NORTHSHORE
CHRISTIAN ACADEMY

Family Handbook

EST. 1995
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Welcome

Welcome to Northshore Christian Academy! We count it a true privilege to partner with your family in the education and development of your child. At NCA, we are committed to providing a Christ-centered education marked by academic excellence, spiritual formation, and personal growth—all within a safe, nurturing, and academically rigorous environment.

We believe that learning is most effective when rooted in biblical truth and when families and educators work together in unity and purpose. As a school community, our mission is not only to see your child succeed, but to thrive—academically, spiritually, emotionally, and socially.

This handbook is designed to help you understand the values, policies, and procedures that guide our school culture. We encourage you to review it carefully and refer to it throughout the school year. It is our prayer that your family's journey with us will be marked by joy, growth, and a deepening relationship with Jesus Christ.

Thank you for choosing Northshore Christian Academy. We are honored to walk alongside you in this season of your child's life and look forward to all that God will do in and through your family!



Preparing Students For Success at Every Level

We help students find their talents, conquer challenges, develop a relationship with God, and get ready for a bright future.



MISSION STATEMENT, VALUES AND BELIEFS

Vision Statement

To transform our communities by graduating *resilient disciples of Christ* who are spiritually equipped and academically prepared to be the leaders of tomorrow.

Mission Statement

Northshore Christian Academy partners with families to provide a superior Christian education, developing spiritual, academic, and personal excellence in a Christ-centered environment.

Non-Discrimination Statement

Northshore Christian Academy admits students of any color, race, national and ethnic origin. It does not discriminate based on color, race or national or ethnic origin.

Shared Values

The following shared values are the guiding principles and convictions that empower the mission of Northshore Christian Church and Academy. These shared values are the essential and long-standing tenets that guide the way we live out our mission: Eyes on Jesus, Be Family, Culture of Honor, Love Shows Up, Equip the Saints, and Church and Academy Partnership.

Educational Outcomes

At Northshore Christian Academy, all learning is shaped by a Biblical worldview that honors Jesus Christ as Creator and Lord. We are committed to nurturing students spiritually, academically, and personally, intentionally integrating faith with learning to educate and equip the whole child.

We believe education is a transformative process guided by the Holy Spirit—one that draws students into deeper fellowship with God, cultivates a Christ-like mindset, and trains them to live according to His truth. Our goal is to prepare students to fulfill God's unique calling in both their personal lives and future vocations.
Our purpose is to develop the whole child—mind, body, and spirit—so that every student is equipped to make a meaningful impact in a changing world for the glory of God. By the time our students leave NCA, they will have experienced growth in the following areas:

Effective Communicators Who:

- Craft and deliver relevant messages through the appropriate media (writing, speaking, visual art, digital media, foreign language and performing arts.)
- Successfully interpret feedback.
- Speak the truth in love.
- Present their message with confidence and humility.
- Share the Gospel with boldness, clarity, and gentleness.

Image Cultivators Who:

- Recognize their personal value and identity as rooted in Jesus Christ
- Understand that God has created us to share His attributes, developed through practice.
- Possess a mindset of growth and transformation.
- Exhibit a healthy lifestyle as seen in social, emotional, physical, and spiritual areas.
- Demonstrate Godly character of compassion, truth, justice, righteousness and grace.

Truth Discerners Who:

- Apply biblical principles in the analysis of math, science, history, and literature.
- Analyze the merits of conflicting claims.
- Are skilled in evaluating the quality of information and the point of view in text and media.
- Are practiced in seeking the Holy Spirit's guidance through prayer.

Meaning Seekers Who:

- Listen, observe, and read to understand.
- Use Bible knowledge and truth to make interpretations.
- Make connections beyond the obvious.
- Ask probing questions.

Loving God:

- Honoring God above all as seen in thought, word, and deed.
- Are disciples of Jesus; called by God, transformed by God, on mission with God.
- Practicing spiritual disciplines of prayer, meditation, Bible reading and worship.

Innovative Designers Who:

- Create original works.
- Apply knowledge and skills to develop solutions to new challenges.
- Use critical and creative thinking to solve problems.
- Value knowledge application beyond knowledge in itself.

Servant Leaders Who:

- Are guided by Biblical principles.
- Consider the needs of others first to accomplish goals.
- Demonstrate compassion and acceptance.
- Value relationship and collaboration.
- Take initiative to influence positive change

Tenacious Navigators Who:

- Persevere through obstacles to achieve success.
- Are goal oriented.
- Dare to accomplish hard things.
- Are willing to take risks and then respond wisely to success and failure.

The Family and the Church as Life-Training Institutions

God commands parents to faithfully teach their children to love Him with all their heart, soul, and strength, and to make His Word a constant part of daily life (Deuteronomy 6:5–7). Scripture also affirms the sacred responsibility of parents to "train up a child in the way he should go" (Proverbs 22:6).

Northshore Christian Academy exists to support parents in this God-given calling by partnering with them to provide Christ-centered education and training "in the nurture and admonition of the Lord" (Ephesians 6:4). The school operates under delegated authority from parents to assist in the formal instruction and spiritual development of their children.

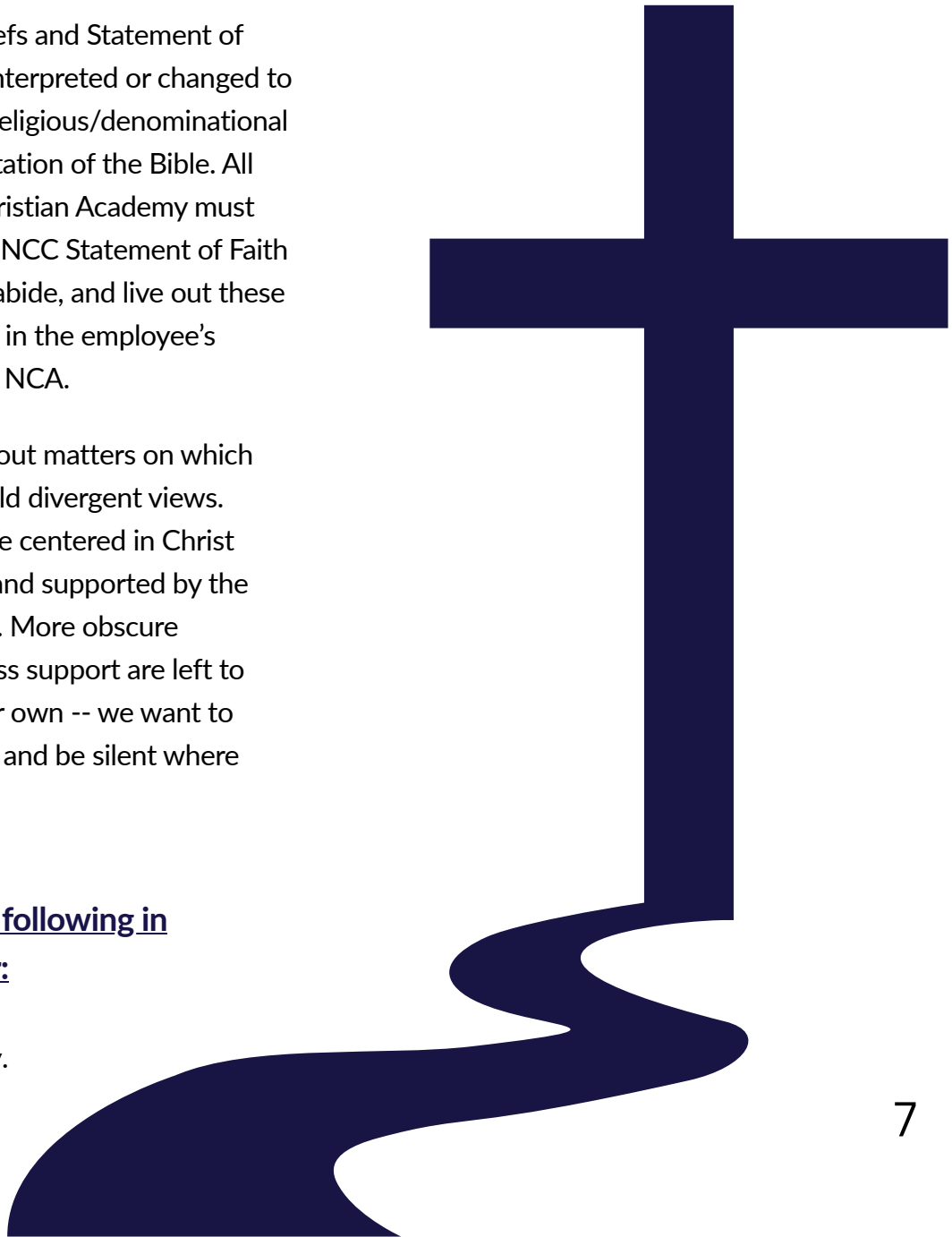
As a distinctly Christian school, NCA employs teachers who profess a personal relationship with Jesus Christ, affirm our Philosophy of Christian Education and Moral Code of Conduct, and are called and gifted by the Holy Spirit to teach. We recognize, as Scripture states, "There are different kinds of gifts, but the same Spirit… and God has appointed these in the church: first apostles, second prophets, third teachers" (1 Corinthians 12:4, 28).

Statement of Faith and Core Beliefs

Northshore Christian Church's Statements of Faith and Statement of Beliefs summarize our beliefs as a church and its ministries which includes the Academy and Early Learning (and all its programs). Our theology is not new - anyone familiar with historic Christian doctrine will find that these statements fall in the center of evangelical theology. ("Evangelical" means theology derived from the evangel, or the Gospel; in other words, it is biblical theology rather than speculative theology or theology rooted in tradition.)

The NCCA Statement of Beliefs and Statement of Faith cannot be individually interpreted or changed to reflect an individual's views, religious/denominational background, or their interpretation of the Bible. All employees of Northshore Christian Academy must agree, abide, and live out the NCC Statement of Faith and Beliefs. Failure to agree, abide, and live out these beliefs consistently will result in the employee's removal from employment at NCA.

We try not to be dogmatic about matters on which Bible-based believers have held divergent views. We want our core beliefs to be centered in Christ and His message as found in and supported by the clearest passages of Scripture. More obscure doctrines or teachings with less support are left to individuals to sort out on their own -- we want to speak where the Bible speaks and be silent where the Bible is silent.



Northshore practices the following in handling views that differ:

- In essentials - Unity.
- In non-essentials - Liberty.
- In all things - Love.

We Believe...

The Holy Spirit

The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the minds of sinners, awakens in them recognition of their need of a Savior and regenerates them. At the point of salvation, He permanently indwells every believer to become the source of assurance, strength, and wisdom, and uniquely endows each believer with gifts for the building up of the body. The Holy Spirit guides believers in understanding and applying the Scripture. His power and control are appropriated by faith, making it possible for the believer to lead a life of Christ like character and to bear fruit to the glory of the Father. (John 14:16; Acts 1:5,8; Acts 2:2-4; 1 Corinthians 12-14; Galatians 5:22)

The Bible

The sole basis of our beliefs is the Bible, composed of 66 books of the Old and New Testament. We believe that Scripture in its entirety originated with God and that it was given through the instrumentality of chosen men. Scripture thus at one and the same time speaks with the authority of God and reflects the backgrounds, styles, and vocabularies of the human authors. We hold that the Scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God. The Bible is the only inspired Word of God. (2 Timothy 3:16)



God

We believe that there is only one true, holy God, eternally existing in three persons: Father, Son and Holy Spirit - each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things in it, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation. By His providence He is operating throughout history to fulfill his redemptive purposes. (1 John 5:4-6)

Salvation

The central purpose of God's revelation in Scripture is to call all people into fellowship with Him. Originally created to have fellowship with God, man defied God, choosing to go his independent way, and thus was alienated from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history and all individuals since have suffered these consequences and are thus in need of the saving grace of God. (Romans 3:21-30; Galatians 4:4-7)

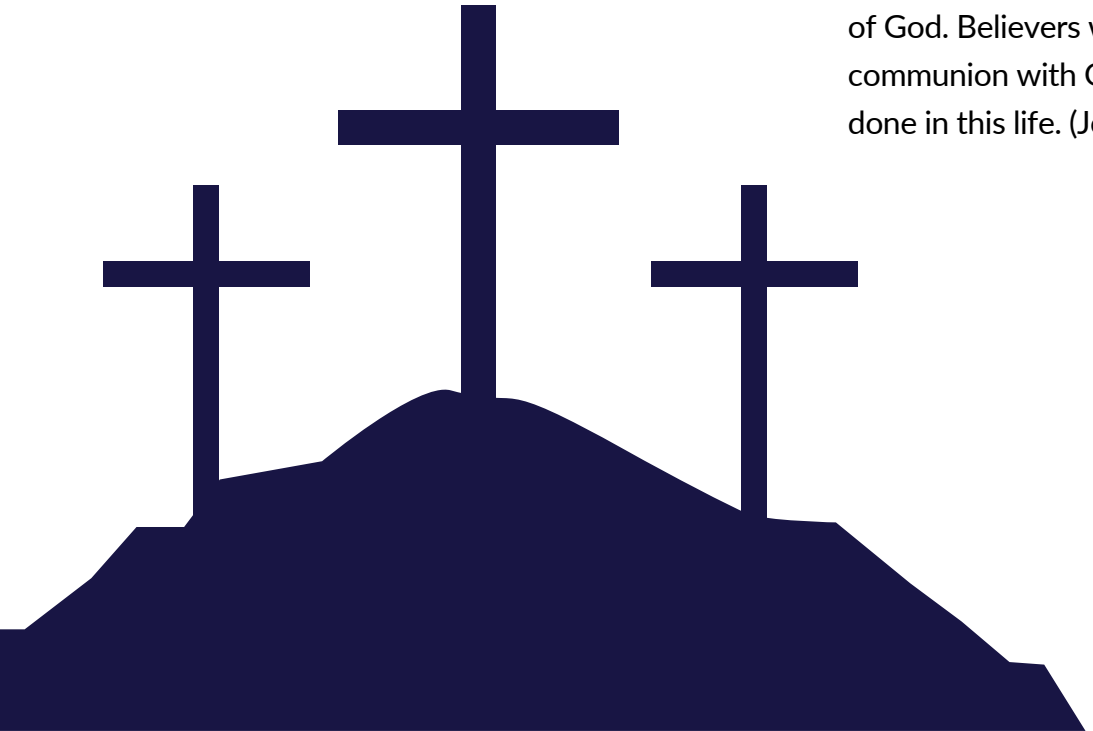
The salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part, of human works or goodness. Salvation must be fully appropriated by repentance and faith. When God has begun a saving work in the heart and life of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation.

Jesus Christ

Jesus Christ is the eternal second Person of the Trinity who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as our substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified in which He lived and died. He ascended into heaven and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God. (Isaiah 53:3; 1 Peter 2:24; James 5:14-16)

Human Destiny

Death seals the eternal destiny of each person. For all mankind, there will be a resurrection of the body into the spiritual world and a judgment that will determine the fate of each individual. Unbelievers will be separated from God into condemnation. God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God. Believers will be received into eternal communion with God and will be rewarded for works done in this life. (John 5:24, 28, 29)



The Church

The corollary of union with Jesus Christ is that all believers become members of His body, the Church. There is one true Church universal, comprised of all those who acknowledge Jesus Christ as Savior and Lord. The Scripture commands believers to gather together to devote themselves to worship, prayer, the teaching of the Word, the observation of baptism and Communion as the sacramental ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts and outreach to the world. Wherever God's people meet regularly in obedience to this command there is the local expression of the church. Under the care of Elders and other supportive leadership, its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ. (Ephesians 4:16)

Faith and Practice

Scripture is the final authority in all matters of faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord, to whom he or she alone is ultimately responsible.

We believe the above Statements of Faith to be an accurate summary of what Scripture teaches. All members shall refrain from advocating doctrines that are not included in the Statement of Faith, in such a way as to cause dissension.



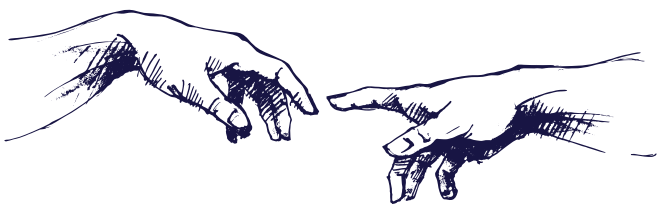
Core Beliefs

We recognize that we live in a diverse and pluralistic society with many differing beliefs and values. At Northshore Christian Academy, we affirm the following as biblically sound truths and foundational to our identity. These core beliefs are essential for all employees to accept and uphold as truth and fact.

Creation

God created the world in seven days and on the seventh day He rested. (Genesis 2:2). When God made the world, He declared it to be “very good” (Genesis 1:31). The universe is not divine nor is it sacred (Mother Nature). God made the world and its natural systems out of nothing (Hebrews 11:3) Creation is not self-sustaining; it depends on God, for its continued existence (Corinthians 1:17, Hebrews 1:3) This means:

1. People can work only within the framework of preexisting physical realities. Humans are not God and cannot call things into existence from what is not existent.
2. The universe is not God. The material in the universe and all it contains are NOT a form of God and man, animal, plant, and object doesn’t contain a piece of God. God is distinct from His creation.
3. The earth is not sacred. God wants humanity to manage the earth carefully, but not because the earth is sacred.
4. The earth is a resource that God has given humans to manage. God called his creation “very good” and has placed it under the rule for His glory and our benefit (Genesis 1:26- 30). We are to tend it, cultivate it, conserve it, reshape it, mine it, and consume it with the certainty that each of us will give full account to God for what we do with and to His world. (Romans 14:11-12; 1 Corinthians 4:5)



Man

On the 6th day, God created man in His own image. He breathed the breath of life into man's nostrils and man became a living being. (Genesis 2:7) God created His most important and precious aspect of creation on the 6th day; man and woman.

