

NORTHWEST CHRISTIAN HIGH SCHOOL

STUDENT/PARENT HANDBOOK



Revised Fall 2014

GENERAL INFORMATION

School Contact Information

4710 Park Center Ave. NE
Lacey, WA 98516
(360) 491-2966 - phone
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Website: www.nchs-olympia.org
Email: info@nchs-olympia.org

Administrative Staff

Principal	Terry Ketchum	tketchum.nchs@gmail.com
Administrative Assistant	Christina McNair	cmcnair.nchs@gmail.com
Parent/Teacher Liaison	Ann-Charisse Koukal	akoukal.nchs@gmail.com
Athletic Director	Jeanette Lindstrom	jlindstrom.nchs@gmail.com
International Student Program	Diana Downey	isp.nchs@gmail.com

Hours

School Hours: 8:30 a.m. – 3:30 p.m.

Office Hours: 8:00 a.m. – 4:00 p.m.

Nickname / Mascot

Navigators / 'Navi' the Gator

SAT / ACT School Code

480-834 (For use when registering to take the SAT/ACT tests)

Mission Statement

It is the mission of Northwest Christian High School to assist the family by providing a Christ-centered, Bible-based education that inspires each student to pursue excellence in moral character, academics, and servant leadership.

Statement of Faith

We Believe . . .

- We believe the Bible is the inspired, infallible and authoritative Word of God, without error in the original writings. The 66 books of the Old and New Testaments are the unique, full and final authority.
- We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons - Father, Son and Holy Spirit - each of whom possesses equally all the attributes of deity and the characteristics of personality.
- We believe that all people have sinned and come short of the glory of God and that, for the salvation of lost and sinful people, regeneration by the indwelling of the Holy Spirit through faith in our Lord Jesus Christ is absolutely essential.
- We believe in the deity and virgin birth of our Lord Jesus Christ; that He died upon the cross as a substitutionary sacrifice for the sin of the world; that He rose bodily from the dead and ascended into Heaven, from whence He will return with power and glory.
- We believe that only by God's grace and through faith alone we are saved. It is impossible for people, in whole or in part through works, to save themselves. (Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

Educational Philosophy

Our philosophy is based on a God-centered view that all truth is from God, and that the 66 books of the Holy Bible are the inspired and the only infallible authoritative Word of God, which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot know God

except by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to His Lordship.

Our aim is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life — at home, at work, at play and at worship — all grounded in the Christian concept of love.

Our energies will be focused to promote high academic standards while helping the students achieve skill in creative and critical thinking. The objective of our instructional program is to enable the student to pursue excellence in moral character, academics and service to others.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone - the Scarlet Thread must be woven through the total curriculum. We will permit or employ only those types of activities in the classroom and throughout the school program, which will facilitate this basic philosophy. The spiritual must permeate all areas or else we become curriculum and/or academic-oriented rather than student-oriented.

Code of Conduct

Out of respect for self and others, each student is required to:

- Be honest (no stealing, cheating, lying or any other form of deception).
- Dress: follow the school dress code.
- Show respect for people and property.
- Be on time to classes—prepared and seated when the final bell rings.
- Speak and act in a cooperative and courteous manner.
- Complete class work and homework on schedule.
- Be tobacco, drug and alcohol free.
- Be weapon free.
- Allow teachers to teach.
- Follow all directions immediately.

Admission

Acceptance and Probation

Upon acceptance, each new student is automatically placed on probationary status for one quarter. Students on probation are evaluated regularly to see if they are adjusting to the school and its rules. Students who are having difficulty adjusting will be counseled. Students who pass the probationary period are then accepted as permanent students. For some students, specific circumstances may warrant further probation.

Student Life

Attendance

General Guidelines

Regular school attendance and punctuality are essential to student achievement. Students and parents/guardians must guard against excessive absences. No more than thirteen (13) absences are permitted per class/per semester. This includes absences for medical appointments, illnesses, vacations, etc. Unique circumstances, such as long-term hospitalization or convalescence due to illness or injury, will be handled on a case-by-case basis by school administration.

If a student exceeds thirteen (13) absences in a given semester, disciplinary action will be handled on a case-by-case basis by the school administration and school board. Excessive absences (more than 13 per semester) may require remedial work or loss of credit.

- Students are required to attend all assigned classes and to be in class before the final bell sounds.
- Requests for permission to leave campus should be submitted to the high school office BEFORE the student's first class.
- When a student will be absent from school, we ask that the school be notified by 8:25 a.m. on the day the student is absent. For planned absences, refer to the appropriate section below.
- Each time a student leaves campus, his/her parent/guardian must sign the student out in the office prior to the student leaving campus, and the student must sign back in when returning the same day. If a student is driving him/herself and has submitted a parental note indicating their approval for the student to leave campus, the student will sign him/herself out and back in if returning the same day.
- Partial-day absences on any school day should be presented to the office either prior to the absence, or on the same day of the absence. Students must bring

a written request from the parent prior to the appointment and must sign in/out at the office. Students cannot be allowed to leave campus without parental permission.

Absences

It is the desire of NCHS to help our students attain skills that will be necessary for successful completion of high school, and, as young adults following high school.

These skills include responsibility, punctuality, accountability, and good work habits.

