

Nazarene Christian Academy
2016-2017 Parent and Student Handbook



“Train up a child in the way he should go.”
Proverbs 22:6

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The staff members of the Nazarene Christian Academy (NCA) do not take our mission statement lightly. Board members and NCA Administration and staff intentionally pray for, equip, and send Christ-centered, passionate leaders to change the world. Preparing tomorrow's leaders with a Christian worldview is one of the most important of callings. Our every decision and action is weighed against our honorable mission.

This handbook contains the facts and information needed to help new and returning students know what NCA offers. It also serves as a guide to the requirements and expectations NCA holds for all our students.

Please know that our staff at NCA are here to help you through the process of bringing your student(s) to NCA. We encourage you to contact our Director, Alyssa Clark, should you need further assistance.

May the Lord bless you as you seek the best education and future for your student(s).

Nazarene Christian Academy Staff

Academic Guidelines

Our academic guidelines for Kindergarten -5th grade are a maximum of 15 students per classroom.

Admissions

New Student Admission

STEP 1—Complete Application. Applications can be found at www.ncabigspring.com or in the enrollment packet located in the school office. Provide the supplemental information listed to the School Office prior to the meeting with Director.

- Students applying for grades 1-5: current report card from the most recent grading period.
- Copy of standardized test scores (if applicable for grade)
- Copy of current immunization records
- Copy of Social Security Card
- State certified birth certificate (Not a hospital certificate of birth)

Please Note: Applications submitted after the application deadline are considered on the availability of space, and the possibility of being placed on the wait list may increase.

STEP 2—Meeting with Director

- A copy of a recent report card and/or credits, standardized test scores, and all necessary items are required to be on file before a meeting will be conducted.
- A parent or guardian must be present with the student at the time of the meeting.

STEP 3—Acceptance and Enrollment

Students who have been suspended from other schools may not be admitted during the same semester of suspension and acceptance is based on review by the Admissions Committee.

Applications are reviewed for acceptance by an Admissions Committee made up of the Director and other staff members.

Nazarene Christian Academy does not admit special education students or students with diagnosed learning disabilities. If a student is found to be learning-disabled after being enrolled in NCA, a conference will be held with the parents to determine any

adjustments that would be in the student's interest considering the school's limited resources for such students. Students who are attending NCA and found to be learning disabled may be requested to transfer to another school.

Returning Student Registration

A student returning after an absence of one year or longer must reapply and will be classified as a new student.

Returning students to Nazarene Christian Academy will be reviewed on the basis of behavioral and academic progress.

Students who are not readmitted to NCA will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in determining readmission.

All accounts must be kept current. NCA will hold all transcripts and grade cards until all accounts are current. Students will only be allowed to re-enroll or begin the new school year if their account is current. Any outstanding monies, fees, paperwork, and/or materials (including textbooks, library books, uniforms, etc.) must be cleared by the School Office before a student will be allowed to start school.

After School Program

Nazarene Christian Academy offers an after school enrichment program open to all NCA students from 3:30pm-5:30pm. If NCA has early dismissal or is out due to a school holiday, there will be no after school enrichment. NCA enrichment has a scheduled time for students to work on homework, as well as a planned curriculum. Students must be enrolled into the after school enrichment program. NCA after school enrichment program has a "drop-in" policy, however, a written notice is due by 9:00am on the day the drop in is needed to the after school enrichment teacher. This allows for the curriculum to be adjusted to accommodate the extra student.

If a parent wishes to withdraw their child from the After School Enrichment program, a two week notice must be given to the Director as well as the After School Enrichment teacher.

New Hope Christian School offers an after school program for all area schools from 3:30pm-5:30pm. It is provided on all school days (excluding NHCS early dismissal and NHCS holidays). Activities include field trips to the city water park and to the movie theater. Parents may contact Vicky Parnell, New Hope Christian School Director for more information.

Attendance

The Texas Compulsory Attendance Law states that “A child who is at least six years of age... and who has not yet reached the child’s 19th birthday shall attend school.”