Abortion

Life begins at conception. Psalm 139 speaks of the Creator's craftsmanship and His intimate knowledge of each individual. He has that knowledge because He created each person in "his mother's womb". (Psalm 139:13). God intentionally and masterfully creates human life in the womb. It is a process that involves time, skill, and craftsmanship. The same God whose mind and power fashioned the stars, the seas, the animals, has carefully, intentionally, and individually crafted each person. Everyone is unique and created in the image of God. We believe:

1. Human beings are made in the image of God. Genesis 1:27 declares, "So God created man in His own image." As human beings, we reflect the eternal God, who called us into being with design and purpose. Each person, even the unborn, has the right to achieve the potential for which he was created.
2. Children are a blessing from God. The psalmist declared, "Behold, children are a heritage from the Lord, the fruit of the womb is His reward" (Psalm 127:3). Parents cooperate with God in bringing human life into the world. We have the right to participate in the creative process, but not to take life of the innocent unborn.
3. Life is sacred to God. Because life is sacred to God, we are commanded not to murder (Exodus 20:13) No life is to be taken – anytime. God is the creator and giver of life. Only He has the sovereign right to take life away.

Therefore, abortion is wrong, and we consider it the same as murder since abortion kills a human life.

Marriage

God created man and woman on the 6th day of creation. God created man and woman for each other, and ordained marriage and sex only in the context of a lifetime, heterosexual commitment. The Bible states that God considers homosexuality as unnatural and as contrary to His design for a man and woman, marriage, sex, and children. (Romans 1:26-27). In Leviticus 18:22, it states, "Do not lie with a man as one lies with a woman; that is detestable." While we recognize that people struggle with same sex attraction, it is the "practice" of homosexuality that the Bible identifies as sin. I Cor. 6:9 "Do you not know that the unrighteous will not inherit the kingdom of God. Do not be deceived; neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality."

Gender Identity

Northshore Christian Academy (NCA) strives to provide a learning environment that recognizes the uniqueness of every student created in the image and likeness of God. We aim to promote spiritual, physical, and intellectual development of our students in a loving, learning environment that upholds the teaching of God's word found in Scripture. NCA is committed to a traditional Biblical worldview and, as a private institution, we welcome faculty, staff, students, and families who are committed to partnering with our vision and mission for Christian education. Our view on gender identity is reflective of God's creative acts: "So God created man in his own image; in the image of God he created him; male and female he created them." (Genesis 1:27). At NCA, our faculty, staff, and students will use the pronoun that is consistent with their sex at birth. We consider questions about gender identity to be primarily a family, church, and counseling issue. As an extension of the Christian home, it is our desire to work with parents, in grace and truth, to provide an environment where students can flourish and we can be united in a common purpose to achieve the school's mission while upholding traditional Biblical values.

Evolution

Northshore Christian Academy views the philosophy and theory of evolution as a theory that differs from the Bible about whom and how the world was created. God created the universe. He designed it and created it and said, "it is good" (Genesis 1:31). The theory of evolution states the universe came into being and has progressed over millions of years through a series of biological processes. It believes that man was created merely as a progression of evolution. At NCA, we regard evolution as only a theory; however, our students may be exposed to the theory in their curriculum or learning and through guest speakers. It is important that the classroom teachers provide students with the facts about evolution and the Biblical truth on why we believe the creation theory.

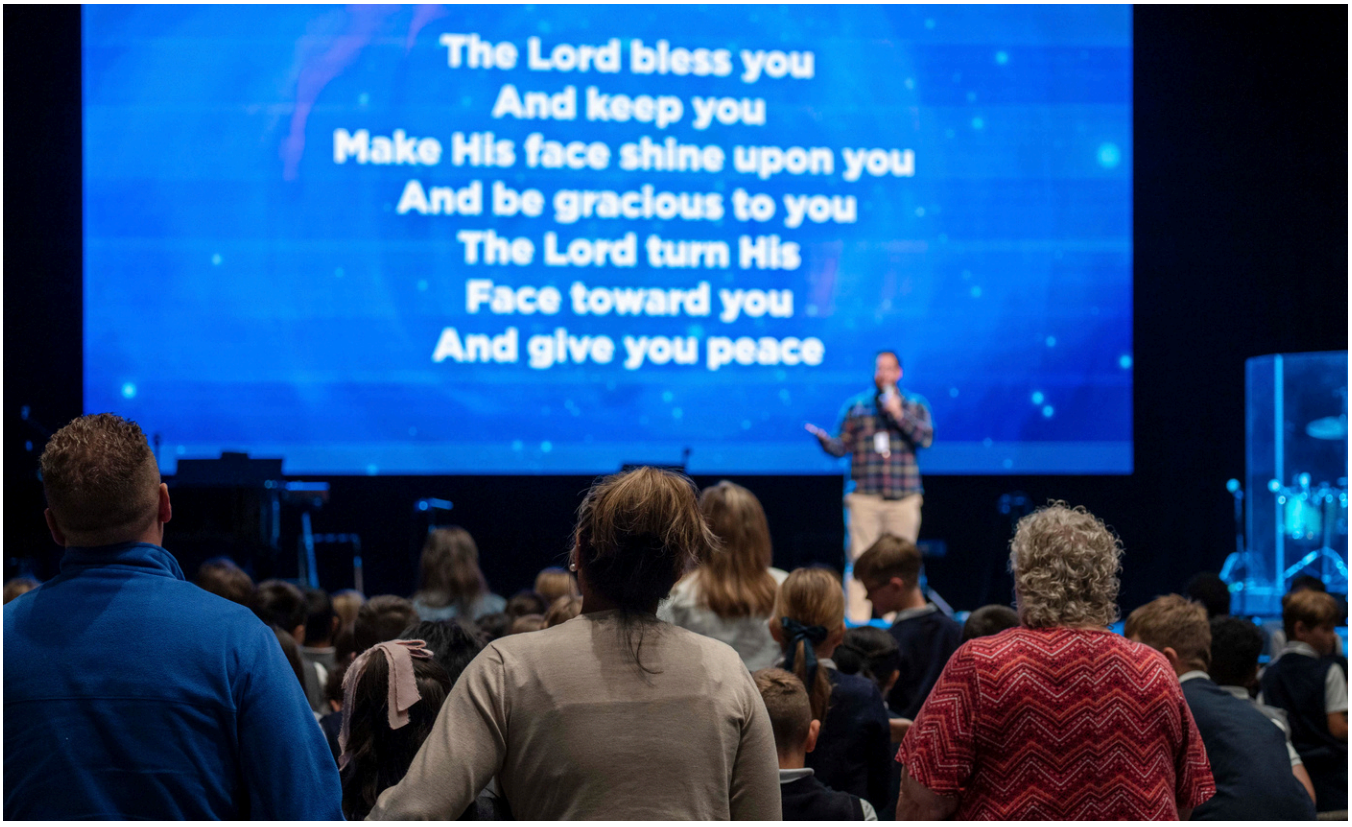


Non-Denominational Statement

Northshore Christian Academy is a non-denominational school by affiliation and statement of faith. We clearly present the Bible as "the inspired, the only infallible, authoritative Word of God." While we are not a church, we do teach truth, which is God's Word. Any dogma, doctrine, or other concepts that contradict, add to, or subtract from the completed Word of God as presented in the 66 books of the Bible will be held up and judged against Scripture for trustworthiness. Anything that contradicts, by omission or commission, God's completed Word will be presented as such in class discussions, lectures, chapels, or whenever questions on these issues arise.

Non-Political Statement

Northshore Christian Academy is a 501(c)(3) organization and does not engage in political activities nor endorse or promote any particular party, candidate, or political organization. To foster a non-political environment, the school does not allow activities, posters, stickers, clothing, signs, or other materials or actions at school, on school-owned property, or at NCA-sponsored events that are contrary to biblical principles or are overtly political as determined by the administration. Teachers may, in appropriate classes such as Bible, history, or civics, engage students in respectful discussions about ethical and political issues, always seeking to help students “take every thought captive to the obedience of Christ” (2 Corinthians 10:3-5).



School History

During the spring of 1995, Northshore Christian Church's leadership saw a need for a Christian school in the South Everett area. After researching and praying for God's direction, the church started an elementary school in the fall. Northshore Christian Academy opened with 37 students in kindergarten through third grade. At that time, NCA was located at the 80th Street temporary church location in a warehouse. In the fall of 1996, the school opened for a second year with almost 100 students in pre-kindergarten through fourth grade. In 1998, the school began with 200 students in two leased warehouses. In 2000, the new campus opened with one building where the church and seven classrooms resided. The school also expanded to eighth grade..

Since 1995 parents, students, faculty, administrators, and support staff have worked together to provide a school environment where thousands of students have thrived and excelled in academics, leadership, athletics, and arts. Our goal is to continue to provide a school community where students are equipped to become strong leaders who excel in higher education, are leaders in the community and are known for their Christian character and integrity.

In 2019, the National Blue Ribbon was awarded to NCA by the Department of Education. This prestigious award qualified only 50 private schools in the U.S for meeting academic achievement benchmarks, establishing unique educational programs, and reflecting a dynamic school culture where students achieve their potential. NCA was the only school on the west coast to receive this award in 2019.











School Structure

Accreditation

Northshore Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED, reflecting our strong commitment to academic excellence and biblical integration. Accreditation through ACSI is a rigorous and ongoing process that measures our school against nationally recognized standards for Christian education. All aspects of our school—academic, spiritual, operational, and financial—are held to these high standards and reviewed annually. Every six years, a formal accreditation team visits our campus to evaluate compliance through on-site inspections, classroom observations, and review of documented evidence. In addition, we complete a thorough annual report to maintain our accreditation status. Teachers are required to maintain current ACSI certification, which includes ongoing professional development and spiritual growth requirements.

Northshore Christian Academy also undergoes an independent financial audit each year. The audit results are shared with the accrediting bodies, our school board, and elder board to ensure transparency and sound stewardship of resources. While many private schools choose not to pursue this level of accountability, our accreditation provides confidence to families, strengthens our standing in the community, and qualifies us for a broader range of funding opportunities and educational partnerships. It affirms that we are providing a high-quality, Christ-centered education that prepares students spiritually, academically, and personally for the future.



School Structure

Memberships

NCA is state approved by the Office of Superintendent of Public Instruction (OSPI) and the Washington State Board of Education (WSBE). Northshore Christian Academy is a member of the Association of Christian Schools International (ACSI), Washington Federation of Independent Schools (WFIS) and the Washington Interscholastic Athletic Association (WIAA). As an elementary and middle school, fully approved by the State of Washington and the office of Superintendent of Public Instruction (OSPI), Northshore Christian Academy follows all of the rules and regulations governing approval of private schools as required by Washington State Law: RCW 28A.02.201 and RCW 28A.04.120[4] as well as WAC 180-90-110 through WAC 180-90-160. The Early Learning Preschool and the Childcare Center are licensed by the State of Washington.

School Governance



NCA is a ministry of Northshore Christian Church (NCC). As such, the School is accountable to the leadership of the Church, which is the NCC Elder Board. The NCC Elder Board consists of 5-10 appointed individuals, including the Lead Pastor. The NCC Elder Board has delegated the school oversight and policy-making to the NCA School Board Committee.

NCA School Board Committee

The function of the NCA School Board Committee is to make broad-based school policy decisions about the school. The committee consists of NCC elders, NCA parents who attend NCC and other NCC participating members who have experience in the educational field. The NCA School Board Chair reports to the NCC Elder Board.

Academy Administration

The Academy Administration consists of a Head of School, Early Learning Program Director, Academy Principal, Assistant Principals, and Directors over Fine Arts, STEAM, and Athletics. The Academy Administration oversees the daily operations of the school, including staff supervision, policies and procedures, instructional supervision, and daily operation functions. The Head of School reports to NCC's Lead Pastor and chairman of NCA's School Board Committee. The Head of School is a member of NCA's School Board Committee.

School Divisions, Programs and Hours

To provide the highest quality of service to NCA families, the school is divided into divisions. Our priority is to provide a biblically immersive experience for our students.

Early Learning

Serves ages 1-5 year olds. The EL is a licensed part-time and full-time daycare providing a developmentally enriched preschool and pre-kindergarten program. Program hours include 7:00am-6:00pm Monday-Friday and extend twelve months per year excluding holidays and some in-service professional development days.

Lower Elementary Division (K-2 grades)

Provides a dynamic, age-appropriate yet academically challenging program for primary students. Each student receives specialist classes in PE, Project Lead the Way, art, library, STEAM Lab, and music. First and second graders will also participate in computer class.

Upper Elementary Division (3-5 grades)

Provides advancing instruction that challenges and ignites student learning. Programs in this division include leadership training, study skills development, cursive, advanced math opportunities, PE, Project Lead the Way, music, computers, Spanish, and music.

Middle School Division (6-8 grades)

Prepares students for success in both private and public high schools. Each student has five core subject teachers. Teachers work collaboratively to provide a comprehensive, supportive program. In addition to core subjects, many electives are offered such as music, foreign languages, coding, engineering, leadership, personal finance, drama, yearbook, study skills, and art.

Lion's Club Enrichment

Provides beyond the school day enrichment classes. These multi-week sessions include extensive music lessons and classes, science and engineering classes, art opportunities, foreign language classes, and academic tutoring. Classes are held after school during the school year.

Summer Adventures

Provides a dynamic experience for NCA enrolled students first through fifth graders. Field trips, art projects, games, weekly themes, and leadership opportunities are offered each week. Students can participate part or full time from 7:00-6:00.

Athletics (3 -8 Grades)

Includes participation of students competing against private and public schools in the area. Athletic teams include basketball, soccer, volleyball, cross-country, and track.

Before and After Care Program (All day care and AM/PM extended school day care)

Safe, organized, and fun programs are provided before school, afterschool and on occasional 'no-school' days. Kindergarten – 8th grade can participate in these programs through a monthly sign up program during school days. Non-school day care is for Kindergarten-5th graders and must be pre-registered.

School Hours

Early Learning	7:00am-6:00pm
Kindergarten – 5th Grade	8:30am-3:05 pm (Early Dismissal Friday 1:05pm)
6th Grade – 8th Grade	8:30am-3:25pm (Early Dismissal Friday 1:25pm)
Extended Care AM Care	7:00am-8:00am
Extended Care PM Care	3:30pm-6:00pm
Extended Care Early Dismissal Friday	1:30pm-6:00pm

Early Dismissal

Every Friday will be an early dismissal designed for professional development and collaboration.

Closed Campus

Students may not leave the NCA campus prior to dismissal without prior authorization from the teacher and parent. Students who fail to get permission from the teacher may be disciplined accordingly. After school, students who are not picked up by an authorized adult and do not have a school-related activity will be checked in to the Extended Care (PM) program (K-5th) or middle school study hall (6th-8th) and parents will be charged accordingly.

Lunch Times

K-5th grades are given 45 minutes for lunch and recess. Middle school grades are given 30 minutes for lunch and recess.

Hot Lunch Program

Hot lunch is provided through My Hot Lunchbox and is available starting the first day of school.

- Ordering: Parents order online and can add, edit, or cancel orders by noon the day prior.
- Convenience: Orders can be placed online or through the My Hot Lunchbox mobile app.
- Meal Variety: Meals are delivered from trusted local restaurants, individually labeled, with a wide range of options.
- Forgotten Lunches: My Hot Lunchbox does not provide meals for students who forget their lunch.
- Missing Lunches: If a student expects a hot lunch but is not on the My Hot Lunchbox delivery list, they should notify the EA immediately to get their emergency lunch.
- Customer Support: All questions or concerns should be directed to My Hot Lunchbox at (888) 894-8295 or info@myhotlunchbox.com
- FAQ's available in Alma

Parent Lunchroom Policy

At Northshore Christian Academy, we value opportunities for parents to enjoy special moments with their children during the school day. To ensure the safety, security, and smooth operation of our campus, please adhere to the following lunchroom guidelines:

- Scheduling a Lunch Visit: Parents wishing to have lunch with their child during their lunch time on campus must email the child's classroom teacher in advance to schedule the visit. Unscheduled visits will not be permitted. Upon arrival, parents should check in at the Front Desk, remain in the front lobby without badging in, and wait for their child to be called to meet them for lunch.
- Location: Parent and student lunches will take place only in the Front Lobby.
- Forgotten Lunches: If a student forgets their lunch, parents may not badge in and deliver it personally to the classroom. Instead, the missed lunch may be dropped off at the Front Desk, where Academy office staff will ensure that it is delivered to the appropriate student.

Food Delivery Policy

To maintain a secure and distraction-free campus, students may not receive food deliveries from services like Uber Eats, DoorDash, or Grubhub during the school day. Deliveries will be turned away at the front office. Families may choose from: The Hot Lunch Program or a packed lunch from home.

School Communication

At NCA, we believe communication is essential for an effective working relationship between school and home. We make every effort to keep parents informed on school activities, policies, and programs. We have several avenues for communication: weekly “Need to Know’ from the Head of School, K-8 monthly divisional Newsletters, K-5 Thursday Folder, Alma parent portal, school website, campus reader-board, emails, and Flash Alert. It is important that parents keep current with the weekly school announcements.

Thursday Folders

Every Thursday, elementary teachers send home a folder which will include notes, student work, etc. Be sure to review this folder and return it to school on Friday. It is expected that you return your “Thursday Folder” on Fridays or the next day that your child is in school. In keeping with our goal to develop a sense of responsibility, we ask that you train your child to see that the folder is returned to his/her homeroom teacher. Do not send tuition payments in the Thursday Folders.

Newsletters

All School News: Parents receive the all school newsletter monthly from our Head of School which will include links to the divisional newsletter that provides specific news on their division’s events and programs.
Elementary Classroom or Middle School Grade Level Newsletter: Teachers email parents a newsletter every week.

Family Portal

Alma Student Management System provides parents real time information on grades, homework, accounting, current tuition & fees statements, and online enrollment. Parents are automatically notified via email through Alma for timely communication, conduct, and other pertinent information.

Website

The Academy website is updated regularly and contains important information for parents and students. Current information includes Family Portal, uniform information, school supplies, Parent Teacher Fellowship, volunteer improvements/activities, staff email access, staff telephone numbers, school calendar information, athletics, parenting resources, and other important information about upcoming events and school activities. www.nca.school.

Communicating with Teachers

Teachers are committed to supporting and keeping their students and parents up-to-date on homework, events, grades, etc. Teachers provide a regular newsletter providing timely information. Teachers will typically respond to email and voicemail within 48 hours business days (M-F) from a parent's contact. To minimize disruptions to learning, we ask that teachers not be contacted by phone during class time unless it is an emergency. For urgent matters, please call the school receptionist, who will ensure that a message is promptly delivered to the teacher and/or student.

