



**NCA Virtual Academy**  
2021-22 Family Handbook

# Virtual Academy Faculty and Staff

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# Table of Contents

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<b>Introduction</b>	<b>5</b>
<b>Letter from the Director</b>	
<b>Welcome</b>	
<b>NCA Vision Statement</b>	
<b>NCA Mission Statement</b>	
<b>NCA Core Values</b>	
<b>NCA Educational Philosophy</b>	
<b>NCA Portrait of a Graduate</b>	
<b>School Structure</b>	
<b>School Programs</b>	
<b>School Communication</b>	
<b>Academics</b>	<b>12</b>
<b>Curriculum &amp; Instruction</b>	
<b>Grading Scale</b>	
<b>Honor Roll</b>	
<b>Academic Integrity</b>	
<b>Academic Probation</b>	
<b>Academic Support</b>	
<b>Extra Credit</b>	
<b>Coursework</b>	
<b>Late/Make-up Work</b>	
<b>Achievement Tests</b>	
<b>Report Cards</b>	
<b>Conferences</b>	
<b>Promotion</b>	
<b>Retention</b>	
<b>Student Records</b>	
<b>Schedules</b>	<b>17</b>
<b>Middle School Bell Schedule</b>	
<b>At Home Schedule</b>	
<b>Sample Daily Schedule</b>	
<b>Attendance</b>	<b>18</b>
<b>Absence</b>	
<b>Extended Absences</b>	
<b>Morning Meetings</b>	
<b>Ready/Not Ready</b>	
<b>Tardy Policy</b>	
<b>Unexcused Absences</b>	
<b>On-Campus: Arrival</b>	
<b>On-Campus: Dismissal</b>	

<b>Student Policies of Conduct, Behavior, and Discipline</b>	<b>19</b>
<b>Conduct and Behavior</b>	
<b>Behavior Expectations</b>	
<b>Zoom Classroom Conduct</b>	
<b>Student Protocols for Virtual Classes/Meetings</b>	
<b>Before Virtual Learning/Meetings</b>	
<b>During Virtual Learning/Meetings</b>	
<b>Before you leave the Virtual Learning/Meeting</b>	
<b>Discipline</b>	
<b>Off-Campus Behavior</b>	
<b>“What about the other kid?”</b>	
<b>Consequences</b>	
<b>NCA Technology and Digital Citizenship Policies and Regulations</b>	
<b>Guiding Principles</b>	
<b>Definitions</b>	
<b>General Policies</b>	
<b>Student Digital Citizenship Agreements</b>	
<b>Consequences: Remedial and Disciplinary Action</b>	
<b>Student Dignity Policies</b>	
<b>Harassment</b>	
<b>Bullying</b>	
<b>Hazing and Initiation</b>	
<b>Dress and Appearance</b>	<b>27</b>
<b>Dress Code: Zoom Online Classroom</b>	
<b>NCA Uniforms</b>	
<b>Girls Uniform Dress Codes</b>	
<b>Boys Uniform Dress Codes</b>	
<b>Events/Programs</b>	<b>29</b>
<b>Events and Programs</b>	
<b>Thrive Tutoring</b>	
<b>Athletics</b>	
<b>General Information</b>	<b>32</b>
<b>Emergency Plans and School Security</b>	
<b>Health and Safety</b>	
<b>Transfers and Withdrawals</b>	
<b>Tuition and Fees</b>	
<b>Parent Affirmation</b>	<b>36</b>
<b>3<sup>rd</sup> – 5<sup>th</sup> Grade Code of Conduct</b>	<b>37</b>
<b>6<sup>th</sup> -8<sup>th</sup> Grade Code of Conduct</b>	<b>38</b>
<b>Technology Agreement</b>	<b>40</b>

## A Letter from the Director

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Dear NCA Parents and Students,

Welcome to the new school year and new beginnings for our NCA Virtual Academy students as they live out our vision of “transformed lives...transform lives” (Romans 12:2). Each school year is a wonderful opportunity for students to excel, grow, and thrive in all their God-given talents and abilities. NCA is an exciting place full of students who love to learn and educators who are passionate about their role as teachers and mentors.

The NCA Virtual Academy has a distinguished difference in that it allows students to learn at their own pace while being involved in on campus electives, programs, and activities. I am honored to be your Director of the NCA Virtual Academy and to work with our wonderful students, our highly qualified and dedicated staff, and the supportive parents and community members that make NCA a Blue Ribbon school.

The National Blue Ribbon standards of excellence in learning extends to our NCA Virtual Academy through a Christ-centered curriculum in Biblical Studies, Mathematics, Science, English Language Arts, and Social Studies. NCA is devoted to our unique STEM initiatives providing multiple enrichment opportunities, producing well-rounded, engaged, and accomplished students. Our NCA Fine Arts and elective courses allow all NCA students to excel with a complete academic preparation program while being encouraged to find their individual passions. Our faculty guides, encourages, and leads students during their foundational and innovative learning journey and is proud to provide a family-centered, nurturing environment enabling our students to thrive.

Weekly Chapels, community service programs, field trips, and numerous extracurricular activities allow students to try new things and explore various interests. NCA Virtual Academy students will have many opportunities to stretch, grow, and thrive, while wrapped in the love of Christ lived out daily by our faculty and staff.

We are so glad you are part of our community. Our families are what make Northshore Christian Academy truly special. Please let us know if we can answer any questions or help in any way. We are here to serve you.

We look forward to partnering with you in God’s work through the NCA Virtual Academy,

Mrs. Heather Shaw, *Director of NCA Virtual Academy*

Mr. Jordan Gage, *Superintendent*



Mrs. Shaw, *Virtual Academy Director*



Mr. Jordan Gage, *Superintendent*

# Welcome!

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Northshore Christian Academy counts it a privilege to join with your family in the education of your children. Northshore Christian Academy is committed to excellence in providing academic, spiritual, and personal learning in a nurturing yet rigorous environment.

Northshore Christian Academy is one school with two options: Traditional and Virtual. Both schools offer the same excellence in preparing students for their bright future. Students are educated in a Christ-centered environment that provides academic, spiritual, and personal educational excellence.

The information in this handbook will help you in joining with us and other families in making Northshore Christian Academy a Bible centered, learning community where our joint goal is to have your children not just succeed, but to thrive! Parents and students are expected to read the handbook carefully. This information will help you understand what NCA has to offer as well as what is expected of students and parents to have a successful year and glorify our Lord Jesus Christ. Thank you for choosing NCA Virtual Academy for your family!

## **NCA Vision Statement**

Transformed lives...transform lives!

“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.”

Romans 12:2

## **NCA 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.

## **NCA Core Values**

The following core values are the guiding principles and convictions that empower the mission of Northshore Christian Academy. These core values are the essential and long-standing tenets that guide the way we live out our mission. They provide the school with security and ultimately shape its moral culture: Abiding in Christ, loving relationships, integrity and unity.

## **NCA Educational Philosophy**

Northshore Christian Academy filters all learning through a Biblical worldview that recognizes Christ as Creator and Lord. We endeavor to train students spiritually, academically, and personally. Northshore integrates faith and learning as we educate and equip the whole child to impact a changing world for the glory of God.

Northshore Christian Academy’s mission places a high value on the school environment that produces ‘academic rigor with heart and help’. Over the past 25 years, NCA has built the school culture and program around the mission statement. The mission statement’s five pillars are instrumental in inspiring and engaging students towards their maximum potential. Northshore Christian Academy partners with families to provide a superior Christian education developing spiritual, academic, and personal excellence in a Christ-centered environment.

## PORTRAIT OF AN NCA GRADUATE WE ENVISION OUR STUDENTS TO BE:



### 1.) LOVERS OF GOD WHO:

HONOR GOD ABOVE ALL AS SEEN IN THOUGHT, WORD, AND DEED.  
ARE DISCIPLES OF JESUS; CALLED BY GOD, TRANSFORMED BY GOD, ON A MISSION WITH GOD.  
PRACTICE THE SPIRITUAL DISCIPLINES OF PRAYER, MEDITATION, BIBLE READING, AND WORSHIP.



### 2.) IMAGE CULTIVATORS WHO:

RECOGNIZE THEIR PERSONAL VALUE AND IDENTITY AS ROOTED IN JESUS CHRIST (A CHILD OF GOD, AN IMAGE OF GOD).  
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.



### 3.) 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.



### 4.) 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.



### 5.) EFFECTIVE COMMUNICATORS WHO:

CRAFT, DELIVER, AND INTERPRET RELEVANT MESSAGES THROUGH THE APPROPRIATE MEDIA (WRITING, SPEAKING, VISUAL ART, DIGITAL MEDIA, FOREIGN LANGUAGE, 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.



### 6.) 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.



### 7.) INFLUENTIAL LEADERS:

ARE GUIDED BY BIBLICAL PRINCIPLES.  
CONSIDER THE NEEDS OF OTHER FIRST, TO ACCOMPLISH GOALS.  
DEMONSTRATE COMPASSION AND ACCEPTANCE.  
VALUE RELATIONSHIP AND COLLABORATION.  
TAKE INITIATIVE TO INFLUENCE A POSITIVE CHANGE.



### 8.) 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.

# School Structure

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## Accreditation

Northshore Christian Academy is accredited with Association of Christian Schools International (ACSI) and AdvancEd. ACSI accreditation has been a valuable process that measures our school to a national set of standards of Christian education. All areas of the school achieve accreditation standards that are documented on a yearly basis. Although many private schools do not undergo this high level of accreditation, our school benefits with the knowledge that we meet high standards set by a professional, international education institution. It gives us the necessary certification to qualify for many grants and increases our credibility with the community.

