



# NorthPointe Christian Schools

2022-2023

High School

# Student Handbook

HEAD OF SCHOOLS - Mr. Todd Tolsma - [tolsmat@npchristian.org](mailto:tolsmat@npchristian.org)

HIGH SCHOOL PRINCIPAL - Mr. Tom Molenkamp - [molenkampt@npchristian.org](mailto:molenkampt@npchristian.org)

HIGH SCHOOL ASSISTANT PRINCIPAL - Mr. Shon Cottle - [cottles@npchristian.org](mailto:cottles@npchristian.org)

High School Campus - 3101 Leonard St NE, Grand Rapids, MI 49525 - [www.npchristian.org](http://www.npchristian.org)



## 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 look forward to partnering with you 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 want 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 Word of God, 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 will help you successfully accomplish the goals for the high school journey while giving you signs to avoid trouble.

Our theme for the 2022-2023 school year at the high school is “Live Courageously.” “Be on your guard; stand firm in the faith; be courageous; be strong. Do everything in love.” 1 Corinthians 16:13-14

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.

Tom Molenkamp

A handwritten signature in black ink that reads 'Tom Molenkamp'.

High School Principal

[molenkampt@npchristian.org](mailto:molenkampt@npchristian.org)

# TABLE OF CONTENTS

<b>PHILOSOPHY OF EDUCATION</b>	<b>4</b>
<b>ACADEMIC CALENDAR</b>	<b>5</b>
<b>SCHEDULES</b>	<b>6</b>
<b>ATTENDANCE</b>	<b>7</b>
<b>STUDENT EXPECTATIONS</b>	<b>10</b>
<b>DISCIPLINE</b>	<b>14</b>
<b>ACADEMIC INFO</b>	<b>22</b>
<b>ACADEMIC OPPORTUNITIES</b>	<b>24</b>
<b>EDUCATIONAL SUPPORT SERVICES</b>	<b>27</b>
<b>COUNSELING INFORMATION</b>	<b>31</b>
<b>GENERAL INFORMATION</b>	<b>32</b>
<b>ATHLETIC/ACTIVITY</b>	<b>42</b>
<b>SCHOOL CLOSING PROCEDURES</b>	<b>44</b>
<b>EMERGENCY PROCEDURES</b>	<b>46</b>
<b>WEAPONS/ARSON &amp; CRIMINAL SEXUAL CONDUCT POLICY</b>	<b>48</b>
<b>STAFF DIRECTORY</b>	<b>50</b>

# PHILOSOPHY OF EDUCATION

## **NORTHPOINTE CHRISTIAN SCHOOL MISSION STATEMENT:**

*"Equipping 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.

# 2022-2023 ACADEMIC CALENDAR

## **AUGUST 2022**

8/8	High School Sports Begin
8/10	Spanish Immersion Lemonade & Play - Preschool Orientation (9:00am -12:00pm)
8/11	English Lemonade & Play - Preschool Orientation (9:00am -12:00pm)
8/17	Freshman Orientation (4:00pm – 6:00pm)
8/17	Middle & High School New Family Orientation (6:00pm)
8/17	6 <sup>th</sup> Grade Orientation/Camp Meeting (6:00pm)
8/18	Elementary Home & School Hybrid Pop-In Day (1:00-3:00pm)
8/18	Elementary Pop-In Day K-5 <sup>th</sup> (4:30pm – 6:00pm)
8/22	First Day of School – All Grades
8/26	NO SCHOOL

## **SEPTEMBER 2022**

9/2 – 9/5	NO SCHOOL – Labor Day Weekend
9/9	Friday Enrichment - First Day of School
9/13 – 9/15	6 <sup>th</sup> Grade Camp
9/16	6 <sup>th</sup> Grade (only) – NO SCHOOL
9/26 - 9/30	Grandparent/Grandfriends Week PreK-5th
9/30	Grandparents/Grandfriends Day 6th-12th

## **OCTOBER 2022**

10/7	Homecoming Game
10/8	Homecoming Banquet (9 <sup>TH</sup> -12 <sup>TH</sup> GRADE)
10/20 – 10/21	NO SCHOOL – Fall Break

## **NOVEMBER 2022**

11/4	NO SCHOOL
11/22	All School Thanksgiving Chapel at MS/HS – Parents Welcome! (Full Day of School)
11/23 - 11/25	NO SCHOOL – Thanksgiving Break

## **DECEMBER 2022**

12/19 – 12/21	Half Day Exams (MS/HS)
12/21	Half Day All Campuses
12/22 - 1/3/23	NO SCHOOL – Christmas Break

## **JANUARY 2023**

1/3	School Resumes
1/3 – 1/6	MS/HS J-Term
1/16	NO SCHOOL – MLK Day

## **FEBRUARY 2023**

2/17 – 2/20	NO SCHOOL – Mid Winter Break
-------------	------------------------------

## **MARCH/APRIL 2023**

3/31 – 4/7	NO SCHOOL – Spring Break
------------	--------------------------

## **MAY 2023**

5/22	HS Graduation
5/24 – 5/25	Half Day Exams (MS/HS)
5/25	Last Day Hybrid
5/26	Last Day of School (Half Day All Campuses)

**\*Please note that these dates are subject to change**

Please check our website to confirm ([www.npchristian.org](http://www.npchristian.org))

# SCHEDULES

## Daily Schedule

1st Period	7:45-8:40 AM
2nd Period	8:45-9:35 AM
3rd Period	9:40-10:30 AM
4th Period	10:35-11:25 AM
5th Period	11:30-12:20 PM
Lunch	12:25-12:45 PM
6th Period	12:50-1:40 PM
7th Period	1:45-2:35 PM