Conferences

A mandatory parent-teacher conference is scheduled for all families following the release of Mid-Semester 1 Progress Reports. An optional conference is also offered in March to provide an additional opportunity to discuss student progress. Parents are welcome to request a conference at any time during the school year, and teachers are typically able to accommodate brief meetings as needed. Additional conferences may also be scheduled if concerns arise.

Formal or Informal Meetings

Meetings with your child's teacher, principal, assistant principal, dean of students, school counselor, or registrar may be arranged before or after school by appointment. To schedule a meeting, please contact your child's teacher or the division assistant. Drop-in meetings are not permitted, as staff use before and after school hours for essential preparation and planning.

Contact Information

School office hours are 8:00am-4:30pm Monday through Friday.

Northshore Christian Academy
Phone: 425.407.1119 Fax: 425.322.2386
Website: www.nca.school
5700 23rd Drive W. Everett, WA 98023

Notification of Information Changes

It is essential that parents promptly notify the school of any changes to family or student information. This includes, but is not limited to, updates to addresses, phone numbers (home, work, and cell), email addresses, emergency contacts, custody arrangements, and important medical details such as allergies or medications. Keeping this information current ensures we can support your child's safety and well-being.

Admissions and Re-enrollment Standards

Admissions Policy & Statement of Non-Discrimination

NCA, in its sole and absolute discretion, admits qualified students regardless of race, age, color, national origin or gender to all the rights, privileges, programs and activities generally accorded or made available to students at the school. NCA complies with federal and state disability laws and regulations to the extent those laws and regulations apply to NCA. The School does not guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

Attendance at NCA is a privilege, not a right, and such privilege may be revoked from any student or family who does not abide by the standards of conduct established by the School. Each parent and student is required to uphold the Parent Affirmation and Student Requirements and Commitment. Northshore Christian Academy reserves the right, in its sole and absolute discretion, to admit or to dismiss students based on a variety of factors. These factors may include, but are not limited to, spiritual commitment, academic performance, disciplinary actions, personal qualifications and cooperative parent-school partnership, including a willingness to cooperate with the school administration, to abide by the School's policies and regulations, and to meet the financial commitments.

Continuous Enrollment

With continuous enrollment, a child's enrollment contract will remain in effect from the initial year of enrollment until they graduate from NCA or they are opted not to return for the coming year. Current NCA families will receive a continuous enrollment email in January of each year reminding them that their child(ren) is already enrolled at NCA and will provide links to the upcoming year's Schedule of Tuition and Fees. This will also include a reminder that if parents intend to withdraw, they must contact the registrar who will assign the Opt Out form to their Alma account. This form must be completed by February 21 to avoid financial penalties. No action will be required if your child(ren) will be at NCA for the following year, and the continuous enrollment fee will be due by March 1 to guarantee enrollment. Once paid, the continuous enrollment fee is non-refundable and non-transferable. All accounts must be kept current to receive a schedule, a guaranteed seat in class or records. NCA reserves the right not to guarantee your child class placement or not to renew your contract if there is an overdue balance.

New Student Enrollment

The new student admission process at NCA is by online application. The admission process includes, but is not limited to, a family interview, student assessment, a completed teacher recommendation form, and the payment of the application fee per student (new students only) and all enrollment fees per student (all families, every year). Please refer to the Tuition and Fee Schedule. Applications will not be processed without payment. There are no guarantees of placement, express or implied, by Northshore Christian Academy.

New Student Application Requirements



Kindergarten Students

- Must be five years old before or on August 31
- Must provide a valid certified birth certificate
- Must be assessed for placement
- Must complete a family interview

Elementary Students (Grades 1-5)

- Must provide a valid certified birth certificate
- Must provide a teacher recommendation form
- Required to furnish their most recent report cards
- Should be a suitable age for the grade assigned
- Must be assessed for placement
- Must complete a family interview

Middle School Students (Grades 6-8)

- Must provide a valid certified birth certificate
- Must complete a teacher recommendation form
- Must complete an administrator recommendation form
- Required to furnish their most recent report cards
- Should be a suitable age for the grade assigned
- Must be assessed for placement
- Must complete a family interview

Final Acceptance

- The grade and class placement for all students is determined by the School in its sole discretion.
- If, upon receipt of the student's cumulative file, any previously undisclosed information is found that may have had a bearing on the student's admission to NCA, the School reserves the right to dismiss the student.
- Notification concerning acceptance of the applicant may be in the form of oral or written notice to the parents.
- The Application Fee is non-refundable under any circumstance: If a parent voluntarily withdraws a child from the school after being accepted and paying the ApplicationFee, the ApplicationFee is non-refundable.
- If a grade level is full, a waiting pool may be established. Those in the waiting pool must have the application fee paid and paperwork completed. NCA's waiting pool policy governs when a student is removed from the waiting pool and given placement at the School.
- NCA reserves the right to deny enrollment to any parent or student whose beliefs, values, or interpretation of Scripture is in conflict with those of the School. NCA also reserves the right to refuse any application, deny enrollment, or dismiss students at any time for any reason that complies with applicable federal or state law.
- If a family fails to notify the School that it accepts an offer of enrollment within three days of being given notice of the offer, the School may withdraw the offer and offer placement to another student.
- A non-refundable deposit of $1000.00 for each new student is payable at the time the contract is submitted. The deposit is applied to your tuition payment plan over the course of the school year. This deposit secures the student's place in the school and is forfeited if the student withdraws from the school at any time, regardless of the reason.

Student Requirements

NCA is a private Christian educational institution that seeks to provide a positive, Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important for NCA to set acceptable guidelines for the behavior and lifestyle of its students, and for those students to understand and support the purpose and programs of NCA.

Academic

- An application for enrollment is encouraged when student success can be achieved, and their needs can be met. We realize, however, that NCA cannot meet the learning needs of every student. If an applicant's evaluation data is below grade level, he/she may be required to do remedial work, may be accepted at the previous grade level, or may not be accepted for enrollment, depending upon the severity of the learning gap or learning disability.
- Disclosure of diagnosed learning difficulties is necessary and required at the time of application.

Behavioral

- The student must display evidence of age-appropriate stability, attention span, and self-discipline.
- The student must display necessary social skills to function in a group.
- For the benefit of school staff and parents who are working together for the success of a student, parental disclosure of behavior and emotional difficulties is necessary and required at the time of application.
- The student must agree to abide by and positively uphold the rules and regulations of the school.
- The student must show a cooperative spirit, positive attitude and openness for admission and ongoing attendance at NCA.
- The student must be receptive to spiritual instruction and guidance.
- The student must desire to attend NCA. Middle School students must sign a "Middle School Code of Conduct" form.

Immunization Requirements

NCA is required by the State of Washington to maintain proper immunization records. The School must have a completed and parent/guardian-signed Washington State Certificate of Immunization Status (CIS) form on file by the first day of school or the student will not be permitted to attend classes. Laboratory evidence of disease or immunity may be substituted for vaccinations and indicated on the CIS (the form must be signed by both a physician and the parent in this case). The required immunization schedule for your child is found on the School's website.

There are only two exemptions allowed under Washington law:

1. Medical exemptions (which requires a licensed health care provider signature along with the parent's signature)
2. Religious exemptions (which require a parent/guardian signature AND a licensed health care provider signature) for immunizations other than measles, mumps, and rubella.

Immunizations for MMR are required before school attendance unless a signed exemption is submitted by a physician for a medical or religious exemption.



Parental Requirements

The support and guidance of parents is critical to the success of students and the School. As examples to their own children and other students at the School, parents and legal guardians of students ("parents") must abide by the following:

- Parents must demonstrate interest in NCA's mission and cooperation with its goals and policies.
- Parents must meet with an administrator prior to the student's admittance.
- Parents must demonstrate their support of the teachers and educational program through their actions, words and conduct throughout the school year. Parents agree to uphold the Parent Affirmation.
- Parents must demonstrate Biblical conduct while on campus, at off-site, school sponsored events, and while communicating with NCA staff and NCA families.
- Parents must be willing to work towards positive and respectful conflict resolutions with staff members, parents, or students. Parents must be willing to have a cooperative attitude and take actions to resolve conflict.
- Parents must follow the Matthew 18 principle (as defined in this handbook).

Financial Requirements

- Parents agree to plan for, budget and pay regularly and on time for the cost of Christian education.
- Returning families must be current in all financial accounts for continued enrollment.
- Failure to meet the terms of the financial agreement may result in NCA withholding report cards and diplomas. Continued educational service may be denied if the required payments are not made.
- Parents agree to fulfill and abide by the Enrollment Financial Terms and Conditions.



Withdrawal Procedures for K-8th Grade

Families wishing to withdraw a student must contact the NCA Registrar to request and complete the appropriate withdrawal paperwork. Written notice must be submitted by the following deadlines to avoid tuition charges for the respective semester:

- July 1: Deadline to withdraw before Semester 1 tuition is owed.
- December 1: Deadline to withdraw before Semester 2 tuition is owed.

Please contact the NCA Registrar for assistance with the withdrawal process. Tuition obligations remain in effect until the required withdrawal paperwork is properly completed and submitted.



Tuition and Fees

Annual Costs

The financial terms of enrollment at NCA are governed by the Enrollment Financial Terms and Conditions Contract ("Enrollment Contract"). This handbook outlines the general NCA policies regarding tuition. If there is a conflict between this handbook and the Enrollment Contract, the terms of the Enrollment Contract will govern. The annual cost of education is determined by the Head of School and the School Board. Tuition is levied on a per school year basis. All payments made on an account will be applied to the oldest outstanding charges first.

Tuition Payment Plans

To assist families in the payment of the yearly tuition, three payment options are offered: Payment in full by July 1st (or upon enrollment of child); Bi-Annual payments, and a monthly option. If the first tuition payment is not paid by July 1, students may be placed in a waiting pool and enrollment will not be guaranteed. In addition, in the event of any delinquency in tuition payments, students may be prohibited from attending classes and extracurricular activities. Tuition statements may be viewed through the Finalsite Tuition Management portal.

Tuition Payment Options

Payment for Tuition is done through our Finalsite Tuition Management portal. For our Family's convenience, we accept Checking/Savings Bank Accounts and Credit/Debit Cards via autopay. Full annual payment by July 1 can be made with a Personal Check or Cash directly to the Business Office. Credit cards accepted are Visa, Mastercard, Discover, and American Express. All credit card convenience fees are the responsibility of the user.

Tuition payments are due on the 1st of each month.

All accounts in Finalsite Tuition Management must be set up on auto-pay. You may pay in full by check or cash by July 1st.

Delinquent Tuition and Penalties

- Payments received after the first of the month will accrue a late penalty of $40.
- A $40 Insufficient funds fee will be assessed on all checks returned from the bank.
- A $30 Insufficient funds fee will be assessed on all electronic bank payments returned from Finalsite.
- Dismissal may result if payment arrangements have not been made within 60 days of the account becoming delinquent. Delinquent accounts may be submitted for collection assistance and the student(s) may not be allowed to return/attend school until the delinquent account has been satisfied. A student may not be allowed to continue for the following year if the family has an outstanding balance on their account. Unpaid accounts may be sent to collection and a $250 collection fee may be added to the unpaid balance.
- Any fees incurred for collection on delinquent accounts, including attorney's fees, will be added to the amount due.
- Failure to meet the terms of financial agreement may result in the withholding of NCA report cards as well as the dismissal of the student.

Tuition Assistance Program

Tuition Assistance information and applications may be obtained under the Admissions tab of the NCA website at www.nca.school after you have enrolled in the new school year. Applications must be completely filled out and submitted by the financial aid application deadline before any aid will be considered. Northshore Christian Academy provides aid on a limited and verification-of-need basis.

Tuition Assistance funds are limited and are only available for K-8th Grade tuition. Funds, when granted, will not exceed 50% of tuition.

Tuition Policy for Withdrawal and Refunds

Families who decide not to attend the fall semester after registering must provide written notification to NCA on or before July 1. Failure to provide this notice may result in the family being billed for the first semester of the school year. December 1 is the deadline to withdraw to avoid paying for Semester 2. Notice to withdraw after December 1 will require full payment of tuition for Semester 2. There is no tuition reduction or refund for holidays, vacations, illnesses, emergencies, absences or weather-related school delays or closures.

Change of Child Custody and Payment of Tuition

NCA is not responsible for applying court ordered financial responsibilities between parents. If a student has a change in custody or guardianship, a new registration form and enrollment contract must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the parenting plan must be submitted to the School office. Enrollment may not be continued until such an agreement is completed and on a file in the School office. It is the responsibility of the parents to manage the weekly details of the parenting plan and school interface such as pickup and drop-off weekly plans, parent-teacher communication, and homework packets.

Other Fees

Optional fees include, but are not limited to, the following: school pictures, athletic teams, Lions Robotics, special projects, book club orders, extended care, family socials, Auction, Walk-a-thon, Lions Club Enrichment classes, class parties, and plays. Outside, independent organizations provide services to our families such as school pictures, school uniforms. Payment for these services or products go directly to these companies. Northshore does not financially handle these funds nor benefit from their fees. These companies were arranged for the sole purpose of providing convenient services for our families.

Giving and Fundraising

Affordability is a vital part of NCA's mission, which is why we rely on support beyond tuition to provide exceptional educational opportunities for every student.

Annual Fundraising Initiatives

NCA's primary fundraising efforts include the **Annual Online Auction, Walk-A-Thon, Vision Impact Fund, and Department Sponsorships** supporting Athletics, S.T.E.A.M., and Fine Arts. Each of these fundraising initiatives have been instrumental in strengthening our school, expanding opportunities for students, and impacting generations of families and our community.

Family Auction Commitment

Each NCA family is asked to contribute a minimum of $200 toward the Annual Online Auction through a monetary donation, professional service, experience, vacation home stay, or by bidding on items during the event.

Fundraising Approval

Authorized fundraising activities play a key role in sustaining and advancing our mission. To ensure consistency with our school's goals, all new fundraising proposals must receive prior approval from the Giving Department.



Thank You for Your Partnership

We are grateful for the generosity and partnership of our NCA families. Your support allows us to provide outstanding opportunities for students while advancing God's work through NCA.

For additional information about giving opportunities, please visit the Giving section of our website

Gifting to the School Nonprofit Tax-Exempt Program and Company Matching Gift Programs

Northshore Christian Academy is a ministry of Northshore Christian Church and is a non-profit 501(c)(3) organization. As such, donations made to our school are tax exempt. Likewise, we qualify for donations through the United Way, Boeing Employees Matching Gifts, and over 200 other company matching gift programs. Our tax identification number is 91-1515354. If you work for a company, we encourage you to ask if they match gifts.



Academics



The following policies and procedures have been developed and created to foster an effective learning environment for each student at NCA. Parents are asked to read these policies prior to the beginning of each school year and to review the pertinent portions with their children. We encourage parents to review these policies and procedures throughout the school year.

Curriculum and Instruction

Northshore Christian Academy offers a high-quality core curriculum in Bible, language arts, math, science, and social studies, along with enriching programs in Spanish, physical education, fine arts, technology, engineering, and applied arts. Our goal is to equip students to thrive academically and spiritually as Christian leaders. Curriculum is reviewed regularly to ensure it meets the changing needs of learners. We utilize both Christian and secular resources, with all instruction taught from a biblical worldview. Teachers use a variety of strategies and tools to support differentiated learning and student success. Curriculum is mapped across grade levels to ensure strong continuity and progression. At the heart of all we teach is a commitment to God's Word and character development that encourages students to grow in their personal relationship with Christ. For more details, course descriptions and curriculum overviews are available.

Homework Policy

Homework supports learning beyond the classroom and encourages partnership between school and home. Students are expected to complete assignments independently, with only guidance from parents or tutors. Homework is assigned regularly in grades K–8, based on students' age and needs, and is typically given Monday through Friday.

At NCA, homework serves to:

- Complete missed or unfinished classwork
- Reinforce skills through practice (e.g., flash cards, book reports)
- Support studying and test preparation
- Prepare for upcoming lessons
- Extend learning to real-life applications (e.g., journals, projects)
- Complete long-term assignments
- Build responsibility, independence, and strong study habits

The amount of daily homework is geared to the average student but generally falls within the following ranges:

Kindergarten	15 minutes
Grade 1	25 minutes
Grade 2-4	30 minutes
Grade 5	35 minutes
Grade 6-8	60 minutes

Homework is intended to be completed at home by the student, as class time is focused on instruction. If work is finished at school, students should use homework time for productive learning, such as reading. If a student consistently spends excessive time on homework in a distraction-free setting, parents should promptly inform the teacher to consider possible adjustments. Early communication helps prevent and resolve homework challenges.

Assessment of Student Learning

Student learning is assessed using a variety of methods throughout each grade. Teachers monitor progress, provide practice, assess mastery, and re-teach as needed. To track growth in math, reading, and language arts, students take MAP (Measures of Academic Progress) standardized tests twice per year. Results are shared with families in the fall and spring and used by teachers to guide instruction and set learning goals.

Achievement Tests

Students in Grades K–8 are assessed using tools such as MAP and the DIBELS measure to monitor academic growth. These results provide insight into individual strengths, areas for improvement, and overall program effectiveness. Both formative and summative assessments are used throughout the year to guide instruction and support learning.

Grading Scale:

K-2 Grading Scale:

4	100+	2+	76-79
3+	92-99	2	73-75
3	86-91	2-	70-72
3-	80-85	1	0-69

3-8 Grading Scale:

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

Extra Credit Policy

Extra credit may only be offered to the entire class for optional assignments and not to individual students. It is not given solely to raise a student's grade.

Make-Up work

Students must make up all missed work due to any absence. The standard timeline allows two days for each day missed, up to a maximum of eight school days. For extended absences (e.g., severe illness), a customized plan may be arranged with the teacher. Missed tests are typically made up on the day of return unless other arrangements are made. Late or missing assignments may lower a student's grade, so timely submission is important to receive full credit. Homework/classwork packets are not provided in advance for planned absences, except for long-term projects or routine assignments (e.g., spelling, Bible, math). Teachers focus on preparing upcoming lessons, and students receive make-up work upon return, following the standard timeline.

Report Cards

Report cards and progress reports reflect both academic and behavioral growth. The student progress is shared during parent-teacher conferences in late November. Grades K–2 use number grades; grades 3–8 use letter grades. Parent-teacher conferences may be requested anytime. Report cards may be withheld if tuition or fees are unpaid. Students cannot register for the next year until all financial obligations are current. Teachers provide written grading policies at the start of the year, typically shared in classroom handbooks and during parent orientation. While attendance is not directly factored into grades (unless noted in the Attendance Policy), poor attendance can negatively impact academic progress due to missed instruction.

