



**NORTHPOINTE**  
**CHRISTIAN SCHOOLS**

**EQUIP | SERVE | IMPACT**

# Elementary

# Student Handbook

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Preschool and Elementary - 540 Russwood St. NE, Grand Rapids MI 49505

# Parent & Student Handbook

## Table of Contents

### **Philosophy & Foundational Statement**

Mission Statement	9
Educational Philosophy	9-10
Foundational Statement	11-12

### **Attendance**

General Information	12
Dental/Doctor Appointments	13
Extended Family Vacations	13
Family Death or Terminal Illness	13
Illness During the School Day	13
Make-Up Work Due to Illness	13
Tardiness	13

### **Daily Schedule**

Dismissal	14
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### **Dress Code**

### **Health Requirements**

Health Requirements	16
Allergies	16
Health Services	16
Medication	16

### **Emergency Procedures**

Bomb Threats	17
Lockdown Drills	17
Fire Drills	17
Severe Thunderstorms	17
Tornado Watch/Warning	18

### **School Closing Procedures**

General Procedures	18
Terrorism Threats	19-20

### **General Information**

Background Checks for Parents and Volunteers	20
Cell Phones	20
Chapel	20

Chewing Gum	20
Communication	20
Dangerous Weapons Act	21
Electronics and Toys	21
Harassment Policy	21
Library	21
Lost & Found	22
Parent/Teacher Conferences	22
Personal Items	22
Pick-Up Times	22
PTO	22
Recess	22
Request for Documentation	23
Reporting Suspected Child Abuse	23
School Telephones	23
School Supplies	23
Siblings	23
Sickness Policy	23
Smoking/Vaping	24
Special Events	24
Birthdays	24
Class Celebrations	24
Field Trips	24
Grandparent's Day	24
Transportation and Student Transportation Changes	24-25
Busing	25
Student Drop-off and Pick-up Guidelines	25
Parking Map	27
Visiting Guidelines	26
Volunteering Guidelines	26
<b>Outcomes</b>	<b>28-29</b>
<b>Core Curriculum</b>	
Art Education	30
Bible Education	30
Character Education	30
English	30
FLES	31
Language Arts	31
Mathematics	31
Music Education	31
Physical Education	31
Science	32
Social Studies	32
Technology	32
<b>Homework Philosophy &amp; Guidelines</b>	
Philosophy	32
Guidelines	33

Suggested Homework Guidelines	33
Grading Scale	33
<b>Student Code of Conduct</b>	
Philosophy	33
Godly Character Traits	34
Character Chart	34
Disciplinary Procedures	35
<b>School Procedures/Expectations</b>	
General Expectations	35
Arrival Time	36
Hallway	36
Restroom	36
Lunchroom	36
Outdoor Recess	36-37
Indoor Recess	37
Departure Time	37
<b>Weapons/Firearms Policy for NPC</b>	37-38

## NorthPointe Christian School Mission

### Statement:

“Equipping students to impact their world for Jesus Christ.”

### Educational Philosophy

God is a personal and infinite Being, the Creator and Sustainer of all things. By His own deliberate choice and for His pleasure and fellowship, God created man, giving him the capacity to know and to respond to God and to live and enjoy a meaningful life. God further provided for success in every area of man’s need—spiritually, mentally, socially, emotionally and physically. Man fell from his original state by willful disobedience into a state of total depravity and is destined for eternal separation from God in hell. However, in God’s perfect plan and by His grace, God has provided eternal salvation through the death, burial and resurrection of His Son, Jesus Christ. When man receives Jesus by faith as his personal Lord and Savior, he becomes a new creature in Christ and is assured of spending eternity with God in heaven.

God is Truth. God the Father is the source of all truth; God the Son is the manifestation of truth; God the Spirit is the interpreter of truth. God has endowed man with the capacity and responsibility to learn truth through both physical and spiritual means. Truth is revealed to man in a general way through creation and more specifically through the living and written Word of God. The Holy Spirit indwells each believer, teaching and guiding him to discern truth from error. NorthPointe Christian Schools believes, therefore, that Christian education centers in the Person of Christ and the revelation of God in the Bible, which is the integrating factor around which all subject matter is correlated, arranged, and judged.

