

# NMCS

Northern Michigan Christian School



## Student Handbook

### 2016-2017



# **Northern Michigan Christian School**

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**NMCS exists to educate God's children  
by challenging minds, nurturing hearts,  
and developing gifts for service in  
Christ's kingdom.**

Superintendent: Mr. Dirk Walhout

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Northern Michigan Christian School policy prohibits discrimination on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, athletics, and all other school-administered programs.

# Northern Michigan Christian School

## Core Values

Northern Michigan Christian School...

is a Christ-centered school.

values and stands with our families and churches.

is committed to academic excellence.

is committed to being a community of Christian practice.

values all of God's children.

## Mission Statement

Northern Michigan Christian School exists to educate God's children by challenging minds, nurturing hearts, and developing gifts for service in Christ's kingdom.

## Vision Statement

Northern Michigan Christian School will be the most compelling educational choice for God's children in Northern Michigan.

## NMCS is successful when our graduates

- have chosen to accept Jesus Christ as their personal Savior.
- have chosen to cultivate a personal relationship with Jesus Christ so that He becomes Lord of every part of their lives.
- possess a Christian worldview which recognizes that every square inch of life belongs to God; all that we are, all that we have, and all that we do belongs to Him.
- know that faith is a gift from God and that their whole lives are to be a response of gratitude and service.
- have gained a spiritual-, scriptural-, and life-knowledge base which they will use for God's glory.
- possess the necessary academic, organizational, and interpersonal skills, including oral and written communication, reading, math, arts, citizenship, athletics, geographic literacy, health, and technology with which to serve God in all areas of life.
- have gained wisdom, integrity, virtue, perseverance, hope, consistency, and a desire to walk with God.
- display servanthood in all of life, respect God, respect others, respect themselves, and demonstrate generosity, compassion, humility, and patience.
- have learned how to learn.
- are aware of the world around them and understand their place in God's world.

## Faculty and Staff

Name	Position	Ext.
Borchers, Kurt	Bus Driver	
Closson Jennifer	Finance/Development Director	106
Curell, Scott	5 <sup>th</sup> Grade	201
DeBoer, Julie	Art (K-8)	221
DeMott, Linda	Science (8-12)	209
Deur, Deb	1 <sup>st</sup> Grade	215
Dick, Bette	Kindergarten	214
Dick, Ron	Custodian	
Dick, Susan	Early Childhood Director	213
Dodde, Lori	Executive Secretary	101
Eisenga, Diane	Athletic/Development Assistant	102
Haan, Jill	Spanish, Bible 11	211
Heuker, Erin	Computer/Technology	110
Jenema, Shelly	Elementary Music	206
Kiekintveld, Sarah	MS Language Arts, English 9	205
Koetje, Tammy	2 <sup>nd</sup> Grade	216
Koetsier, Sarah	Middle-/High-school Math	203
Koning, Laurie	Pre-school	212
Kroondyk, Katy	HS English, History 6	204
Kuiper, Kim	Bus Driver; Transportation	111
Mulder, Beth	Finance assistant	114
Penninga, Ashley	3 <sup>rd</sup> Grade	218
Pluger, Skip	TRIP Coordinator	113
Ritsema, Megan	4 <sup>th</sup> Grade	219
Roby, Misty	High school Math; International	208
Sieting, Sandi	Food Service Director	112
Simons, Kelli	Young 5s	223
Skinner, Dave	Athletic Director; PE (K-8)	104
Smallegan, Pam	Special Education	115
Stahl, Carrie	Pre-school assistant	202
Swanson, Amy	Band/Choir (5-12)	210
Vandenberg, Mary Jane	Finance assistant	114
VanHaitsma, Dave	HS Soc. Studies; Guidance	107
VanHaitsma, Kyle	Facilities Director	122
VanHaitsma, Tasha	TRIP Program	113
VanNoord, Jeff	HS PE/Health, Math	207
Vennema, Cindy	Young 5s	223
Walhout, Dirk	Superintendent	103
Witbeck, Nikki	Ag, 6-7 Science, Special Ed.	220
Zuiderveen, Heidi	Arrowsmith	222

To call faculty and staff directly, dial 231-825-2999 and enter the extension number when prompted. All faculty and administrative staff may also be contacted by e-mail: (first initial last name @nmcs.us) ex. dwalhout@nmcs.us

## **Academic Services**

### **Curriculum**

Values and insights which represent a Christian worldview are integrated into all instruction. Children are nurtured to know who God is which includes a study of the attributes of God the Father, Jesus as our example, and the Holy Spirit as our guide. From this study flows the desire to respond to who God is. Students are led to restore creation, social relationships, and their personal relationship with God in all areas of study.

### **Devotions**

Time is spent every day in classroom. This includes singing songs of praise, sharing the wonders of God's grace, Scripture reading, Bible storytelling, and prayer. Prayers also take place before lunch and before dismissal. Students are encouraged to lead many of the devotions.

### **Counseling**

On campus counseling services are available through Workplace Chaplains to all students. The services provide crisis assistance, preventive programs, and support groups. Parents and/or teachers may refer students to the counselor, and students themselves may seek counseling. Parents will be asked to sign a consent form allowing their student to see the counselor for more than one consecutive visit.

### **Parent-Teacher Communication**

Parents can expect regular and supportive communication from their students' classroom teacher(s). Please contact teachers or administrators whenever you have a question, concern, or item of support. NMCS uses Sycamore ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)) as its grading and academic software. Every parent will be given a unique user ID and password through which they will have access to personalized information about each of their students. Parents will have access to homework assignments, test schedules, grades, athletic schedules, and attendance records. E-mail and voice mail are great ways to stay in touch. Check page 5 of this handbook or the school directory for e-mail addresses and voice mail extensions.

### **Parent-Teacher Conferences**

Parent/Teacher Conferences are scheduled for each child in the fall. In grades K-5 the conferences are scheduled with the homeroom teacher. Middle- and high-school conferences are scheduled with at least one teacher. Parents may request conferences with additional teachers. Parents are encouraged to e-mail or call to request a conference any time they find it necessary. Spring conferences are scheduled at the request of either the parent or the teacher.

If there is a concern with a faculty member, staff member, coach, or any other employee of Northern Michigan Christian School, parents and students are urged to meet with that person and communicate your concern in love. If a meeting does not bring about resolution, parents and/or students are invited to make an appointment with the appropriate administrator to discuss the concern. In addition, if there are concerns about an NMCS program or policy, parents and/or students address their concerns to the appropriate administrator.

### **Parent Volunteer Opportunities**

NMCS believes it is important for students to see parents and teachers working together. The school encourages parental involvement at NMCS and asks that families consider how they may become involved. Each elementary teacher will send home a letter inviting parents to volunteer for needs such as listening to students read, helping with classroom projects, assisting in the library, organizing classroom Christmas parties, chaperoning field trips, or doing lunchroom duty. (In order to respect classroom dynamics we ask that when you volunteer you do not have your younger children in attendance.) Each year NMCS also invites parents to complete a volunteer form indicating how they might be able to serve at school.

### **Student Records**

A record of each student's progress is kept on file in the main office. Upon request, a parent may review this record with the student's teacher(s) or other school personnel.

## **School Policies**

### **Bussing**

The student's responsibility is the same while riding an NMCS bus or riding a public school bus. It is important to cooperate with the driver so that he/she can concentrate on driving safely. The same standards apply to field trips and to sporting event transportation. It is expected that bus riders will:

- Treat school property, other riders & the driver with respect.
- Obey the driver's instructions.
- Keep head & limbs inside the bus.
- Be properly seated when the bus is in motion.
- Keep voices at a reasonable volume (talking, not yelling).
- Keep their hands & feet to themselves (no horseplay).
- Put trash in trash cans at the front & rear of the bus.
- Eat only when given permission by driver.
- Stay off the roadway at all times while waiting for the bus.
- Be on time so schedules can be maintained.