Math Advancement

Students at Northshore Christian Academy have opportunities to advance in math beginning in 3rd grade through 8th grade. In grades 3-5, administration and teachers determine eligibility for advanced math placement based on several factors, including classroom performance, assessment data, and teacher recommendation. Once students are recommended for math advancement, they must successfully complete a summer school course. In grades 3-5, students may only accelerate up to one grade level above their current grade. Beginning in 6th grade, students can accelerate at a faster pace by successfully completing math classes during summer school, allowing them to move beyond one grade level ahead based on demonstrated mastery and readiness.

Honor Roll

In 3rd-8th grades, students are recognized for meeting high academic standards each semester. See criteria below.

3rd-5th Honor Roll	**Principal High Honor Roll**- Must have straight "As" in Bible, Writing/Language, Reading, Math, Science, and History and Specialist classes. Must have EE/ME on Key Behaviors that Promote Learning. **Lions Honor Roll**-Must have A/B in Bible, Writing/Language, Reading, Math, Science, and History and Specialist classes. Must have EE/ME on Key Behaviors that Promote Learning.
Middle School Honor Roll	Principal's List (3.75 or above GPA) High Honors (3.50-3.74 GPA) Honors (3.25 - 3:49 GPA)

Students who have earned a place on the respective lists will be recognized at the end of first semester. Any student with a final grade of a "D-", "D", "D+" or "F" in any class, core or elective, will not qualify for the honor roll.

Academic Probation (Middle School Students)

- After four weeks have passed in each semester, grades will be checked each Friday. If a student's grade is below 70% in any subject, he/she is ineligible for participation in student activities and athletic events the following week, Monday-Sunday.
- Middle School activities include Athletics, the Musical, and Roarin' Robotics.
- If the student should bring their grade above a 70% during their probation week, he/she will stay on probation for the week. As long as their grade remains above a 70%, they will be permitted to play in games/activities after their probation week.
- A student on Academic Probation is allowed to practice but will not be dismissed early or travel with their team for a meet requiring early dismissal.
- If a student is placed on academic probation, please contact the appropriate teacher to help find ways we can work together to improve his/her academic performance. Alma is a valuable tool to help monitor your child's academic progress.

Promotion

The standard of academic achievement generally required for promotion is meeting grade-level expectations in core subjects and is determined at the discretion of the division principal. Any student who fails to meet grade-level standards will be placed under academic review and may not be promoted to the next grade. Promotion decisions will be made based on a comprehensive evaluation of the student's performance and in consultation with the teacher, parents, and division principal. Attendance standards are also considered in promotion decisions (see attendance policies). If a middle school student fails a semester in any core subject, they may be required to complete a summer school course to remediate the grade before advancing to the next grade level.



Kindergarten Graduation

Kindergarten Graduation is a special celebration marking the completion of a significant early learning milestone. Participation in the ceremony is a privilege contingent upon completion of kindergarten requirements and adherence to school policies. Further details about the ceremony, including date, time, and attire, will be provided to families in the spring semester.

5th Grade Launch Ceremony

The 5th Grade Launch Ceremony is an opportunity to recognize and celebrate students as they complete elementary school and prepare to enter middle school. Participation in this ceremony is a privilege dependent upon completion of academic requirements and adherence to school policies. Additional details regarding the ceremony will be shared with families later in the school year.



8th Grade Graduation

Like all school activities, participation in the 8th Grade Graduation Ceremony at Northshore Christian Academy is a privilege, not a right, and may be withheld at the discretion of the administration. Students will generally be permitted to participate in the ceremony if they have successfully completed all graduation requirements. A certificate and school records will not be released until all graduation requirements are met and any outstanding financial or disciplinary matters are resolved. If an 8th grade student is failing any required course(s) after the fifth week of the Spring Semester, a meeting will be scheduled with the parents, student, teacher(s), and counselor. At this meeting, a written contract will be established outlining specific actions the student must take in order to pass the necessary courses and graduate. Students who are in danger of failing required courses may also be subject to academic interventions. This may include replacing elective periods or free time with mandatory study hall until grades improve to a passing level.

8th Grade Valedictorian/Salutatorian Requirements

Northshore Christian Academy awards Valedictorian and Salutatorian honors each year to 8th grade students with the highest cumulative GPAs through the third quarter, provided they have attended NCA for both 7th and 8th grades and maintained positive behavior and Christian character.



Retention

Students who do not meet the minimum academic standards for promotion will not advance to the next grade level. Retention decisions are made in the best interest of the student through a collaborative review by parents, teachers, and the principal. Parents are encouraged to closely monitor their child's progress by reviewing mid-term progress reports and report cards and are welcome to request a teacher conference at any time during the school year.

Student Records

The School maintains individual student records, including registration, academic performance, standardized test results, individualized academic or behavioral evaluations, health information, and disciplinary history. Records are maintained for currently enrolled students. Upon transfer, records are sent to the new school upon request, with copies retained in school archives. Parents may access their child's records by scheduling an appointment through the school office. Review must occur under staff supervision. No items may be removed from the file without written authorization from the Head of School, and any removal must be formally documented.

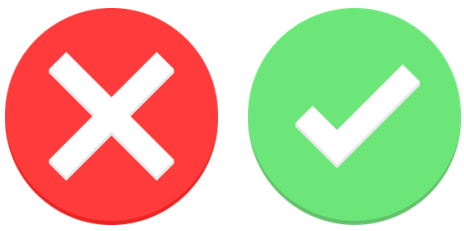
Academic Integrity

Academic integrity means completing one's own work unless collaboration is clearly permitted by the teacher. When students work together on group assignments, it must be with the teacher's approval, and the final product must meet the expectations set for the group. For individual assignments—such as research papers—students must give proper credit when using another person's phrases, sentences, structures, or ideas. If collaboration is allowed during the preparation phase of an assignment, but individual work is required for submission, students may discuss concepts but must complete and submit their own work. There is no distinction between giving and receiving unauthorized help; students who assist others in cheating are equally responsible. All work submitted should be an honest representation of the student's individual effort and ability. Instances of academic dishonesty will be taken seriously and investigated by the teacher and administration. Consequences may include redoing the assignment, a reduction in grade, or receiving a zero.

Examples of Academic Dishonesty

Examples of unacceptable practices which constitute academic dishonesty include, but are not limited to:

- Copying another student's work with or without that student's knowledge
- Using another's words or ideas without giving due credit (plagiarism)
- Using phones, calculators, smart watches, tablets, etc. during testing without teacher permission
- Violating testing procedures as defined by a teacher in an individual classroom
- Using Artificial Intelligence (A.I.) technology to generate written work or assignments
- Giving and/or receiving answers to a test or quiz
- Unauthorized distribution, copying, or recording of any parts or items on tests or quizzes



Specialist Classes

At NCA, students benefit from a well-rounded education through specialized classes such as Engineering, Library, Music, Art, P.E., Computers, and Spanish. Taught by subject-area specialists, these classes enrich the core curriculum and are an integral part of NCA's academic program. The school reserves the right to add, remove, or modify classes at any time before or during the school year. Class schedules—including length, times, and days—are set by the Principal and may be adjusted with or without prior notice.

Music, Band, Orchestra and Drama, Including Concerts and Musicals

General music is taught to all students in Grades K–4 and includes singing, music theory, rhythm instruments, ukulele, recorder, composer studies, and concert preparation. Music is a required elective in Grade 5 and optional in Grades 6–8, with minimum participation standards for certain classes. Concerts and musical performances are part of the curriculum and required for the music grade. Students must attend at least a half day of school on the day of the event and be present for final practice to participate. Extracurricular groups such as the Middle School Musical, Una Voce, Uno Mustacho, Chamber Orchestra, and Jazz Ensemble require auditions and have associated fees.

Physical Education (P.E.)

All full-day students in grades K–5 participate in the P.E. program, which focuses on developing five core athletic skills essential to physical activity. In Middle School, P.E. is an optional elective. While not all students may excel in sports, the goal is for every student to grow in each area of physical fitness. The program includes fitness assessments based on national standards, as well as instruction in nutrition, sportsmanship, and sports such as soccer, basketball, baseball, and volleyball. P.E. is held once a week at the Elementary levels, and students must wear the designated P.E. uniform on class days. Participation is required unless a student is medically exempt, in which case a current doctor's note must be on file with the school nurse. Medically exempt students will attend P.E. and complete alternative assignments to fulfill grade requirements. *Middle school students involved in year-round competitive sports may qualify for a P.E. waiver.

Spanish

The Spanish program plays a key role in developing students' language skills and cultural awareness. Through engaging lessons, students explore the language, customs, and traditions of Latin America and Spain, fostering global understanding and empathy. Spanish is required for students in grades 3–5 and offered as an elective in grades 6–8. The program builds vocabulary, conversational skills, and cultural appreciation, preparing students to be effective communicators and compassionate leaders in a diverse world.

Library

NCA's library houses over 21,000 volumes available to students and parents, offering quality reading and research materials. The library uses the Follett Destiny system, allowing users to view account status and available titles online. Books may be checked out for two weeks before becoming overdue. Monthly reminders are sent home for overdue items. Missing books incur a $5 processing fee in addition to the replacement cost, both non-refundable—even if the book is later returned. Students are encouraged to participate in classroom and library reading incentive programs, such as Accelerated Reader. Program subscriptions may change as new resources are evaluated. Classroom participation requirements may vary, but the overall goal is to foster regular reading habits and develop strong literacy skills. All library materials are screened by a book review committee, and donated books are subject to review. While the library offers a wide range of age-appropriate materials, NCA does not endorse every title. Parents are encouraged to help guide their child's reading choices. A copy of the school's book selection policy is available upon request.

Computers and Advanced Technology

NCA integrates technology as a key learning tool, helping students become both thoughtful consumers and active producers of digital content. The campus features Chromebook carts, mobile laptop labs, and iPad sets. Students in grades 2–5 have access to dedicated classroom devices throughout the year. Middle school students are assigned a Chromebook. All classrooms are equipped with interactive whiteboards, and K–1 classrooms include learning devices and interactive audio systems. Beginning in first grade, students participate in a structured technology program that includes digital citizenship training through 8th grade. Students develop core skills in keyboarding, Word, Excel, Outlook, Google Suite, and PowerPoint. Advanced options may include web design, programming, video editing, gaming, and robotics. All students sign a computer use agreement and are expected to follow NCA's internet and network policies. Misuse may result in disciplinary action.

Engineering (PLTW)

Project Lead the Way is the leading provider of rigorous and innovative Science, Technology, Engineering and Mathematics education curricular programs used in elementary and middle schools. This program is set up in modules that follow the design process. All K-5 classes will have one class per week starting in the fall. The middle school program provides weekly Robotics classes and a required sixth grade engineering class 'Project Lead the Way'.

K–2 Art

Our K–2 Art program invites young learners to explore their creativity through hands-on projects that spark imagination and build foundational art skills. Students will experiment with a variety of materials—such as paint, clay, collage, and drawing tools—while learning about color, shape, line, and texture. Projects often connect with seasons, literature, or cultural celebrations, helping students see art as a joyful way to express their ideas and connect with the world around them. Emphasis is placed on process over product, encouraging confidence, curiosity, and a love of creating.

Middle School Art Elective

The Middle School Art elective offers students an opportunity to deepen their artistic skills, experiment with diverse mediums, and explore personal expression through visual arts. Students will work with both traditional and contemporary techniques, including drawing, painting, sculpture, and mixed media. Lessons incorporate elements of art and principles of design, art history, and creative problem-solving. Students are encouraged to develop their own artistic voice, engage in constructive peer critique, and reflect on their creative process. This course not only strengthens technical ability but also fosters perseverance, critical thinking, and an appreciation for the role of art in culture and society.

Middle School Electives

Middle School offers a variety of elective classes. Classes may be year-long, semester-long, or quarterly. Students submit their elective preferences each spring. Eighth-grade students receive priority placement, followed by seventh-grade students, and finally sixth-grade students.



Attendance

As a private school, NCA meets the required instructional hours for each student under Washington State law, which mandates regular and punctual school attendance. Consistent attendance is essential for academic success and is considered when determining student promotion. Developing lifelong habits such as regular attendance and on-time arrival is vital. Frequent absences or tardies—even for strong students—can hinder academic progress due to missed instruction. Except in cases of illness, students are expected to attend school consistently. NCA reserves the right to determine appropriate interventions for chronic attendance issues.

Parent's Role

- It is the parent's responsibility to help their children get to school regularly and punctually.
- Parents should recognize school attendance as compulsory and schedule vacations on non-school days.
- Parents should seek assistance from the school when their children have irregular attendance.
- Parents must call or email the K-5 teacher (providing it falls under the tardy/absence policy) for their children in the morning of the day of an absence.
- Elementary and Middle School Absences should be emailed to attendance@nca.school prior to 9:00 am.
- If a student is ill for more than three days, a doctor's note verifying the illness may be required when they return.
- Parents must complete the Student Leave Request Form if extended/planned absences from school will occur for three days or more in a row.

Excused Absences

- Illness (verified by a doctor's note if more than three days).
- Medical/dental emergencies, counseling appointments, bereavement or appointments that cannot be scheduled outside of school time.
- Personal/family emergencies
- Attendance at school-approved activities
- Up to four days during the school year for family activities. A written request for more than three days must be submitted to the Principal. If permission is denied, the student may receive zero credit for missed work and tests.

All absences must be verified in the following ways. The excuse must be for one of the reasons stated above:

- Obtain the Student Leave Request Form from the school office or reception area. Submit the completed form to the principal.
- Parent/guardian must call or email their child's teacher and attendance@nca.school on the day of or within 3 days of the absence, stating the reason for absence.

Excessive Absenteeism

Regular, daily class attendance is a cornerstone of academic success. When a student is absent, they miss direct instruction and the opportunity to seek help in understanding the lesson/content that is being taught in the classroom. Excessive absenteeism is detrimental to a student's overall academic success and growth.
The following thresholds and procedures will be followed when partnering with a student who has excessive absences, whether these absences are excused or unexcused.

Level One	Level Two	Level 3	Level 4
4 excused or unexcused absences Parent notification via Alma and email	5 to 10 excused or unexcused absences Parent notification via Alma and email Conference with parent(s), student, school counselor and principal	10 or more excused or unexcused absences Parent notification via Alma and email Conference with parent(s), student, school counselor and principal An attendance contract will be put in place	18 or more excused or unexcused absences Parent notification via Alma and email Conference with parent(s), student, school counselor and principal to review enrollment

Continued Excessive Excused and Unexcused Absences and Tardies (Above 10 per semester)

- A student with an unexcused absence may lose all credit (0) that day (tests, assignments due, etc.) without opportunity for make-up. The student is still responsible to meet any deadlines for work assigned during the absence.
- An unexcused absence (excluding suspension) from school may be recorded on the student's permanent record.
- Unexcused absences may trigger truancy procedures.

Middle School Pre-planned Absences (1-2 days)

- Students should speak with all their teachers ahead of time about any assignments and take home any necessary textbooks and workbooks.
- Students should check Alma daily for their assignments.
- Work from being absent is not considered late until the student has had two days for each day of the absence to make up the assignment (up to a maximum of 8 days). After this extra time has passed, if the work is still not completed, then it becomes late work.
- Occasionally students will miss class due to a school-sponsored activity such as athletic events, the Musical Outreach Event, music group rehearsals, Math Olympics, make-up MAP testing, special field trips, etc. These activities are considered excused absences. The pre-planned absences policy applies.

Middle School Pre-Arranged Extended Absences (3 or more days)

Note: This is in addition to the pre-planned absence requirements for 1-2 days (see above).

- Middle School utilizes a Pre-Arranged Extended Absence Form.
- One week prior to the student's extended absence of three days or more, the student will take this form to all of their teachers for their signature.
- This form must be returned to the Middle School Office prior to the absence. If not, the absence will be considered unexcused.
- Parents will receive an email notification when the extended absence is approved.
- This type of absence is discouraged and parents should make every effort to avoid taking vacations during school days.

Middle School Attendance & Extracurricular Participation

- Any student involved in an NCA extracurricular activity, such as Middle School Athletics, the Middle School Musical, Roarin' Robotics, Music Concerts, must be in school on the day of a practice, game, or performance.
- If a student misses more than half of the school day (morning or afternoon), that student cannot participate in the extracurricular activity that day.

Unrecorded Absences

An official absence sanctioned by the school is “unrecorded” and does not count toward absences. Examples: Field trips, sports activities, music events, and assigned responsibilities.

Tardy to School

An official absence sancIf a student is not seated at his/her classroom desk by school start time, he/she will be considered tardy. All students tardy to school must report directly to their classroom teacher. Only Middle School differentiates between excused and unexcused tardies. NCA provides free childcare from 8:00am-8:30am, to ease your burden of time.

Middle School Tardy Policy

- Attendance is taken in each class period.
- Students are expected to be seated in their class with their materials by the bell. There is a one minute warning bell before the class bell goes off.
- Students have a four minute passing time between class periods.
- If a student has been observed to be present at school, but chooses not to come to class on time, he/she will be marked as tardy unexcused.
- Students who need to return to their locker to retrieve materials after the class bell has rung will be marked tardy unexcused.
- A note from another teacher may excuse a tardy.
- Frequent tardiness may result in a consequence and/or behavior plan.

Consequences for Unexcused Absences and Tardies

- A student with an unexcused absence may lose all credit (0) that day (tests, assignments due, etc.) without opportunity for make-up. The student is still responsible to meet any deadlines for work assigned during the absence.
- An unexcused absence (excluding suspension – Middle School only) from school may be recorded on the student’s permanent record.
- Unexcused absences may trigger truancy procedures.

Steps for Tardies: (per school semester) Elementary School

- After 10 tardies, a letter may be sent home to parents or the administrator may call the parent.
- After excessive tardies, the student may receive detention or be suspended from school.

