



northpointe
CHRISTIAN SCHOOLS

2011/2012
Middle & High School
Parent - Student
Handbook

NorthPointe Christian Schools
Middle and High School Campus
3101 Leonard St. NE
Grand Rapids, MI 49525
(616) 942-0350

www.npchristian.org

Mr. James Hofman – Superintendent
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Mrs. Megan Willink – Middle School Principal
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Welcome to NorthPointe Christian High School!

Dear Parents and Students,

Parents, thank you for choosing NorthPointe Christian High School to assist you in educating your children in the truth. We want to partner with you and your church to the end that these students will "impact their world for Christ." Young men and women here who stand on the tripod of your home, church, and this school will have a firm foundation to be Christ's agents in the world.

Students, the staff here wants to help all of you in a number of ways. We believe that God has given each of you unique talents; we want to help you learn what they are and hone them for service to God and others. We also are committed to help you see all of life through the "spectacles of Scripture," sharpening for you a view of the world that has Christ at the center.

In this handbook you will find first the names of staff and board. Then, read carefully all the information that will guide you at school this year, everything from attendance to athletics, from dress code to detentions, from emergencies to electives. Reading this handbook now will spare you the pain of bumping into a guardrail or even sliding into a ditch. So this is a book that points clearly to the goals for the high school journey while giving you signs to avoid trouble.

Our theme this year at the high school is "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ." (Romans 15:5-6). The goal is that students will become disciples of Jesus Christ with actions that demonstrate it. The true disciple does these acts out of devotion to Him rather than out of duty. Please pray with us as we strive to train young men and women to impact their world for Christ.

Please call or e-mail if you have questions or need clarification about the content of this handbook. We welcome your input. As a staff, we pledge our best efforts to serve our Lord, students, and parents this year so that His children will learn to "impact their world for Christ." Once again, thank you for entrusting your children to us to help educate and train them to be disciples for Jesus Christ.

A handwritten signature in black ink, appearing to read "T. N. Tolsma".

Todd N. Tolsma
High School Principal
tolsmat@npchristian.org



"PREPARING STUDENTS TO IMPACT THEIR WORLD FOR JESUS CHRIST"

Dear Parents and Students,

We are delighted you have chosen NorthPointe Christian Middle School to be the place where your child will be spending the largest part of his/her day from August to June. Recognizing you are the first and most important teacher in your child's life, we take the responsibility of assisting you in this process very seriously. Our partnership is increasingly important as young people are continually faced with pressures from peers as well as other negative pressures from the world around us. We want our children to be strong in Christ, and trust in Him for their salvation.

It is within this context we have chosen our theme for the year, "Shaped to Serve." This is based on Isaiah 64:8 which says "Yet O Lord, you are the Father, we are the clay, you are the potter, we are the works of your hands."

Our school policies and regulations reflect our commitment to God and His Word. Because we claim to follow Christ, students are expected to conduct themselves in a holy, Christ-like manner, both on and off campus.

Reading this handbook will help you understand more about how we define our relationship to God and the parent/student/Church community we serve. The rights, responsibilities, and policies outlined are derived from school board policies and the laws of the State of Michigan. We hope you will carefully read through this handbook and refer to it often throughout the school year. Being informed and knowing expectations in advance always helps. Do not hesitate to ask for explanation or clarification if there is something you do not understand in this handbook. We welcome your thoughts, comments, and suggestions. Please accept our best wishes for an exciting, productive, and successful school year at NorthPointe Christian. We are confident that you, your child, and our staff, working together, can make this school year rewarding and fulfilling. Together we will make a united effort to prepare your child spiritually, academically, physically, and emotionally for the challenges of life, so that each child can reach his or her full potential to impact the world for Christ.

Megan Willink

Mrs. Megan Willink
Middle School Principal
willinkm@npchristian.org



Parent & Student Handbook

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Philosophy of Education

NorthPointe Christian School Mission Statement:

“Preparing students to impact their world for Jesus Christ.”

Educational Philosophy

God is a personal and infinite Being, the Creator and Sustainer of all things. By His own deliberate choice and for His pleasure and fellowship, God created man, giving him the capacity to know and to respond to God and to live and enjoy a meaningful life. God further provided for success in every area of man’s need—spiritually, mentally, socially, emotionally and physically. Man fell from his original state by willful disobedience into a state of total depravity and is destined for eternal separation from God in hell. However, in God’s perfect plan and by His grace, God has provided eternal salvation through the death, burial and resurrection of His Son, Jesus Christ. When man receives Jesus by faith as his personal Lord and Savior, he becomes a new creature in Christ and is assured of spending eternity with God in heaven.

God is Truth. God the Father is the source of all truth; God the Son is the manifestation of truth; God the Spirit is the interpreter of truth. God has endowed man with the capacity and responsibility to learn truth through both physical and spiritual means. Truth is revealed to man in a general way through creation and more specifically through the living and written Word of God. The Holy Spirit indwells each believer, teaching and guiding him to discern truth from error. NorthPointe Christian Schools believes, therefore, that Christian education centers in the Person of Christ and the revelation of God in the Bible, which is the integrating factor around which all subject matter is correlated, arranged, and judged.

The goal of Christian education is to develop the student’s ability to see all areas of life from a Christian world-and-life view. The desire of NorthPointe Christian Schools is to assist Christian young people in acquiring an internal moral code of behavior based upon the Bible, which is our sole and final authority for faith and practice and creative Christian life in society. All areas of curriculum shall be consistent with the inerrant Word of God and shall be designed to train the whole child.



northpointe

CHRISTIAN SCHOOLS

2011/2012 Academic Calendar

August 29, 2011
June 6, 2012

First day of school
Last day of school

Vacations

September 2 & 5, 2011
November 23, 24, & 25, 2011
December 19, 2011-January 1, 2012
January 2, 2012
March 30-April 8, 2012
April 9, 2012
May 28, 2012

Labor Day
Thanksgiving Break
Christmas Break (EL/MS/HS)
School resumes
Spring Break
School resumes
Memorial Day

Additional Days Off

October 20 & 21, 2011
November 11, 2011
February 10 & 13, 2012

Fall Break (Teacher In-Service)
Parent/Teacher Conferences
Mid-Winter Break

Half Days

December 16, 2011
December 14, 15, & 16, 2011
June 4, 5, & 6, 2012

Christmas Break (EL/MS/HS)
MS/HS Exams
MS/HS Exams

2011/2012 Middle/High School Faculty & Staff List

Administration Office

Hofman, James – Superintendent
Kerska, Michele – Administrative Assistant
DeJong, Marita – Admissions/Marketing
Miller, Barb – Financial Assistant
VanderArk, Dan – Curriculum Director
Van Grouw, Ray – Business Manager
Crawford, Nicole - IT Director

High School - Administration

Tolsma, Todd – HS Principal
Glass, Emily – HS Administrative Assistant
Huckaby, Scott – Athletic Director/Spiritual Life Director
Lambert, Ruthanne -Guidance Office/Scheduling
Kemmerer, Justin – Assistant Athletic Director
Koert, Renee' – MS/HS Admissions
Mooney, Ruth – Guidance Counselor/Scheduling/Instruction Director
Welch, Craig – Career Guidance Counselor/Scheduling

Middle School - Administration

Willink, Megan – MS Principal
Huizenga, Laura – MS Administrative Assistant

Middle/ High School – Staff

Alexander, Terri – MS Science
Anderson, David – HS Government, HS American History
Baker, Stacey – HS Bible
Bowes, Norrine – MS/HS Resource Room
DeJong, Amy – AP Biology
DeVries, Kristal – Media Center
Droge, Sue - HS Science
Duckworth, Jerry – MS Boys PE, MS Social Studies, HS Health
Gettel, Corrine - MS/HS Resource Room & HS Yearbook
Gunderman, Sue - 6th Grade Teacher
Hamlin, Evelyn – MS/HS Spanish
Hoffman, Bob – HS Bible, Psych, & Critical Thinking

Johnson, Kara - MS/HS Resource Room
LaBenne, April – MS Social Studies, MS English, & HS Math
Lasher, Pam - 6th Grade Teacher
Maas, Brenda – MS/HS Resource Room Coordinator
Maaser, Karl – MS/HS Technology, HS Business
Maurer, Caitlin – MS Band/Music
Molenkamp, Tom – HS Social Studies
Niemi, Anita – HS English
Perry, Tim – MS Bible
Roer, Rocky – HS Math, HS Physics
Schenck, Todd – HS Bible
Sommers, Michele - MS English
Spangler, Lisa – MS/HS Vocal Music
Steen, Anne - HS Spanish
Straayer, Anji – HS French & HS English
Straayer, Liz – HS Math
Swore, Tim – HS Weightlifting & HS PE
Tenney, Aaron – MS/HS Orchestra & Band
Tiede, Merlin – HS Chemistry
VanderKodde, Tricia – MS/HS Girls PE, Weightlifting
VanderKolk, Don – HS English
VanderWoude, Bill - HS Geometry
VanDyke, Rachael – MS/HS Art
Walter, Nancy – MS/HS Math

Kitchen

Heyboer, Patricia
Molda, Gwen – Kitchen Manager
Pruett, Liz
Stegenga, Sue
Stevens, Marcia

Maintenance & Grounds

Molda, Bryan – Maintenance & Transportation Director
Brewster, Rusty - MS/HS Custodian
Montgomery, Dan – PT MS/HS Custodian

Attendance

NorthPointe Christian Schools affirms the Biblical principle that you, as parents, are ultimately responsible before God for your children's education, and we are here to assist you with that God-given responsibility. Regular and punctual attendance is generally essential for success as a student and is certainly a good rule for life-long living. Students should, therefore, be absent as little as possible.

We want to teach our students to be prompt, present, and prepared. A classroom is a learning community; students benefit from classroom experience; and other students benefit from the participation of all. Excessive tardiness and absences are disruptive to the learning process for the student and the class.

ABSENCES

- An absence (being out of school with parent's permission) must be reported to the MS Office (719-5440) or the HS Office (942-0350) by the parent or guardian prior to 9:00 AM on the day of the absence. Prior to that the parent may leave a message with the following information: student first and last name, grade and reason student is absent, name of parent calling, and daytime phone where parent may be contacted. **Notes from parents are not accepted.**
- Generally students will be given one day to make up class work for each day they are absent from school or class. It is the student's responsibility to check with each teacher about make-up work.
- If students arrive after 10:30 AM, they will be considered absent for one half day. If students depart after 10:30 AM and do not return, they will be considered absent for one half day. For participation in all **extra-curricular activities** (including athletic events, practices, performing arts groups: Chorale, drama/plays and clubs), **students must be present for the entire school day** or have received a prearranged excused absence from the Athletic Director or the principal.
- MS students should make arrangements for any absence that is know in advance. HS students who know they will be absent for three or more consecutive days should make arrangements prior to these absences. They should notify the office preferably at least five days prior to the absence. In addition they need to obtain from the office and fill out a "prearranged absence form." This form, signed by the student, the teachers, and the parent/guardian should be returned to the office prior to departure. The communication regarding the specifics of missed work may be done by e-mail among the parent, student, and faculty member.
- Being absent or leaving school during the school day without parent's permission (otherwise known as "skipping school") will result in at least a detention and may result in an in-school suspension of double the amount of the time skipped. Work missed will be made up but not given more than a "C."
- In the case of a family emergency such as death, terminal illness, or similar traumatic situation that may affect the student's attendance, emotional well-being, and/or level of concentration, parents should notify the office immediately.

