



STUDENT HANDBOOK

2023 – 2024

EFFECTIVE DATE 26 APRIL 2023

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Welcome Letter

To Students and Parents:

We joyfully welcome you and your family to Nazarene Christian Academy (NCA) 2023 - 2024 Academy year. We, at NCA, are excited about the wonderful things that God is doing at our Academy and the great opportunities that lie directly ahead of us.

We count it an honor and privilege to raise up the next generation of Christian leaders, instilling a spirit of excellence in your children. As a family of God and for this new year to be successful for your child, we must all work together (students, parents, Supervisors, and other Academy staff members) toward one common goal. It is important that we provide your children with a strong foundation in God's Word, while thoroughly preparing them to excel in their academic studies.

The NCA Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the Academy year. This handbook contains information regarding NCA administration, procedures, and fees. NCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time. Parents and students will be notified of all changes made.

Please take the time to read the handbook thoroughly. Sign the last page (Parent Commitment Letter) and turn in to the Academy office. If you have any questions, please do not hesitate to contact the Administration.

We thank you for your commitment to Christian education for your child. We understand the dedication and sacrifice that it takes to send your child to NCA. We also thank you for placing your confidence in us to imprint your child with God's Word and fulfilling the purpose of God

in their lives.

Our mission

Our mission is to provide the highest quality Christian education with a safe environment at an affordable price. At Nazarene Christian Academy, we are doing our part to increase the student's wisdom, stature, and favor with God and man.

-Luke 2:52

- Principal Ann Barnett

Letter to the Parents

Nazarene Christian Academy is part of the ministry and is under the spiritual guidance of Marksville Church of the Nazarene, Markville, LA.

Nazarene Christian Academy is not regionally accredited. Nazarene Christian Academy is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. While the State of Louisiana does not require the Academy to obtain any state or regional accreditation in order to operate or grant diplomas, individual public-school districts, colleges, and universities establish their own admissions policies. What this means is that, although state law does not require that a private Christian school/Academy student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to find out what their particular policies are regarding admissions and transferring credits.

We have contacted the local universities and colleges, and none had any problems with accepting students from our Academy. We ask that parents concerned with this issue please speak to the administration about Dual Enrollment. This is a process by which your child can receive an accredited diploma. We strongly recommend Dual Enrollment for our high school students. There is an application process for Dual Enrollment; however, we cannot guarantee a student's acceptance.

With the cooperation of family, church, and Academy staff, Nazarene Christian Academy endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Nazarene Christian Academy is committed to establishing a strong circle of support,

consisting of students, school staff, parent/guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies.

Discipline in the Christian Academy must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are *"to be conformed to the image of his Son"* (Romans 8:29)

- Administrator Brad Judy

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I. STUDENT ENROLLMENT

ADMISSION POLICY:

INITIAL ENROLLMENT

This Academy admits students of any race, color, national and ethnic origin to all the rights, 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 or ethnic origin. We reserve the right to refuse admission on the basis of past disciplinary problems.

Admission Procedure:

1. Parents visit the Academy
2. Application should be accompanied by registration fees and copies of the following documents:
 - a. Birth Certificate
 - b. Immunizations Record
 - c. Social Security Card
 - d. Last Report Card (unless Pre-K)
3. Students aged six or older must schedule a Diagnostic Test
4. Parents must attend Parent Orientation.
5. Parents and students read this Student Handbook thoroughly, sign and return the Parent Commitment Letter
6. Letter from pastor stating attendance of student is on a regular basis.

Students that did not attend Nazarene Christian Academy for kindergarten must schedule to take the ABCs Pre-Test and score 80% or higher to enter the ABCs Learning to Read Program before entering 1st grade. Students going into K4 – K5 must take a Coordination Test.

- Parents must call the office to schedule a testing date.
- Office will then call for both parents and student to schedule an interview with the principal to review Academy policies.
- A copy of the student's last report card must be submitted.

RE-ENROLLMENT:

1. Every year a student must submit an application for re-enrollment. Forms will usually circulate during the spring semester.
2. Registration fee and a copy of recent immunization record must accompany the application.
3. Parents must attend Parent Orientation.

4. Parents of high school students must make an appointment to discuss a Graduation Academic Projection Plan with the Principal and Supervisor.

All students are admitted on a nine-week probation basis.

Students beginning instruction after the start of a month will be charged tuition on a prorated basis.

WITHDRAWAL POLICY:

Parents can withdraw a student for any reason and are asked to inform the Academy office at least a week before withdrawing a student. Parents should obtain the Progress Report and fill out a Withdrawal Letter from the Academy office before leaving.

The School Administrator(s) may dismiss a student for any reason. If the School Administrator(s) feel that Nazarene Christian Academy can no longer meet the needs of the student, parents will be notified in writing one week before the student is dismissed. This provision is separate and apart from suspension or expulsion under the Academy's policies.

Parents that pay tuition monthly may receive a refund for the month that the student is withdrawn if the student is withdrawn on or before the 5th school day of the month. Parents that pay tuition yearly will receive a refund for the period remaining in the Academy year, starting with the next calendar month.

Any refund given applies only to tuition already paid. Registration and Supplemental Fees are non-refundable.

CHURCH ATTENDANCE:

Nazarene Christian Academy believes strongly in the cooperation of family, church, and school. Therefore, we do absolutely require physical church attendance, as a child raised in a church environment is much less likely to violate Academy rules and, potentially, be removed from the Academy. All students and their families are welcome at Marksville Church of the Nazarene if they do not currently have a "Home" church.