The goal of Christian education is to develop the student’s ability to see all areas of life from a Christian world-and-life view. The desire of NorthPointe Christian Schools is to assist Christian young people in acquiring an internal moral code of behavior based upon the Bible, which is our sole and final authority for faith and practice and creative Christian life in society. All areas of curriculum shall be consistent with the inerrant Word of God and shall be designed to train the whole child in the following areas:

### Application of the Philosophy

#### Spiritually

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

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

### **Mentally**

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

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

### **Emotionally**

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

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

### **Socially**

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

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

### **Physically**

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

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

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

## Foundational Statements

### NorthPointe Christian Schools

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

- Sanctification is the setting apart of a believer unto God as his purchased possession through the work of the Holy Spirit and the power of his Word (Heb. 10:10-14; Eph. 5:25-27; I Thess. 4:3-4).
- Every believer is eternally secure, being “kept by the power of God” (John 10:28; I Pet. 2:5; Rom. 8:35-39; Eph. 1:13).
- All those who have been born again are members of the church universal, which is the body of Christ and are eligible for baptism. (Acts 8:36-39; Rom. 6:4-5; I Cor. 11:2).
- Baptism and the Lord’s Supper are ordinances of the church; they have no merit for salvation (John 3:23; Rom. 6:3-5; Matt. 3:16; I Cor. 11:23-28).
- The Bible calls for a separation from sin and a pursuit of holiness and righteousness as they seek to love God and their neighbor (II Cor. 6:14; 7:1; I Thess. 1:9-10; I Tim. 6:3-5).
- Civil government exists by divine sanction, and a Biblical relationship between government and church should be maintained (Matt. 22:21; Rom. 13:1-7).
- Israel is God’s covenant people now dispersed because of unbelief but yet to be regathered and saved as a nation at the second advent of Christ (Gen. 13:14-17; II Sam. 7:12-16).
- The return of Christ includes both the rapture of the church and his return in glory. The rapture is for his church, which is personal, and imminent. His return to earth will establish his righteous reign over the world. This coming is visible, personal, and in power and great glory (I Thess. 4:16-17; Rev. 19:11-21).
- All persons will experience resurrection; believers to a state of eternal joy with Christ and unbelievers to eternal punishment in hell (I Thess. 4:13; Rev. 20:11-15).

## Attendance

### General Information

On-time attendance is important to a child’s success in school. It helps establish good work habits and responsibility. School starting time is 8:00 AM.

- All absences must be reported to the school office by the parent or guardian prior to 9:00 AM on the day of the absence. If the reason for absence is illness, the Kent County Health Department requires us to record the symptoms your child is experiencing.
- If a student arrives after 11:15 AM or leaves before 11:15 AM, the student’s record will reflect a half-day absence.
- If a student is absent from school, he/she may not participate in any after



school or extra-curricular activities scheduled for that day or evening.

### **Dental/Doctor Appointments**

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

### **Extended Family Vacations**

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

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

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

### **Family Death or Terminal Illness**

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

### **Illness during the School Day**

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

### **Make-up Work Due to Illness**

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

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

### **Tardiness**

Classes begin at 8:00 AM. Students who arrive at school after 8:00 AM will be considered tardy and should report to the office. Parents will be contacted when excessive absences become disruptive to the student and class progress.

# NorthPointe Christian Elementary & Pre-School

## Daily Schedule / Procedures

### ARRIVAL

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

1. Students inside the building before 7:50 a.m. must sit on the floor outside their classroom. Students may do school work or talk quietly with other classmates but remain seated. Electronic devices will need to be put away at this time.
2. **If arriving after 8:00 a.m., please report to the front desk first and sign in.**

### DAILY SCHEDULE

7:00	School opens for students Enrolled in <b>Colt Care – Before &amp; After School Care</b>
7:30	Students may start arriving for the school day
7:32	All students need to be loaded on NPC shuttle to Elementary
7:37	NPC Shuttle bus <u>departs</u> from MS/HS (Leonard campus to Elementary)
7:50	1st Bell - NPC Shuttle arrives/classrooms opened for students
8:00	2nd Bell - School days begins
8:30	AM Pre-School Begins
9:45 -10:25	Recesses for each grade level - times may vary
11:00 - 12:30	Lunchtime for all classes - times may vary
11:15	AM Pre-School ends (Half Day dismissal time for Elementary)
11:20-12:00	Recesses for each grade level - times may vary
2:00	Friday: Chapel
2:45	Bus Bell Rings
3:00	Dismissal bell for non-bus students rings
3:00	NPC shuttle bus departs from Elementary
3:10	NPC Shuttle bus arrives at the High School
3:10	<b>All students must be picked up</b> or will be placed in Colt Care
6:00	Colt Care ends

**DISMISSAL:** Parents picking up their child early, please report to the office and sign them out.

#### **Students should:**

1. Be with teacher in the pick-up line.
2. Wait in line for Deans bus or ride NPC shuttle in a quiet and orderly manner (Playground use is discouraged due to Colt Care usage, no supervision provided).
3. Return to the school's lobby and notify the office if their ride is not there.

