort toward improvement, it is a misuse of the school's resources, parent's money, and student's time.*

Homework Policy:

Homework is an integral part of the school program. Homework is generally assigned so youngsters can complete regular classroom assignments or work on basic skills. Other reasons for homework may be: to enable a child to make up work missed during absences, to develop study skills, and to encourage creativity. The amount of homework a child is assigned is typically:

- 40 – 60 minutes per day for K4/K5 - 3 grades,
- 60 - 90 minutes per day in grades 4 - 6,
- 90 - 120 minutes per day in grades 7 - 8,
- 120 - 180 minutes per day in grades 9 -12.

A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to monitor student's homework time, especially in elementary grades.

Homework Policy for K4/K5 - 5 Students: Each student is required to complete his/her homework on time. Failure to complete homework on time will result in one or all of the following:

1. The student receives a warning. The student will be held in during recess to complete his/her assignment, according to the discretion of the teacher.
2. The student will be held in during recess or after school to complete his/her assignment. The student's grade will be lowered one letter grade. Parents will be notified.
3. The student will be held in during recess or after school to complete his/her assignment. The student's grade will be lowered two letter grades. Parents will be notified.

If parents will not cooperate with a teacher on the homework policy, the principal will become involved.

Friday school is assigned for not turning in homework habitually. Parents are

responsible to bring their child to the school for 3 hour sessions (9am-12pm). The student will be doing his/her homework with a teacher, and so bring his/her grade up. Note, a student cannot receive more than 85% for his/her make-up work. In case of a no show, a student will receive 0% on all missed work. For any no-show, unless there is an emergency situation, parents are responsible to pay \$15.00

Homework Policy for 6-12 Students: All assignments are to be turned in on the due date, at the beginning of each class or at the discretion of the teacher.

Demerits can be assessed for incomplete homework.

If assignments are not turned in by the assigned date and time, the student will have one day to turn the work in.

1. If the late assignment is still not turned in on the second day, the student will receive 10% off on the late work. Parents will be notified of the late homework problem.
2. 25% is given to all assignments that are turned on a third day after the due date.
3. Friday school is assigned for not turning in homework habitually. Parents are responsible to bring their child to the school for 3 hour sessions (9am-12pm). A student will be doing his/her homework with a teacher to help him/her bring his/her grade up. Note: a student cannot receive more than 85% for his/her make up work. In the case of a no-show, the student will receive 0% on all missed work. For a no-show, unless there is an emergency, parents are responsible to pay \$15.00.

It is very important that each child does his/her own homework. However, parents are encouraged to assist their child when necessary. Collaboration and group work is permissible. However, students need to present their own work. Disciplinary action will occur if homework cheating is discovered amongst students.

Special Projects:

Book reports, compositions, special research assignments, and projects are activities useful in extending learning beyond the basic study of the text and the classroom discussion. Note: in many situations, special projects are part of extra credit work.

Retention Policy:

Retaining students at a given grade level is a procedure practiced when students are functioning at a level significantly below his/her grade level expectation.

Criteria used to determine whether or not a student should be retained: A student must pass English and math in order to be promoted to the next grade. Any student in grades one through eight who earns two "F's" cumulatively for the year will be retained. The principal will notify parents if end-

of-the-year retention is being considered.

**Note, after the second quarter parents will be notified about possible retention for their child. The conference will be scheduled, student's work and tests will be presented to parents, and a probationary contract will be signed. If no improvement is shown during the 3rd and 4th quarters, the student will need to repeat a grade, unless he/she makes up failed classes during the summer.*

P.E. Policies and Procedures:

The physical education program is committed to providing the necessary fitness activities, physical skills, social skills and knowledge for students' success in daily life. The desired outcome of health and fitness is knowledge for student success in daily life. Students are required to dress appropriately for PE classes.

Nonsuit P.E. Discipline Procedures:

1. Nonsuits will not participate in the daily activity, but must stay with the class. Students may be asked to do work-related activity around the gym (sweep, laundry, clean, etc.).
2. The first nonsuit is grace, and does not count against the grade.
3. Each additional nonsuit results in a grade deduction. For each nonsuit after the first one, the student will receive one mark down, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive a credit.
 - Grace/warning.
 - 0% in grade book for that period, parents are notified.
 - 0% in grade book for that period, student is sent to the office,

parents are notified.

Athletic games are part of NCE the school program for students in 6-12 grades and commitment from students and parents are required. A student may be excused for one of the scheduled games, otherwise his/her PE grade will be lowered up to 3% for each missed game. **Continuous violations will require a conference with parents.*



VII. EXTRA-CURRICULAR ACTIVITIES

Objectives:

1. Offer students an opportunity to glorify God in the use of their gifts, knowledge, and understanding beyond the classroom.
2. Expand students' ability to express themselves in all areas of communication and stage performance.

3. Motivate students toward further study in pursuit of knowledge and understanding.
4. Encourage students to develop the ability to remain calm under the pressure of competition and maintain clear thinking and good recall.
5. Provide opportunities for fellowship with students from NCE schools.

Student Council:

The purpose of the student council is to establish a Christ-centered organization which serves to develop Christian character in the student body, by influencing and maintaining high spiritual standards and acting as a mediator between the student body, the administration and the faculty. The student council shall also promote social activities. The student council shall consist of the ASB officers and class representatives.

**Check with your school office about the student council policy.*

Athletic Eligibility:

The participation of students in athletics is an important part of NCE school, yet we believe that academic achievement is more important. We desire that all of our students realize that academics are a priority over athletics. Athletes are responsible for maintaining a G.P.A. at or above 2.0 (C or 75 %) in each class, and must have satisfactory stewardship behavior. If a student athlete fails to maintain this standard he or she will be in jeopardy of participating. The key factors will include the following: homework completed, effort in class, teacher and principal's input.