## 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

The function of the NCA School Board 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.

## Virtual Academy Administration

The Academy Administration consists of a Superintendent, Virtual Academy Director, Registrar, and Administrative Assistant.

## School Programs

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**NCA Virtual Academy** serves 3<sup>rd</sup> through 8<sup>th</sup> graders in preparing them for a bright and prosperous future. A rigorous, individualized learning program is prepared for each student. Parents and a teacher advisor partner to prepare their students for independent learning that maximizes their potential and prepares them for successful high school and college. Virtual Academy 3<sup>rd</sup>-8<sup>th</sup> grade students have the benefit of learning at their own pace while engaging with other students on campus in elective courses and other campus activities.

**NCA Virtual Academy Summer School** [for advancement and credit recovery] is a 10 week summer school offered through our Virtual Academy. Summer school classes are open to non-NCA students, incoming NCA students, and current NCA students from 6<sup>th</sup> grade and above. All Summer school courses are self-paced through the distance learning portal, *Ignitia*.

**Lion's Club Enrichment** provides enrichment classes all year long. These 6-10 week sessions include extensive music lessons and classes, science and engineering classes, art opportunities, foreign language classes. Classes are held after school and in the summer.

**Summer Adventure Camp** provides a wholesome, dynamic, and adventuresome experience for Kindergarten 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 6:30-6:00. Families will be billed for a full day either way.

**Middle School Athletics (6<sup>th</sup>-8<sup>th</sup> Grade)** includes participation of boys and girls in two leagues competing against private and public schools in the area. Athletic teams include basketball, soccer, volleyball, cross-country, and track.

**Fine Arts** are offered through the Lion's Club Enrichment program and on-campus electives for 5<sup>th</sup> grade and middle school. Beginning in 5<sup>th</sup> Grade, students have the opportunity to come on campus for one elective class. 5<sup>th</sup> - 8<sup>th</sup> graders may participate in Band, Orchestra, or Choir. 6<sup>th</sup> - 8<sup>th</sup> Grade students have expanded options that include Drama, Music, Art, and more. Before school and after school enrichment activities are open to 6<sup>th</sup> - 8<sup>th</sup> Grade students by audition that include *Una Voce*, *Uno Mustacho*, Chamber Orchestra, Jazz Ensemble, the fall play, and the spring musical.

# School Communications

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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: Virtual Academy newsletter, access to the student learning platform, Google Classrooms site for communication, and a daily Zoom meeting with students.

## **Family Portal: Renweb**

Family Portal is NCA's web-based program that provides parents real time information on quarter grades, accounting, current tuition & fees statements, and online enrollment. Parents or guardians of enrolled students with a valid email address in our RenWeb system, can sign up at the NCA website: <https://nca.school/schools/nca-virtual-academy/> to retrieve the above information about their enrolled student. If your email has changed, please contact our office and provide your current email address.

## Notification of Information Changes

It is critical that parents notify the school immediately of family/student changes including, but not limited to new address, phone numbers, cell phone numbers, work and home phone numbers, email addresses, emergency contacts, custody information, and necessary medical information such as allergy and medications.

## **Virtual Learning Portal: Ignitia**

The Learning Management System, *Ignitia*, is an additional tool that accelerates the ability to accurately view individual 3-8<sup>th</sup> graders learning progress, grades, missing assignments, and learning pace. Students, parents, and teachers can view 'on demand' at any time.

## **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](http://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 commit to providing timely feedback and information. Teachers will typically respond to email and/or voicemail within 48 hours from a parent's contact.

## **Teacher Check-in Meetings**

Weekly parent-teacher check in meetings are scheduled during the first two weeks. Your child's teacher will email you a link to our scheduling program to set up your appointments. After the first two weeks, 3rd-5th check-ins will continue on a regular basis throughout the remainder of the year. 6th-8th will be available by parent or teacher request.

## **Conferences**

A parent-teacher conference is scheduled for all parents after the first quarter and in the month of February. These conferences are to inform parents of their student's progress. Additional conferences may be scheduled as needed.

# Academics

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The following policies and procedures have been developed and created to foster the best possible 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

NCA provides each student with a high-quality core curriculum in language arts, mathematics, science, Bible and social studies. NCA is committed to preparing all students to achieve at the highest levels to meet the challenges of the 21<sup>st</sup> century.

Through a dynamic curriculum renewal process, the core curriculum of NCA is revised regularly to ensure that the curriculum is designed to meet the needs of learners in the 21<sup>st</sup> century. Our staff is constantly striving to research, develop, and implement curriculum and strategies that will enable each student to become the Christian leaders of tomorrow. Course Descriptions are available to learn more about what NCA offers. Curriculum is documented and mapped so that each subject matter builds upon content standards from lower and upper grade levels.

At NCA, we believe the foundation of all teaching is God and His Word. We seek to nurture and train our students towards character development that leads to action and to encourage a deepening and personal relationship with Christ. All curricula at NCA are taught from a Biblical worldview.

## 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

## Honor Roll

Director's List (3.75- 4.0 GPA)

High Honors (3.5-3.74 GPA)

Honors (3.25 GPA)

Presidential Award- 5th and 8th grade presented if qualified

Students who have earned a place on the respective lists will have their names posted in the Virtual Academy newsletter at the end of each quarter. 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 Integrity

Northshore Christian Virtual Academy seeks to educate students in both mind and character and therefore expects its students to demonstrate integrity in all academic endeavors. NCA defines academic integrity as each student doing his or her own work, except in instances where groups of students are permitted by the teacher to work together to produce one product. If a student uses the phrases, sentences, structures, or ideas of another in an individual assignment, such as a research paper, then the student must give due credit to their sources. When teachers require individual work to be submitted, but allow collaboration in completing that work, students may discuss ideas and concepts, but the actual work turned in must be that of the individual student. Additionally,

there is no distinction between giving and receiving unauthorized help; one who helps another to cheat is as guilty as one who benefits from the cheating. All work submitted by students should be a true reflection of their own individual effort and ability.

### **Examples**

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
- Giving and/or receiving answers to a test or quiz
- Unauthorized distribution, copying, or recording of any parts or items on tests or quizzes

### **Student Responsibilities**

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work - do not lend or borrow work
- not look at another’s test or allow his or her test to be seen
- nor represent as his or her own the work of a parent, brother, sister, or anyone else
- not allow one member or a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography

### **Parent Responsibilities**

The parent will:

- communicate to the student values or moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student’s need for a quiet time and a place to study
- support the student’s efforts, but not edit, type, or in any other way do the work
- encourage wise use of time
- Review Handbook and sign electronically

### **Teacher Responsibilities**

The teacher will:

- review with students at the beginning of the school year the NCA Academic Honesty Policy and the consequences for academic dishonesty in their classes.
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation or “group work” if applicable.
- keep completed assignments and tests secure

### **Administrator Responsibilities**

The administrator will:

- provide copies of the NCA Academic Integrity Policy to all teachers
- support teachers in administering discipline and upholding the NCA Academic Integrity Policy
- record incident/follow-up action in RenWeb/FACTS; inform teachers about outcome of the referral
- facilitate conferences and counsel students in cases of academic dishonesty

### **Consequences for Violations**

Instances of academic dishonesty will be investigated by the teachers and administrators and will incur the following consequences:

1st Violation (Teacher Intervention) in any class:

- Student will be required to redo the assignment with a grade deduction
- Teacher will conference with the student

- Teacher will contact parent/guardian by phone or email
- Teacher will submit written referral with appropriate documentation to the administration
- Violation will be documented in discipline record

2nd Violation (Administration Intervention) in the same or any other class:

Consequences listed in First Violation and ONE OR MORE of the following:

- A conference will be held with administrator, parent/guardian, and student
- Student will be required to redo the assignment with a grade deduction or receive a zero on the assignment
- Student will be assigned administrative discipline per the Virtual Academy Director
- Student may be placed on probation from participation or having a leadership role in a club, student government, athletic team, or other extracurricular or co-curricular activity for a period of 1 week

3rd (and Subsequent) Violation(s) (in the same or any other class):

Consequences listed in First Violation and ONE OR MORE of the following:

- Student receive a zero on the assignment
- Student's letter grade for the grading period may drop one letter grade
- Student may be placed on probation from participation in a club, scholarship group, student government, athletic team, or other extracurricular or co-curricular activity for 2 to 4 weeks
- Student will be assigned administrative discipline per the Virtual Academy Director

*\*Violations are cumulative throughout the school year and irrespective of class. Thus, if a student violates the Academic Integrity Policy in Math class (1st Violation) and then later violates the Academic Integrity Policy in a second class (History), the violation in the History class will be considered the Second Violation according to NCA policy and the student will receive consequences for a Second Violation. Violations do not continue over to the next school year, though the incidents will remain in a student's disciplinary file throughout their career at Northshore Christian Academy.*

## Academic Probation

- Students with one or more "Ds" or "Fs" in one or more classes are placed on Academic Probation and are rendered ineligible for participation in student activities and athletic events until they improve their academic performance in the classes to at least a "C-" level.
- Students are assessed weekly after the first four weeks of each quarter.
- If a student is on academic probation the following people will be notified:
  - Parents and Student
  - Administration
  - Virtual Academy Teacher
- Students consistently failing to meet academic standards will be placed on an Academic or Behavior Plan and/or Academic Support Status. Consistent, diligent work on the part of the student will be required to maintain enrollment at NCA.