ARRIVAL & DISMISSAL:

- Academy Hours: 8:00 am – 3:30 pm
- Office Hours: 7:45 am – 3:45 pm

Students cannot enter the building before 7:30 am. Upon arrival all students must go to the gym. Students are not allowed in the Learning Centers unless accompanied by a Staff member. Students cannot loiter in the bathrooms or halls.

Students are dismissed at 3:30 pm and must be picked up no later than 3:45 pm unless he/she is participating in official Academy activities. It needs to be understood that the Academy is not staffed to care for students after 3:45 pm.

ATTENDANCE:

The State of Louisiana Compulsory Attendance Law mandates that students cannot be absent more than **10 unexcused days for an academic year**. When a student exceeds this number of unexcused absences, they must be reported to the Avoyelles Parish School Board which will report them to the Department of Public Safety and Corrections who will contact the parents to determine if a follow-up by Child Protective Services is warranted.

Absences will be excused for the following reasons:

1. Death in the family
2. Illness (Written Doctor's excuse is required)
3. Serious illness in student's immediate family

Doctor and/or dentist appointments: A written doctor's excuse is required when student returns to school. This absence will be excused for time determined reasonably necessary for the appointment. For example, a student going for a general dentist checkup at 8:30 am should not miss the whole day. Parents are strongly encouraged to schedule medical appointments after school or on a Friday.

- **Excuse Notes:**

Students MUST bring a written note to his/her Supervisor (from parents) the day he/she returns to class. The following information must be on the note or it will be unexcused.

- Name of student (first & last name)
- Date of absence(s)
- Reason for absence
- Signature of parent or guardian

"Please excuse my son for being absent." will not be accepted.

TARDINESS:

Students should be in the school by 7:45 am. After 8:00 am students will be considered tardy. A note from a parent must be sent explaining the tardy. A student without a note from a parent will have an unexcused tardy. Three (3) unexcused tardies will result in a one (1) day "in school" suspension. The note must specify an actual, valid reason for the student being late. Getting up late, couldn't find their backpack, etc., are examples of non-acceptable excuses.

LEAVING EARLY:

Students who need to leave early due to sickness can leave only after parents have been notified by the student's Supervisor or the Administrator. Students should not call their parents to pick them up.

Parents or individuals listed to pick up the student must sign them out in the office. Proper identification may be required.

FINANCIAL POLICIES:

Tuition is charged by Academy year (usually August through May) using the ACH Draft method. For parents that choose the 10-payment plan, tuition payments will be due the 4th day

of every month using the ACH Draft method. There will be a **\$35.00 fee** applied for **non-sufficient funds**, and a **\$35.00 late fee**. If a special arrangement regarding tuition payment needs to be done, please notify the Principal or the Administrator at least two (2) days before the due date. **The late fee will still be applied.**

Parents that pay full tuition upon registration will qualify for a 5% discount.

If parents have not made arrangements regarding tuition payments, two (2) days after the due date the student will not receive any new PACEs.

Parents must contact the Academy office and work out a payment schedule. At this time the Supervisor will remove the student's PACEs from his/her office. After several attempts to contact parents and collect late tuition are unsuccessful, student will be dismissed from Nazarene Christian Academy. Parents will be contacted by phone and receive a letter of dismissal by mail. After the outstanding balance has been paid, the student's records will be faxed and/or mailed to the appropriate public school.

If the tuition payment or any outstanding balances are not received by the date of the Awards Ceremony, student records will not be released.

FUNDRAISERS

Nazarene Christian Academy is a religious non-profit organization that has to rely on fundraising events and donations. NCA depends on the families' participation in our fundraising events. We will have several fundraising events throughout the school year. There will be at least two mandatory fundraising events, however we will offer an "opt out" option for some of the fundraising events, where parents may donate a set amount in lieu of participation.

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs. The first parent/staff meeting will be held at the opening of the school. Open Houses/Parent/Supervisor Fellowships may be scheduled following the end of the first and third quarter.

PARENT CONFERENCE

If a parent has a concern, you may call the Academy office to schedule a parent conference. Conferences must be done after school hours, between 3:30 and 4:00. The conference must be scheduled at least two days in advance. If a parent needs to speak to a Supervisor over a matter that cannot wait, we ask parents to first contact the Academy office.

CONTACTING STUDENTS WHILE IN SCHOOL

Only parents/guardians can contact students during Academy hours. Please call the Academy office.

VISITORS

Parents are welcome to visit their children during lunch. For the safety of those within the Academy and to avoid disruption of instructional time, **ALL** visitors must first report and sign in the front office.

Visits to a learning center during instructional time are permitted only with the approval of the Principal and Supervisors and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal learning environment. If a parent would like to observe a learning center, we ask that parents contact the Academy office to schedule a time. We ask that parents stay no more than thirty minutes since the learning centers are usually very busy.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; as well as be in modest apparel. Disruptive behavior will not be permitted. All visitors must be approved by parent or guardian. Proper identification will be required.

NCA reserves the right to deny entry to any visitor.

DELIVERIES

Any item should be taken to the Academy office to be delivered at an appropriate time.

If a parent is delivering lunch, please label items and deliver at least **ten minutes** before the student's lunch time.

