



2011/2012

**Elementary
Parent / Student
Handbook**

Elementary Campus
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Grand Rapids, MI 49505
(616) 363-4869

www.npchristian.org

Mr. Gordon Nickel – Principal
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Parent & Student Handbook

"PREPARING STUDENTS TO IMPACT THEIR WORLD FOR JESUS CHRIST"

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Welcome to NorthPointe Christian Elementary & Pre-School!

Dear Parents,

The pre-school, kindergarten and elementary school years are special! There is so much for your child to learn, so many new concepts to explore in God's marvelous creation.

Our faculty members will provide a broad and enriching experience for your child. They will provide opportunities for concrete and abstract hands-on learning. In addition to the basic skill development, specialists in the areas of music (both general and instrumental), art, library, computers, and physical education will teach your child the skills of each discipline. Our Resource Room teacher is available, should your child have special learning needs. Enrichment opportunities will encourage your child to expand his/her special abilities.

Bible class and weekly chapel services are only a part of the spiritual emphasis at our school. Classroom devotional times build a supportive Christian community where students and teachers can share their joys and needs. Our teachers help children understand that God is the center of our life, that the Bible is His instruction for living a God-honoring life and that all the things we do should glorify Him.

Each year is packed with exciting and enriching activities. There are field trips, assemblies, service projects, plays, programs, classroom projects, and much more. We enjoy having parents involved as an integral part of the learning experience. Please be involved at our school.

Exciting things are happening each day at NorthPointe Christian Elementary School. We would love to serve your family in any way possible. Please keep our school and staff in your prayers as we serve our Lord. We hope your family will experience God's blessing through NorthPointe Christian where we celebrate Christ's love and student success.

In His Service,

A handwritten signature in cursive script that reads "Gordon Nickel".

Gordon Nickel
Elementary Principal



Board of Education 2011-2012

Class of 2012

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ADMINISTRATIVE STAFF

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Mr. Todd Tolsma, High School Principal – tolsmat@npchristian.org

Mr. Gordon Nickel, Elementary Principal - nickelg@npchristian.org

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

Mr. Bryan Molda, Maintenance/Transportation Director - moldab@npchristian.org



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CHRISTIAN SCHOOLS

2011-2012

Elementary & Pre-School Staff

PRINCIPAL

Mr. Gordon Nickel

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FOURTH GRADE TEACHER

Mr. Lance Glupker

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RESOURCE ROOM TEACHER

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CAP TEACHER

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ELEM. ADMISSIONS/MARKETING

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CAP Teacher

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TRANSPORTATION/FACILITIES DIRECTOR

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PRE-SCHOOL TEACHER

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CAP Teacher

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KINDERGARTEN TEACHER**

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MUSIC/BAND TEACHER

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**SPANISH IMMERSION
PRESCHOOL TEACHER**

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First Grade Teacher

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ORCHESTRA TEACHER

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P.E. TEACHER

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**SPANISH IMMERSION
PRESCHOOL AIDE/ELEM. SPANISH**

Mrs. Camille Ponce-Tabon



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CHRISTIAN SCHOOLS

2011/2012 Academic Calendar

August 29, 2011
June 6, 2012

First day of school
Last day of school

Vacations:

November 23, 24, & 25, 2011
December 19-January 2, 2012
January 3, 2012
March 30-April 8, 2012
April 9, 2012
May 28, 2012

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

Additional Days Off :

September 2, & 5, 2010
October 20 & 21, 2011
November 11, 2011
February 10, 13, 2012

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

Half Days:

December 16, 2010
December 14, 15, & 16, 2011
June 4, 5, & 6, 2012

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

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 in the following areas:

Application of the Philosophy

Spiritually

By knowing Jesus Christ as Savior and Lord and being conformed to His image (Phil. 3:10; Rom. 8:29):

1. To develop godly character.
2. To realize that God has a purpose for everyone.
3. To instill a sense of responsibility for a world that is lost.
4. To become mature in Christian living through fellowship with God, prayer, devotion to God’s Word and witnessing.
5. To apply Biblical principles to every part of daily life.
6. To please God above all else.
7. To love the Lord with “all your heart.”

8. To prepare young people for productive service in the local church.

Mentally

By relating all Truth to God's Truth and acquiring His wisdom through His Word (II Tim. 2:15; Prov. 4:7):

1. To develop a Christ-like attitude in life.
2. To cultivate the power of critical thinking.
3. To realize the potential of God-given aptitudes.
4. To increase in learning and understanding.
5. To appreciate the full revelation of God.
6. To encourage creativity and individuality.

Emotionally

By practicing a Spirit-controlled temperament (Eph. 5:12; Gal. 5:22-23):

1. To develop self-control.
2. To establish and maintain an emotional balance.
3. To properly respond to life's situations.

Socially

By applying the principles of God to interpersonal relationships (I John 1:7; Prov. 18:24):

1. To demonstrate God's unconditional love to mankind.
2. To practice godly skills in relating to each other.
3. To develop a sensitivity for the needs of others.
4. To illustrate "body life" within the family of God.
5. To resolve conflicts between individuals in a Biblical manner.

Physically

By recognizing the body as the temple of God (I Cor. 6:19-20):

1. To yield the body to God as an instrument for His use.
2. To properly maintain the body.
3. To use physical abilities for the glory of God.
4. To avoid any abuse to the body.

We believe that God has given to the parent the responsibility for the godly training of the child. Along with the church, NorthPointe Christian Schools assists the Christian home.