## Chapel Schedule

1st Period	7:45-8:35 AM
2nd Period	8:40-9:25 AM
Chapel	9:30-10:00 AM
3rd Period	10:05-10:50 AM
4th Period	10:55-11:40 AM
5th Period	11:45-12:30 PM
Lunch	12:35-12:55 PM
6th Period	1:00-1:45 PM
7th Period	1:50-2:35 PM

## 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	12:37-12:57 PM
6th Period	1:02-1:46 PM
7th Period	1:51-2:35 PM

## Assembly Schedule

1st Period	7:45-8:25 AM
2nd Period	8:30-9:20 AM
3rd Period	9:25-10:15 AM
4th Period	10:20-11:10 AM
5th Period	11:15-12:05 PM
Lunch	12:10-12:30 PM
6th Period	12:35-1:20 PM
7th Period	1:25-2:15 PM
ASSEMBLY	2:15-2:35 PM

# ATTENDANCE

## REPORTING ABSENCES FROM SCHOOL

High School Office Phone number - (616)942-0350

- An absence/tardy (being out of school with parent's permission) must be reported to the HS Office by the parent or guardian between 7:30 AM - 9:00 AM on the day of the absence.
- Prior to 7:30 AM, the parent or guardian may leave a message or email [glasse@npchristian.org](mailto:glasse@npchristian.org) 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.***

## STUDENT ABSENCES AND EXCUSES

An excused absence from school may be approved on the basis of any one or more of the following conditions:

- Personal Illness
- Illness in the family
- Death of a relative
- Special circumstances as approved by Head of Schools and/or HS Principal

## SCHOOL NOTICE OF ABSENCES

Students and their families will be notified by administration or teacher via email or phone call.

- 3 unexcused absences in same period per quarter - email
- Every 2 additional unexcused absences in same period per quarter - email
- 10 unexcused absences in same period per quarter - phone call
- 10 unexcused or excused absences in the same period per quarter - phone call

## PREARRANGED ABSENCES

Students who will be absent from school for a family vacation or another reason planned in advance

must do the following

- Obtain a prearranged absence form from the counseling office
- Have each teacher sign off and assign work ahead of time

## COLLEGE VISIT AND CAREER EXPERIENCE

Students may be excused from school to attend a college visit or other career experience. This will be arranged through the counseling office.

- College visit procedure
  - Meet with a school counselor.
  - Provide them with dates of visits and colleges visiting.
  - Complete a pre arranged absence form.

- Career related experience visitation procedure
  - Meet with a school counselor.
  - Submit a proposal of type of career experience and proposed location
  - Complete a pre arranged absence form.

### **MAKE UP WORK FOR EXCUSED ABSENCES**

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.**

### **TARDINESS TO SCHOOL**

Students who report to school after the 7:45 a.m. tardy bell will be considered tardy to school.

A warning tardy bell will ring at 7:40 a.m. At that time students are expected to be moving toward their first period classes.

The bell rings at 7:45 a.m. and students should be in their first period classroom by that time.

Tardiness to school will be monitored by the High School office.

Tardiness to school will be monitored weekly and refreshed on a quarterly basis.

Tardies due to personal or family illness or emergency will be excused if the school is informed by a parent/guardian

- 3 Tardies to school will result in a DETENTION(Time) (See "Discipline")
- Detentions will continue to accumulate thereafter.

### **TARDINESS TO CLASS**

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the tardy bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy.

Tardiness to class will be monitored by individual teachers.

Tardies are monitored weekly and refreshed each quarter.

- 3 Tardies to school will result in a DETENTION(Time) (See "Discipline")
- Detentions will continue to accumulate there after.

### **SKIPPING CLASS**

If a student is more than 5 minutes late to class, they are considered to be skipping class and will be assigned an appropriate consequence.



## PARTIAL DAY ABSENCE

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 or a parent approved adult (i.e. a teacher, youth pastor, other adult family member).**

## MID-DAY DEPARTURES

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 accompanied by a parent/guardian or parent/guardian approved adult.**

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.**

## SIGNING IN AND OUT OF SCHOOL

*NOTE: This section applies to all students, including students who are 18 years of age or older*

A phone call or email must be received by the high school office before school begins on the day of the appointment.

Needed Information from parent/guardian:

Name of the student

Date of appointment

Destination

Time of dismissal

Approximate time of return

At the time of the dismissal the student must report to the high school office to SIGN OUT from school.

Students returning to school following a scheduled appointment must SIGN IN at the high school office immediately upon their arrival back to school. A pass will be issued for admittance to class. Failure to follow proper procedures may result in disciplinary action.

## LATE ENTRY/EARLY RELEASE OPTIONS

In general, NorthPointe Christian does not allow for late entry or early release. Exceptions:

- Approved Work Release
- Approved Dual Enrollment
- Approved KCTC Classes

# STUDENT EXPECTATIONS

## STUDENT CODE OF CONDUCT

It is necessary as a Christian School to have policies and procedures that are followed by everyone. It is important that all students of NorthPointe Christian understand what is expected of them. It must be understood that rules apply to any and all school activities. In addition, classroom teachers, aides and other staff will have specific rules and regulations that they will enforce.

## LUNCH GUIDELINES

NorthPointe Christian is considered a closed campus, meaning students may not leave during lunch.

- Students are expected to either bring their own lunch or pre purchase lunch from NPC.
- Students are expected to eat lunch in the cafeteria unless otherwise stated.
- Outside delivery services are not permitted.

## BUS

NorthPointe Christian provides shuttle buses to and from the elementary campus as well as for sporting events and field trips.

- Students are expected to remain seated and facing forward at all times.
- Students are expected to clean up after themselves after riding.
- Students are expected to keep their arms, hands, and feet inside the bus at all times.

## SCHOOL SPONSORED DANCES

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 NPCS 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.