## Academic Support

As academic performance is of vital importance to the school community at Northshore Christian Virtual Academy, students who receive two or more grades of "D" and/or "F" on the most recent report card will be placed on "Academic Support" status. Students in this program will require an initial conference with the Director to develop a plan for academic success. Components of this plan will include:

- A required weekly meeting between the student and teacher for the following quarter, to implement and monitor homework, classwork, and behavioral, social or emotional goals/strategies agreed to within the initial conference, with the primary objective of helping the student become more successful in their studies at NCA.
- Thrive tutoring may be required. Outside tutoring may also be recommended.

- A parent meeting with the student, Director, and teacher six weeks into each quarter the student is involved in the Academic Support program will be scheduled to monitor progress towards the goals set forth during the initial conference. Students who are still on Academic Support after two consecutive quarters will be assessed again by the multidisciplinary team. Subsequent academic, behavioral, and emotional supports may be added at this time.
- Failure to meet academic standards after two consecutive quarters may lead to a review of the student's enrollment status.

### Extra Credit Policy

Extra credit may be given for optional work assigned to the entire class (not for individual student(s)). It will not be given solely for the purpose for raising an individual's grade. If it is made available, it may be only offered to the entire class.

### Coursework

Coursework varies depending upon the needs of each student. Virtual Academy students have the flexibility to complete coursework at their own pace. All coursework has due dates given by the instructor.

**Coursework Expectations:** Time Required  
(as needed to ensure all assignments are completed)

3rd - 5th Grade	4-5 hours daily minimum
6th - 8th Grade	5-6 hours daily minimum

### Academic Coursework: Make-Up/Late Work

With the flexibility of online learning, students are required to complete work, log in, and engage with coursework during absences including make up work for all absences, whether pre-planned or because of illness. Students with long-term absences due to extreme circumstances (i.e., severe illness/hospitalization) may develop a timeline with the teacher for turning in late work. Missing assignments and incomplete work can have a dramatic effect on a student's final grade. It is important that all assignments are caught up so students can complete the grade level work and learning before mid-June.

- If students are unable to log in and engage with their virtual learning due to extreme circumstances, students are given **two days**, per one day of an excused absence, to make up late work and tests. There is a maximum of eight calendar days to make up absent work for the absence period.
- Students with long-term absences due to extreme circumstances (i.e. severe illness/hospitalization) may develop a timeline with the teacher for turning in late work.
- If a student has a late assignment, after using all their make up days for excused absences, the assignment may receive zero credit.
- Students are not given credit for unexcused absences but are expected to complete the work in order to achieve their highest academic potential.
- The two-day extension for absences is granted for the work assigned on the day a student is absent. Work assigned the day before they were absent should be turned in when they return to school and will not be marked late.

### Achievement Tests

All students in Grades 3-8 are screened using various assessment tools. Assessment platforms include *Ignitia* Assessment and MAP (Measurement of Academic Progress). Results give us a general picture of student academic growth. Achievement test results are only one assessment tool used at NCA. Using various assessment

tools, we are able to see the strengths and weaknesses of the students and NCA's overall academic program. Formative and summative assessment tools are used throughout the year to guide student learning and instruction.

## Report Cards

Report cards and mid-quarter progress reports measure the academic and behavioral progress of the student. Report cards are issued at the end of each eight to nine week quarter. At the end of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters, 3rd-8<sup>th</sup> grade report cards are emailed home. Letter grades are used in grades 3-8.

Quarterly and final report cards may be withheld until all outstanding tuition is paid. Students may not register for the following year until all tuition and fee payments are current.

Attendance generally is not taken into account when figuring academic progress grades except as indicated in the School's Attendance Policies. However, poor attendance results in loss of instructional time and may have a detrimental effect on a student's academic progress.

## Conferences

Parent-teacher conferences are scheduled for all students at the end of the first quarter and February. These days have been reserved for parents. Students in Grades 5-8 participate in student-led conferences. If additional conferences are necessary, they may be scheduled between the teacher(s) and the parent(s). Parents who wish to conference with either a teacher or the Virtual Academy Director, need to make appointments **at least a day ahead of time**. We want to give our undivided attention to such conferences. A teacher can request conferences at any time.

## Promotion

The standard of academic achievement generally required for promotion in Grades 4-8 is at least a "C-" average in each of the following subjects: Bible, English, Mathematics, Computers, Music, P.E., Reading Science, Social Studies, and Spelling. Any student who fails to meet this standard in more than two subjects may not be promoted. Attendance standards are also considered in the promotion of a student (see attendance policies). In order for an eighth-grade student to participate in graduation activities, they must meet the School's minimum standards for promotion prior to the day of graduation.

## Retention

Students will not be promoted to the next grade when they have failed to meet minimum standards for promotion. The student's best interest regarding whether or not to proceed to the next grade is the assessment of the parents, teacher, and the Director. It is important for parents to make sure that they carefully review mid-term reports and report cards.

## Student Records

Northshore Christian Academy keeps individual records for each student. These records include registration information, academics, standardized exam results, individualized academic or behavioral testing/service records, and health and discipline records. Active files will be maintained for students that are currently enrolled. Once a student transfers to another school, the student file is sent to the new school upon request. Copies are kept in our archives. **Official transcripts will not be released if there is an outstanding balance on the tuition account.** Parents are allowed access to their son/daughter's records only with prior arrangements through the school office. Once permission is granted, a parent may review their child's file under the supervision of office personnel. However, items cannot be removed from student files unless written permission is given by the Superintendent and the removal is documented in the file.

# Schedules

## 2021-22 Middle Bell Schedule

Time	08 Mon/Tue/Wed/ Thurs	07 Mon/Tue/Wed /Thurs	06 Mon/Tue/Wed/ Thurs	Fri day ( $\frac{1}{2}$ )
1st period 8:30-9:20	Homeroom	Homeroom	Homeroom	
6 <sup>th</sup> grade 2nd Period & 7/8th Electives 9:25-10:15	<b><u>M-TH Electives</u></b> Advanced Choir Advanced Band Advanced Orchestra  <b><u>M-W Electives</u></b> Drama	<b><u>M-TH Electives</u></b> Advanced Choir Advanced Band Advanced Orchestra  <b><u>T/TH Electives</u></b> Med. Detectives/ Speech and Debate Drama	Core Classes	
10:20-11:10 3rd Period	Core Classes	Core Classes	Core Classes	
<b>11:10-11:50</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	
4th Period 11:50-12:40	Core Classes	Core Classes	<b><u>M/W Fine Arts Electives</u></b> Intermediate Band Intermediate Choir Intermediate Orchestra Art	
5th Period 12:45-1:35	Core Classes	Core Classes	Core Classes	
6th Period 1:40-2:30	Core Classes	Core Classes	Core Classes	
7th Period Electives 2:35-3:25	<b><u>Mon/Wed Electives</u></b> Computer Coding/ Web Design Art Yearbook/Journalism	<b><u>Tues/Thurs Electives</u></b> Computer Coding/ Web Design Art Drama	<b><u>M/W Semester Electives</u></b> Drama Google Suite Project Lead the Way Speech & Debate Ukulele	

## **At Home Schedule**

*\*\*This is a sample schedule. Your student's teacher may have their morning and afternoon meeting scheduled at different times. Some students may need more or less time in a course than suggested here. 5th-8th grade students may be participating in on-campus electives. Please adjust accordingly.*

### **Sample: Daily Schedule**

#### **8:30 Morning Meeting**

9:00 Language Arts

9:45 Math

10:30 Break

10:45 Bible

11:30 History

12:15 Lunch Break

#### **12:45 Afternoon Meeting**

1:15 Science

2:00 PE/Recess Break

2:30 Finish any remaining assignments for the day

2:40 Art/Music/Reading time

**3:30 Conclude work for the day**

# Attendance

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NCA is a private school and meets the hourly instructional mandate; therefore, regular attendance is necessary if high standards of achievement are to be met. Attendance in the schools of the State of Washington is compulsory. In NCA's Virtual Academy, attendance is based on student activity on the online platform and attendance at required teacher meetings.

## Absence

When notifying NCA of your child's absence or early release, email NCVA Attendance at [ncvaattendance@nca.school](mailto:ncvaattendance@nca.school). This will notify all your child's teachers and enter this information into RenWeb.

## Extended Absences

- Students are encouraged to stay actively engaged in their online learning during extended absences. Students should take no more than five consecutive, excused absences during a school year for family activities.
- Students who are gone for more than five days suffer without interaction with their teacher and the online platform which could affect their grades negatively.
- Families who wish authorization for absences five or more days should fill out the Request Absences online form available in RenWeb and submit it to the Virtual Academy Director. To make communication more effective, efforts should be made to submit the form two weeks before the expected absence.

## Morning Meetings

- Morning meeting attendance is required for all students and is a part of their participation grade.
- Attendance is taken during each morning meeting and recorded in RenWeb.
- Students need to follow the Zoom classroom online etiquette required by teachers.
- With roll call, students respond "Ready" or "Not Ready" based on whether they have followed the Zoom classroom online requirements and have cameras/audio ready by the time the meeting starts.
- If a student does not meet the Zoom requirements and expectations, it is an automatic "Not Ready."
- 5th-8th grade students will receive 2 (two) technical difficulty waivers per semester. This is for the student who is having technical difficulties when trying to attend the meeting. In order to use the waiver, students need to email their teacher at the start of the meeting and ask to use their technical difficulty waiver. Once both waivers are used for the semester, students will receive a "Not Ready."