An *excused absence* is granted when the student's parent/guardian provides a written note to the office, or speaks with administrative personnel, explaining the reason for the absence.

- From the day of returning to school, students with excused absences must comply with individual teacher make-up policy.
- Exception to this policy will be at the discretion of the teacher with the approval of the Principal.

Students benefit from being in class every day. Much of what happens in a class cannot be made up. *Planned absences*, such as family vacations, family outings, mission trips, etc., taken by students during the school year are discouraged because they interfere with the student's academic progress and success. In an effort to accommodate families, and at the same time, effectively manage the additional administrative/teaching challenges related to these *planned absences*, the following policies are upheld at NCHS:

- A two (2) week notice must be given to the teacher(s) prior to the *planned absence* and a written note submitted to the NCHS office;
- The student will comply with each teacher's policy for assignments, quizzes and tests that fall within the planned absence.

An *unexcused absence* is one in which the student has been absent but has not provided a note from his/her parent/guardian, nor has the parent/guardian spoken with administrative personnel, explaining the reason for the absence. At a teacher's discretion, work may, or may not, be permitted to be made up in the case of an unexcused absence. If allowed to be made up, the grade will be reduced according to the teacher's guidelines. If work is not turned in according to the timeline presented by the teacher, a zero is recorded in the grade book.

Truancy

Students who are absent without parent/guardian knowledge are considered truant. No work will be accepted for the classes missed. Missed tests or quizzes will receive a failing grade.

Tardiness

Developing a habit of punctuality is important for the student, not only in school, but throughout life.

- A student who arrives in class after the final bell has rung, and who has no authorization from a staff member, shall be recorded as tardy-unexcused;
- Three unexcused tardies in the same class will result in work detention.
- A student arriving at the school after 8:30 a.m. is to report to the office to check in;
- Students who arrive at school tardy, with a parental note, will have an excused tardy. Valid excuses for being tardy may include being detained by an auto accident, unexpected roadwork, a family emergency, etc.;

Students are responsible for all work missed due to their tardiness. Students who are unexcused tardy to a class are subject to disciplinary measures outlined in the guidelines for that particular class. Chronic tardiness will result in an extended “work detention” to be determined by the administration, and a letter home to the parent/guardian.

Chapel

Chapel is a requirement for all NCHS students, including part-time students. Any exception must receive approval from the Principal. Chapel is not intended to replace church in students’ lives. Regular Chapel begins at 11:05 on Wednesdays and students are to be present in the chapel at that time.

Closed Campus

For safety and security purposes, the Foundation Campus is a closed campus that requires students to remain on campus and within the confines of the High School and the sidewalk area surrounding the High School during school hours. Only second semester seniors may have earned the privilege to leave campus during lunch at a date specified by School Administrators. Other exceptions must receive approval from school administration, including, but not limited to, seniors leaving the campus when they have no class. For occurrences of this nature, the student must have a permission letter, signed by the parent/guardian, authorizing their departure from campus. The student will sign out at the office when leaving the campus and sign in upon returning.

Privileges

- Students are not permitted to be in unauthorized areas or to leave campus from the time they arrive on campus until the last scheduled class. Any student who leaves the campus during the day without prior approval will be subject to suspension.
- The parking lot is off limits during school hours except for the purpose of coming to and leaving the campus. Loitering and/or horseplay in and around the parking lot before, during or after school is not allowed. This rule applies to

- non-driving students as well as drivers.
- Parking permits will be issued. All vehicles in the student lot must have the permit in full view. Students in unauthorized spaces are subject to a \$10.00 fine. If a student repeatedly parks in an unauthorized space, their parking permit will be revoked and will not be allowed to park on campus..
 - Reckless driving or speeding on campus will not be tolerated. The five (5) mph speed limit will be enforced. Violators will receive a work detention for the first driving infraction. After the second infraction, violators will have their parking permit revoked and will not be allowed to park on campus.

Dress Code Philosophy

NCHS Dress Code Philosophy

It is our desire as a school to **HELP** one another become more Christ-like in every area of our lives - including the way we dress and appear to others. Thus, we will strive always to...

Honor God with how we look.

"And whatever you do, in word or deed, do all in the name of the Lord Jesus" (*Colossians 3:17*).

Esteem others more highly than ourselves.

"Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others more highly than himself" (*Philippians 2:3*).

"Yes, each of us will have to give a personal account to God. So don't condemn each other anymore, but decide instead to live in such a way that you will not put an obstacle or stumbling block in another Christian's path" (*Romans 14:12,13*).

Look to leadership for our example.

"Submit to one another out of reverence for Christ" (*Ephesians 5:21*).

"Let everyone be subject to those in authority over them. For there is no authority except from God, and the authorities that exist are appointed by God" (*Romans 13:1*).

Pursue purity and reject worldliness.

"And so dear brothers and sisters in Christ, I plead with you, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind" (*Romans 12:1-2*).