## DRESS CODE

In carrying out NorthPointe Christian's Love, Image and Mission Mandate, we ask each student to honor God in the way they dress. In partnership with parents, dress of individual students is the responsibility of the parent/guardian during the school day as well as in attendance of school related functions. We also recognize that student's attire provides an opportunity to express personality, style and culture. Our desire is that student appearance promotes a positive self-image and learning environment and is honoring God. Students should dress modestly. This includes but is not limited to;

1. Clothing should be in good repair and be modest in length and covering.
2. Shorts, skirts, and dresses should be modest in length. When they are not, leggings should be worn.

Please refrain from wearing;

1. Any 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 use;
2. Any attire that promotes or degrades political parties or candidates;
3. Low-cut tops, shirts that reveal your midriff or undergarments regardless of movement, or straps of shirts less than three finger widths;
4. Hoods and Hats;
5. Leggings, Jeggings and/or Yoga pants with a waist length top

We expect students to be dressed appropriately for both activities and weather. These guidelines are to be followed both for during the school day as well as all school related functions. If a student does not meet these expectations, appropriate attire will be found for the student and/or the parent/guardian may need to bring a change of clothes. If necessary, final decisions concerning dress code violations will rest with one of the following: school counselors and/or building administrators.

### **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:

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

**2<sup>ND</sup> Offense:** A verbal warning, correction and notification of the parents by letter or e-mail.

**3<sup>RD</sup> Offense:** Correction, detention, and notification of the parents by letter or e-mail.

### **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 by the sponsor of that group.

### **SCHOOL SPECIAL EVENTS DRESS CODE POLICY**

Students and parents are encouraged to remember that at the NPC's 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 necessary 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.

## PERSONAL COMMUNICATION DEVICES

Cell phones are allowed on campus but may only be visible and in use during lunch hour, before and after school and between class periods. **Cell phones must not be on a student's person 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 phone cameras, (or any cameras) that are misused will be subject to confiscation and appropriate additional punishment. No picture taking is allowed in restrooms or locker rooms.

Electronic items used for playing games or music. may not be brought to class, assemblies, or chapel. We strongly discourage the bringing of such items to school for the students' protection against loss or theft.

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

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

## HALL CONDUCT/PASSES

During Class Time

- 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 to be loitering and be subject to disciplinary action.

During Passing Time

- Students will be expected to keep their hands to themselves and act appropriately in the hallway while passing from class to class.

## LOITERING

Students who are found in places other than where they are supposed to be without the appropriate permissions or supervision will be subject to disciplinary action.

## PARKING

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

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

- Students must park in front of the school in the upper (west) lot; between the **YELLOW** lines only. Students are not allowed to park behind the school or in the lower (east) 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.**
- All student vehicles must display a NorthPointe Christian High permit.
- Permits must be purchased each year at a cost of **\$10.00.**
- 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.
- Fines are as follows:
  - 1<sup>st</sup> offense: \$10
  - 2<sup>nd</sup> offense: \$20
  - 3<sup>rd</sup> offense: \$30
  - 4<sup>th</sup> offense: Possible loss of driving privilege.
- The school district will not be responsible for damage that occurs to a vehicle parked on school property.
- The maximum speed limit is 10 miles per hour while on school property.
- 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.
- 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.
- **Vehicles may be searched if reasonable suspicion indicates that the vehicle may contain items in violation of school policy.**

## SURVEILLANCE CAMERAS

PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.

# DISCIPLINE

## DISCIPLINARY SANCTIONS

The commission of or participation in any of the activities listed in this section of the handbook, while a student is enrolled at NPCS is prohibited. This includes the commission of or participation in any of these activities at all off-campus, non-school sponsored activities including, but not limited to: social gatherings, parties, etc. This also includes online behavior. Disciplinary action will be taken by school officials regardless of whether or not criminal charges result.

## DISCIPLINE/CONSEQUENCES

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

## GUIDELINES ON DISCIPLINE

- Administrators will seek first to get the facts, which may include interviewing students and staff involved in a discipline issue if applicable.
- Administrators will contact parents to discuss the charges, the facts, and possible disciplinary action.
- Administrators will determine needed disciplinary actions within the policies and inform the student and parents in writing, including plans for a satisfactory return.
- Parents must be told they may appeal to the superintendent/head of schools within three days of the principal's decision.

## CLASSIFICATION OF INFRACTIONS

It must first be determined if an infraction of any kind is classified as minor or major. Some infractions have mandatory consequences separate from the following. The following is a **guideline** for administrative use when corrective progressive action is necessary:

### MINOR INFRACTIONS

May result in **any** of the following with reoccurrences progressing as deemed necessary

- Personal Conference
- Parent Contact
- Detention (time or work)
- Referral
- Probation
- Saturday School
- In-School Suspension
- Out-of-School Suspension

### MAJOR INFRACTIONS

May result in **any** of the following with reoccurrences progressing as deemed necessary

- 1st Offense:
  - 3-5 day suspension
- 2nd Offense:
  - 5-10 day suspension
- 3rd Offense:
  - 10 day suspension - recommendation for expulsion

### **DETENTION(Time)**

A time detention has been established for those students with minor infractions that take time away from administration, teachers or staff. This includes but is not limited to unexcused absences and unexcused tardies. This detention will be 30 minutes served technology free in a classroom supervised by a staff member.

### **DETENTION(Work)**

A work detention has been established for those students with minor infraction that in some way disturb school life in a way that takes away from the educational process. This includes but is not limited to damage of property and making messes that are not cleaned up. These detentions will last 1 hour and the student will be assigned to a designated staff member to help with work needed to help keep the school building or properties in good repair.