Steps for Tardies: (per school semester) Middle School

Number of Tardies per Class Period	Consequences
5 Tardies	Lunch Detention
10 Tardies	After School Detention
15 Tardies	Saturday School
20+ Tardies	Parent / Student Conference, Attendance Contract, and Enrollment Review

Early Dismissal

Prior to picking up a child during the school day, parents should send a note to the teacher or leave a voicemail informing the teacher of the early dismissal. Parents must follow the early dismissal procedure. This process takes several minutes, please allow time:

1. Check in at the front desk area.
2. Parent/Guardian must sign the students(s) out at the front desk in the Student Release Log.

Parent Responsibility After Student Pick-Up

Once a parent, guardian, or authorized individual has picked up a student from school grounds, they assume full responsibility for the care, safety, and supervision of the student. The school is no longer liable for the student's actions or well-being once the child is released to their care.

Supervision: After pick-up, parents/guardians must supervise their children while on school grounds, including parking lots, playgrounds, or other common areas.

School Property: Parents/guardians are responsible for ensuring their children respect school property and the safety of others while on campus post-pick-up.

Late Pick-Ups: Parents should ensure timely pick-up according to the school's dismissal schedule. If a parent or guardian is late, the student will be returned to the extended care program and school policies regarding late pick-ups will apply.

Student Policies of Conduct, Behavior, and Discipline

The Academy seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important for NCA to establish acceptable guidelines for the behavior of its students. All NCA students must understand and support the school wide behavior expectations that cultivate a successful learning environment for all students.

Conduct and Behavior

NCA strives to provide a safe, positive environment that supports learning and reflects biblical principles (1 Cor. 10:31; 1 Thess. 5:11; 2 Tim. 2:15). Students are expected to follow school rules, staff direction, and God's Word as a response to His authority and those He has placed over them. Christian liberty does not allow behavior that harms or disrespects others; instead, we are called to protect and seek God's best for one another. Self-discipline, rooted in biblical instruction, is key to student success. Character development is supported through guidance, redirection, and correction—all framed in love.

Classroom Conduct

Each teacher develops rules and classroom procedures specific to their subject area and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the classroom.

Student Self-Discipline

The foundation of effective discipline is self-discipline. It fosters self-control, orderly behavior, strong character, intellectual development, and respectful social interactions. At NCA, students are encouraged to practice self-discipline in all aspects of school life by following established expectations and honoring the school's values. When a student's behavior falls short of these standards, both the home and the school share the responsibility to provide correction, support, and guidance to help the student grow and succeed.

Resolution of Problems and Conflicts- Partnering with Parents for our children's growth

Students are taught to approach problems and conflicts using the Matthew 18 principle, beginning with an understanding of how their words and actions affect others. Resolution and restoration often include direct conversations with those involved, guided by a teacher, principal, or counselor when needed. Adults play a vital role by seeking God's wisdom, modeling Christ-like character, and partnering together to resolve challenges through clear communication, collaboration, and biblically grounded conflict resolution.

Conduct, Attitude and Behavior: Cooperation, Compliance and Change

Enrollment and continued attendance at NCA are contingent, in part, on a student's behavior and attitude aligning with the school's policies and supporting its mission. Northshore Christian Academy (NCA) retains sole and absolute discretion in all matters of student discipline. The school reserves the right to implement disciplinary action without adhering to a progressive or step-by-step disciplinary process, based on the severity or nature of the conduct in question. Admission to and continued enrollment at NCA is a privilege, not a right. Students are expected to demonstrate a sincere desire to attend and to support the mission and values of the school. They are required to actively engage in their academic responsibilities and personal development, in accordance with the biblical standard set forth in 2 Timothy 2:15: "Study to show yourself approved by God, a workman who does not need to be ashamed, rightly handling the word of truth." All students must meet the academic requirements established by NCA and demonstrate the self-discipline necessary to achieve success. Furthermore, a student's behavior outside of school hours or off campus—including during breaks or non-school-sponsored events—may be considered in matters related to admission decisions or continued enrollment, as such behavior reflects the student's lifestyle and alignment with the school's standards.

Growing in character, as instructed by Scripture, includes:

- Demonstrating respect and courtesy toward all students, staff, and authority figures
- Cooperating with others in both academic and social settings
- Walking safely, maintaining orderly conduct within school buildings, and remaining in supervised areas
- Exercising moral integrity in relationships, language, dress, and digital behavior (including social media)
- Attending all classes promptly, prepared with necessary materials, and ready to engage in learning
- Respecting school property and the belongings of others
- Taking personal responsibility for one's actions and choices
- Committing to academic effort and a positive attitude toward learning
- Abiding by all school policies and expectations
- Speaking and acting with honesty and integrity

Offenses resulting in discipline include, but are not limited to, the following:

Procedural offenses include:

- Failure to follow classroom expectations
- Misconduct in common areas such as restrooms, lunchrooms, hallways, or during recess
- Unauthorized use of electronic devices or cell phones during school hours
- Non-compliance with the school uniform or dress code policy

Attitudinal offenses include:

- Disrespectful behavior toward faculty, staff, or other students
- Dishonesty or misrepresentation of facts
- Willful disobedience or defiance of authority
- Disruptive or uncooperative conduct in the learning environment
- Rude, unkind, or intentionally hurtful behavior toward others

Moral offenses include:

- Making threats, engaging in physical altercations, or committing acts of assault
- Using inappropriate language, including vulgar, abusive, profane, degrading, or obscene words or gestures
- Harassment of any kind, including but not limited to sexual, racial, bullying (verbal, physical, or cyber), or harassment via email, text, or social media platforms
- Possession, use, or distribution of illegal substances, including drugs, alcohol, or tobacco products
- Acts of vandalism involving school, church, personal, or public property
- Theft or possession of stolen items
- Academic dishonesty, including cheating, plagiarism, or facilitating dishonest behavior
- Possession or use of dangerous objects on campus, including weapons of any kind (e.g., knives, firearms, martial arts tools, or any object intended or appearing to inflict harm—including replicas or toy weapons)
- Engaging in immoral conduct inconsistent with biblical standards, including inappropriate sexual behavior
- Sending, receiving, or distributing sexually explicit content via digital devices ("sexting")

Expectations for playground and lunchroom behavior include, but are not limited to:

- Respecting all established boundaries and following posted or stated rules
- Requesting permission from a supervisor before leaving the designated area
- Refraining from fighting or play fighting at all times
- Using playground and lunchroom equipment safely and appropriately
- Avoiding the throwing of objects such as rocks, bark, dirt, snow, or balls at others
- Demonstrating good sportsmanship through respectful language, fair play, and positive attitudes
- Refraining from physical aggression, including tackling, pushing, grabbing, restraining, or kicking



Classroom / Teacher Level Interventions

Because most minor violations of NCA behavior policies occur in the classroom, our teachers are often the first level in discipline. Some consequences students can expect at this level of discipline:

- Parent/Teacher Contact: Teacher sends email, leaves phone message, or sends a note home.
- Conference: Meeting to discuss behavior. May be formal or informal. May be in person or via telephone or email. Includes any of the following: Teacher/Student, Teacher/Parent, Teacher/Student/Parent, Teacher/Behavior Support Specialist, Teacher/Teacher, Teacher/Lead Teacher or any combination of the above mentioned.
- In-Class Consequence: Seat moved or other change in environment.
- Time Out: Temporary denial of student's participation in classroom activities.
- Contract with Student/Parent: Statement is written, listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian, as well as the date when results of the contract will be reviewed.
- Student Action Plan: Student writes about his or her behavior, causes and identifies possible alternatives.
- Teacher assigned Detention. Students must have ample time to purchase and eat food during scheduled breaks. Students should not be retained if this will prevent them from getting to their next class on time. Teachers should notify the parent.
- Referral to Administration

Administrative Level Interventions

If the administration determines that a student's behavior demonstrates a lack of respect for persons or property, disrupts the teaching and learning in the classroom the student will be disciplined. Student behavior is expected to positively reflect the mission and expectations of NCA, both in and out of school. We have not attempted to list every behavior and consequence, but instead have provided guidelines for appropriate discipline. As mentioned previously, there are certain behaviors and activities that pose such a level of disruption to learning, and/or danger to self and/or others that immediate action at higher levels of intervention is required by school guidelines. Examples include: violence or threat of violence, harassment / bullying, drug or alcohol use, weapons, etc.

Filming / Photos of Students, Faculty, or Staff

Students may not take, record, upload or post pictures, audio, videos, or other identifiable student information of other students taken on Northshore Christian Academy campus or at any Northshore Christian Academy event without the written, informed consent of the child's parent/legal guardian. Students may not take, record, upload or post pictures, audio, videos, or other identifiable information of teachers, faculty, or staff taken on the Northshore Christian Academy campus or at any school related event without the person's written, informed consent. Electronic devices containing inappropriate material may be confiscated and the student may be subject to disciplinary and/or legal action.

Possible Administrative Level Interventions

1. Student Conference- The first step in NCA's discipline process is a student conference. This informal meeting allows administrative staff to discuss the behavior, identify possible causes, review potential consequences, and guide the student toward healthier choices.

2. Campus Beautification- Campus Beautification may be assigned by administration as a restorative consequence for rule violations. Students are given 10 to 60 minutes of service, to be completed within 48 hours under staff supervision. Tasks may include picking up litter, gardening, cleaning, or assisting in campus areas. Students are responsible for coordinating and verifying their service with a staff member. The goal is to promote accountability and restore community through meaningful contribution.

3. Supervised Lunches- A Supervised Lunch may be assigned as a consequence for violating campus rules. The student must report to a designated adult within the first 10 minutes of lunch and remain in the assigned area. This serves to separate the student from their peer group for the day and reinforce accountability.

4. Lunch Detentions- Lunch Detention may be assigned by administration and takes priority over all other activities, including sports, extracurriculars, band, and choir. Students may eat while serving detention, which begins 10 minutes after lunch starts and ends at the close of lunch. Late arrivals will forfeit the opportunity to serve detention that day.

5. After School Detentions- Detention may be assigned by administration, and parents will be notified. It takes priority over all after-school activities, including sports, band, choir, and extracurriculars. Scheduling conflicts (e.g., appointments or work) must be resolved by the family. Detention lasts one hour after dismissal. Late arrivals will not be permitted to serve that day.

6. Saturday School- Administration may assign Saturday School for unserved detentions, repeated tardies, excessive dress code violations, or other behavior issues. It is held from 9:00–11:00 a.m. on the first Saturday of each month (excluding August and January). Students must bring schoolwork but may not use electronic devices. Weather permitting, supervised campus service may also be required.

7. Suspension- Suspension is the temporary removal of a student from regular instruction and may be served as either in-school (ISS) or out-of-school (OSS). Administrators reserve the right to assign suspension when deemed appropriate based on the severity or repetition of student behavior. An administrator may assign up to 10 days of suspension. A reentry conference with an administrator is required before the student may return to class. All suspensions are documented in the student's discipline record. Students are allowed to complete assignments during suspension, and all work is due on the day the student returns, regardless of whether the class meets that day. In-School Suspension (ISS): Students are removed from class and supervised by administration. They are expected to work independently and take breaks separately from the rest of the student body. Out-of-School Suspension (OSS): Students are not permitted on campus or allowed to attend or participate in any school-related activities during the suspension period.

Possible Administrative Level Interventions Cont.

8. Administrative Behavior Contracts- An Administrative Behavior Contract provides structured support for students who have violated school standards. It outlines clear behavior expectations across all areas of campus—including class time, breaks, lunch, and in some cases, off-campus conduct. The duration of the contract is determined by the administrator and may vary based on the nature of the behavior. It often includes a mentoring component to support the student's restoration to the school community. Violation of the contract may result in suspension or expulsion.

9. Expulsion- If a student fails to uphold NCA's Standards of Conduct, the administration may determine that expulsion is necessary. The decision to expel a student is made solely at the discretion of the Head of School. Written notice of the expulsion will be provided to the parent or guardian. Once expelled or asked to withdraw, the student is not permitted on campus or at any school-related event without prior authorization from school administration. Expulsion decisions are final and not subject to appeal.

10. Law Enforcement Intervention-Northshore Christian Academy will involve law enforcement when necessary to protect the safety and well-being of students and the school community.

"What about the Other Kid?"

Oftentimes, more than one student is involved in an incident. In these situations, school staff, faculty, and administration are oftentimes prohibited from revealing details about any other students involved except to the child's parents. We ask that, in this community, we trust one another to have the best interest of the individual students and the school community at heart. While we will do our best to assure all parties involved that the situation is being dealt with in a just manner, we cannot and will not divulge protected information about any student except to the appropriate legal authorities. As a matter of principle and law, we only discuss discipline situations with those who need to know. Other students in the school do not need to know, so we do not discuss situations with them, including what is discovered during internal investigations. Please keep this in mind when you hear students discussing the details of another student's latest misdeeds. They may not have all the information.

Restorative Process

NCA wishes to train young people to follow Christ. Our love for our students never falters, but that love does not eliminate consequences for misbehavior. Parents will be notified through Alma, email, or phone call.

Posting Notices and Announcements

Students must receive prior approval from the school office before posting any notices, flyers, or announcements on campus. This applies to all grade levels and areas of the school.

Locker Guidelines

Student lockers are the property of NCA and provide a service for students to secure or store their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without permission of the student, at the sole discretion of school authorities. Students are responsible to pay for any locker damage. NCA is not responsible for lost, stolen, or damaged goods belonging to students.

Middle School Locker Policy

- Students have been assigned lockers.
- Students may choose to use a combination lock, however many do not. If they do use a combination lock, students must give the combination to the Middle School office.
- Students may arrive at their lockers no earlier than 8:15 am.
- Students are not to be at their lockers during lunch.
- Students may decorate their lockers (on the inside) with appropriate pictures using magnets or blue tape. NO scotch tape or stickers should be used.
- Lockers are left unlocked at the risk of loss. Many people use the campus, and the privacy of unlocked lockers cannot be guaranteed. NCA is not responsible for lost or stolen items.

Student Search Policy

School officials reserve the right to search any student and/or the student's property when there is reasonable suspicion that the search will yield evidence of a violation of law or school policy. Student property subject to search includes, but is not limited to, lockers, desks, backpacks, purses, cellular phones, and other electronic communication devices. Such searches shall be conducted in a manner consistent with applicable legal standards and school procedures.

Personal Technology Devices

Elementary students are not permitted to possess personal electronic devices on campus unless they have a signed waiver. This includes, but is not limited to, cellular phones, smartphones, smartwatches, and other personal communication or internet-enabled devices. Middle school students may bring a cell phone to school; however, it must remain powered off and secured in the student's locker during all school hours. Use of personal devices during the school day is strictly prohibited unless specifically authorized by school administration or a designated staff member for instructional purposes.

At no time may any student use a personal device in a manner that: Compromises academic integrity, disrupts the educational environment, harasses, bullies, or threatens others, violates the Biblical standards upheld by Northshore Christian Academy. Students are strictly prohibited from sending, receiving, possessing, or distributing any material—via text, email, image, video, or any other format—that is sexually explicit in nature. This policy applies at all times, whether the student is on or off school property. Violations of this policy will result in disciplinary action, up to and including suspension, expulsion, and possible referral to law enforcement, as deemed appropriate by school administration.

Student Dignity Policy

Harassment

Northshore Christian Academy is committed to providing a safe, respectful, and Christ-centered educational environment where all individuals are treated with dignity. The school strictly prohibits any form of intimidation, exploitation, bullying, or harassment—including sexual harassment—whether verbal, physical, visual, or electronic in nature.

Sexual harassment, including unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature, is strictly prohibited. This policy applies to all members of the school community, including students, employees, parents, volunteers, and campus visitors. Prohibited conduct is not limited to school grounds and includes any location or medium—such as social media, text messages, emails, or school-sponsored events—whether on or off campus.

Violations of this policy will result in disciplinary action, up to and including suspension, expulsion, termination of employment, or removal from campus, as deemed appropriate by school administration. Inappropriate conduct will be addressed whether it was intentional or unintentional.

Any individual who believes they have been subjected to harassment should report the incident immediately to a faculty member, staff member, or school administrator. Students may report concerns to a teacher, counselor, staff member, or administrator. All reports will be taken seriously, treated confidentially to the extent possible, and investigated promptly and thoroughly in accordance with school procedures. Retaliation against anyone who reports harassment in good faith is strictly prohibited.

Bullying

Northshore Christian Academy is committed to providing a safe, respectful, and Christ-centered learning environment. Bullying in any form is strictly prohibited and will not be tolerated.

Student Dignity Policy

Definition of Bullying:

For purposes of this policy, "bullying" is defined as any severe or pervasive physical or verbal act or conduct, including written, digital, or electronic communications, committed by a student or group of students and directed toward one or more students, that has or can reasonably be predicted to have one or more of the following effects:

- Placing a reasonable student or students in fear of harm to their person or property
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health
- Causing a reasonable student to experience substantial interference with their academic performance
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the school

A reasonable student is defined as a student, including but not limited to a student with exceptional needs, who exercises average care, skill, and judgment in conduct for their age, or for their age with consideration of any exceptional needs. This policy applies to all student behavior—whether in person or online, on or off campus, during school hours or at school-sponsored events.

Reporting and Investigation

Any student who believes they have been the target of bullying or harassing conduct is encouraged to report the incident immediately to their Principal, Counselor, or any trusted faculty or staff member. All reports will be taken seriously and investigated promptly and thoroughly. While confidentiality will be maintained to the extent possible, the school reserves the right to fully investigate all complaints and to notify parents/guardians and appropriate civil authorities when warranted by the circumstances.

Accountability

Any student found to have engaged in bullying behavior will be subject to disciplinary action, which may include counseling, suspension, behavioral contracts, or expulsion, depending on the severity of the offense. Additionally, any student who aids, abets, encourages, or attempts to inflict physical injury or emotional harm to another student may also be subject to disciplinary measures. Retaliation against any individual who, in good faith, reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary consequences.

Student Dignity Policy

Hazing and Initiation

Northshore Christian Academy strictly prohibits any form of hazing or initiation practices. No student or individual attending NCA—or participating in any school-sponsored event, activity, or function, whether on or off campus—shall conspire to engage in, participate in, or commit any act of hazing. This includes any behavior that causes, or is reasonably likely to cause, bodily injury, physical harm, personal degradation, or emotional distress resulting in physical or mental harm to another student or individual affiliated with the school.