# Dress Code

## All Students

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

## Personal Hygiene

Personal grooming of each student should be in accord with the standards of the dress code—clean and neat. Students are expected to maintain good hygiene throughout the day.

# Health Requirements

## Required Childhood Immunizations for Michigan School Settings

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

**Note:** Parents must submit a medical waiver from the Kent County Health Department for any missing immunization. Non-medical waivers for missing immunizations must be obtained from Kent County Health Department. Students must be up-to-date or submit a waiver before the first day of school. **We are under obligation to notify the Kent County Health Department if we do not receive immunization records or a waiver.**\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen. \*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

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

### Health Services

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

### Medication

We strongly prefer that students take medicine at school only when absolutely necessary. Non-prescription medications (Tylenol, Ibuprofen, etc.) **will be administered only with parent authorization.** Office personnel, under the following conditions will administer all prescription medications:

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

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

## **Emergency Procedures**

### **Bomb Threats**

All bomb threats will be considered legitimate and every possible action will be taken to assure the safety of the students and staff. This will include the immediate evacuation and distancing from buildings affected by the threat. The authorities will be called immediately.

### **Lockdown Drills**

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

### **Fire Drills**

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

The school will comply with the public safety standards as defined by the local government authorities.

### **Severe Thunderstorms**

Due to the serious damage that can occur from a lightning strike, several guidelines govern how the school will respond to the threat of lightning. School will not close due to a thunderstorm watch or warning; however, elementary students will not be allowed outside for recess during a thunderstorm warning or when lightning is present.

After-school athletics may or may not continue in the event of a thunderstorm watch or warning. Several factors will be involved in the decision:

1. The athletic directors and coaches from the participating teams will assess the risk prior to the event to determine if the severe weather is close enough to endanger the students.
2. If severe weather arises during an athletic contest, the officiating crew is empowered by the Michigan High School Athletic Association (MHSAA) to suspend or cancel an event if they believe there is a risk to athletes.
3. The MHSAA requires that play be suspended in the event of thunder/lightning in the area and not be commenced until 30 minutes of lightning-free and thunder-free weather.

## **Tornado Watch/Warning**

Following are some guidelines to help you understand procedures in the event of a tornado warning (imminent danger) or a tornado watch (potential danger).

1. Should a tornado warning be issued, appropriate measures will be taken to insure the safety of students and staff.
2. No student will be dismissed from any building while a tornado warning is in effect. If the school day ends while still under a tornado warning, students will be kept in the building until the warning is lifted.
3. Parents may pick up students at their discretion while the area is under a tornado watch but not under a warning. Please check in with the office first before leaving with your child.
4. If a tornado watch or warning is in effect at the close of school there will be no after-school activities.
5. If a tornado warning is in effect at the beginning of school, you will receive a notice via text as well as WOOD-TV (Channel 8) or [www.woodtv.com](http://www.woodtv.com) for school closings or two-hour delay.

**Grand Rapids Public (DEAN Transportation) and NorthPointe Christian buses will not run while under a tornado warning. The buses will run if the area is under a tornado watch.**

## **School Closing Procedures**

As always, the safety of our students will take precedence over any school-related activity. We attempt to make the right decisions based on the information available at the time; however, conditions can change rapidly and unexpectedly. In all situations, if parents believe we have underestimated the risk involved with sending or keeping their children at school, they should exercise their parental authority to pull their children from any situation that they feel jeopardizes their child's safety.

### **General Procedures**

In the event that severe weather makes it unsafe for students to travel, a decision will be made by the transportation supervisor and the superintendent to close school for that day. Following are some guidelines to help you better understand the process.