Foundational Statements

NorthPointe Christian Schools

- The Bible, verbally and plenary inspired, is God's Word; infallible, inerrant, and authoritative in all matters of which it speaks (II Tim.3:16-17; II Peter 1:19-21).
- There is one God, personal, infinite, perfect, and eternal, existing as Father, Son and Holy Spirit, who are equal in every divine perfection (Ex.20:2-3; Deut.6:4; Rev.4:11; Matt.28:19).
- The Holy Spirit is a Divine person who convicts men and regenerates, sanctifies, and preserves the believer (John 14:16-17; 16:8-11; Heb. 9:14; Eph. 1:13-14).
- Satan is a created but fallen personality, opposed to all that is holy, destined for eternal punishment (Is. 14:12-15; Ez.28:14-17; I Peter 5:8; Jude 6).
- God directly created the universe from no pre-existing substance. Naturalistic and theistic evolution are rejected (Gen.1:1, 26-27; 2:7; Col.1:16-17).
- Man was made in God's own image but now is through Adam's fall a sinner both by nature and choice, and can be restored to God's favor only by God's provision of salvation in Christ as applied by the Holy Spirit (Gen.3:1-6,24; Rom.3:10-19; 5:12,19).
- Jesus Christ was conceived of the Holy Spirit, was born of a virgin and is true God and true man (Is.7:14; Matt.1:18-25; I John 5:20).
- Salvation is by grace through faith only in Jesus Christ, through his substitutionary atoning sacrifice apart from any human merit (Eph. 2:8-9; Heb.2:14-17).
- Jesus Christ rose bodily from the grave, ascended into Heaven, and interceded on our behalf as our High Priest (I Cor.15:3-4; I Tim. 2:5; Rev. 3:21).
- To be saved, sinners must be born again. This birth is instantaneous and not a process, and is evidenced by newness of life (John 3:3; II Cor. 5:17; I John 5:1).
- Justification is an act of God in which he declares the believer to be righteous on the basis of faith in Christ and the imputation of Christ's righteousness to the believing sinner (Acts 16:39; Titus 3:5-7).
- Sanctification is the setting apart of a believer unto God as his purchased possession through the work of the Holy Spirit and the power of his Word (Heb. 10:10-14; Eph. 5:25-27; I Thess. 4:3-4).
- Every believer is eternally secure, being "kept by the power of God" (John 10:28; I Pet. 2:5; Rom. 8:35-39; Eph. 1:13).

- All those who have been born again are members of the church universal, which is the body of Christ and are eligible for baptism. (Acts 8:36-39; Rom. 6:4-5; I Cor. 11:2).
- Baptism and the Lord's Supper are ordinances of the church; they have no merit for salvation (John 3:23; Rom. 6:3-5; Matt. 3:16; I Cor. 11:23-28).
- The Bible calls for a separation from sin and a pursuit of holiness and righteousness as they seek to love God and their neighbor (II Cor. 6:14; 7:1; I Thess. 1:9-10; I Tim. 6:3-5).
- Civil government exists by divine sanction, and a Biblical relationship between government and church should be maintained (Matt. 22:21; Rom. 13:1-7).
- Israel is God's covenant people now dispersed because of unbelief but yet to be regathered and saved as a nation at the second advent of Christ (Gen. 13:14-17; II Sam. 7:12-16).
- The return of Christ includes both the rapture of the church and his return in glory. The rapture is for his church, which is personal, and imminent. His return to earth will establish his righteous reign over the world. This coming is visible, personal, and in power and great glory (I Thess. 4:16-17; Rev. 19:11-21).
- All persons will experience resurrection; believers to a state of eternal joy with Christ and unbelievers to eternal punishment in hell (I Thess. 4:13; Rev. 20:11-15).

Attendance

General Information

On-time attendance is important to a child's success in school. It helps establish good work habits and responsibility. School starting time is 7:50 AM.

- All absences must be reported to the school office by the parent or guardian prior to 9:00 AM on the day of the absence. If the reason for absence is illness, the Kent County Health Department requires us to record the symptoms your child is experiencing.
- If you need to pick up your child during the school day, please stop by the office to sign him/her out. The secretary will call the classroom teacher and have your child sent to the office for you. Please do not disturb the classroom to get your child.
- If a student arrives after 11:15 AM or leaves before 11:15 AM, the student's record will reflect a half-day absence.
- If a student is absent from school, he/she may not participate in any after school or extra-curricular activities scheduled for that day or evening.

Dental/Doctor Appointments

If you need to pick up your child during the school day, please stop by the office to sign him/her out. The secretary will call the classroom teacher and have your child sent to the office for you. Please do not disturb the classroom to get your child.

Extended Family Vacations

Parents are strongly urged to plan trips and vacations when school is not in session. When this is not possible, parents should send a written notice to the teacher & secretary or principal *at least two weeks prior to the trip*. Lengthy trips that cause the student to miss class time are not encouraged.

It will be the student's responsibility, with the assistance of his/her parents, to make arrangements with the teacher for any missed assignments and to complete all assignments *upon his/her return to school*. Prior to the vacation parents may request from the teacher some of the schoolwork that will be covered during their absence. The student is to complete all assignments within the same number of days as the length of the vacation.

Students who miss any test during their absence will take the test at school when all missed work is completed and within the same number of days missed due to the vacation.

Family Death or Terminal Illness

In the case of a family emergency such as death, terminal illness, or similar traumatic situation in your family that may affect the student's attendance, emotional well-being, and/or level of concentration, please notify the office immediately.

Illness during the School Day

If a student becomes ill during the school day, he/she should notify the classroom teacher. Arrangements will be made in the office for the student's care. If necessary, a call to the parent will be made to determine if the student needs to be picked up.

Make-up Work Due to Illness

Students have an obligation to complete assignments missed during illness or unexpected absence from school. In order to encourage responsibility in our students, we expect them, with their parents' help, to contact their teacher to secure missed assignments. Students are guaranteed one school day to make up their work for each day absent from school. Students who miss any test during their absence will take the test at school when all missed work is completed and within the same number of days missed due to their illness. Additional time may be given at the discretion of the teacher.

At the request of the parents, the teacher will gather missed assignments for a student who is absent two or more days. Parents must call before 8:00 AM on the day the homework is wanted in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments in the office after 2:45 PM on the day requested.

Parents/guardians of suspended students may pick up homework in the main office after 2:45 PM on the second day of suspension.

Tardiness

School start time is 7:50 AM. Opening classes begin at 8:00 AM. Students who arrive at school after 8:00 AM will be considered tardy and should report to the office. Parents will need to sign their child in and the student will receive a tardy slip before going to the classroom. If the student reports to the classroom without a slip from the office, the teacher will send them to the office for the tardy slip. After the 4th tardy in a grade quarter a contact will be made with a parent. After 8 tardies in a grade quarter a conference will be scheduled with the parent.

NorthPointe Christian Elementary & Pre-School

2011 ~ 2012 Daily Schedule / Procedures

ARRIVAL

Students should arrive at school by 7:50 a.m. and be in their classroom ready to start class by 8:00 a.m. Only the front doors of the school building will be unlocked and open at 7:30 a.m. Students arriving between 7:30 and 7:50 a.m. can wait outside their classroom in the hallway.