ARRIVING LATE AND MID-DAY DEPARTURES

- Parents must inform the school office by phone of a late arrival and/or a mid-day departure.
- Students who arrive late must sign in at the office. After obtaining a pass, students must report immediately to the class.
- Signing In/Out: If, for any reason, a student needs to leave the building during the school day, he/she must sign out in the office. If a student has to leave the school for an appointment, a phone call from the parent must be received in the office prior to the appointment. A student must sign in at the office when entering school late or returning to school after signing out. **Middle school students sign in/out in the middle school office. High school students sign in/out in the high school office.**

TARDINESS

We are attempting to teach a life lesson of being on time. Tardies at work result in loss of jobs; tardiness at school result in detentions. Tardies are defined as entering the classroom after the scheduled start of class. We realize

there may be an occasion that a tardy may result due to unforeseen circumstances. This is the reason each student is given five total tardies each quarter with no consequence. The office may wave the tardy at the beginning of the day due to weather and/or traffic problems. Students detained by staff members are not considered tardy provided they have a note of explanation from the teacher detaining them.

HS Consequences of tardies are as follows:

- One to five tardies per quarter (not per class): no penalty.
- Sixth – ninth tardies per quarter (not per class): one detention for **each subsequent tardy**.
- Tenth tardy: a conference with the principal, the student, and the parent will be held for the purpose of correcting the tardiness. Additional penalties may result, including in-school suspension, Saturday school, or work on Saturday morning.
- Abuse of first hour tardiness may result in loss of driving privileges.

Daily Schedule

Middle School Daily Schedule	
1st Period	7:45 - 8:37 AM
2nd Period	8:42 - 9:30 AM
3rd Period	9:35 - 10:29 AM
4th Period	10:34 - 11:22 AM
LUNCH	11:27 - 11:47 AM
5th Period	11:53 - 12:42 PM
6th Period	12:47 - 1:37 PM
7th Period	1:42 - 2:35 PM

High School Daily Schedule	
1st Period	7:45 - 8:43 AM
2nd Period	8:48-9:36 AM
3rd Period	9:41-10:29 AM
4th Period	10:34-11:22 AM
5th Period	11:27-12:15 PM
LUNCH	12:20-12:45 PM
6th Period	12:50-1:43 PM
7th Period	1:48-2:35 PM

Middle School Chapel Schedule	
CHAPEL	7:45-8:05 AM
1st Period	8:10-8:59 AM
2nd Period	9:04-9:52 AM
3rd Period	9:57-10:45 AM
4th Period	10:50-11:35 AM
LUNCH	11:40-12:00 PM
5th Period	12:05-12:50 PM
6th Period	12:55-1:40 PM
7th Period	1:45-2:35 PM

HS 30-Minute Chapel Schedule	
1st Period	7:45-8:30 AM
2nd Period	8:35-9:20 AM
CHAPEL	9:25-9:55 AM
3rd Period	10:00-10:45 AM
4th Period	10:50-11:35 AM
5th Period	11:40-12:25 PM
LUNCH	12:30-12:55 PM
6th Period	1:00-1:45 PM
7th Period	1:50-2:35 PM

MS 45 -Min. Chapel Schedule	
1st Period	7:45-8:28 AM
2nd Period	8:33-9:16 AM
CHAPEL	9:21-10:06 AM
3rd Period	10:11-10:54 AM
4th Period	10:59-11:42 AM
LUNCH	11:47-12:07 PM
5th Period	12:12-12:55 PM
6th Period	1:00-1:45 PM
7th Period	1:50-2:35 PM

HS 45 -Minute Chapel Schedule	
1st Period	7:45-8:28 AM
2nd Period	8:33-9:16 AM
CHAPEL	9:21-10:06 AM
3rd Period	10:11-10:54 AM
4th Period	10:59-11:42 AM
5th Period	11:47-12:32 PM
LUNCH	12:37-1:02 PM
6th Period	1:07-1:48 PM
7th Period	1:53-2:35 PM

MS Two-Hour Delay Schedule	
1st Period	9:45 - 10:18 AM
2nd Period	10:23-10:57 AM
3rd Period	11:03-11:36 AM
4th Period	11:41-12:14 PM
LUNCH	12:19-12:39 PM
5th Period	12:44 - 1:17 PM
6th Period	1:22 - 1:55 PM
7th Period	2:00 - 2:35 PM

HS Two-Hour Delay Schedule	
1st Period	9:45 - 10:18 AM
2nd Period	10:23-10:57 AM
3rd Period	11:03-11:36 AM
4th Period	11:41-12:14 PM
5th Period	12:19-12:52 PM
LUNCH	12:57-1:22 PM
6th Period	1:27-2:00 PM
7th Period	2:05-2:35 PM

Middle/High School Dress Code

Our expectations for dress at NorthPointe Christian fit within our general aim to conduct ourselves as God’s holy people, a task that is not easy in a fallen world. In addition, we expect students to dress in a modest manner that is not disruptive to our educational program. The rules that follow give more specific guidance about reaching these expectations. If you have difficulty finding clothing that conforms to this code, please consider khaki pants/skirts and solid color polo shirts as good options. The following will be enforced:

- Attire that consists of profane, obscene, sexually implied or explicit language or graphics, as well as clothing that advertises or promotes tobacco, alcohol, or substance abuse is prohibited.
- The display of graphics or words of secular musical groups on clothing is prohibited.
- All shirts must fall below the waistline and be modest. The following clothing is prohibited:
 - Any clothing that shows skin at the mid-torso region, regardless of movement,
 - Tank tops and sleeveless shirts (sleeves must break the shoulder),
 - Sheer, see-through blouses or shirts, and low-cut tops,
 - Undergarments that are exposed.
- All pants and shorts, including jeans, must be fitted at the waist and in good repair. All pants must be free of inappropriate graphics/words. The following are inappropriate:
 - Rips, tears, and holes that show undergarments or skin,
 - Sagging and low-cut pants that expose a student’s undergarment, regardless of movement,
 - Words on the seat of pants or sweat pants,
 - Athletic shorts and swimming shorts,
 - Pajamas.
 - Jeggings must be accompanied by a shirt, dress, or skirt that must not be shorter than two inches from top of knee.
- All shorts, skirts and dresses must not be shorter than two inches from top of the kneecap, including hemline and slit.
- No “Heelys” (shoes with rollers), rollerblades, or skateboards/longboards of any type.
- Tattoos are strongly discouraged. Body-piercing objects (including on the tongue and nose) or clip-on objects that give the appearance of piercing are prohibited for all students. Only girls may wear earrings.
- No hats, hoods, or du-rags are to be worn in the building during school hours.
- Extreme hairstyles are not permitted, e.g., mohawk, dreadlocks, multicolored hair, and unnatural hair color (pink, purple, etc.). Haircut length for males must be out of the eyes and above shoulder length.
- Shoes or sandals must be worn at all times inside the building.

- Chains of any gauge used to secure any of the following are not to be worn in/at school or at any school-sponsored event: chains to secure wallets, chains used as belts, chains fastened to backpacks or purses, chains around the neck (i.e. dog collar, etc.).

CONSEQUENCES:

Final decisions concerning alleged dress code violations rest with the building administrator(s). The following consequences may be carried out if a student is found in violation of the dress code policy:

1ST Offense: A verbal warning with correction (the school gives the student something to wear to cover up the offensive clothing).

2ND Offense: A verbal warning, detention, correction and notification of the parents by letter or e-mail.

3RD Offense: Detention, correction, and a conference with parents at school.

OFF-CAMPUS DRESS CODE POLICY:

When students are off campus participating in activities that represent our school, appropriate clothing is important as a reflection of our school and the Lord Jesus Christ. Dress code policy for these activities will be directed otherwise by the sponsor of that group.

SCHOOL SPECIAL EVENTS DRESS CODE POLICY

Students and parents are encouraged to remember that at the NPCS evening special events our dress and behavior is also a reflection of our Father and His claim on our lives. While chaperones at these events do not desire to have to correct students, they will in extreme circumstances. At these events, we expect clothing will cover the mid torso, be appropriate length, and have necklines that are modest.

PERSONAL HYGIENE

Personal grooming of each student should be in accord with the standards of the dress code—clean and neat. Students are expected to maintain good hygiene throughout the day. All grooming should be done before entering class.

General Information – (Alphabetically)

ACCREDITATION

NorthPointe Christian Schools are accredited by North Central Association and with Christian Schools International.

ADDITIONAL HELP

Teachers and administration are here to help as much as possible. Be sure to ask for help if there is something you do not understand. Remember that the responsibility lies with you to seek assistance.

AFTER SCHOOL GUIDELINES

If students are not involved in after-school athletic or school sponsored extra-curricular activities, they must make arrangements to be picked up from school by 3:00 PM. If students are not picked up by 3:00pm students must remain in hall by HS Office.

ANNOUNCEMENTS

Daily announcements will be posted in the main hall and on TV monitors in the halls & cafeteria. All announcements are requested by 1:00 PM prior to the day the announcement is to appear. An administrator will approve all announcements. Athletic announcements need to be submitted to the office by 7:30 AM on the day that they are to appear. Any special announcements maybe read in classrooms when necessary.

ASSIGNMENTS (See Grades)

CELL PHONES & SCHOOL TELEPHONES

Cell phones are allowed on campus but may only be visual and in use during lunch hour. **Cell phones must remain off during all classes, assemblies and chapels.** Cell phones used at other times (including text messaging) will be confiscated for the remainder of the day. Cell phones with camera features (or other cameras) that are misused will be subject to confiscation and appropriate additional punishment. No picture taking is allowed in restrooms or locker rooms.

The middle school and high school offices have a phone that may be used by request.

- **FIRST OFFENSE:** Cell phone will be turned into the MS/HS Office for the remainder of the day.
- **SECOND OFFENSE:** Cell phone will be turned into the MS/HS Office and the parent will be contacted to come to the MS/HS office to pick it up. MS student is issued a “Ninth Hour” and HS student is issued a detention.
- **THIRD OFFENSE:** Cell phone will be given to the MS/HS Office everyday and cannot be utilized until after school hours for the rest of the semester.

CAFETERIA USE (Student Center)

Students are encouraged to use the school lunch program but may bring sack lunches if they wish. In an effort to keep our school clean, food items, including trays and silverware, are to be kept in the cafeteria. During the lunch hour, all students are to eat in the cafeteria unless otherwise stated.

CHAPEL

Chapel is an integral part of student life and occurs twice each week; it usually consists of prayer, singing, and a biblical message. Students should strive to honor the Lord in their attendance and attitudes in chapel. Chapels may be led by students, local pastors, or other special guests. Parents and visitors are always welcome at our chapels. Students are requested to bring Bibles to chapel.

CLASS EXECUTIVE BOARDS (HIGH SCHOOL ONLY)

Each class has an executive committee that consists of students who are elected by their classmates. Elections are held in the fall of each year. The Executive Board elects officers for the positions of President, Vice-President, Secretary and Treasurer. The Executive Boards are responsible for leadership in the class. The Boards, in conjunction with CPR (Class Parent Representatives), plan class trips, parties and service projects. They also manage the class finances.