### **SUSPENSION(In-School)**

The student is denied the privilege of attending regular classes. In order to receive credit for an assigned in-school-suspension the student must arrive on time. **While serving an in-school suspension a student is not allowed to participate in or attend any school-related activities, or be present on school property after school hours.**

### **SUSPENSION(Out-of-School)**

The student is denied all privileges. **While serving an out-of-school suspension a student is not allowed to participate in or attend any school-related activities, or be present on school property at any time.**

### **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.**

### **EXPULSION**

This student is denied all privileges and is no longer allowed to be a student at NorthPointe Christian Schools. **Expelled students are not allowed to participate or attend any school-related activities, or be present on school property at any time.**

## 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/head of schools. The following procedural guidelines will govern the expulsionary process:

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

The NPCCS School Board shall be deemed an impartial tribunal. Once the NPCCS School Board 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 NPCCS 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.

## PROGRESSIVE DISCIPLINE

**\*Note\*** There are always extenuating circumstances that may arise that may result in an immediate consequence, in regard to NPCCS 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, e-mail, etc.) 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 may be served before or after school as assigned. Failure to serve a detention can result in an additional detention, or a Saturday work detention.
  - 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.**

## GENERAL CATEGORIES OF MISCONDUCT

### AUTOMATIC MAJOR INFRACTIONS:

\*This offense could result in a referral to the board of education for 180 day expulsion.

- **Arson\*:** The willful and malicious burning of, or attempting to burn, any building or property or material within the building.
- **Assault\*:** An UNPROVOKED verbal and/or physical attack on a person.
- **Substance Abuse:** Students using, in possession of, or under the influence of substances.
  - Tobacco - any form or alternative form such as but not limited to e-cigarettes/Juul/vapes.
  - Alcohol - any and all forms of alcohol.
  - Drugs - prescription medications, over the counter medications, anabolic steroids, dangerous controlled substances as defined by state statute, or any substance that could be considered a look alike controlled substance or drug. Including drug paraphernalia.
    - DRUGS = Automatic 10 Day Suspension (out-of-school)

NorthPointe Christian High School is committed to maintaining a drug and alcohol free campus. Because NPCCS is concerned about any student who is involved in alcohol or drug use, the school will facilitate the process by which he/she receives help through programs/counseling.

Consequently, NPCCS reserves the right to search at any time all vehicles, lockers, backpacks, purses, duffel bags and persons for drugs and contraband of all types.

We also reserve the right to request that any student undergo immediate drug/alcohol screening and or testing. While no test will be administered without the consent of a parent, failure to consent to the test will be taken into consideration by NPCCS as part of its investigation and disciplinary decision. NPCCS holds the right to inform the proper law enforcement officials.

Tobacco, alcohol, and/or drug use by NPCCS students is not permitted on or off school premises while the student is enrolled at NPCCS.

- **Fighting:** *A verbal and/or physical attack between two or more people.*
- **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.
- **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 results in an immediate, indefinite suspension.
- **Sexting\*:** The sending/asking of sexually explicit message or images by cell phone and/or other electronic devices.
- **Sexual Harassment and Misconduct\*:** See Board Policy page 20, 22, and 23
- **Threats\*:** Issuing, by word or writing, the intention to do damage or great bodily harm to a person or property, including but not limited to bombing, shooting, killing, etc.

#### **INFRACTIONS THAT MAY RANGE FROM MINOR TO MAJOR:**

- **Acts of Violence:** are intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes it takes place in the school, on school property, on school field trips, or with use of school owned technology Examples of acts of violence include but not limited to:
  - All activities on social media
  - Punching, shoving and other acts that hurt people physically,
  - Spreading bad rumors about people.
  - Teasing people in a mean way, including name calling.
  - Getting certain people to "gang up" on others.
- **Bullying:** is any repeated acts of violence aimed towards the same student.

- **Cheating:** Cheating is considered a major offense at NPCS and in the Christian community. Following are considered cheating: May also result in loss of credit or half credit on a retake.
  - 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.
  
- **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 Disband:** 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 work 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.
  
- **Harassment:**
  - Disrespect to an 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, including but not limited to social media and electronic devices.
  
- **Insubordination:** The failure to carry out a reasonable request by a faculty/staff member.
  
- **Obscenity/Vulgarity:** Using coarse gestures or obscene language in verbal, non-verbal, or written form, including social media. 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.
  
- **Stealing:** Dishonestly acquiring the property of another or unauthorized possession of property belonging to another.

- **Trespassing:** 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/Skipping:** 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.

## **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:

- The building administrator or his/her designee;
- Parents of guardians of the student;
- General education teachers who know the student;
- The special education staff responsible for implementing the student's ISP;
- 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)

# ACADEMIC INFORMATION

## REPORT CARDS

- NPC 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 9 – 12

## SCHOOLGY

- NPC high school students use a learning management system called Schoology. Students will have online access to all of their classes and this will be the main place they go for class information, assignments, grades, remote learning, etc. Parents have their own accounts with full access to their students' classes and grades as well as general school news and information.

## ACADEMIC RECOGNITION

- Each year NorthPointe Christian recognizes the top academic performing students
  - Valedictorian - Top academic performing student.
  - Salutatorian - Second best academic performing student.
  - Top 10 - The top 10 academic performing students including ties.
- Academic performance is based on a combination of 80% Grade Point Average and 20% standardized test score.

## GRADES AND ASSIGNMENTS

At the beginning of each year, details on how to use Schoology will be sent to all parents. Schoology will be used to access student's grades and assignments. Schoology will also be a primary tool used for remote learning as necessary. **Parents and students are strongly encouraged to participate.**

## GRADING SCALE

		Standard	Honors	AP/CE
A	93-100	4	4.5	5
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3	3.5	4
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2	2.5	3
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.83	2.33
D	63-66	1	1.5	2
D-	60-62	0.67	1.17	1.67
F	0-59	0	0	0

## **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 high school courses. 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.

## **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.

# ACADEMIC OPPORTUNITIES

## ADVANCED PLACEMENT

NPCS offers Advanced Placement English Language and English Literature classes. Students that take these courses and pass the AP exam offered in the spring will be eligible to receive credit for one semester of college credit at most colleges and universities. An exam fee is charged.