A child younger than six enrolled in prekindergarten, kindergarten, or first grade is considered to be of compulsory attendance age. Tex. Educ. Code Ann. § 25.085. A child 17 years of age who has been issued an equivalency certificate is exempt from attending school. Tex. Educ. Code Ann. § 25.086.

In keeping with this statute, it is our desire to cooperate with the families of our students by keeping attendance problems to a minimum.

Absences will be recorded daily by the teacher. We will also use ProCare to account for absences and tardies.

Part of the educational process is to learn discipline and responsibility in order to develop characteristics of good citizenship. Therefore, NCA expects our students to be in class.

NCA does not condone students missing class time in order to work on term papers, study for tests, etc. Students need to learn to budget their time for these disciplines and attend class as usual. We expect our parents to support NCA Administration with these issues.

A student may not miss, for any reason, more than nine (9) days of any one class in a semester. If a student does miss more than nine (9) days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests. On rare occasions, the Director will give exceptions for absences.

Students are expected to communicate with teachers or the Director prior to all planned absences (school related or personal) to verify the due date of all homework, quizzes, and tests.

DO NOT plan absences prior to OR DURING midterms and final exams.

Abuse of the attendance policy could result in disenrollment and/or retention and will not negate the obligation to pay Nazarene Christian Academy for tuition in full.

Unexcused Absences

Excessive unexcused absences will be grounds for disenrollment. Ditching school is not tolerated.

Nazarene Christian Academy Director will report to the truancy officer any student who has 4 unexcused absences within a 2 week period.

Illnesses and Emergencies

A doctor's note is required for the approval of an excused absence. It needs to be turned in within 3 days of the absence for approval. If it is turned in on the 4th day or thereafter, the absence or absences will be considered unexcused. For the well-being of your student and his/her classmates, a student will not be admitted to school if he or she has had a fever, has vomited, or has symptoms of a possible communicable disease during the previous 24 hours .

Please notify the school if your student has a communicable disease. In accordance with Texas state requirements, after a student has had a communicable disease, such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted to school only upon written approval of an attending physician.

Parents **must call** regarding *any student absences* as early in the school day as possible.

Grades K-5.....432-263-0203

Behavior

Nazarene Christian Academy has high expectations for all students enrolled. Students are expected to follow school rules at all times. If expectations are not met or exceeded, a parent conference will be scheduled and consequences will be rendered as needed. Should the need arise; the school director will be available for the parent teacher conference. If the problem is not solved after the conference, the parent will be asked to join the student in class and sit with the child. As a last and final resort, and at the discretion of the director, the child may be removed from the class. Each situation will be evaluated and handled accordingly.

Bullying, Antibullying and Sexual Harassment Policy NCA Commitment

Nazarene Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes hitting/ kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Definition of Cyber Bullying

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through HCS.

Examples of Sexual Harassment

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such a making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding, or blocking movements

Student/Student Harassment is prohibited.

Employee/Student Harassment is prohibited.

What To Do If You Experience or Observe Bullying and/or Harassment

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a trusted teacher or Administrator.

Students who observe incidents of bullying and/or harassment are also encouraged to report the matter to a teacher or Administrator.

Nazarene Christian Academy is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Chapel

Chapel is held regularly with programs designed to help meet the spiritual needs of students. These programs include praise and worship music, special guests and a regular teaching time. Faculty members will often lead the devotionals, and students are encouraged to share their talents outside of chapel. We may have special times when longer Chapel periods will be held. Chapel program for K-1 is each Wednesday at 11:30am and 2nd-5th grade is each Wednesday at 10:30am.

Cheating

Cheating and/or plagiarism will not be tolerated at Nazarene Christian Academy. If a student cannot pass without cheating, he/she does not belong at NCA. Consequences will be as follows, regardless of whether the cheating was on a quiz, a major examination, homework, or independent work.

Please note: Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.

Elementary Students

- First offense — Privately talk to the student
- Second offense — Student receives a zero
- Third offense — Call the parent, and student receives a zero

Curriculum

Nazarene Christian Academy implements the Abeka Curriculum in all subjects with supplementary materials from other carefully screened sources. There is a checklist of state guidelines and TEKS which are also intertwined into the main curriculum.

