

# **Student-Parent Handbook**

## **North Shore Christian School**



North Shore Christian School  
123 Wapato Point Parkway  
Manson, Washington 98831

# Student-Parent Handbook

## Contents

Table of Contents .....	2
Staff Directory.....	3
Mission Statement.....	3
Goals.....	3
Philosophy.....	3
Statement of Faith.....	3
Non Discriminatory Statement.....	4
School Board of Directors .....	4
Daily Schedule.....	5
Parental Involvement.....	5
Admission Requirements.....	6
Learning Disabilities Guidelines.....	6
Student Health Requirements.....	7
Tuition Policy .....	7
Tuition Fees .....	8
Attendance Requirements.....	8
Classroom Rules.....	9
Discipline Policy and Procedures.....	9
Basic School Rules.....	11
Lunch Requirements.....	11
Electronic Policy .....	12
Field Trip Policy.....	13
School Pledges .....	13
Parent Contract.....	14

## **Staff Directory**

Kindergarten: Kiley Dixon

First/Second Grade: Brooke Marshlain

Third/Fourth: TBD

Email: [nscsmanson@gmail.com](mailto:nscsmanson@gmail.com)

## **Mission Statement**

To educate and empower our students to reach their fullest potential; by becoming compassionate, creative, responsible, Christ-following leaders of our community.

## **Goals**

Our goals are to promote family inclusion within the child's learning landscape, to create an environment of varied learning experiences, and to provide a safe haven for education and personal growth. We strive for academic excellence by meeting each child at their current level and challenging them for personal growth. We craft engaging, hands-on lessons that go beyond textbooks. We craft our curriculum alongside state standards to ensure that every North Shore Christian School child is hitting their designated milestone.

## **Philosophy**

North Shore Christian School develops students who grow intellectually, model Christian teachings, and are dedicated to empowering their fellow man. We encourage the growth of each student in a nurturing and encouraging environment, recognizing their diverse gifts and talents. We support the parents, who have the fundamental responsibility for their child's education, as we work together to achieve goals rooted in morally strong values. This universal approach will lead to living a faith-filled life full of responsible citizens, who are intellectuals, creative, and socially/emotionally sound individuals.

## **Statement of Faith**

The North Shore Christian School exists to partner with parents in educating their children to become the next generation of Christian leaders.

## **EXPECTATIONS**

**PARENTS:** The greatest influence on a child's thinking and behavior is his/her parents. Accordingly, it is the parent's responsibility to encourage in the child a positive attitude toward self and learning, and to guide the child in becoming a responsible, caring Christian. Active support from all parents in the following areas are essential:

- Recognize that parents are the primary educators of their children.
- Foster in the student a Christ-like concern for all classmates and their reputations.
- Uphold, in letter and spirit, all rules, policies and procedures of the school.
- Be available for bi-annual conferences.
- Uphold NSCS's four personal standards: Honor Christ, show respect, make good

decisions, and solve problems.

**TEACHERS:** It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

- Maintain an atmosphere which ensures each student's educational and personal growth without fear of intimidation by others.
- Help students develop pride in their school based on respect for themselves and others.
- Enforce all school rules, policies and procedures.
- Develop students' respect for all school personnel and volunteers.
- Respond promptly and appropriately to any behaviors which are inconsistent with the rules, policies, procedures and/or mission of North Shore Christian School.
- Keep parents informed about school rules, policies and procedures.
- Keep parents informed about the behavior and academic performance of students.
- Uphold NSCS's four personal standards: Honor Christ, show respect, make good decisions, and solve problems.

**STUDENTS:** It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly environment throughout the school, and to contribute to a positive learning environment. In order to accomplish this, the student must observe the following standards of behavior:

- Model Christ's teachings about love for one's neighbor in all interactions with other students, visitors, volunteers, faculty, and staff members.
- Adhere to all school rules, policies, and procedures.
- Respect all property belonging to themselves, other persons, or the school and church.
- Help maintain a clean and orderly school.
- Encourage behavior in fellow students which upholds these standards.
- Uphold NSCS's four personal standards: Honor Christ, show respect, make good decisions, and solve problems.

