

**NAZARENE  
CHRISTIAN ACADEMY  
Student Handbook**



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# Philosophy, Beliefs, and Mission

## The Philosophy of the Nazarene Christian Academy

The philosophy of Nazarene Christian Academy is one that believes that children are a heritage of the Lord and parents are ultimately responsible for their academic and spiritual education. One of the most critical Biblical decisions a parent must make concerns the education of his/her child. A Christian school is an extension of your home and your church. Because of these beliefs, First Church of the Nazarene offers this program and its facilities as a ministry giving children the opportunity to pursue a challenging curriculum in a Christian atmosphere.

Our basic purpose at NCA is to provide the best quality education which builds and encourages faith in God. Nazarene Christian Academy believes that children taught in full accord with the Bible's principles have a foundation upon which to successfully build a future that can benefit God, country, and mankind.

Nazarene Christian Academy is here to work with the home and church, not take the place of the home and church. Therefore, we require cooperation with school rules, regulations, and procedures for the benefit of the child and his/her training. We wish to work closely with you, the parents, in training the child. Consequently we remind parents that we are not a corrective institution.

The goal of the school is to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship. Nazarene Christian Academy stands without apology for the Gospel of Jesus Christ, without any denominational emphasis and for the highest standards of morality and Christian behavior. We endeavor to join with you to impart a Christian heritage by emphasizing respect and obedience to parents and teachers, love for God, and honor and respect for our country. We pledge to you that our dedication and abilities will be used to the utmost to help each child.

## NCA Mission Statement

Nazarene Christian Academy, partnering with like-minded families, offers a Christ-centered education equipping students for a life of service that glorifies God and eternally impacts the world.

## NCA Motto

Educating for Today and Eternity

## NCA Core Values

**Biblical Philosophy** - A biblical philosophy of education will be implemented at NCA. The biblical integration of every planned learning experience is crucial at NCA.

**Bible As A Core Subject** - The teaching of Bible as a core textbook is essential to the academic curriculum.

**Parent Education & Responsibility** - Parents have the primary responsibility for the education of their children. NCA is committed to serve the Christian home.

**Great Commission** - Students and educators at NCA will be involved in fulfilling the Great Commission.

**Problem Solving** - NCA is committed to following Biblical principles for problem solving and conflict resolution and will follow the Matthew principle. See Appendix I - The Matthew 18 Principle: Guidelines for Problem Solving.

**Academic Excellence** - NCA is committed to academic excellence, maximizing each student's potential. All of our students graduate with the highest academic plan offered for graduates in the state of Texas.

**Critical Thinking** - NCA students will learn how to process information and think critically in the context of a biblical worldview.

**Non-Discrimination** - The teaching/learning process at NCA will reflect a Christ-like sensitivity to a diverse school community.

**School Improvement** - NCA will be involved in a plan of consistent evaluation, accreditation, and assessment for continuous improvement.

**Professional Development** - Professional resources and training will be utilized for the development and growth of the Christian educators at NCA. All of our teachers hold college degrees and participate in certification through the state of Texas or the Association of Christian Schools International. (ACSI)

**Networking** - The ministry of NCA will best be accomplished through cooperation with other appropriate individuals, agencies, and organizations which provide programs, materials and services to similar Christian schools.

**Educational Choice** - NCA is committed to the principle that the opportunity for Christian schooling should be accessible to families as a means of evangelizing, nurturing, and discipling students for a life of service to God and society.

# Statement of Faith

The Nazarene Christian Academy Statement of Faith includes statements regarding Faith; Marriage, Gender and Sexuality; Final Authority for Matters of Faith and Conduct; and Sanctity of Human Life.

## Faith

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (II Timothy 3:15) and it is eternally reliable in all matters of Christian faith and practice.
2. We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that salvation is by grace, through faith in our Lord Jesus Christ. We believe that repentance from personal sin toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit is necessary to salvation (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe the resurrection of both the saved and the lost, those who are saved to the resurrection of life and those who are lost to eternal punishment (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

## Marriage, Gender, and Sexuality

1. We believe that God wonderfully and unmistakably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).
4. We believe that in order to preserve the function and integrity of Nazarene Christian Academy and to provide a biblical role model to the Nazarene Christian Academy members and the community,

it is imperative that all persons employed by Nazarene Christian Academy in any capacity, or who serve as volunteers, understand and abide by this Statement of Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).

5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scriptures nor the doctrines of Nazarene Christian Academy.

## Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Nazarene Christian Academy's faith, doctrine, practice, policy, and discipline, our school board is Nazarene Christian Academy's final interpretive authority on the Bible's meaning and application.

## Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

# Non-Discriminatory Policy

Nazarene Christian Academy admits students of any race, color, religion, 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 this basis in administration of its educational policies, scholarship programs, athletic and other school-administered programs.

# NCA Image Policy

Attendance at Nazarene Christian Academy grants Nazarene Christian Academy and/or its agent's permission to take photographs and/or videos of participants and utilize event media in all forms and in all manners for the marketing, promotion, and future event development.

# Admissions Requirements

## Admissions Criteria

### Age Requirements

**Kindergarten** - Must be 5 years old on or before the 1st of September of the year admitted.

**1st Grade** - Must be 6 years old by September 1st and must have completed Kindergarten.

**Juniors** - Must enroll by the first day of their junior year in order to be eligible for consideration in Valedictorian and Salutatorian status.

**Seniors** - May enroll during their senior year. However, enrollment is considered on a case by case basis due to graduation plan requirements. They will also receive a "non-ranked student" status.

### Academic Requirements

Students admitted/re-admitted to NCA must score at or above the national 50<sup>th</sup> percentile on the Stanford Achievement Test or other comparable test. Students with serious learning disabilities or emotional/behavioral problems may not be admitted.

Students entering Kindergarten will be required to take the KIDS (Kindergarten Inventory of Developmental Skills) Test before acceptance. Students entering first grade from a different school will be required to display adequate reading and mathematical ability before being accepted to NCA.

### Additional Requirements

- All students, new and returning, will be on academic, attendance, and behavior probation for a period of one semester.
- No student will be allowed to attend class until his/her file is complete, including up to date shot records.

**Any student may be dismissed from NCA at any time for any reason.**

## Admissions Procedures

Nazarene Christian Academy stands ready to partner with families in their child's education. We encourage families to schedule a tour or arrange for your child to visit a classroom at your convenience.

Additionally, applications and enrollment information are available online year-round.

Updated enrollment information is available each January for the following school year. Online applications are accepted at any time. February is NCA's re-enrollment month for current students next school year. All available spaces for new students become available on March 1st each year for the following year. After students have completed the Steps to Admissions, they are eligible to participate in our spring and summer athletic practices.

Detailed admissions guidelines are provided at Appendix III - Steps to Admissions.

## Attendance Policy

### Attendance, Absences, and Tardiness

#### School Hours

<b>Kindergarten</b>	8:00 a.m. to 3:00 p.m.
<b>1<sup>st</sup> – 5<sup>th</sup> grade</b>	8:00 a.m. to 3:00 p.m.
<b>6<sup>th</sup> —12<sup>th</sup> grade</b>	8:00 a.m. to 3:30 p.m.