LUNCH

Lunch schedule:

- All Learning Centers 12:00 pm - 12:30 pm

Students must bring lunch. Microwaves are available for students' lunch. The Academy has snacks and drinks for sale during lunch.

Any lunch bags or lunch boxes that are left in the cafeteria will be thrown away.

BREAKS

Lower-Level Learning Center will have a 15-minute Morning Break at 10:00 am. Middle and Upper-Level Learning Centers will have a 15-minute Morning Break at 10:00 am. Lower-Level Learning Center will have a 30-minute Afternoon Break at 2:00 pm, four days a week. Middle and Upper-Level Learning Centers can buy (with 15 merits) a 15-minute Afternoon Break at

2:00 pm Wednesday. There will be no Afternoon Break on Monday. On Tuesday and Thursday, they will have Physical Development Class (PE).

PERSONAL PROPERTY

Students are encouraged to take a great deal of care in the responsibility for their possessions and are not to bring valuable items or large amounts of money to the Academy. The Academy will not be responsible for items lost due to theft. PARENTS ARE ASKED TO LABEL ALL OF THE CHILD'S PERSONAL BELONGINGS.

STUDENT LIFE

Chapel

Nazarene Christian Academy has a Chapel service every Wednesday at 8:10 am - 8:40 am. All students must attend and participate in chapel. Students must wear the proper uniform (See Uniform Policy). Students must bring their Bible to Chapel. Parents are welcome to attend our Chapel service.

Opening Exercise

We take great pride in honoring our Savior, His Word, and this country. **All students are required to attend Opening Exercises** where we pledge to the American and Christian flag and to the Bible, and read the monthly scripture verses.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge Allegiance to the Christian Flag, and to the Savior for Whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

Field Trips

All students will be included in at least one fieldtrip per year. All other fieldtrips may have specific requirements for students to participate. For most fieldtrips students will be required to have at least two passing test grades and have no more than 3 incomplete homework violations. All Learning Centers require students to recite the monthly Bible verse by the end of the month or have said the previous month's Bible verse in order to participate in the field trip. Students that achieve Honor Roll will go on a fieldtrip. Fieldtrips (other than Honor Roll Fieldtrips) will have an educational purpose and students may be required to take notes on the trip. Parents will be notified in advance of fieldtrips and may be asked to help with the trip. NCA reserves the right to cancel any field trips for various reasons.

Christmas Program

Every December, NCA celebrates the birth of our Savior Jesus Christ with our annual Christmas Program. All students are involved in this celebration. It is open, not only to family and friends, but to the general public as well.

Awards Ceremony

The annual Award Ceremony provides great motivation for students to excel in specific areas and provides a formal platform for rewarding such achievements. Nazarene Christian Academy honors students in various categories for demonstrating exceptional work. It is usually held the evening of the last day of school.

- The following is a list of awards that are presented to students along with the requirements for each award:
 - Bible Memory Award: This is awarded to the students that have memorized all of the assigned Bible Passages on time during the school year.
 - Honor Roll All Year Award: Students that maintain Honor Roll on all four quarters of the academic school year will receive an award.
 - Highest Overall PACE Average Award: The Learning Centers will recognize students with the highest average of all completed required PACEs.
 - Most PACEs Completed Award: The Learning Centers will recognize students with the highest number of PACEs completed.
 - Perfect Attendance Award: This award is given at the end of the year to students that have not missed any days of school and have no more than 3 excused tardies.
 - All Scripture Memorization: This award is for the students that are able to say all nine monthly scriptures at one time.
 - Supervisor's Award: This award is given to the student that has no disciplinary problems, attends church weekly, makes Honor Roll all four quarters.
 - Gary Jones Award: This student is all that could earn them the Supervisor's Award, who volunteers in their Academy, church and community and who goes that extra mile without being asked.
 - Students that participate in Archery will be recognized.

MEDICAL GUIDELINES

- 1) Prescription Medication: In most cases, medication times can be adjusted so that medicine does not have to be taken during Academy hours. If the student could reasonably receive the medication before or after school, the responsibility does not belong to the Academy. However, in the event such arrangements cannot be made, the Academy principal will be authorized to administer prescription medication to student provided that:

- a) It is not the first dose. In the event the child could have an allergic reaction to the medication, it is important that the child be under parental supervision during the period immediately following the first dose.
- b) The Academy has received a written request to administer the medication from the parent/guardian.
- c) The medication is in the original container with the appropriate labeling: the child's name, name of medication, pharmacy name and number, physician name and number, the prescribed dose and frequency, and the date.

2) Non-Prescription Medication: **Over-the-counter medication will NOT be dispensed from the Academy office or by anyone besides the student's Supervisor.** Non-prescription medication will not be given without signed Medication Form from the parent/guardian indicating which medications they approve

EMERGENCY CLOSING OF ACADEMY/SCHOOLS

In extreme inclement weather or in case of other emergencies, Nazarene Christian Academy will be closed when Avoyelles Parish Public School District closes. Announcements will be given to local TV and Radio stations. Parents may also receive information on Academy closing through a **Group Me** and **Facebook**. Group Me is a free, safe, and simple messaging tool that helps NCA share important updates and reminders with parents. All personal information is kept private.

If emergency situations occur during an Academy Day, please limit phone calls. We are dealing with the care of the children. Parents may always make the decision to pick up their children if the parents are uncomfortable about the weather situation.