1. Students inside the building before 7:50 a.m. must sit on the floor outside their classroom. Students may do school work or talk quietly with other classmates but remain seated.
2. **If arriving after 8:00 a.m., please report to the office first and sign in.**

DAILY SCHEDULE

7:30 AM	School Supervision Begins (students may start arriving)
7:32	All students need to be loaded on NPC shuttle to Elementary
7:37	NPC Shuttle bus <u>departs</u> from MS/HS (Leonard campus to the Elementary)
7:50	Arrival Bell (NPC Shuttle arrives)(classrooms opened for students)
8:00	Tardy Bell
8:30	AM Pre-School begins
9:45	Y's-1 Grade AM recess
10:00	2-5 Grade AM recess
10:20	Fridays, Chapel grades K-5
11:15	AM Pre-School ends
11:15	Half-Day dismissal
11:25	Y5's - 1 st Grade lunch; 2 nd - 5 th Grade recess
11:45	2 nd - 5 th Grade lunch; Y5's - 1 st Grade recess
12:00	PM Preschool Begins
12:05	Lunch/Recess Ends
2:45	Y5's - 5 th Grade dismissal
2:50	NPC Shuttle Buses depart from Elementary (Russwood) & MS/HS (Leonard)
Campuses	
2:45	PM Preschool Ends
3:00	NPC Shuttle Buses arrive at Leonard and Elementary Campuses.
3:00 PM	School Supervision Ends (All students must be picked up)

DISMISSAL

Parents picking up their child early, please report to the office and sign them out.
Dismissal bell rings at 2:45 p.m. Half-Day dismissal is at 11:15 a.m.

Students should:

1. Not leave school until their teacher dismisses them.
2. Walk in the hallway.
3. Go straight to their bus or ride home (Playground use is discouraged, no supervision provided).
4. Wait in bus lines quiet and orderly.
5. Use sidewalks at all times.
6. Return to the school's lobby and notify the office if their ride is not there.

Dress Code

All Students

- All shirts must be free of inappropriate graphics/words, fall below the waistline, and be modest.
 - no midriff showing,
 - no spaghetti straps,
 - no sheer blouses,
 - no low-cut tops
 - no tight fitting clothing
- All pants, including jeans, must be fitted at the waist and in good repair. All pants must be free of inappropriate graphics/words.
 - no rips,
 - no tears
 - no holes
 - no “sagging”
 - no words on the seat of pants
- All shorts and skirts must fall below student’s fingertips when arms/hands are fully extended at sides.
- **NO** “Heelys” (shoes with rollers) or rollerblades of any type.
- Visible body piercing (with exception of ears for girls) is prohibited. Piercing of any nature is prohibited for all males.
- No hats or hoods worn in the building.
- Extreme hairstyles are not permitted. Hair length for males needs to be out of the eyes and above shoulder length.
- All outdoor clothing and winter boots needs to be removed and put away properly before going to classrooms or lunchroom.
- Shoes or sandals must be worn at all times inside the building.

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.

Health Requirements

Required Childhood Immunizations for Michigan School Settings

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine **↓	4 years through 6 years	7 years through 18 years
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP; 1 dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td IF first dose is given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years IF 5 years have passed since the last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses IF third dose was administered on or after 4 years of age, only 3 doses are required	3 doses
Measles,* Mumps,* Rubella*	2 doses on or after 12 mo.	2 doses on or after 12 mo.
Hepatitis B*	3 doses	3 doses
Meningococcal	None	1 dose for children 11-18 years of age
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

Note: Parents may request in writing a medical, religious, or personal exemption from immunization requirements (form available in the office).

* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

** All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

Allergies: Please notify the teacher and office in writing if your child has any food and/or environmental allergies.

Health Services

Our students also receive special health services through the Kent County Health Department. These services include vision screening for students in PK, 1st, 3rd, and 5th grades, and hearing screening for students in PK, 2nd, and 4th grades.

Medication

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.** Office personnel, under the following conditions will administer all prescription medications:

1. The medicine is in its original container labeled with your child's name with printed directions.
2. Written or verbal permission from parent is needed.

Please do not send any prescription and/or non-prescription medications with your child. All medication must be brought to the office by the parents. If any medication is found with the student, it will be taken away and the parent called.

Emergency Procedures

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. This will include the immediate evacuation and distancing from buildings affected by the threat. The authorities will be called immediately.

Fire Drills

Six fire drills will be conducted each school year to familiarize students and teachers with the proper evacuation procedures. The building principals will have a follow-up discussion with staff to determine the relative preparedness of the students.

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 conducts 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 insure 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 but not under a warning. 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 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.

Lockdown Drills

The school will conduct at least two lockdown drills/code reds each school year. The lockdown drill will secure the school building and safeguard all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from danger. During a lockdown drill all perimeter doors will remain locked until the code red has been cleared. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

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 pull 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.

1. 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.

2. **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 may 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.

3. In the event of a school closing, unless otherwise notified, all athletics and extracurricular activities will be canceled for that day (this includes practices).
4. 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.
5. If you see that we have closed one of our schools for severe weather, be assured the other is likewise closed.

6. 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.
7. 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.
8. 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 and 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 would 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 and 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.

General Information

Art Education

Students in grades 1st - 5th will receive 45 minutes of art education every week.

Band and Orchestra

Students in grade 5 will have the opportunity to participate in Instrumental Band or Orchestra. These classes meet four days a week; they do not meet on chapel days.

Cell Phones

Students are not to use cell phones during school hours. All student incoming and outgoing calls should only come through the school office, not directly to a student's cell phone.

Chapel

Chapel is an integral part of student life and occurs weekly for approximately 30 minutes long. Chapel usually consists of announcements, pledges, prayer, singing, and a devotional. We are blessed to have many area pastors come to lead our devotional time. Our students and staff are often involved in our chapel, participating in skits and special music. Parents and visitors are **always** welcome at our chapels. Please plan on attending as often as you can.

Chewing Gum: Chewing gum is not allowed at school.

“Colt”: The “Colt” is our elementary school’s mascot. The “Mustang” is the middle/high school’s mascot.