Athletic Games:

Participation in Athletic games is based on P.E. teacher recommendations. On a regular basis students are required to attend 90% of all scheduled games. Students who follow all established sport guidelines will receive .25 athletic credit at the end of the school year.



VIII. PARENT INVOLVEMENT

Parent-Teacher Conferences:

Parent-teacher conferences are held for all students at least two times a year. Other conferences may be arranged by appointment with your child's teacher when you feel it would be beneficial.

Parent-Teacher Fellowship:

The purpose of the Parent-Teacher Fellowship is service to the total school

environment through sponsoring student activities, fundraisers, and financial assistance. Meetings are held monthly.

Newsletter:

NCE school publishes regular newsletters, which are sent home via email and with students. It is parents' responsibility to read newsletters and be aware all school activities, events, changes in calendar, etc., and to respond promptly with any questions.

Service Block Program – Family Involvement:

The school is dependent upon each family's participation and assistance. Each family is expected to give of their time in involvement in service hours. Students who are in fifth grade or older may help with family hours. The value of this time is calculated at \$10.00 per hour, with a charge for the hours owed at the end of the school year.

**Please contact the local school for exact requirement on service hours.*

Service hours are recorded at the school office. Please ask the school secretary how you can work out your Service Hours.

** Additional service hours/lunch duty are added to families who receive the Tuition Assistance. The office notifies parents about their times of service.*

Complaint Procedures:

If you disagree with a situation in the classroom, communicate with your child's teacher first. If satisfaction is not obtained, the principal should be contacted. If no resolution is achieved, contact the School Board.



IX. EMERGENCY POLICIES

General Emergencies:

Due to the increasing threat of violence targeting schools, we have formulated a lockdown procedure to minimize the potential harm that could befall NCE students and staff. In the event that a lockdown should occur, appropriate communication will be sent home the same day to parents, explaining the event and reassuring them of their child's safety.

Parents coming to pick up students at the end of the day will be signaled that a lockdown occurred by the display of yellow flags in the parking lot. Students will remain in their classrooms for parents to come in and escort students to their vehicles.

Fire Emergency:

Expect drills at least four times per year.

1. Sound the fire alarm
2. Follow evacuation procedures practiced in drills.
3. Do not open hot doors. Check the top of the door for heat before opening it.
4. Do not break windows.

Students follow these rules:

1. Stop all activity at the sound of the alarm.
2. Walk immediately toward the exits.
3. The first person to a door holds it open for the rest.
4. Students walk silently, in single file.
5. The leader of the line walks to the edge of the grounds.
6. Students stand quietly while the teacher calls roll.

Teachers do the following:

1. Check restrooms and privilege areas for stragglers.
2. Take the daily attendance sheet.
3. Follow the students outdoors.
4. Call roll to verify everyone is out.
5. Bring students back inside following the all-clear signal.

Once the building is secure, the school principal will instruct teachers and students that it is safe to re-enter the building. The “all clear” signal will be announced by the office employee.

Earthquake:

1. Instruct students to “Duck and Cover”.
2. Get immediately under a desk or table.
3. Face away from windows.
4. Squat on knees close to ground.
5. Cover neck and sides of head with one hand behind the neck. Hold firmly to a desk or table leg with the other hand.
6. Close eyes tightly.
7. If in a large room or where a desk or table is not available, stand in a doorway or corner facing away from windows.
8. If in an interior stairway, move to the wall and take the *personal protective position* (squat on knees close to ground, cover neck and sides of head with one hand behind the neck.)
9. Remain calm and reassuring.

School Lockdown:

Lockdowns prevent unwanted intruders from entering the building. A lockdown protects the staff and students from external or internal threats. Students are to remain in the same location they are in when a lockdown is announced.

During a lockdown no persons will be allowed to enter or leave the building. In the event a lockdown goes beyond the normal school day, parents will be notified of pick up procedures via phone calls or emails.

In the event of a lockdown teachers will:

1. Close and lock classrooms and windows, pull shades and cover windows in doors.
2. Keep students away from the windows and doors. Turn off lights.
3. Listen to announcements on the intercom (“lockdown with warning” vs. “lockdown with intruder”).
4. If gunshots or explosions are heard, students will be instructed to lie on the floor.
5. Resume activities/classes only after the signal “all clear.”

Evacuation Plan:

In an emergency, it may be necessary to evacuate students from the school or campus. In the event the building is deemed dangerous, students will be evacuated to an on-campus or off-campus location, depending on severity. Examples of reasons for building evacuation are earthquakes, fire, water damage etc. Other examples of reasons for campus evacuation are environmental pollution or natural disaster, etc. In the event of a campus evacuation, the location that students will be transported to will be determined by the principal. Parents will be notified by the office personnel by phone, email and/or school websites.

Procedures for Student/Parent Reunification:

1. Parents report to the designated request gate. Parents will need to fill out a release form and show picture ID.
2. A runner will escort the requested student to the pickup area.
3. After completing the release form, the parent will be instructed to go to the pickup area. The parent will then fill out a pick up form indicating they picked up their child.

These procedures are important for safety and security. During an evacuation, the main doors will be locked. Your patience and support will be required, as we work to assist you in retrieving your child.

This Parent-Student Handbook presented policies and guidelines that have been worked out during ten years of Northwest Christian Education ministry. In case of conflict with the established policies, the School Board will assist in finding solutions.