STUDENT VEHICLES

- Students that are driving must submit a copy of a valid Driver's License and proof of insurance to the Academy office.
- Students should park at the end of the playground. The side of the building is for staff.
- Students may not go to their cars during the school day without the consent of their Supervisor.
- Students will not be allowed to ride with each other unless the school office has a written form of approval from both of the student's parents.
- Drivers may not drive over 5 MPH on the school parking lot.
- Student drivers that violate this rule will lose their privilege to park on campus.
- Car radios should not be heard outside the vehicle.
- There will be absolutely no bumper stickers of a questionable nature permitted.
- Student drivers are to immediately leave school premises after dismissal.

II. ACADEMIC POLICIES

CURRICULUM

Nazarene Christian Academy uses the Accelerated Christian Education Curriculum. A.C.E. is an individualized, self-instructed, biblically based curriculum. The Bible is the ultimate Truth,

and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

For over 50 years A.C.E. has helped academies/schools all over the world. In this system the student is placed at his academic ability rather than his/her chronological level. That is how we can provide an education that is individualized.

A.C.E. believes:

- A child must be at a level where he/she can perform.
- A child must have reasonable goals.
- A child's learning must be controlled and motivated.
- A child's learning must be measurable.
- A child's learning must be rewarded.

ACADEMY SUPPLIES

Students need to make sure that they bring their PACEs to the Academy every day. If the student does not bring their PACEs to school, the student will receive a demerit for a first-time violation. After the first violation, each day a student arrives without PACEs will result in a 10-minute detention.

PACEs

After taking the Diagnostic test, students are assigned PACEs. These are work texts that are equivalent to a chapter in a textbook. Each level consists of 12 PACEs per subject.

At the beginning of a PACE, the student sees the concepts and topics that will be reviewed and learned in that PACE. **Work in PACEs is done in pencil.**

- **Check-Ups:** A Check-Up is equivalent to a unit test and may be completed either in the Learning Center or at home. Students are encouraged to first complete all Checkups without referring to the PACE text. The student should answer as many questions as they can, the unanswered questions may be researched and answered. Checkups are designed to help the student evaluate whether they have grasped or missed the objectives of each section. Students may need checkups initialed before completing the checkup. This gives the Supervisor the opportunity to quiz the student and determine the student understands.
- **Self-Test:** Each PACE ends with a Self-Test that measures comprehension of the PACE material. When the student has completed and scored all the activities, the Supervisors may quiz and check the PACE, especially the Checkups. The Supervisor then initials in green if he/she feels the student understands the material. **A self-test cannot be done for homework.** Students should do the self-test without looking back in the PACE. If a student refers back to the PACE on 20 percent or more of the questions, they will be given specific instructions to prepare for the PACE Test.

- **PACE Test:** After a PACE is completed, the student will take the test immediately after devotions. All test must be taken in the morning. If the student fails the test a NEW PACE will be issued at a cost of \$4.00 each.

Calculators are permitted in the Learning Center only after student has completed Math PACE 1073 and **at the Supervisor's discretion**.

GRADING SCALE:

100 – 94 = A 93 – 88 = B 87 – 80 = C

Students working on PACEs 1001 – 1036 must score 90% or higher in order to move on to the next PACE. All students taking Literature or Literature & Creative Writing must score 80% or above. After PACE 1036, students must score 80% or above on all tests.

If a student does not receive a passing score of 80% on the PACE test, he/she will have to repeat the PACE. The student will have one week to complete the repeat PACE. If the student loses or the PACE is damaged beyond use the parents will be notified via student envelope there will be a \$4.00 charge.

CHEATING

PACEs are private property and are not to be shared among students. Students found to be copying answers from score keys, other students, or shared PACEs will receive two days of 30-minute detention. If cheating persists, parents will be called in for a conference and the student will be placed on academic probation. Students caught cheating during a test will receive a zero as a grade on the test and the student will have to repeat the PACE. The parents of the student will be notified of the situation. Depending on the severity of the situation the student might have to be withdrawn from the school.

GOAL CARD

- Students should keep Goal Card posted on their bulletin board.
- Students should set the exact page numbers of the work for that day.

SCORE STATION

Score keys are to be handled carefully.

- Mark a red "X" beside each wrong answer. (This indicates to the Supervisor that you may need help).
- If working on a PACE which has a score strip, put a red "X" in the first box of the score strip.
- Use only red pen supplied at the score table (red pens are never kept at office).
- Score Key answers are for scoring work only.
- Correct wrong answers in pencil at office.
- If working on a PACE which has a score strip, put an "X" in **pencil** in the second box of the strip.

- Rescore - circle each red "X" in red when answer is correct.
- When scoring is complete, put a red "X" in the third box of the score strip in the PACE.
- Replace pen in holder.
- Replace Score Key in proper place.

Parents are welcome to come by and have this procedure explained.

TESTING AREA

After the PACE is completed, scored, restudied, and turned in the Test is issued. Tests are administered at the Test Table.

STUDENT OFFICES

Offices are assigned and changed only by the Supervisor. The student must care for their own office. Parents will be held financially liable for any damage to an office caused by a student. The student may bring approved background material for the bulletin board. The Supervisor must approve anything placed in the office. Students are not to lean or sit on office or divider. Electrical outlets are for approved school equipment only.

- The Goal Card is to be kept up-to-date; use pen in setting goals. Goal Card is placed on student's office bulletin board.
- A Progress Card is also placed on the student office bulletin board. No marks are to be made on it.