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 email as an effective tool for communication. All teachers, administrators, and staff have school e-mail accounts. All email addresses are lastnamefirstinitial@npchristian.org

- **Office Communication:** The elementary school newsletter, “**The Colt Connection**” will be sent home by e-mail on the First Friday of the month. **The Colt Connection** will also be posted on our website at www.npchristian.org under “Elementary”, “*Colt Connection*” as well as on *Renweb*. Office announcements will be sent home on the remaining Friday's of the month via a 1 page bulletin. If there is no school on Friday, the bulletin will be sent home on the last day of that week. If a paper copy is preferred, the parent is to notify the office.
- **Classroom Communication:** Each classroom teacher will e-mail their classroom newsletters to the parents on a weekly basis to help keep them informed. If a paper copy is preferred, the parent is to notify the teacher. Classroom newsletters are also posted on *Renweb*.
- **Report Cards/Progress Reports:** Report Cards are e-mailed home of the end of every quarter. Progress reports are e-mailed home in the middle of every quarter.

- **Student Planner:** Students in 4th & 5th grades utilize a planner notebook. This planner is a great way for parents to monitor their child's progress on a daily basis. These planners are issued to students at the beginning of the year.
- **Renweb:** Online access to academic information, lunch ordering and emergency contact information is available on Renweb.com.

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.

Directory Information

A school wide directory will be made available to every school family via their Renweb account. School directories are for school-related communication and should not be used for private purposes or shared with the general public.

Electronics and Toys

Electronic items such as cell phones, Gameboys®, PSP, IPODS, M3P players, CD players, etc. and toys may not be used in school or on the playground during the school day (7:50-2:45). Toys, trading cards, rollerblades (including Heelys), skateboards, play guns, etc. are not allowed at school. Please do not allow your children to bring them to school. All electronic and toys brought at student's own risk.

General Music

All Kdg - 5th grade students will receive 30 minutes of general music instruction per week.

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.

Library

All classes visit the library weekly. During this time, students can check out books or take AR (**A**ccelerated **R**eader) quizzes. They will also "shop" for AR prizes every few weeks. Younger students are read to as well. The library is available at other times during the week for students to return or check out books as needed. A complete list of library policies will be sent to each family at the beginning of each school year.

Lost and Found

Found items will be stored by the PTO room. Please check the lost and found table often. If items are not claimed by the end of each quarter, they will be donated to charity.

Parent/Teacher Conferences

Parent/Teacher Conferences are in the fall and scheduled via online sign-up. A second Parent/Teacher Conference can be scheduled with the teacher in the spring at the request of the parent. Informal conferences can be held before or after school if necessary during the school year. Please contact your child's teacher to schedule an appointment.

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.

Physical Education

All children will have at least two 30-minute blocks of PE per week. Everyone is expected to participate, unless excused by a physician. NorthPointe Christian School requests that students have a separate pair of clean gym shoes for PE, which can be kept at school. The shoes do not have to be new. No marking black soles (non-marking black sole accepted.) Please label your child's shoes.

Pick-Up Times

In the interest of your child's safety and the teachers' preparation time, **please pick up your child by 3:00 PM.** Students should not be in the school building without a parent after 3:00 PM. **There is no after school supervision provided.** In case of an unexpected delay, please call the office ASAP so we can make arrangements for the safety of your child while waiting for your prompt arrival. **Students are not allowed to use the playground while waiting for school to begin, waiting for rides, or following dismissal unless their parent is present.** (This includes playing on the hill, basketball, soccer, etc.)

Principal's List (Criteria for Principal's List) 4th & 5th Grade Only

- Continued effort in school.
- Working up to potential.
- No more than 3 missing papers per quarter.
- No more than 1 verse missed per quarter.
- All work completed by the end of the marking period.
- Positive character traits (no continual behavior problems).
- No detentions.
- Working toward lifelong biblical guidelines.
- Input from specials teachers and principal.

PTO (Parent Teacher Organization)

The PTO is a great way to get involved at NorthPointe Christian Elementary School. The PTO raises money for the school and provides fun activities for our school families. Contact the office for more information.

Recess

Recess is a vital part of the academic day. It is designed to give students fresh air, time alone, time with friends, and outside playtime. Students should dress in appropriate outside-wear for maximum comfort. As in the classroom, the supervising teacher is the authority during recess. All students are to remain in the designated recess area.

If children are too ill to participate in recess, they are too ill to be in school. Please keep your child home if this is the case.

Request for Documentation

If a parent wants student documents, please contact the principal and arrange a time to pick up the documents. The school will release only copies of original documents.

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.

School Telephones

School telephones are reserved for the staff and parent use only. If the classroom teacher decides a phone call home is necessary, the student will be given the opportunity to call home.

School Supplies

A list of school supplies will be sent home at the end of every school year and included in the summer packet. Students are expected to come to school each day prepared with their supplies. If you need help obtaining these supplies, please contact the office.

Siblings*

Siblings should not attend events such as: field trips, class parties, Grandparent's Day, Thanksgiving lunch, and Field Day. Siblings at a school event changes the focus of supervision and the management of the activities and supplies. Siblings are welcome at Chapels and Concerts at parent's discretion.

The school is willing to open a vacant classroom in our building for parents to use for their children when they can't find other childcare options for a school event. Parents can schedule with the office for use of a classroom and their plan for supervision for their children using the classroom.

Special Events

Birthdays: At NorthPointe Christian School, we love to celebrate birthdays. If you desire to send in a treat (store bought or homemade) for the class, please check with the classroom teacher first, before you send in the goods to find out about possible food allergies. Please do not hand out any invitations to birthday parties at school. See Siblings above*

Class Celebrations: School wide class parties will be conducted for Thanksgiving, Christmas, and Valentines' Day. Please contact the classroom teacher for more information. Some classrooms may have additional celebrations. See Siblings above*

Field Trips: Field trips are an integral part of the education process at NorthPointe Christian School. Slips will be sent home for each trip detailing the event and the cost. Permission must be signed on the enrollment form by the parent or guardian in order for the student to go on their field trip. See Siblings above*

Grandparent's Day: Grandparent's Day is a time for us to honor our students' grandparents. There are fall celebrations at both the pre-school, elementary and the high school. You will receive information regarding this event prior to its occurrence. See Siblings above*

Student Planners

Students in grades 4 & 5 will use organizational planners. Planners are an effective tool provided by the school for keeping track of your child's work, including homework and other school projects.

Textbooks

Textbooks in all grades are provided for each student and considered the property of the school. It is recommended that all NPC textbooks be covered with book protectors.