CLOSED CAMPUS

NPCS is a closed campus for all students. If students need to leave campus during school hours, they must sign out in the office and have parent/guardian permission. **Students are not permitted to leave for lunch unless a parent accompanies them.**

All visitors to NPCS must check in at the high school office. **Students from other schools may only visit with prior permission from the middle or high school offices.**

CLUBS

Clubs are formed as student interest is indicated. All clubs must have approval by the principal and have an approved adult sponsor.

COMMUNICATION

Effective communication between school and home is vital to the successful academic, social, emotional, and spiritual well-being of students. The school will communicate to keep parents informed of the happenings at school and the growth of students. NorthPointe Christian School encourages the use of e-mail as an effective tool for communication. All teachers, administrators, and staff have school e-mail accounts. All e-mail addresses are lastnamefirstinitial@npchristian.org

- **Renweb:** NPC middle/high school offers to all parents and students the ability to check grades and daily assignments online through a system known as Renweb. At the beginning of each year, ID numbers and passwords, along with details on how the system works, will be sent to all **NEW** parents. This information is used to log on and monitor your student’s progress at www.renweb.com **Parents and students are strongly encouraged to participate.**
- **Office Communication:** The middle and high school newsletter will be sent home by e-mail on the last school day of the week. They will also be posted on our website at www.npchristian.org. Special

announcements may be sent by e-mail throughout the week as necessary. If a paper copy is preferred, the parent is to notify the office.

- **Report Cards:** NPC middle and high school has two semesters each divided into two quarters. Report Cards will be e-mailed and posted to Renweb at the end of each quarter or mailed upon request. Semester grades are a combination of two grades plus a final exam. The middle school semester grades are weighted differently from the high school semester grades. **Progress reports** will also be e-mailed home in the middle of each quarter. Any student receiving a “D” or below will receive a hard copy mailed home.

CONFERENCES

Parent-teacher conferences are held in the fall and spring of each year. Fall conferences are in an open format for parents to come when they are available. Spring conferences are by appointment only. In addition, parents are encouraged to consult with teachers any time during the year. Parents wishing to meet with a teacher at a time other than a scheduled parent-teacher conference should contact the teacher to schedule a time to meet. Parents are encouraged to give the teachers their e-mail addresses as this is the most efficient way to communicate on a daily basis regarding things that are not of a serious nature.

CPR (Class Parent Representatives) CPR is a group of two volunteer parents from each class (Grades 7-11) who plan specific class parties with the goals of:

- Building class unity through fun activities,
- Raising funds to offset the cost for your child’s senior class all-night party,
- Providing an excellent avenue for welcoming new students.

Please feel free to contact office to get the name of the coordinator if you have any questions or if you want to volunteer for one of the parties for your particular class.

DANCE POLICY

NPCS board recognizes that equally committed Christians hold differing views on the issue of social dancing. Some believe it to be a matter of Christian liberty and others are offended by dance. The board respects those differences and desires not to be a stumbling block in either case. Therefore, the NPCCS school board has decided not to sponsor school dances but recognizes that some parents may want to sponsor off campus dances and accepts their liberty to do so.

DANGEROUS WEAPONS ACT

The Board of Education will not tolerate the possession of weapons by anyone while on school property or at a school-related event. NorthPointe Christian School will comply with Public Act 211, which prohibits students from possessing a firearm, dagger, dirk, stiletto, knife with a blade three inches or bigger, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to inflict bodily harm while in attendance at school or a school activity, or en route to or from school on a school bus. The law requires the school to report to a parent or guardian and the local law enforcement agency if a dangerous weapon is found in the possession of a student.

DIRECTORY INFORMATION

A school wide directory is available to every school family on Renweb. A hardcopy is available upon request. School directories are for school-related communication and should not be used for private purposes or shared with the general public.

ELECTRONICS, ROLLERBLADES, SKATEBOARDS AND OTHER NON-PERMISSIBLE ITEMS

Electronic items such as Gameboys®, PSP, IPODS, M3P players, CD players, etc. may not be brought to class, assemblies, or chapel. We strongly discourage the bringing of such items to school for the students’ protection against lost or theft. Rollerblades (including Heelys), skateboards, play guns, knives, or weapons of any kind are not allowed on school grounds at any time.

EXTENT OF SCHOOL JURISDICTION

The school jurisdiction extends from the normal school day to school–sponsored activities including school-provided transportation to and from the activity. Students who do not use school transportation are under the jurisdiction of the school from the time they arrive at school in the morning until they leave after school. In certain situations beyond the school’s immediate jurisdiction where a student’s misbehavior harms the school (i.e., Facebook, MySpace, text messages, etc.) the school may take disciplinary action.

EXTRA-CURRICULAR ACTIVITIES

Students must maintain a C average (2.0) in all classes to remain eligible to participate in all extra curricular activities. These activities include, but are not limited to, drama productions, chorale, sports, and any school club.

FREEDOM TO PUBLISH

Students are entitled to write and publish their own personal opinions if they are signed by the author or authors and approved by the administration before they are published. Distribution will be at a time and place determined by the administration. Libel, profanity, and personal attacks are prohibited in all publications and in all speech.

GUIDANCE SERVICES

Services from the guidance office are available to all students needing assistance in personal matters, selections of courses, completion of college admission forms, career and military information, testing services, as well as help in other matters. Students are encouraged to make appointments before and after school or during lunch.

HALF DAYS

Half days occur during final exams; the schedule is posted on our website as well as e-mailed out to parents in the NPCS newsletter the week before.

HALL PASSES

Students who leave a classroom during scheduled hours must obtain a pass from their teacher before leaving. Without a pass, students in areas other than where they are assigned may be considered loiterers and subject to disciplinary action.

HARASSMENT POLICY

It is a violation of school policy, biblical law, and often secular law for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or of derogatory communications or conduct concerning his/her gender, religion, race, disability, or ethnicity, the student/parent should report any such behavior to the building principal. All reports shall be kept confidential and shall be investigated in a timely manner.

HEALTH PROCEDURES

MEDICATION: *It is illegal for the school to provide aspirin or other medication without proper authorization.*

We strongly prefer that students take medicine at school only when absolutely necessary. Non-prescription medications (Tylenol, Ibuprofen, etc.) **will be administered only with parent authorization.**

If you must receive medication prescribed by a doctor, leave the medication in the office along with written permission from your parent for the office staff to oversee the taking of the medicine. If any medication is found with the student, it will be taken away and the parent called.

1. The medicine must be in its original container labeled with your child’s name with printed directions.

2. Written permission from parent is needed.

- **ALLERGIES:** Please notify the office in writing if your child has any food and/or environmental allergies.
- **IF YOU BECOME ILL ONCE YOU HAVE ARRIVED AT SCHOOL,** please report to the office. **DO NOT leave the building without permission.** Once you report to the office, we will contact parent/guardians to inform them of your illness, and then arrangements can be made from there.

- **ACCIDENTS AND INJURIES:** ALL accidents and injuries to students, no matter how slight, should be reported to the office as soon as possible. Depending on the severity of the incident, parental notification will be made in the event medical attention needs to be obtained. NPCS does not carry insurance for student accidents. Parents are advised to carry adequate health insurance protection.

HOMEBOUND SERVICES

A visiting teacher may be provided to a student who is homebound. Services can be provided only after a doctor verification of homebound status. For additional information contact the building principal.

HOMEWORK POSTING POLICY

Weekly lesson plans will be posted on Renweb each Monday by 7:40am. All grades will be updated on Renweb each Tuesday by 7:40am.

HONOR ROLL

Four times a year NorthPointe Christian Middle and High School will publish a list of students who have attained a 3.00 average in their grades. In November and April, the average will be based on nine weeks' grades for that semester. In January and June, the grades will be based on semester grades. As a requirement for the Middle School Honor Roll, students may not receive a ninth hour during that quarter.

INITIATIONS

NPCS does not authorize any initiation rites for any of its clubs and/or activities. Any student who is subjected to an initiation should report this immediately to the principal for appropriate action.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Students are responsible for the proper care and return of all books, supplies, and furnishings belonging to the school. Students are expected to replace and/or repair all lost or damaged equipment, materials, supplies, and furnishings for which they are responsible.

LAW ENFORCEMENT OFFICIALS

It is the policy of NPCS to maintain a cooperative relationship between the school administration and the law enforcement agencies. Law enforcement officials will be summoned if their presence is needed to investigate suspected criminal conduct or help maintain a safe and orderly environment. Students are expected to cooperate with both the law enforcement agencies and the administration. Periodic drug searches may be conducted by local authorities throughout the school year to ensure a safe school environment.

LOCKERS

Each student is issued a locker at the beginning of the year and is expected to use it only for her/himself.

Lockers are the property of the school and are loaned to each student. Lockers no longer have locks but students may rent/lease a lock in the office and when returned will receive their money back. Students will be required to keep the locker clean and in good working order and may be charged for any damages occurred while the locker is in their care. **Do not kick lockers in order to open them. Please report damaged or non-working lockers to the office immediately.**

Students may not write on nor place inappropriate pictures, posters, logos, etc. on the inside/outside of their lockers. This would include, but not be limited to, secular music groups or symbols representing secular music groups, pictures or symbols representing illegal activity or anything that represents a violation of the policies in the Parent/Student Handbook. Nothing should be posted on the outside of a locker without administrative approval except for birthday or encouragement notes.

LOST AND FOUND

There is a lost and found area located in the MS & HS. Any articles found should be turned in and losses reported to the office. Please check the lost and found areas often. At the end of each quarter, all unclaimed items will be donated to charity.

MEDIA CENTER/ LIBRARY

A librarian or designated assistant will be in charge of the library at all posted open times. Disruptive students will be sent back to the classroom.

All books, magazines and vertical file items must be checked out by the student. The student is personally responsible for all material checked out from the Media Center. The student must present his or her ID card to check out books.

Students may check out materials for a maximum of three weeks unless otherwise indicated. Reference materials are generally circulated up to one week. Current magazines may not be checked out. A fine of \$0.10 per day will be charged for overdue items. The fine shall not exceed the cost of the book. Students who receive a third notice on more than three occasions during the school year could have their library privileges suspended for the remainder of the semester. Library obligations must be met before semester exams may be taken.

If a book or magazine is lost or damaged, the student is responsible for replacement of the item. The librarian will make the decision concerning replacement. If necessary, the student's report card will be withheld until this obligation is met.

"MUSTANG": The "Mustang" is the middle/high school's mascot. The "Colt" is the elementary school's mascot.

NATIONAL HONOR SOCIETY (High School Only)

The NPCS National Honor Society has been organized in recognition of those students who have distinguished themselves in the areas of scholarship, leadership, Christian service and character.

Basis of Selection:

- Scholarship: Each inductee is required to maintain at least a 3.4 overall grade point average. Once inducted he/she is required to maintain a 3/2 GPA.
- Leadership: Each student must show leadership abilities in those areas in which responsibility is given.
- Christian Service: Inductees are evaluated according to their Christian service in both their respective churches and at NPCS.
- Christian Character: This most important quality is evaluated upon the testimony that the student has established in the Christian community and as part of NPCS (II Corinthians 3:2)

The principal will make the final decision on whether a student qualifies for or should be expelled from NPCS.

PERSONAL ITEMS

The school will not accept responsibility for the personal items of students. Any personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them. Students are encouraged to leave items of value at home.