Dress Code Description

It is the desire of NCHS that students live and conduct themselves in a manner pleasing to God. Standards for appearance can be a means of building character in the lives students. Careless, immodest, or extreme dress is often accompanied by poor or inappropriate behavior. Students' appearance should be neat, clean, modest, and conducive to a positive, consistent Christian witness. All clothing is to be clean, in good repair, not torn nor frayed; clothing should not be overly tight and should fit properly. The following elements of the NCHS dress code are intended to serve as tools in fostering academic excellence and positive character development:

	Boys	Girls
Top	T-shirts, polo shirts, collared shirts, sweatshirts, sweaters. Must be clean and without tears and holes. Must be long enough to cover the midriff front and back, both when the arms are extended overhead and/or when sitting, squatting, or bending over. No inappropriate pictures, slogans, or language. No tank tops.	T-shirts, polo shirts, collared shirts, blouses, sweatshirts, sweaters. Must be clean and without tears and holes. Must be long enough to cover the midriff front and back, both when the arms are extended overhead and/or when sitting, squatting, or bending over. Visible cleavage not permitted. No inappropriate pictures, slogans, or language. No tank tops. Sleeveless tops or cap sleeves must have at minimum a two-inch width (shoulder to neck).
Bottom	Pants, jeans or shorts (no shorter than 2 inches above the knee at any time). Must be clean and have no holes or fraying. No "sagging" pants/shorts. No visible underwear or skin. No jersey sweats or shorts. Athletic warm-ups and shorts permitted.	Pants, jeans, shorts, dresses or skirts. Dresses, skirts and shorts no shorter than 2 inches above the knee at any time. Must be clean and have no holes or fraying. No "sagging" pants/shorts. No visible underwear or skin. Athletic warm-ups and shorts permitted.
Hair/Grooming	Must be neat and clean; no longer than top of collared shirt in back; no longer than bottom of ears on the sides, and no longer than eyebrows. Facial hair must be neat and well-trimmed. No extreme hair styles or unnatural coloring.	Must be neat and clean. No extreme hair styles or unnatural coloring.
Accessories	No earrings, gauges/plugs, pierced-body jewelry or visible tattoos. No hats, caps, hoods worn inside buildings during school hours. No sunglasses to be worn in buildings during school hours.	No more than two modest size earrings per ear. No gauges/plugs, or other pierced-body jewelry or visible tattoos. No hats, caps, hoods worn inside buildings during school hours. Makeup in moderation. No sunglasses to be worn in buildings during school hours.

Shoes	Appropriate for the activity.	Appropriate for the activity.
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Formal Dress:

A student wearing clothing deemed to be inappropriate by administration, staff, or chaperones will be asked to change or leave the event. If in doubt about an article of clothing, the student should ask at the school office prior to the event.

Sporting Events:

Hats, sweat suits or warm-ups may be worn during school-sponsored sporting events. Athletes will be asked by their individual coaches to adhere to a higher standard of dress on game days and when traveling.

Dress Code Enforcement Policy:

- First Offense: The student will be sent to the office to procure appropriate clothing. When available, the student may be given something from the clothes closet or the parent will be called to provide alternative clothing.
- Second Offense: Will be handled as the first offense, plus an after school “work detention”. Parents will be notified.
- Third Offense: In the unlikely event that a third violation occurs, the issue will no longer be considered a dress code violation, but instead as a rebellious and contrary attitude. This will be dealt with in accordance with NCHS behavior standards (Level 2).

Student Illnesses/Injuries

Students who become ill or injured while at school will be sent to the office. Parents will be contacted. At the discretion of the parents, the student may be released to either the parent or a designated individual. Under no circumstance are students to leave the campus without signing out in the office. If a student has had a fever of 100 degrees or more within the past 24 hours, he/she should stay home until he/she has been fever-free for 24 hours. If a student has had diarrhea or has vomited within 24 hours, he/she should stay home.

Medications at School

By law, the parent or legal guardian of any student who is using medication must provide a completed medication form, obtainable through the school office. All medication, including over-the-counter medications, must be turned in to the school office, and taken under supervision/observation of NCHS office staff. Any student who is required to take topical, over the counter, or prescription medication (i.e. Tylenol, cough drops, Neosporin, etc.) must be assisted by school personnel. Oral medication is

defined as either prescription medication or over-the-counter medication (such as Tylenol, cough syrup, Benadryl, etc.). There is no distinction between them.

All oral medication must be accompanied by signed permission from both the parent/guardian and the physician/dentist. There is no grace period in which to obtain the signature. It must accompany the medication on the day it is to be given. All oral medication being given for longer than 15 days must have additional instructions from the physician/dentist, prior to the end of the original 15-day prescription. All medication must be in the original container.

Student Visitation

Northwest Christian High School is a closed campus and requires both parent/guardian permission as well as the principal's permission for a guest student to visit. Any person desiring to invite a guest on campus must justify having a visitor and secure permission twenty-four hours before the actual visit. Visitor Permission Slips are available in the office and must be completed and returned at the time of the visit. All visitors must sign in at the office upon arrival and sign out when leaving campus. The visitor's behavior should be appropriate and not conflict with classroom procedures or school rules; clothing should also be in accordance with dress code or the visitor will not be permitted to stay.

Student Government

Being involved in student government is both a privilege and a responsibility. Benefits include on-the-job leadership training, leadership retreat, valuable experience, and a listing of accomplishment on the high school transcript (which is valuable when seeking admission to college). Officers in Student Council fall into one of two categories; ASB (Associated Student Body) or Class Officers. Each class elects class officers, and the entire student body elects ASB Officers.