#### Half-Day Absence or Period Absences –

1. Students missing the greater portion of the morning session will receive a half-day absence.
2. Students missing the greater portion of the afternoon session will receive a half-day absence.
3. Secondary students missing 20 minutes or more of a class will receive an absence for that period.

**Attendance Importance** – Students are expected to be punctual and regular in attendance. NCA, per State Education Code # 25.092, allows a maximum of 9 days of absence per semester. Excessive absences will result in a school appointed committee determining if the student has an automatic failure or if a plan can be formed to make up the days missed. Decisions will be made on a case by case basis considering factors such as the number of absences, extenuating circumstances, amount and quality of work made-up, achievement test performance, etc. All decisions will be approved by the NCA Administrator.

**Notification** – If a student must be absent, the parent is to contact the school before 9 a.m. on the first day of absence with the reason for the absence. The parent can call or email to [absent@fwfnca.org](mailto:absent@fwfnca.org) (from the website [www.fwf.org](http://www.fwf.org) - under Nazarene Christian Academy – under current students – absentee alert) The absence will be considered unexcused until the parent contacts the school with reason for absence.

**Excused** – Absences are excused for the following reasons: illness, death in the family, medical appointments (which cannot be made outside of school hours), dire emergencies, or other reasons accepted or approved in advance by the administration. The absence will count toward the maximum allowable absences, and work does need to be made up.

**Unexcused** – Any class or assignment missed for an unexcused reason will result in a grade of "0", and count toward the maximum allowable absences. The administration will decide as to whether the student will be allowed to make-up the missed work.

**Return to School** – When a student has been absent, he/she must first report to the security desk or school office with a parent note or Doctor’s excuse to obtain an admittance slip. The student will be considered unexcused until these documents are submitted.

**Illness** – Returning students must be on antibiotics and/or free of fever, vomiting, or diarrhea for 24 hours before returning to school. (See Appendix IX - Communicable Disease Policy). A doctor’s note is required when student is absent more than two consecutive days.

**Doctor’s Note** – If a student misses three days in a row then a doctor’s note will be required to excuse the absences. If a doctor’s note is not submitted within a timely manner, the absences will remain unexcused.

**A Pre-approved absence form** may be picked up in the school office and must be filled out and signed by the parents, administration, and teachers. Class assignments will be due on the first day a student returns to school. With the exception of college visits, these types of absences are counted toward the maximum allowable absences. NCA respectfully asks families to avoid taking vacations during the school year.

**Extended Absences** - If a student is/will be absent two consecutive weeks or more for illness, the family must arrange for a private tutor or a homebound teacher.

**Attendance Offenses** – The NCA Administrator or a designee will communicate with students, parents, and juvenile authorities as appropriate per State Legal Code.

## College Visits, Exams, and Exemptions

**College Visits** – Seniors will be allowed up to 5 days to visit the college of their choice and juniors are allowed up to 3 days. Student must fill out a pre-approval form and turn it into the office prior to the absence or an unexcused absence will be recorded. Student must bring back proof of attendance from the university in order for the absence to not count towards the maximum allowable absences. If documentation from the college is not provided to the office upon return, the absence will count toward the maximum allowable absences and will potentially impact a high school students exam exemption status.

**Final Exams** - are administered on the last five days of both semesters for students in 7th-12th grade. Pre-arranged absences are strongly discouraged during Final Exam week and will only be approved for extenuating circumstances. In general, family vacations are not considered extenuating circumstances. It is extremely important for all students to be in school during Final Exam week. If the student is ill, a doctor’s note stating the reason for illness will be required. Rescheduling of any final exams is a difficult task due to our school calendar. If rescheduling exams requires NCA personnel to work extended hours for either administering, grading, or preparing additional documents, a fee of \$25 per hour will be charged.

**High School Exam Exemptions** - In order for high school students to be exempt from semester and final exams they must have at least a 90 for the semester average and missed no more than 3 days of school. This will also include 8<sup>th</sup> grade students taking high school classes for credit. All exempted students must participate in exam review assignments and sessions due to the educational benefit of reviewing the semester. Students who qualify for an exam exemption have the option of not taking the exam. If they would like to take the exam for the sake of improving their numeric average in a subject, they are welcome to make arrangements to take the exam. **Note:** Four tardies are counted as one absence and will add to the exam exemption consideration.

## Tardy Policy

The tardy bell for K-12th grade is at 8:00 a.m. Students in Kindergarten through 5<sup>th</sup> grade will be assigned an unexcused absence for each set of six tardies accumulated. Elementary students, after the 6th tardy, will be required to make up time in after school Lion Time sessions. Students 6th grade through 12th grade are only allowed three tardies without penalty in a nine-week period per class. On the 4th tardy, they will receive an unexcused absence and after school detention including appropriate fees. **Unexcused absences for tardiness are counted toward the maximum allowable absences for the semester and are factored into high school exam exemption determinations.**

## Make-Up Work

Parents for elementary aged students are responsible to contact the teachers for scheduling of any make-up work, tests, or quizzes. Students for Middle School/High School are responsible themselves to contact the teachers for scheduling of any make-up work, tests, or quizzes.

The student has one day to make-up work for each missed day. The work must be made up in the sequence that it was missed. If a student is absent only one day then assignments will be given to the student the following day. If the student is out for more than one day then the parent should contact the office before 9 am and make arrangements to pick up the student's work after 3:00 pm.

If the student is absent on the day of a pre-assigned major project or term paper, the pre-assigned projects and/or term paper will be due by 10:00 am on the day it is due. This includes ACSI event requirements, research papers, or any class project in which the students was given extended time to complete.

If a student is absent on the day of a quiz or test, the student may be required to take the test upon return when appropriate or expected to reschedule a test or quiz date with the teacher as soon as they return to school. All homework assignments that were due on the date of the absence are expected to be turned in immediately.

On Pre-Approved Absences, where work is given in advance, the assignments are due on the first day the student returns. If assignments are turned in later than the first day, the work will be considered late.

Work, including class assignments, homework, quizzes or tests, missed as a result of an unexcused absence cannot be made up and a grade of "0" (zero) will be given unless the absence was due to extenuating circumstances and qualify for administrative consideration.

Late Work Policy for grades 5<sup>th</sup> through 12<sup>th</sup>: (Implemented Fall 2015)

- All work is due on the date assigned at the beginning of class
- Work that is turned in within one day late (24 hours) will be assigned a maximum of a 70% as the highest grade a student can earn
- Work turned in two days late will receive a maximum of 50%
- Work turned in three days or more late will receive a zero
- Administrative discretion will be used on any extenuating circumstances

## Code of Christian Conduct

Christ-honoring behavior, grounded in our Statement of Faith, is expected of each Nazarene Christian Academy student. To support this behavior, biblical teaching and training is integrated into all the activities

of the school. The following Discipline Management Program, Rules of Behavior, and Honor Pledge reflect the Code of Christian Conduct. Nazarene Christian Academy has the right to discipline or ask a student to withdraw for any reason, but failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including dismissal from NCA..

## Discipline Management Program

The goal of NCA is to train each student to be self-disciplined, respectful, and responsible. Discipline will focus on three areas of each student's life: attitudes, words, and actions. Parents will be informed as needed for assistance concerning discipline problems. NCA staff will always be available if parents have concerns or questions.