1. As with all of the other schools in the area, we call WOOD-TV (Channel 8) or [www.woodtv.com](http://www.woodtv.com) for school closings. WOOD-TV processes the information rapidly and is a good place to check for an update.
  2. Information will be emailed at the beginning of the year as to how to sign up for the text alert. We highly recommend that you provide the most up to date information for contact information including cell phone numbers.
- Unless there are unusual circumstances, the decision to cancel will be made by 6:00 AM. Because of the number of calls coming in from

superintendents at that time, it sometimes takes 15 minutes or more to get through. Our goal is to have notice of closings on the air no later than 6:15 AM.

**Two-hour delays** in school will be posted on WOOD-TV, [www.woodtv.com](http://www.woodtv.com), and notification will be in the same manner as school closings. In the event of a two-hour delay, the elementary school will start at 9:50 AM. Our own buses will run their normal routes, but with a two-hour delay. Due to the fact that the Grand Rapids Public Schools may not have a two-hour delay, students who utilize Deans buses will need to make other arrangements for transportation to school.

In the event of a two-hour delay, there will be **NO** AM Pre-School. All AM special activities or AM special events (including all day field trips) will be cancelled in the event of a two-hour delay also.

3. In the event of a school closing, unless otherwise notified, all athletics and extracurricular activities will be canceled for that day (this includes practices).
4. In the event that clear weather allows us to conduct school, however during the afternoon the threat of an approaching severe storm or rapidly deteriorating weather conditions make it unwise to host or travel to athletic or other extracurricular activities, we will attempt to get the message out on text notification and WOOD-TV lines. Please be aware that this has not always run as smoothly as the morning line.
5. If you see that we have closed one of our campuses for severe weather, be assured the other is likewise closed.
6. If we have chosen to remain open for the day and you consider it unsafe to send your child, please use your own judgment. You know your local road conditions better than we do and we do not want to place your children at risk. Your children will not be penalized for missing classes. Please call the school office to inform them of your situation.
7. We would rather be accused of being too cautious regarding the safety of your children than suffer the hurt of being too aggressive during dangerous conditions. There will be times when the sun will come out and the ice will disappear at 10 AM and we will wonder if we made the right choice. Please remember that our number one priority will be the safety of your children.
8. Colt Care will be closed the first two cancelled/delayed days. After two days have been cancelled or school has been delayed, Colt Care will be open for any other cancelled/delayed days.

### **Terrorism Threats**

We will follow the directions of Homeland Security and local law enforcement related to threats of terrorism.

Although we will attempt to use our best judgment regarding the safety of your children, parents will be the final authority as to whether or not they feel it is safe to

have their children in school during a terrorism threat. Parents may keep their children home or come and pick them up even though the school may choose to remain open. In such cases, students will not be penalized for work missed.

## General Information

### **Background Checks for Parents and Volunteers**

We love having parents in our building, and appreciate all the time parents give to our school! Because we have volunteers in the building, student safety is a priority!

All parents will need to have their license scanned through our V-Soft Raptor system when entering the building. Parents will also be required to sign the NorthPointe Christian School Abuse Prevention Policy to protect all of our students. This is a requirement before attending field trips or volunteering in the classroom.

### **Cell Phones**

Students are not to use cell phones during school hours (7:30am – 3pm), or on the bus. All student incoming and outgoing calls should only come through the school office, not directly to a student's cell phone, unless permission is given by the office.

### **Chapel**

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

**Chewing Gum:** Chewing gum is not allowed at school.

### **Communication**

Effective communication between school and home is vital to the successful academic, social, emotional, and spiritual well-being of students. The school will communicate to keep parents informed of the happenings at school and the growth of students. NorthPointe Christian School encourages the use of email as an effective tool for communication. All teachers, administrators, and staff have school email accounts. All email addresses are lastnamefirstinitial@npchristian.org

- **Office Communication:** The elementary school newsletter will be posted on Schoology each Friday of the month. This newsletter will contain all the information you will need to know about upcoming events taking place at NorthPointe.
- **Classroom Communication:** Each classroom teacher will post their classroom newsletters on Schoology on a weekly basis to help keep them informed. If a paper copy is preferred, the parent is to notify the teacher.



Please be sure to reference classroom newsletters for items specific to your students schedule and classroom.

- **Report Cards:** Report Cards are e-mailed home of the end of every quarter.
- **Student Planner:** Students in 3<sup>rd</sup>- 5<sup>th</sup> grades and second semester 2nd graders will utilize a planner notebook. This planner is a great way for parents to monitor their child's progress on a daily basis. These planners are issued to students at the beginning of the year.