Behavior Standards and Discipline

Northwest Christian High School's mission statement emphasizes the goal to inspire "each student to pursue excellence in moral character, academics, and servant leadership." The development of moral character in academics is among our chief objectives for students as they prepare for college/university and life beyond high school.

We value academic honesty and integrity very highly and will follow the policy below for all instances of cheating, plagiarism and other forms of academic dishonesty.

NCHS Consequences for cheating and plagiarism

- The teacher will provide written documentation of the offense to the office. The offense will be logged in the student's behavior log in *School Master*.
- The teacher, in consultation with the Principal, will determine whether or not the student receives a "0" on the assignment/quiz/test.
- The parent/guardian will be notified.

If a student repeats the practice of cheating or plagiarism, subsequent consequences will result and may include a parent/guardian conference, suspension from school, an in-school suspension, a grade of "F" in the class for the semester, and/or possible expulsion from Northwest Christian High School.

Discipline and Level of Offense

In addition to cheating and plagiarism, discipline for other offenses may be necessary. The following serves as guidelines followed by NCHS.

Level 1 Offenses

Including, but not limited to, the following:

- Talking during a test
- Verbal/physical abuse
- Profanity
- Dress code violation
- Disruptive behavior
- Inappropriate hallway behavior
- Disrespect to others
- Physical Display of Affection
- Cell phone usage (Cell phone may be sent to the office)

Level 1 Consequences

Any teacher or staff person has the authority to correct student behavior through utilizing one or more of the following procedures:

- Counseling from God's Word

- A verbal warning
- Asking student to write a paper detailing the offense and alternative behaviors
- Referring the student to the Dean of Students or Principal for disciplinary action
- Recommending “work detention”

NCHS Work Detention

A student may be placed on “work detention” for failure to follow school rules. The amount of work detention assessed is dependent on the severity and the number of times a rule has been violated. The Principal will review the request for and administer appropriate consequence. Multiple work parties for a student during the school year may result in suspension.

Serving a Work Detention

Work detention is designed as a measure of corrective discipline and involves doing work around the school - cleaning windows, sweeping walkways, cleaning bleachers, etc. Work detention typically begins after school dismissal and will last one hour from 3:45 to 4:45 or until the assigned task is complete. Tardiness or absence from work detention could result in detention time being doubled or other discipline as prescribed by the Principal. No student will be excused from serving detention because of employment, athletic practice or games.

- When a student is assigned work detention, the appropriate form will be mailed home, then returned to the office with a parental/guardian signature.
- A \$5.00 fee will be assessed for each work detention, payable on the date of the assigned work.
- The receipt of a third work detention may result in an extended work detail to be determined by the Principal.

Level 2 Offenses

- Including, but not limited to, the following:
- Repeated level 1 offenses
- Stealing
- Sexual or verbal harassment
- Possession of pornography in any form
- Failure to yield to correction and/or rebellious attitude
- Defacing/vandalism of school property
- Fighting on school property
- Leaving campus without permission
- Vulgar, obscene, or abusive behavior
- Forgery of parent/guardian/school administration signature
- Lying
- Unsafe driving on school property

Level 2 Consequences

- Counseling from God’s Word by Dean of Students or Principal

- Suspension from school or in-school suspension.
- Parent/guardian conference.
- Disciplinary contract as deemed necessary
- Additional consequence as deemed appropriate by school Principal.
- The length of suspension is dependent on the severity and the number of times a rule has been violated. The school Principal with the approval of the school board will administer suspension.

Level 3 Offenses

Including, but not limited to, the following:

- Repeated level 2 offenses
- Display of gang sign or dress
- Possession, or pretended possession of drugs, alcohol, or tobacco products
- Sexual immorality
- Possession, or pretended possession of weapons and/or explosive devices
- Death threat or other violent threat against any person

Level 3 Consequences

- Immediate suspension from school. The length of suspension to be determined by the school Principal in consultation with the Superintendent of Schools
- Parent/guardian conference
- Disciplinary contract as deemed necessary
- Additional consequence as deemed appropriate by school Principal and/or Superintendent of Schools.
- Possible expulsion

A student may be expelled for violations of school rules. A recommendation for expulsion will be forwarded from the school Principal to the Superintendent of Schools. If warranted, the recommendation will be forwarded to the School Board. The School Board will review the request for expulsion and may contact appropriate staff, student, and parents to determine the appropriateness of the request. Witnesses may be called to testify to substantiate the request for expulsion. The School Board may choose to reduce the request for expulsion to a lesser form of discipline.

Sexual Harassment

"Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself...But among you there must not be even a hint of sexual immorality, or any kind of impurity...Nor should there be obscenity, foolish talk or coarse joking. . ." (Ephesians 5:1-4).

It is the policy of Northwest Christian High School to maintain a working and learning environment for all its employees, students, parents, volunteers, and others involved in school activities, that is God-honoring and conducive to spiritual and emotional growth. As well, NCHS will strive to provide fair and equitable treatment in all aspects of campus life, including freedom from sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, innuendos, verbal and/or physical contact of a sexual nature when:

- Submissions to or rejection of the conduct or communication is either explicitly made a term or condition of an individual's employment, grades, work opportunity, or other benefit, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile, or offensive school or work environment.