Transportation: Busing, Student Drop-off and Pick-up Map

Busing If you live within the Grand Rapids city limits, you may use Dean Transportation busing **FREE** of charge. Dean Transportation will drop off at the high school and elementary school in the morning and pick up at the elementary school in the afternoon. .

NorthPointe Christian School also offers a **FREE** shuttle service from the middle/high school to the elementary school in the morning and afternoon and from the elementary school to the middle/high school in the afternoon.

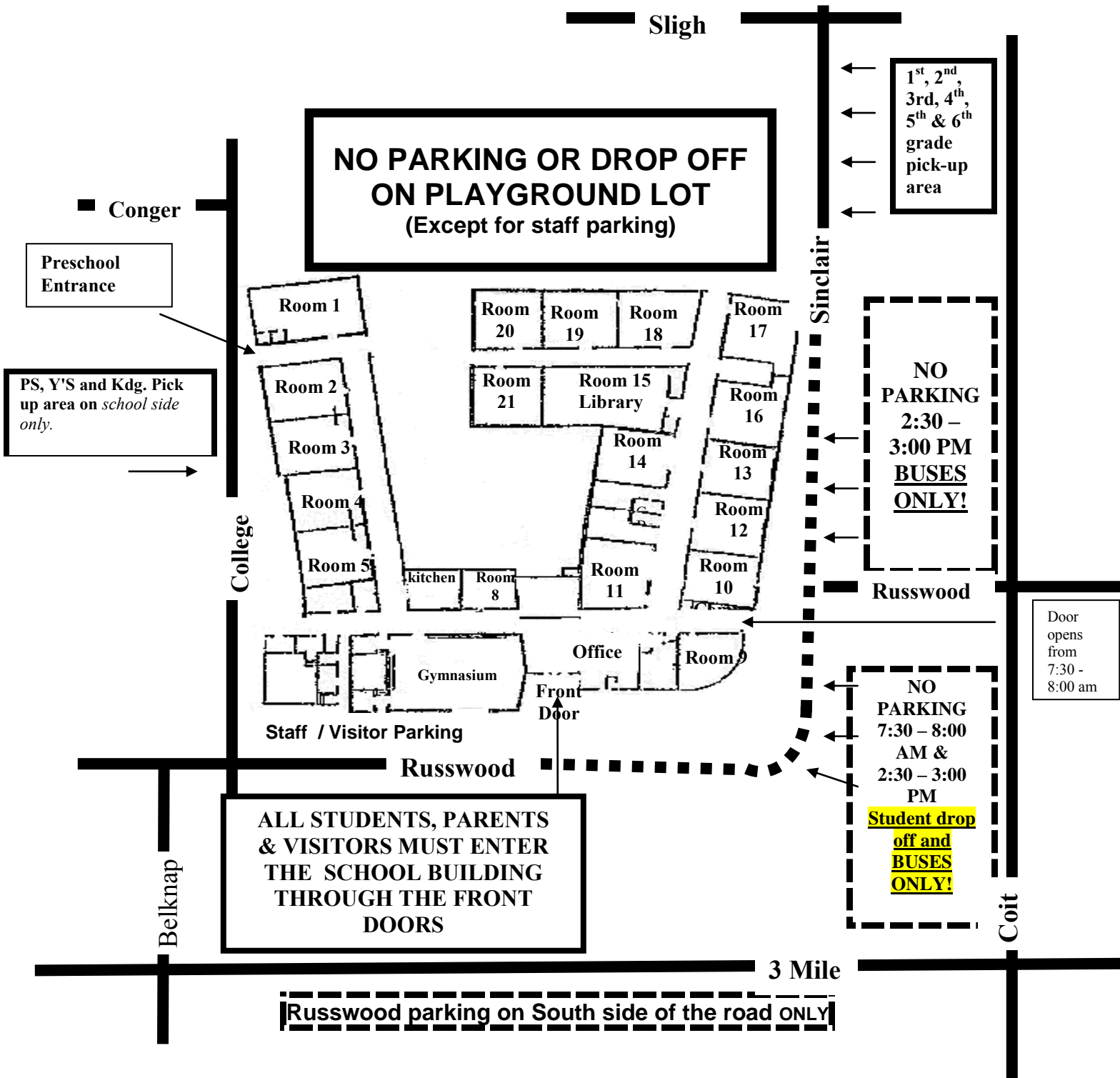
If your child is not going home his/her usual way, you must send a written note to your child's teacher that morning stating how they will be going home that day.

In case of an unexpected change of transportation, please call the office ASAP (before 2:00 PM) so we can make every attempt to inform your child of this change. If we have not heard from the parent or guardian we must send the student home the usual way.

If your child rides DEAN Transportation buses, and they are not running, you will need to make other arrangements for your child. The NorthPointe Christian School shuttle bus will still run between the two campuses.

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. The map below outlines the drop-off and pick-up guidelines for the upcoming school year. **All students, parents & visitors must enter the school building through the front doors after 8:00 am.**



Visiting Guidelines

We love for you to visit our school! Please follow these procedures to ensure the continued safety of our students:

- **All visitors** (including parents, grandparents, delivery personnel, etc.) must stop in the office, present their drivers license and be scanned in to our visitor tracking system. All visitors in the building must wear a printed visitor badge - no matter the length of the visit.
- Remember to sign out in the office before you leave.

Volunteering Guidelines

We appreciate the willingness of our parents to volunteer their time. We value parents as an important asset to our school family and we appreciate the time you give us out of your busy lives. Contact your child's teacher, PTO or the school office for volunteering opportunities.

- When you volunteer at school and on school-sponsored events, you are a school representative. Please put the health and safety of the students first. Also, please abide by all the instructions and directions the teacher gives.
- As a school representative, you have the authority and responsibility to handle situations that arise if the teacher is not available to handle it. Please remember you are acting as a representative, not individually. If a situation arises that requires discipline, please do so. Do not use corporal punishment—only verbal intervention. If the situation requires more, bring the offending student to the office.

Outcomes

For the **spiritual and moral growth** of the student, NorthPointe Christian School seeks:

1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
2. To teach the basic doctrines of the Bible.
3. To lead the student to a decision of confessing Christ as Savior and Lord.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip the student to carry out the will of God daily.
6. To impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism, and discipline, and to stimulate the student's involvement in this task.
7. To develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.
8. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
9. To help the student develop for himself a Christian worldview by integrating life and studies with the Bible.