### **Dangerous Weapons Act**

The Board of Education will not tolerate the possession of weapons by anyone while on school property or at a school-related event. NorthPointe Christian School will comply with Public Act 211, which prohibits students from possessing a firearm, dagger, dirk, stiletto, knife with a blade three inches or bigger, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to inflict bodily harm while in attendance at school or a school activity, or en route to or from school on a school bus.

### **Electronics and Toys**

Electronic items such as cell phones, iPads, Nintendo Switches, iPods, M3P players, etc. and toys may not be used in school or on the playground during the school day (7:30-3:00). Toys, trading cards, rollerblades, skateboards, play guns, etc. are not allowed at school. Please do not allow your children to bring them to school. All electronics and toys are brought at student's own risk.

### **Harassment Policy**

It is a violation of school policy, biblical law, and often secular law for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual misconduct or of derogatory communications or conduct concerning his/her gender, religion, race, disability, or ethnicity, the student/parent should report any such behavior to the building principal. All reports shall be kept confidential and shall be investigated in a timely manner.

### **Library**

Every teacher has a classroom library with books spanning the varied reading levels of all students in the class. Teachers are able to check out books to students. This promotes reading by allowing students to have greater access to books, the ability to check out books more frequently and teachers to guide students in choosing a "good fit" book.

### **Lost and Found**

Found items will be stored in the front hallway. Please check the lost and found table often. Items not claimed by the end of each quarter are donated to charity.

### **Parent/Teacher Conferences**

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

### **Personal Items**

The school will not accept responsibility for the personal items of students. Any personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parents retrieve them.

### **Pick-Up Times**

In the interest of your child's safety and the teachers' preparation time, **please pick up your child by 3:10 PM.** Students not picked up by 3:10 will be taken to Colt Care and you will be billed accordingly. In case of an unexpected delay, please call the office ASAP so we can make arrangements for the safety of your child while waiting for your prompt arrival. **Students are not allowed to use the playground while waiting for school to begin, waiting for rides, or following dismissal unless their parent is present.** (This includes playing on the hill, basketball, soccer, etc.)

### **PTO (Parent Teacher Organization)**

The PTO is a great way to get involved at NorthPointe Christian Elementary School. The PTO raises money for the school and provides fun activities for our school families. For more information email [pto@npchristian.org](mailto:pto@npchristian.org).

### **Recess**

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

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

### **Request for Documentation**

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

### **Reporting Suspected Child Abuse**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **School Telephones**

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

### **School Supplies**

A list of school supplies will be sent home during summer break and is included in the Back to School packet. Students are expected to come to school each day prepared with their supplies. If you need help obtaining these supplies, please contact the office. 5<sup>th</sup> Grade students will receive a laptop computer that is provided by the school (and will stay at the school) to work on projects throughout the year.

### **Siblings\***

Siblings should not attend events (except if still nursing) such as: field trips, class parties, Grandparent's Day, Thanksgiving lunch, and Field Day. Siblings at a school event changes the focus of supervision and the management of the activities and supplies. Siblings are welcome at chapels and concerts at parent's discretion.

### **Sickness Policy**

When school is in session if your child has a fever of 100 degrees or over and/or is vomiting or has diarrhea he/she needs to stay home. To return back to school, your child needs to be symptom free. If your child has one symptom then they can return to school after 24 hours symptom free. If they have multiple symptoms, then they cannot return to school until they are symptom free for 72 hours. This is to keep all students and staff as healthy as possible.

### **Smoking/Vaping**

Smoking and vaping is prohibited on school grounds.

## **Special Events**

**Birthdays:** At NorthPointe Christian School, we love to celebrate birthdays. If you desire to send in a treat (store bought or homemade) for the class, please check with the classroom teacher first. We understand that many children have allergies and/or dietary restrictions. We encourage parents of students with dietary restrictions to keep a special treat in the school freezer that they can enjoy during these occasions. We encourage parents to also consider “non-food” items or activities to celebrate birthdays. Please do not hand out any invitations to birthday parties at school unless every student in the class received one.