*Students who do not comply with these rules will not be allowed to ride the bus for a period of time.*

Elementary bus students will board their assigned bus each afternoon unless the teacher is given a note signed by the parent with alternate directions.

### **Hot Lunch Program**

The school operates a hot lunch program for its students. Nutritionally balanced lunches with a choice of white or chocolate milk are served every full day of school. Lunch is not served on ½ days. Milk may be purchased by students who prefer to bring their own lunches. Monthly menus are published and may be viewed on the school website. ([www.nmcs.us](http://www.nmcs.us))

Elementary (PreK – 5 <sup>th</sup> )	\$2.50/meal
Middle School (6 <sup>th</sup> – 8 <sup>th</sup> )	\$3.00/meal
High School (9 – 12)	\$3.00/meal
Adults	\$3.00/meal
Additional Milk	\$.50
Seconds	\$.50

Reduced prices for student lunches are available for families who qualify. Applications are included with each enrollment packet and can be obtained in the main office. Applications for reduced-price lunches will be received anytime during the school year.

- Lunches can be paid in advance online ([www.nmcs.us](http://www.nmcs.us)) or by sending a check to the school office. Hot lunch account balances can be viewed at any time in Sycamore ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)). When hot lunch account balances falls below \$5.00, account holders will receive an email notification through Sycamore.
- Ala Carte meal options will be available for students in grades 6-12.
- If your child has a milk allergy, please provide a written statement from your doctor, and we will substitute juice instead of milk.

### **Human Dignity**

Northern Michigan Christian School intends to provide its students and staff members with a safe and secure environment—one that is free from offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, the school expects all people to treat each other with respect because they are created to reflect God Himself.

NMCS does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons, both at school and at school events. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate authority. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator. An administrator's behavior should be reported to the chairman of the Board of Directors. Each report will be given serious consideration. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused. Any person who is determined to have violated this policy will be subject to appropriate disciplinary action which may include expulsion (for students) and employment termination (for staff members). Sexual harassment includes making unwelcome sexual advances; engaging in improper physical contact; making improper sexual comments; writing a note to someone else, either electronically or by hand, with content that may be construed sexual; or using words (written or spoken), pictures, objects, gestures or actions relating to sexual activity to create a sexually intimidating, hostile, offensive learning or working environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, etc. is considered harassment. Persons engaging in this behavior will be disciplined. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

### **Bullying**

Bullying can be physical, verbal, emotional, sexual, and/or cyber bullying. Bullying occurs over a period of time rather than just a single incident and there is an imbalance of power between the bully and the victim.

All possible bullying incidents will be investigated by the school. When it appears that bullying has taken place, parents will be contacted. Bullies will be disciplined: students may be suspended for bullying and repeated incidents of bullying may result in expulsion.

NMCS will not tolerate bullying. As a Christian community, we expect parents, teachers, and students to work together to demonstrate respect, love, and care for everyone.

At NMCS...

- we will not bully others.
- we will try to stand up for students who are bullied.
- we will work to include students who often are left out.
- we will tell an adult at school and an adult at home if we know someone is being bullied.

## **Discipline**

Discipline is an essential element of Christian nurture. Christian parents and teachers use discipline to guide and direct the student. The goal of school discipline is to develop self-discipline on the part of the student.

- Generally, classroom discipline is the classroom teacher's responsibility. Discipline may be used for either of two major reasons: to ensure that the student concentrates on his task of learning, or to enable other students to focus on their work without distraction. The importance of proper Christian behavior also may be stressed by appropriate discipline.
- Since the goal of discipline is a change in attitude or behavior, it will always be accompanied by discussion and prayer with the student, aimed at helping him or her understand the need for change. Students, parents and teachers must all be familiar with the policies printed in this Student Handbook.

NMCS will not tolerate bullying, harassment, or violence. Swearing, name-calling, and crude language are not acceptable. When a student behaves in such a manner or uses such language, parents will be informed. The faculty will work with the student to help him or her see the importance of developing a Christian tongue and Christian behavior.

## **Non-Discrimination**

Northern Michigan Christian School policy prohibits discrimination on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, athletics, and all other school-administered programs.

## **Position Statement on Human Sexuality and Admittance**

The basis and purpose of Northern Michigan Christian School is rooted in the Word of God as interpreted in the Reformed standards (including but not limited to *Belgic Confession, Canons of Dort, & Heidelberg Catechism*). As a Christ-centered, teaching and learning community, NMCS understands that human beings are created in the image of their Creator, God. It is clear from the creation account found in the early chapters of Genesis, humankind--His crowning creation--is created as two distinct genders, male and female, each a complement to the other. Furthermore, human sexuality and intimacy finds its fulfillment within the bond of the marriage covenant--a covenant defined as an exclusive union between one member of each gender, male and female. As a Biblically-based community, NMCS affirms that all humans have inestimable value and must be treated with dignity and respect. Therefore, while striving to

honor and uphold Biblical principles, NMCS is committed to addressing issues of human sexuality and gender related issues with truth and grace.

It is the school's belief that homosexual/lesbian relationships are contrary to God's created order and reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality and intimacy. These practices are incompatible with the will of God as revealed in Scripture and are sinful, moreover, they call for confession and repentance. In addition, the school's hope and prayer would be for those violating God's created order and His perfect will for human sexuality will find grace, forgiveness, and restoration through Jesus Christ.

On that account, NMCS has the right and the responsibility to establish admission policies in accordance with the religio-philosophical foundations outlined in the Northern Michigan Christian School Association constitution (in part, stated above).

### **Sexual orientation of students**

Human sexuality is a complex matter, especially for young people. Determining sexual identity and how to fulfill sexual desires within the boundaries of God's will often confuses and confounds many children and adolescents as they wrestle with their identity as sexual beings. While NMCS does not believe it is sinful to be confused about one's sexuality or to wrestle with temptation, Biblical truth makes it clear that having sexual relations with someone of the same gender is out of the created order and is sinful. Therefore, NMCS forbids students from engaging in homosexual activity and from advocating for or participating in homosexual relationships.

- **Help for the struggling**

Students who have homosexual tendencies and/or who may be confused about their sexual identity may find it challenging to fully and healthily function within the NMCS community. Consequently, NMCS must be a place where students who grapple with their sexuality are met with compassion and kindness and the assurance that information will be held in strict confidence. Because NMCS is a community of Christian practice, faculty and staff are vigilant about protecting struggling students from harassment, teasing, ridicule, shunning, mockery and the like. School counselors and adults within the school can offer Biblical guidance and other resources to assist students in gaining clarity. Additionally, the school encourages students to pursue

counseling with a Christian professional. It is important for young people who wrestle with sexual identity issues to acknowledge their feelings and interests while at the same time begin to clarify God's will for how they will live.

- **Discipline**

Because Biblical standards, doctrinal articulations anchored in the Reformed faith tradition, and the Northern Michigan Christian School Association constitution serve as the religious-philosophical foundations for the school, NMCS has the right and obligation to the community to administer discipline when appropriate and necessary relating to homosexuality and students. The school is committed to ministering to students wrestling with sexual identity issues, however, students who disrupt or prevent the school from carrying out its mission by persistent homosexual advocacy, expression, and/or activity will be subject to discipline including but not limited to permanent dismissal. Such a dismissal would only occur after earnest attempts were made to reconcile the situation.