## **Non Discriminatory Statement**

North Shore Christian School does not discriminate in any regard, against any student or applicant on the basis of race, color, or national/ethnic origin.

## **School Board of Directors**

The North Shore Christian School is run under the authority of a Board of Directors. Below is a list of serving current officers and directors:

*President/Co-founder* - Hillary Belton  
*Vice President/Co-founder* - Kelsey Chavez  
*Secretary* - Laura King  
*Treasurer* - TBD  
*Director* - Steve Patonai  
*Third/Fourth Grade Educator* - TBD  
*First/Second Grade Educator* - Brooke Marshlain  
*Kindergarten Educator* - Kiley Dixon

## **Daily Schedule**

North Shore Christian School encourages family time, which is becoming increasingly harder to find in our current world. It is for this reason that there will be no in session school held on Mondays. We encourage that you take this time to converse with your child and reflect on the week prior with all that has been learned. Our weekly in-class schedule will be a Tuesday-Friday schedule.

**Class Begins:** 8:45 a.m.

**Dismissal:** 3:15 p.m.

## **Parental Involvement at North Shore Christian School**

Parental involvement in our school is important and necessary. Therefore, North Shore Christian School continually seeks ways to actively involve parents, siblings, and grandparents of our students in the programs of the school.

North Shore Christian School is dependent upon each family's participation and assistance. Each family is expected to give their time in involvement for a minimum of 1 hour per month at lunch and recess.

At the beginning of every month, a sign up sheet will be provided with different volunteer opportunities for parents and/or grandparents. You will be asked to fill in one 1-hour time-slot per month. A background check for each participating volunteer will be required at the volunteers' own expense. Background checks must be submitted by each member who will volunteer before September 1st of the new school year.

- Volunteer hours may be completed by the parent/guardian or grandparent.
- It is the responsibility of each family to fill out the volunteer sheet at the beginning of each month.

In order to provide a quality education at an affordable cost, the school depends on the participation of each child's parent. Your time and talents may be best utilized by helping with

fundraising, lunch, recess, committees (PTA), maintenance projects, or field trip chaperones.

In addition to the excellent education your student will receive here at NSCS, they will also experience a variety of fun activities, community events, field trips, holiday celebrations, and guest presentations. As a private school, we depend on our families to volunteer their time, so we may provide this enrichment.

## Admission Requirements

- Completed Registration form for each child.
- Signed Annual Permission/Consent/Release Form.
- Signed Handbook Contract agreeing that both the parent and child have read through and understand all that is expected of each student at North Shore Christian School.
- Registration Fee.
- Book fee according to grade level.
- If a student is transferring during the school year, school board approval of registration is required before admittance.
- The student enrolling must meet NSCS's age requirement. The student must be at the appropriate age level of the grade they are entering; birthdate must be on or before October 1st. Special accommodations may be made for those requesting an assessment.

## Disabilities

### DEFINITIONS

- **Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and/or staff member in order to provide the educational services desired by the parents.
- **Learning Disability:** Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, and is genuinely a learning disability.
- **Emotional/Behavioral Disability:** Any condition in a potential student which would require ongoing assessments, counseling, medication or trained diagnosis, or who exhibits characteristics over a long period of time and to a marked degree that adversely affect a child's educational performance, interpersonal relationships or the classroom learning environment.

### GUIDELINES

- Children with a severe learning disability will not be admitted to North Shore Christian School due to the lack of adequate staffing, funding, and facilities.
- Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all other children in their grade level.

- Admittance of children with emotional/behavioral disabilities will be reviewed by the school board due to the lack of adequate staff, funding, and facilities.

## **Student Health Requirements**

- As required by law, all school children must be immunized (or properly exempted) in order to attend school. Immunization records and Emergency information must be on file at the school by the first day of school.
- Standard immunization record forms may be obtained from the family doctor and a copy given to the school.
- Parental Permission: Student medications should be provided by parents. Prescription medicines will not be dispensed without written parental permission each time.

## **When to Stay Home**

Many students and families are frequently concerned about when a student should stay home or attend school. Students should stay home if...

- If a student has a fever of 99 degrees or higher.
- If the student has vomited or had diarrhea the student should stay home for 24 hours after the episode.
- If the student has any rash that may be disease - related or unknown, check with your child's physician before sending to school.
- If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye before sending to school.