**Class Celebrations:** Class parties will be conducted several times throughout the school year, specifically for Christmas and Valentine’s Day. Please contact the classroom teacher for more information. Some classrooms may have additional celebrations. See Siblings above\*

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

Parents play an important part in the field trip experience, and we encourage you to join us! Please keep in mind, whether chaperoning or joining the class at the location, all parents must have a name tag printed through our V-Soft Raptor system and a signed NPC abuse policy. See Siblings above\*

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

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

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

NorthPointe Christian School also offers a **FREE** shuttle service from the middle/high school to the elementary school in the morning and afternoon and from the elementary school to the middle/high school in the afternoon. The NPC Shuttle departs the high school at 7:37am. The shuttle bus leaves the elementary at the end of the day at 3:00 pm and arrives at the high school at 3:10 pm.

If your child is not going home according to their set transportation schedule or has an unexpected change of transportation, you must email or call the office with the

change of transportation by 2:00 pm. If we have not heard from the parent or guardian we must send the student home according to their set transportation schedule.

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

### **Student Drop Off & Pick-Up Guidelines**

The guidelines for student pick-up and drop-off are outlined below.  
The goal of this plan is to assist in smooth traffic flow and increased safety.

#### **Front Parking Lot/Street Parking**

Parent Parking – Our front parking lot is for parents wishing to park and walk their child into the school or park and walk into the school to pick up their child. Parents may also park on College, Russwood and Sinclair. Please make note of city parking regulations and neighborhood driveways.

#### **Bus Zone**

The Bus Zone is located where Russwood and Sinclair meet. **No cars are to be parked in the Bus Zone.**

#### **Back Parking Lot**

**No speeding.**

#### **Patience required.**

Right Lane - One lane of traffic for loading/unloading students

Left Lane – One moving lane adjacent to loading lane to allow vehicles free passage through the parking lot - even at busy times such as dismissal.

Loading Zone - One pick up/drop off zone – located in designated area in front of the preschool play garden. This zone will be clearly marked.

Vehicles waiting to load must never be left unattended.

Anyone who must leave his or her vehicle for any reason must use a designated parking space. **Absolutely no parking in the Drop-off/Pick-up Loop, even during school hours.**

**As a matter of safety we ask parents to not leave any children unattended in a vehicle for any length of time.**

- Each grade level has a designated wait line for pick- up.
- Teachers will assist in loading students into cars.
- Teachers will be standing with students until 3:10pm.

## **Safety First**

In order to provide a safe and orderly arrival and dismissal of students, it is important that all parents, students and school staff follow the drop-off and pick-up guidelines.

**After 8:30 a.m., all visitors, parents, or students entering the building must do so through the front doors. \***

All other entrances will be locked after 8:30 a.m. and will be locked for the remainder of the school day. All parents dropping off after 8:30 a.m. or picking up throughout the rest of the day, will need to come through the front doors. This is to keep our students and staff safe by having only one main entrance into the building.

## **Visiting Guidelines**

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

- **All visitors** (including parents, grandparents, delivery personnel, etc.) must stop at the front desk, present their driver's license to be scanned into our Raptor system. All visitors in the building must wear a printed visitor badge - no matter the length of the visit.

## **Volunteering Guidelines**

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

- Please contact your student's teachers for availability before attending a field trip. All parents must have a nametag printed through our V-Soft Raptor system and sign the NPC abuse policy whether chaperoning or joining the class at the location.
- When you volunteer at school and on school-sponsored events, you are a school representative. Please put the health and safety of the students first. Also, please abide by all the instructions and directions the teacher gives.

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

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

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

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

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

# Core Curriculum

## **Art Education**

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

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

## **Bible Education**

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

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

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

## **Character Education**

Our elementary has implemented a Character Counts Classroom management system to walk hand-in-hand with Capturing Kids Hearts. Our number one job each day is to honor God. This system is designed to clearly outline what godly character traits are, as defined in scripture, and guide students in developing those character traits in their own lives. Our desire is for students to internalize Godly character and in turn make wise choices. We focus on respect, responsibility, self-control, optimism, honesty, integrity, and compassion.

## **English**

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

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



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

### **FLES (Foreign Language in Elementary Schools)**

All English students in grades Kindergarten through 5<sup>th</sup> will participate in Spanish class each week. All classes will be taught in the classroom by our FLES teacher. The length of class and number of times per week is dependent upon grade level.

### **Language Arts**

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

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

### **Mathematics**

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

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

### **Music Education**

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

### **Physical Education**

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

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

## **Science**

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

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

Students will learn science through a process of inquiry including research, observation, problem solving, experimentation, and discussion.