For the **personal and social development** of the student, NorthPointe Christian School seeks:

1. To help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
2. To teach the students to treat everyone with love and respect since they, too, are made in the image of God.
3. To help the student become a contributing member of society who realizes his/her dependence on others and their dependence on him/her and the need to serve them.
4. To promote an understanding of time as a God-given commodity, the individual responsibility for effective use of time.
5. To show a realistic and biblical view of life and work, and provide skills for personal relationships and future endeavors.
6. To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
7. To promote physical fitness, good health habits and wise use of the body as the temple of God.

8. To impart the Biblical attitudes toward the material things and to encourage individual responsibility of using them for God's glory.

For the **academic development** of the student, NorthPointe Christian School endeavors:

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits.
4. To teach the student how to do independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
10. To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

In **working with homes** from which the students come, NorthPointe Christian School desires:

1. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
2. To help the parents to understand the school's purpose and programs.
3. To aid families in Christian growth and to help them develop Christ-centered homes.
4. To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
5. To encourage regular attendance and involvement in the local church.

Core Curriculum

Art Education

The content of art includes four basic areas: Aesthetics (valuing and understanding visual forms in natural and human environments), Art Heritage (knowing about and understanding art, artists, and cultures), Art Criticism (understanding and interpreting art), and Art Making (using visual media to communicate or to express oneself). At the elementary level, the area of Art Making will be emphasized (taught specifically and evaluated). The other three areas will be for discussion only.

The arts have an important place in the lives of people. God gave the ability and desire to create, and the knowledge and skills of each art form must be acquired through the environment. Both the natural ability and the need of instruction are present. Students will be directed in their attainment of the techniques of the art form. This includes the visual arts, as well as the other art forms.

Bible Education

In Bible the students will be taught a sound knowledge of the whole truth of God's Word within their developmental and learning abilities. Biblical knowledge will be integrated into every subject area where appropriate. A Christ-centered walk should become clearly evident in the students' everyday life experiences and decisions. A building of basic Bible study skills will be taught.

In Bible classes the irrefutable authority of God's Word will be established. Man will be portrayed in his sinful, lost condition. Christ will be presented as Lord and Savior and opportunities for decisions and growth for Christ will be provided.

Numerous opportunities will be given for practical applications of Biblical principles and doctrines to individual and group development. Biblical knowledge and applications can be learned through the use of a variety of teaching techniques such as using visual, auditory and kinesthetic methods. Formal testing and evaluation of their growth in the Christian walk will measure learning.

Character Education

NorthPointe Christian School will highlight a lifelong biblical character trait once per month. This trait will be woven into classroom work, chapels, etc. For a complete list of our Lifelong Biblical Guidelines, see a page 36.

English

All students are expected to develop a strong understanding of and appreciation for the English language. Our spelling program includes weekly spelling lists and quizzes. Students are instructed in all areas of grammar and punctuation including topics such as roots, prefixes, suffixes, and subject/verb agreement. Classes also review grammar, punctuation, spelling, and sentence structure.

Teachers emphasize neatness and excellent penmanship is expected at all levels. Students are instructed in proper size and formation of letters.

Students have many opportunities to develop their skills in the area composition. Teachers offer extensive instruction and modeling of the writing process beginning in the early elementary grades. Students explore all forms of writing including descriptive, persuasive, and creative.

Language Arts

NorthPointe Christian Elementary School believes that reading is the foundational block supporting successful academic progress. This includes a base study in phonics starting in kindergarten, consistent instruction in comprehension, and the development of fluency for all readers.

Reading, Grammar, Writing, Spelling, Penmanship, Speaking, and Listening will be emphasized throughout subject areas, providing students meaningful opportunities to be introduced to, to practice, to self-monitor, and to develop independence in learning.

In Reading instruction students will learn the importance of the initiator, the message, the audience, and the value of each as integral parts of God's creation through the utilization of *The Open Court* reading curriculum as well as trade books and novel studies. The curriculum provides for the development of strategies and skills needed to become proficient, active, enthusiastic, discerning participants in the reception and production of oral and written communication through the use of an integrated whole language environment and is based on classic literature with positive moral themes.

Mathematics

Effective math instruction is built on repetition and hands-on learning skills. The goal of this course is to give students a strong conceptual foundation in all the basic areas of math so that they may have the skills to solve problems and become responsible decision-makers before God and others. Students will gain an understanding of the orderliness of God's universe and that all mathematical truth is dependent upon God.

Students will be involved in manipulative and conceptual activities that will facilitate their understanding of these concepts. Teachers will use periodic testing, daily assignments, class participation and observation to determine mastery and understanding.

Music Education

Students are exposed and explore many musical periods during their weekly music time. Students spend time learning music appreciation and study great composers and their works. There are many opportunities for students to sing as a part of the class and as a part of the yearly school-wide music programs. Generally two music programs are held each year.

Physical Education

Physical education is a goal-centered program that involves students in movement experiences that develop the body and encourage creative, intellectual, decisional, spiritual and physical growth.

The goals of physical education Kdg-6 are to expose students to health fitness, motor proficiency, and play through creative means. PE will also provide students with a knowledge and understanding of how to handle and use their bodies in a manner that is pleasing to God. Our desire is to promote proper choices and foster cooperation, competition, responsibility, fair play, and respect.

Science

In Science students will learn about the natural world God has created not only for His own purpose and pleasure, but for sharing with us. The major areas of content include: Earth Science, Life Science, Physical Science, and the Human Body.

Students will learn that God desires we study Science, the details of His creation, so that we may know Him better and become mature Christian citizens of His kingdom. What we observe in nature is used to teach and learn eternal truth.

Science students learn about these major areas of content by hearing and reading about it, studying, observing, experimenting, interacting, and discussing it. NorthPointe Christian School teachers have a strong commitment to hands-on, experimental activities that stimulate the multiple intelligences.

Social Studies

In Social Studies students will learn about the people and places that God created not only for His own pleasure, but for them to enjoy and share in building. The subject will cover basic content areas such as geography, history, social skills, communication, and missions.