Definition of Hazing

Hazing includes, but is not limited to, any method of initiation or re-initiation into a student group, club, or organization—or any activity related thereto—that subjects an individual to physical danger, harm, humiliation, degradation, or disgrace. This includes any act that may reasonably be expected to cause physical or mental harm, regardless of the person's willingness to participate. This definition excludes customary athletic events, competitions, or activities that are formally approved and supervised by school administration.

Accountability and Enforcement

Participation in hazing or initiation rituals is strictly prohibited and will result in disciplinary action consistent with school policy. This may include suspension, expulsion, or other appropriate corrective measures as determined by school administration. Any student who aids, abets, encourages, or attempts to inflict physical injury or emotional harm on another individual in connection with hazing activities will also be subject to disciplinary consequences. Reports of hazing will be investigated promptly and thoroughly. The school reserves the right to involve parents/guardians and notify civil authorities when the situation warrants. Retaliation against any person who, in good faith, reports a hazing incident is strictly prohibited and will result in disciplinary action.

Student Dignity Policy

Immoral or Illegal Activities, Including Sexting and Cyber Misconduct and Initiation

Northshore Christian Academy holds all students to high standards of personal conduct that reflect biblical values and legal responsibility, both on and off campus. Involvement in immoral or illegal activities—including, but not limited to, "sexting"—is strictly prohibited. Sexting is defined as the creation, possession, transmission, or distribution of sexually explicit images, messages, or content via text message, email, social media, or any digital platform. This includes any such content sent, received, viewed, or stored on a personal or school-issued electronic device. NCA considers any act of sexting a serious violation of school policy. Any student found to be involved in such activity may be subject to disciplinary action, up to and including suspension or expulsion. In accordance with applicable law, the school reserves the right—and may be legally obligated—to report such incidents to local law enforcement or child protective services.

Additionally, all student conduct expectations extend to digital behavior. Cyberbullying, online harassment, or any misuse of electronic communication that disrupts the school environment or targets members of the school community will be treated as a school disciplinary matter, regardless of whether it occurs on or off campus. Students and families are reminded that actions in the digital space carry real-life consequences. NCA is committed to promoting a safe, respectful, and Christ-honoring learning environment and will respond to violations accordingly.

Classroom/Office Telephone Usage

Students may use the school telephone located in the office only with prior permission from a staff member and only in cases of genuine emergency. Unauthorized use of any school telephone is not permitted and may result in disciplinary action.

Areas that are Off-limits to Students During School Hours

- Parking lots, lobby, pond (including area surrounding)
- Areas in the surrounding hills past the walking trail
- Inside the gymnasium without teacher supervision
- Wooded areas surrounding the school
- Lower Elementary bathrooms in the C-Building Hallway (middle school only)

NCA Lions Behavior Guide for Families

Family Handbook Quick Guide

♡ 1 Corinthians 16:14 - "Let all that you do be done in love."

At NCA, discipline is restorative and redemptive. Our goal is to help students learn from mistakes, restore relationships, and grow in Christlike character.

LEVEL 1	**Level 1- Teacher Support** Minor behaviors are handled by the teacher.	**Examples:** Talking at the wrong time, minor distractions, not following directions, being unprepared.	**Responses:** Reminder, reteaching, private conversation, seat change, reflection.
LEVEL 2	**Level 2- Teacher Support+ Communication** Repeated or more disruptive bahaviors may be documented and shared with parents.	**Examples:** Repeated Level 1 behaviors, stopped learning, lying or cheating, rough play, technology misuse.	**Responses:** Parent communication, student conference, reflection, loss of privilege.
LEVEL 3	**Level 3- Dean Involvement** More serious or repeated behaviors involve the Dean.	**Examples:** Continued disruption, minor physical behavior, harassment, stealing, repeated inappropriate language.	**Responses:** Parent communication, student conference, reflection, loss of privilege.
LEVEL 4	**Level 4- Assistant Principal Involvement** Serious or repeated behaviors require administrative involvement.	**Examples:** Bullying, major defiance, leaving class without permission, slurs or hate speech, fighting without serious injury.	**Responses:** Administrator conference, parent meeting, counselor referral, behavior contract, suspension when needed.
LEVEL 5	**Level 5- Principal Involvement** Severe behaviors or ongoing serious concerns involve the principal.	**Examples:** Threats, serious aggression, harassment, racial slurs, weapons, drugs or alcohol, theft, vandalism.	**Responses:** Principal conference, suspension, re-entry plan, alternative setting, or expulsion in severe cases.

Immediate Principal Referral

Violence ✸ Weapons ✸ Drugs or Alcohol ✸ Self-harm ✸ Threats of harm ✸ Hate speech or violence

Our Goal † To partner with families to help students grow as respectful, responsible, safe, kind, and strong followers of Christ.

Student Outcomes and Development

Character development is an integral part of instruction in every classroom at Northshore Christian Academy. Each grade level intentionally teaches life-shaping character qualities through clear definitions, relevant biographies, Bible stories, and Scripture memorization.

Students in grades K–2 are recognized weekly through the *Student of the Week* program, which highlights growth in specific character traits. Students in grades 3–8 are honored monthly as *Student of the Month* recipients during chapel, celebrating their commitment to living out Christ-like character in both academics and daily life.

School Wide Expectations

As part of NCA's Student Outcomes program, five core character qualities are consistently emphasized across all grade levels: **Responsible, Safe, Kind, Respectful, and Strong.** Students are taught to internalize and apply these values in every aspect of school life. Throughout the school—whether in classrooms, hallways, the playground, or lunchroom—students are encouraged to reflect on what these traits look like in action and how they can express them as members of a Christ-centered community.



Bible Classes

The study of God's Word is central to the life of a Christian and serves as the foundation for all truth. At Northshore Christian Academy, the Bible is the core lens through which all subjects are taught, providing the wisdom and understanding necessary for growth in every area of life. Bible classes are essential to equipping students to walk in the way they should go, both spiritually and morally. As such, Bible instruction is a required component of the curriculum at every grade level at NCA.

Chapel

Weekly chapel is a regular and vital part of the NCA schedule and plays an integral role in fulfilling our Christ-centered mission. All students are required to attend chapel as part of their spiritual development. Chapel services typically include a time of prayer, worship, and a message. Speakers may include pastors, teachers, parents, missionaries, and youth leaders who encourage students in their faith and challenge them to grow in their relationship with Christ.

Student Service Projects

Service is a core component of the student experience at Northshore Christian Academy. Each year, students participate in both local and global service projects that reflect Christ's call to love and serve others. These opportunities help students understand that they can make a meaningful difference in the world, both now and in the future. Past projects have included: Donating goats to families in Guatemala and Ethiopia, Sending books to schools in Costa Rica, Collecting coats and mittens for the Everett Gospel Mission, Supporting Bible distribution efforts in China, Assembling hygiene kits for global relief and local homeless services, Packing 40,000 meals for Haitian children in the Dominican Republic through Children of the Nations, and Visiting nursing homes, homeless shelters, and community feeding centers. Through these experiences, students grow in compassion, responsibility, and a deeper understanding of what it means to live out their faith through service.

Middle School Service Hours Requirement

- Students are required to complete ten hours of volunteer service in the community each semester.
- The service must be outside of regular chores and non-paid
- We prefer students to serve others beyond their immediate family members, though there are exceptions. For example, a student may assist a disabled grandparent with mowing their lawn; or a student may volunteer time at a family business filing papers, cleaning an office, etc.
- Students will use the Service Hours Form posted online and also available in the middle school office. Bible teachers will track student service hours. Supervisors of the activity must sign the form. Other written note forms with the required information are acceptable to certified volunteer hours.
- Service hours need to be turned in prior to grading day for the semester or as directed by the student's Bible teacher.
- Students serving more than ten hours in a semester may carry over 5 hours to any subsequent semester in the school year. This includes summer service/ministries.
- Students receive credit based on the number of hours served (9 hours = 90%) of the weighted grade. Service hours account for ten percent of a student's grade.
- Students assist with food banks, at local libraries and senior care centers or facilities, helping elderly neighbors with tasks or yard work, community cleanup projects, serving in various roles in their local church, volunteering at the food bank or other non-profit situations, helping with team or camp events, etc.
- Students or parents should ask their student's Bible teacher if there is uncertainty about a particular kind of service, to see whether or not it qualifies as service hours.

Social and Emotional Educational Program

Northshore Christian Academy has adopted the *Character Strong* program for grades K–8, a developmentally appropriate curriculum designed to teach social and emotional skills through a biblical lens. This program is integrated into each grade level and taught on a monthly basis to support students in building Christ-like character and relational wisdom. Through lessons led by our counselors and teachers, students learn practical skills in: Conflict resolution, Bully prevention, Building and maintaining healthy friendships, Personal safety and awareness, and Developing a strong, God-honoring self-confidence. This intentional instruction helps students grow in emotional intelligence, empathy, and resilience while reinforcing their identity in Christ and responsibility to others.

Growth and Development Program

Northshore Christian Academy provides a developmentally appropriate, school-wide program focused on biblical health, identity, and relationships. Parents are notified in advance of instruction, and recommended parent resources are available to support continued conversations at home. The program is designed to affirm the role of parents as the primary educators in these areas, while offering age-appropriate guidance rooted in Scripture.

Curriculum Overview:

- **Kindergarten–2nd Grade**: Focuses on the foundational truths that "God made me special", emphasizing respect for oneself and others, and understanding healthy personal boundaries.

- **3rd–5th Grade:** Covers topics such as physical and emotional changes, managing feelings, and building confidence in their identity as God's unique creation.

- **6th–8th Grade:** Features a biblical relationships curriculum that encourages students and parents to explore God's design for relationships, identity, and integrity. Key themes include God's plan for marriage, the sacredness of life, the value of family, gender identity and affirmation, and the importance of healthy, Christ-honoring relationships at every stage of life.

This program is taught by trusted staff in a manner that upholds biblical truth, promotes healthy decision-making, and encourages students to live with integrity, purpose, and wholeness.

Personal Pets on Campus

Northshore Christian Academy maintains a no personal pet policy during school hours to support a safe and healthy school environment and to meet applicable Washington State health and safety requirements.

Personal pets are not permitted on NCA property from 7:00 a.m. to 6:00 p.m., Monday through Friday. This includes dogs, cats, and other personal pets brought by students, parents/guardians, employees, volunteers, or visitors.

Pets may not be brought onto campus during arrival, dismissal, school activities, athletics, or after-school programs occurring during these hours.

This policy does not apply to legally protected service animals. Any other exception must receive prior approval from the Principal before the animal is brought onto campus.

NCA reserves the right to further restrict animals on campus as necessary to protect the health, safety, and well-being of our students and staff.

Thrive Team

Thrive program provides education and guidance to help students through developmental milestones and unexpected challenges through childhood.

The Counseling Department

- Provides guidance lessons in conflict resolution, safety skills, and friendship skills
- Gives students individual mentoring and coaching for personal difficulties
- Partners with families to find strategies and solutions for their struggling student
- Provides opportunities for small group mentoring to build and strengthen friendships
- Supports new students adjusting to a school and making friends
- Transitions students to a new grade level, bridge from elementary to middle school, and high school

Dean of Students

- Provides direct support and coaching to students in grades exhibiting behavioral challenges, helping them develop self-regulation and positive social skills.
- Collaborates with teachers, administrators, and counselors to create and implement individualized behavior intervention plans.
- Collects and analyzes behavior data to monitor student progress and adjust strategies accordingly.
- Facilitates proactive classroom support, teacher training, and consultation to build capacity for positive behavior management across the school.
- Supports communication with families regarding student behavior plans, progress updates, and partnership opportunities.

The Health Room Team

- Staffed by a registered nurse or medical Assistant
- Oversees basic health needs of students during school hours
- Provides health and safety training for staff

Thrive Director

- Guides student learning programs
- Oversees reading, writing and language arts program
- Oversees student 504 learning plans

Specialized Tutoring (Fee-Based)

- Provides one-on-one remedial or specialized instruction for reading, writing, spelling, or math
- Provides close accountability and a high level of learning support
- Establishes specific learning goals for identified areas of growth
- Uses multi-sensory teaching and learning strategies
- Supports individual-based accommodations for learning differences

NORTHSHORE CHRISTIAN ACADEMY

COUNSELING GUIDE

Northshore Christian Academy's Counseling Department provides **brief, school-based counseling and behavior support** to help K-8 students grow spiritually, socially, emotionally, and academically. Our Counselors work in partnership with parents, teachers, and administrators to support students so that they can be better equipped to access learning, build healthy relationships, and thrive.

How Students Receive Support from NCA Counselors

Student Self-Referral

A student may ask to speak with a counselor.

Teacher or Staff Request

Teachers may request support when behavior is persistent, significant, and/or disruptive to the entire class.

Parent & Caregiver Request

Familiesmaycontactthe school if they believe their child could benefit from counseling support.

INDIVIDUAL SUPPORT

Students can meet with a counselor for concerns such as friendship challenges, grief, family changes, anxiety or stress, emotional regulation, school adjustment, motivation, executive functioning, or other concerns.

MTSS & SCHOOL SUCCESS

Counselors are part of our Multi-Tiered System of Supports (MTSS). They collaborate with teachers, administrators, Thrive staff (when applicable), and parents to identify needs, plan individualized supports, and monitor student success.

SHORT TERM STUDENT SESSIONS

Short-term groups (Tier 2) may be requested to support skills such as friendship and social skills, coping and regulation, executive functioning, grief, and/or transitions. It is our desire to seek permission from parents prior to students participating in these sessions.

FAMILY & TEACHER PARTNERSHIP

Counselors provide consultation for parents and teachers about strategies that can help students succeed. Families are important partners when concerns are significant, ongoing, require frequent counseling supports, or call for outside professional services.

SAFETY & CRISIS SUPPORT

Counselors help respond when students experience significant emotional distress or safety concerns. They partner with administration and families, follow required safety and reporting procedures, and help connect families with outside resources when needed.

REFERRALS & COMMUNITY RESOURCES

When a student's needs go beyond brief school counseling, counselors help parents identify specialized care providers who can assist. These specialized care providers may include professionals in mental health, medical care, behavioral specialists, occupational therapists, or others.

*__Parent Partnership__ | It is our desire to always partner with parents when providing care and support to students. However, we cannot guarantee that parents will be notified prior to receiving counseling support.

Our Counseling Team



Mr. Gene Berge
K-4th Grade
Gberge@nca.school



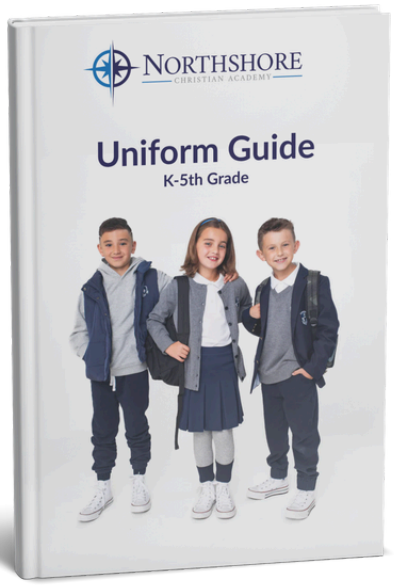
Mrs. Chelsea Gyapong
5th -8th Grade
Cgyapong@nca.school

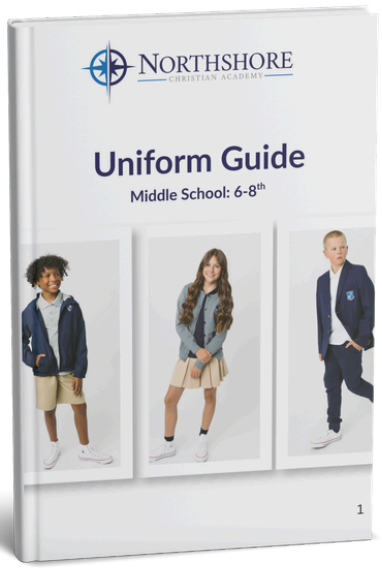
NCA counseling is brief, developmentally appropriate, school-based support. **It is not intended to be long-term or to replace therapy or clinical treatment. Our goal:** Students feel known, supported, safe, and equipped with skills to grow and succeed.

Uniform and Appearance Guidelines

Appropriate dress is essential to maintaining a positive, respectful, and focused learning environment. At Northshore Christian Academy, we expect student attire to be neat, modest, and free from distractions or extremes. Clothing should reflect a standard of excellence that supports both academic engagement and biblical values. Parental support is vital, and we ask that parents take an active role in ensuring their child's compliance with the dress code. NCA reserves the sole and absolute discretion to determine the appropriateness of clothing and appearance. All students are required to wear the official NCA uniform each day, and garments must be in good condition. Uniform items purchased from non-NCA-approved vendors must match regulation standards exactly in style, modesty, fabric, logo placement, embroidery, and color. Uniform compliance is mandatory for all students.

Review the NCA Uniform Guides located on our website:





Lost and Found

Due to limited storage space, lost and found items are only kept for a short period of time. Items clearly labeled with a student's full name may be returned directly to the student. Parents are strongly encouraged to label all personal belongings to help prevent loss. Unlabeled and unclaimed items remaining at the end of each month will be donated to a local charity. Northshore Christian Academy is not responsible for lost, misplaced, or unclaimed items and is not liable for items that are donated

Arrival and Dismissal

Our goal is to ensure a safe and efficient arrival and dismissal process for all students. While we have a well-organized system in place, we kindly ask for your patience during the first few weeks of school. This time allows our staff to learn student names, recognize authorized parents and guardians, and assist new families in becoming familiar with the procedures. Your cooperation helps us maintain a smooth and secure transition each day.

Carpools

Carpooling is a valuable way for NCA families to support one another by sharing transportation responsibilities. While Northshore Christian Academy is not responsible for managing carpools, we offer the following guidelines to help ensure student safety and clear communication:

- **Authorization Required**: Parents must complete the Pick-Up Authorization section of the registration form, identifying all individuals authorized to pick up their child. Only those listed will be permitted to do so.
- **Student Awareness:** Ensure your child knows their daily transportation plan. If there is a change, inform both your child and the school office by phone or email.
- **Changes in Plans:** Notify the school in advance of any changes to your normal carpool arrangements. Written parent and principal approval is required for students to walk home.
- **After-School Plans**: Students are not allowed to visit a friend's house directly from school without prior parent permission. Because school phones may not be used for personal plans, such arrangements must be made before the school day begins.
- **Direct Communication:** Always communicate carpool changes directly with the other families involved. Do not rely on children to relay messages accurately.
- **Pick-Up Responsibility:** Do not leave campus until you have confirmed that all students you are responsible for have been picked up. The most reliable method is to communicate directly with the other parent.
- **Schedule Adjustments:** Give as much advance notice as possible if you are unable to drive on your scheduled day or if your child will be absent.
- **Updated Contact Information:** Inform both the school office and your carpool families immediately if there are any changes to your home or work phone numbers.
- **Temporary Guardianship**: If you will be away on a business trip or vacation, notify your child's teacher and the school office in advance. Provide emergency contact information and the name of the person responsible for your child during your absence.
- **Authorization Updates**: To make changes to your child's Pick-Up Authorization List, please contact the Registrar directly.