Dress Code

It is our belief at NCA that a neat, clean and well-groomed appearance is beneficial to the learning experience in the classroom. Students must adhere to the school dress code at all times while on campus. Thus NCA requires that all students wear approved uniforms. NCA approved uniforms are red polo shirts and khaki slacks, shorts, skirts, jumpers and skorts purchased from *online at www.cookieskids.com* . Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Clothes must not have holes (either deliberate design in the clothing or obvious tears). Ripped, frayed, or cut off clothing may not be worn. Covering the hole or tear with tape is not sufficient.

Proper footwear is to be worn at all times for safety purposes. Some classes may have more stringent requirements than others. Slippers and cleats are not allowed. NCA requires closed-toe shoes to be worn at all times. Shoes must not attract away from the uniform in any way such as bright colors, sequins, or glitter.

Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything that is contrary to Christian standards may not be worn/brought to school.

Sweatpants, jogger pants, harem pants, yoga pants, work-out pants/shorts, athletic pants/shorts, board shorts, cargo pants, jeans (unless specified on Fridays), khaki colored jean pants (students must wear slacks) or pajamas may not be worn.

Hair should be neat and clean for both boys and girls. Length (for boys) should be no longer than the top of the shirt collar in the back, nor below the earlobe on the side, and should not be below the eyebrows in front. Extreme or odd styles or colors are not allowed and hair coloring must be a natural color (determined by the Administration).

Hats and hoods are not to be worn inside buildings. Stocking caps or beanies may be worn outside during cold weather.

Sunglasses must not be worn indoors.

Drawing or writing on oneself or others is not permitted.

Repeated non-compliance with the dress code will affect the student's conduct grade and may result in dismissal from school or school fines. Uniforms should be bought at online at www.cookieskids.com.

Girls

Girls must wear NCA specified khaki jumpers, skirts, skorts, or slacks with red polo shirts. Shorts must touch the top of the knee. Shorts or solid colored leggings/tights must be worn under skirts at all times. The tights/leggings must not attract away from the uniform. 4th and 5th grade only may also wear black shorts, slacks or skirts.

Boys

Boys must wear NCA specified khaki shorts or slacks. Shorts must touch the top of the knee. If a belt is needed, it should not attract away from the uniform; no special designs or belt buckles. 4th and 5th grade only may also wear black shorts or slacks.

SPIRIT DRESS will be scheduled on Fridays. Students may wear blue denim jeans or approved shorts (no holes, no frays, or sagging) along with any NCA t-shirt or sweatshirt. NCA T-shirts can be purchased from the School Office.

Off Campus Dress Code

All clothing must be modest and appropriate, meeting the same criteria as properly fitted school dress code guidelines. Students must be sure to dress modestly and appropriately while at school functions off campus. Students are expected to be good examples both on and off campus.

Dress Code Violations

Students who come to school blatantly out of dress code will be sent to the office and will either have to go home, or a change of clothes will need to be brought to school. (Dress code violation count will start over at semester.)

1st violation – students will need to change or go home

2nd violation – students will need to change and they will have after school detention

3rd violation – students will need to change and they will have after school detention and a parent conference will be held.

4th violation and beyond – suspension

Drop off/Pickup Procedures

A teacher is on duty promptly at 7:30am. Students being dropped off will enter the front doors and a parent/guardian will sign them in on the computer by the office door.

Parents need to *walk* their child to their appropriate classroom. Parents may park their cars in the parking lot on the east side of the building and the parking lot in front. A student will be considered tardy if they arrive after 8:10am.

Students must be picked up from the foyer at 3:30pm for Kindergarten-5th grade. Students will need to be signed out on the computer by the office. If a student participates in the after school program their teacher will dismiss them to the after school classroom where the teacher is present at 3:30pm. During dismissal, conference times between teachers and parents should not occur, *conferences must be scheduled*.

A child is considered “late pick-up” if the parent does not arrive by 3:40pm. There will be a fee added to each students account for any days they are considered late pick-up. NCA fee is \$1.00 per minute after 3:40pm.