PROGRESS REPORTS - SEE COMMUNICATION

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affections (i.e. but not limited to: hugging, kissing, inappropriate touching) that are deemed inappropriate or prolonged should be addressed by all staff members. After first warning, students should be reported to an administrator.

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by the school rules and regulations and are subject to the authority of school officials.

READING REQUIREMENT

NPC middle & high school English department has a "Leisure Reading Requirement" for grades 7-12. It is posted online at www.npchristian.org under "Parent Resources" or request a copy from your child's English teacher.

REQUEST FOR DOCUMENTATION

If a parent wants student documents, please contact the principal or appropriate administrative personal (counselor) and arrange a time to pick up the documents. The school will release only copies of original documents.

REPORT CARDS

NPC middle and high school has two semesters each divided into two quarters. Report Cards will be e-mailed at the end of each quarter or **mailed upon request** except for the first report card, which is distributed at the time of Parent/Teacher Conferences. The semester grade is based upon an average of the two quarter grades plus the semester exam grade for grades 7 – 12.

REPORTING SUSPECTED CHILD ABUSE

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

SCHEDULE CHANGES (High School Only)

Schedule changes will be limited and granted only for valid reasons. Students may not add semester courses after one (1) week from the beginning of a new term unless permitted by the principal.

The deadline for dropping courses is one (1) week into a semester. Students that drop a course after the deadline receive no credit for the course and will have it noted as “withdrawn” (wd) on the transcript.

SERVICE REQUIREMENT

NPCS has a service requirement as part of the high school Bible curriculum. Students in 9th – 12th grades must participate in provided service projects throughout the school year. Students in 11th and 12th grades will complete up to 15 hours of service per year. Students will write a reflection paper on the importance of service and how it impacts their walk with Christ. Students will submit papers to their respective Bible teachers.

SOLICITATION/DISTRIBUTION

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students in school buildings or on school grounds of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

STUDENT COUNCIL

Student Council sponsors activities such as Homecoming, Fall Banquet, service projects, support of student missions, and many more.

Elections for high school Student Council Representatives are held each fall. The middle school will have their own Student Council. They will have middle school student council meetings for planning activities throughout the year. Elections will take place in the fall and specific guidelines will be defined.

STUDENT DROP OFF & PICK-UP GUIDELINES

In order to provide a safe and orderly arrival and dismissal of students, it is important that all parents, students and school staff follow the drop-off and pick-up guidelines. **All students, parents and visitors must enter the school building through the front doors.**

STUDENT I.D.

Students will be issued student ID's and should keep them for use in the Media Center, and lunch room and/or admittance to athletic events.

STUDENT REPORTS

Michigan law requires that information on permanent student records will be given out to the following under the conditions specified:

- Parents and Students: Parents of students and students themselves will have complete access to their records. Psychological reports will not be a part of students' records, but the person who wrote the report or one similarly qualified to interpret it must review it with the parent or students upon request.

- Prospective Employers: The student must authorize the school to send attendance and academic records to employers. The student may use either the company’s authorization form or a form that is available at the school office.
- Colleges, Universities, and Military: A student’s complete permanent record card will be sent directly to colleges, universities or military services with a written request from the parent or students.
- Police: The student must be 18 years of age, or parental permission for minors, will be required before student records will be given to police. A warrant requesting information will be honored and the parent or student notified.

TEXTBOOKS

No fee is charged for textbooks, but students are responsible for proper book care. Textbooks will be evaluated at the beginning and the end of the school year. Although normal use wear is expected, a usage charge will be collected for books that are lost or returned with undue damage. Most textbooks are numbered for convenience. Every student is expected to use and to return the book they were assigned. It is required that all NPCS textbooks be covered with book protectors.

TRANSPORTATION

Student parking on school grounds is a privilege, not a right!

NorthPointe Christian High has established the following guidelines for parking lot use. These guidelines must be followed in order to use the parking lot.

1. Students must park in front of the school in the upper lot; between the YELLOW lines only. Students are not allowed to park in the back or lower parking lot. All vehicles must be parked in designated student parking areas between the lines. Students are not allowed to use the side driveway for entering or leaving school. Parking in the visitor’s section, on the grass, in the lower parking lot area or other non—designated areas are not allowed. **THESE AREAS ARE TOW AWAY ZONES.**
2. All student vehicles must display a NorthPointe Christian High permit.
3. Permits must be purchased each year at a cost of **\$5.00**.
4. Each driver must fill out and file a parking lot application complete with parent/guardian signature prior to driving to school. When applying for a permit or requested by a school official, the student is to provide a valid driver’s license and vehicle registration.
5. Fines are as follows:

1 st offense:	\$10
2 nd offense:	\$20
3 rd offense:	\$30
4 th offense:	Possible loss of driving privilege
6. The school district will not be responsible for damage that occurs to a vehicle parked on school property.
7. The maximum speed limit is 10 miles per hour while on school property.
8. Loitering in the parking lot or in parked cars before school, during school hours, during lunch hours, or after school hours is not permitted and will subject students to disciplinary action.
9. Violation of these rules or any violation of the student code of conduct may result in denial of, suspension of, or loss of driving privileges and/or towing of the vehicle from school premises at the owner’s expense.
10. To get a replacement sticker free of charge, you must turn in the old sticker.
11. **Vehicles may be searched if reasonable suspicion indicates that the vehicle may contain items in violation of school policy.**

VISITING GUIDELINES

We encourage prospective students to visit the school or “shadow” one of our students. Visitors will be assigned a student to “shadow” for a day to experience life at NorthPointe Christian School. We encourage shadowing on the

first Thursday of each month but can accommodate them on any other date. To schedule a day for a friend, please contact Renee Koert at (616) 942-0350.

For the safety of NPC Students, all visitors (including parents, grandparents, etc.) must stop in the office, sign in, and wear a visitor badge, no matter the length of the visit. Remember to sign out and return the badge to the office before you leave.

WORK PERMITS

Students under the age of 18 are required by law to have a work permit if he/she wishes to have regular employment. Yard work, newspaper routes, and babysitting jobs are not subject to this requirement. Applications for Work Permits and Age Certificates may be obtained from the school office. Laws for employment of minors in Michigan are stated on this form. Students should be familiar with these laws (such as legal hours and places of employments) to avoid violation of the law. The application is completed by the student's parents and his/her employer and returned to the school office for completion and verification. A copy of the permit is filed at school and a copy sent to the employer.

A work permit may be denied if a pupil's schoolwork is not satisfactory or canceled if the student's work becomes unsatisfactory after the permit has been issued.

Academic Requirements

GRADES AND ASSIGNMENTS

At the beginning of each year, ID numbers and passwords, along with details on how to use our Renweb system will be sent to ALL parents. This information is used to log on and monitor your student's assignments and grades online at www.renweb.com. **Parents and students are strongly encouraged to participate.**

INCOMPLETE

All semester incompletes must be made up within the first three weeks of the following semester. Students not finishing the make-up work will receive a failure on their transcript with no recourse, unless approved by the principal.

GRADUATION REQUIREMENTS

All candidates for a NPCS diploma must have earned 24 credits in grades 9-12. One credit is earned for successful completion of a one-year course meeting five hours per week. One-half credit is earned for the successful completion of a one semester course meeting five hours per week. One-quarter credit is earned for one semester of TA, LA, or office aide.

PASS/FAIL

Students (grades 9-12) may select one course to be graded on a Pass/Fail basis. The student will receive credit for the course, but no grade will be included in the grade point average. Students must sign up for the Pass/Fail by the end of the third week of semester or yearlong courses. Teacher and parental approval is necessary. Application forms are available in the guidance office. Core classes may not be taken as pass/fail.

DIPLOMA REQUIREMENTS

Seniors must take a minimum of five classes. There is no provision for early graduation from NPCS. As a general rule, in order to qualify for a diploma, a senior must have completed both semesters of senior year at NPCS. If a student is unable to meet graduation requirements, he/she may not be able to participate in graduation, but will be able to make up the credits during the summer. He/she would receive a diploma at the end of the summer when evidence of completion of the credits is received.

Grading Scales

Grading Scale

A	=	94 - 100%
A-	=	90 - 93%
B+	=	87 - 89%
B	=	83 - 86%
B-	=	80 - 82%
C+	=	77 - 79%
C	=	73 - 76%
C-	=	70 - 72%
D+	=	67 - 69%
D	=	63 - 66%
D-	=	60 - 62%
E	=	0 - 59

Regular Honor Points

A (Superior work)	=	4.0
A-	=	3.67
B+	=	3.33
B (Above average)	=	3.0
B-	=	2.67
C+	=	2.33
C (Average work)	=	2.0
C-	=	1.67
D+	=	1.33
D (Below average)	=	1.0
D-	=	0.67
E (Failure)	=	0.0

*Grade point averages will be figured on all credit averages.

Resource Room Program

RESOURCE ROOM

We believe:

- All students are created in the image of God.
- All students have God-given talents and abilities.
- All students hold equal value in the sight of God regardless of strengths or weaknesses.
- All students have a God-given plan and purpose for their life.

We seek to:

- Identify the needs of students through observation and testing;
- Develop, implement, execute, and evaluate an effective individual plan for academic success;
- Provide caring, professional support to students, parents and teachers;
- Foster a safe, comfortable and challenging learning environment;
- Lay the ground work for life-long learning.

PROGRAM GUIDELINES

1. NPCS Resource Room Program may service students diagnosed with:
 - ADHD
 - Learning Disability (LD)
 - Other Mild Impairments on a case-by-case basis
2. All student test records must be made available for review by school personnel prior to school/program enrollment confirmation.
3. Initial evaluations will include the student's present level of academic achievement, cognitive strengths and weaknesses, teacher observations, and a determination of disability.
4. The school will document and communicate the purpose of testing and modifications/accommodations in the student's Individual Education Plan, or IEP. If a student meets eligibility criteria for the Resource Room program, annual IEP meetings will be conducted to review student progress. If a student is receiving instruction using an alternative curriculum in the Resource Room, previous year's goals and objectives will be reviewed and new goals and objectives will be set for the following school year. Annual IEP meetings will include parents, appropriate teacher(s), and administrator, special education teacher, and student (optional). Generally, these meetings will take place in the spring prior to the start of the upcoming school year.
5. Building principals are responsible for insuring that a student's accommodation plan is implemented by general education teachers as written in the student's IEP.
6. Students will be reevaluated every three years (to maintain valid records) by NPCS Multidisciplinary Evaluation Team (MET). This team will include Resource Room teacher, administrator, guidance counselor, classroom teacher, parents, and student (optional).
7. All communication regarding a student's testing, classroom modifications or accommodations shall be routed through the special education department.

ELIGIBILITY CRITERIA

1. Student Eligibility for Resource Room Services: Students must have a diagnosed disability, or be identified as "at risk" through early intervention screening measures at the elementary school.

As a result, the following students would not be eligible for Resource Room services:

- ESL students who do not have an diagnosed disability
- Homeschooled students who do not have a diagnosed disability

- Students failing classes without a diagnosed disability
- Students with *suspected* ADHD or emotional impairments

Tutoring during study halls or after school is available to these students at parent's expense. Tutoring can be arranged through the Resource Room Program.