By following these guidelines, you help ensure a safe and well-coordinated transportation experience for all NCA students.

Arrival Process

- If you arrive before 7:55 am, your children (K-8) must be checked into Extended Care in the Cascade Pavilion (no exceptions).
- Students may not go to their lockers or classrooms before school without an adult. Starting at 8 am, Students must report directly to their designated location: K-5th grade in the gym and 6th-8th grade in the Cascade Pavilion.

Dismissal Process

Students are dismissed from SEVERAL locations. The dismissal location for each class will be determined prior to the new school year.

It is important for our teachers and staff to focus on their role supervising students during dismissal. For the safety of the students, staff, and the parents, parents must refrain from talking to teachers or staff during the dismissal time. Teachers escort their students to the dismissal area and remain with them until dismissal is completed. Students who have not been picked up within 15 minutes of dismissal ending will be checked into Extended Care and a drop-in fee will be assessed. For K-5th grade aged children, the Extended Care is in the lunchroom, or Pavilion commons. For middle school aged children, Extended Care will be in a classroom to be determined by the administrator and teacher.

Pick Up Options: Parents have two options for picking up children from school:

- Drive through the dismissal lanes and have School staff direct your child to your vehicle.
- Park in the parking lot and come to the classroom or designated dismissal area for your child. For safety reasons, students may not walk on their own into the parking lot for pick up. If you arrive at the classroom before dismissal, wait until the classroom door opens. This indicates that school is over and limits interruptions as teachers prepare students for dismissal. Parents must contact the teacher before taking your child. Your child must remain with you at all times once the teacher has dismissed the child.

If there are any changes in your regular pick up plan (grandparent picking up the child, going home with a friend, etc.), send an email or note to school with your child or call the front desk by 2:45 pm with the necessary information. Staff may be checking ID, so the person picking up your children will need to show a photo ID.

Color Coded Signs in Your Vehicle

Help us expedite the dismissal process by placing a color-coded sign in your car's windshield with your family's last name and the name of your child, grade level and teacher's name. Color-coded signs are provided at Orientation Day in September and are also available from the front desk.

Siblings/Carpools

If you have K-5th grade children who will be dismissed from more than one dismissal area, we have established procedures to allow your family to meet at one designated area. Middle School students are dismissed at a later time, so parents that have K-5th grade children need to pick up the K-5 children first and then go to the Middle School pick up location. More details regarding arrival and dismissal are given at orientation.

Driving Safety and Expectations

Speed limit – 10 miles per hour through the entire campus. DO NOT use shortcuts through neighboring businesses. Obey traffic signs, rules, and the directions of School staff at all times. Don't take any short cuts or cut in front of other cars. Drivers must not use cell phones or any type of telecommunication devices during the arrival and dismissal process.

Driver Compliance Policy

All individuals transporting students for school-related activities must remain in full compliance with Washington State laws. This includes maintaining current vehicle insurance coverage, possessing a valid driver's license, and adhering to all applicable safety and transportation regulations. Only authorized adults who meet these requirements may transport students on behalf of the school.



Safety Protocols, Emergency Procedures, and School Closure Guidelines

Unforeseen school closures cannot be published ahead of time. Such closures are typically due to inclement weather. If there is ANY chance of such a schedule change (either a delayed start or an actual school closure), these are the ways NCA communicates this information.

- 'FLASH ALERT' will be activated. Parents are urged to sign up for this free app. Once properly activated, you will be notified via text or email.
- An all school email will be sent informing of the closure/delay, provided electricity is available.
- NCA webpage and social media accounts.

NCA generally notifies through FLASH ALERT a closure message by 6:00 am on applicable mornings. Please note: we may NOT close when the Everett School District and/or Mukilteo School District closes. On snowy/icy days we may start at **10:00 am**. In cases where school is delayed, half day AM Pre-Kindergarten may be canceled for the remainder of the day. In this event**, contact the School or use the above information resources** – a sudden worsening of weather conditions could cause NCA to completely close the School for the day. Early Learning may remain open, depending on conditions; information pertaining to the center will be noted alongside the Academy's closure information.

Safety, Security and Health Policies

Fire, Earthquake, Lockdown Drills

Fire, earthquake, and lockdown drills are practiced throughout the school year. The first drill of the year is scheduled; the subsequent drills may occur without warning. An alarm bell is rung continuously until all personnel, students and guests have exited the building. Everyone must exit the building when the alarm sounds.

Earthquake

NCA **always evacuates** the buildings **after** an earthquake, if it is safe. Students are taken outside where they wait until further notice. Our buildings are checked for damage, broken items, gas leaks, etc. before being cleared for reentry.

Out of area contact in case of a natural disaster

We have an out of area school who will field your calls so that our phone lines can remain open. We will alert them to our emergency and provide them with regular updated information.

Lockdown

NCA's goal is to keep your children safe and out of harm's way.

- It is critical that every parent/visitor check in at the front desk and acquire a visitor's badge when visiting the campus during school hours.
- During a lockdown, all the classroom and outside doors are locked. We will not open doors for parents. Return to your vehicle if the building is locked. Do not try to pick your children up from school during a lockdown.

For more information, refer to our emergency manual, which covers our emergency management policies and procedures.

School Security

Our school safety team oversees all safety and emergency drills. It is imperative that all parents cooperate with our safety, security, and comprehensive crisis plan. Part of the building security includes over 30 cameras and corresponding monitors, a paging system, locked doors, daily staff security walks, and visitor screening during school hours of 8:30am-3:10pm. NCA is part of the "Rapid Responder" system to connect with all public safety departments.

Visitor Policy

All visitors to the School, **including school parents,** are required to stop at the front desk and check into the electronic visitor system during school hours of 8:30am-3:00pm. A visitor badge must be worn at all times while in the school buildings. NCA does not allow visits by students not attending our school unless they are graduates or prospective students. NCA reserves the right to refuse to allow anyone on campus for whatever reason before, during and after school hours.

Background Screening

All persons who wish to volunteer are required to complete documentation for background screening. Volunteering is defined as spending time assisting in the classroom, during events, or on field trips in a capacity to interact with children or represent the school. Background checks are not required for parents who attend an individual event for purposes such as watching their child in a performance, attending a chapel service or award ceremony, or attending a classroom party. Visitors for such events must still sign in with the front desk and obtain a visitor's badge. Background screening forms are available in the School office and on the website. New families must complete background screening forms and provide copies of driver's licenses before the new school year begins. Volunteer drivers for field trips must additionally submit evidence of current auto insurance coverage no later than two weeks prior to the field trip.

Campus Safety Rules

Skateboards, roller skates, roller blades, shoes with wheels and scooters are not allowed on school or church grounds. Pets of any kind are not allowed on our campus for any reason. Due to Health Department regulations and for the safety and the health of our students and staff, pets may not be on school grounds outside of the owner's vehicle. Service Animals must be pre-approved by the Head of School, Principals, or the Safety Coordinator.

Child Abuse Reporting Policies

Suspected child abuse must be reported to a Principal or the Head of School. As a mandated reporter, NCA is required to report suspected cases of child abuse. Together with the administration, a decision will be made as to who will make the report. There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse, and neglect. Cases of suspected abuse are handled individually in accordance with the situation, governed by the directive of Washington State law, Revised Code of Washington, Ch. 26.44.



Health Room Policies and Illness Prevention

The health of our students is a matter of serious concern to everyone involved. Our school personnel are trained to administer First Aid and CPR.

Emergency Contacts

It is essential that Northshore Christian Academy is able to reach a parent, legal guardian, or designated emergency contact for every enrolled student at all times. For the safety and well-being of all students, accurate and up-to-date emergency contact information must be maintained on file with the School. Parents and guardians are legally responsible for ensuring that all contact information listed on their child's registration and emergency forms is current. This includes home, work, and mobile phone numbers, as well as emergency contacts authorized to act on the parent's behalf in the event of an emergency.

Any changes to contact information must be reported to the School Office promptly. Updates may be made via phone, email, or in person. If a parent or guardian will be out of town—even for a short period—NCA must be informed in advance of who will be caring for the child and how that individual can be reached. Failure to provide current contact information may impede the School's ability to respond appropriately in an emergency and could result in unnecessary distress or delays in care.

General Health Precautions

A child who becomes ill or is injured during the school day may be evaluated by School personnel to determine whether he or she should be sent home and whether a responsible person is home to care for him/her. If we determine that the student must go home, the parent must come to the School or arrange that their son/daughter be picked up from the School immediately after contact has been made with the parent.

Illness Policy

If a student becomes ill at school, he or she may be sent to the health room and the parent may be called. When a student becomes ill at school and the parent or guardian is contacted, the student must be picked up within 30 minutes of notification. If a parent or guardian cannot be reached, the school will contact individuals listed on the student's emergency contact list to arrange prompt pick-up. This policy is in place to ensure the health and safety of all students and staff. Prompt pick-up helps minimize the spread of illness and allows the student to receive appropriate care at home. If a student is ill prior to coming to school, he/she must be kept home until they have recovered sufficiently to return to the regular routine of school.

Children should be kept home if one or more of these symptoms exist:

- Temperature of 100.0 degrees F or higher within the last 24 hours (without fever reducing medication)
- Sore throat or swollen glands
- Diarrhea, stomach ache, or vomiting within the last 24 hours
- Heavy congestion, cold, or cough or a combination of symptoms
- Rash, toothache, earache, etc.
- Students prescribed antibiotics for a contagious illness may return to school after they have been on the antibiotics for at least 24 hours.

If your child has been diagnosed with influenza he/she must remain home for a minimum of 7 consecutive days. Your child may return to school only with written release from a health care provider and approval from the school nurse.

If your child has a contagious illness such as, but not limited to, chicken pox, influenza, strep throat, ring worm, etc., you must report this immediately to the school nurse. NCA teachers and the school nurse may monitor illnesses and early returns to school. If your child returns to school too early, he or she may be sent home.

Injuries

Minor injuries will be given appropriate first-aid treatment by a staff member or the school nurse. In case of serious injuries or other emergencies, the School will attempt to notify the parents and an aid car may be called if necessary. In the event that a parent cannot be reached within 15-20 minutes, the School may attempt to contact persons listed on the child's emergency list. If a student requires immediate medical attention and no parent, guardian, or emergency contact can be reached, the school will arrange transportation (via aid car) for the student to be taken to the hospital. All associated costs will be the responsibility of the parents or guardians.

Medical Plan

A Medical Action Plan form needs to be on file with the school nurse if your child has a life-threatening allergy or other medical needs that may require staff intervention.

Medications

During the course of the school year, your child may need to take medication while at school. All prescription medications (in grades K-8th) to be taken during the school day require a completed "Authorization for Administration of Medication at School" form on file in the health room in order for your child to be given these medicines at school. Please note that this form includes the Health Care Providers signature as well as a parent/guardian signature. Washington State law allows designated staff to administer medications and the medication will be dispensed from the health room. Prescription medications must be hand-delivered by the parent to the health room personnel and must be accompanied by:

- A Health Care provider's prescription label on the container and/or
- Medication in its original container and
- A completed "Authorization for Administration of Medication at School" form

Over-the-Counter (OTC) medications (for grades K-5th) such as, but not limited to, analgesics/antipyretics (ibuprofen, acetaminophen), antihistamines, cough drops or cough suppressants, medicated ointments, and medicated eye drops require a "Parent Authorization for Over-the-Counter" form and will also be dispensed through the health room. OTC medications will be administered if accompanied by:

- Medication in its original container (no loose pills will be accepted)
- A completed "Parent Authorization for Over-the Counter Medication" form

If a student is on a field trip and requires medication, the requirements are the same; the medication will be checked out of the health room and be dispensed by the teacher instead of health room staff.

No medication, over-the-counter or prescription, should be sent in the student's lunch, backpack or pockets. This includes, but is not limited to, analgesics, eye drops, cough remedies/drops, decongestants, and antihistamines. OTC medications should be hand-delivered with the proper forms by the parent/guardian to the health room staff. It is very handy to keep copies of the authorization forms in your car's glove compartment in case you visit your child's Health Care provider and medication is recommended or prescribed during the school year. Middle school students (grades 6-8) may carry and store their OTC medications in their locker if they have a signed responsibility contract with the school nurse and they have a signed parent authorization on file. If school policy is violated the contract may be revoked and the OTC medication will then be dispensed through the health room.

Personal care items such as non-medicated lip balm, petroleum jelly, hand or body lotions, saline contact solution, or hypoallergenic soaps may be carried by a student or stored in the locker for personal use. No personal care products may be shared by the student with other students. This will constitute a violation of policy and the privilege may be revoked.

Student Records and FERPA

Northshore Christian Academy ("NCA") is committed to protecting the privacy and confidentiality of student records. NCA follows applicable Washington law and the privacy principles of the Family Educational Rights and Privacy Act ("FERPA"), to the extent FERPA applies to the school.

Parents and legal guardians may request access to education records maintained by NCA concerning their child. Under Washington law, both parents generally have equal access to their child's academic, attendance, and disciplinary records unless a valid court order specifically limits that access. Parents are responsible for providing NCA with current copies of any court orders, parenting plans, or other legal documents affecting access to student records.

Student records will not be released to outside individuals or organizations without appropriate authorization unless disclosure is permitted or required by law. When a record contains information about more than one student, NCA will protect the privacy of all other students.

Formal requests to review, obtain, amend, or release student records should be directed to the NCA Registrar or school administration. NCA may require verification of identity before releasing confidential student information.

NCA takes reasonable measures to safeguard student records and limits access to employees who have a legitimate educational need for the information.

FERPA

Family Educational
Rights & Privacy Act

School Age Care Programs

This program is offered as a service to Northshore Christian Academy families, particularly for working parents who are unable to be on campus at the beginning or end of the school day. The program is educational in nature and is exclusively available to currently enrolled NCA students during the regular school year. Participation is by reservation only, and space is limited. Availability is not guaranteed and is subject to capacity and staffing.

Before and After Care

The Before and After Care program is for full-day Kindergarten students and students who are 12 years old and younger. It is located in the gymnasium/lunchroom. The program is open from 7:00 am – 8:00 am and 3:05 pm – 6 pm and additional fees apply. On Friday it will be open from 1:05pm to 6 pm. **All students must be signed in** for AM care and out of PM care by the person dropping them off or picking them up.

Half and Non-School Days

Care may be provided by registration. These will be communicated with enough time for advanced planning. Registration numbers may determine if care is provided.

Middle School Before and After School Study Hall

Northshore Christian Academy offers limited extended hours for students through a supervised Study Hall program. This service is available to support families with early drop-off or late pick-up needs and is intended for academic use only.

- **Before School Study Hall** is available from 7:00 a.m. to 8:00 a.m. Students must be signed in by a parent and will be supervised in a designated classroom by an NCA staff member.

- **After School Study Hall** operates from 3:30 p.m. to 6 p.m. Students will be checked into a supervised classroom setting and are expected to use the time for quiet academic work. Parents must sign out their child upon pick-up.

Participation in either program is subject to Extended Care rules and billing policies. Late pick-ups after 6 p.m. may incur additional fees in accordance with SAC billing procedures.

Handbook

Families using Before and After Care will receive a separate parent handbook with more information on the program.

Field Trips

Field trips and other extracurricular activities can have great educational value and all grade levels may participate in them. **Students must have written permission for activities, using the field trip permission form used by NCA, with NO EXCEPTIONS.** If a permission form is not completed before the field trip, the student will remain at the School and may be mainstreamed into another classroom. Parent volunteers attending field trips must pass the background check requirements. Parent volunteers may need to pay for their own entrance fees. All student entrance fees are paid by the School. Non-NCA siblings may not attend School sponsored field trips when a parent serves as a field trip volunteer.

Food/Lunchroom | Lunchroom/Microwave/Beverages/Forgotten Lunches

- 1st through 8th grade students eat lunches in their lunchroom areas.
- Students are expected to exhibit good manners and follow school lunchroom policies so that we can ensure every student's safety as well as provide students with a healthy social environment.
- Students must not bring lunches that require cooking, mixing ingredients or that need adult assistance. We recommend healthy lunches that include a protein, vegetable and fruit. Candy and carbonated or energy drinks are not recommended.
- Microwaves are available for 2nd – 5th grade students on a limited basis so that students can warm up meals. There is a limit of 2 minutes per student use at the microwave.

"Student of the Month" Lunches (Grades 3-8)

During the first week of a month, normally the first Thursday or Friday, the Principal may invite the previous month's "Student of the Month" recipients to a pizza lunch with the administration. A pizza lunch consisting of cheese pizza and pepperoni pizza is typically provided on campus. The School will notify parents before the lunch date occurs. If a student does not like pizza, he or she may bring his/her lunch and eat with the students who received the award. NCA does not purchase additional lunches to accommodate allergies or special tastes.

Money and Personal Valuables

Any money sent to school for purchases (e.g., book orders, field trips, fundraisers) must be placed in a sealed envelope clearly labeled with the student's name, grade, and the purpose of the payment. Students should not bring personal money to school unless it is intended for a specific, school-approved purchase on that day. Bringing unnecessary cash or valuables is strongly discouraged. Northshore Christian Academy is not responsible for lost, stolen, or misplaced items, including money or personal belongings. Students are advised not to leave valuables in desks, lockers, on the playground, in the gym, or other unsupervised areas. All personal items brought to school are at the student's own risk.

Lion's Club

NCA's Lion's Club was created to provide a wide variety of exciting and educational after-school enrichment classes for students in Kindergarten through 8th Grades.The goal of Lion's Club Enrichment is to build a Christ-centered community for our students beyond the school day. When students are given the opportunity to connect with others who share common interests and hobbies, community and friendships will thrive!