### **Students under the guardianship of same-sex partners**

Admission into NMCS cannot be granted to students under the guardianship of same-sex partners. Admission to Northern Michigan Christian School requires one parent/guardian to be a church-attending Christian who can agree with the faith statements of the school; the students being enrolled must also reside with this parent. NMCS believes that parents, teachers, and pastors are guides and role models for the children who have been entrusted to them. For this reason, parents applying to NMCS must not advocate for or participate in homosexual relationships if their children are to be admitted.

If, after admission, the dynamics of the family unit change to include one parent who is involved in a same-sex relationship, the child will be permitted to remain enrolled at NMCS under certain conditions to be discussed and determined with and by the school's superintendent and the executive committee of the Board of Directors. The students of parents/guardians who disregard Biblical norms relating to same-sex relationships and marriage by advocating and living an immoral lifestyle will be dismissed from the school. Such a dismissal would only occur after earnest attempts were made to reconcile the situation.

## **Medicines**

In accordance with state laws, the school and its personnel are not permitted to dispense any over-the-counter medication or prescription drugs without the written permission of a parent or guardian. Permission forms for dispensing medications are included with enrollment information. If the parent/guardian chooses to write a note, it must include the name of the student, name of medication, dosage, time to be administered, and duration of administration. Students are not allowed to self-administer any medication.

## **Respect for Property**

Students are expected to treat all property, whether it belongs to the school or to another student, with respect. Damaged or destroyed property will be repaired or replaced at the student's expense.

## **School Safety Procedures**

A number of procedures and policies have been put into place to help the school manage student safety effectively. It is important that parents and students comply with these procedures. Everyone entering the school during school hours must use the main lobby entrance and check in at the office. Ordinarily, students who leave the building during the school day are expected to check out at the office.

The NMCS Critical Incident Policy has been created to establish procedures that outline employee and student responsibilities in response to critical incidents that may occur on or near school property. During a crisis situation the school may be locked to all visitors and the phones may be reserved for official business only. Parental cooperation is a vital part of keeping students safe during a critical incident.

## **Technology**

### **Appropriate Use**

Northern Michigan Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. NMCS is committed to helping students develop 21<sup>st</sup>-century technology and communication skills. Therefore, NMCS provides access to technologies for student and staff use. The following Appropriate Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus:

- The Northern Michigan Christian School network is intended for educational purposes.

- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with NMCS policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Be safe and appropriate, careful and kind, and use good common sense.
- Do not attempt to circumvent technological protection measure. Misuse of school resources can result in disciplinary action.
- Northern Michigan Christian School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Examples of Appropriate Use**

Technology users will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if they see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of themselves and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Inappropriate Use**

Technology users will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content they find online.
- Post personally-identifying information, about themselves or others.
- Agree to meet in person someone they meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for their use.

This is not intended to be an exhaustive list. Users should use their own good judgment when utilizing school technologies

### **Appropriate Use Policy Violations**

Violations of this policy may have disciplinary repercussions including but not limited to:

- Notification to parents
- Suspension of network, technology, or computer privileges
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

By using computers and technology at Northern Michigan Christian School students and their parents agree that they have read and understood this Appropriate Use Policy and that they will abide by it.

### **Cyber bullying**

Cyber bullying will not be tolerated. Harassing, denigrating, impersonating, outing, tricking, excluding, and stalking are all examples of cyber bullying. Responsible technology users do not send e-mails or post comments that intend to scare, hurt, or intimidate others. Engaging in these behaviors or any other activities intending to harm (physically or emotionally) another person may result in severe disciplinary action.

### **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without permission from IT staff. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes.

### **Email**

Northern Michigan Christian School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. School issued e-mail accounts should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Limitation of Liability**

Northern Michigan Christian School will not be responsible for damage or harm to persons, files, data, or hardware. While NMCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Northern Michigan Christian School will not be responsible financially or otherwise for unauthorized transactions conducted over the school network.

### **Mobile Devices**

Northern Michigan Christian School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same appropriate use policies when using school devices off the school network as on the school

network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **Netiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there, and it can sometimes be shared and spread in ways never intended.

### **Personally-Owned Devices**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—except as instructed by a teacher for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they must comply with school standards and be set up by IT staff. In some cases, separate access may be provided for personally-owned devices.

### **Personal Safety**

Users should never share personal information, including phone numbers, addresses, social security numbers, birth dates, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and they should carefully safeguard their personal information and the information of others. Users should never agree to meet someone they meet online in real life without parental permission. If users see messages, comments, images, or anything else online that makes them concerned for their personal safety, then they should bring it to the attention of an adult immediately.

### **Plagiarism**

Users should not plagiarize content including words or images from the internet. Users should not take credit for information they did not create themselves or misrepresent themselves as an author or creator of

something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a user believes a computer or mobile device may be infected with a virus, he/she should alert a teacher or IT staff member and not attempt to remove the virus or download any programs to help remove the virus.

### **Social/Web 2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, Northern Michigan Christian School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Technologies Covered**

Northern Michigan Christian School may provide internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, e-mail, and more. As new technologies emerge Northern Michigan Christian School will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed. Student-owned devices used at school or accessing the school network are subject to the policies outlined in this document as well.

### **Web Access**

Northern Michigan Christian School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert the teacher or IT staff member.

## **Weather Conditions**

NMCS uses an automated dialer to contact parents by phone when school will be closed because of weather. School closings and delays also will be announced over radio and television as early as possible. When McBain Public School is closed or delayed because of weather, NMCS will be also.

If a tornado watch or warning occurs during school hours, the students will be kept at school until the conditions are safe.

## **ELEMENTARY SCHOOL**

### **School Hours**

8:00	Start
10:00-10:20	Recess
11:55-12:35	Lunch
12:35-12:55	Recess
2:52	End

Students may bring their own snacks to be eaten at morning snack time. Elementary students are expected to spend the time during recess and noon hour out-of-doors. In case of inclement weather, students will remain in school. Students will stay indoors if either the temperature or the wind chill index  $\leq 0$  degrees.

### **School Supplies/Textbooks**

All textbooks and workbooks are supplied by the school. The cost for lost or damaged textbooks, workbooks, or library books will be charged to the student. Third-grade students will receive an NIV Bible to be used yearly through 8<sup>th</sup> grade. Elementary teachers will send a letter home with students explaining what supplies are needed for the individual class/grade.

## **Elementary Academic Services**

### **Chapel**

Elementary chapel is ordinarily held once per week. Praise chapels are conducted every other week. Often, elementary classes take turns presenting chapels, and parents are always invited to attend.

### **Class Trips**

Parents will be informed in writing before all field trips occur. The permission form to attend a class trip is included with NMCS enrollment materials and must be signed for each student when enrolling.

## Library

The NMCS Library, with more than 7,500 books, is available to students in grades Pre-K – 12. NMCS do not charge overdue book fines, but replacement costs will be applied for all lost or damaged books.

### Community Library

Students in grades 2 – 5 visit the McBain Community Library regularly.

## Report Cards

Report cards are issued every nine weeks. Report card envelopes must be signed by a parent and returned within one week of the issued report.

<u>Grades</u>	<u>Percentages</u>	
A	100.0 – 92.5	Excellent
A-	92.49 – 89.5	
B+	89.49 – 86.5	
B	86.49 – 82.5	Good
B-	82.49 – 79.5	
C+	79.49 – 76.5	
C	76.49 – 72.5	Satisfactory
C-	72.49 – 69.5	
D+	69.49 – 66.5	
D	66.49 – 62.5	Needs improvement
D-	62.49 – 59.5	
E	59.49 – 00.0	Unsatisfactory

  

<u>Attributes</u>	
S	Satisfactory
N	Not yet

Kindergarten and specials (i.e. art, music) will not give traditional letter grades; instead, a detailed narrative of students' progress will be written.