Weapons & Violence

Northwest Christian High School has a *no tolerance* policy involving threats or *perceived* threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students, faculty, and staff from physical, mental, and emotional harm. Therefore, if a student brings a weapon to school, has a weapon in his/her possession, pretends to have a weapon in his/her possession, or threatens to bring a weapon to school, the school will immediately suspend the student and recommend expulsion to the Superintendent of Schools and to the school Board. Parents are advised that the school will contact local police and/or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to:

- having a weapon in a locker, desk, pocket, book bag, purse, or vehicle;
- having a weapon under his/her control or the weapon is accessible or available to the student (such as hidden by the student)

If the school determines that any threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the Superintendent of Schools, the school Board, appropriate authorities and parents. Students making such threats will be immediately suspended with recommendation given to the Superintendent of Schools and the school Board for expulsion of the student(s). For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension and any follow-up disciplinary action for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue

enrollment in the school until the counselor advises the school in writing that the student, in the counselor's opinion, does not present a threat of danger. If the threat involves a statement that a weapon will be brought to school or to a school function, the school will immediately suspend the student. At this stage, the credibility of the threat is not relevant. Once the investigation has been completed, the student will be expelled if warranted. Regardless of any statutory requirements, the best response is to report such incidents to appropriate law enforcement authorities.

RCW 9.41.280 Possessing dangerous weapons on school facilities-penalty-exceptions.

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- a. Any firearm;*
- b. Any other dangerous weapon as defined in RCW 9.41.250;*
- c. 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;*
- d. Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;*
- e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or*
- f. (i) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or*
(ii) Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

In addition to the above, no knife is to be in a student's possession while on the school premises or at a school function.

Academics

Homework

Parents are urged to contact the school if the student is experiencing academic difficulties. There are two primary goals for homework: to reinforce the learning process begun in class and to develop a routine that will aid in their college success. Homework journals are highly recommended. If a student is ill, acquiring homework assignments is the student's responsibility. Books needed may be picked up at the school office, but this request must be made at the beginning of the school day when the parent phones in the reason the student will not be in school.

Math Advancement/Placement

Students must have at least a "C" in math for the second semester in order to advance to the next level.

Parent/Teacher Conferences

Parent/teacher conferences will occur on a set determined by the administration during the first quarter. We believe that excellent communication between NCHS and our students' families is critical to the success of each of our students. Therefore, additional conferences can be arranged if deemed necessary by either our NCHS staff or parents.

Progress Reports / Report Cards / Grading

Student Progress Reports (Mid-quarter grades) Process

- At the midpoint of each quarter, a progress report, which reflects positive and negative progress, is available on School Master.
- "Incompletes" must be made up within 10 school days after the end of the grading period. If not made up satisfactorily, students will receive an "F" for that grading period.

Report Cards (quarterly/semester)

Marking

- When a student is enrolled in class for a minimum of three weeks, a grade will be issued.
- There are four nine-week grading periods.
- Quarterly grades will be available on School Master. Semester grades will be mailed to the student via USPS.

Grading Scale

<u>Percentage</u>	<u>Grade</u>	<u>Grade Point</u>
93-100	A	4.0
90-92	A-	3.7
88-89	B+	3.3
82-87	B	3.0
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1.0
60-61	D-	0.7
59	F	no credit

Graduation Requirements / Current Class Offerings

Course Category	Credits Required	Classes
Bible	1 year for each year at NCHS	Bible 9 & 10, Bible electives
English	4 years	English Enhancement, English 9 & 10, Honors English 9, American Literature, Honors American Literature, British Literature, Honors Brit Lit, Journalism, Creative Writing, Publications
Math	3 years (4 years for Honors Diploma)	Pre-Algebra , Algebra 1, Algebra 2, Geometry, Pre-Calculus, Calculus, AP Calculus, Statistics, Discrete Mathematics
Science	3 years (4 years for Honors Diploma)	Physical Science, Biology, AP Biology, Physics, Chemistry, AP Chemistry
Social Studies	3 years	US History, AP US History, World History, Economics, Government
Foreign Language	2 years (in same language)	Spanish 1, 2, 3, 4; American Sign Language (ASL)
Fine Arts	1 year of performing and/or visual	Art, Choir, Guitar, Advanced Guitar, Photography

	art	
Public Speaking	1 year	Public Speaking
Health and Fitness	2 years	Completion of a sport season (.5 credit/year to a maximum of 2.0 credits)
Occupational Education	1 year	Office Skills, Teacher Assistant, Grounds Maintenance, Culinary Art, Technology/Computer, Leadership, Academic Proficiency Skills, Consumer Business. Other classes may count toward occupational education credit as determined by the administration
Electives	1 or more years	Any classes taken beyond the other requirements. Examples are: Yearbook, Computer classes, Creative Writing, Choir, Academic Proficiency Skills, Culinary Art.
Senior Culminating Project Seminar	Successful completion	Visit the school website at www.nchs-olympia.org for up-to-date information regarding Senior Culminating Project Seminar.
<ul style="list-style-type: none"> • 25 minimum credits required to graduate with a standard diploma. • 27 minimum credits required to graduate with an honors diploma. Students are required to have 4 years of Math and 4 years of Science for the additional credits and a 3.5 GPA. • Cross enrollment & Running Start can be credited as part of your coursework. • Education programs taken outside school can also be given credit if approved. 		