## COLLEGE CREDITS – DUAL ENROLLMENT

Dual Enrollment is taking a college course not offered by NorthPointe Christian HS, either on a college campus or online. Students choosing this option will be responsible for identifying both the college they wish to dual enroll at and the course they would like to dual enroll in. They must then follow the dual enrollment procedures of the college they wish to attend. The counseling office is available to help with this process and must be notified of dual enrollment choices in order to best ensure a proper schedule and graduation requirements are met.

The dual enrollment program is intended to give high school students an opportunity to get a controlled exposure to college life during their career 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. The state of Michigan will pay a portion of tuition for a maximum of 10 colleges courses during high school. In many cases the states payment will cover the entire cost of tuition. In the event the state payment does not cover the entire expense of the class, including textbooks, students and or their families will be responsible to pay the difference to the college directly.

## COLLEGE CREDITS – CONCURRENT ENROLLMENT

Concurrent enrollment is defined as college credit-bearing courses that are taught on the high school campus by high school instructors and/or college staff who meet the college or universities adjunct requirements.

Concurrent enrollment courses are true college courses that are taught in a high school setting by a certified instructor. Students are officially registered in the college class at the beginning of the semester and earn a real grade based on their academic performance in the course.

## DUAL/CONCURRENT ENROLLMENT ELIGIBILITY

NPCS will offer students dual/concurrent enrollment in college courses provided they (a) take no more than two college courses a semester and (b) have space in their high school schedules. Students who enroll will have the choice of receiving dual credit (both for high school and college). If students choose to receive high school credit for a college course, the college grade will be included on their high school transcript and in calculation of their overall GPA. Students who dual enroll should be prepared to participate in a service based group or activity when the college semester ends and the HS semester remains in session.



## **COURSE LIMITATIONS FOR DUAL/CONCURRENT 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 NPCCS, or if offered, is not available to the pupil due to a scheduling conflict (as determined by NPCCS).
- Questions regarding classification of courses as academic or activity are left to the discretion of NPCCS and will take into account the interests and ambitions of the pupil.
- NPCCS will offer students the opportunity to dual/concurrently enroll in college courses provided they meet academic requirements, are in good standing and have space in their high school schedules.
- Students who dual/concurrently enroll will have the choice of receiving dual credit (both for high school and college), college, or high school credit. If the college class is used in any way to meet a MMC or NPC graduation requirement the college grade must be added to your transcript and used in calculation of your GPA.

## **COURSES AT OTHER INSTITUTIONS**

- Any student taking outside courses must have approval from the principal and the school counselor prior to enrollment.
- Courses offered in the curriculum of NPCCS 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.

## **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. All independent studies are on a pass/fail basis.

## **HS CREDIT EARNED IN MS**

Middle school students attending NPC have the opportunity to earn high school credit in the following classes: Physical science, Algebra 1, and Spanish 1. In order to receive credit, students must be enrolled in the appropriate class and earn a grade of "B" or better for each semester or an 80% or higher on each final exam. For Spanish 1 credit, students must successfully complete Spanish in both 7<sup>th</sup> and 8<sup>th</sup> grade.

## **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 from a variety of sessions. Seniors may do job shadowing as part of the J-term week. MS will have its own J-Term week.

## **KENT CAREER/TECH CENTER**

Students at NPCCS 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.

## **NATIONAL HONOR SOCIETY**

The NPCCS 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 3.6 overall grade point average. Once inducted he/she is required to maintain a 3.5 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 NPCCS.
- Christian Character: This most important quality is evaluated upon the testimony that the student has established in the Christian community and as part of NPCCS (II Corinthians 3:2)
- The principal will make the final decision on whether a student qualifies for or should be expelled from NPCCS.

## **REPLACING GRADES**

Students receiving a "D" or below in Bible or another MMC class may retake the class in its entirety and have the grade replaced with the new one. No additional credit will be given toward graduation and the new course must be taken at NPC or through an approved off-campus course.

## **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.

## **WORK RELEASE**

If seniors have met their needed credits and have an open hour during their 5 class schedule, they may be released for work purposes.

- This must have prior approval from counseling office/principal
- Students with a work release must be off campus during that time or will be considered loitering and subject to discipline.

# EDUCATIONAL SUPPORT SERVICES

## STUDENT UNION

### ***We believe***

- All students are created in the image of God with unique values and gifts in the sight of God.
- All students have a unique value and purpose in the sight of God regardless of strengths or challenges.
- All students have a God-given plan and purpose for their life.

### ***We seek to***

- Respectfully serve one another rejoicing in God's unique design.
- Understand the needs of students through observation and testing.
- Develop, execute, and evaluate an effective individual student plan for success at NorthPointe and beyond.

### **PROGRAM GUIDELINES**

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

## ELIGIBILITY CRITERIA

- Student Eligibility for Student Union Services: Students must have a diagnosed disability. As a result, the following students would not be eligible for services:
  - ESL students and others who do not have an diagnosed disability.
  - Students failing classes without a diagnosed disability.

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

- Students at NPC may receive Student Union services if ALL siblings attend NorthPointe Christian Schools.
  - A stipend will be calculated and applied to families with students having diagnosed disabilities who do not have all children enrolled at NPC.

## REFERRAL PROCESS

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

## INITIAL EVALUATION PROCESS

- 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.
- The next step involves gathering and reviewing existing information on the child by a Student Union 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.
- Diagnostic Testing: NPC will utilize the professional services of the Christian Learning Center Network, the Grand Rapids Public Schools, and other local private evaluators at parent expense (in some cases) for its diagnostic testing of students. This is provided to full-time NPC students at no additional cost.

- An Individualized Education Plan/ISP/or 504 Plan may be developed as determined appropriate which will include:
  - Report of assessment results.
  - Determination of disability.
  - Accommodation/Intervention Plan.
  - Annual goals and objectives if a student is participating in an alternative curriculum in the Student Union.