## Elementary School Policies

### Attendance

All students are expected to be in attendance each school day.

- In the event of illness, the parent should notify the school by phone before 8:05am of the morning the child is absent. The office will let the classroom teacher know

- If a student must remain indoors during recess, the parent must send a signed request to the classroom teacher.
- If a student will be absent because of a planned dentist or doctor appointment, the parent should send a note to the teacher before the absence is to occur. Also, the parent should alert the office personnel before leaving the building.
- If a student must leave during the school day for an appointment or illness, the parent should come to the office where the student will meet them.
- The school does not encourage vacations during school days. If such an absence must occur, parents may request make-up work by notifying the student's teacher a week in advance and up to three days of school work will be prepared. It is the responsibility of the student to make up any work missed.

Students should not arrive at school before 7:50 a.m. because they will be unsupervised.

**Behavior/Conduct**

As Christians, we work to honor God in all that we say and all that we do. This means respecting God, those around us, and His creation. If students are not respectful, initially teachers will work personally with students to change the unacceptable behavior. Teachers will involve the principal and parents as necessary. Bullying, teasing, name calling, harassment, and threats will not be tolerated at NMCS. Students and parents should inform the administration when they believe any inappropriate behavior is occurring.

**Dress Code**

Because we are made in God's image, we are to reflect that image by what we wear. All students are expected to exercise modesty, cleanliness, and neatness in apparel and grooming. Shirts must meet pants when arms are raised (no bare midriffs). Muscle shirts, halter tops, spaghetti-strapped shirts and clothing with inappropriate slogans or pictures are not acceptable.

**Gym Use**

Students must have specific permission to use the gym before or after school or after sporting events. Climbing on the closed bleachers is not permitted.

**Parties**

If students have birthday parties outside of school hours, they are encouraged to consider the feelings of all students. Please do not leave out just one or two boys or girls of a classroom.

## **Playground Expectation**

- Students are required to go outside for recess and noon hour.
- Students may not throw rocks, or sand, or snowballs, or ice.
- Hard balls (i.e. baseballs) are not allowed.
- Students may not climb trees.
- Students may not hit, kick, punch, trip, or push anyone.
- Students may not play tackle games like Chicken or King-of-the-Mountain.
- Students must remain in the fenced playground. If a ball goes over the fence, students should ask the teacher for permission to retrieve it.
- Students should ask permission before going back into the building for any reason.

## **Sledding Rules**

- No playing on the hill or sledding before school.
- Sliding Days

Monday	Kindergarten
Tuesday	1 <sup>st</sup> Grade
Wednesday	2 <sup>nd</sup> Grade
Thursday	3 <sup>rd</sup> Grade
Friday	4 <sup>th</sup> and 5 <sup>th</sup> Grades
- Jump off the sled before hitting the fence.
- No piling up at the bottom of the hill.
- Get up and move away after sliding down the hill
- No sledding after the bell rings.

## **Gaga Pit Rules**

- Balls must be aimed for the waist and down only.
- Schedule

Monday	3 <sup>rd</sup> Grade
Tuesday	4 <sup>th</sup> and 5 <sup>th</sup> Grades
Wednesday	Kindergarten
Thursday	1 <sup>st</sup> Grade
Friday	2 <sup>nd</sup> Grade
- Students may not ride the sandbox trucks down the hill.
- Students are to respect each other's play areas and snow forts.
- Chasing or playing tag is not permitted on the playground equipment.

### **Things to Leave at Home**

Elementary students are not allowed to take hard balls, water (squirt) guns, fireworks, stink bombs, knives, or weapons of any kind to school. *The law requires the school to report to the local law enforcement agency if a weapon is found in the possession of a student.*

Cell phones and other electronic devices are not to be used during the school day. Lost and stolen items are not the responsibility of the school. If students use these items on the school bus, they should remain in backpacks during the day. Students may not use these items during recesses. Students may not take pictures in school or on the playground without the specific permission of a teacher. Students may not use roller blades, skateboards, or scooters at school. Students also may not throw snowballs or ice balls while at school. Students may not buy, sell, or trade any items they bring to school.

## **MIDDLE SCHOOL**

### **Schedule**

Start	8:00
Lunch M/T/TH:	11:28-12:03
Lunch W/F:	11:30-12:03
End	2:52

### **Delayed Start (3<sup>rd</sup> Monday of month)**

Start	10:00
Lunch:	11:19-11:46
End	2:52

### **School Hours**

Students should not arrive at school before 7:50am. After school, students waiting for any scheduled after-school programs to begin may wait only in the gym lobby, the cafeteria, or the middle-school booths.

Students are expected to spend the time before school in the gym or classroom and during recess and noon hour out-of-doors. In case of inclement weather, students will remain in the building. The wind chill index as well as temperature will be considered when deciding if students will stay inside. Students will stay indoors if either the temperature or the wind chill index is  $\leq 10$  degrees.

## **Middle School Personal and Spiritual Development**

### **Chapel**

Middle-school students attend chapels once per week, and chapel services are ordinarily combined with the high school. Chapels are often led by high-school students, teachers, or invited guests. Praise chapels are held every other week.

### **Counseling**

With the assistance of Workplace Chaplains, NMCS provides counseling services (i.e. crisis assistance, preventive programs, and support groups) for middle-level students. Parents and/or teachers may refer students to the counselor, and students themselves may seek counseling. Both a male and a female counselor are available to students. Parents will be asked to sign a consent form allowing their student to see the counselor for more than one consecutive visit.

### **Devotions**

Daily, time is spent in classroom devotions. This includes sharing, interactions in prayer, scripture reading, and devotional readings. Classroom prayers are also said before lunch and dismissal.

## **Middle School Policies and Procedures**

### **Attendance**

NMCS teaches students to be prompt, present, and prepared. A classroom is a learning community; students benefit from classroom experiences, and other students benefit from the participation of all. Therefore, students are expected to attend class regularly and to be to class on time. When a student is absent or tardy, he/she is responsible for any class work missed and must arrange with the teacher(s) to make up course-work. If a student is sick, the student will ordinarily be given the number of days absent to make up the work assigned during his/her absences (i.e. if two days are missed, two days are given to make up the work). If students are absent from school or need to leave school before regular dismissal, parents and students are asked to follow the guidelines:

- Parents must notify the office before 8:05 if a student will be absent or late.
- Parents must notify the office if a student will be leaving during the school day.
- Students coming to or leaving from school after the day has begun must sign in or out at the main office.
- NMCS requests that parents do all they can to plan vacations when school is not in session.

### **Behavior/Conduct**

A general principle in creating and developing healthy relationships is being respectful to one another. Students must respect the image of God in each person; respect the school's and other's property; and refrain from profane, vulgar, rude, and obscene talk or gestures. Jesus requires us to love our neighbor, therefore, the way NMCS students treat each other should reflect the love of Christ.

### **Bullying**

NMCS will not tolerate bullying. As a Christian community, NMCS expects parents, teachers, and students to work together to demonstrate respect, love, and care for everyone.

Bullying can be physical, verbal, emotional, sexual, and/or cyber bullying. Bullying occurs over a period of time rather than just a single incident and there is an imbalance of power between the bully and the victim. All possible bullying incidents will be investigated by the school. When it appears that bullying has taken place, parents will be contacted. Bullies will be disciplined; students may be suspended for bullying and repeated incidents of bullying may result in expulsion.

At NMCS...

- we will not bully others.
- we will try to stand up for students who are bullied.
- we will work to include students who are often left out.
- we will tell an adult at school and an adult at home if we know someone is being bullied.