## On-Campus: Arrival

Students will report to their on-campus elective by checking in at the Front Lobby 10 minutes prior to heading to their class. Parents will provide transportation to and from school. No childcare will be provided.

## On-Campus: Dismissal

2nd Period/4th Period Electives: If students are enrolled in a 2nd and 4th period elective, students will go to the lobby and sign out. No childcare will be provided, so parents must pick up their student promptly from the lobby. Any students that are not picked up within the ten minutes after the 2nd and 4th elective will be assessed a late fee that will be added to their tuition.

7th period electives: If students are enrolled in a 7th period elective, they will go to their grade level pick-up location. Parents will go through the regular dismissal procedures to pick up their student. For students that are enrolled in a 7th period elective, Extended Care is available after school. 7th period elective students not signed up for extended care must be picked up during their grade level dismissal time. Students not picked up within ten minutes after dismissal is complete will be assessed a late fee that will be added to their tuition account.

# Policies of Conduct, Behavior, and Discipline

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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 whether traditional or virtual must understand and support the school wide behavior expectations that cultivate a successful learning environment for all students.

## Conduct and Behavior

NCA seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that should guide the development of Christian character and govern all behavior (1 Corinthians 10:31, 1 Thessalonians 5:11, 1 Thessalonians 4:11, 2 Timothy 2:15).

Instruction in self-discipline is biblical and trains students in processes, procedures, and habits that help them develop a successful academic career and healthy personal life. Character instruction, re-direction, retraining, and correction are components that help students grow in conduct and behavior expectations. All are framed in the foundation of love.

## Behavior Expectations

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated, and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable and for them to learn self-discipline. Enrollment at NCA is a privilege and our expectation is that students will conduct themselves in accordance with Northshore Christian Academy goals and standards. We rely on parents to become partners with the school in the education of their child. Upon enrollment, students and parents agree to abide by the Standards of Conduct.

## Zoom Classroom Conduct

Each Virtual Academy teacher develops rules and classroom procedures specific to their grade level and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the Zoom classroom. Teachers' rules and procedures are included in their course syllabus.

## Student Protocols for Virtual Classes/Meetings

### Before Virtual Learning/Meetings

- Find a quiet workspace that won't disturb others and won't distract you.
- Have enough workspace to write and access materials as needed.
- Check out what is behind you. Your camera will be on so check out what others will be able to see.
- Frame yourself properly in the camera. We should see your face and shoulders squarely in the camera view. Sit eye-level to the lens so that we aren't looking up your nose or staring down at your new haircut. Don't sit too far away from the camera.
- Make sure the lighting works. We want to see you... not your shadowy silhouette.
- Students should not be napping or using another device for non-academic activities (texting, gaming, social media, etc.) during classes or meetings.

- Make sure you're dressed appropriately for live sessions. You don't have to wear your NCA polos, but you should not be in your pajamas. Follow the free dress day protocols in the Student Handbook.
- Keep the comments in the chat respectful and encouraging.
- You are expected to participate.
- No Virtual Backgrounds
- Make sure your name on the Zoom is your first and last name. No Nicknames. This is important for taking attendance.
- Check your Northshore Christian Virtual Email at least twice daily, preferably before each class.

### **During Virtual Learning/Meetings**

- Log in using your NCA issued school email only.
- Use a laptop or tablet (iPad) and not your phone for live sessions.
- Avoid using other devices during live sessions.
- When you enter, mute your mic and turn your camera on.
- Do not share your screen unless specifically told to do so by the teacher.
- Do not share the meeting URL with anyone, ever.
- Wait until a break from the live session to snack or eat.
- Notify your teacher as soon as possible if you experience any technical difficulties.
- Avoid screenshots / taking pictures of / recording any part of the live sessions without permission.

### **Before you leave the Virtual Learning/Meeting**

- Do you know what assignments are due and when?
- Do you know where to find all the resources you need to complete the assignments?
- Do you know when the next class session is?
- Ask clarifying questions so that you fully understand the learning intentions and success criteria for today's lesson. Did you learn what you were supposed to learn? How do you know you learned it?

## **Discipline**

Ephesians 6:4 uses two words to describe God's principles for raising children: Instruction (training, coaching and teaching) and discipline (correction, consequences). These words indicate a need to set goals for the students, teach them the goals, and patiently and persistently direct them towards accomplishing them. The goal of discipline is to train students to obey God as they learn to submit to the discipline of parents and school personnel.

The following goals apply to Northshore Christian Academy's philosophy of discipleship and discipline:

- To lead students to a saving knowledge of Jesus Christ
- To lead students to totally commit themselves to Christ
- To build the Word of God into their lives until it is a natural part of who they are
- To teach students prompt and willing obedience and respect for authority
- To teach students to value and practice self-discipline
- To teach students to accept responsibility
- To teach students to exhibit the fruit of the Spirit in their lives
- To teach students to develop in Godly character and apply these character qualities to everyday living

When an individual (or a group of individuals), violates the standard of the community, it is our responsibility to correct the behavior and work toward the restoration of the community. Any violation of the Northshore

Community standards (either minor or major) indicates a lack of “alignment” in a student’s life. As in a car with alignment issues, a slight adjustment at the right time can make all the difference in arriving at the desired destination. To make these alignments and course corrections, we rely heavily on our partnership with parents, guardians, and family. We see most discipline issues as opportunities to make adjustments in a student’s life so that they stay the course and accomplish their goals.

There are, however, things that so violate the standards of the NCA community, that, for the sake of the community, separation is required. This separation may be temporary, a suspension, or more long-term, an expulsion. In all disciplinary decisions we seek to balance the needs and rights of the individual with those of the community. In order to best serve the NCA Community, the administration is granted great leeway in how discipline is administered within the confines of the law and the Northshore Christian Academy philosophy.

It should also be noted that the frequency and severity of offenses will be taken into consideration. Therefore, it is possible that a student’s 1st violation may result in suspension, expulsion, or involvement of law enforcement. Likewise, in cases of “exceptional misconduct” or severe misbehavior, the steps of progressive discipline may not apply. Though not an exhaustive list, the following examples of misconduct would be considered exceptional:

1. Assault or intentional behavior threatening or causing bodily harm
2. False fire alarm
3. Malicious, sexual, or racial harassment and/or assault
4. Possession and/or use of a dangerous (or look-a-like) weapon
5. Possession, distribution, and/or use of any prohibited substance
6. Possession or use of any incendiary device
7. Extortion, forgery, theft, gambling, and vandalism including graffiti

### **Off-Campus Behavior**

Students at Northshore represent the school not only while on campus, but off campus as well. Behavior that occurs off campus during non-school hours, including online behavior, is still subject to discipline by NCA administration.

### **“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.

### **Consequence**

NCA wishes to train young people to follow Christ. Our love for our students never falters, but the love does not eliminate consequences for misbehavior. Parents will be notified by a Discipline Referral Form, email, or phone call.

Below you will find samples of consequences for the violation of school rules and/or guidelines. This list is not intended to be all-inclusive, but is provided as a guide. The school administration reserves the right to modify these consequences as it determines each situation warrants.

### 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/Virtual Academy Director, Teacher/Teacher, Teacher/Lead Teacher or any combination of the above mentioned.
- **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.
- **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 or violates discipline code, 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 or 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.

#### Possible Administrative Level Interventions:

- **Student Conference-** Often, the first step in the NCA discipline process is a conference with a student. Often informal, administrative staff will discuss the situation with the student, discuss possible consequences for continued behavior, attempt to determine causes of unwanted behavior, and explore healthy, wise alternatives to the unwanted behavior.
- **Zoom Detentions-** Students may be issued a Zoom detention by the administration. Detention supersedes ALL OTHER SCHOOL ACTIVITIES. Any potential conflicts e.g. medical appointments, work, etc. must be worked out by the student and family to serve detention on the Wednesday following the receipt of the detention. Detention will be 3pm to 4pm via Zoom. Students late to the Zoom detention will not be allowed to serve their detention that day.
- **Suspension** is the removal of a student from ongoing instruction. An administrator may suspend a student for up to 10 days. A conference must be held with an administrator before a student may be readmitted to school. A suspension becomes part of a student's discipline file.
  - Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school whether the class meets that day or not.
  - During out-of-school suspension, students may not come to school, may not attend, and may not participate in any school-related activities.
  - Students will be required to complete an out of school behavior assignment.
- **Administrative Behavior Contracts-** The purpose of an Administrative Behavior Contract is to provide a student who has violated the standards of the school community with a more structured and monitored behavioral experience for a season until full restoration to the school community can be achieved. An Administrative Behavior Contract formally defines the expected behavior of a student across campus, in all classes, and includes "free time" such as breaks and lunch and sometimes may include off-campus behavior. Generally, the term of an Administrative Behavior Contract will be anywhere from four weeks to one semester but may be enforced for a longer period of time as well.
- **Law Enforcement Intervention-** NCA will involve Law Enforcement as necessary when it is perceived a law may have been violated.