In order to ensure spiritual and educational benefits for all students, every student will be required to follow all NCA rules and regulations. Students are subject to the authority of ALL staff members at ANY time on the school grounds during the school day or any school function. Students will be courteous and respectful to teachers, aides, secretaries, and visitors at all times. These rules apply to conduct on the school premises, in situations involving school property, at school related activities, school functions of any kind, and off school premises when directly affecting other students or the school.

Honorable behavior is expected of each NCA student. If discipline problems persist in spite of the positive rewards system, the Academy has chosen to implement the steps of discipline management.

Parents will be required to read the student handbook and discuss the rules for the school and the discipline policy with their child prior to applying or re-enrolling at NCA. If the parent does not agree with school policy, we will not be able to accept the registration of their child.

The NCA discipline policy is to preserve order and maintain a climate conducive to learning. It is the right of every student to have the opportunity to learn. The teacher also has the right to teach free of disruption. Student misconduct that disregards this right will not be tolerated.

To this end, all school officials have authority to take prompt, appropriate, and effective action to abate any disruption of the educational process, to protect the health, safety, and welfare of all, and to administer appropriate punishment for wrongdoing.

## Rules of Behavior

The NCA Rules of Behavior exist to maintain a climate conducive to learning and to train up students to honor God in all things. In support of teaching our students to set their minds to live according to the Spirit (Romans 8:5-6), rules of behavior are defined to lead students to put off the old self with its sinful nature and put on the virtues of Christ (Colossians 3:1-17). Discipline for violation of any of the Rules of Behavior

and any of the policies of the school will be administered in a manner that leads to repentance (turning away from inappropriate and sinful actions) and molding the student's heart toward God.

A student is subject to discipline for violation of any of the following Rules of Behavior and any of the policies of the school. A student is also subject to discipline of any of the laws of the State of Texas in matters of circumstances within the jurisdiction of the school.

Disciplinary action will result for any act of misbehavior, even if it is not specifically listed within the following list of rules.

- Students shall obey the lawful instructions of teachers, principal, and other personnel in authority.
  - Students shall not engage in any activity forbidden by the laws of the state of Texas, which interfere with school purpose or educational function.
  - Students shall not use violence, force, threat, intimidation, fear, or comparable conduct interfering with school purposes or urge other students to engage in such conduct.
  - Students shall not carry a weapon or "look-alike" weapon of any type on the school premises at any time or at any school activity.
  - Students possessing, using, transmitting, or being under the influence of any drug or intoxicant of any kind on the school premises, at any time, at any school activity will be removed from the academy. NCA reserves the right not to accept any student who has history of involvement with drugs and/or alcohol.
  - Students will show respect for God and country by obeying chapel rules.
- Students shall be respectful in word and manner toward God, teachers, principal, and other personnel in authority. (Romans 13:1-5)
  - Students will show respect and not use verbal or physical abuse, sexually harass others, engage in any indecent language, gestures, or acts or make threats of violence to other students, adults, or school personnel. See Appendix VII - Harassment Policy.
  - Students will use respectful language at all times
  - Students shall show respect to our church staff and faculty/staff by addressing them with their individual titles. For example, Pastor Glidden, Mrs. Shonamon, Dr. Brooke, etc.
  - Student shall follow the teacher's directions, obey special rules for your class and obey all school personnel.
  - Students shall honor God in speech. Profanity, lying, and taking God's name in vain will not be tolerated.
  - Students shall follow the dress code and maintain a neat and clean appearance. See Appendix IV - Dress Code.
  - Students shall honor God with attitudes (no rebellious or irreligious attitudes).
  - Students shall respect the educational focus through no cell phone usage during the entire school day. See Appendix V - Cell Phone Policy.
  - Students, who drive, will follow the Driving Policy. See Appendix VI - Driving Policy.

- Students shall not bring personal items to school (such as toys, hand-held games or devices) that can cause disruption or increase risk of damage. NCA will not be responsible if these items are lost, stolen, or damaged.
- Students shall be considerate of schoolmates; fighting and abusive language toward others will not be tolerated. See Appendix VII - Harassment Policy.
  - Students shall keep arms and hands to yourself. No pushing, shoving, hitting, etc.
  - Students shall exercise inclusion and compassion toward other students; no intentional exclusion and favoritism allowed.
- Students shall be punctual and regular in attendance and honor school rules.
  - Student shall be orderly and industrious.
  - No leaving classroom or school grounds without permission.
  - No unauthorized video cameras or still photography cameras.
- Students shall not take, steal, or borrow any property that does not belong to him/her without consent of the person to whom such property belongs.
  - No theft in any form.
- Students shall be honest and upright, demonstrating integrity, and be clean in personal and moral habits.
  - No cheating or lying in any form is allowed.
  - Uniforms are to be well-fitted, neat in appearance without holes, rips, etc.
- Students shall adhere to the Statement on Marriage, Gender, and Sexuality located in the Statement of Faith.
  - Dress in conformance with one's biological sex
  - Use the restrooms, locker rooms, and changing facilities conforming with one's biological sex
  - Abstaining from all intimate sexual conduct outside the marital union of one man and one woman
  - No material containing nudity or pornography.
  - No public displays of affection on school campus or at a school activity.
- Students shall not damage property and will be held accountable for damage done to property belonging to other students, NCA, The Training Depot, or Fort Worth First Church of the Nazarene. Students shall treat all property with respect.
  - No littering.
  - Only water, in a clear container, is permitted in classroom.
  - No gum in the school.
- All secondary students are required to read and sign the "NCA Honor Pledge" thus agreeing to abide by this pledge. See Appendix II - Copy of Honor Pledge.

# Disciplinary and Dismissal Procedures

In alignment with the Code of Christian Conduct, Nazarene Christian Academy provides biblical teaching and training throughout the school program and will manifest itself in example and in verbal teaching.

Corrective guidance following wrong behavior includes:

- A clear understanding of the offense by both the disciplinarian and the student.
- Ensure the student's understanding of the error of the offense and its consequences.
- Guidance given toward restoring broken relationships, removing guilt, and reinforcing the child's decision to change his/her behavior, or make better choices in the future.
- A fair punishment given.

NCA's disciplinary process includes Positive Incentives and Rewards, Classroom Management, and Behavioral Management.

## Positive Incentives and Rewards

The NCA Faculty and Staff, while using developmentally appropriate and attention keeping curriculum, also utilize a positive reinforcement/reward system to encourage 'good behavior' by our students. The classroom rules will be stated positively, good behavior will be recognized and rewarded while warnings and write-ups will be reserved as a last resort. Examples of positive reward incentives are tickets for good conduct with reward drawings, earned privileges or activities, leveled colored markers as a conduct status reminder program, and other small group or individual awards.

**Elementary Conduct Grades** - Elementary students begin each week with 100 points for their weekly conduct grade. Points will be subtracted for each infraction of the classroom or school discipline plan. Students must maintain at least a 90% average in conduct for a **nine week period** in order to make an "A" on their report card.

**Conduct Club** is an elementary reward program. Students who maintain at least a 90% average in conduct for the nine-weeks earn the right to participate in a special event. Example: movie and snack in the gym.