### **Cheating**

Students are expected to demonstrate integrity in their schoolwork. Supplying answers to another student or using the answers of another student constitutes cheating, whether on daily assignments or an examination. Use of a cell phone during a test or exam will be considered cheating. Teachers will explain what constitutes plagiarism at each grade level in the middle school. A student guilty of cheating or plagiarizing will complete the work properly and the marking period grade will be lowered two steps (i.e. from a B to a C+). In the case of cheating on a semester exam, the student will re-take the examination, and the achieved grade will be lowered two steps. The teacher involved will notify the principal and parents, and the incident will be recorded. Repeated offenses during a student's middle-school career may result in additional disciplinary action.

### **Curriculum**

In addition to the core subjects, non-core requirements (i.e. computer, art, P.E, music, band, and choir) are offered at each grade level. A curriculum guide and yearly mapping for each class is available at the office. Values and insights which represent a Christian perspective are integrated into all instruction.

### **Demerits and Detentions**

Teachers may give demerits for minor behavioral infractions including tardiness. Six demerits will result in a detention. Teachers will contact parents when the 4<sup>th</sup> demerit is issued. Teachers may give a detention if a student is disrespectful of God, of others, or of the school. Parents will be contacted when a detention has been issued.

### **Dress Code**

Parents and students should think of school as a work environment. Dress expectations are different in a work environment than they are at home or at a party. At NMCS, all students are expected to exercise Christian modesty in apparel and grooming. Parents are responsible to ensure that their students are dressed appropriately. If a student fails to follow these reasonable school expectations, the parent will be called, and the student will be sent home until such time as the student can meet the school dress code:

- Wording on clothing must not be offensive; must not promote any secular musical group or artist; and cannot include references to drugs, alcohol, violence, or include sexual innuendo.
- Holes in jeans may not be above mid-thigh.
- Girls: Shirts and dresses must have a modest neckline with no cleavage visible. No bare midriffs are allowed, and no underwear may show. Shirts must meet pants when arms are raised. Spaghetti straps or off-the-shoulder tops are not acceptable. Skirts must come to no more than 4 inches from the floor when the student is kneeling, unless the skirt is worn over leggings. If leggings are worn, an additional garment must cover from mid-thigh to waist. Leggings worn with a shorter skirt must be opaque. Shorts must have at least a 4-inch inseam.
- Boys: Pants must be worn in such a manner that undergarments are not visible, regardless of movement. Shirts must be worn at all times. Sleeveless shirts are not allowed, except during P.E. and then only in the gym.
- Footwear must be worn at all times.

This dress code applies to all school activities, including athletic practices and games. Athletic uniforms are exempt from these regulations.

### **Exams**

Ordinarily, Language Arts and Math exams are given to 7<sup>th</sup> and 8<sup>th</sup> graders at the end of the year,

### **Grading Scale**

A	100.0 – 92.5
A-	92.49 – 89.5
B+	89.49 – 86.5
B	86.49 – 82.5
B-	82.49 – 79.5
C+	79.49 – 76.5
C	76.49 – 72.5
C-	72.49 – 69.5
D+	69.49 – 66.5
D	66.49 – 62.5
D-	62.49 – 59.5
E	59.49 – 00.0

## **Honor Roll**

The purpose of the honor roll is to recognize and celebrate the academic gifts and accomplishments of middle-school students. Some students achieve because of their gifts of intelligence, others because of diligence, most because of a combination of both. Since the school is primarily an academic institution, it is appropriate to recognize and celebrate these gifts and accomplishments, just as we recognize other gifts and accomplishments in other ways. *Qualification for honor roll: Marking period average of 87% or higher.*

## **Gym Use**

Limited recreational equipment is available for middle school students for use during recess. (Physical education equipment may not be taken out during gym recess.) Students may not kick any balls or throw hard balls or footballs. No climbing on bleachers (not even to retrieve equipment). Students may not go behind the curtains in the stage area when closed. Non-marking gym shoes only must be used in the gym.

## **Library**

The NMCS Library, with more than 7,500 books, is available to students in grades 6 – 8. NMCS do not charge overdue book fines, but replacement costs will be applied for all lost or damaged books.

## **Missing Work Due to Appointment, Illness, or a Planned Absence**

Students must notify their teacher(s) of a planned absence by bringing a signed note from their parent(s). Students may ask for homework in advance, however, they will need to arrange a time to meet with their teacher(s) so the assignments can be explained. When returning to school, they need to ask if there were any changes in the assignment and/or if they have any additional assignments to complete. This should be done within two days after their return. If necessary, they should present a planned schedule for the completion of work. Students and the teacher(s) will develop a written schedule of when the students will make up tests/quizzes and missed assignments due to a planned absence, illness, or a doctor's appointment. Students failing to make up the work according to their schedule will have the work graded as zero unless the student makes new arrangements with the teacher(s) before the due date. If parents request make-up work for a sick student, the request must be made to the office or by e-mail to the teacher by 10:15 a.m. If teachers are able, they will have assignments ready to be picked up in the office before the end of the school day.

If a student has incomplete work at the end of the marking period, she/he will receive an "I" (incomplete) on the report card in that class. If the work is not

completed within one week, the grade on the report card will be changed to an “E”.

### **Progress Reports**

Ordinarily the school does not send home paper copies of progress reports because students’ grades can be viewed at any time through the Sycamore online grading portal ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)). (However, a paper report can be sent to parents upon request.) Parents are encouraged to monitor their students’ progress throughout each marking period of the academic year.

### **Report Cards**

Report cards are issued every nine weeks. Grades are available through the Sycamore online grading portal ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)) may view your student’s grades on Sycamore at any time, or you may request a paper copy to be sent home with your student. (Please return the signed report card envelope within a week of receiving a paper copy.)

### **School Property**

NMCS believes that the school environment, both internal and external, influences the learning process. Students are also encouraged to do their best to safeguard and improve their school and classrooms. All students are expected to make general efforts to maintain a clean, clutter-free working and learning environment. Students are held responsible for all school property which has been assigned to them (i.e. books, uniforms) and are expected to maintain school property and school facilities to the highest level possible. Students who damage school property and/or its facilities will be expected reimburse the school for replacement and/or repairs.

### **Substance Abuse**

NMCS expects its students to abstain from any use of any illegal drugs, including alcohol and tobacco. Parents or guardians and possibly law enforcement will be notified of illegal drug or alcohol use. Use of drugs, tobacco, or alcohol during school hours or at school events ordinarily results in loss of school privileges or suspension and may result in expulsion.

### **Supplies**

Students are responsible for bringing their own classroom supplies (i.e. paper, pens, and pencils). Teachers will inform students what supplies are necessary for individual classes. NMCS will provide each middle-school student with a day planner.

**Textbooks**

No fee is charged for textbooks, but students are responsible for proper book care. Wear from normal use is expected, but a usage charge will be collected for books that are lost or returned with undue damage. Textbooks are numbered for convenience. Students are expected to use and to return the book they are assigned.

**Things to Leave at Home**

Middle-school students are not allowed to take hard balls, water (squirt) guns, fireworks, stink bombs, knives, or weapons of any kind to school. The law requires the school to report to the local law enforcement agency if a weapon is found in the possession of a student.

Students may not use roller blades, skateboards, or scooters at school. Students also may not throw snowballs or ice balls while at school. Students may not sell, buy, or trade any items they bring to school.

Cell phones and other electronic devices are not to be used during the school day. If students use these items on the school bus, they should remain in backpacks during the day. Students may not use these items during recesses. Students may not take pictures in school or on the playground without the specific permission of a teacher. Lost and stolen items are not the responsibility of the school.

**Vehicles**

Middle school students may not drive snowmobiles, ATV's, dirt bikes, or other motorized vehicles to school.

**Visitors**

Student guests are allowed with advance administrative approval.