## NCA Technology and Digital Citizenship Policies and Regulations

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Northshore Christian Academy commits to providing learning opportunities through technology, it is critical that parents and students are familiar with the responsibilities of being digitally connected citizens. Parents must be aware of the impacts of student participation in the digital world so that they can recognize “teachable moments” that arise as students explore, learn, and create in an online environment. Students must become aware of the benefits and risks that are associated with digital interactions and that ultimately they themselves must be able to make responsible choices and decisions as they navigate and interact within the digital world. NCA students are expected to become responsible digital citizens in a 21st Century learning environment.

### Guiding Principle:

Students have an active role and responsibility to ensure they are engaging in the appropriate use of technology (digital citizenship) within our school community, to ensure they are:

- Engaging in quality learning and
- Considerate of the physical and mental well-being of each student.

### Definitions:

- **Digital Citizen-** a digital citizen is an individual who interacts with other individuals using digital tools and resources, such as computers of varying types and the internet, as a means to connect to other people and interact with them using a variety of means such as email, blogs, websites, and various social media. The digital citizen is aware of and practices proper behaviors and socially accepted conventions in these online interactions. A digital citizen is a person who has developed the skills and habits that promote positive interactions with others in the digital world.
- **Technology-** means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

### General Policies:

- The purpose of a NCA user account is to access the NCA network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and to solve problems.
- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- NCA user accounts are owned by Northshore Christian Academy; consequently, they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by NCA staff at any time without prior notice and without the permission of any user. NCA reserves the right to monitor all accounts in order to maintain system integrity and to ensure responsible use.
- Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through the NCA computer network. These are subject to review by NCA at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

- A content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by NCA. NCA is not responsible for the content accessed by users who connect via their own data service (cellphones, air-cards, etc.).
- **Internet-** Only the internet provided by the school may be accessed while on campus. Personal internet connective devices, such as but not limited to cell phones / cell network adapters, are not permitted to be used to access outside internet sources at any time.
- **Security and Damages-** Responsibility to keep the device secure rests with the individual owner. Northshore Christian Academy, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.
- **Google Apps and Other Third Party Accounts-** In accordance with our school mission, goals and our vision for technology our students may require accounts in third party systems. Many of these accounts will be used at school for school related projects but may also be accessed outside of school with their parents' permission. The use of these accounts will help our students to master effective and proper online communications as required in Technology Applications Standards.
- **Government Laws-**Technology is to be utilized in conformity with laws of the United States and the State of Washington. Violations include, but are not limited to, the following:
  - Criminal Acts – These include, but are not limited to: unauthorized tampering, cyber-stalking, vandalism, harassing email, child pornography, and cyber-bullying.
  - Libel Laws - You may not publicly defame people through published material.
  - Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

### **Student Digital Citizenship Agreements:**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her tablet, laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians must adhere to the Digital Citizenship agreement, Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety. Additionally, technology:

- Must be in silent mode while on school campuses.
- May not be used to cheat on assignments or tests.
- May only be used to access files on computer or internet sites which are relevant to the classroom curriculum.

### **Consequences: Remedial and Disciplinary Action:**

Individuals who do not comply with this Policy will be subject to appropriate consequences consistent with the school Code of Conduct and behavior intervention policy. Consequences *may* include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

- limitations being placed on access privileges to technology resources
- suspension of access privileges to technology resources
- revocation of access privileges to technology resources
- appropriate disciplinary measures

- legal action and prosecution by the relevant authorities

## **Personal Technology Devices**

Students may not use their personal devices in a manner that poses a threat to academic integrity, disrupts the educational learning environment, harasses, bullies, or threatens other students or contradicts the biblical standards outlined in Scripture. Students may not send, share, view or possess pictures, text messages, e-mails, or other material of a sexually explicit nature on a cell phone or other electronic device, while the student is on or off school grounds.

## **Student Dignity Policies**

### **Harassment**

Northshore Christian Academy is committed to maintaining an educational community in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Sexual harassment between any persons, including students, employees, parents or campus visitors, on or off campus, via social media, electronically, digitally or at any NCA sponsored event is prohibited. Violators of this policy will be subject to discipline, up to and including termination or expulsion. Inappropriate conduct is unacceptable whether intentional or unintentional. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, staff or counselor. Each report will be given serious consideration and investigated appropriately. Verbal harassment includes offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic verbal comments of a sexual or racist nature. Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures. Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement. In Washington, it is a crime to possess, produce or distribute "obscene matter" depicting persons younger than 18 years old. This would be a violation of PC 311, the state's pornography law. Any student possessing, producing, or distributing any obscene matter, including but not limited to nude pictures of a minor, may face criminal charges and / or expulsion from Northshore Christian Academy.

### **Bullying**

Northshore Christian Academy uses the following definition: Repeated actions or threats of action directed toward a person by one or more people who have (or are perceived to have) more power or status than their target in order to cause fear, distress or harm. Bullying can be physical, verbal, psychological or any combination of these three. Bullying behaviors can include name-calling, obscene gesturing, malicious teasing, rumors, slander, social exclusion, damaging a person's belongings, threats and physical violence. Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter by the online reporting form. All complaints will be immediately investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate civil authorities as the circumstances warrant. Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to further disciplinary action.

**Hazing and Initiation**

No student or other person in attendance at any event or activity associated with Northshore Christian Academy shall conspire to engage in hazing or participate in hazing of any fellow student or person attending or associated with the school. Hazing and initiation includes any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing and initiation does not include customary athletic events or similar contests or competitions approved by the school administration. Any infraction will result in consequences that will be appropriate and consistent with school policy as determined by the administration. Any student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to disciplinary action.

## Dress and Appearance

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Appropriate dress for Virtual Academy should be conducive to a positive, productive learning atmosphere. We expect clothing to be attractive, neat, modest, and without extremes. Parental involvement is extremely important, and parents must carefully monitor what their children wear. When attending an on-campus elective, students must abide by the NCA dress code. For more information regarding dress code requirements, see below.

### Dress Code Zoom Online Classroom (At Home Learning)

School appropriate dress is required during video conference participation at all times. Wear clothes that reflect Northshore Christian Academy's standards for free dress code

### NCA Uniforms (On Campus Electives/Activities)

#### Girls Uniform Dress Codes

Chapel Uniform: Chapel uniforms must be worn on chapel day. May also be worn as everyday choice.

- Blue, red, or white polo shirt. Optional Shirt from approved vendors. White solid cami must be worn under chapel shirts. Optional scarves for 8th grade girls only.
- Optional NCA cardigan, or vest with NCA initials. (Colors: navy blue or red) (only from Dennis Uniform or Tommy Hilfiger)
- Tan-khaki or navy blue pants (no shorts). Pants and shirts must be ironed.
- Skirts are optional and must be purchased from approved vendors: Tommy Hilfiger or Dennis Uniform.
- All NCA approved sweatshirts may be worn in chapel.

PE Uniform: All PE Uniforms are available for purchase through Creative Logo Solutions

- PE t-shirts with NCA logo
- Sweatpants, warm-up pants, or athletic shorts. (All pants/shorts may have thin, white, vertical stripes on left/right side of pants. No letters or numbers on pants. 1-inch manufacturer's name/emblem OK). (Color: Navy Blue)
- Optional sweatshirt with NCA logo. \*If name is put on the back, it must only be the student's legal name
- Athletic shoes and socks must be worn on PE days.
- Regular everyday uniform attire may also be worn on PE days. Athletic shoes and socks are required.
- Official NCA athletics/activities sweatpants or t-shirt may be worn on PE days only. (NO Yoga Pants)

Everyday Uniform Choices:

- Pants, skirts, capris, or hemmed walking shorts (Colors: tan/khaki or navy blue)
- Solid white collared dress blouse
- Polo shirt or turtleneck (Colors: navy blue, red, or white)
- NCA cardigan/vest with NCA initials (Colors: navy blue or red)
- PE sweatshirt with NCA logo (only available from Creative Logo Solutions).

Dress Up Days: K-5 and Middle School students have their own dress up days. They may not coincide with each other.

Free Dress Day: Second Friday of each month. Jeans without holes are permissible. NO YOGA PANTS

Walk-a-Thon Shirt Day: Every Friday of each month. WAT shirt must be worn as your top shirt and must be from the most recent WAT. Jeans only or NCA approved uniform pants only on WAT shirt day. WAT shirts must not be covered. No yoga pants.

Activity shirts: dates are posted on school board.

Please see Uniform Handbook for further details.

## **Boys Uniform Dress Code**

Chapel Uniform: Chapel Uniform must be worn on chapel day. May also be worn as everyday choice.

- Blue, red, or white polo shirt. Optional Shirt from approved vendors. T-shirts worn under chapel shirts must be white with no logos, pictures, or words. Optional ties for 8th grade boys only with white dress shirt.
- Optional NCA cardigan, or vest with NCA initials. (Colors: navy blue or red) (only from Dennis Uniform or Tommy Hilfiger)
- Tan-khaki or navy blue pants (no shorts). Pants and shirts must be ironed.
- All NCA approved sweatshirts may be worn in chapel.

PE Uniform: All PE Uniforms are available for purchase through Creative Logo Solutions

- PE t-shirts with NCA logo
- Sweatpants, warm-up pants, or athletic shorts. (All pants/shorts may have thin, white, vertical stripes on left/right side of pants. No letters or numbers on pants. 1-inch manufacturer's name/emblem OK). (Color: Navy Blue)
- Optional sweatshirt with NCA logo. \*If name is put on the back, it must only be the student's legal name
- Athletic shoes and socks must be worn on PE days.
- Regular everyday uniform attire may also be worn on PE days. Athletic shoes and socks are required.
- Official NCA athletics/activities sweatpants or t-shirt may be worn on PE days only. (NO Yoga Pants)

Everyday Uniform Choices:

- Pants or hemmed walking shorts (Colors: tan/khaki or navy blue)
- Polo shirt (Colors: navy blue, red, or white)
- NCA cardigan/vest with NCA initials or NCA Fleece front zipper vest with NCA logo (Colors: navy blue or red)
- PE sweatshirt with NCA logo (only available from Creative Logo Solutions).