## **Tuition Policy**

Tuition is due the 1st of every month. Autopay will be required.

***If tuition is not collected by the 10th of the month, a LATE FEE of \$15 per family will be posted to your account.***

An overdue notice will be sent out by the 10th of the month. If tuition is not paid by the 25th of the month, an additional letter will be sent home asking the student to not return to school until the account is brought up-to-date.

## **North Shore Christian School Tuition and Fees**

### **REGISTRATION FEE (*non-refundable*):**

**\$150** per student with completed registration forms. Under the 'Register Now' tab on our website, you will find our assessments for each grade level. We encourage all parents to assess their child to ensure that they are prepared for the

upcoming school year.

## **TUITION**

	<b>Annual Tuition</b>	<b>Per month for 10 months</b>
Kindergarten	\$4,500	\$450
First and Second Grade	\$4,500	\$450
Third and Fourth Grade	\$4,500	\$450

## **CURRICULUM/REGISTRATION FEE (*non-refundable*):**

Kindergarten	\$370
First and Second Grade	\$370
Third and Fourth Grade	\$370

## **TUITION PAYMENT OPTIONS**

*Option 1:* Pay full year tuition in advance at the start of the school year. Tuition due by September 1st. If the year has been paid in full, volunteer hours are still required monthly.

*Option 2:* Pay per month for 10 months (September - June). First payment due September 1st. Each payment thereafter is due the 1st of the month beginning in October. Late fees apply.

## **Attendance Requirements**

A student enrolled at the North Shore Christian School is expected to be present and on time every day school is in session. Attendance records for the students are kept by the teacher and reported on the student's report card each trimester.

Students may not miss more than 5 calendar school days within a month without prior written explanation of the absences.

## **TARDINESS**

Promptness is a desirable character trait. Students should be on time every day. Personal illness, family emergency, doctor's appointment, extreme weather conditions, and participation in school programs are valid excuses for tardiness. Punctuality is important. A tardy student disrupts class, feels conspicuous, and misses valuable class time.

## **ABSENCE GUIDELINES**

There are two types of absences that may from time to time occur, Planned and Unplanned Absences. The following guidelines are designed to notify parents of their student's responsibility to make up



for missed work.

1. **Unplanned Absences:** Unplanned absences are those that are unforeseen and require a student missing school due to illness, or emergency, etc.
  - Parents should contact the teacher by note or phone as soon as possible. This allows time for teacher(s) and/or students to compile the necessary work the student would otherwise miss.
2. **Planned Absences:** Planned absences are those that are scheduled absences (i.e. family vacations, mission trips, community service, sports, etc.) When possible, doctor appointments should be made after school hours.
  - Parents/students planning an absence must notify in advance the teacher(s) involved to explain the circumstances and plan for the student's 'make-up' of missed class work.

## **Classroom Rules**

1. Obey right away, all the way, and with a good attitude everyday.
2. Listen when others speak.
3. Raise your hand to speak.
4. Speak kindly.
5. Keep your area clean.
6. Show respect to all people and property.
7. Always work diligently.

## **Our Four Pillars**

At NSCS we introduce and follow our Four Pillars and apply them daily:

- 1-Honor Christ
- 2-Show respect
- 3-Make good decisions
- 4-Solve problems

## **Character Building**

At NSCS, students receive more than an excellent academic education and robust extracurricular experience. Our educators are committed to developing children—academically, socially, emotionally, and spiritually—into capable, Christian servant-leaders who are world ready and faith secure.

They do so by intentionally nurturing “fruit of the spirit” qualities within students as they go about each day.

## **How it Works**

The classroom will be focusing on each “fruit” or trait every week. The Fruits of the Spirit themed classroom rules include 9 different characters and actions based on the fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, & self-control).

## **Parent Communication and Expectations**

Parent communication and involvement are essential parts of this system. It is our goal to work alongside parents in introducing and instilling strong character traits and education in their everyday life.

We also rely heavily on the professional recommendations of our educators. Their expertise is invaluable to our program and the well-being of our students. We do require that parent’s comply with recommendations made by the student’s teachers. If any outside interventions are necessary for the student’s growth, we require the parents or guardians to seek the necessary help for their child. This may include evaluations by the child’s primary doctor or from professionals within the child’s geographical public school district.