Early Dismissal Days

Early Dismissal Days are shown in the school calendar.

Email

All NCA staff are given a NCA email address. A directory listing each staff members email address will be provided at the beginning of the school year. All parents are

encouraged to email their child's teacher regarding any questions that may arise throughout the day. Teachers will respond with 24 hours to the email.

Field Trips

A field trip consent form will be signed by each student's parent. The form will be kept in the child's file for the academic year. New forms are required to be signed at each new academic year. For any field trip requiring the student to pay, a one week notice will be given to the parents. Money is due on the day of the field trip or the child will be unable to attend.

Grade reports

The teacher evaluates the students with tests and observations, a standardized test determining progress and readiness for next grade level. The teacher will assess academic and social skills. Grade evaluations will be sent to the parent/guardian four times a school year. If any child is failing at any point during the nine week grading period, a progress report will be sent home with the child. Teachers will have the option to send progress reports home with students who are *not* failing; this will be a teachers decision.

Grading Scale

Kindergarten

U	Unsatisfactory
PP	Partially Proficient
P	Proficient
A	Advanced
N/A	Not Assessed

1st – 5th

A	90-100
B	80-89
C	70-79
D	60-69

If a parent/guardian believes a grade is not indicative of the student at the end of the grading period, a written submission must be submitted one week following the end of the grading period.

Health Services Program Physicals

Pre-School, Pre-Kindergarten and Elementary students are strongly encouraged to have a physical examination before school starts each year.

Upon initial admittance to Nazarene Christian Academy, all physical limitations (if any) are noted and if continuous medical care or medications is required for the student, arrangements are made in accordance with the need and/or doctor's (parent's) wishes. This notation then becomes a part of the student's record.

Homework and Testing

K-5th

Homework is assigned to students in kindergarten through fifth grade. It is intended to be practice of concepts, which have already been presented by the classroom teacher. Parents may expect homework Monday through Thursday. A homework log or homework assignment book is used to develop the habit of recording the homework assignments. If there are any questions about homework assignments, please contact the appropriate teacher.

Tests are given at the conclusion of a unit, while quizzes are given throughout the study. Tests are designed to evaluate what the student has mastered. In order to give students adequate time to prepare for tests, teachers are sensitive to the number of tests given in one day.

There is an academic test given to all students in the spring to determine the level the student is at and how much they have improved and learned for the year.

Lost or Damaged Property

Families must pay in full for any property (books, furniture, buildings, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook, the book must be returned in good condition within 30 days after the last day of school in the current school year.

Students must pay for any NCA property stolen from them while in their possession. NCA will not be responsible for lost or stolen articles belonging to a student.

Mailboxes

All teachers at NCA have a mailbox located in the School Office. Any notes or letters that are directed for a teacher or staff at NCA may be left with school secretary. The school secretary will place the letter/note in the appropriate teacher or staff's box.

Teachers and staff at NCA are required to check their school mailboxes at least once per day. Any notes indicating a return correspondence to a parent or a possible future parent/student will be completed within 24 hours.

Mailing Address:

Nazarene Christian Academy
118 Cedar Road
Big Spring, Texas 79720
School Office: 432-263-0203

Makeup Work

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due in accordance with the teacher's instruction and the student must take any quizzes or tests which are given, even if it is the same day of his/her return. On the other hand, if a student has an emergency absence such as illness, a death in the family, unexpected family matters, etc., he/ she will be given a day for every day absent to make up the work missed after returning to school. If there is some question as to the amount of makeup time permitted, the parent should immediately contact the teacher for a parent/teacher conference.

Note: Research papers, reports, major assignments, etc., are due on the assigned due date, even if it will require another person to bring in the assignment.

Medical

Immunization records are on file for each student and teacher. Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed so that proper medical attention may be rendered if needed. Nazarene Christian Academy does not have licensed medical personnel on campus. If a student needs to take medication during the day, the parent must sign a medication instruction form and leave the medication with the appropriate teacher. When a student has a serious medical condition that may require emergency treatment, parents will be required to sign a release of liability agreement.