**Secondary Incentives** - At the secondary level, students are rewarded in a variety of ways. Various outside organizations ask for student nominations for programs, awards, honors, potential scholarships, etc. An annual spring awards event also recognizes students for various achievements with grades, leadership, conduct, attendance, etc. Students participating in Athletics are presented awards at an annual sports awards event. In addition, NCA employees may nominate secondary students for a Lion Success Card. A monthly drawing is conducted for a student prize.

## Classroom Behavioral Management

Teachers will generally be responsible for the conduct of students within each classroom. Students should expect to be corrected by a teacher whenever engaging in acts that are not in the best interest of the other students or the school. Various disciplinary actions might be used including: writing sentences, loss of privileges, loss of tickets, loss of free time during lunch, parent contact, and individual behavioral plan of improvement. Each teacher will clearly communicate their classroom's positive incentive and reward system.

For most students, simple corrective action will prompt the appropriate change. For others, more extensive efforts must be made. For a few students, the school is neither equipped nor staffed to assist with the substantial changes that are needed. The ultimate responsibility for a student's behavior rests with the student and his/her parents. At such time as the teacher has tried unsuccessfully to solve a discipline problem through a variety of methods or feels that immediate intervention is required, a referral will be made to the administrator.

The foundation for good discipline is developed in the home where parents, by teaching and by example, develop in the child habits of appropriate behavior, as well as proper attitudes toward school and for those in authority. Therefore, home and school must work together toward the mutually desired goal of intellectual, emotional, and spiritual maturity for all students.

All procedures and guidelines will be fair, just, flexible, and in the best interest of the individual student as well as the school community as a whole.

## Administrative Behavioral Management

When a student violates a rule, which cannot be handled in the classroom with a mild form of correction, the student will be referred to the office. Each behavioral case is reviewed independently and an appropriate step will be taken in the best interest of the child and of the school as a whole community at the discretion of the administration.

### **Appropriate actions by the administrator may include but are not limited to:**

- Parental contact
- Parent/Teacher/Administrator conference
- Confiscation of items
- Restriction of privileges
- Individual plan of improvement
- Restitution
- School or community service
- Detention
- Suspension
- Expulsion
- Notify police/prosecution (only for suitable offenses)

If actions are escalated to Detention, Suspension or Expulsion, the following guidelines apply.

## Detention

The administrator may assign detention after school. A detention notice will be sent home with the student on the day it is assigned giving details about the behavioral offense, cost of detention assignment, and time/date of the assigned detention. Arrangements for student transportation after the detention is served must be made by the parent. Additional charges may apply if student remains after the stated ending time of the detention.

## Suspension

Suspension is the temporary denial by the school administration of the right to attend class, school, or school-sponsored or authorized functions. A suspension may last for the rest of the school day or any specified time up to one calendar year. No games, practices, or any school activity may be attended while under suspension.

**A short- term suspension** is the rest of the school day and up to two days. Any suspension that is shorter than 2 days may result in zeroes for all work, tests, or quizzes missed.

**A long- term suspension** is for any length of time of three days or longer. The first two days of suspension may result in zeroes. Any work/tests missed after the second day may be made up for a partial grade of 70 being the highest grade permitted.

## Expulsion

Expulsion is the permanent denial by the school administration of the right to attend class, school, or school-sponsored or authorized functions.

# Extracurricular Programs

Extracurricular activities are school-sponsored activities designed to achieve specific goals that contribute to a student's personal, physical, social, and spiritual development. These activities encourage cooperative attitudes, acceptance of responsibility, increased student involvement, the development of specific interests and skills, and a carryover of these attributes into post high school life.

It is important to realize that participation in extracurricular activities **is a privilege and not a right**, and students must meet specific requirements in order to participate. Students may participate in extracurricular activities if:

- Any applicable fees are paid
- Student has not been restricted from participation due to disciplinary actions by school administration or coach

- Student athlete is not failing any class in accordance with the athletic eligibility policies and schedule mandated by the athletic conference. (see Athletic Eligibility information below)
- Attend school a minimum of half day on the date of the game

## Athletics

The high school programs are a part of the TCAF conference and the junior high programs are a part of the CSAF conference.

Annual sports physicals, medical history, and UIL forms are required. Athletes will not be able to participate in practices or games until current forms are submitted to the office.

It is not a student's right to participate in athletics but rather a privilege. Sports will be added/dropped based on participation level and availability of coaching staffs.

The Texas Education Agency requires all high school students to earn one credit of PE/Athletics credit as part of the graduation requirements. Beginning with the Class of 2018, this required credit will be earned in a PE classroom setting under the supervision of certified staff. Typically this will be scheduled during the freshman year unless there is conflicts with the scheduling of core classes. Successful completion of one year of the high school drumline course also fulfills this one credit requirement.

## Athletic Eligibility

Students receiving a grade of below 70 will not be allowed to participate in extracurricular activities until the next eligibility period. The eligibility schedule will be communicated through the coaching staff or administration.

Students receiving a grade below 70 **will not be allowed to dismiss early and travel with the team to games**. They can however go to the game on their own after 3:30pm. They will not be allowed to leave school early. If any classes are missed they will result in a grade of "0".

## Sports Fees

See Appendix VIII - Extracurricular Fees.

## Elective Classes and Programs

### Percussion

NCA offers beginning percussion for 5<sup>th</sup> and 6<sup>th</sup> graders. Percussion / Drumline is offered to 7<sup>th</sup>-12<sup>th</sup> grade students as an elective. Students participating will perform at various school and community functions, festivals, and competitions. Before/after school practices, as well as some weekends will be scheduled and attendance is required.

**Percussion and Drumline fees are due according to the following schedule:**

#### Varsity Fees:

September 1: \$100

October 1: \$100

November 1: \$75

December 1: \$75

JV Fees:

September 1: \$75

October 1: \$75

November 1: \$50

December 1: \$50

No refunds will be given if a student chooses to quit percussion. Students are required to participate in the NCA's Fine Arts Showcase event in the fall and spring each year.

Private lessons will be available at a fee paid to the teacher.

## **Choir**

Secondary choir is offered for all Middle/High School students. Additional fees are not required. Fundraising for special projects may be requested. The class is used to meet their Fine Arts requirements and is treated as an elective. Students are required to participate in NCA's Fine Arts Showcase event in the fall and spring each year.

## **Art**

Art will be offered to secondary students with no additional fees required. Students may also be responsible for purchasing various art supplies depending on the level of the art class. Fundraising for special projects may be requested. Students are required to participate in NCA's Fine Arts Showcase event in the fall and spring each year.

## **Elective Classes**

Nazarene Christian Academy makes every effort to offer a variety of elective classes. Be sure to check with your Academic Advisor for electives offered at this time.

Example of electives offered when enough students show an interest: Creative Writing, Journalism, Public Speaking, Career Specific Internships, Consumer Financial Management, Leadership, Yearbook, etc.

P.E. Class is required. Every elementary student will participate unless parent sends a note to sit out **one** day. After that a doctor's note will be required in order not to participate in PE class.