2. Students in Middle School and Elementary may receive Resource Room services if **ALL** family members attend NorthPointe Christian Schools. Students enrolled in the High School or Middle School may receive services if their siblings are enrolled at NorthPointe Christian Schools or are in a Christian elementary school and the parents intend to enroll them in NPCHS.
3. A stipend will be calculated and applied to families with students having diagnosed disabilities who do not have all children enrolled at NPCS or another Christian elementary or middle school.

REFERRAL PROCESS

1. A teacher and/or parent recognize a concern.
2. Teacher and/or parent contacts Resource Room teacher.
3. Resource Room teacher gathers information and determines proper course of action.
4. If testing is needed, parents will need to give written consent prior to testing.
5. Student is tested by qualified personnel who are trained in administering the Woodcock-Johnson Psycho educational Battery (WJIII), Key Math, and the Test of Written Language (TOWL).
6. Resource Room teacher scores and interprets test results with the help of CLC teacher consultant, CLC school psychologist, or Grand Rapids Public Schools special education staff.
7. Results are reviewed at a joint meeting by qualified professionals, parents, students, student's teachers, and administration.
8. Recommendations are made and a plan of action is developed.

INITIAL EVALUATION PROCESS

1. Before a child is evaluated for the first time, the school must notify the parent and describe any evaluation the school proposes to conduct. The parent must give written consent for the child to be evaluated.
2. The next step involves gathering and reviewing existing information on the child by a Resource Room teacher. This includes consideration of current classroom assessments, observations, a review of the student's cumulative file, and information provided by parents and school staff.
3. Diagnostic Testing: NPCS will utilize the professional services of the Christian Learning Center Network and/or the Grand Rapids Public Schools for its diagnostic testing of students. This is provided to full-time NPC students at no additional cost.
4. An Individualized Education Plan will be developed which will include:
 - Report of assessment results.
 - Determination of disability.
 - Accommodation/Intervention Plan.
 - Annual goals and objectives if student is participating in an alternative curriculum in the Resource Room.

WHY DOES MY CHILD NEED AN EVALUATION?

The evaluation is done to answer these questions:

- Does the student have a disability?
- How is the student currently performing in school? (present level of educational performance)
- What are the student's educational needs?
- Does the student need special education and related services?

- What additions or modifications, if any, are needed to enable the student to meet annual goals in the Individualized Education Program (IEP) and participate, as appropriate, in the general curriculum?
- If my student does not have a diagnosed disability, is he/she still eligible for interventions/accommodations?

PARENT PARTICIPATION

Parents are encouraged to be involved in a variety of ways:

- Parents should stay in good communication with the school regarding their student.
- Parents are key members in all decision-making meetings such as meetings that determine the identification, evaluation, educational placement, reevaluation, and the appropriate education of the student (until the age of 18, see below).
- Parents give consent for initial evaluations and reevaluations.
- Parents will receive feedback on their student's academic progress through Progress Reports.
- Parents will review their student's goals, objectives, and accommodation plan with NorthPointe Christian staff at annual IEP meetings.

STUDENT PARTICIPATION

1. Students often provide valuable insights regarding their strengths and needs. When they are involved in determining their need for accommodations and interventions, they are more committed to "owning" them. Each student should have the option to be a part of the team process and participate in IEP meetings.
2. Transition Plans: Planning for the future is part of any student's education. For students with more significant impairments, this includes transition services. Transition services help a student move from school to adult life. The services depend on the student's needs and interests. They help students with everything from work to school to fun. Transition services also help students get jobs, find a place to live, and be a part of the community. Transition planning should be in place by ninth grade or when the student turns 14. A transition plan evaluation will look at five areas of the student's life: Work, Recreation and Leisure, Home Living, Community Participation, and Opportunities to learn new things after high school, and be involved with future spiritual growth. The IEP team will look at matching the student's classes with what the student wants to do after graduation. If the student wants to learn a skill or a trade, s/he might need a vocational education program. These plans are reviewed at annual IEP meetings.

STATE STANDARDIZED TESTING

1. Resource Room teacher will complete a request for ACT/MME Approved Test Accommodations for students with diagnosed disabilities who are receiving Resource Room services described in a current IEP.
2. Parents of students approved for accommodations will be notified.
3. Accommodations for ACT/MME will be monitored by Resource Room staff.

Special Opportunities

INDEPENDENT STUDY

Students may elect to study a topic that is not available in the school program on an independent basis. The students must outline their objectives, how they plan to achieve these objectives and how they propose to be evaluated. The student must find a faculty advisor for the course and present the proposal to the school guidance counselor for approval. There will be a \$40 fee (per semester) for ½ credit, or a \$20 fee (per semester) for ¼ credit assessed on all independent studies. All independent studies are on a pass/fail basis.

KENT CAREER/TECH CENTER

Students at NPCS have the privilege of attending the Kent Career/Tech Centers. The Career/Tech center serves 32 Kent County high schools and offers a number of different vocational education programs. Enrollment at the Career/Tech Center is by application, which can be obtained from the guidance counselor's office. This is reserved for juniors and seniors.

ADVANCED PLACEMENT

NPCS offers an Advanced Placement Calculus math course for exceptional math students and an AP Biology, AP Chemistry, and AP English Literature class. Students that take these courses and pass the AP exam offered in the spring will receive credit for one semester of college credit at most colleges and universities. An exam fee is charged, and a 5-point grading scale is used for the purpose of computing the student's grade point average. Opportunity for online AP courses is also offered to capable students.

J-TERM COURSES

J-Term is a weeklong session that occurs during the first school week in January. Classes are offered on an elective basis. Students choose one class for the morning session and one class for the afternoon session. Juniors will take an ACT prep course one session, and seniors may do job shadowing as part of the J-term week. MS will have its own J-Term week.

COURSES AT OTHER INSTITUTIONS

Any student taking outside courses must have approval from the principal and the school guidance counselor prior to enrollment.

Courses offered in the curriculum of NPCS may not be taken for credit through any other institution (unless there are extenuating circumstances.).

Correspondence courses will not be accepted for credit toward graduation (unless there are extenuating circumstances).

Personal enrichment courses (adult ed., community ed., etc.) do not qualify for credit toward graduation. However, these courses may be listed on the student's permanent record card.

COLLEGE CREDITS – DUAL ENROLLMENT

The dual enrollment program is intended to give high school seniors an opportunity to get a controlled exposure to college life during their senior year in high school. It is not designed to serve as an alternative to the courses offered by the local high school nor is it intended to be used to allow students an early graduation.

DUAL ENROLLMENT ELIGIBILITY

The program is limited to juniors and seniors with a 3.0 or higher GPA. (Rare exceptions will be decided by the administration.)

- Students will be limited to one class per semester.
- Students must maintain a total of five classes per semester their senior year in order to be considered an "enrolled student" at NPCS. The post-secondary class qualifying under the dual enrollment program may be used to satisfy one of the needed classes. At least four of the classes must be taken at NPCS.

NPCS will provide students in grades 11 and 12 with a letter signed by the principal, indicating their eligibility.

COURSE LIMITATIONS FOR DUAL ENROLLMENT

- The post-secondary course(s) must be academic courses and may not be in the subject matter of hobby craft or physical education.
- The post-secondary course must be a course not offered by NPCS, or if offered, is not available to the pupil due to a scheduling conflict (as determined by NPCS).

Questions regarding classification of courses as academic or activity are left to the discretion of NPCS and will take into account the interests and ambitions of the pupil.

CREDITS AND GRADES FOR DUAL ENROLLMENT

- NorthPointe Christian will not give high school credit grades nor use college course grades in computing high school GPA's. The courses may count for college credit and for colleges GPA only.

Athletics

Participation in athletics at NorthPointe Christian Schools is a privilege that is extended to every student who is eligible under regulations set up by the M.H.S.A.A. and NPCS. It is important all athletes representing NPCS act in good testimony to others.

CORE VALUES:

- We strive to DISCIPLE our athletes in their relationship with Jesus Christ by MODELING and TEACHING.
- We will relentlessly pursue EXCELLENCE in all things.
- We value the concept of TEAM as greater than the concept of the INDIVIDUAL.
- We will strive to act and speak in a PROFESSIONAL manner as we represent Jesus Christ and NorthPointe Christian.
- We seek to reflect a CHRISTIAN worldview in all relationships and activities.

THE ATHLETE SHALL:

- Recognize that athletics is only part of the total educational and spiritual program offered at NorthPointe Christian High School.
- Be expected to conduct himself/herself in such a manner as to always be a credit to the Lord and to the school, on the athletic field and in the community.
- Recognize and abide by the authority of the coach and officials at all times.
- Be expected to familiarize himself/herself with all Athletic Department policies.
- Comply with the spirit and letter of the rules and procedures outlined by the coach.
- Be expected to fulfill all the requirements that have been established before participating in any team practice. Those requirements involve the completion of a physical examination card, a proof of insurance card, and an emergency information card.
- Give proper care to equipment issued to him or her. Rules for storing and cleaning equipment and clothing must be followed.
- All athletic equipment and clothing issued will be worn only on the athletic field and may not be worn for school or in the community unless special permission is granted.
- Any equipment or clothing that is lost or stolen must be reported to the coach. Lost equipment is the responsibility of each athlete and must be replaced or paid for.
- No student is allowed to take home athletic equipment for personal use.

PARTICIPATION REQUIREMENTS

1. All athletes are required to have a physical card on file before they may try out for any athletic team. It is highly recommended that all athletes have a physical prior to the beginning of the school year. These exams are offered at the school each year for a nominal fee.
2. All athletes are required to be officially enrolled in school at NPCS to be eligible for athletics.
3. All athletes are required to have insurance coverage before they participate in any sport. A proof of insurance card must be completed by parents and returned to the school office. The school does not offer an insurance plan for students. Parents should take full responsibility for investigating their coverage fully.
4. Each team member will receive rules and procedures concerning their particular sport from their coach.
5. Athletes will be asked to have their parents complete an emergency information card. This is to be turned in to the office and kept on file.

Participants in fall sporting events must meet eligibility requirements based upon their previous semester grades to be eligible at the beginning of the season. The Administration may review at any time the status of a student athlete. The student athlete may be removed from participating in a sport (practice or games) if the Administration feels it necessary due to circumstances, which may occur (i.e. continual discipline problems, accumulated

detentions, disrespectful attitude, etc.).

TRY OUTS

Try-outs are held for all sports. All students interested in trying out for a sport are expected to report to the organizational meeting prior to the beginning of that sport season. It is at the coach's discretion whether a student that comes out late for tryouts will still be allowed a try out.

ATHLETIC ABSENCE

A student athlete is not allowed to participate in any practices occurring on the same day of an absence(s). All student athletes **must be in class all day** to be considered eligible to practice or play in matches or games on a particular day unless special permission is obtained from the Athletic Director or Principal.

COMMITMENT OF ATHLETES

A winning team is built upon the commitment of all involved. Therefore, every athlete is responsible to attend all practices and games. All absences should be of an emergency nature. These do occur and will be excused. Unexcused absences may result in the athlete's dismissal from the team.

We encourage parents to check with the coach or Athletic Director prior to the particular season concerning vacation plans or weekend trips. We discourage these trips during the season in which the student is on a team.

ATHLETIC ELIGIBILITY

MHSAA Standard

- Students must be passing 5 of 7 classes.

NPCS Standard

- Eligibility will be checked for each participant on every other Tuesday during the school year. Eligibility will also be checked at the end of each marking period.
- Students must maintain a 2.0 (c) grade point average.
- Students must not receive an F grade in any individual class.