Accidents are attended to by the teacher on duty. First aid is applied if needed. Parents are then notified immediately and an accident report form (Ouch Report) i

s filled out. A copy is given to the parent for the doctor (if necessary), and a copy is filed.

In case of an injury requiring immediate action, Nazarene Christian Academy will call 911 and is only prepared for first response until the 911 team arrives.

NCA Non-Discriminatory Policy

Nazarene Christian Academy admits students of any race, color national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship programs, athletic and other school administered programs.

Notice to Parents and Students

Nazarene Christian Academy (NCA) hereby gives public notice, to all parents of students under the age of 18 that:

A. NCA maintains the following education records directly related to students:

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records
6. Standardized testing records

B. Access to educational records is limited to the following:

1. Parents of students under 18
2. Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code
3. Students age 18 or over
4. Officials of this school who have a legitimate educational interest
5. State and local officials to whom information is required to be reported
6. Certain testing organizations
7. Accrediting organizations
8. Appropriate persons in connection with an emergency
9. Pursuant to subpoena or court order
10. Any person with the written consent of the parent of students under 18 or the student over 18
11. School to which a student seeks or intends enrollment

C. NCA policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.

D. NCA policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B above. NCA requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. NCA policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such materials and records. NCA policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

E. Student information may be released without prior consent unless the parent or student informs the Director within two weeks from the beginning of school that any or all of the information should not be released without prior consent.

Student information includes:

1. Student's name and address
2. Telephone listing
3. Date and place of birth
4. Participation in officially recognized activities
5. Dates of attendance
6. Awards received
7. Most recent previous educational agency or institution attended by the student

Questions regarding education records shall be directed to the Director.

Parent Involvement

Teachers share responsibility regarding behavior and progress. Teachers will contact parents for misbehavior or poor work. Parents should contact the teacher with any concerns or occurrences at home which may affect work or behavior. Constructive communication is welcome.

Parents are encouraged to participate in their child's experiences at NCA. Opportunities to work in classrooms and other activities are open to parents. Teachers welcome conferences with parents who request them. Children will be more productive and effective students when parent support is evident.

As indicated above, parents are welcome and encouraged to participate in their child's educational experiences here at Nazarene Christian Academy. However, if that

participation reaches a point of interfering with the educational process, the parent will be so notified.

It is NCA's policy to make every effort to work with parents; however, if a parent or legal guardian is not in harmony with the Statement of Faith, philosophy or policies of Nazarene Christian Academy, or exhibits misconduct toward or about faculty or staff, this may result in a required withdrawal of one's student(s) and does not negate the contractual obligation to pay tuition and fees.

We request that parents who help in the classroom or on field trips dress modestly and in accordance with NCA's dress code standards. Parents volunteering on a regular basis and/or for an unsupervised situation with students will be required to complete a background check on a yearly academic calendar basis.

It is strongly suggested that parents participate in our Parent Teacher Organization. At every PTO meeting or PTO event, a sign in sheet will be available for each parent to sign in. The PTO works to uphold the mission of Nazarene Christian Academy faculty and staff. The PTO emphasizes spiritual encouragement and service to the faculty and staff, providing support to enhance their ability to instruct our children's hearts and minds. The ultimate goal of the PTO is that by increasing the resources of the faculty and staff, the spiritual and intellectual education of our children will be enhanced.

Parent-Teacher Conferences

Parents are encouraged to contact the appropriate teacher to arrange parent-teacher conferences before or after school. The Director will be involved if requested by the parent, teacher, student, or as deemed necessary by the staff at NCA

Phone

Messages may be left for staff at 432-263-0203.

Photographs/Videos

A student's likeness may be photographed or videotaped by the school in the course of school activities, and may be used in promotional and/or advertising materials, including the use of video and still photos on the school's website. All parents are required to sign and date a photograph/video waiver form. Parents reserve the right to not allow photographs and or videos to be taken of their children. The appropriate teacher(s) will be notified of any student(s) whose parents request this. Discretion will be used.