MEDIA STATION

Computer-related academics are completed at the Learning Center media station.

HOMEWORK

The responsibility of scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the Supervisor usually are no more than the student is capable of completing during the school day. Should the student have homework, a Homework Slip giving the pages to be completed will be stapled to the PACE. **The Homework Slip is to be signed by the parent and returned the following day, even if the student does not finish his/her homework.** Resource (literature) books may be taken home through a check out system. If the student fails to return the book the following day, he/she will have to pay for the book. **First violation of incomplete homework will result in a 15-minute detention. The second violation will result in a 30-minute detention and parents will be notified of incomplete work. On the third violation there will be a Parent Conference and a one-day suspension until homework is finished.**

STUDENT ENVELOPES

Each student will be assigned a Student Envelope. These envelopes will be used to communicate important information to parents. Parents need to look over the information sent in the parent envelope. After reviewing the information, please sign and date the envelope, and give it to the student to deliver to the Supervisor the following morning. If student does

not turn in the parent envelope, they will receive a demerit. If the student envelope is lost or damaged student must purchase a new one.

BIBLE MEMORY

The students are expected to memorize and recite a Bible Passage every month during the Academy year on time.

ACADEMIC UPDATE

On the 7th week of each quarter students will be issued an Academic Update Report. Parents are to keep the report. This report is especially useful for parents to follow the student's academic work and for parents interested in specific Honor Roll requirements.

PROGRESS REPORTS

Progress Reports are issued every nine weeks. Progress Reports are sent home in the Student Envelope. Dates for quarters and Progress Reports are on the school calendar. Progress Reports should be reviewed by both parents, signed and returned the following day. Parents may request a copy of the Progress Report. Parents keep the last Progress Report, which will have the work for all four quarters.

HONOR ROLL

Each quarter students included on the Honor Roll must fulfill the following requirements:

- At least three stars in each subject.
- Pass Physical Education, Spanish and Music classes (passing grade of 80 or above).
- Memorization of each month's Scripture passage (on time).
- Had no more than 60 minutes of detention that quarter.
- A qualifying total PACE Test average:
 - An "A" (94 - 100) average in every subject and on level in every subject will receive "Administrator's" Honor Roll and the privilege of receiving and wearing the black t-shirt for the next quarter.
 - An overall average between 94 - 100, will receive "Principal's" Honor Roll
 - An overall average between 88 - 93 will receive "Supervisor's" Honor Roll

STANDARDIZED TEST

In the month of April, students in levels 1 - 11 will take their Standardized Test. Standardized tests help schools objectively assess students' academic progress and potential from year to year. The *Iowa Assessments™* Form E Complete Battery (Iowa Complete) and the *Cognitive Abilities Test™* (*CogAT®*) Form 7 measure how students are performing on nationwide standards. The Iowa Complete is a large-scale achievement test that assesses students' skills in reading, language, mathematics, social studies, and science. The test measures both foundation skills and higher-order thinking skills. The *CogAT* evaluates the development of students'

reasoning abilities using verbal, quantitative, and nonverbal cognitive tasks. When the two are taken together, the scores are a valuable tool, relating a student's actual achievement with his or her ability and providing a wealth of information to parents and school staff. The *CogAT* Form 7 is administered in Levels 2, 5, and 8.

PSAT / SAT

It is highly recommended that high school sophomores take the PSAT in October, and high school juniors and seniors make arrangements to take SAT I Test at least once.

GRADUATION

Graduation Requirements

A prescribed course of study will be determined through a conference among the staff, parents, and the student. Parents and students will choose from Honors, College Prep or General courses of study.

The *Honors* student must complete at least 28 credits and attain a 94 percent average. The student should demonstrate the ability to communicate effectively in written oral presentations.

College Prep students must complete a minimum of 26.5 credits. The student should demonstrate the ability to communicate effectively in written oral presentations.

General students must complete a minimum of 24 credits. The student should demonstrate the ability to communicate effectively in written oral presentations.

All courses must be completed using School of Tomorrow curriculum in a School of Tomorrow Learning Center, unless approved by administration.

Foreign language and elective credits may be earned in conventional or lecture type courses with testing that meet for a minimum of 45 minutes daily for at least 180 days during a given school year.

College Self-Pac courses may be substituted for some English, Math, or Science courses listed on the application. Such college courses may also be counted as electives.

We strongly recommend Dual Enrollment for our high school students. There is an application process for Dual Enrollment, and we cannot guarantee student's acceptance. We ask that parents concerned with this issue please speak to the principal about Dual Enrollment.

We will host one graduation ceremony in May/June and if necessary one in December. Students must complete all PACE work and Computer Literacy assignments by a certain date

in order to graduate at the end of the school year. This date will be discussed at the meeting with parents, Supervisor, and principal.