Valedictorian / Salutatorian Criteria

Valedictorian Criteria

- Attendance at Northwest Christian High School for junior and senior years at full-time status
- Have the highest grade point average for four years of high school
- Meet the minimum requirements for graduation
- Maintain the standards set forth in the Northwest Christian High School "Code of Conduct"

Salutatorian Criteria

- Attendance at Northwest Christian High School for junior and senior years at full-time status.
- Have the second highest grade point average for four year of high school
- Meet the minimum requirements for graduation
- Maintain the standards set forth in the Northwest Christian High School “Code of Conduct”

Criteria for Receiving a NCHS Diploma

- A student who has been a full-time home-schooled student through the junior year must attend NCHS full-time for their senior year to establish a GPA.
- For a transfer student, the previous high school transcript grades will be entered on our rolls and evaluated to determine the NCHS classes needed to meet NCHS graduation requirements.
- For students who have been enrolled full-time at NCHS as freshmen and sophomores and enter Running Start or New Market Vocational Skill Center as a part-time junior or senior, a combination of grades from both institutions for credits will be added to the student’s transcript for an NCHS diploma (this assumes equivalencies to meet NCHS required credits).
- Students attending Running Start or New Market must take four (4) classes at NCHS during their Junior and Senior years.

Criteria for Receiving a NCHS Honors Diploma

- For students who have been enrolled full-time at NCHS until their senior year and enter New Market Vocational Skill Center as a part-time senior, a combination of grades from both institutions for credits will be added to the student’s transcript for an NCHS diploma (this assumes equivalencies which meet NCHS required credits).
- A student who has been a full-time home-schooled student through the junior year must attend NCHS full-time their senior year to establish a GPA.
- For a transfer student, the previous high school transcript grades will be evaluated to determine the NCHS classes needed to meet NCHS graduation requirements.
- For students who have been full-time at NCHS for the first three years and are close to completing requirements, a minimum of two NCHS credits are required during their senior year.
- Students must earn a 3.5 (minimum) cumulative GPA and 27 credits to earn an NCHS honors diploma. Students are required to have 4 years of Math and 4 years of Science for the additional credits.
- Students must take upper level courses such as British Literature, American Literature, Economics, Government, US History, Chemistry, Physics, Biology, Pre-Calculus, Calculus.
- Students may not be enrolled in adaptive or international student courses during the junior and senior years.

Transcript Release

Transcripts are the property of NCHS and may be released to a parent upon request. However, when released to a parent, the transcript will be marked "Unofficial". When responding to a request from a college, transcripts will be mailed directly to that college from NCHS and will be "Official". Any missing books must be returned and all fees paid before any form of transcript will be released.

Class Schedules / Changes

Class schedules for the student will be the responsibility of the Administrative Assistant in consultation with the Principal. Student schedules are determined based on student progress to fulfill graduation requirements, available electives, courses being offered during a given year, and class sizes. Completed schedules are sent to students via mail prior to the beginning of the school year. Class change forms are available for students to complete in concert with parental/guardian involvement. Requested changes will be considered but not automatically honored. At every decision point, the educational interests of the student and his/her potential college placement will be considered.

Athletics and Physical Education

Athletics

All athletes must maintain a 2.3 GPA at the mid-quarter and the end of the quarter checkpoints to retain eligibility status. Participation in athletics is considered a privilege at NCHS. Full participation in a sport (completion of the season) will result in .5 PE credit. A sport's fee will be charged for each sport season and is due before the first practice. Fees may vary depending on the sport. Consult with the Athletic Director at NCHS for complete information regarding the athletic program, requirements and regulations.

NCHS operates its athletic program under the authority of the WIAA and strictly adheres to its regulations, policies and practices.

Physical Education

Physical education is an important part of a student's overall development and education. Students are required to complete two credits (years) of PE (which includes .5 credit Health), but may take more as elective credit, schedule permitting. Consecutive days of excused P.E. absence are accepted only for medical excuses written by a medical doctor.

Parent Participation

Booster Club

The NCHS Booster Club is a non-profit, parent-organized group that supports and promotes all activities at Northwest Christian High School.

Its mission is to support and serve the entire NCHS community in an effort to enhance and expand the school's quality education and extra-curricular activities. It strives to develop a united team whose efforts will secure the highest advantages possible for NCHS students in a Christian school environment as they mature in their spiritual, physical, mental and social education.

Booster Club Goals:

- To initiate and participate in special projects;
- To encourage active participation from all parents;
- To volunteer time and resources;
- To encourage community awareness and support of NCHS;
- To show appreciation and support to NCHS staff;
- To facilitate the support of NCHS sports and other activities through fundraising.

Family Stewardship / Community Service

NCHS provides an educational environment that kindles the curiosity in its student to discover, to think creatively and to find joy and confidence in relationships with others. Family involvement in their scholastic experience is essential.