The study of Social Studies will enable students to attain God's goal to reach the world with the Gospel. God has a great love for the world and desires that we join Him in spreading the Good News to the uttermost parts of the world. They become His missionaries by becoming a member of His family, learning about His world and its people, and by sharing His love and compassion through friendships and evangelism. The students will learn about these major areas of content by mapping, studying, discussing, and researching.

Technology

The goal of our technology program is to provide students with a strong foundation in the use of computers and software so that they may have the skills needed for future education and careers.

All students will have at least one class period per week in the computer lab. The hands-on instruction will help provide students with the skills needed to enhance learning in the classroom.

A staff member must be present to supervise any student using any computer at school. Every student and parent must read and sign the Internet Use Contract before students can access the Internet at school. Refer to the Internet Use Contract on page 41 of this handbook.

Homework Philosophy and Guidelines

Philosophy

The NorthPointe Christian School staff believes homework is a vital and necessary part of a student's school experience. Homework should accomplish the following objectives in each student:

- Expand the learning process
- Develop responsibility
- Foster organization
- Create independent workers

Guidelines

- Students in grades 4 & 5 will be issued student planners. Teachers in grade Kdg-3 will have their own system of communicating homework assignments.
- Homework completion will be part of each student's grade.
- Discuss with the teacher if your child has difficulty in completing the assigned homework.

Suggested Homework Guidelines

Grade	Minutes per day	Days per week
Kindergarten	10-15	3
First	15-20	3
Second	20-35	3-5
Third	30-45	3-5
Fourth	35-50	3-5
Fifth	45-60	3-5

GRADING SCALE

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

Student Code of Conduct

Philosophy

As a Christian school, our main concern is the spiritual and academic well-being of each student. It is also our desire to help students grow as moral individuals who will be productive and godly in the adult world. To accomplish this, our expectations for each student are to have his/her conduct reflect the teaching of God's word. Our code of conduct is based on the following fundamental biblical principles:

- A Separated Life-Romans 12:2
- Good Testimony-I Thessalonians 4:12
- Personal Responsibility-I Thessalonians 4:4
- Respect for Authority-Hebrews 13:7,8

Lifelong Biblical Guidelines

It is also our desire to equip each student with the necessary tools needed to attain the above stated principles. These **Lifelong Biblical Guidelines** are an integral part of our discipline process and students are expected to incorporate them into their daily lives:

- **Acceptance** – accepting others' unique qualities
- **Attentiveness** – knowing what is going on
- **Compassion** – caring about others
- **Cooperation** – willing to work with others
- **Courage** – conquering fear with the help of the Holy Spirit and others
- **Diligence** – working carefully until the task is done
- **Encouragement** – inspiring others with hope and courage
- **Faith** – believing God will do what He says He will do
- **Forgiveness** – giving up my hurt and anger toward another person
- **Generosity** – sharing what I have with a happy spirit
- **Honesty** – saying and doing what is true
- **Humility** – not taking credit for what God and others have done
- **Loyalty** – doing right for someone I care about no matter what
- **Mercy** – not getting what you deserve (not giving what others deserve)
- **Obedience** – doing what I am told to do (with a happy spirit)
- **Patience** – waiting without complaining
- **Respect** – high or special regard for others
- **Responsibility** – fulfilling my duties and obligations in a way that pleases the Lord
- **Self-Control** – stopping myself before I do wrong
- **Thankfulness** – being grateful and saying so
- **Wisdom** – thinking God's way

School Procedures/Expectations

General Expectations

All students are required to:

1. Show respect for others and their property.
2. Speak and act appropriately at all times.
3. Adhere to our Biblical Guidelines.
4. Follow school dress code at school and school-related functions.
5. Be punctual and prepared.

Arrival Time

1. The front doors of the school building will be unlocked at 7:30 AM for arriving students. The students must enter the school building only through the front doors, all other doors will be locked.
2. Students should arrive at school by 7:50 AM and be in their classroom ready to start class by 8:00 AM
3. Students arriving before 7:50 AM will sit on the floor outside their classroom. Students may do school work or talk quietly with other classmates but remain seated.
4. Students arriving after 8:00 AM should report to the office with their parent or guardian to sign them in. Student will need a tardy slip before going to the classroom.
5. Follow Lifelong Biblical Guidelines.

Hallway

1. Move quietly at all times.
2. Walk at all times.
3. Stay to the right in the hallway.
4. Keep hands and objects to yourself.
5. Keep lockers/coat hooks area neat.
6. Follow Lifelong Biblical Guidelines.

Restroom

1. Get permission first.
2. Use quiet voices.
3. Keep the area clean.
4. Wash hands before leaving.
5. Report any problems immediately.
6. Follow Lifelong Biblical Guidelines.

Lunchroom

1. Wait quietly in serving line.
2. Use inside voices.

3. Use appropriate table manners.
4. Do not touch the food of others.
5. **NO** throwing food or any other items.
6. Stay in their seats until dismissed - do not run/play around.
7. Clean up after yourself.
8. Get permission to be dismissed from your lunch table.
9. Do not bring open food or open items outside lunchroom.
10. Follow Lifelong Biblical Guidelines.

Outdoor Recess

1. Stay on the playground at all times.
2. Wear appropriate seasonal clothing.
3. Use playground equipment appropriately.
4. Do not bring food outside during recess.
5. No throwing snowballs, woodchips, berries, stones, etc.
6. No fighting or “play fighting”.
7. No electronic equipment or toys.
8. Contact recess supervisor if something is not right.
9. Follow Lifelong Biblical Guidelines.

Indoor Recess

1. Follow classroom rules for indoor recess.
2. Maintain a moderately quiet environment.
3. No running.
4. No throwing objects.
5. Follow Lifelong Biblical Guidelines.

Departure Time

1. Do not leave classroom until your teacher dismisses you.
2. Follow hallway procedures
3. Use sidewalks at all times.
4. **Students are not allowed to be on the playground while waiting for school to begin, waiting for rides, or following dismissal unless their parent is present.** (This includes playing on the hill, basketball, soccer, etc.)
5. Go straight to your bus or ride home.
6. Wait in bus lines quietly.
7. If a student is not picked up by 2:50 PM they will be directed to the front lobby to check in at the office and wait for their ride.
8. Follow Lifelong Biblical Guidelines.

Disciplinary Procedures

Level One

The teacher or staff member will address the inappropriate behavior. If the inappropriate behavior continues, the student may be written up for a detention (see Detention Plan Process) or disciplined as outlined in levels two through four.