Explanation of Ineligibility:

- Any student not meeting the MHSAA standard is immediately ineligible until the next Monday (Regulation I, section 8).
- Any student meeting the MHSAA standard but missing the NPCS standard will be placed on academic probation until the next eligibility check. The athlete may still practice and play.
- Any student missing the NPCS standard a second time will be on level 2 ineligibility. He or she may practice but may not play in contests until the next two week check.
- Any student missing the NPCS standard a third time will be on level 3 ineligibility. All uniforms and equipment must be turned in and all participation will end giving the athlete more time to concentrate on academics.
- The Administration and Athletic Director have the authority to examine individual student's grade status and determine if consideration can be made due to unusual circumstances.

Students who do not meet the MHSAA standard from the spring semester will be ineligible for competition for the first 60 calendar days after the first day of school in the fall.

Sports

Girl's Sports - Fall

- Cross Country (Varsity, JV, Middle School)
- Equestrian (Club Sport)
- Golf
- Volleyball (Varsity, JV, Freshman, 7th, 8th)

Girl's Sports - Winter

- Basketball (Varsity, JV, Freshman, 7th, 8th)
- Bowling

Girl's Sports - Spring

- Soccer (Varsity, JV, Middle School)
- Softball (Varsity, JV)
- Tennis (Varsity, JV)
- Track and Field

Boy's Sports - Fall

- Cross Country (Varsity)
- Football (Varsity, JV)
- Soccer (Varsity, JV, Middle School)
- Tennis (Varsity, JV)

Boy's Sports - Winter

- Basketball (Varsity, JV, Freshman, 7th, 8th)
- Bowling

Boy's Sports - Spring

- Baseball (Varsity, JV, Middle School)
- Golf (Varsity, JV)
- Track and Field

Discipline Policy for Middle School

Our goal at NorthPointe Christian Middle School is to provide a safe and effective learning environment where students develop respectful and loving habits which give praise to Christ. When students need correction, we must give it in the spirit that reflects His love for us. We hold high expectations for our students. On the first day of school our students will receive a handout which explains those expectations in detail. The present document explains the procedures which our school follows when **7th and 8th grade** students fail to meet the school's expectations.

A. EXPECTATIONS

1. **Organization.** Students should:
 - a. Have all necessary materials in class before the class begins.
 - b. Follow procedures for being in class on time and also for leaving class. Each teacher will share their specific expectations on the first day of school. These will also be posted in every classroom as a continual reminder to students.
 - c. Use class time productively.
 - d. Maintain neatly organized lockers and keep all textbooks on the shelves.
 - e. Maintain neatly organized notebooks, use dividers, and keep all papers in sequential order.
2. **Assignments.** Students should:
 - a. Complete all assignments by due date and show effort on each segment of the assignment.
 - b. Bring completed assignments in class ready to be handed in.
NOTE: If extenuating circumstances result in incomplete work, a note from the parent at the time the assignment is due will excuse the incomplete.
3. **Behavior.** Students should:
 - a. Be properly and modestly dressed for class.
 - b. Be considerate of others and their property.
 - c. Be careful and quiet in the halls (Students should not run or make unnecessary noise.).
 - d. Be in the properly assigned areas of the building and campus during the school day.
 - e. Avoid inappropriate, crude, and offensive language.
 - f. Avoid comments, facial expressions, or gestures that belittle or put down others.
 - g. Refrain from eating candy and food during class time.
 - h. Keep our building clean and neat.

B. YELLOW CARDS

1. A yellow card is a slip which teachers fill out when students fail to meet the above expectations. A yellow card is a caution or a reminder, and therefore it carries no penalty. The students will receive a copy of the yellow card. The teacher who assigns the yellow card will bring the yellow card to the office where it will be recorded and filed. At the end of each marking period, students will begin with a clean slate.
2. If students receive three (3) cards in one of the first two categories, Organization or Assignment, within a given marking period, students will be given notice for an organizational or ninth hour. If a student receives (2) cards in the behavior category within a given marking period, students will be given notice for a ninth hour. It is the students' responsibility to give these notices to parents and obtain parent signatures. If the students return their notices with a parent's signature on the morning after they are issued, they serve ten (10) fewer minutes. (Students must return these notices to the office and request that the reduction of ten minutes be checked.) Please note **ALL** detention notices still need a parent signature.

C. AFTER-SCHOOL HOURS

1. Students will serve their time on Wednesday afternoons starting at 2:40; the ninth hour begins when students enter the assigned room and sign in. **(We ask that parents call to change these assigned**

hours only when absolutely necessary.) Ninth hours must be served before students attend practices and games.

2. When students receive three yellow cards for lack of organization, they must report to a forty-minute organizational hour after school. During this time the students will first clean their lockers and organize their notebooks; then, show their updated planner to the Organizational Hour staff. If time allows, students will complete overdue homework and homework due the following day.
3. When students receive three yellow cards for unfinished assignments, they must report to a quiet forty-minute ninth hour after school. If students fail to bring material to work on, the teacher in charge will give additional assignments.
4. When students receive two yellow cards for misbehavior or for more serious offenses listed below, they must report to a forty-minute ninth hour after school. After the students complete a student action plan, they must study quietly or may be assigned various duties by the principal.

Ninth hours or further punishment may be assigned:

- a. For failing to turn in a signed notice for an after-school hour.
- b. For failing to serve an after-school hour.
- c. For accumulating three (2) misbehavior yellow cards in a marking period.
- d. For defacing school property, such as writing on desks, writing in textbooks, etc.
- e. For leaving school grounds during regular school hours without permission from parents and teachers.
- f. For using foul, obscene, or blasphemous language (Teachers can recommend an immediate demerit if the language is severe).
- g. For tampering with the teacher's desk, chair, keys, etc.
- h. For skipping class.
- i. For pushing or fighting (Students may receive a demerit if the infraction is serious or repeated.)
- j. For committing other serious infractions which serve to undermine the virtues of Christian respect and love that our school seeks to foster in students.

***If a student receives two ninth hours in one week, the student will serve one 60 minute ninth hour; 30 minutes for each ninth hour earned.**

D. DEMERIT SYSTEM

1. Students should understand that receiving a demerit is a serious matter, so serious that the principal notifies the parents about the demerit.
2. Students may receive demerits for the following serious offenses:
 - a. For receiving eight (8) ninth hours.
 - b. For receiving subsequent groups of five (5) ninth hours.
 - c. For willful destruction of school property.
 - d. For gross disrespect.
 - e. For possession or use of cigarettes, tobacco, alcohol, or drugs.
 - f. For dishonesty or cheating.
 - 1) Cheating includes some of the following activities:
 - a) Sharing answers during a test or quiz.
 - b) Using a "cheat sheet" on a test or quiz.
 - c) Copying a classmate's assignment.
 - d) Giving an assignment to a classmate to copy.
 - 2) The uniform penalties for cheating are these: failure of the test or quiz; a grade of zero for an assignment; one demerit; and notification of the parents.
 - 3) Students bear a responsibility to protect their work from others who wish to copy or to use it. Students should consult a teacher immediately if they suspect questionable papers or unwise actions on the part of other students.
 - g. For stealing.

- h. For extreme misbehavior (including bullying).
- i. For unauthorized entry into the school building or possession of a school key without permission.
- j. For possession of pornographic material or for viewing pornographic material on the school computers.

NOTE: The demerit for receiving the designated number of ninth hours is automatic; the demerits given for the other offenses will follow a vote of the faculty.

3. The demerit policy follows these steps:
 - a. **First demerit:**
 - 1) The principal notifies both the student and parents.
 - b. **Second demerit:**
 - 1) The principal notifies both the student and the parents.
 - 2) The student loses two weeks of extra-curricular activities (sports and parties) as well as break and noon privileges.
 - c. **Third demerit:**
 - 1) The principal holds a conference with the parents and the students' teachers.
 - 2) The principal notifies the Education Committee of the school board.
 - 3) The student loses two weeks of extra-curricular activities as well as break and noon privileges.
 - 4) The student serves a Saturday morning detention
 - d. **Fourth demerit:**
 - 1) The student receives a minimum suspension of twenty-four hours.
 - 2) The principal informs the Education Committee.
 - 3) The student loses four weeks of extra-curricular activities and privileges as well as break and noon privileges.
 - 4) The student serves a Saturday morning detention
 - e. **Fifth demerit:**
 - 1) The student receives a suspension of five days.
 - 2) The principal holds a conference with parents, teachers and Education Committee.
 - 3) The student may lose all extra-curricular activities and privileges permanently and may forfeit the class trip.
 - f. **Sixth demerit:**
 - 1) The board suspends the student for the rest of the school year.

NOTE: There are always extenuating circumstances that may prohibit a student from participating in extracurricular activities/class trips and may require Saturday detentions and/or immediate suspension.

E. MERIT PROCEDURE

1. Students may wish to clear their records of a demerit, thereby allowing for participation in class activities and athletic events. They may do so by earning a merit.
2. Procedure for obtaining a merit:
 - a. The student requests a merit from the principal, who then sets a starting date.
 - b. A minimum of four weeks (when school is in session) must elapse between the starting date and the award of a merit.
 - c. A two-thirds vote by the faculty and principal is necessary to award a merit. The merit will erase a demerit. (Students must understand that a merit and the subsequent erasure of a demerit may occur **only once**.)
 - d. If the trial period of a merit fails, the student must wait for the end of the four weeks before he makes a second attempt.
3. Requirements:
 - a. Students may receive a merit only by displaying exemplary behavior in and out of the classroom. (Students who receive a ninth hour in the four-week period will automatically become ineligible for a merit)

- b. Teachers must rate the following items as improved:
 - 1) Scholastic effort (assignments, quizzes, tests, class participation).
 - 2) Promptness to class.
 - 3) Positive attitude toward the teachers and classmates.
 - 4) Overall behavior.

F. Zero Tolerance for Weapons, Arson, and Criminal Sexual Conduct (see school policy for details)

NorthPointe Christian will not tolerate behavior that creates an unsafe environment or threat to safety. If a student is alleged to possess a dangerous weapon, commit arson or commit criminal sexual conduct in the school building or on school property, transportation vehicles, or at any school activity, the school principal will investigate the circumstances to substantiate the allegations and determine whether the student must be permanently expelled.

G. Discipline for Student Identified with an Educational Disability (see school policy for details)

Students with disabilities will be disciplined in accordance with applicable federal and state laws and NorthPointe Christian School board policy. In some cases students' disabilities prevent them from knowing, understanding, and adhering to codes of conduct. If and when a student with an educational disability violates the school's code of conduct in such a way that suspension for more than 10 days or expulsion is deemed to be the normal consequence of the behavior, it is imperative that NPS determine if the behavior in question was the result of, or a direct manifestation of, the student's disability, and therefore, not a matter of choice.

Discipline Rules & Procedures MS/HS

CATEGORIES OF MISCONDUCT

Disciplinary action by the school authorities may result when student behavior takes any of the following forms of misconduct. These categories are general in nature and are not all-inclusive. There are minor and major infractions in each category, resulting in different progressive discipline action. Unique situations may call for unique consequences.