## **Social Studies**

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

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

## **Technology**

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

All students will have at least one class period working on laptops. The hands-on instruction will help provide students with the skills needed to enhance learning in the classroom. 5<sup>th</sup> graders will work on their laptops provided by the school, throughout the day, but these laptops stay at school.

A staff member must be present to supervise any student using any computer at school. Every student and parent must read and sign the Internet Use Contract before students can access the Internet at school. This will be discussed during the first few weeks of school.

# **Homework Philosophy and Guidelines**

## **Philosophy**

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

- Expand the learning process

- Develop responsibility
- Foster organization
- Create an independent work ethic

**Guidelines**

- Students in 3<sup>rd</sup>-5<sup>th</sup> grade will be issued student planners. Students in 2<sup>nd</sup> grade will be issued student planners during the second half of the school year, teachers in grades Kindergarten-2<sup>nd</sup> will have their own system of communicating homework assignments.
- Homework completion will be part of each student’s grade.
- Discuss with the teacher if your child has difficulty in completing the assigned homework.

**Suggested Homework Guidelines**

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

GRADING SCALE

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

**Student Code of Conduct**

**Philosophy**

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

- A Separated Life-Romans 12:2

- Good Testimony-I Thessalonians 4:12
- Personal Responsibility-I Thessalonians 4:4
- Respect for Authority-Hebrews 13:7,8

### **Godly Character Traits**

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

**“We desire for students to develop godly character, not just be good.”**

### **The Teacher will-**

- **Establish classroom routines and expectations with students**
- **Introduce character traits to students**

### **Our Godly Character Traits**

“...godliness has value for all things, holding promise for both the present life and the life to come.” 1 Timothy 4:8

**Responsibility:** Taking care of myself and my belongings and caring for the environment around me.

“The Lord God took the man and put him in the Garden of Eden to work it and take care of it.” Genesis 2:15

**Integrity:** Doing what is right even when no one is looking.

“I know, my God, that you test the heart and are pleased with integrity...”  
1 Chronicles 29:17a

**Self Control:** Doing what is right no matter how I feel.

“The fruit of the Spirit is love, joy, peace, patience, kindness, faithfulness, gentleness, and self control.” Galatians 5:22-23

**Optimism:** Choosing to be positive.

“As for me, I will always have hope; I will praise you more and more.” Psalm 71:14

**Respect:** Looking, listening, being polite and having an attitude of humility toward those around me.

“Show proper respect to everyone, love the family of believers, fear God, honor the emperor.” 1Peter 2:17

**Compassion:** Loving your neighbor as yourself.

“‘Honor your father and mother,’ and ‘love your neighbor as yourself.’”  
Matthew 19:19

**Honesty:** Speaking and acting out the truth.

“An honest witness tells the truth, but a false witness tells lies.” Proverbs 12:17

## **Disciplinary Procedures**

We look at discipline as an opportunity for growth in character, owning actions, apologizing, and making a plan to move forward are all life skills that will mesh with our number one goal of honoring God each day. We purposefully approach what God expects in each of us – Respect, Responsibility, Honesty, Compassion, Integrity, Optimism and Self-Control which in turn creates an optimal learning environment. We work to be proactive rather than reactive in our discipline strategies.

It is the goal of our administration to empower teachers to be the authority in their classrooms, giving them the support needed to handle necessary discipline as much as possible. We encourage them to make phone calls, set meetings, and determine appropriate consequences that are fitting to the offense. In cases of extreme emotional or physical outbursts which the teacher cannot effectively handle on his or her own, they will defer to the office where the assistant principal and principal will take over.

This process is an intentional placement of power into the hands of the teacher.

If at any point the student's behavior is so extreme that it threatens the safety of other students (i.e. bringing weapons to school or physically assaulting others), the principal may suspend the student. A meeting with the parents will be called by the principal to determine the next course of action. This may include the principal's recommendation that the student be expelled from school.

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

## **School Procedures/Expectations**

### **General Expectations**

All students are required to:

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

## **Arrival Time**

1. The rear doors of the school building will be unlocked at 7:30 AM for arriving students. The back doors will be supervised and students will be let in to the building as they arrive.
2. Students should arrive at school by 7:50 AM and be in their classroom ready to start class by 8:00 AM.
3. Students arriving before 7:50 AM will sit on the floor outside their classroom. Students may do school work or talk quietly with other classmates but remain seated.
4. Students arriving after 8:30 AM should report to the office with their parent or guardian to sign them in. Student will need a tardy slip before going to the classroom.
5. Follow Student Code of Conduct.