Level Two

If the inappropriate behavior continues or a more serious act of misconduct occurs, a conference with the parents, teacher, and/or the principal will be called in addition to level one. The purpose of this meeting will be to develop an action plan to correct the inappropriate behavior. Student may be written additional detentions for infraction(s).

Level Three

If the action plan does not effectively work, or a major act of misconduct occurs (i.e. blatant defiance of authority), the principal may suspend the student from school, not to exceed ten school days. The principal will inform the parents of the suspension and document the incident in writing. The parents will receive a copy of this letter and a copy will be placed in the student's personal file.

Level Four

If all the actions taken in levels one through three have not corrected the inappropriate behavior and/or if the misconduct is so extreme that it threatens the safety of other students (i.e. bringing weapons to school or physically assaulting others), the principal may suspend the student for a second time. A meeting with the parents will be called by the principal to determine the next course of action. This may include the principal's recommendation that the student be expelled from school.

In such a case, the principal will submit a written request, with signed concurrence by the superintendent, to the Board of Education. The student will be under exclusion pending the School Board's decision. The parents will be sent a letter from the superintendent notifying them of the student's exclusion pending the decision of the School Board's review and any subsequent appeal. (The appeal process is outlined in section 4720 of the NorthPointe Christian School's policy manual.) Documentation of this process will be placed in the student's personal file.

Detention Policy

Worthy Offenses

- Physical harm or intended physical harm including threats toward any individual.
- Bullying: Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself.
 - 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
 - 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.
- Continued problems in the above areas.

Detention forms will be written at the discretion of the teachers, staff, and principal of NorthPointe Christian Schools.

Detention Plan Process

1. Detentions will be served after school from 2:50 - 3:25 PM.
2. Detentions will be served the following school day after the student is written up for the offense—contact the office with any scheduling conflicts.
3. Parents will be required to make arrangements to have their student picked up at 3:15 PM.
4. An attempt to contact the parents by phone will be made the day the detention is written.
5. The student will bring home a detention form for the parent to sign and return to school the next day.
6. While serving detention, the student will work on a Student Action Plan (SAP), which will guide them through a series of questions designed to help them formulate a plan to make wiser choices in the future. This includes a written apology letter.
7. After three detentions in one marking period, a conference will be scheduled to discuss the incident and appropriate disciplinary action.
8. Each situation will be dealt with individually. Depending on the severity and frequency, additional discipline procedures could be enforced.



2011 – 2012

Dismissal & Emergency Dismissal Information Form

My child(ren)'s usual way of going home from school is:

- Parent/guardian pick up at NPC Elementary School
- Shuttle bus to NPC Middle/High School
- DEAN Transportation bus # _____

Student's Name: _____ Teacher _____

Student's Name: _____ Teacher _____

Student's Name: _____ Teacher _____

Student's Name: _____ Teacher _____

PLEASE SEND MY CHILD(REN) HOME THE USUAL WAY () YES () NO

If NO, please indicate the following information:

Caretaker's Name:

Address:

Home Phone: _____ Work: _____ Cell:

(Parent/Guardian Signature)

(Date)

NOTE: This does not apply to emergency evacuations of the building due to safety concerns. **This is for an emergency early dismissals only.**

PLEASE RETURN BY THE FIRST DAY OF SCHOOL.



**NORTHPOINTE CHRISTIAN ELEMENTARY SCHOOL ACCEPTABLE USE
POLICY
FOR INFORMATION TECHNOLOGY RESOURCES 2011-2012**

The school's information technology resources, including Internet access, are provided for educational purposes. NPCS expects students to apply Biblical principles of discernment and integrity to their use of technology and to follow the rules set forth in the student handbook. Adherence to the following policy is necessary for continued access to the school's technological resources. Access is a privilege — not a right.

Students must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not use passwords or information that belongs to someone else.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Not provide their password to another person or attempt to access another person's account.
 - Not attempt to access Web sites blocked by NPCS policy.
 - Not install, upload, or download software.
 - Not destroy or damage any NPCS computers or other equipment.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (including not making illegal copies of music, games, or movies).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfiting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct, such as messages that are obscene, threatening, rude, discriminatory, or harassing.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring may lead to discovery that a student has violated school policy or the law. Students should not expect that files stored on school servers are private. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions.

Filtering. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material will be filtered, as well. Students may not attempt to bypass the filter to access blocked content.

Please sign both sections below and return to the office at NorthPointe Christian School. Students may not use NPCS technology without this signed agreement on file at NPCS. Keep the policy rules and procedures page for your records.

Student Section

Student Name: _____

Grade: _____

I have read the NPCS Student Acceptable Use Policy with my parents. I agree to follow the rules. I understand that if I break the rules, I may lose my computer privileges.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the NPC Student Acceptable Use Policy Rules and Procedures document.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to, claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the school's electronic network, which includes Internet access, computer services, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

NAME: _____
GRADE/TEACHER: _____

FOR NPCS USE ONLY

ACCELERATED READER STUDENT AGREEMENT

Objective: Accelerated Reader is designed to encourage student reading of literature, develop comprehension, and assess reading abilities.

Student Agreement:

- I will only take tests on books that I have read within the last 30 days.
- I will take an AR test on a book that I have read completely, not on a movie about the book that I have seen.
- I will take the test without assistance from others.
- I will take a test on a book that I have listened to from tape or CD or one that has been read to me with teacher approval only.
- I will take an AR test on a book that is in my teacher approved grade level.

AR Reading Expectations Per Grade Period:

Grade	Points / Grade					
First	*5+ / S+	3-4 / S	1-2 / S-			
Second	10+ / S+	6-9 / S	2-5 / S-	<2 / I		
Third	#10+ / S+	6-9 / S	2-5 / S-	<2 / I		
Fourth	15+ / S+	10-14 / S	5-9 / S-	<5 / I		
Fifth	^20+ / A	15-19 / B	10-14 / C	5-9 / D	< 5 / E	
Sixth	^20+ / A	15-19 / B	10-14 / C	5-9 / D	< 5 / E	

*Third and Fourth Grade Periods
 # Points earned using chapter books
 ^ May include points from class novel study.

“Non-AR Points”: Students can earn 1 AR point for 50 pages of reading in a book. Students must submit to their teacher the name of the book, author, the number of pages read, and a parent signature.