### **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 equip 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**

- 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.
- 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 formerly begins in 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**

- Student Union teacher will complete a request for approved test accommodations for students with diagnosed disabilities who are currently receiving Student Union services described in a IEP, specifically NWEA MAP, ACT/SAT.
- Parents of students approved for accommodations will be notified.
- Accommodations for state standardized testing will be monitored by Student Union staff.

# COUNSELING INFORMATION

## COUNSELING DEPARTMENT

- NorthPointe Christian provides a counseling department consisting of 1 administrative assistant and 2 counselors, 1 male and 1 female.

## COUNSELING SERVICES

- Services from the counseling office are available to all students. The counseling office is available for assistance in personal and spiritual matters, course selection, college explorations and application completions, career and military information, testing services and referral, as well as other matters.

## FINANCIAL AID AND SCHOLARSHIPS

- Each year the counseling office will host an evening event to help parents to understand the College financial aid process. This meeting is typically scheduled for early fall.
- As scholarship opportunities are received by the counseling office they will be shared electronically with students as well as posted on the npchristian.org under the counseling section.

## TRANSCRIPT REQUESTS

- All transcripts should be made to the counseling office online via parchment.com

## SCHEDULE CHANGES

- 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.

## EDUCATIONAL OPTIONS

NorthPointe Christian offers a variety of educational options in order to best meet the needs of all students.

- Michigan Merit Curriculum Diploma
- General Education Diploma
- Big Picture Learning
- In person and Remote Learning

# GENERAL INFORMATION

## ACCEPTABLE USE POLICY

The school's information technology resources, including Internet access, are provided for educational purposes. NPC expects students to apply Biblical principles of discernment and integrity to their use of technology and to follow the rules set forth in the MacBook Student Handbook. Adherence to the following policy is necessary for continued access to the school's technological resources. All NPC students are required to read and sign the Acceptable Use Policy.

### Students must:

- Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized
  - Not distribute private information about others or themselves.
- Respect and protect the integrity, availability and security of all electronic resources.
  - Report security risks or violations to a teacher or network administrator.
  - Not provide their password to another person or attempt to access another person's account.
  - Not attempt to access any restricted NPC systems or software as school management software, grading systems, financial records, etc.
  - Not attempt to access Web sites blocked by NPC policy, including the use of proxy services, software, or Web sites.
  - Not install, upload, or download software without permission from the NPC technology department.
  - Not destroy or damage data, networks, or other resources that do not belong to them.
  - Conserve, protect, and share these resources with other students and Internet users and protect the integrity, availability, and security of all electronic resources.
- Respect
  - Not infringe copyrights (including not making illegal copies of music, games, or movies).
  - Not plagiarize and protect the intellectual property of others.
- Respect and practice the principle of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Not intentionally access, transmit, copy, or create material that violates NPC's code of conduct, such as messages that are pornographic, threatening, rude, discriminatory, or harassing.
  - Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works.
  - Not use the resources to further other acts that are criminal or violate NPC's code of conduct and practice the principles of community.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - 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 NPC's information technology resources.

**Supervision and Monitoring.** Files stored on computers owned by NPC 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 NPC computers are private. Administrators reserve the right to examine, use, and disclose any data found on the school's computers and 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, and will furnish evidence of crime to law enforcement agencies.

**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). Every attempt will be made to block other objectionable material as well. Students may not attempt to bypass the filter to access blocked content.

## **ACCREDITATION**

NorthPointe Christian School is 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 extracurricular activities, they must make arrangements to be picked up from school by 3:15 pm. If students are not picked up by 3:10 pm students must remain in the media center.

## **ANNOUNCEMENTS**

Daily announcements will be shown during 1<sup>st</sup> hour. 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 during 7<sup>th</sup> hour if necessary

## **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. Phones are prohibited in chapel.

## 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 email accounts. All email addresses are [lastnamefirstinitial@npchristian.org](mailto:lastnamefirstinitial@npchristian.org)

- **Schoology:** NPC high school students use a learning management system called Schoology. Students will have online access to all of their classes and this will be the main place they go for class information, assignments, grades, etc. Parents have their own accounts with full access to their students' classes and grades as well as general school news and information.
- **Office Communication:** The high school newsletter will be posted on Schoology the last school day of the week. Special announcements may be sent by e-mail/posted on Schoology 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 posted to Powerschool at the end of each quarter or **mailed upon request**. Semester grades are a combination of two grades plus a final exam.

## 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 email addresses as this is the most efficient way to communicate on a daily basis regarding things that are not of a serious nature.

## 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.

## THE REVISED SCHOOL CODE (EXCERPT)

### Act 451 of 1976

Michigan Compiled Laws Complete Through PA Act 257-266 & includes 268, 270-272, 274-291, 293-305, & 314-323 of 2011 Courtesy of [www.legislature.mi.gov](http://www.legislature.mi.gov)

#### **308.1313 Dangerous weapon found in possession of pupil; report; confiscation by school official; determination of legal owner; “dangerous weapon” defined.**

Sec. 1313. (1) If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity

or while the pupil is en route to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, immediately shall report that finding to the pupil’s parent or legal guardian and the local law enforcement agency.

(2) If a school official finds that a dangerous weapon is in the possession of a pupil as described in subsection (1), the school official may confiscate the dangerous weapon or shall request a law enforcement agency to respond as soon as possible and to confiscate the dangerous weapon. If a school official confiscates a dangerous weapon under this subsection, the school official shall give the dangerous weapon to a law enforcement agency and shall not release the dangerous weapon to any other person, including the legal owner of the dangerous weapon. A school official who complies in good faith with this section is not civilly or criminally liable for the compliance.