Dress Up Days: K-5 and Middle School students have their own dress up days. They may not coincide with each other.

Free Dress Day: Second Friday of each month. Jeans without holes are permissible. **NO YOGA PANTS**

Walk-a-Thon Shirt Day: Every Friday of each month. WAT shirt must be worn as your top shirt and must be from the most recent WAT. Jeans only or NCA approved uniform pants only on WAT shirt day. WAT shirts must not be covered. No yoga pants.

Activity shirts: dates are posted on school board.

Please see Uniform Handbook for further details.

## Events and Programs

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- **Virtual Academy Meet & Greet-** This social event takes place on-campus the Thursday before the first day of school. This is a time for parents and students to meet their teachers and the Virtual Academy staff in-person before the school year starts.
- **Virtual Academy Orientation-** Orientation takes place on the first day of school. Parents will attend the morning orientation session led by the Virtual Academy Director. Students will attend an afternoon orientation session with their teacher. No homework will be due in *Ignitia*.
- **Bible Classes-** The study of the Bible is a vital element of the life of a Christian; therefore, *the Bible is the core component to teaching every truth and is the avenue to gaining wisdom and understanding in all other Academy facets*. Bible classes are key to training a student in the way he/she should go and are required courses at NCA.
- **NCA Chapel-** A regular part of the schedule is the weekly chapel program. It is an integral part of fulfilling our mission. Students in all grades are required to attend chapel. Virtual families are welcomed on campus to attend chapel on Wednesdays. A space will be available for Virtual families in the auditorium. A live stream will also be available for students unable to come to campus. The chapel program generally consists of prayer, worship, and a speaker. The speakers range from pastors and teachers to parents, missionaries, and youth leaders.
- **Student Service Projects-** Each year the student body participates in community wide and world-wide service projects. Through the yearly service projects and outreach opportunities, students learn that they can make a significant impact in the world.
- **Social and Emotional Educational Program-** A developmentally appropriate training program, teaching social and emotional skills within a biblical perspective, is covered in each grade level on a monthly basis. Conflict resolution skills, bully prevention education, friendship skills, safety training, and developing a healthy self-confidence are all taught by our counselors and teachers.
- **Auction-** The annual auction is our school's primary fundraiser. Everyone's support is needed to make this event a success.
- **Speech Meet-** Students each year select and memorize a speech that is presented to their teacher. Students are able to determine if they would like to participate in front of a panel of judges. If selected, they will present in their grade-level chapel.
- **Math Olympics-** Teachers will be given materials to assess their students in math to see which ones qualify for the Math Olympics. Qualifying students will compete against other math qualifiers from various ACSI schools.
- **Fall and Spring Concerts-** 5th-8th grade students who have chosen their electives in Choir, Band or Orchestra, have the opportunity to perform in our Fall and Spring concerts. Check the calendars for upcoming dates.
- **Walk-a-thon-** Students participate each year in our Walk-a-thon tradition which successfully raises funds for this school year's special projects. Walk-a-thon is held normally the last week of June.
- **School Pictures-** School Pictures are taken by Dorian Studio on-campus during the Virtual Academy Meet & Greet. A later date will be available for picture retakes. If you are out-of-state or unable to attend either picture day, please reach out to the Virtual Academy administration for more options.
- **Field Trips-** Students have the opportunity to participate in grade level field trips that are hosted by the traditional academy.
- **Lion's Club Enrichment Classes and Music Lessons-** Lion's Club Enrichment program offers after school enrichment classes (such as chess, foreign language, sports & fitness, art, STEM, and more) and music lessons for an additional fee during the school year and summer. For more information, please visit the school's website: <https://nca.school/schools/nsae/>.

- **3<sup>rd</sup> & 4<sup>th</sup> Enrichment Opportunities for Virtual Students-** Virtual 3<sup>rd</sup>-4<sup>th</sup> grade will be given vouchers for Lion's Club Enrichment classes in lieu of electives or specialist classes.
- **5<sup>th</sup> Grade & Middle School Electives-** 5<sup>th</sup>-8<sup>th</sup> grade students may take one on-campus elective per semester. For a Virtual Academy 5<sup>th</sup>-8<sup>th</sup> grade elective form, please contact the Virtual Academy Administrative Assistant.
- **Robotics & Jr. Robotics-** Northshore Christian Academy has a thriving robotics program: 3 award winning middle school Robotics teams and 3 Junior Robotics teams. Our teams compete via the First Lego League and Jr. First Lego League. Each team has two coaches guiding the students through the process of Core Values development as a team, project selection and presentation, and designing, building and programming an EV3 robot. Students work with professionals in the field of study for that year to learn more about current solutions. Teams also give back to the community in various ways. Students in grades second through fourth can apply to participate in Junior Robotics. Our teams meet once a week after school to work on core values, projects, and programming.
- **Sports Teams and Intramural Sports**
- **Zero Hour Music Groups-** In order to participate, students need to complete an audition and any prerequisites required. Please contact the director of the music group for more information.
- **Middle School Retreats-** Middle school students will participate in a fall retreat for the purpose of relationship building with their teachers and each other.
- **Middle School Concerts-** Grades 6-8 performing (Nov./May etc.)
- **Middle School Musical-** Every year middle school students perform a fabulous musical. In past years they have performed junior versions of Broadway Musicals, such as *The Music Man*, *The Sound of Music*, *Annie*, *Seussical*, *Fiddler on the Roof*, *Alice in Wonderland*, *Aladdin*, *Beauty and the Beast*, and *Lion King*. Auditions will be held in November. Most practices will be after school.
- **Middle School Spring Social-** This event is meant to be just for the students and chaperones. A committee of teachers and parents helps chaperone the event.
- **8<sup>th</sup> Grade Commissioning Breakfast-** Words of encouragement from former students and a guest speaker will follow a continental breakfast provided by NCA. A prayer of dedication and commitment will conclude the event and the year for 8<sup>th</sup> graders.
- **8<sup>th</sup> Grade Graduation-** Rehearsal will follow immediately after the Commissioning Breakfast. Eighth Grade graduation occurs in the evening in the auditorium. Eighth grade teachers participate in the ceremony.

If your student would like to participate in any on-campus activities not listed here, please contact the Virtual Academy Assistant for more information.

## **Thrive Tutoring Program**

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

### Specialized Tutoring (Fee-Based)

- Offers general academic tutoring and homework support by trained educators.
- Provides one-on-one 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.

### Lion's Club Enrichment Program (Fee-Based)

- Provides a wide variety of educational after school enrichment classes for students.
- Offers music lessons taught by trained musicians as well as enrichment tutoring on a case by case basis.

## **Athletics**

- Sixth through Eighth grade will play in the Cascade league of the Washington Interscholastic Athletic Association. Tryouts may be necessary. Our students will compete against seventh and eighth graders from other schools, Christian and public. Sizes of teams may be limited.
- Boys' and Girls' Cross-Country (September - October)
- Girls' Volleyball (September - October)
- Boys' Soccer (September - October)
- Girls' Soccer (October - mid December)
- Boys' Basketball (October - mid December)
- Girls' Basketball (February - late March)
- Boys' and Girls' Track (April - late May/early June) No team size limit

All transportation is provided by parents and/or the school shuttle. Team parents will help arrange carpools when possible.

Student athletes must have a sports physical to be eligible to participate in any NCA sport. The sports physical is valid for two years. The sports physical form is available on the website.

Field and court sports usually have competitions during the week.

## **Athletic Uniforms**

NCA Athletic Uniforms may be worn on Game Days. If games fall on a chapel day students may change after chapel into their game uniforms.

### Soccer

- Regular uniform attire, jersey and shorts (no more than three inches above mid-knee)
- NCA Soccer T-shirt, sweatshirt and sweatpants

### Volleyball

- School color warm-up pants and sweatshirt
- NCA Volleyball shirt, not uniform jersey or shorts, sweatpants

### Basketball

- Jersey with white t-shirt underneath, uniform shorts (3" maximum length above mid-knee)
- Shooting shirt with NCA Athletic Department logo, NCA athletic wear sweatpants

### Track

- School color warm-up pants and sweatshirt as well as shorts if they meet the length criteria
- NCA Track t-shirt, NCA athletic wear including sweatpants, sweatshirts
- A running jersey may only be worn if a t-shirt is worn underneath

# General Information

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For more information regarding the Admissions, Fundraising & Gifting, Parent-Teacher Fellowship, Volunteering, Campus Expectations, Notice Regarding Rights of Parents, etc., please consult the NCA Handbook.

## Emergency Plans and School Security

### 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 (Due to COVID restrictions - no visitors on campus unless premade specific appointment.)

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 Superintendent, Directors, or the Safety Coordinator.

### Child Abuse Reporting Policies

Suspected child abuse must be reported to a Director or the Superintendent. 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 and Safety

Please refer to the Family Handbook for complete details regarding Northshore Christian Academy's health and safety policies. The following are specific to middle school students.