As you know, providing an education is an expensive endeavor, however, our School Board is committed to keeping tuition costs as low as possible. Community Christian Academy and Northwest Christian High School are not subsidized. The costs of operating the school are not fully covered by tuition. Therefore, we rely on your generosity - both time and financial support for specific projects and fundraisers - to help keep tuition down. Parent involvement over several years can save the school thousands of dollars.

To enable parents to be involved, the School Board has developed a FAMILY STEWARDSHIP AGREEMENT as a vehicle for organizing help, keeping tuition costs down, and building relationships with families. Each family will be expected to fulfill 20 hours of stewardship commitment for each school year. Additional hours of service are, of course, greeted with enthusiasm and greatly appreciated.

The Family Stewardship Agreement follows these guidelines:

- Families may volunteer during the school year as well as during the summer.
- Each family serves 20 hours of stewardship time or could choose to pay \$10.00 per un-worked hour. Parents, kids, grandparents, aunts, or uncles can fulfill Parent Stewardship Agreement hours for the family.
- It is the parents' responsibility to keep track of and turn in their Family Stewardship Agreement hours to the office.
- Parents who wish to pay \$10/hour instead of serving stewardship time may do so before January 31.
- If Stewardship hours are not completed each year, \$10.00/un-worked hour will be charged to your account.

While attending high school, each NCHS student has a requirement of serving 10 hours per year in **community service**. While this may be completed in a variety of ways, one option is to help out on campus.

Parent/Guardian Visitation

Parents are encouraged to visit NCHS at anytime. No appointment is necessary. However, when visiting, it is necessary to check in at the office and obtain a visitor ID.

Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending; alumni (graduates) of the school, church personnel; and guests invited by a teacher or staff. Others may be welcome, but should be approved ahead of time with the administration.

General

Child Abuse/Suspected Abuse

NCHS personnel are required by Washington State law to report to DSHS any child abuse or suspected child abuse. The identity of the person reporting abuse or suspected abuse will be protected.

School Safety and Custody Policy

NCHS staff will not release a student to any unauthorized individual – under any circumstance. Only a parent or a legal guardian can authorize release. In a custodial situation where the custodial parent may wish to restrict a non-custodial parent from picking up a child, the School will need a copy of any court order regulating custody which would not allow the non-custodial parent to pick up the child from School.

School Rules

- Students may enter the campus at 7:30 a.m. and remain until 4:30 (prior arrangements will be required if the student is not exhibiting appropriate behaviors).
- Students will behave in a respectful, non-threatening manner on campus at all times (play-fighting and rough housing are not allowed).
- Students are to be in their classroom, with their supplies and homework, ready to work when the bell rings to begin the period.
- Students are not to disrupt classes, harass students, or disrespect teachers.
- Students will be appropriately dressed in accordance with the school campus dress code.
- Inappropriate reading material, as determined by a teacher or staff member, will be confiscated and discarded.
- Cell phones brought on campus must remain off and out of sight between 8:30 a.m. and 3:30 p.m.
- Electronic music devices, e.g. iPod, mp3 players, etc., may only be used in a classroom when permitted by the teacher. Otherwise, such devices must be off and out of sight between 8:30 a.m. and 3:30 p.m. (including ear piece or headphone).
- Absences, tardies and make-up work are handled according to the Attendance policies in this handbook.
- Eating is allowed in classroom only during breaks and lunch — not during class.
- No food or drink is allowed in the computer lab or while working at a computer in a classroom.

Displays of Affection

Inappropriate displays of affection on campus are not conducive to a positive learning environment and are not permitted. This includes, but is not limited to holding hands, back rubs, kissing, and hugging.

Emergency Forms

These must be kept current. If a student becomes ill or is injured at school, treatment may be delayed without current information. Please inform office personnel of any change in living arrangements, custody, address, phone (home and work), and who may pick up your student from school.

Immunization Cards

This card (form) must be updated annually in accordance with State law.

Parent/School Communication

Communication is critical. Please contact teachers and/or the principal with questions or concerns. We will communicate in the following ways: newsletters, Internet website, email, occasional letters, phone calls from teachers or administration, parent/teacher conferences, school bulletin board.

Messages for Students

Only messages of serious importance will be conveyed to students during school hours. Please do not text, nor call your student on his/her cell phone during school hours. Parents may leave telephone messages or articles (lunches, homework, etc.) at the office.

Student Phone Usage

There is a phone available in the office. Students should observe the following rules:

- Phone calls using the school phone will be allowed for unforeseen schedule changes and emergencies.
- Students may use the office phone during breaks or lunch.
- No student should use the school phone to call parents if they are ill. Ill students should notify office personnel, who will then contact a parent/guardian.
- Students should not make arrangements for transportation and after-school activities during school hours.

Lockers

Lockers are school property entrusted to students for their use. Lockers are assigned at the beginning of the school year. Each student is responsible for his/her own locker care. Any damage to a locker will be the student's responsibility. The school is not responsible for items lost or stolen. No stickers or other permanent adhesive should be placed on the lockers (inside or outside). Magnets are permissible if in good taste as determined by the administration.

Video Policy

No "PG-13" or "R" rated movies are to be shown at NCHS without prior approval from the Principal. Approval must be received at least two weeks in advance of planned

usage. If approval is given, a signed release from the parent/guardian must be procured prior to their student viewing the video/movie. Students are not allowed to bring videos to school unless requested by a teacher and previewed by that teacher before showing.