COURSE OF STUDY

Required – (R), Optional = (O)

HONORS	28 Credits	COLLEGE PREP	26.5 Credits	GENERAL	24 Credits
<u>Bible</u> 3 Credits	New Testament Survey (R) Old Testament Survey (R) Choose <u>one</u> : Life of Christ New Testament Church History	<u>Bible</u> 2 Credits Basic New Testament Survey (R) Choose <u>one</u> : Old Testament Survey Life of Christ New Testament Church History		<u>Bible</u> 2 Credits Basic New Testament Survey (R) Choose <u>one</u> : Old Testament Survey Life of Christ New Testament Church History	
<u>Math</u> 4 Credits	Algebra I (R) Geometry (R) Algebra II (R) Trigonometry (R) $\frac{1}{2}$ Credit Pre-Calculus (R) $\frac{1}{2}$ Credit	<u>Math</u> 4 Credits Algebra I (R) Geometry (R) Algebra II (R) Trigonometry (R) $\frac{1}{2}$ Credit Pre-Calculus (R) $\frac{1}{2}$ Credit		<u>Math</u> 3 Credits Algebra I (R) Geometry (R) Business Math or Courses Below PACE 1097 (R)	
<u>English</u> 5 Credits	English I (R) English II (R) English III (R) English IV (R) English Composition II (R)	<u>English</u> 4 Credits English I (R) English II (R) English III (R) English IV (R)		<u>English</u> 4 Credits English I (R) English II (R) English III (R) English IV (R)	
<u>Social Studies</u> 4 Credits	World Geography (R) World History (R) American History (R) Civics and Economics (R)	<u>Social Studies</u> 4 Credits World Geography (R) World History (R) American History (R) Civics and Economics (R)		<u>Social Studies</u> 4 Credits World Geography (R) World History (R) American History (R) Civics and Economics (R)	
<u>Science</u> 4 Credits	Biology (R) Physical Science (R) Chemistry (R) Physics (R)	<u>Science</u> 3 Credits Biology (R) Physical Science (R) Chemistry (O) Physics (O)		<u>Science</u> 2 Credits Biology (R) Physical Science (R)	
Etymology (R) $\frac{1}{2}$ Credit Computer Literacy (R) $\frac{1}{2}$ Credit Speech (R) $\frac{1}{2}$ Credit Music (R) $\frac{1}{2}$ Credit Foreign Language (R) 2 Credits Health (R) $\frac{1}{2}$ Credit Personal Finance $\frac{1}{2}$ Credit Physical Education (R) 2 Credits	Etymology (R) $\frac{1}{2}$ Credit Computer Literacy (R) $\frac{1}{2}$ Credit Speech (R) $\frac{1}{2}$ Credit Music (R) $\frac{1}{2}$ Credit Foreign Language (R) 2 Credits Health (R) $\frac{1}{2}$ Credit Personal Finance $\frac{1}{2}$ Credit Physical Education (R) 2 Credits			Etymology (R) $\frac{1}{2}$ Credit Computer Literacy (R) $\frac{1}{2}$ Credit Speech (R) $\frac{1}{2}$ Credit Music (R) $\frac{1}{2}$ Credit Health (R) $\frac{1}{2}$ Credit Personal Finance $\frac{1}{2}$ Credit Physical Education (R) 2 Credits	
	Elective	1½ Credits		Elective	3 Credits

III. STANDARD OF CONDUCT

STUDENT'S CONDUCT EXPECTATIONS

This is not a corrective institution; consequently, we are asked that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order". We also believe our students should be taught to accept the responsibility to "walk honorably before all men."

All students are required to:

- Be courteous.
- Be respectful.
- Be honest.
- Use words that glorify God and others.
- Cleanliness of clothes and person
- Students are not permitted to communicate or be out of their office without permission.
- Students should not turn sideways or around in office or tip back in their chair.
- Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for Supervisor guidance in academic difficulties.
- The American flag is to be raised for monitor assistance in nonacademic activities (check out reference books, use rest room, sharpen pencil, etc.).
- Personal questions should be asked on break time.
- Students are not allowed to have food in the Learning Center unless the class is having a party.
- No gum or candy is allowed in the Learning Center.
- The students must at all times conduct themselves in a manner of becoming a lady or gentleman.
- Griping is not tolerated!

If your child comes home complaining about a policy or discipline, please follow these procedures:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.

3. Realize that the school has reason for all the rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

At the beginning of every school year students in the Middle and Upper Learning Center are required to sign a Standard of Conduct Pledge. High school students in particular because of their influence on younger children are trained to adhere to the school's philosophy and Biblically based programs. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to secular music, inappropriate public dancing, swearing, viewing or discussing pornographic items, sexting, and other questionable practices.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones, tablets, portable gaming systems, watches, or any other electronic device with internet capability are **not** allowed in the Learning Center. If a student must bring any of the above-mentioned devices, it is to be turned in immediately to their Supervisor when entering the Learning Center. If a NCA staff confiscates any of these devices, the parent or legal guardian will have to pick it up from the Principal. If an electronic device is confiscated more than three times, after the last time it will remain in the office until the last day of school.

DRESS CODE

Every morning before Opening Exercises we will perform a uniform check. If a student is in violation of the uniform policy, we will contact the student's parent/guardian and ask them to bring the missing item or pick up the student. Student must wait in the office until parent arrives with missing uniform item. If parents are unable to bring uniform item and the school has an extra item, the student may borrow the item; however, for the next day the student will receive a detention. If dress code violation becomes a persistent problem, parents will be called in for a parent conference with the school administrator.