## **HIGH SCHOOL**

### **School Hours – Schedule**

#### **Monday/Tuesday/Thursday**

8:00 Start  
11:28-12:03 Lunch  
2:52 End

#### **Wednesday/Friday**

8:00 Start  
11:30-12:03 Lunch  
2:52 End

## **High School Personal and Spiritual Development**

### **Chapels and Devotions**

High-school students attend chapel once per week, and they are ordinarily combined with the middle school. Chapel services are often led by high-school students, teachers, or invited guests. Praise chapels are held every other week. Daily, time is spent in classroom devotions. This includes sharing, interactions in prayer, scripture reading, and devotional readings. Classroom prayers are also said before lunch and dismissal.

### **Counseling**

Counseling services are available to all of our students. The service addresses crisis assistance, preventive programs, and support groups. Parents and/or teachers may refer students to the counselor, and students themselves may seek counseling. Parents will sign a consent form allowing their student to see the counselor for more than one consecutive visit.

### **Mentoring**

At the beginning of every school year each high-school student is assigned to an adult mentor employed by the school, ordinarily at teacher. Mentors and mentees meet regularly throughout the school year to discuss academic, emotional, personal, and spiritual issues. The mentor/mentee program exists so that each high-school student has a meaningful, trusting relationship with at least one adult in the school building. Mentors employ confidentiality when appropriate.

## **High School Policies and Procedures**

### **Attendance**

NMCS teaches students to be prompt, present, and prepared. A classroom is a learning community; students benefit from classroom experiences, and other students benefit from the participation of all. Therefore, students are expected to attend class regularly and to be to class on time. When a student is absent or tardy, he/she is responsible for any class work missed and must arrange with the

teacher(s) to make up course-work. If a student is sick, the student will ordinarily be given the number of days absent to make up the work assigned during his/her absences (i.e. if two days are missed, two days are given to make up the work).

### **Maximum absence policy**

Ordinarily this policy limits the number of absences from a class to 10 per semester, with 11 or more absences resulting in loss of credit for the class. Distinction between excused and unexcused absences may be taken into consideration, especially concerning makeup work and tests. Parents will be alerted after the 5<sup>th</sup> absence from class has occurred. If a student is excused by a parent, he/she will receive full credit for late class work and tests completed within one week of the last day absent. Arrangements for an extension may be made before that week expires. If a student is not excused by a parent, then he/she will be given 0% credit on missing class work and tests.

**Unplanned absences:** If a student must be absent because of illness or a family emergency, parents are requested to notify the office before 8:05am every day the student is absent. If parents are not able to contact the office, then they are expected to provide a note explaining the reason for the absence when the student returns to school. Students must obtain a *purple slip* from the office in order to be readmitted to class upon their return to school.

**Planned absences:** Absences for doctor or dentist appointments, athletics or other extra-curricular events, funerals, or other reasons may be necessary. When such an absence occurs, it is the parents' responsibility to contact the **school prior to the absence** to give permission for the absence (Or, for athletics and extra-curricular events, the student must go to the office prior to the event). The student will then be given a *blue slip*, and must contact the teacher to get assignments for each class he/she will miss. Failure to follow this procedure may result in a zero given for missed work.

### **Partial day absence: If a student arrives to school late or must leave early, please follow this procedure:**

- Students arriving late report to the office for an admit slip.
- If a student becomes ill, he/she reports to the office before leaving campus. Parents will be notified of illness and departure.
- If a student plans to leave campus during the school day, a note must be presented to the school office at the beginning of

that school day and an “early dismissal” slip will be provided to give to the teacher. Prior to leaving campus, the student must sign out in the front office. Students must report to the office when returning and will be issued an admit slip.

- Students may not leave campus after arriving unless the parent has given prior permission. Leaving campus to go for breakfast or leaving early for lunch is not permissible. Students will receive a detention for a missed class or study hall if prior permission has not been given.

### **Tardiness**

Students are expected to be to school and in class on time. Repeated tardiness demonstrates a lack of respect for the teacher and the school. Students will receive a demerit for each tardy. A tardy of 10 minutes or longer is recorded as an absence.

### **Procedure for re-admittance**

All students who are absent due to illness or unplanned events the day before must have a signed admit slip from the office to be readmitted into class. This slip will state whether the absence was excused or unexcused. The student will present this slip for admission into each class for which he/she was absent the previous day. Students may not be excused after the admit slip is issued.

### **Behavior/Conduct**

A general principle in creating and developing healthy relationships is being respectful to one another. Students must respect the image of God in each person; respect the school's and other's property; and refrain from profane, vulgar, rude, and obscene talk or gestures. Jesus requires us to love our neighbor. This means that the way we treat each other should reflect the love of Christ.

### **Bring Your Own Device (BYOD)**

Each high-school student will be expected to have his/her own laptop computer for use at school. Students will be asked to bring a Mac or Windows laptop or a Windows-based tablet with a keyboard which runs a current web browser and has wireless access to the Internet. Battery life must be at least 4 hours and laptop must have a hard drive.

### **Cell Phones and Electronics**

Cell phones and other electronic devices are not to be used in class without specific permission from the teacher. High school students may use cell phones during breaks. Students using cell phones or other electronics in class without

teacher permission will receive at least 2 demerits. Students using these devices during tests or exams will be considered to be cheating. Lost and stolen items are not the responsibility of the school.

### **Cheating and Plagiarism**

Students are expected to demonstrate integrity in their schoolwork. Supplying answers to another student or using the answers of another student constitutes cheating, whether on daily assignments or an examination. Use of a cell phone during a test or exam will be considered cheating. Teachers will explain what constitutes plagiarism at each grade level in the high school. A student guilty of cheating or plagiarizing will complete the work properly and the marking period grade will be lowered two steps (i.e. from a B to a C+). In the case of cheating on a semester exam, the student will re-take the examination, and the achieved grade will be lowered two steps. The teacher involved will notify the principal and parents, and the incident will be recorded. Repeated offenses during the high school career may result in suspension. Incidents deemed by the teacher(s) and principal as more serious in nature may also result in suspension.

### **Curriculum**

A complete list of high school courses is available from the guidance counselor or the school website ([www.nmcs.us](http://www.nmcs.us)). Students also may request permission to take an online (distance learning) courses. NMCS also offers senior level co-op placements and dual enrollment/direct credit classes with select colleges.

#### **J-Term**

During the month of January high-school students will be enrolled in J-term. While many classes will remain the same and will continue on as normal, some new and different class offerings will be available to students. In addition, some of these classes will be in session for the entire afternoon. Courses specific to the J-term will be valued at ½ or ¼ credits.

#### **Adding or dropping classes**

Ordinarily, students may add and drop classes from their academic schedules only during the first week of the semester. Prior to any change in a student's schedule, the student must contact and receive approval from the counselor. A recommendation from the teacher(s) involved and the parents also will be necessary.

### **Demerits and Detentions (Zero Hours)**

Teachers may give demerits for minor behavioral infractions including but not limited to tardiness. Six demerits will result in a zero hour. A school

representative will inform both the student and his/her parent(s) when the fourth demerit has been issued.

Teachers may issue zero hours for disrespect (for God, teachers, other students, property) or for repeated failure to comply with school rules. Individuals who have been assigned zero hour time will report to the assigned room promptly at 7:15am for 45 minutes on the next Tuesday. Students will be given at least one day of advance notice when assigned a zero hour time. The school will not assume responsibility for transporting students to zero hour. Zero hour/detention time should be given priority over all other commitments. An unexcused absence from a scheduled zero hour/detention will result in further discipline. A school representative will contact parents to inform them of the reason for and the date of the zero hour. (Upon parental request, two noon hour detentions may be substituted for a zero hour.)