## **Courtesy and Respect**

Students at NSCS should be respectful and courteous at all times to those with whom they come in contact.

Each student will be expected to cooperate with his teachers, the administration, and other members of the school staff and cheerfully observe all regulations set by the school.

## **Basic School Rules**

### **LUNCH REQUIREMENTS**

A sack lunch will need to be provided daily (aside from cooking class Fridays). Microwaves and refrigerators will be available.

On days where cooking classes are scheduled students will learn to prepare their own hot lunches together as a class. With instruction, students will prepare a meal together during their very own cooking class. Parent volunteers during each classroom’s lunch hour is also encouraged. Please talk with your child’s teacher to sign up.

To encourage your child’s overall health and well-being, we ask that their lunch be healthy and nutritious. No foods containing excessive dyes and sugars will be permitted. Unless otherwise approved by the teacher; soda/pop, candy, cookies, cakes, etc. are not approved lunch items. Please

pack a water bottle for your student to keep with them throughout their day.

## **CONFLICT**

If for whatever reason a situation would arise in which you are concerned about your child's education and well being, please speak with your child's teacher. Each teacher is responsible for what occurs in their own classroom. Following the school discipline policy, the School Board of Directors may be contacted and conferenced with to handle such conflict.

## **EMERGENCIES/ILLNESS**

If your child becomes ill or injured at school, you will be notified and a first aid kit will be provided. The teacher will call the parents whenever a student has a fever over 99 degrees, is vomiting, has significant pain, repeatedly complains, or anything else that is out of the ordinary. If the parents are unable to be reached, the person listed under Emergency Contact will be called.

## **BIRTHDAYS/CELEBRATIONS**

Holidays and special events may be celebrated in the classrooms. There will be sign ups with each classroom to help bring items for our celebrations. A letter will be sent home announcing such celebrations. Halloween costumes must be age appropriate; no gore, blood, or masks will be permitted.

Birthdays are especially important to children. Please inform your child's teacher if you hope to bring an approved treat.

To prevent hurt feelings of students, all birthday invitations are to be handed out outside of school unless the entire class is invited.

## **ELECTRONIC USE**

Students are not permitted to bring any form of electronics to school. This is an electronics FREE zone. If electronics are found, they will be taken immediately and returned to the parent at the conclusion of the day.

## **SCHOOL DISMISSAL**

Class is dismissed daily at 3:15 p.m. ***Parents are asked to promptly pick up their children at dismissal time out of respect for the teachers.*** Please contact us immediately if there is an emergency in which you cannot pick up your child by dismissal time.

Proper arrangements must be made in advance if your child will be picked up after 3:15 pm, except in case of emergency.

## **FIELD TRIP POLICY**

Field trips are significant activities designed to offer an additional element to the learning experience. They are sought out with specific purpose, and that to complement the academics of the students involved. For this reason, upon establishing a field trip, only students in the involved grade level(s)/classroom(s) are invited to attend. Said students must have their parents' approval inclusive of a signed permission slip. Given the degree of planning that goes into a field trip, there is an expectation that students attend, and if unable, may be required to complete some form of assignment comparable to the learning foreseen to be realized through the trip experience. Our transportation is reliant upon parent volunteers, for whom we are very grateful. Non-school aged children are able to attend with a parent chaperone if the teacher(s) assess it appropriate for the determined trip.

## **Pledges**

### **AMERICAN FLAG**

I pledge allegiance to the flag, of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

## **PARENT CONTRACT**

It is our responsibility to make sure each student receives the same quality and equal opportunities. To ensure this, the teachers and Board of NSCS have compiled a set of standards we feel vital to achieving excellence academically and spiritually. The NSCS Student Handbook is to be read thoroughly, seeking clarification when necessary. Important school policies are noted in this book. Any additional events, problems, or changes made to the statements contained will be communicated to parents separately.

**I, as a parent of my student(s) at North Shore Christian School, am committed to upholding all policies stated in this handbook. I have read and understood all that NSCS asks of me and my child.**

*Parent Signature* x \_\_\_\_\_

*Print Name* x \_\_\_\_\_