Boys

A. Learning Center Attire (Mon & Wed)

1. Shirt: Hunter Green (T-shirt or Polo) w/school logo
2. Trousers: Khaki pants. NO CARGO PANTS, NO SHORTS
3. Shoes: Athletic or Boat shoes (e.g., Sperry)
4. Socks: Socks must be worn with shoes
5. Belt: A black or brown belt is required

B. Learning Center Attire Tues & Thurs)

1. Shirt: Maroon (T-shirt or Polo) w/logo or Archery T-Shirt (Thursday only)

2. Trousers: Navy Blue pants. NO CARGO PANTS, NO SHORTS
3. Shoes: Athletic or Boat shoes (e.g., Sperry)
4. Socks: Socks must be worn with shoes
5. Belt: A black or brown belt is required

C. Physical Education Uniform (Ages 13 - 18)

1. Shirt: Maroon (T-shirt or Polo) w/logo or Archery
2. Sweatpants or Shorts (to the knees): black, blue or gray
3. Shoes: Athletic Shoe (running shoes)
4. Socks must be worn with shoes.

D. Winter Attire

1. Coats: The only coat allowed indoors is the school jacket w/logo.
2. Sweaters or windbreakers - **No Hoodies**: SOLID NEUTRAL colors only (e.g., navy blue, black, white, beige or grey only)

E. Hair

1. Hair must be styled in a socially acceptable manner.
2. **Hair cannot be longer than the middle of the neck, over eyebrows or ears.**
3. No color dye for boys
4. No fads or radical looks
5. No beards or mustaches allowed.
6. No sideburns past the bottom of the ear

F. Decorative Items

1. No Tattoos
2. No Body Piercing
3. No Jewelry for students under the age of 10

Girls

Lower and Middle Level girls MUST wear shorts underneath their skirt.

A. Learning Center Attire (Mon and Wed)

1. Skirt, skort or jumper (K4-2nd grade)
2. Skirt (3rd grade-12th grade)
3. Khaki uniform, not formfitting, with size selected to allow for growing room, with the hem at the knee at all times (Front & Back).
4. Shirt: Hunter Green (T-shirt or Polo) w/school logo
5. Shoes: Athletic Shoe (running shoes)
6. Socks must be worn with shoes.

B. Learning Center Attire (Tues and Thurs)

1. Skirt, skort or jumper (K4-2nd grade)
2. Skirt (3rd grade-12th grade)
3. Navy blue uniform, not formfitting, with size selected to allow for growing room, with the hem at the knee at all times (Front & Back)
4. Shirt: Maroon (T-shirt or Polo) w/logo or Archery T-Shirt (Thursday only)
5. Shoes: Athletic Shoe (running shoes)
6. Socks must be worn with shoes

C. Physical Education Uniform (Ages 13-18)

1. Shirt: Maroon (T-shirt or Polo) w/logo or Archery
2. Sweatpants or Shorts (to the knees): black, blue or gray
3. Shoes: Athletic Shoe (running shoes)
4. Socks must be worn with shoes

D. Winter Attire

1. Coats: The only coat allowed indoors is the school jacket w/logo.
2. Sweaters or windbreakers - **No Hoodies**: SOLID NEUTRAL colors only (e.g., navy blue, black, white, beige, ivory, or grey only) NO PRINTS
3. Girls may wear leggings under skirt.

E. Hair

Conservative, no fads, or unnatural looks in color, etc.

F. Decorative items

1. Jewelry
 - No Jewelry for students under 10 years old.
 - No more than 2 earrings per ear
 - No more than one bracelet on each wrist
2. Makeup & Nail polish
 - No make-up for students under 12 years old.
 - Moderate makeup and fingernail polish. If make-up is excessive Learning Center Supervisor will ask student to remove make-up. Neutral and pastel nail polish colors are permitted. Entire nail must have nail polish or student will be given cotton and acetone to remove nail polish.
3. No Tattoos or No Body Piercings.

LEARNING CENTER RULES

Each Learning Center has different rules and consequences for behavior. Due to maturity of students, we cannot have uniform consequences. Therefore, Supervisors will discuss Learning Center Rules at Parent Orientation and may send with the student reminders of these rules.

- **Students Sleeping in Learning Center (in class)** - We want to prevent the student from falling asleep in class and use their study time wisely. If by the third wakeup call the student does not wake up, parents will be contacted. The student will have to be picked up from school and will be given an unexcused absence.

DEMERITS & DETENTION

The paramount rule is "do right; do not disturb." Demerit marks are given for disturbances or broken rules. Three or more violations in one day result in detention time as follows:

- 3 marks = 20 minutes detention
- 4 marks = 30 minutes detention
- 5 marks = 45 minutes detention
- 6 marks = 1-hour detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and must be signed by the parents. The next day the slip is returned, and detention time is served. **If detention slip is not signed the time to be served will double. If slip is not signed by Parent a 3rd time the student will be suspended.**

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the Supervisor, principal, and parents are sometimes necessary to assure this growth.

Three Detentions in one week will result in a Parent Conference and 1-day suspension.

DISCIPLINARY PROBATION

All students are admitted on probation for the first nine weeks. If a student has been suspended twice in a semester, **the child will be placed on probation and both parents will be called for a conference.** If the administration feels the situation has not changed within the next quarter, parents will be asked to withdraw the child.

If a student shows improvement in the following quarter student will be taken off disciplinary probation.

DISCIPLINE

1. When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students. Nazarene Christian Academy, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a Discipline policy which shall:
 - a. establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption.
 - b. assist students in the recognition of, and respect for, the rights of other persons by educating them appropriate behavior and treatment of others.
 - c. assist students in the development and practice of academic honesty and integrity.
 - d. assist students in the development of a respect for property; and
 - e. assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting Godly character.
2. Nazarene Christian Academy supports its Supervisors in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

Generally, the school will follow the following sequence of disciplinary action.