### **Dress Code**

Parents and students should think of school as a work environment. Dress expectations are different in a work environment than they are at home or at a party. At NMCS, all students are expected to exercise Christian modesty in apparel and grooming. Parents are responsible to ensure that their students are dressed appropriately. If a student fails to follow these reasonable school expectations, the parent will be called, and the student will be sent home until such time as the student can meet the school dress code:

- Wording on clothing must not be offensive, must not promote any secular musical group or artist and cannot include references to drugs, alcohol, violence, or include sexual innuendo.
- Holes in jeans may not be above mid-thigh.
- For girls: Shirts and dresses must have a modest neckline with no cleavage visible. No bare midriffs are allowed and no underwear may show. Shirts must meet pants when arms are raised. Spaghetti straps or off-the-shoulder tops are not acceptable. If leggings are worn, an additional garment must cover from mid-thigh to waist. Leggings worn with a shorter skirt must be opaque. Skirts must come to no more than 4 inches from the floor when the student is kneeling, unless the skirt is worn over leggings. Shorts must have at least a 4-inch inseam.
- For boys: Pants must be worn in such a manner that undergarments are not visible, regardless of movement. Shirts must be worn at all times. Sleeveless shirts are not allowed, except during P.E. and then only in the gym.
- Footwear must be worn at all times.

This dress code applies to all school activities, including athletic practices and games. Athletic uniforms are exempted from these regulations, and exceptions

to these rules will include the Junior/Senior Banquet to which strapless and spaghetti-strap dresses for girls will be permitted, and the D.R. trip, which has its own dress expectations.

### **Exams**

Students should expect to write exams each semester for most classes. The semester exam grade may count for up to 25% of the final semester grade. Each teacher determines the value for his or her courses.

### **Grading scale**

<u>Grade</u>	<u>Percentage</u>	<u>Numeric Grade Equivalent*</u>
A	100.0 – 92.5	4.0
A-	92.49 – 89.5	3.7
B+	89.49 – 86.5	3.3
B	86.49 – 82.5	3.0
B-	82.49 – 79.5	2.7
C+	79.49 – 76.5	2.3
C	76.49 – 72.5	2.0
C-	72.49 – 69.5	1.7
D+	69.49 – 66.5	1.3
D	66.49 – 62.5	1.0
D-	62.49 – 59.5	0.7
E	59.49 – 00.0	0.0

\*Used in computing grade point average (GPA)

### **Progress Reports**

Ordinarily the school does not send home paper copies of progress reports because students' grades can be viewed at any time through the Sycamore online grading portal ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)). (However, upon request a paper report can be sent to parents midway through any of the four marking periods.) Parents are encouraged to monitor their students' progress throughout each marking period of the academic year.

### **Report Cards**

Report cards are issued every nine weeks. Grades are available through the Sycamore online grading portal ([www.sycamoreeducation.com](http://www.sycamoreeducation.com)). Parents may view a student's grades on Sycamore at any time, or they may request a paper copy to be sent home with your student. (Please return the signed report card envelope within a week of receiving a paper copy.)

## **Incompletes**

Students will normally have up to one week from the end of a marking period to change an incomplete to a passing grade. If they do not do so, the incomplete will be changed to an E.

## **Homework**

High school students should ordinarily expect 90-100 minutes of homework per day. Students who have study halls may be able to complete a large portion of their homework at school.

## **Honor Roll**

The purpose of the honor roll is to recognize and celebrate the academic gifts and accomplishments of high-school students. Some students achieve because of their gifts of intelligence, others because of diligence, most because of a combination of both. Since the school is primarily an academic institution, it is appropriate to recognize and celebrate these gifts and accomplishments, just as we recognize other gifts and accomplishments in other ways. In order to be included on the high-school honor roll, a student must have a marking period average of a B+ or higher (3.3 GPA).

## **Lunch Leave**

Leaving campus for lunch is a privilege, so students must have parental permission to do so. Students must leave and enter the building through the main lobby doors when school is in session. Students must sign out when leaving campus and sign in when returning. Students may either walk off campus or drive off campus at lunch time. If students do not return to school by the time 5<sup>th</sup> hour begins, they will be marked tardy. After 10 minutes of 5<sup>th</sup> period has passed, students will be marked absent. Parents are responsible for the activities of students once they have left campus.

## **Motor Vehicles**

Driving is a privilege and a responsibility. Failure to drive responsibly on or around school property may result in withdrawal of the driving privilege. In order to remain in good standing, students are asked to fulfill the following expectations:

- Students must register each vehicle they may drive to school with the office. Vehicle registration forms are included with the Back-to-School mailing each summer and can be obtained in the main office.
- Vehicles must be parked in the student parking lot to the south of Elm Street across from the school.

- Students may only park in the student lot day and night. The parking lot beside the school is reserved for visitors and guests after school hours and for teachers and visitors during the school day.
- Unsafe driving or failure to follow the school’s vehicle policies may result in the suspension of student driving privileges for a period of time.
- Bus transportation is provided to and from Wexford-Missaukee Career Tech Center (CTC) for students enrolled in vocational classes. Alternative means of transportation from NMCS to CTC or from CTC to NMCS may not be used without approval from the principals of NMCS and Wexford-Missaukee Career Technical Center. CTC expects students to travel by bus.

### **Transportation to Athletic Activities**

Transportation will be provided to all away athletic events for team members. Students may not make other arrangements for travel without approval from their parents and coaches.

### **National Honor Society**

The National Honor Society seeks “to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.” Any junior or senior who maintains a cumulative GPA of at least 3.0 is eligible for consideration on the basis of service, leadership, and character. Students are selected by a majority vote of the teachers who are on the faculty NHS council. Students must attend short monthly meetings, participate in at least one group service project, and complete one individual service project per year. Students may be invited to participate in field trips to broaden their perspective in learning and cultures. For additional information visit [www.nhs.us](http://www.nhs.us) and click the parent link.

### **Student Center**

This room will be open to all high school students. Students are expected to treat the center and furniture with respect. All school rules apply to students while they are in the Student Center. The television may not be on during the school day. Students will be assigned to clean the Student Center.

### **School Property**

NMCS believes that the school environment, both internal and external, influences the learning process. Students are also encouraged to do their best to safeguard and improve their school and classrooms. All students are expected to make general efforts to maintain a clean, clutter-free working and learning environment. Students are held responsible for all school property which has been assigned to them (i.e. books, uniforms) and are expected to maintain

school property and school facilities to the highest level possible. Students who damage school property and/or its facilities should expect to reimburse the school for replacements and/or repairs.

**Beverages:** Beverages with lids will be allowed in the hallways and in the Student Center, but not in classrooms. Students may have bottled water in class with the teacher's permission.

**Gym Use:** Students should not be on the gym floor without non-marking gym shoes. Gym equipment should be treated with care and respect. Climbing up closed bleachers is not allowed because it may cause permanent damage to the bleachers. Students wishing to use the gym after school or in the evenings must make arrangements with the AD at least 24 hours in advance. Students will be expected to arrange for adult supervision, to not interfere with practices or cleaning schedules, and to comply with all school rules while using the gym.

**Lockers:** Lockers are school property made available for use during the school year. Students should not keep money or other valuables in lockers, and they are expected to keep the interior and surfaces of their locker and the hallways free of debris and litter. NMCS reserves the right to inspect any locker on a random and/or unannounced basis.