(3) A law enforcement agency that takes possession of a dangerous weapon under subsection (2) shall check all available local and state stolen weapon and stolen property files and the national crime information center stolen gun and property files to determine the legal owner of the dangerous weapon. If the dangerous weapon is a pistol, the law enforcement agency also shall check the state pistol registration records to determine the legal owner. If the law enforcement agency is able to determine the legal owner of the dangerous weapon, and if the legal owner did not knowingly provide the dangerous weapon to the pupil or lawfully provided the dangerous weapon to the pupil but did not know or have reason to know that the pupil would possess the dangerous weapon while in attendance at school or a school activity or while en route to or from school on a school bus, the law enforcement agency shall send by certified mail to the legal owner a notice that the agency is in possession of the dangerous weapon and that the legal owner has 90 days from receipt of the notice to claim the dangerous weapon.

(4) As used in this section, “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

#### **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, Instagram, Snapchat, Twitter, text messages, etc.) the school may take disciplinary action.

## **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.

## **HALF DAYS**

Half days occur during final exams and other scheduled days; the schedule is posted on our website as well as emailed out to parents in the NPCCS newsletter the week before.

## **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.

## **HAZING/INITIATIONS**

NPCCS 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.

## **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.**

Students must not share any medications with another student whether it be over-the-counter or prescription medication for any reason.

If students must receive medication prescribed by a doctor, they must leave the medication in the office along with written permission from their parent/guardian 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.

- The medicine must be in its original container labeled with student's name with printed directions.
- Written permission from a parent/guardian 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. NPCCS 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 Schoology each Monday by 7:40am. All grades will be updated on Schoology each Tuesday by 7:40am.

### **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 NPCCS 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 do not have locks. 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 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.

### **LONGBOARDS/SKATEBOARDS/ROLLERBLADES AND OTHER NON-PERMISSIBLE ITEMS**

Rollerblades, skateboards/longboards, play guns, knives, or weapons of any kind are not allowed on school grounds.

### **LOST AND FOUND**

There is a lost and found area located in the mezzanine above the game gym. 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/CAFE**

A 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. 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.

### **PERSONAL ITEMS**

The school will not accept responsibility for the loss or theft of personal items of students, including, but not limited to: phones, iPods, and any technological or personal items. 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.

### **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.

### **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 "Reading Requirement" for grades 7-12. It is posted online at [www.npchristian.org](http://www.npchristian.org) under "Academics" and select "ParentResources". English classes will also post the form to Schoology.

### **REQUEST FOR DOCUMENTATION**

If a parent wants student documents, please contact the principal or appropriate administrative personnel (counselor) 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.

### **SERVICE REQUIREMENT**

NPCS has a service requirement as part of the high school Bible curriculum. Students in 9<sup>th</sup>–12<sup>th</sup> grades must participate in provided service projects throughout the school year. 9<sup>th</sup> and 10<sup>th</sup> grade will complete 10 hours of service; students in 11<sup>th</sup> and 12<sup>th</sup> grades will complete up to 15 hours of service per year. More information will be given to students in Bible class.

### **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 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 and sign in at the office once school starts.**

## STUDENT I.D.

Students will be issued student identification cards and should keep them for entry to the building, 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 replacement 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 NPCCS textbooks be covered with book protectors.

## VACCINATION GUIDELINES

Michigan law requires that all students must be immunized against vaccine preventable disease to attend NorthPointe Christian Schools. If you have an objection to any of the immunizations that are recognized under the current public health code, a Waiver Form is available through Kent County Health Department.

## 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. To schedule a day for a friend, please contact the high school office 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 employment) 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.

# ATHLETIC/ACTIVITY

Participation in athletics and extracurricular activities 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., activity governing bodies and NPCS. It is important all athletes and participants representing NPCS act in a way that is a good testimony to others.

## ATHLETIC HANDBOOK

Please see the athletic handbook for specific details concerning athletic involvement at NPC.

## ATHLETIC OFFERINGS

- Girls Fall Season
  - Cross Country
  - Golf
  - Sideline Cheer
  - Volleyball
- Boys Fall Season
  - Cross Country
  - Football
  - Soccer
  - Tennis
- Girls Winter Season
  - Basketball
  - Bowling
  - Competitive Cheer
- Boys Winter Season
  - Basketball
  - Bowling
  - Hockey (Co-op with Northview)
  - Wrestling (Co-op with Northview)
- Girls Spring Season
  - Soccer
  - Softball
  - Tennis
  - Track & Field
- Boys Spring Season
  - Baseball
  - Golf
  - Track & Field

## **EXTRA CURRICULAR OFFERINGS**

- Chorale
- Diversity Council
- National Honor Society
- Robotics
- Science Olympiad
- Student Council

# 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

### School Closing Procedure

If 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:

- Employees, parents, and guardians will receive a text as soon as the decision is made. Information will be sent at the beginning of the year as to how to sign-up for the text alert. We highly recommend that you provide the most up-to-date information with the best cell phone number to contact.
- We will notify WOOD-TV (Channel 8) for school closings. We have found that 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.
- Two-hour delays in school will be posted on WOOD-TV in the same manner as school closings. All starting times for school will be moved back exactly two hours. Our own buses will run their normal routes, but with a two-hour delay. Because Grand Rapids Public Schools do not use two-hour delays, our students riding their buses will have to find their own transportation to school in the event of a two-hour delay.
- At the Middle School and High School level, decisions about holding afternoon or evening athletics and extracurricular activities will be made later in the day. Generally, all elementary activities will be canceled for the day.
- If clear weather allows us to conduct school, but 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 WOOD-TV.
- Colt Care will be closed the first two cancelled or delayed days. It will open for all subsequent cancellations or delays.

## TERRORISM THREATS

- **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.
- **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 evacuation 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, elementary students and/or 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:

- 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.
- 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.
- 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).