Students in 6<sup>th</sup> and 8<sup>th</sup> grade will participate in PE/Athletics unless scheduling dynamics prevent this opportunity. Students in 9<sup>th</sup> – 12<sup>th</sup> grade must participate in one year of PE/Athletics, but not more than four credits during the high school years.

## **Elementary Music**

Elementary students have music class weekly. Students are required to attend programs where they perform (grades K-3rd perform in December and grades 4-5th perform in the spring).

# Academics

## Grading Scale

Kindergarten uses a progress/mastery grading system and their report cards will be issued every nine weeks. Academic grades (1<sup>st</sup> – 12<sup>th</sup>) are reported on a nine-week basis by a number grade. The **grading scale** is as follows:

- A 90-100
- B 80-89
- C 70-79
- F 69 and below

According to the grading scale the highest grade a student can receive on their report card will be 100.

In elementary grades, graded work is sent home regularly, and parents should be in the habit of checking backpacks each evening during homework time. Parents are encouraged to assist students with good homework study habits. See Appendix XI - Homework Guidelines.

A parent/teacher conference may be scheduled at any time as requested by the parent, the teacher, or the administration.

Students with a 4.0 GPA (straight A's) will receive special recognition for “**NCA Academic Excellence**” at the annual school awards program.

**Report cards** will be issued every nine weeks. The last nine week report, spring testing results, honor certificates, and a summer newsletter will be mailed home. Parents are required to sign the report card the first three nine weeks and return it to the teacher.

Report Cards and transcripts will be held until all financial **obligations** are paid in full to the school.

## Transcripts

Transcripts are free for alumni and current students. There is a \$5 charge for previous or transferring students and requests of large quantities. Transcripts will be available one week after written request is received.

## Dual Enrollment Classes

Students who have obtained a junior status and possess a 3.0 GPA or higher may be considered for dual enrollment courses. Students interested in this program will work closely with the Academic Advisor to meet graduation requirements in a timely manner.

The first 24 credits of dual enrollments coursework completed will be counted toward the high school GPA/numeric average. Numeric average of 80% or better will be counted on a weighted average scale (5.0) toward high school GPA and numeric average. Additional coursework may be taken by student, but will not be considered for weighted numeric averages or GPA calculations.

The Academic Advisor will provide interested students with information regarding approved course selections, scheduling processes, academic reporting procedures, full-time student status, etc. Dual enrollment courses can be placed on the unofficial high school transcript and considered honor graduate calculations prior to receiving an official transcript if proof of numeric average is produced under the supervision of the Academic Advisor. However, a final high school transcript will not contain these grades without an official transcript from the college. It is the responsibility of the student to provide all necessary dual enrollment paperwork to NCA in a timely manner.

## Other Academic Requirements

**Summer Reading** – all secondary students will be given a summer reading list and are required to participate for a test grade. Summer reading will be due the first day back to school.

All elementary students completing the assignment will receive a special gift.

Secondary students will receive a **test** grade for summer reading.

**ACSI Competition** – Students attending District Competitions will be required to make up quizzes and tests.

## Bible Study and Devotional Time

Our Bible studies and devotional time endeavors to establish a faith in God to meet the needs in a student's life. We also want prayer to become a daily habit in their lives, not just a ritual. We hope that each student will accept Jesus Christ as his/her personal Savior.

The elementary students meet together for pledges and prayer and announcements each morning. Secondary students have time dedicated each morning in first period to do the same.

Bible Memory – We believe Bible memory will aid greatly in the development of Christian faith and character.

Chapel – Every Wednesday the students enjoy a chapel service. These are led by our Pastors, Principal, Faculty, Students, and speakers from near and far (Missionaries and special guests).

## Weekly Readers

Students in Fifth grade will receive a Christian weekly reader called "God's World". This student magazine attempts to help the student view current events from God's vantage point.

Parents should know that the school staff does not necessarily agree with every position taken by this magazine. You are encouraged to use it as a tool for discussion with your child.

## Field Trips

Field trips are carefully planned by school officials and serve to enhance the student's educational experience and are considered part of the academic curriculum. See Appendix X - Field Trip Policy.

## Annual Achievement Tests

Each year all students in Kindergarten through Eleventh grade will be given an annual evaluation for measuring student progress and achievement of curriculum goals.

- Elementary and Middle School students will take the Stanford Achievement Test in the Spring
- Freshmen will be given the PSAT-9 test with an option to take the Pre-ACT test
- Sophomores take the Pre-ACT and the PSAT-10 with the option to take the PSAT/NMSQT test
- Juniors will be given the PSAT/NMSQT test in the fall

Juniors and Seniors are also eligible to take the ACT and the SAT exams for college entrance purposes at an additional cost.

## Graduation Requirements

NCA follows the TEA guidelines for graduation requirements. An optional track is offered through dual credit enrollment classes taken from local colleges. Graduation requirements are listed on the school website at [www.fwf.org/nca](http://www.fwf.org/nca) - NCA Academic Profile.

## Selection of Honor Graduates

The Valedictorian and Salutatorian of Nazarene Christian Academy will be selected by utilizing the following method.

The overall numeric average will be utilized to determine each of the above selections. In the event of a tie for the above positions, the highest grade point average obtained when all common courses taken by the students who are tied have been averaged. Common courses will include only those courses in mathematics, science, language arts, social studies and foreign language.

Only Texas Education Association member school grades will be considered for Honor Graduates.

Students shall be preliminarily ranked at the end of the sixth and seventh semester for college admission purposes. Students shall be officially ranked at the end of the 3<sup>rd</sup> nine-weeks of the senior year. All course work submitted by the end of the third nine-weeks will be considered in this calculations. It is the responsibility of the student to submit dual enrollment coursework on time.

**Students must be in attendance at Nazarene Christian Academy full time for both their junior and senior years to be considered for Valedictorian or Salutatorian.**

## National Honor Society/National Junior Honor Society

The purpose of these chapters shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage the development of character in all students of Nazarene Christian Academy.

Membership in these chapters is an honor bestowed upon a student. Selection for membership is by a faculty vote and is based on outstanding academic scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Membership of these chapters shall be known as active and graduate. Active members shall become graduate members upon graduation. Candidates become members when inducted at a special ceremony.

Eligible students will receive a letter from the faculty advisor in the spring inviting them to apply for membership. The faculty council will then vote on the candidates. Deserving students will then be required to attend the induction ceremony to become members. All members are required to attend this ceremony, attend all chapter meetings and participate in all chapter service activities.

## National Honor Society Membership

Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class and have a minimum cumulative grade point average (GPA) of 3.5. This scholastic level of achievement shall remain fixed. The candidate's eligibility shall then be considered on service, leadership, and character. Members who resign or are dismissed are never again eligible for membership or its benefits.

In order to be eligible for NHS membership, candidates must meet the following requirements:

- Be a student at Nazarene Christian Academy for at least one full semester.
- Be a member of the tenth, eleventh or twelfth grade.
- Maintain a cumulative grade point average of at least 3.5 on a 4-point scale.
- Submit a Request for Consideration information form by the deadline published in the NHS calendar for the current year.