### **Substance Abuse**

NMCS expects its students to abstain from any use of tobacco, alcohol, and illegal substances. Possession or use of tobacco products at any time on the school property, busses, at school-related activities, or traveling between school campuses is not allowed. Possession or use of illegal drugs, including alcohol, at any time on the school property, busses, at school related activities, or traveling between school campuses is not allowed. Offenses may result in suspension and the temporary loss of such privileges including but not limited to leaving campus during noon hour or participating in extra-curricular activities and/or other school-sponsored activities. The student may be required to participate in counseling sessions with a member of the school staff. Repeat offences may result in additional disciplinary measures including expulsion from school.

### **Suspension**

Suspensions will be given for serious or dangerous misbehavior, illegal activity, or abusive actions. In most instances, a suspension will not occur until parents have been notified regarding the reason for such suspension. Suspended students are expected to satisfactorily complete work missed during their absence. A conference with parents will take place before a student is readmitted.

## **Textbooks and Supplies**

High school textbooks are provided for the student for each course in which they are registered. All textbooks must be returned to the school. No fee is charged for school textbooks, but students are expected to pay for lost or damaged books. All high school students are expected to have their own NIV Study Bible (either electronic or paper).

## **Weapons**

Any knives, guns, or other weapons are not allowed in the building or anywhere on the school grounds. The law requires NMCS to inform local law enforcement agency if a weapon is found in the possession of a student. Guns or other weapons may not be stored in trucks or cars on school property.

## **Athletic Handbook**

For specific information about athletics, athletic awards, and athletic policies, please refer to the Athletic Handbook. Each athlete will receive a copy of the handbook when he or she first participates in a sport.

# **Graduation Requirements**

## **Graduation requirements**

Minimum requirements for graduation from NMCS include successful completion of 22.5 units of credit.

<u>Courses disciplines</u>	<u>Required credits in subject area</u>
Bible	2
Computer	½
English	3
Fine Arts	1
Health	½
History	2
Government	½
Math	2
Physical Education	½
Science	2

In addition, students must design, create, complete, and publicly present a Senior Project.

## **Units of credit**

One unit of credit is earned with the successful completion of a class that is scheduled to meet five regular class periods per week for the entire school year.

One-semester classes receive ½ unit of credit. Career Technical Center students receive 3 units of credit per year for CTC. Co-op students will also earn three units of credit per year for a half-time assignment.

Ordinarily, NMCHS requires students to attend school for eight semesters. On rare occasions, an exception may be made, however, the student granted such an exception will not qualify for academic honors.

### **Minimum class load**

Students must be working toward a minimum of 6 ½ units of credit during each year of high school, unless special permission has been granted for fewer.

### **Wexford-Missaukee Career Technical Center**

Juniors and seniors are eligible for the many educational opportunities provided at the Wexford-Missaukee Career Technical Center (CTC). Students who attend the CTC have an opportunity to explore and train for career options in one of fifteen state-approved Career and Technical Education programs providing preparation for career success after high school. The teaching and learning that takes place at CTC is relevant to your career pathway and will help prepare you for success in your field of study. In addition, CTC courses are hands-on with academic training in ACT WorkKeys for Applied Math, Reading for Information, and Locating Information. Michigan Merit Curriculum credits can be earned while attending CTC. Students interested in attending the CTC should consult with the high-school guidance counselor during the sophomore year. NMCS students may enroll for a half day (afternoons) at the CTC, and transportation is provided. For a complete listing of programs and course descriptions visit [www.wmisd.org](http://www.wmisd.org).

### **Co-Operative Education**

The Co-Operative Education Program is available to students enrolled in CTC who have completed the minimum objectives of the program in which they are enrolled. Co-Op is a job directly related to the student's Career and Technical Education program. The Co-Op program also provides the student the opportunity to obtain high school credit.

### **Dual Enrollment/Direct Credit Courses**

The Wexford-Missaukee Career Technical Center will offer students the opportunity to receive college credits while attending the CTC at little or no cost through post-secondary partners.

## **Scholarships**

Several scholarship opportunities are available through CTC. For more information, students should consult with their CTC counselor during their senior year.

## **Programs Currently Offered at CTC**

- Agriscience & Natural Resources
- Applied Construction Technology
- Automotive Technology
- Business Management Administration
- Computers, Networking & Electronics Technology (CNET)
- Digital Media Production
- Engineering Technologies
- Health Science Careers (first year seniors and all second year students)
- Heavy Equipment Mechanics
- Hospitality, Retailing & Entrepreneurship (HRE)
- Introduction To Health Care (all juniors)
- Metal Fabrication/Welding
- Power Sports & Equipment
- Public Safety

## **High School Extra-Curricular Eligibility**

### **Eligibility**

Students who desire to participate and to represent NMCS in extra-curricular activities must meet basic academic, Christian citizenship, and training standards. Christian citizenship must be reflected in a student's behavior throughout the year. All students wanting to participate in extra-curricular activities and their parents must sign a Form of Subscription. By doing so, both students and parents have acknowledged they have read NMCS's eligibility and citizenship policies and expectations and agree to abide by them.

Extra-curricular activities are an extension of the classroom. They provide students an opportunity to explore interests which are not offered with regularity in the classroom. Our mission statement calls for the development of all gifts, not just academic gifts. Extra-curricular activities are optional for students and are not required for graduation. Therefore, academic requirements must take precedence over the extracurricular activities. Students must maintain good academic standing in order to participate in extra-curricular activities. The following policy articulates NMCS's expectations regarding academic eligibility:

## **Academic/Athletic Eligibility Policy**

- A student-athlete will be ineligible when his/her class grade point average (GPA) in any individual class is at a failing (E) level and/or when a student-athlete has three (3) incomplete pieces of classwork in any individual class. Each teacher will determine ineligibility status for his/her classes & communicate his/her decision to both the Athletic Director & the Superintendent.
- A student-athlete must be enrolled in at least 6 classes to be considered eligible to participate in NMCS athletic programs.
- Career Technical Center classes and Work Study programs will count as three classes.
- Athletic eligibility will be reviewed at the end of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, & 9<sup>th</sup> week of each marking period. (Each 9<sup>th</sup> week will be the end of a marking period.)
- Teachers & the Athletic Director will regularly communicate with students, coaches, & parents regarding eligibility concerns.
- If, at any eligibility review date, a student-athlete is failing any class and/or is deemed ineligible because of incomplete work (at least 3 incomplete pieces of classwork), then the student-athlete will not be able to participate in athletic practices and, perhaps, athletic competitions. This information will be communicated to student-athletes & coaches by the Athletic Director.
- A student-athlete will not return to practice and/or competition until he/she is determined to be eligible by the student-athlete's teacher(s). The Athletic Director will communicate eligibility status to the student-athletes, coaches, & parents.
- A student-athlete will be ineligible until he/she has made appropriate efforts (i.e. completing classwork or meeting with a teacher to create an IAEP) to correct the ineligibility status by improving GPA to a passing level in the class in question.
- If a student-athlete is ineligible because of incomplete work, but is still passing the class, then he/she will only be ineligible for practice sessions (not competitions) until the work is completed. Coaches will uphold and enforce this procedure.
- When a student-athlete is deemed ineligible, he/she must create an Individualized Academic Eligibility Plan (IAEP) with the teacher and follow through with the IAEP in order to return to eligible status. (A copy of the IAEP must be provided to the Athletic Director & Superintendent). The student-athlete will be responsible for initiating communication with the teacher. Once the IAEP expectations have been fulfilled satisfactorily, the teacher will make the Athletic Director

and Superintendent aware, and the student-athlete will return to eligible status.

- It is expected that the ineligible student-athlete use athletic practice sessions to conference with teachers and/or complete work.
- If at any time a student-athlete is failing two classes based in cumulative grade percentages, the MHSAA requires that student is ineligible for competition for at least one (1) week. If this situation applies, MHSAA eligibility policy will remain in place until the student returns to an eligible status.