Pledges

Patriotism, by definition, is the love and loyal support a person shows his/ her country with an attachment to that country's land and people, admiration for its customs and

traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes and traditions of our country. This is achieved through the reciting of the Pledge of Allegiance in the classroom and at assemblies and the recognition of patriotic holidays and events.

At Nazarene Christian Academy, we begin each day with our pledges. Each student is required to pledge to the American Flag, Texas Flag, Christian Flag and The Bible.

Probationary Period

Every new student at NCA is placed on a probationary period for up to six (6) months.

Record Changes

It is the responsibility of the parent or guardian to notify the School Office of any changes: name, address, phone numbers (home, work, cell), email addresses, employment, insurance company, or student's medical condition.

Resolving Problems

At Nazarene Christian Academy, we are promoted to resolve any conflict that may occur. We ask that any conflict be addressed with the teacher or staff member first. Should the conflict not reside, we ask that you then speak to an administrator. Should the conflict not reside after meeting with the school administrator, then we ask that you contact the School Board. We ask that this be used as a last resort. We are committed to resolving conflict and we expect, should there be any conflict that it shall reside after an initial meeting with the teacher or staff member. Any concerns about classroom procedures should be directed to the child's teacher. Any issues with NCA's school policy should be given to the administrator.

Conflict Resolution

The following is a biblical guideline.

- A. Pray. (Ephesians 4:1-3, Colossians 3:12-13)
- B. Can the offense be overlooked? (Proverbs 19:11)
- C. If action is required, go only to person involved. Avoid sewing discord. (Proverbs 6:19)
- D. Be wise in choosing time/place for meeting. Is a cooling off period wise?
- E. If conflict is between teacher and parent/guardian and is not resolved, the administrator will mediate disputes.

F. If the matter is satisfactorily resolved, either party may request a meeting with the school board.

School Hours

Nazarene Christian Academy's school day is from 8:00am-3:30pm. After School Enrichment program is from 3:30pm-5:30pm

School Supply Lists

Supply lists are posted on the NCA website during the summer. School supply lists will also be available at the school office.

Snow Day/Late Start

When Big Spring ISD has an abbreviated day or cancellation due to snow, Nazarene Christian Academy will do the same. The abbreviated school day for K-5 will be a two-hour delay (from the normal start time) and dismiss at regular time. Listen to the local TV stations for notice of abbreviated day or cancellation. Class schedules will be available at school. If school is cancelled, the school will announce later if a makeup day will be required.

Standards of Conduct/ Behavior Code

All students and parents are required to read the Student Handbook. Acknowledgment and acceptance of this reading is recorded on an application. (Exception: If students are too young to read, parents should explain the contents as appropriate.) We expect our students to be good examples of proper Christian behavior both on and off campus. Any violation of these standards, on or off campus, is grounds for suspension or dismissal from school.

Standardized Testing

A standardized test will be given annually in the spring. Results will be mailed to the parent/guardian and a copy will be placed in the students' permanent file.

Student Assignments

Parent/Guardian are encouraged to review assignments and ensure homework is completed. Lesson plans are available upon request.

Student Searches

The administration reserves the right to search students' personal possessions, including but not limited to: students' backpacks, electronic devices, lockers, and desks if the need arises.

Student Withdrawal Procedures

The procedures listed below should be followed when a student withdraws from Nazarene Christian Academy for any reason (moving, medical, etc.).

A. Notify the Director in writing of the exact date of withdrawal as soon as possible. A two week notice *must* be given to the director. The Director will notify the appropriate teacher.

B. Arrange an appointment with the director. Any outstanding fees are required by Nazarene Christian Academy before student is considered officially withdrawn. No records will be released until this step is completed.

Please note: If a student is enrolled for any time during a month, tuition is due through the end of that month.

Summer School

NCA does not offer Summer School at this time. All NCA students may attend the New Hope Christian School summer program. NHCS offer the summer program each day from 7:15am-5:30pm. All New Hope Christian School enrollment forms must be filled out and appropriate fees must be paid. Any NCA parent may visit with the Director of NHCS if they have any further questions regarding the NHCS Summer Program.

Tardy Policy

Thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student.

A student will be considered tardy if they arrive after 8:10am, or if they leave early without a doctor's note.