## National Junior Honor Society Membership

Candidates eligible for selection to this chapter must be members of the seventh, eighth, or ninth grade and have a minimum cumulative grade point average (GPA) of 3.5. This scholastic level of achievement shall remain fixed. The candidate's eligibility shall then be considered on service, leadership, and character. Members who resign or are dismissed are never again eligible for NJHS membership or its benefits.

In order to be eligible for NJHS membership, candidates must meet the following requirements:

- Be a student at Nazarene Christian Academy for at least one full semester.
- Be a member of the seventh, eighth, or ninth grade.
- Maintain a cumulative grade point average of at least 3.5 on a 4-point scale.
- Submit a Request for Consideration information form by the deadline published in the NJHS calendar for the current year.

## Transportation and Campus Access

### Student Driving Policy

Students shall abide by the Student Driving Policy found at Appendix VI - Driving Policy.

## Closed Campus

Students must remain on campus for the entire school day unless the parent or person designated for pick-up on the official form signs the student out. Student Drivers – even if a student is driving off campus during the school day – must check out at the school lobby. Alumni are welcome to visit during the school day, but must check in at the lobby. We are a closed campus therefore former students are not permitted to visit during the school day. (Former students are defined as students who have attended NCA as some point in time, but have not graduated from NCA. Alumni students are defined as students who have previously graduated from NCA.)

## Student Arrival and Pick-Up

Classes for elementary students at NCA are from 8 am. to 3 p.m. and secondary is from 8 a.m. to 3:30 p.m. NCA students are not to enter the building until 7:30 a.m. or remain in the building after 4:10 p.m. If dropping elementary students off in front of the school building we ask that you walk them to the door not drop off at the curb. Parents may drop off their child at one of the supervised carpools on the west side of the building.

Once arriving on campus, students must enter the building for supervision and must remain in the building until parental transportation has been arranged. If parents desire for their child to leave campus by walking or riding a bike, they must inform the school office prior to their child leaving. Before and after school child care is available through the **TRAINING DEPOT**. Please make necessary arrangements with the daycare before the services are needed. The Training Depot **cannot accept children on a drop-in basis**.

If arrangements have not been made with The Training Depot, NCA will send the student to after-school study hall until the parent picks the child up. The parent will need to pay the study hall attendant at the time of pick up and sign your child out.

All parents are requested to leave the classroom at the bell (8:00 a.m.). Parents should not enter classrooms or the elementary hallway during dismissal procedures. No one is to linger in the school halls during class time.

## Early Release Students

All high school students having early release must sign out in the school foyer and leave the campus as soon as their last class is finished.

## School Dismissal

All students exit through the designated doors of the school building. **Students may not enter/exit through Training Depot doors.**

## Visitors

**ALL VISITORS MUST SIGN IN AT THE SCHOOL SECURITY DESK AND OBTAIN A VISITOR'S IDENTIFICATION BADGE. THIS IS FOR THE STUDENTS' SAFETY.**

## After School Activities

Students **must** be in the care of a parent, teacher, or sponsor at the end of the school day. If they are waiting for an after school activity to begin, they must still be in the care of an adult. If a game or practice isn't until 4:30pm then a parent **MUST** assume responsibility for the student or make arrangements for their care. NCA discourages students from walking to local businesses after school.

**Any student left unsupervised between school and an event may forfeit their inclusion on the team, club, or activity.**

## Miscellaneous

### School Parties

See Appendix XII - School Parties Policy.

### Library

Nazarene Christian Academy's Lewis Library was organized in 1988. Berniece Pennington, upon retiring from public school teaching, took the accumulated stacks of books and organized them into a library. With the help of many senior adult members from the church, the stacks of books were cataloged and ready for use by the beginning of the 1988-1989 school year. Mr. Chesley Lewis and his wife Geraldine contributed money, materials and shelves to the library to aid in its creation. The library was named the Lewis Library in honor of these donations and the people who gave them. Mrs. Pennington and Mrs. Manuel volunteered for many years to keep the library open for the NCA students.

The library includes media material for all ages. Books and other media have been added to the library through private donations, fines, and book fairs.

Our librarian seeks to provide material that adheres to Christian standards, but are unable to read every book in its entirety. If a parent feels some material is inappropriate, they may follow the steps given in the Media Selection Policy posted in the library.

### Lost and Found

Please check in the school office or in the main hallway for any lost items. All articles that are left in the classrooms, hallways, gym, restrooms, and on the grounds will be placed in the lost and found. We will make every attempt to return the items that are marked with names. However, it is the student's responsibility to claim their possessions. Items will be donated or disposed of at the end of each nine weeks.

### Damage to Personal Property

The student's name should be placed on all personal property such as clothing, shoes, purses, notebooks, and lunchboxes. The child is expected to be responsible for items of personal property and is required to respect the personal property of others. Any damage done to another person's property will require proper restitution.

Parents are encouraged to keep their children from bringing unnecessary items to school. Students should not bring any electronics such as iPods, phones, electronics games, etc. to school unless suggested by teachers for use in classroom and approved by the administration. If families are not comfortable sending electronic equipment to school upon teacher request due to potential loss, theft, or damage, please refrain and make arrangements with the teacher for alternatives. NCA will not be responsible for personal items brought from home.

## Medication

In compliance with the "Minimum Standards - Schools: Grades Kindergarten and above", Nazarene Christian Academy will adhere to the following policy:

Only necessary medication authorized by a physician may be taken at school. If the medication is needed in order for a student to remain in school, the parent or guardian must fill out a **Request for Medication** form (available in school office). **All prescriptions** must be in original containers and labeled with current pharmacy labels, and left in the school office. It is the student's responsibility to take the form and medication to the school office.

If medication is to be continued for more than a week, a re-filled container with the proper label should be sent. The student is responsible for taking his/her own medicine. When a dose is due, the student is to go to the school office, request his/her medicine and take the required dose under the supervision of a school employee. Medication must be taken in the school office or from the school nurse.

## Immunization Requirements

NCA complies with the immunization requirements as set by the state of Texas.

If there is a reason why a student may not be immunized an affidavit or certificate signed by a parent and notarized must be filed with the school. The affidavit or certificate must be renewed every two years.

A history of chickenpox, measles, or mumps illness is acceptable instead of a vaccine, with a certificate from a physician showing the date of the disease.

## Parent Teacher Fellowship (PTF)

Our objective is to promote the welfare of the students and faculty of NCA. We achieve this by planning special activities and fundraisers such as teacher luncheons, school parties, field day, etc.

Parents are expected to be involved in these activities, are highly encouraged to participate in the school fundraisers, and are expected to attend the PTF meetings.

PTF participation forms will be sent home at the beginning of each year to allow you to select how you would like to participate in your child's education.

## Student Insurance

NCA students are covered by a group Student Accident Insurance Program (S.A.I.P). This insurance protects the family in case an accident occurs during school or while traveling to and from school. For families with other insurance policies, this S.A.I.P. is supplementary only. For families with no insurance, S.A.I.P. protection becomes the primary coverage during school activities only.

## School Office/Visitor Information

Parents are welcome in the school during special events, lunch with their student, and class parties. Guests are required to check in at the security desk first in order to receive a visitor's badge which must be worn while in the building. Visitation to classrooms is strictly prohibited without permission from school personnel. Any non-parental visitors need to obtain permission from administration to visit the school.