- Should a tornado warning be issued, appropriate measures will be taken at each building to issue the safety of students and staff.
- 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.
- 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.
- If a tornado watch or warning is in effect at the close of school, unless otherwise notified, there will be no after-school activities.
- 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](http://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

### PROCEDURES:

- 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:
  - The school principal must investigate the circumstances to substantiate the allegations.
  - 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.
  - If the allegations are proven, in compliance with State Law (Public Act 250 of 1995) the Board shall expel the student from school.
- If the student is expelled, the Administrator or designee shall ensure:
  - That the weapons expulsion is duly noted in the student's permanent record;
  - That the student has been referred to the county Department of Social Services Community Mental Health Department within three (3) school days;
  - That the parents are informed of the referral;
  - That the DSS form is completed – School Expulsion Referral Form and send the form to the DDS office and Community Mental Health Department.
- Note: P.A. 250 makes the following provisions:
  - A homebound educational program may be provided to these expelled students.
  - 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.
  - Alternative programs must provide that these students are physically separated at all times during the school day from the general school population.



## **POLICY-DEFINITION AND STATEMENT:**

- 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.
- The School Board need not expel if the student can establish to the satisfaction of the School Board or its designee that
  - 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;
  - The weapon was not knowingly possessed;
  - The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
  - 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.

# DIRECTORY

## 2022-2023 Middle/High School Faculty & Staff List

### Administration Office

Tolsma, Todd – Head of Schools  
Velting, Christine – Administrative Assistant  
Miller, Barb – Financial Assistant  
VanderArk, Dan – Curriculum Director  
Lee, Renee – Business Manager  
Bassford, Bridgette - HR Project Manager  
Monacelli, Kris - Business Office Associate  
Crawford, Nicole - IT Director  
Dentler, Brian - Tech Integration Specialist  
Belk, Kendra - Marketing/Admissions  
Lowitzki, Kim - Marketing  
Lasher, Pam - Grant Writer/Alumni Coordinator  
Diepenhorst, Deb - Development Director  
Van Dyk, Bill - Big Picture Learning Director

### High School - Administration

Molenkamp, Tom – HS Principal  
Glass, Emily – HS Administrative Assistant  
Cottle, Shon – HS Assistant Principal/Athletic Director  
Redford, Beth - Athletic Director Assistant  
Terpstra, Spencer – School Counselor  
VandeKopple, Ashley – School Counselor  
Lambert, Ruthanne – International Admission/Admin Assistant

### Middle School - Administration

Willink, Megan – MS Principal  
Markle, Becca – MS Administrative Assistant  
Levi, Easton - School Counselor

### Middle/ High School – Staff

Alexander, Joe - Student Union Teacher  
Alexander, Terri – MS Science  
Beeke, Allyson – Big Picture Learning Teacher  
Bell, Matt – HS Bible/Spiritual Life Director  
Berger, Macey - Behavioral Specialist  
Bradley, Amy - Hybrid Teacher  
Brugel, Cheryl - HS English Teacher  
Bufton, Denise – 6<sup>th</sup> Grade Teacher  
Christie, Brooke - HS ASL Teacher  
Den Houter, Jon - HS English Teacher  
Deur, April –MS Math, English  
DeVries, Kristal – Media Center  
Duckworth, Jerry – MS Boys PE, MS Social Studies,  
HS Health/PE/Weightlifting  
Glass, Kathy - HS Student Union Aide  
Grotenhuis, Libby – HS Spanish, MS S.I. Enrichment  
Gunderman, Sue - 6<sup>th</sup> Grade Teacher  
Herbruck, Elly - Big Picture Learning Teacher  
Hofman, Scott - Big Picture Learning, HS Math  
Huber, Chip - HS Bible/Business  
Hudberg, Heidi - MS/HS Art  
Humme, Jill - MS Math Teacher  
Jongekrijg, Amber – Spanish Immersion Coordinator

Kaboos, Dennis - MS/HS Spanish  
Koetsier, Abby - Student Union Teacher  
Kolster, Kim - SU Para Pro  
Kutch, Melissa - HS Science/Math Teacher  
Luckey, Sarah - MS/HS Si Teacher  
Maas, Brenda – MS/HS Student Union Coordinator  
Mulder, Kevin - HS Social Studies/English  
Nelson, Tricia - Hybrid Aide  
Owens, Kim - MS Band Director  
Perry, Tim – MS Bible  
Pierpont, Elizabeth - SU Para Pro  
Post, Liz - MS/HS Health and PE  
Pollmann, Scott – HS Science  
Roer, Rocky – HS Math  
Schenck, Todd – HS Bible  
Shaffer, Sherilyn – MS/HS Student Union Aide  
Scheffler, Holly - SU Para Pro  
Spangler, Lisa – MS/HS Vocal Music  
Straayer, Anji –HS English and Yearbook  
Straayer, Liz – HS Math  
Temayo, Lenin – 6<sup>th</sup> grade Spanish  
Tenney, Aaron – MS/HS Orchestra & Band  
Terpstra, Megan - MS Student Union  
Tibbe, Sara - 6th Grade Teacher  
Uhl, Emily - HS Science  
Vander Wilp, Lillea - MS Social Studies  
VanderWoude, Julianne – MS/HS Student Union Aide  
Vilca, Flavio - HS Spanish Immersion Teacher  
Yoder, Justin – HS Government, HS History

### Kitchen

Molda, Gwen – Kitchen Manager  
Hazeltine, Cara - Kitchen Staff

### Maintenance & Grounds

Brewster, Rusty – Maintenance Director  
Montgomery, Dan – PT MS/HS Custodian

### Board of Education

Braam, Jeff  
DeKorne, Heidi  
Fester, Erin  
Hendon, Carla  
Hernandez, Amy  
Kemmerer, Justin  
Kok, Andrew  
Menge, Stephanie  
Perry, Craig  
Rathbun, Jonathan  
Rudolph, Jonathan  
Ryskamp, Dave  
Wynalda, Kristen