## **Hallway**

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

## **Restroom**

1. Get permission first.
2. Use quiet voices.
3. Keep the area clean.
4. Wash hands before leaving.
5. Report any problems immediately.
6. Follow Student Code of Conduct.

## **Lunchtime**

1. Wait quietly in serving line.
2. Use inside voices.
3. Use appropriate table manners.
4. Do not touch the food of others.
5. **NO** throwing food or any other items.
6. Stay in their seats until dismissed - do not run/play around.
7. Clean up after yourself.
8. Get permission to be dismissed from your lunch seat.
9. Do not bring open food or open items outside of the room.
10. Follow Student Code of Conduct.

## **Outdoor Recess**

1. Stay on the playground at all times.

2. Wear appropriate seasonal clothing.
3. Use playground equipment appropriately.
4. Do not bring food outside during recess.
5. No throwing snowballs, woodchips, berries, stones, etc.
6. No fighting or “play fighting”.
7. No electronic equipment or toys.
8. Contact recess supervisor if something is not right.
9. Follow Student Code of Conduct.

### **Indoor Recess**

1. Follow classroom rules for indoor recess.
2. Maintain a moderately quiet environment.
3. No running.
4. No throwing objects.
5. Follow Student Code of Conduct.

### **Departure Time**

1. Do not leave classroom until your teacher dismisses you or until your teacher walks you out of the building to the designated pick-up areas.
2. Follow hallway procedures.
3. **Students are not allowed to be on the playground while waiting for school to begin, waiting for rides, or following dismissal unless their parent is present.** (This includes playing on the hill, basketball, soccer, etc.)
4. Go straight to your bus or ride home.
5. Wait in bus lines quietly.
6. If a student is not picked up by 3:10, they will be brought directly to Colt Care to wait there for their parent/guardian.
7. Follow Student Code of Conduct.

## **Weapons & Firearms Policy for NPC PARENTS, VISITORS, & GUESTS**

### **Applicability:**

This Policy applies to Northpointe Christian Schools (NPC) students, parents, visitors, guests, volunteers, staff, contractors and others who are present at a School Location (defined below). For purposes of this policy only, a firearm is defined as a weapon from which a dangerous projectile may be propelled by an explosive, by gas, or air. The possession of any explosive device or weapon, including but not limited to firearms, guns, knives, iron bars, chains, brass knuckles, air guns or any other device designed to or reasonably likely to inflict bodily harm is not allowed at NPC school locations or at any school function. This policy is designed to be broad in its application, and any object used to threaten or otherwise create concern in the school community may be treated as if the object were a weapon. Violations of this rule will result in suspension and could also be grounds for discharge, expulsion or termination of contract. This policy applies whether or not there is any “weapons-free” signage displayed on the premises.

### **Prohibition:**

Except as otherwise provided below, storage or possession of firearms or other weapons is prohibited at any time by any individual while at a School Location. This prohibition further extends to any school staff members or contractors at any time while engaged in NPC business. This policy applies whether the individual has a concealed weapons permit or is otherwise authorized by law to possess, discharge, or use a firearm. Both open and concealed carry of firearms are prohibited by this policy.

### **Process**

If a staff member becomes aware of an individual bringing a firearm into a school location\*, the process will be:

1. The Head of Schools, Principal, Assistant Principal or designated NPC staff will engage the individual and inform him or her that firearms and weapons are not permitted in the building, on the property, at the event.
2. The NPC representative will ask the individual to stow the firearm/weapon in their vehicle immediately.
3. Individuals who refuse, or wish to debate the matter, will be asked to leave the school location. If the individual refuses to leave, and is on NPC property, the police will be called. (If the individual refuses to leave a school location that is not owned or leased by NPC, the property owner may have to be contacted to support NPC's removal efforts with the police.)

### **Exceptions**

The prohibition in this policy does **not** apply:

- To an on-duty peace officer who is a member of NPC Security Staff and who has been authorized by the Head of School or their designee to carry firearms as outlined in this policy or;
- To a certified federal or State of Michigan peace officer acting in official capacity; or
- When the Head of Schools has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing, signed by the Head of Schools, and must define the scope and duration. Head of Schools will maintain a list of approved individuals.

\***"School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.