- We offer Fall, Winter and Spring seasons with many classes throughout the school year, which include options in STEM, Fine Arts, Cultural Exploration, Sports, and Culinary Arts.
- After-school classes are offered Monday-Thursday after school from 3:45-4:45 PM
- At the end of class all students will be brought to the lobby for parent pick up. We will have a 10-minute grace period for pick up. After the grace period you will be assessed a fee for late pick-up.
- Students enrolled in After care will be taken to After Care at the conclusion of their Lions Club class.

To receive a refund you must drop your enrollment at least one full week before the first day of class. This helps us advertise any class openings and respect our teachers' time. You may always drop a class after the deadline, but you will not be eligible for a refund. If class is cancelled for any reason, the class will either be rescheduled or you will be refunded for the cancelled class.

Classroom Celebrations and Birthday Guidelines

Northshore Christian Academy permits a limited number of classroom celebrations throughout the year to recognize special holidays or classroom themes, such as Christmas, Valentine's Day, Easter, and end-of-year events. NCA does not observe Halloween. Our celebrations at Christmas and Easter emphasize the biblical significance of these holidays; therefore, secular symbols such as Santa Claus and the Easter Bunny are not the focus of our observances.

Birthday Recognitions: Each teacher designates one day per month for classroom birthday recognitions. Parents wishing to provide a treat for their child's birthday must coordinate with the teacher at least three weeks in advance. All treats are subject to teacher approval and must meet classroom dietary and safety guidelines.

Lunchroom Celebrations: Students may bring a simple treat (e.g., cupcakes or ice cream bars) to share with their class at the end of the lunch period, with teacher approval. However, these are not to become birthday parties. Items such as pizza, soda, full cakes, balloons, or party decorations are not permitted, as they disrupt the learning environment and lunchroom order. To avoid hurt feelings or a sense of competition, large or excessive treats should be reserved for celebrations at home.

Birthday Invitations: Invitations to private, off-campus birthday parties may only be distributed at school if the entire class—or all boys or all girls in the class—is invited. Parents are encouraged to exercise sensitivity and discretion when planning parties with limited guest lists. Excluding classmates can unintentionally cause emotional distress, and we ask families to partner with us in fostering a kind and inclusive school culture.

Parent Involvement

Parent-Teacher Fellowship (PTF)

The mission of the PTF is to build a strong school community by partnering with families and staff through volunteer opportunities, events, and effective fundraising with God at the center of all we do. This organization coordinates school events and programs, including the Classroom Ambassador Program, Popcorn Club, Moms in prayer, Thrilling Thursdays, Multicultural Connection, Staff Appreciation Week, Staff Appreciation Luncheons & Snack Carts, etc. PTF is led by a group of parent officers who meet monthly. All parents are welcome to attend meetings and are encouraged to volunteer. To learn how you can get involved, please contact the School Office.

Volunteering at Northshore

A strong school community depends on parent involvement. Research consistently shows that students achieve greater academic success when their parents are actively engaged in school life. Volunteering also fosters student pride and helps build a positive school culture. Parent volunteers play a crucial role in keeping tuition affordable and maintaining program quality. Without their support, many school activities would be significantly reduced or discontinued. We encourage every family to participate—whether during or outside of school hours—and to support and appreciate those who generously give their time and talents. Please respond kindly when contacted by parent volunteers seeking assistance. Your involvement makes a meaningful difference.

Notice Regarding Rights of Parents

NCA may allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence that a court order, legally binding document (for example, a document relating to divorce, separation, custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians may be authorized to make decisions on behalf of the child, unless the School receives sufficient evidence to the contrary, whether in the form of a court order, legally binding document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parents or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, including taking no action.

Volunteer Expectations

Parents are expected to volunteer for School activities, although NCA reserves the right to approve volunteers in its sole and absolute discretion. A volunteer handbook is available to every volunteer. Contact the School office to learn more about the School volunteer needs. There are many avenues for volunteering:

- Classrooms/Teacher Aide: This needs to be arranged through individual teachers. Each classroom has a designated Classroom Ambassador who coordinates the volunteer needs for the class.
- Library Assistant
- Chapel Speaker
- Lion's Club Enrichment Instructor
- Field trips
- Student leadership programs
- Auction
- Walk-a-thon
- Lions Swag
- Box Tops for Education
- Teacher Appreciation
- Popcorn Club
- Athletic Team Parent, Athletic scorer, timer, etc.
- Office substitute, helper, data entry
- Special Programs and Events
- Craft Assistant
- Art Docent for Classroom
- Music
- Tutoring
- Lunchroom
- Event set up
- Science Program
- Moms in Prayer
- Watch D.O.G.S.
- Fifth Grade WiFi Leadership Program

Volunteer Safety Requirements

All volunteers must fill out a Volunteer (VIP) registration form, which includes an application for a criminal background check, before they may be cleared to work with students. A copy of a valid driver's license is also required.

Parent Conduct on Campus

Parents are expected to model and uphold Northshore Christian Academy's standards while on campus. This includes wearing modest attire and adhering to all school policies, including our pet policy. Please note that NCA is a non-smoking, alcohol-free, drug-free, and weapon-free campus. We appreciate your partnership in maintaining a safe and respectful environment for all students, staff, and families.

Matthew 18 Principle for Conflict Resolution

In keeping with the biblical model found in Matthew 18, parents who have a concern or disagreement with an NCA staff member or another parent are expected to first address the issue directly and privately with the individual involved. Open and respectful communication is the first step toward resolution. If the matter is not resolved, the concern should then be brought to the appropriate Principal. If further support is needed, the Head of School may be involved. Should the issue remain unresolved after these steps, parents may submit a written appeal to the School Board for review. It is essential that concerns are not shared with uninvolved parents, students, or others outside the proper channels. True resolution, healing, and unity occur when concerns are handled biblically, respectfully, and through the appropriate lines of communication.

Events

At Northshore Christian Academy, we take great pride in our academic and social events, which are an essential part of our school culture. These events provide meaningful opportunities for families to connect, celebrate student achievements, and build community. We encourage all families to stay informed and involved by viewing our School Calendar and Key Events Calendar, both available on our website. These resources include important dates and upcoming activities to help families plan and participate fully in school life.

Academic Events

International Math Competition, Speech Meet, Robotics Competitions, and grade level presentations are some of the academic activities that our students may participate in throughout the year.

Social Events

Christmas Concerts, field trips, parent programs, Moments with Moms, Dads Day Chapel, grade level programs, musical, skating opportunities, sporting events, Kindergarten and 8th grade Graduations, ministry trips and/or social events may occur throughout the year.



Parent Partnership Agreement and Expectations

As part of the enrollment and continued attendance at Northshore Christian Academy (NCA), parents and guardians are required to abide by the Parent Affirmation Agreement. This agreement outlines expectations for respectful, cooperative conduct when interacting with school staff, administration, and other members of the school community. Any inappropriate behavior by a parent or guardian may jeopardize the enrollment status of their child(ren) at NCA.

Purpose and Partnership

NCA exists to provide not only academic instruction but also to develop spiritually grounded, emotionally mature, and socially responsible young people. This mission requires a strong, collaborative partnership between the school and the home. When parents and the school work together in unity and with shared values, students are best positioned to thrive in alignment with God's design for their lives. We recognize that not every family-school partnership will be aligned. In cases where the goals and values of a family are inconsistent with the mission and expectations of NCA, continued enrollment may not be in the best interest of the student or the school community. Therefore, we ask all families to prayerfully consider whether their values and expectations align with those of NCA before enrolling each year.

Parent Commitment Agreement

By enrolling my child(ren) at Northshore Christian Academy (NCA), I acknowledge and agree to partner with the school in the spiritual, academic, and personal development of my child(ren). As a parent or guardian, I affirm the following commitments:

1. I will support the school regularly in prayer.
2. I affirm and uphold NCA's Mission Statement and Statement of Faith, and I support the school's role as a partner in the education and discipleship of my child(ren).
3. I agree to follow and support the policies and procedures outlined in the current Family Handbook, and I will reinforce these expectations with my child(ren).
4. I will support the authority of the faculty and administration, including academic and disciplinary decisions. While I may not always agree, I will engage in respectful, constructive dialogue that reflects a spirit of cooperation and Christian unity..

5. will follow the Matthew 18 principle when addressing concerns, beginning with direct communication with the individual involved and, if needed, following the proper line of authority: teacher → Principal → Head of School → School Board.
6. I will instruct and encourage my child(ren) to comply with all school and classroom rules and procedures.
7. I will ensure my child(ren) participate fully and respectfully in all required aspects of school life, including Bible classes, chapel, community service, field trips, and other school-related events.
8. I will ensure my child(ren) attend school consistently and arrive on time each day.
9. I will promptly review, sign, and return required documents (e.g., permission slips, progress reports, behavior notices).
10. I will actively participate in school functions, conferences, and events that require parent involvement.
11. I understand that under the legal doctrine of in loco parentis, NCA staff act on my behalf while my child(ren) are under their care and supervision.
12. I will support NCA's commitment to high standards of Christian conduct and academic excellence. I understand that disciplinary or probationary actions may be taken if my child's behavior or academic performance is inconsistent with the school's expectations.
13. I acknowledge that enrollment at NCA is a privilege, not a right, and that the school reserves the sole and absolute discretion to dismiss any student or family whose behavior, attitudes, or actions are determined to be inconsistent with the school's mission, values, or policies.

I affirm my partnership with Northshore Christian Academy and my commitment to support its efforts in the holistic education and discipleship of my child(ren).

Student Code of Conduct Agreement

As a student at Northshore Christian Academy, you are expected to conduct yourself in a manner that reflects the values of respect, responsibility, integrity, and kindness. The following guidelines are designed to support a safe, productive, and Christ-centered learning environment for all:

Prioritize Learning
Your primary purpose at school is to learn. Avoid behaviors and distractions that interfere with your own learning or the learning of others.

Be Prepared and On Time
Arrive at your assigned location on time, with all necessary materials, ready to engage in the learning process.

Respect Personal Boundaries
Keep hands, feet, and personal belongings to yourself. Never intentionally harm or threaten another student.

Use Appropriate Language and Behavior
Speak and act respectfully at all times. Avoid offensive, vulgar, or disrespectful language and conduct.

Show Courtesy and Respect
Treat all individuals—including classmates, teachers, staff, administrators, and visitors—with kindness, politeness, and respect.

Follow Directions and Classroom Rules
Listen carefully and comply with all school and classroom expectations as directed by teachers and staff.

Uphold a Bully-Free Environment
Do not engage in bullying of any kind. If you witness bullying, speak up or report it immediately to a teacher or staff member.

Respect the Learning of Others
Avoid being disruptive or distracting in class. Support a focused and respectful learning atmosphere for everyone.

Represent NCA with Integrity
Whether on or off campus, during school hours or at school-sponsored events, conduct yourself in a way that reflects positively on yourself and the school community.

Failure to follow the Student Code of Conduct may result in disciplinary action, as outlined in the NCA Family Handbook. Students are encouraged to seek help from teachers or administrators if unsure about expectations or if facing challenges related to behavior or peer interactions.

Technology Acceptable Use Policy

S***tudent Responsible Use & Digital Citizenship Expectations***

Northshore Christian Academy is committed to teaching students to be responsible digital citizens. All students must use technology in a way that is safe, respectful, and consistent with our Christian values. By using school technology or accessing the school network, students agree to follow the expectations outlined below:

1**. Account Security-** Students are responsible for keeping passwords private and securing their accounts. Never use someone else's account or share your login information.

2. Respectful Communication- All digital communication (emails, chats, usernames, posts) must be respectful and appropriate. Profanity, hate speech, or offensive language is not allowed.

3**. Cyberbullying & Harassment**- Do not engage in, support, or ignore bullying or harassment online—at school or elsewhere. Report inappropriate behavior immediately to a teacher or administrator.

4**. Appropriate Use of School Technology**- Technology must only be used for school-appropriate purposes. Accessing or sharing content that is violent, explicit, illegal, or offensive is strictly prohibited.

5. **Online Conduct-** Your online behavior—on any site or platform—must reflect school values. Do not visit or interact with inappropriate, unsafe, or disrespectful content. Report accidental access to such sites.

6**. Honesty in the Digital World-** Do not impersonate others online or post content in someone else's name. Smart devices (including watches) may not be used during tests unless approved by a teacher.

7**. Network Safety- S**tudents must not attempt to bypass security settings, hack the school network, access restricted files, or install unauthorized software on school devices.

8**. Care of Property-** Students must respect all technology—personal and school-owned. Devices must not be shared, altered, damaged, or used inappropriately. The school may inspect any student device brought to campus.

9**. Copyright & Plagiarism-** Respect intellectual property. Do not copy or use others' work, music, movies, or images without permission and proper citation.

10. **Online Publishing & Privacy-** Follow school rules when posting content online. Never share personal information (such as full name, address, or phone number) and do not post identifiable photos of other students.

NCA Cell Phone & Smartwatch Waiver

Northshore Christian Academy is committed to maintaining a focused learning environment. Because students are provided laptops and classrooms have phones for emergencies, cell phones and smartwatches are not necessary during the school day. Parents can contact the school office to relay urgent messages to students.

If a student brings a phone or smartwatch to school, the following rules apply:

STUDENT AGREEMENT

I agree to the following:

- My phone will remain off and stored in my backpack during the school day.
- My smartwatch will be in school mode and not used for texting, calling, or apps.
- I will only use my device with staff permission.
- If I violate these rules, my device will be confiscated and must be picked up by a parent.
- I understand NCA is not responsible for lost, stolen, or damaged devices.
- I have read and understand NCA's Cell Phone/Smartwatch Guidelines.

PARENT AGREEMENT

I understand and agree that:

- My child and I have read and understand the NCA Cell Phone/Smartwatch Guidelines.
- My child's phone will remain off and stored in a zipped backpack pocket during the school day.
- My child's smartwatch will be in school mode, with settings configured before school begins.
- My child will not use their device for texting, calling, or other applications on campus.
- Device use is only permitted with staff approval; unauthorized use will result in confiscation.
- I will retrieve any confiscated phone or smartwatch from the school office; it will not be returned to my child.
- I accept that NCA is not liable for any lost, stolen, or damaged phones or smartwatches.
- My child is fully responsible for their device while at school.

Acknowledgment

I have read and understand the guidelines. I agree to follow them and accept the consequences if I do not.

NCA FAMILY HANDBOOK ACKNOWLEDGMENT & SIGNATURE PAGE

The undersigned parent(s)/guardian(s) and student acknowledge receipt of the **Northshore Christian Academy (NCA) Family Handbook** for the current academic year. By signing below, we affirm that we have read, understood, and agree to comply with all school policies, procedures, behavioral standards, and digital use guidelines as outlined in the handbook and related agreements. We acknowledge that these policies may be updated by school administration and that updates will be communicated in writing. This acknowledgment serves as a binding agreement between our family and NCA and is a condition of continued enrollment. **Please initial each section to confirm review and agreement:**

Section	Parent/Guardian Initials	Student Initials
1. Family Handbook: Agreement to uphold the standards, expectations, and policies outlined in the full NCA Family Handbook.	_____	_____
2. Parent Commitment Agreement: Affirmation of support for the biblical values, mutual responsibilities, and communication guidelines expected of parents.	_____	N/A
3**. Student Code of Conduct:** Agreement to follow school-wide behavioral standards and expectations for respect, safety, and responsibility.	N/A	_____
4. Technology Acceptable Use Policy: Agreement to abide by responsible digital citizenship practices and all school rules for technology use.	_____	_____
5. Cell Phone/Smartwatch Policy: Acknowledgment of the expectations regarding student possession, use, storage, and school authority regarding these devices.	_____	_____

Legal Acknowledgment

We understand that failure to comply with NCA's policies may result in disciplinary action, loss of privileges, probation, suspension, or expulsion. We also acknowledge that student enrollment at Northshore Christian Academy is a privilege and not a right, and that continued enrollment is at the sole discretion of school administration.

Student Name Printed		
Student Signature		Date:
Parent Name Printed		
Parent Signature		Date:

Please return this signed form to your Homeroom/1st Period Teacher. A copy will be kept on file for the duration of the academic year.

NCA POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS (ATOD)

Northshore Christian Academy is committed to fostering a healthy, Christ-centered environment. As part of that commitment, the use, possession, or distribution of tobacco, alcohol, illegal drugs, vaping devices, or drug paraphernalia is strictly prohibited on campus, at school-sponsored events (on or off campus), and in any off-campus context that, in the opinion of the administration, reflects poorly on the school's reputation.

Parent/Student Agreement

At the time of enrollment and each year during re-registration, students and parents must agree to uphold NCA's standards, including its ATOD policy. Failure or refusal to comply may result in denial of enrollment or dismissal from school.

Prohibited Conduct

Prohibited actions include, but are not limited to:

- Possession, use, or distribution of tobacco products or vaping devices
- Possession, use, or distribution of alcohol or illegal drugs
- Being under the influence of alcohol or drugs
- Possession or use of prescription drugs without a valid prescription
- Furnishing or selling tobacco, vaping devices, alcohol, or drugs

These rules apply on and off campus and at all times while a student is enrolled at NCA.

Search and Testing

If administration has reasonable suspicion of substance use or possession, student belongings—including backpacks, lockers, and desks—may be searched. Students may also be required to submit to substance abuse testing (urinalysis and/or hair analysis) at a facility approved by the school. Testing costs are the responsibility of the family.

Consequences

Consequences for violations are determined by the administration and may include suspension, expulsion, and notification of law enforcement. The severity of consequences depends on the nature and frequency of the offense.

Re-Admission Following Expulsion

Students expelled for ATOD violations may apply for readmission after completing an approved Substance Abuse Recovery Program (SARP). Requirements include:

- Comprehensive substance abuse assessment by a licensed professional
- Family participation in the assessment process
- Compliance with all treatment recommendations
- Random drug testing during the recovery and expulsion period
- Written verification of successful program completion

Upon meeting these requirements, the student may appear before a disciplinary review committee appointed by the Head of School. The committee will make a recommendation to the Head of School, who will submit a final recommendation to the **Board of Directors**. The Board's decision on re-admittance is final. If re-admitted, the student will remain on probation for the remainder of their enrollment at NCA.

We consider it a privilege to serve your family, and we are committed to praying faithfully for your students.

Thank you for being a part of the Northshore Christian Academy family!