1. Issue demerits
2. Assign Detentions
3. Administrator will talk with student about specific rules and procedures.
4. Conference with parents about specific behavior.
5. Suspend student (usually 1-3 days) or In-school Isolation as well as a conference with parents.
6. Suggest to the parents that they withdraw the student and transfer him/her to another school.
7. Expulsion

IV. POLICIES ON VIOLENCE PREVENTION

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing with the variety of activities which they may encounter.

Within this context, NCA acknowledges the following rights for its students and staff:

1. to be respected by all members of the school community.
2. to work and learn in a safe and orderly environment; and
3. to access facilities and to participate in programs offered by the school without fear of violence.

Nazarene Christian Academy also acknowledges the following responsibilities for its students and staff:

1. to respect all members of the Academy community.
2. to contribute positively to the Christian climate of the Academy.
3. to respect the property of the Academy and of all members of the Academy community.
4. to respond positively to the educational environment provided by the Academy community, and for students specifically.
5. to comply with all Academy expectations, procedures and codes of behavior; and
6. to give respect and cooperation to all persons in positions of authority in the Academy.

GENERAL GUIDELINES

1. Nazarene Christian Academy does not tolerate violence in any form. NCA, including staff, students, and parents, is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family-student, school staff, parent/guardian, support staff, administrator, pastor or others while on school property and at school sponsored events is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious, and respectful.

The Academy Administration is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the Academy, and provisions for dealing with violence.

2. Incidents and their aftermath, and provisions for the reporting of violent incidents.

3. In recognition of the ethnic and racial diversity of its students, Nazarene Christian Academy shall treat each person equally and fairly and without regard to gender, race, or ethnicity.
4. Nazarene Christian Academy is committed to the administration of disciplinary action in accordance with Academy Administration policy and all applicable legislation, both state and federal.

VIOLATION OF ITEMS I-VI WILL RESULT IN A SUSPENSION (1 DAY TO 1 WEEK) OR EXPULSION.

I. WEAPONS POLICY

Nazarene Christian Academy strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at Academy-sponsored activities, and the school shall not tolerate the presence of weapons in glove compartments or in any other place on its property. The Academy condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at Academy-sponsored activities.

II. ASSAULT/THREATS/HARASSMENT

Nazarene Christian Academy does not tolerate assault, threats, harassment or abuse against Academy personnel or students. Verbal or written threats, racial/ethnic cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the Academy, whether intentional or unintentional, is condemned as unacceptable. Nazarene Christian Academy supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. This Academy must be characterized by a safe and harmonious working environment in which the needs and well-being of every individual is paramount.

III. THEFT/EXTORTION/VANDALISM

1. Nazarene Christian Academy does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at Academy sponsored activities. Parents and students will be held financially liable for any Academy property damage caused by the student.
2. The Academy will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at Academy sponsored activities.

IV. SEARCH AND SEIZURE

1. Nazarene Christian Academy supports all staff in the maintenance of law, order, discipline and decorum in its Academy and during authorized Academy functions which take place off Academy property. NCA reserves the right to randomly search student possessions while on Academy grounds.
2. Nazarene Christian Academy therefore prohibits the possession, on Academy property or at authorized Academy functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:
 - a. alcoholic beverages, any tobacco product or tobacco substitute (Vapes).
 - b. illicit drugs.
 - c. stolen property.
 - d. weapons, either restricted or prohibited by law.
 - e. any object which may be used as a weapon and which may cause serious injury; and
 - f. hate literature, racist material, pornography, etc.

Students and visitors to the Academy may NOT have in their possession prohibited materials or objects (such as alcohol, illicit drugs, stolen goods, and weapons). The Academy therefore authorizes the Administrator or his/her designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

V. TRESPASSING ON PROPERTY

All Nazarene Christian Academy personnel are authorized by the School Administration to exercise the rights and responsibilities of the Administration as occupiers of Academy property.

VI. ARSON/BOMB THREATS

1. A fire safety plan has been established for Nazarene Christian Academy. In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.
2. A bomb threat procedure has been established for Nazarene Christian Academy. All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In Academy facilities, the Administrator or Principal is designated to carry out these responsibilities.
3. When the threat of a shooting situation is perceived, the school will be locked down and the police notified immediately. Parents are asked to please NOT come to the school until the police have investigated.

POLICE INVESTIGATIONS

Nazarene Christian Academy is committed to providing its student with a quality education within a safe and lawful Academy environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding.



Nazarene Christian Academy

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PARENT COMMITMENT LETTER

I agree to uphold and support the high academic standards of the school by providing a place at home for my student to study and giving my student encouragement in the completion of any homework assignments.

I appreciate the standards of this school and do not tolerate profanity, obscenity in work or action, dishonor the Godhead and the word of God, or disrespect to the personnel of the school.

I hereby agree to support all regulations of the school on the student's behalf and authorize this school to employ discipline, as it deems wise and expedient for the training of my student.

I understand that the school reserves the right to dismiss any student who fails to comply with the established regulation and discipline.

I have read the Student Handbook and, I understand and support Nazarene Christian Academy's polices and support the school in all disciplinary methods.

Student Name _____

Signature of Father/Guardian

Signature of Mother/Guardian

Date

Date