INFRACTIONS WITH MANDATORY CONSEQUENCES

- **Arson:** The willful and malicious burning of, or attempting to burn, any building or property or material within the building. Consequence: grounds for expulsion
- **Assault:** *An UNPROVOKED verbal and/or physical attack on a person.*
Consequence: This offense could result in a referral to the board of education for 180 day expulsion from NPCCS.
- **Bomb Threats:** Issuing, by word or writing, the intention to do damage or harm by bombing. Consequence: grounds for expulsion.
- **Cheating:** Cheating is considered a major offense at NPCCS and in the Christian community. Following are considered major offenses:
 - Assignments: The giving or copying of any answers regarding an assignment. This would include everything from daily homework to major research papers. Students are not to copy other students' work and must submit their own work. Both "givers" and "takers" will be penalized.
 - Plagiarism: The use of information from a source without documentation of attribution.
 - Quizzes, Tests, and Exams: The practice of soliciting help during a classroom quizzing or testing situation. This would include the use of information brought into class, the sharing of information during class, or the sharing of information about the test or quiz with students who have not yet taken it.**Consequence:** The student may receive the following discipline:
 - First offense: One-day suspension from school and loss of credit or half credit on a retake.

- Second offense: Two-day suspension from school with parental conference before readmission. Grade reductions are the same as above.
- Third offense: Grounds for expulsion.
- **Drugs and Alcoholic Beverages**: *Possession, use or transfer of drugs, alcoholic beverages or other substances which produce abnormal behavior.*
 Drugs include alcohol, abuse of prescription medications and over-the-counter medications, anabolic steroids, dangerous controlled substance as defined by state statute, or any substance that could be considered a look-a-like controlled substance or drug.
Consequence: The student will receive an automatic 10-day suspension from school. Additionally, suspension or exclusion from extra-curricular activities may result for up to one school year. NPCS may also notify law enforcement officials. NPCS may request a student submit to electronic breath analysis in the case of suspected alcohol use. Refusal of this test will be taken as an admission of guilt. Because NPCS is concerned about any student who is involved in alcohol or drug use, we will facilitate the process by which he/she receives help through programs/counseling.
- **Fighting**: *A verbal and/or physical attack between two or more people.*
 A 10-day out-of-school suspension may result for both participants.
- **Gang Activity**: **NO TOLERANCE POLICY** prohibits the displaying of gang related clothing, hand-signing, graffiti, behavior, or any other indication of gang membership or activity.
Consequence: Grounds for expulsion.
- **Possession or use of weapons: (PA 211)** *Possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury*
 This policy includes any explosives or weapons brought onto school property or to co-curricular events (home or away), including even those used solely for hunting and contained in student vehicles (cased or un-cased), any weapon/explosive that is unassembled, or "look-a-like" weapons or instruments.
 When staff or administration hears about possible possession, students are subject to search and seizure procedures immediately. Law enforcement officials will be notified.
Consequence: Student(s) involved will be suspended before expulsion proceedings are initiated by the school administration to the board of education.

OTHER INFRACTIONS

- **Bullying/Harrassing**: Any verbal or physical intimidation, including in cyberspace, which demeans another student.
 - Bullying of other students happens when someone hurts or scares another person on purpose, and the person being bullied has a hard time defending himself or herself. This includes all secular activities in cyberspace. Examples are:
 - Punching, shoving and other acts that hurt people physically,
 - Spreading bad rumors about people,
 - Keeping certain people out of a "group,"
 - Teasing people in a mean way, including name calling, and
 - Getting certain people to "gang up" on others.
 - Disrespect to any authority figure (defiance, including hostile speech and cold silence, talking back, not following classroom procedures, etc.).
 - Swearing/cursing, racial slurs, verbal abuse, inappropriate gestures, etc.
 - Willful destructive behavior.
- **Disruptive Conduct**: Conduct that interferes with the educational process or safety of others.

- **Extortion, Blackmail or Coercion:** Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- **Failure to Disbarred:** Students failing to disband when a reasonable request is made by authorized personnel. It is a violation of fire code and safety regulations to assemble and sit on stairways whereby safe passage is inhibited.
- **False Alarms:** Issuing, by word or act, the false or misleading report of a fire, bomb threat, or any other critical incident.
- **Forgery:** Using the names of other persons in writing or falsifying times, dates, grades, addresses or other data on school forms, including signatures.
- **Insubordination:** The failure to carry out a reasonable request by a faculty/staff member.
- **Obscenity:** Using coarse gestures or obscene language in verbal, non-verbal, or written form. This would include using the Lord's name in vain.
- **Possessing or using Fireworks:** Possessing or using fireworks or other explosive materials within the building or on school grounds.
- **Smoking:** Violating the smoking regulation, including the possession of tobacco in any form. Possession of smoking materials or use of these materials by students is not permitted on or off school premises while the student is enrolled at NPCS.
- **Stealing:** Dishonestly acquiring the property of another or unauthorized possession of property belonging to another.
- **Trespass:** Being present in an unauthorized place or refusing to leave an area when ordered to do so. This would include the unauthorized returning to school during an out-of-school suspension or expulsion.
- **Truancy:** Unauthorized absence from school or classes for any period of time. Chronic tardiness may be considered truancy.
- **Vandalism:** Willful or malicious destruction of property belonging to others.

DISCIPLINARY SANCTIONS

The commission of or participation in any of the above listed activities while a student is enrolled at NPCS is prohibited. This includes the commission of or participation in any of the above listed activities at all off-campus, non-school sponsored activities including, but not limited to: social gatherings, parties, etc. Disciplinary action will be taken by school officials regardless of whether or not criminal charges result. The following is a guideline for administrative use when corrective progressive action is necessary:

Major infractions of the previously mentioned categories of misconduct may result in the following progressive action:

- **FIRST OFFENSE:** 3 day out-of-school suspension
- **SECOND OFFENSE:** 5 day out-of-school suspension
- **THIRD OFFENSE:** 10 day out-of-school suspension

Each suspension carries with it a required parent notification and/or conference for return of the student.

Students may make up work for credit during a suspension. It is the responsibility of the student, however, to get the work from teachers and have it complete upon the day of return.

PROGRESSIVE DISCIPLINE

Note There are always extenuating circumstances that may arise that may result in an immediate consequence, in regard to NPCS progressive discipline.

- **Personal Conference:** The teacher has a conference with the student. This is an opportunity for the teacher to offer suggestions to help the student and to pray with the student.

- **Parent Contact:** The teacher makes contact with parents (phone call and warning notice) regarding the problem and discusses with them solutions to help alleviate the problem.
- **Detention:** Continued disruption by the student after counseling and contacting the home will result in a detention. Students will have a detention slip sent home informing the parent(s) of the time that detention is to be served. A detention is to be served after school from 2:25 – 3:35 p.m. Failure to serve a detention can result in an additional detention, or a Saturday work detention. Detentions will also be issued for a third tardy in the same class in one quarter.

In the event of excessive detentions may result in a meeting with the student, his parents, and the administrator. Further disciplinary action may occur. The accumulation of detentions begins with the first week of each semester.

- **Referral:** The classroom teacher may give a referral to a student for a continued problem following a detention or for other more pressing problems such as cheating, fighting, swearing or verbally attacking another student or teacher. Referrals are usually used in situations beyond the control of the teacher in the classroom setting. With a referral, the student is sent to the office to see an administrator. Parents are notified and a parent conference may be arranged. An administrator may issue the student a detention, refer the student to a counselor, or place the student on probation.
- **Probation:** A student placed on probation may not be permitted to continue in any elected office or maintain any responsibility in student organizations or extra-curricular activities, including athletics. The length of the probationary period will be left to the discretion of the school administration. The parent will be notified of the action taken. Appeals of such disciplinary action by a parent are permitted. Written information concerning the appeals process may be obtained from the school office or administration office.
- **Saturday School:** An administrator can assign a Saturday work detention to a student who misses a detention, accumulates many tardies per quarter, has been truant, or is caught off campus without permission from the school during a school day. There may be other circumstances that will warrant a Saturday work detention, and they will only be given after a series of related problems.

Students will report to school on Saturday at 8:00 a.m. and be dressed to work on custodial projects. The detention will end at 12:00 p.m. Parents must pick up all middle school students before they are released. All other students must check out with the supervising teacher.

- **Students are required to pay \$30.00 to cover the cost of the supervising teacher.**

Minor infractions of the aforementioned categories of misconduct may fall in the below range of responses, and ultimately may lead to Saturday School (SS), In-School-Suspension (ISS) or Out-of-School Suspension (OSS).

Tardy Policy for In-School-Suspension: If a student has assigned time in ISS, the student needs to be there on time to get “credit” for time served.

If a student is tardy for his/her ISS time, he/she will NOT receive credit for the hour in which the tardy occurs. The student will, however, need to stay in ISS for the remainder of the hour.

GUIDELINES ON DISCIPLINE

1. Administrators will seek first to get the facts, including interviewing students involved in a discipline issue.
2. Administrators will contact parents to discuss the charges, the facts, and possible penalties.
3. Administrators will determine needed penalties within the policies and inform the student and parents in writing, including plans for a satisfactory return.
4. Parents must be told they may appeal to the superintendent within three days of the principal’s decision.
5. The maximum length of any one-student suspension shall be ten school days unless approved by the board of education. **While suspended from school or in in-house suspension, a student is not allowed to participate in or attend any school-related activities, or to be present on school property.**

EXPULSION PROCEDURES

The act of permanent expulsion from school will only be made by the board of education upon the recommendation of the principal and superintendent. The following procedural guidelines will govern the expulsionary process:

1. Written notice specifying the charges leading to the recommendation to expel and the time and place of the hearing.
2. Parents given opportunity to address the board of education at the time it decides on the recommendation to expel.
3. Parents provide a written statement of the decision of the board of education.

The NPCS School Board shall be deemed an impartial tribunal. Once the board of education has listened to the appeal of the student or his/her representation and determined whether or not to accept the recommendation for expulsion, the decision will not be subject to further appeal. Failure to appeal by the student or representation at such hearing negates future opportunity to appeal.

READMISSION

After an expelled student has been out of NPCS for a minimum of one semester, he/she may apply for readmission. After examination of multiple factors, the board of education MAY grant readmission. A student who readmits after expulsion shall be placed on probation for a determined amount of time.

SEARCH

General searches of school property may be conducted at any time. Most common are locker inspections and vehicle searches on school grounds.

School Closing Procedures

As always, the safety of our students will take precedence over any school-related activity. We attempt to make the right decisions based on the information available at the time; however, conditions can change rapidly and unexpectedly. In all situations, if parents believe we have underestimated the risk involved with sending or keeping their children at school, they should exercise their parental authority to remove their children from any situation that they feel jeopardizes their child's safety.

GENERAL PROCEDURES

In the event that severe weather makes it unsafe for students to travel, a decision will be made by the transportation supervisor and the superintendent to close school for that day. Following are some guidelines to help you better understand the process.

- As with all of the other schools in the area, we call the Grand Rapids Area Information Line (GRAIL) as well as WOOD-TV (Channel 8) or www.woodtv.com for school closings. GRAIL then notifies all of the other TV stations as well as all of the area radio stations. WOOD-TV processes the information rapidly and is a good place to check for an update.

Unless there are unusual circumstances, the decision to cancel will be made by 6:00 AM. Because of the number of calls coming in from superintendents at that time, it sometimes takes 15 minutes or more to get through. It then takes time for GRAIL to get an update to all of their stations. Our goal is to have notice of closings on the air no later than 6:15 AM.