NCA reserves the right to restrict visitation for students or attendance of parents on field trips/events when deemed necessary to maintain a safe and operational environment.

Lunch, homework, books, and messages may be left at the security desk for delivery and should not be taken directly to the student. If you have instructions regarding transportation, vacation, sickness, etc., talk with the school office or personnel at the security desk. Do not leave these instructions with students or other workers.

The school phones are business phones and may be used by the students for emergencies. Since school telephones are for school business only, students and teachers should not be called during school hours except in case of emergency.

**Any student who is to be dismissed during the school day must be checked out through the security desk.**

Please be aware that the doors to the school will be locked at 8:00am. Individuals must enter through the front doors on the south side of the building and check in at the security desk for a late pass after 8:00 am.

## Weather Policies and School Closings

Students will not go outside for recess if the temperature drops below 40 degrees or rises above 100 degrees. In cold weather we will also consider the wind factor before allowing children to go outside no matter what the temperature should be. In hot weather, extra caution will be taken if the temperature is over 90 degrees.

If a parent wants a child to remain inside during recess, a note must be sent to the teacher specifying how many days the child should remain indoors. The validity of the reason will be reviewed by the administration when necessary.

In case of ice or snow, parents should listen to **KLTY 94.9** or watch **television channels 4, 5, 8 and 11** for information regarding late starts, early dismissals, or school closings. Information about closings will also be posted on our website as well as our phone system. A Parent Alert text will also be sent out through RenWeb.

## Financial Policies/ Tuition

A. **Checks** – Please make checks payable to Nazarene Christian Academy or NCA and include the student's name on the check memo line. Returned checks will be assessed a \$25 fee. After three (3) non-sufficient checks, only cashier's check, money orders, or cash will be accepted. The bookkeeping office will not hold checks.

B. **Cash**– You must get a receipt from the Business Office or NCA Office to ensure proper credit for cash payments.

C. **Credit Cards** – We accept MC/Visa/Discover and debit cards. There is a 3% processing fee for each transaction.

D. **Tuition** – Please see the tuition and fee schedule published on website at [www.nazarenechristianacademy.org](http://www.nazarenechristianacademy.org) -Student Tuition and Fees

E. **Financial Aid** – applications are available from the Business Office. Typically, financial aid is reserved for those in need and each application will be reviewed prayerfully. You will receive notification in the mail detailing the decision.

F. **Late payments** – Payments are due on the 1st of the month and considered late after the 6th of the month. (Note: a grace period will be extended to the next business day when the 6th falls on a weekend.) A \$15 late fee will be charged to your account for payments made after the 6th of the month. A \$25 late fee will be charged to your account for payments made after the 15th of the month.

G. **Statements** – To save postage and processing costs, monthly statements will not be sent unless the account has an overdue balance of one month.

H. **Disenrollment** – If a student's tuition becomes past due one month, and satisfactory arrangements have not been made with the proper school authorities, the student(s) will not be admitted to class until both the past due and current payments are made. It is also grounds for immediate dismissal.

I. **Report Cards, Student Records, and Renweb Access** – will be withheld from students who have a past due balance for tuition or any other fees. Report cards, student records, and Renweb Access will be withheld for all students with any remaining balance at the end of the school year. This includes library fees, athletic fees, or any other school related obligation.

J. **Damaged Property** – Assessments will be made to cover damage by any student to school property including windows, lockers, desks, books, etc.

K. **Withdrawals** – Enrollment is intended to be for the entire school year. Parents are expected to pay for the next month of tuition if less than a month's notice of withdrawal is given. If the student leaves at the request of the school administration, the balance/refund will be determined on an individual basis depending on the payment plan selected. All application/ re-enrollment, book, and testing fees are **Non-Refundable**. Once the school year is in session, student consumable books are not released if a balance is left owing on the account.

L. . **End of Year Balances** – All outstanding balances from the previous school year must be paid in full by July 1<sup>st</sup>. If the overdue amount has not been paid in full by said date; enrollment, books, and testing fees that were paid for new school year will be applied to it. This could possibly result in a loss of placement in the Academy for the next school year.

## Textbooks and Fees

The school supplies textbooks. Fees are collected to **rent** textbooks and pay for consumable workbooks and other instructional materials. Students are required to return books at the end of the school year or upon withdrawal in satisfactory condition. In case of loss or unsatisfactory condition of textbooks, students will be billed for a new replacement book. Students must pay the **entire** textbook fee even if they enroll after school starts in August. Please see the tuition and fee schedule published on website at [www.nazarenechristianacademy.org-Student Tuition and Fees](http://www.nazarenechristianacademy.org-Student Tuition and Fees).

## Graduation Fees

Senior Graduation fees of \$100 are due by June 1<sup>st</sup>.

## Hot Lunch Options

We offer three lunch sizes: Cub (\$3), Regular (\$4) and Lion (\$5). Please indicate what size you are purchasing when making payment. Lunch cards are sold by the week, month, or more. We do not offer the option of single/daily lunch purchases.

Payment with cash, check or debit/credit card is acceptable. There will be a 3% fee for each debit/credit card transaction.

If you have multiple students and one is out of lunches, a lunch from a sibling will be used until additional lunches are purchased. If your student runs out of lunches, they will be sent to the Business Office to contact you.

We will contact you by email when your student has a few lunches remaining. All lunches are to be **prepaid** and **no charges** are allowed.

We also offer a **snack card** in addition to lunch cards. These cards are sold separately from lunch cards. They are for side items such as french fries, bread sticks, desserts and some single entrees. Items will be sold for \$2 each. There is a minimum purchase of \$10 for these cards. Students cannot take lunches from their lunch card to buy snacks.

## Annual Fund – Tax Deductible Gifts

Nazarene Christian Academy has made every effort to keep tuition affordable. Tuition is not tax-deductible. In charity and faith the Board has budgeted expecting tax-deductible contributions equal to approximately \$300 per student next year. We welcome your love gifts in the amount the Lord enables – not equal gifts but equal sacrifices. Some may do much more and others a little less. Some may do volunteer service or contribute other material gifts in-lieu of cash gifts. It also takes the help of grandparents, local businesses and other friends to meet the total need.

# Appendix I - Matthew 18 Principle - Guidelines for Problem Solving

When relationships between people are close, there is the potential for problems. Nevertheless, it is God's will that we live and work together in harmony. **Jesus said, "A new commandment I give unto you, that you love one another as I have loved you." John 13:34**

There is a Godly way to handle problems between people at NCA that is workable and successful. This way is not found in any secular book on school administration. It is found in the Scriptures in Matthew 18, thus it is known as the **Matthew 18 Principle**.

**Matthew 18:15-17 says, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. If he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church."**

Be sure the problem is serious. Will it work itself out in a reasonable time? Is it really my problem?

When a serious problem arises between people in the school the parties involved are to meet to seek the Lord's solution in the matter.

The few problems which are not resolved at level one move on to the next level, which involves another person, usually the Administrator.

Beyond this level, the matter may go to the Pastor, then to the Academy Board.

Persons in school authority do not accept complaints about NCA personnel if the complainer has not gone first to the person.

Keep the matter confidential.

Be sure you know the facts.