- Middle school students with diagnosed medical conditions requiring an Emergency Medical Plan such as, but not limited to, asthma, food allergy, or diabetes along with an authorization for medication signed by the student's parents and health care provider will be responsible for the storage and transportation of their medications. The authorization form must indicate that the student is allowed to carry the medication and the student will also sign a contract of responsibility which will be kept in the health room along with a copy in the student's permanent file. Medications should be kept in a locked locker when not being transported to lunch, recess, or PE. All medications will be examined by the school nurse, and paperwork will be distributed to necessary staff.
- If a middle school student will need occasional medication such as pain relievers, antacids, or prescription medications, these will be kept locked in the health room and available to the student when needed. Authorization forms will need to be signed by the student's health care provider as well as the parents. The middle school student needing medication during school hours will obtain a health pass from a teacher before visiting the health room. In the case of a daily prescribed medication arrangements can be made with the teacher and health room staff.
- First aid supplies will be available in the middle school building for minor injuries. In the case of a more serious injury or illness requiring evaluation by health room staff the middle school student should be sent to the health room with another student or available adult.

## Transfers and Withdrawals

### Transfer Procedures

If parents wish to transfer to the in-person, traditional academy the following steps need to be successfully achieved:

- Parents must submit written notice to the Virtual Academy Director and/or Administrative Assistant.
- The student must be in good standing with their coursework. This includes being on track with the correct pacing, grades, and mastery of subject matters.
- Grades and absence work will be considered and may impact the timing of the transition to the in-school program.
- An open seat in the classrooms must be available.
- Transfer to and from each school will follow the schedule such as end of the quarter timing.
- When limited spots are available, transfer requests are collected at the start of each quarter.
- No transfers will be admitted after the 3rd quarter has begun.

### Withdrawal Procedures

Families are responsible for an entire quarter's tuition if their child is enrolled in the NCA Virtual Academy for any portion of the quarter. In order to not be charged for the following quarter, written notice of withdrawal must be submitted to the registrar at least 14 calendar days prior to the end of the quarter. Failure to provide this notice may result in the family being charged the full amount of tuition for the following quarter.

- The student's books **must** be returned to the Administrative Assistant within a week of the student's last day of class. Failure to do so may result in the family being charged for the cost to replace the books, including taxes and shipping.
- The withdrawal paperwork will be prepared by the registrar. The parent must go to the Business Office to pay any tuition and/or outstanding charges or fees prior to the student's last day of classes.
- After payment of tuition and outstanding charges (such as library fines, sports fees, extended care, textbook charges, etc.), the student's report card will be released to the parent or a requesting school. If the report card

is in progress or is not available at that time, the school office will notify the parent when grades are available. In the event that an outstanding balance is due for tuition or any other amount at the time of a student's withdrawal, the School may withhold the student's official transcript until the balance is paid in full.

## **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 Superintendent 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.

### **Application Fee**

The Application Fee is non-refundable. This fee is for **new Pre-K-8<sup>th</sup>** students and covers the initial processing expenses, entrance testing (if necessary) and may reserve placement for the student either in the class or in the waiting pool.

### **Yearly Enrollment Fee**

The yearly enrollment fee is non-refundable. This fee is charged to **all** students for administrative and new school-year preparation costs.

### **Virtual Academy Tuition Schedule**

Monthly payments begin on September 1<sup>st</sup>. Upon the full completion of the program, the final two months of tuition will be credited to the student account. This results in a 20% discount from the original tuition only if the student completes the virtual program.

## **Tuition**

School expenses are paid for by tuition. As a private school, NCA does not accept government funds and relies on tuition funds for school operations. Tuition provides, among other things, salaries, facilities, utilities, teaching supplies, etc. Tuition payment plans are offered for family conveniences.

### **Tuition Payment Options**

As a convenience to our Academy and ELC families, Northshore accepts Visa, MasterCard, Discover, and American Express payments for tuition and fees. All non-Visa debit/credit card payments can be made through the FACTS portal. Contact Mr. Troy Howard (phone 425-322-2330 or email [thoward@nca.school](mailto:thoward@nca.school)) in the business office to arrange for Visa debit/credit card payments or in-person card payments. **A convenience fee will be added to all debit and credit card payments.**

**A convenience fee equal to 3.75% will be added to all debit and credit card payments.** This is the same rate charged by FACTS SIS for debit and credit card payments made online through your Family Portal account.

All families have the option of paying their tuition by ACH at no additional cost. See Mr. Troy Howard in the Registrar's Office for more information about ACH payments and other payment methods available to our academy and ELC families.

**Tuition payments are due on the 1<sup>st</sup> of each month.** Tuition payments may be mailed to the Academy or dropped off in the box marked "Tuition" at the front desk or in the lunchroom. Payments which are hand-delivered to the School must be in envelopes marked "TUITION". Payments mailed to NCA are to be marked "NCA-WA" above the address line. To ensure accuracy, please indicate a student's name or Family ID number on tuition

checks. NCA personnel are not responsible for payments not delivered in an envelope or not properly labeled. All questions concerning finances should be directed to the Business Department at (425) 322-2330. Please do not allow your children to deliver tuition payments.

### **Delinquent Tuition and Penalties**

- Payments received by the Business Office after the first of the month will accrue a late penalty of \$35.00.
- A \$35.00 fee will be assessed on all checks returned from the bank.
- 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 register for the following year if the family has an outstanding balance on their account. Unpaid accounts may be sent to collection and a \$250.00 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 Policy for Withdrawal and Refunds**

The Tuition contract is a commitment per each school quarter. Attendance during any portion of a quarter requires payment in full through the end of the quarter. There is no tuition reduction or refund for holidays, vacations, illnesses, emergencies, absences or weather-related school delays or closures. **Families who decide not to attend the fall semester after registering must provide written notification to NCA on or before August 1. Failure to provide this notice may result in the family being billed for the first quarter of the school year.**

### **Change of Child Custody and Payment of Tuition**

NCA is not responsible for applying court ordered financial responsibilities between parents. One parent is responsible for the registration and payment of tuition and fees. 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, yearbooks, athletic teams, Engineer Club, Robotics, special projects, book club orders, beverages, hot lunch, extended care, family socials, book fairs, special assemblies, Auction, Walk-a-thon, Lion's Club Enrichment classes, class parties, and plays.

Outside, independent organizations provide services to our families such as school pictures, school uniforms and catered hot lunch. 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.

# Parent Affirmation

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## Mission Statement

Northshore Christian Academy exists as a partner to provide a superior Christian education, which includes developing spiritual, academic excellence in a Christ-centered environment.

## Goal

NCA's purpose is to provide not only an academic education but also to produce mature, well-adjusted young people. The Academy depends upon and needs parent input and cooperation to achieve its goals. It is essential for the Academy and parents to forge a bond with the common goals to prepare children/students for God's design for their life. Equipping our students for the future; preparing our students spiritually, academically, socially, and emotionally takes teamwork. This goal requires an attitude of mutual communication to make this goal a reality.

To accomplish these goals, a team effort must be in place between parent and school.

We recognize that not every student may benefit from our school, nor may the School benefit from every student. However, when the goals of the family match the goals of the School, it can be a very successful and rewarding experience for both. Therefore, we ask all parents and students to determine whether or not their goals match those of the School before enrolling each year.

Due to the fact that the education of children is a joint commitment between parents and the School, the following is expected from all parents whose children attend NCA. With God's help, each parent (I) commits to the following:

1. I will support the School in prayer.
2. I accept and uphold the Academy's mission statement and Statement of Faith.
3. I will support the current school year's Family Handbook and will reinforce the School's expectations as described in it with my children.
4. I will support the authority and academic and discipline criteria issued by the NCA staff. I understand that disagreement with staff in the areas of academic and discipline issues may happen. However, I will demonstrate respectful cooperation and communication with the staff when discussing issues of my children. I acknowledge that my reaction and attitude should not be a hindrance to the Academy's mission to team with parents in the educational, spiritual, emotional, and physical direction of a child.
5. I will practice the principles found in Matthew 18 as defined in this handbook, resolving any difficulties with School personnel directly. If the conflict is unresolved, I will discuss the matter with the next person in authority. The line of authority is as follows: teacher, Director, Superintendent, school board.
6. I will instruct my children to follow the School and classroom policies and procedures.
7. I will ensure that my children participate fully and respectfully in all aspects of school, including Bible classes, chapels, community outreaches, field trips and other school related functions.
8. I understand that according to "in loco parentis" the staff is acting on my behalf while my children are under the staff supervision.
9. I will support the School in maintaining a high standard of Christian conduct and academic excellence for its students. I acknowledge that enrollment at NCA is a privilege, not a right, and NCA has the right to dismiss students in its sole and absolute discretion.