- **Two-hour delays** in school will be posted on WOOD-TV, www.woodtv.com and the GRAIL system in the same manner as school closings. In the event of a two-hour delay, the elementary school will start at 9:50 AM. Our own buses will run their normal routes, but with a two-hour delay. Due to the fact that the Grand Rapids Public Schools does not have a two-hour delay, our students riding their buses will have to find their own transportation to school.

In the event of a two-hour delay, there will be **NO** AM Pre-School. All AM special activities or AM special events (including all day field trips) will be cancelled in the event of a two-hour delay also.

- In the event of a school closing, unless otherwise notified, all athletics and extracurricular activities will be canceled for that day (this includes practices).

- In the event that clear weather allows us to conduct school, however during the afternoon the threat of an approaching severe storm or rapidly deteriorating weather conditions make it unwise to host or travel to athletic or other extracurricular activities, we will attempt to get the message on the GRAIL and WOOD-TV lines. Please be aware that this has not always run as smoothly as the morning line.
- If you see that we have closed one of our schools for severe weather, be assured the other is likewise closed.
- If we have chosen to remain open for the day and you consider it unsafe to send your child, please use your own judgment. You know your local road conditions better than we do and we do not want to place your children at risk. Your children will not be penalized for missing classes. Please call the appropriate school office to inform them of your situation.
- If you are unable to get the information you need by 6:15 AM on the GRAIL or WOOD-TV systems or have another question, do not hesitate to call the appropriate principal or the superintendent at their homes. The numbers are in the directory.
- We would rather be accused of being too cautious regarding the safety of your children than suffer the hurt of being too aggressive during dangerous conditions. There will be times when the sun will come out, the ice will disappear at 10 AM, and we will wonder if we made the right choice. Please remember that our number one priority will be the safety of your children.

TERRORISM THREATS

1. **Level Red...Severe Threat:** We have not yet seen such a high level called for the general population, and we pray that the Department of Homeland Defense is never forced to call one. Normally, this threat condition will be issued for a specific location or critical facility. Should a Level Red Alert be called, we will be in contact with emergency management officials to determine if schools are targeted and whether it is prudent to open the next day or to use GRAIL and WOOD-TV to alert our families regarding a closure. If such an alert is issued during the school day, students will complete the day; normal transportation will be provided unless emergency management officials advise schools otherwise.
2. **Level Orange...High Threat:** In such cases, the school will be in contact with emergency management officials to determine if schools are a potential target. Unless cautioned otherwise, school will remain open and all before-and after-school activities will be conducted as scheduled.

Although we will attempt to use our best judgment regarding the safety of your children, parents will be the final authority as to whether or not they feel it is safe to have their children in school during a level orange or level red alert. Parents may keep their children home or come and pick them up even though the school may choose to remain open. In such cases, students will not be penalized for work missed.

Emergency Procedures

CRISIS PLAN

NPCS has a fully operational crisis plan in place. In the event of a crisis in which students need to be evacuated from the building, students will be evacuated according to our emergency evacuated policy. If the crisis is resolved within a reasonable time, students will be returned to the school and instruction will resume. If students need to be sent home, parents will be notified via radio and/or television or phone. Students in need of transportation will have it provided.

In the event of a critical incident (lock down), students must remain in their classrooms and follow the directions of the teacher. (If you would like to see a copy of the Crisis Plan, see the building principal.)

BOMB THREATS

All bomb threats will be considered legitimate, and every possible action will be taken to assure the safety of the students and staff. The authorities will be contacted immediately and asked for their professional assistance in assuring that the building is safe. If the authorities feel it necessary, an immediate evacuation will be conducted according to our emergency evacuation policy.

During an evacuation, if weather is suitable, students will be moved at least 100 yards from the building. If the weather is not suitable for students to wait outside, elementary students and middle/high school students will be relocated to a prearranged location. If students need to be sent home, parents will be notified via radio and/or television or phone. Students in need of transportation will have it provided.

FIRE DRILLS

Fire drills will be conducted according to state school standards. This is done to familiarize students and teachers with the proper evacuation procedures. At least one of the drills will be conducted close to the beginning of each semester. The building principals will have a follow-up discussion with staff to determine the relative preparedness of the students.

Because October is fire safety month, the local fire department conducts an annual visit to review the school's compliance with disaster preparedness. The school will comply with the public safety standards as defined by the local government authorities. In addition, the fire department can conduct unannounced visits during which they trigger the fire alarms and evaluate the student and staff response.

SEVERE THUNDERSTORMS

Due to the serious damage that can occur from a lightning strike, several guidelines govern how the school will respond to the threat of lightning. School will not close due to a thunderstorm watch or warning; however, elementary students will not be allowed outside for recess during a thunderstorm warning or when lightning is present.

After-school athletics may or may not continue in the event of a thunderstorm watch or warning. Several factors will be involved in the decision:

1. The athletic directors and coaches from the participating teams will assess the risk prior to the event to determine if the severe weather is close enough to endanger the students.
2. If severe weather arises during an athletic contest, the officiating crew is empowered by the Michigan High School Athletic Association (MHSAA) to suspend or cancel an event if they believe there is a risk to athletes.
3. The MHSAA requires that play be suspended in the event of thunder/lightning in the area and not be commenced until 30 minutes of lightning-free and thunder-free weather.

TORNADO WATCH/WARNING

Following are some guidelines to help you understand procedures in the event of a tornado warning (imminent danger) or a tornado watch (potential danger).

1. Should a tornado warning be issued, appropriate measures will be taken at each building to issue the safety of students and staff.
2. No student will be dismissed from any building while a tornado warning is in effect. If the school day ends while still under a tornado warning, students will be kept in the buildings until the warning is lifted.
3. Parents may pick up students at their discretion while the area is under a tornado watch. Please check in with the office first before leaving with your child.
4. If a tornado watch or warning is in effect at the close of school, unless otherwise notified, there will be no after-school activities.
5. If a tornado warning is in effect at the beginning of school, check the Grand Rapids Area Information Line (GRAIL) as well as WOOD-TV (Channel 8) or www.woodtv.com for school closings or two-hour delay.

Grand Rapids Public (DEAN Transportation) and NorthPointe Christian buses will not run while under a **TORNADO WARNING. THE BUSES WILL RUN IF THE AREA IS UNDER A TORNADO WATCH**

Weapons, Arson, and Criminal Sexual Conduct Policy

The Board of Education and the Administration of NorthPointe Christian School seek to create a safe environment where each student and each staff member can live and work in the way God intended. Therefore, NorthPointe Christian School will not tolerate behavior that creates an unsafe environment or threat to safety.

ZERO TOLERANCE FOR WEAPONS, ARSON, AND CRIMINAL SEXUAL CONDUCT

1) Procedures:

- a. In compliance with Public Act 250, if a student is alleged to possess a dangerous weapon, commit arson, or commit criminal sexual conduct in a NorthPointe Christian School or building or on school property, transportation vehicles, or at any school activity or content in violation of Section 1311 of the Michigan School Code, the following procedures must be followed:
 - 1) The school principal must investigate the circumstances to substantiate the allegations.
 - 2) If the allegations are substantiated, the school board must conduct a hearing to determine whether the student must be permanently expelled. The hearing must conform with due process requirements.
 - 3) If the allegations are proven, in compliance with State Law (Public Act 250 of 1995) the Board shall expel the student from school.
- b. If the student is expelled, the Administrator or designee shall ensure:
 - 1) That the weapons expulsion is duly noted in the student's permanent record;
 - 2) That the student has been referred to the county Department of Social Services Community Mental Health Department within three (3) school days;
 - 3) That the parents are informed of the referral;
 - 4) That the DSS form is completed – School Expulsion Referral Form and send the form to the DDS office and Community Mental Health Department.
- c. Note: P.A. 250 makes the following provisions:
 - 1) A homebound educational program may be provided to these expelled students.
 - 2) Students in Grade 5 and below who are expelled for reasons other than possession of a firearm or threatening another student with a dangerous weapon may petition for reinstatement at anytime and may be reinstated after ten (10) days.
 - 3) Alternative programs must provide that these students are physically separated at all times during the school day from the general school population.

2) Policy – Definition and Statement:

- a. For purposes of this policy, a dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices.
- b. The School Board need not expel if the student can establish to the satisfaction of the School Board or its designee that
 - 1) The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
 - 2) The weapon was not knowingly possessed;
 - 3) The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
 - 4) The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a school administrator or the police.* There may be circumstances under which an object or instrument described as a dangerous weapon under the definition above is legitimately used for demonstration or other school-sanctioned activity. However, such an object or instrument may only be brought to school with prior written permission of both teacher involved and the building principal. Such instrument or object will be brought directly to the school office and held there until released to the

teacher for the activity for which requested, then returned to the school office immediately following the activity. It will only be released to the student for direct transport off school property.

DISCIPLINE FOR STUDENT IDENTIFIED WITH AN EDUCATIONAL DISABILITY

All students are expected to contribute to a positive atmosphere in our school. At times, however, a student's behavior might disrupt the environment, leading to disciplinary action from which learning and growth can occur. Students with disabilities will be disciplined in accordance with applicable federal and state laws and NorthPointe Christian School board policy. NPS typically affords students who have identified educational disabilities the same due process considerations afforded all students in discipline matters. In some cases, however, students' disabilities prevent them from knowing, understanding, and adhering to codes of conduct. If and when a student with an educational disability violates the school's code of conduct in such a way that suspension from more than 10 days or expulsion is deemed to be the normal consequence of the behavior, it is imperative that NPS determine if the behavior in question was the result of, or a direct manifestation of, the student's disability, and, therefore, not a matter of choice. To make such a determination, NPS will conduct a Manifestation Determination Review, typically within 48 hours of the incident that led to suspension. The Manifestation Determination Review insures that students who have disabilities are not discriminated against because of their disabilities.

The purpose of a Manifestation Determination Review is to ascertain whether a student's disability led to the behavior that violated the code of conduct. If this review determines that the disability was the cause of, or significantly associated with, the behavior, than an appropriate, individualized intervention must be developed. If, on the other hand, the review determines that the disability is not related to the behavior, then the school's discipline policy, as articulated on pp. 27-34 of the student handbook, may be applied.

The team of people conducting the Manifestation Determination Review will consist of individuals who know the student. Typically, that team will consist of the persons involved in an Individual Student Plan (ISP). The ISP team consists of:

- 5) The building administrator or his/her designee;
- 6) Parents of guardians of the student;
- 7) General education teachers who know the student;
- 8) The special education staff responsible for implementing the student's ISP;
- 9) A psychologist who knows the student.

For purposes of conducting the Manifestation Determination Review, it must be understood that an educational disability in any disability that significantly impairs a student's ability to benefit from school. The following are commonly accepted educational disabilities:

- Learning disability
- Cognitive impairment
- Autism
- Emotional impairment
- Hearing impairment
- Visual impairment
- Physical impairment
- Health impairment
- Traumatic brain injury
- Deaf-blindness

Students who are identified as having Attention Deficit/Hyperactivity Disorder (ADHD) are not considered educationally disabled, per se. That is, ADHD is not recognized as a special education category under which students receive special education services. Following careful review, ADD/ADHD might be considered as the cause of, or significantly associated with, the behavior in question under the Americans with Disabilities Act (ADA)