Security Video Camera

For security purposes, closed circuit cameras are employed in the halls and perimeter of the building.

Church Attendance

Students are expected to be actively involved in a local church and youth group.

Emergency Protocol

In the event of a natural disaster (earthquake, snow, ice storm, power outage, etc.), students will be kept at the school until a parent (or designated adult) comes to pick them up; or the parent of an 18-year-old student gives verbal permission for the student to leave campus; and/or until it is deemed safe and appropriate to allow a general dismissal of all students. Parents or designated adults will be required to sign students out. No student will be released to an adult who is not on the release list. In the event of a major emergency, no student will be released to someone on the release list without parent permission (by phone).

Snow Days / Late Start

In the event that road and/or weather conditions make it unsafe to hold classes, or open at the normal time, parents will be notified of school closure or delay via the radio, TV, Internet, and/or E-mail. Make-up days at the end of the school year depend on the number of snow days used during the school year. If weather conditions are questionable, please tune in to one of the following public broadcast stations or check on the NCHS website at www.nchs-olympia.org:

KOMO TV – Channel 4

KGY 1240 AM - Olympia, Tumwater, Lacey

MIXX 96 FM – Olympia, Tumwater, Lacey

KMAS 1030 AM - Shelton area

Book Policy

Textbooks are provided for the convenience of the student and are the property of NCHS. Students will be required to provide their personal Bible and supplies. Texts are numbered and assigned to students at the beginning of each year and inspected

and returned at the end of each year. Students are responsible for the return of each textbook assigned. Students are required to cover their books and will be charged for excessive wear, writing and/or damage to the books assigned. A replacement fee will be charged for lost or damaged books.

Lost and Found Items

All articles, including clothing, shoes, electronics and personal items, found will be taken to the office. Students should check in the office for any lost item. Unclaimed items will be donated to charity.

Students of the Quarter

Student Of The Quarter is chosen for each grade. These students are honored in a chapel at the beginning of the month and their pictures are displayed in the hall. Teachers nominate one student from each grade using the following overall criteria: academics, positive attitude, leadership, response to authority, and Christ-like behavior.

Bell Schedules

Normal Full Day

1st	8:30 - 9:20
2nd	9:26 - 10:16
Break	10:16 - 10:26
3rd	10:26 - 11:16
4th	11:22 - 12:12
Lunch	12:12 - 12:42
5th	12:42 - 1:32
6th	1:38 - 2:28
Break	2:28 - 2:38
7th	2:38 - 3:30

Chapel

1st	8:30 - 9:15
2nd	9:20 - 10:05
Break	10:05 - 10:15
3rd	10:15 - 11:00
Chapel	11:05 - 11:50
Lunch	11:50 - 12:15
4th	12:15 - 1:00
5th	1:05 - 1:50
6th	1:55 - 2:40
Break	2:40 - 2:50
7th	2:50 - 3:30

Half Day

1st	8:30 - 9:01
2nd	9:04 - 9:35
3rd	9:38 - 10:09
4th	10:12 - 10:43
Break	10:43 - 10:53
5th	10:53 - 11:24
6th	11:27 - 11:58
7th	12:01 - 12:32

End-of-day Activity

1st	8:30 - 9:15
2nd	9:20 - 10:05
Break	10:05 - 10:15
3rd	10:15 - 11:00
4th	11:05 - 11:50
Lunch	11:50 - 12:15
5th	12:15 - 1:00
6th	1:05 - 1:50
7th	1:55 - 2:40
Break	2:40 - 2:50
Activity	2:50 - 3:30

First-of-day Activity

Activity	8:30 - 9:15
1st	9:20 - 10:05
Break	10:05 - 10:15
2nd	10:15 - 11:00
3rd	11:05 - 11:50
Lunch	11:50 - 12:15
4th	12:15 - 1:00
5th	1:05 - 1:50
6th	1:55 - 2:40
Break	2:40 - 2:50
7th	2:50 - 3:30

One (1) Hour Late Start

1st	9:30 - 10:15
2nd	10:20 - 11:05
3rd	11:10 - 11:55
Lunch	11:55 - 12:20
4th	12:20 - 1:05
5th	1:10 - 1:50
6th	1:55 - 2:40
Break	2:40 - 2:50
7th	2:50 - 3:30

Two (2) Hour Late Start

1st	10:30 - 11:05
2nd	11:10 - 11:45
Lunch	11:45 - 12:10
3rd	12:10 - 12:45
4th	12 50 - 1:25
5th	1:30 - 2:05
6th	2:10 - 2:45
Break	2:45 - 2:55
7th	2:55 - 3:30

Semester FinalsDay One

1st Period Final	8:30 - 10:00
Break	10:00 - 10:15
2nd Period Final	10:15 - 11:45

Day Two

3rd Period Final	8:30 - 10:00
Break	10:00 - 10:15
4th Period Final	10:15 - 11:45

Day Three

5th Period Final	8:30 - 10:00
Break	10:00 - 10:15
6th Period Final	10:15 - 11:45
Break	11:45 - 12:15
7th Period Final	12:15 - 1:45

(If students do not have a final, they can choose to remain off campus.)