***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!***

## 2021-22 NCVA 3rd-5th Grade Code of Conduct

I, \_\_\_\_\_, (print name) hereby express my desire to be a member of the NCA Virtual Academy and agree to the following conditions of enrollment:

- I understand the foundation of our school is Jesus Christ. We are here to learn to be His followers and abide in Him. I agree to willingly participate in required activities such as Bible class, chapel, and Bible memory work, and will not openly challenge Christian teaching.
- I will come to each class on time and prepared to learn. I will take all of my work seriously and complete assignments on time to the best of my ability.
  - I recognize that my first priority at school is to learn. I will avoid distractions that interfere with or are counter-intuitive to that mission.
  - I will not be a distraction to others. I will give every other student the opportunity to maximize their potential. I will encourage my fellow students and I will never tear them down.
  - I recognize that regular attendance is necessary for my success. I will be in the assigned place with the appropriate materials, ready to work at the designated time that meeting or class begins.
  - I will be polite and respectful to everyone, including all students, teachers, administrators, support staff, and visitors.
  - I will follow teacher instructions, class rules, and expectations at all times.
- I will guard my actions and attitudes to make sure they are of a scriptural standard, which are consistent with the expectations of a disciple of Christ.
- I will refrain from the following:
  - Intimidating words, phrases, or actions - including anything that could be considered teasing, taunting, bullying, harassment, ostracism, hazing, swearing, or physical aggression
  - Language unbecoming to a Christian - swearing, dirty stories, racial/ethnic slurs or jokes, or using the Lord's name in vain, etc.
  - Acts of dishonesty, such as cheating, lying, forging signatures, and stealing
    - Copying someone's work to submit as one's own (including classwork, homework, or other assignments)
    - Giving or receiving answers or stealing tests, or using a cheat sheet
    - Plagiarizing, i.e., copying other people's material and not attributing it to them
    - Changing answers while grading or writing down answers as the teacher gives them
  - Immoral or illegal activities
  - Taking pictures or video of students during the instructional day or at a school event without permission from them, their parents, and/or a staff member. I also agree that I will not use a personal electronic device during instructional hours without permission of a teacher or administrator.
  - Posting any image or video of any NCA student on YouTube, SnapChat, or any other internet site without the permission of all the students involved and of their parents!
  - Everything above applies to online behavior, 24/7, including social networking sites such as: Facebook, SnapChat, Twitter, Instagram, Pinterest, TikTok, etc. ...
- I understand that if I violate any of these spiritual, behavioral, or academic requirements, I agree to be disciplined according to school standards. Furthermore, if my conduct continues to be contrary to scriptural instructions or school guidelines, I understand I may be asked to withdraw from Northshore Christian Academy.

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Student Signature

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Date

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Parent Signature

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Date

## 2021-22 NCVA Middle School Code of Conduct

I, \_\_\_\_\_, (print name) hereby express my desire to be a member of the NCA Virtual Academy and agree to the following conditions of enrollment:

- I understand the foundation of our school is Jesus Christ. We are here to learn to be His followers and abide in Him. I agree to willingly participate in required activities such as Bible class, chapel, and Bible memory work, and will not openly challenge Christian teaching.
- I will come to each class on time and prepared to learn. I will take all of my work seriously and complete assignments on time to the best of my ability.
- I will guard my actions and attitudes to make sure they are of a scriptural standard, which are consistent with the expectations of a disciple of Christ.
- I will refrain from the following:
  - Encouraging boyfriend/girlfriend relationships between students -- such relationships are not appropriate at this season at this season of life and distract from learning. Such relationships tend to damage otherwise healthy friendships.
  - Intimidating words, phrases, or actions - including anything that could be considered teasing, taunting, bullying, harassment, ostracism, hazing, swearing, or physical aggression
  - Language unbecoming to a Christian - swearing, dirty stories, racial/ethnic slurs or jokes, or using the Lord's name in vain, etc.
  - Acts of dishonesty, such as cheating, lying, forging signatures, and stealing
    - Copying someone's work to submit as one's own (including classwork, homework, or other assignments)
    - Giving or receiving answers or stealing tests, or using a cheat sheet
    - Plagiarizing, i.e., copying other people's material and not attributing it to them
    - Changing answers while grading or writing down answers as the teacher gives them
  - Illegal drugs, alcoholic beverages, tobacco, vaping - possession, sale, or use
  - Immoral or illegal activities - including sexting\*
  - Taking pictures or video of students during the instructional day or at a school event without permission from them, their parents, and/or a staff member. I also agree that I will not use a personal electronic device during instructional hours without permission of a teacher or administrator.
  - Posting any image or video of any NCA student on YouTube, SnapChat, or any other internet site without the permission of all the students involved and of their parents!
  - Everything above applies to online behavior, 24/7, including social networking sites such as: Facebook, SnapChat, Twitter, Instagram, Pinterest, TikTok, etc. ...
- I understand that if I violate any of these spiritual, behavioral, or academic requirements, I agree to be disciplined according to school standards. Furthermore, if my conduct continues to be contrary to scriptural instructions or school guidelines, I understand I may be asked to withdraw from Northshore Christian Academy.

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Student Signature

Date

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Parent Signature

Date

\*NCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of school policy. A violation will result in school discipline, up to and including expulsion, and may result in the notification of law enforcement.

## Acceptable Use Policy (AUP)

NCA provides network and technology resources to enrich the academic experience of students, faculty, and staff. Use of technology comes under the school's values and requires students to accept the ethical responsibilities found in all the other areas of NCA school life. The general rules and principles of NCA still apply as a basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and all fellow users with the proper care and respect.

### **General Guidelines**

- All use must be consistent with one of the school's foundational scriptures, derived from Colossians 1:18, "In all things...Christ pre-eminent." Students are accountable for their behavior online 24/7.
- All users must act responsibly and ethically within the context of Biblical morality, as defined in NCA's sole and absolute discretion.
- Material created, accessed, or stored on the School's network cannot be considered private. The school reserves the right to monitor use of any or all computers and peripheral devices.
- While the school is offering filtered Internet access, no software is foolproof. We cannot be held responsible for the failure of software to filter properly. We are committed, however, to teach safe, responsible use at every level.
- Additional rules may be implemented in particular classes at the discretion of the classroom teacher.
- Laptop computers and iPads are to be treated with extreme care. Students may be held financially responsible for damage to the equipment.
- All NCA AUP guidelines apply to student-owned devices as well.

### **Acceptable uses of the technology resources of NCA include**

- Classroom activities, research activities as they relate to specific classroom assignments, peer-reviewed of assigned work.
- Access to sources outside NCA via subscriptions to academic databases.
- Internet use that is related to a specific assignment.
- E-mail when it fulfills an assigned task for a specific class.
- Preparation of documents and files for student clubs and school-sponsored events.

### **Unacceptable uses of the technology resources of NCA include, but are not limited to**

- Use of games, blogging, e-mail, and other Internet search activities which are not related to classwork or assignments, or used at the express prohibition of a faculty or staff person.
- Using a teacher's computer or that of another staff member unless it is to present class work in fulfillment of an assignment. The teacher **MUST BE PRESENT** for the presentation and the student may **NOT** use a teacher device for any other purpose.
- Use of computers during class time unless specifically directed to do so by the class instructor.
- Cyberbullying in any form.
- Tampering with, manipulating, or altering hardware, system settings, software programs, or data files.
- Vandalizing the system through the introduction of malicious content, including but not limited to viruses, Trojan horses, or worms.
- Obstructing the operation of the school's computer systems (hacking) or using NCA's equipment to hack into any other network.
- Engaging in spamming (sending out mass e-mailings) or participating in e-mail chain letters.
- Accessing pornographic material. This is defined very broadly. Any site that either displays pornographic images or obscene language falls into this category. There will be zero tolerance for this behavior and

violations may result in total loss of computer privileges. It may result in immediate and indefinite suspension. If a student accidentally accesses this type of information, the monitor must be immediately turned off and the students must notify the attending staff member.

- Using the School's computer resources for any commercial or political purposes, including the use of printers, printer paper, disk space, or Internet bandwidth.
- Downloading, copying or storing any software, shareware, or freeware onto any NCA computer without PRIOR authorization from the Network Administrator or the Director of Technology.
- Engaging in any activity using the School's computing resources that violate federal, state, or local laws.

\*\*These policies will be evaluated and updated as needed in response to the changing nature of technology and its applications.

**I have read and understood these requirements of the technology use agreement, and I agree to support and comply with these requirements.**

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Student Signature

Date

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Parent Signature

Date



# DIGITAL LEARNING AGREEMENT

As a student and a digital citizen, I agree to:

## Be responsible. I will...

- Do my best to complete my distance learning schoolwork and assignments by logging in daily to Google Classroom and *Ignitia*.
- Take care of my device by:
  - Not dropping or tossing it
  - Putting it down on a clean, flat surface
  - Not eating or drinking when I use it
- Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.

## Stay safe. I will...

- Not share my school account passwords with anyone other than my teacher and parent or caregiver.
- Not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- Tell my teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.

## Think first. I will...

- Remember that teachers and administrators can see whatever I say and do on a school-issued device during video meetings, in emails and chats, and on shared documents.
- Not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see because posts and comments can be saved and shared without my knowledge.
- Investigate whether a source is credible because not all information online is true.
- Give proper credit whenever I use, reference, or share someone else's creative work online. To not give credit is plagiarism.

## Speak up. I will...

- Communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
- Be a good friend to my classmates by not bullying, humiliating, or upsetting anyone online, and also by speaking up or asking for help if I see someone being treated poorly.

**Stay balanced. I will...**

- Have a schedule for distance learning so I can avoid multitasking while I'm focusing on schoolwork.
- Help my family come up with a reasonable media plan and follow it.
- Include time in my day for doing activities that don't involve electronic devices, eating healthy food, and getting some exercise.
- "Pause for people" by looking up and paying attention if someone wants to talk to me when I'm on my device.

**In exchange, my parent or caregiver will...**

- Support my digital learning by setting me up for success.
- Communicate regularly with my teacher about my progress.
- Ask me how I'm using technology responsibly to learn, create, and participate as a digital citizen.

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 Student Signature

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 Date

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 Parent Signature

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 Date