Students in grades K-5 arriving after the regular school day starts must have a parent explain the reason for being tardy. A parent must accompany the student to the school office and sign him/her in.

When a student has been tardy to a class more than five times in a semester, he/she will accrue an absence (5 tardies = 1 absence). There will be no penalty for the first four tardies.

Transfer Students

Students are accepted from other schools if they meet the regular requirements for admission. Credit is given for courses taken at accredited schools. If students from non-accredited schools are accepted, their transcripts will be considered individually for credit purposes. Nazarene Christian Academy reserves the right to accept or refuse courses which do not meet Texas and/or Nazarene Christian Academy standards for academic courses.

Tuition and Expenses

Nazarene Christian Academy will give each parent/student a tuition plan at enrollment. Payments plans are also available and the director will assist you with any payment arrangements needed.

A list of payments are in our school office or are on our website www.ncabigspring.com. Incidental fees for special workbooks, classes and/or activities vary by grade, class and activity and should be paid through the School Office. Students and parents will be notified by the appropriate teacher of these fees.

All accounts must be kept current. NCA will hold all transcripts and grade cards until all accounts are current. The status of your account, if not kept current, will require NCA to disallow students to begin or continue school, and/or participate in any supplemental programs (i.e., tutoring, after-school enrichment) or any field trips.

Returned Check Charges

NCA charges \$25 for each returned check or payment.

Anytime a returned check is received, cash, a cashier's check or a money order in the amount of the returned check plus the \$25.00 returned check charge is required within 10 business days. Failure to do so may result in the student being required to withdraw from a program or school until required payment is made. NCA will also hold all grade cards and transcripts until all accounts are current.

Refund Policy

Application, enrollment, registration and yearly book usage fees are non-refundable and non-transferable from one student to another or from one school year to another.

Late Fee

Accounts not paid by the first of the month will incur a finance charge. If payment is not made by the first of the month, NCA staff will give daily reminders that the parent account is past due. These daily reminders will be placed on the students account in

ProCare. If payment is not made by the 15th of the month, the student will not be allowed to attend the program and parents will be called to pick up the child. Once full payment is made, the child may again attend the program. NCA will hold all grade cards and transcripts until all accounts are current (even if the amount due is a small amount).

Late Pick-Up Fee

There is a \$1.00 fee added to all accounts if a child is not picked up by 3:40pm or 5:30pm if the child is in the after school or enrichment program.

These charges and fee are fixed and will not vary.

Nazarene Christian Academy Organizational Chart

Calvary Callender Pastor, First Church of the Nazarene

Ceresa Callender

NCA Board of Directors

Lisa Hyde

NCA Board of Directors

Howard Callender

NCA Board of Directors

Brad Hyde

NCA Board of Directors

Karen Fulton

NCA Board of Directors

Leonard Hadley

NCA Board of Directors

Sally Callender

NCA Board of Directors

Vicki Parnell
NCA Board of Directors,
NHCS Director

Alyssa Clark, NCA Director, NCA Board of Directors

Kindergarten – 1st Grade Teacher

Julie Ward, 2nd and 3rd Grade Teacher

Barbara Reilly, 4th and 5th Grade Teacher

Dear Parent(s)/Guardian(s) and Student:

Nazarene Christian Academy requests that parents/guardians and students review the Student Handbook. We believe it is very important for students, as well as parents, to be aware of the guidelines and procedures students are held accountable for at Nazarene Christian Academy. The handbook also provides important information regarding school activities, important phone numbers, enrollment requirements and more.

Your signature verifies that you have been given a copy of the 2015-2016 student handbook and that you have had the opportunity to read and understand the contents.

Please return this form to your child's teacher by _____. Students who have not returned the signature form by _____, will be notified by the office and asked to return a form as soon as possible.

Thank you for your cooperation,

Nazarene Christian Academy

Parent/Guardian Name: _____
(Please Print)

Date: _____

Parent/Guardian Signature: _____

Student Name: _____
(Please Print)

Date: _____

****This form will be placed in the students permanent record. Each new academic school year a new form will need to be signed and dated.****