Be straightforward in love.

Be humble and submissive

Be quick to forgive.

Pray and work for a mutual solution.

## Appendix II - Copy of Honor Pledge

Nazarene Christian Academy maintains an evangelical policy of “open enrollment”, in that we do not require a personal confession of faith from all our students. Our mission and purpose is, however, that every student may come to the saving knowledge of Jesus Christ and allow Him to be the Lord of his/her life. As a Christian School, we do require certain behavior, as described below. **In signing this pledge, it is our desire for all students to commit to a seven days a week, 24-hour lifestyle on and off campus.**

- *I will submit myself to the leadership of Nazarene Christian Academy. I realize that my attendance at NCA is a privilege and not a right. I determine to give my best and prayerfully support NCA and its philosophy of providing a quality education without compromising the Word of God. (Hebrews 13:17)*
- *I will apply myself to my studies and endeavor to develop the full powers of my God-given mind. (Luke 2:52; 1 Corinthians 1:5)*
- *I will practice good health habits and participate in wholesome physical activities. (Romans 12; 1 Corinthians 3:16-17)*
- *I will refrain from the lifestyle of sexual immorality, use of alcohol, drugs or tobacco. (1 Corinthians 3:16-17)*
- *I will abstain from all appearance of evil, and guard my mind from evil influences, such as immoral music, movies, television shows, magazines etc. (1 Thes. 5:22; Phil. 4:8)*
- *I will continually endeavor to develop the gifts and abilities God has given me and to become more like the person God intends for me to be. (1 Corinthians 12:18-31; Ephesians 4:11-12)*
- *I will seek to contribute to the well being of others through the giving of myself in loving service as opportunity may present itself. (Matthew 28: 10-20; John 15:17; 2 Corinthians 5:10, 18)*
- *I will acknowledge the need to preserve my language for words that uplift and encourage my peers and the adults in my life. (Matthew 12:36-37; Proverbs 18:8)*
- *I will not lie, cheat or steal. I am not only expected to adhere to this policy but also to promote and encourage my peers in following it. (Psalm 15:1-3; Deuteronomy 5:19-20; Psalm 34:13)*

Failure to follow this Honor Pledge will result in consequences, some of which may include removal from classroom, suspension or expulsion.

Please sign and return the signature page provided in the enrollment and re-enrollment packets.

## Appendix III - Steps to Admission

Nazarene Christian Academy welcomes your interest in our school! At NCA you will find an environment that encourages a love for learning and the development of Christian character. This document describes the student application process and our Admissions policies. If you have any questions, please contact our Administrative Office at 817-736-3113.

### **SCHEDULING A TOUR**

Come see us first! We encourage you to tour the NCA campus before submitting an application online. We encourage you to call and schedule a tour Monday through Thursday. If you have any questions or would like to arrange a classroom visit please call the Administrative Office at 817-736-3113.

### **COMPLETING THE APPLICATION**

We accept applications at any time for the current academic year. Applications may be submitted beginning in January for the following academic year. For each student applying, please:

1. Review our handbook online.
2. Complete an application online for each child. This can be found on our website at [www.nazarenechristianacademy.org](http://www.nazarenechristianacademy.org).
3. Upload a copy of the student's birth certificate with the seal showing.
4. Upload the most recent report card.
5. Upload the student's most recent standardized test results if available. Your student's former school will have this information if you do not.
6. Other items needed at time of application, which are part of the online enrollment, are the Statement of Cooperation, Financial Agreement, Pastoral Recommendation, Honor Pledge for secondary students,
7. Upload the Physical/Medical History form, a current picture, and your child's immunization record.
8. Payment of the application fee (per student) is submitted online.
9. All paperwork must be submitted before we are able to schedule the family interview.

### **FAMILY INTERVIEW**

Upon completing an entrance examination, the Administrative office will contact you for your family interview. Family interviews are with the NCA Administrator. Both parents are required to attend with their student(s). This is the time to get to know our distinctive education program, our administration, to state your reasons for seeking enrollment at NCA, and discuss your child's curriculum, extracurricular interests, special needs and expectations for student life.

### **ADMISSIONS COMMITTEE**

After the previous steps have been completed, your student's file is reviewed by the Admissions Committee. Parents will be notified in writing of your child's acceptance or non-acceptance.

## **ADMISSIONS POLICIES**

1. School records and entrance testing are considered in establishing the potential academic success of each candidate.
2. Students transferring from other schools must provide a transcript of academic achievement, and health records. All immunizations records and physical examinations must meet state and local school district guidelines.
3. Prospective Kindergarten students must be at least 5 years of age by September 1<sup>st</sup> of the school year.
4. Prospective First Grade students must be at least 6 years of age by September 1<sup>st</sup> of the school year.
5. Nazarene Christian Academy admits students of any race, color, religion, national and ethnic origins.

## **ACCEPTANCE**

1. The families of accepted students will be notified by mail after the family interview.
2. Arrangements for book & material fees and tuition payment must be made with the Business Office.

**Withdrawing Student** – must give a 30 day notice and have an exit interview with the NCA Administrator.

## **ACCREDITATION**

Nazarene Christian Academy is a traditional school. We use the A Beka curriculum in the elementary classrooms and several of the secondary classrooms with a Scope and Sequence that meets and exceeds the Texas Essential Knowledge and Skills standards of the Texas Administrative Code 117. NCA is affiliated with the Association of Christian Schools International. We are accredited by the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS) , which is one of the officially recognized Accrediting Associations of the State of Texas Education Agency.

## **ADDRESS**

Nazarene Christian Academy  
2001 East Main Street  
Crowley, TX 76036  
(817) 736-3113

The Academy is located in Ft. Worth First Church of the Nazarene (on the right or north side of Main St.)

# Appendix IV - Dress Code Policy

## **General**

It is our belief at NCA that a neat, clean and well-groomed appearance is beneficial to the learning experience of the classroom. NCA requires that all students abide by this approved dress code. Uniforms must be kept in **good condition**. Unraveled hems or rips must be repaired immediately. Neatness is very important, i.e. no baggy or drooping clothing, no faded or unusually worn clothes, etc.

**NCA's official uniform choices and suggested accessories can be viewed online at Flynn O'Hara.**  
[www.flynnohara.com/school/tx106](http://www.flynnohara.com/school/tx106) Polo shirts with the official NCA logo can be obtained in the NCA office.

## **GIRLS' UNIFORM**

All girls must wear the NCA specified plaid skirts, khaki walking shorts or slacks (no double stitching on pants, stitched on pockets, or denim material, etc.) with an official NCA white or navy polo displaying the school logo. Modesty shorts must be worn under skirts at all times. Skirts must be no higher than two inches above the knees.

Girls may wear solid color coordinated navy, black, or white socks; or navy or white tights under jumpers or skirts. Cotton leggings can be worn if they touch the ankle (no Lycra or Spandex material allowed). Pants and sweats are not allowed under jumpers or skirts.

Girls may leave their NCA polo untucked and wear a white camisole under the polo with a small amount showing at the bottom of their NCA polo.

**Elementary girls** in K-5th grade may also wear the specified plaid jumper or a khaki skort. They are not allowed to wear any type of makeup. (No body glitter, jewels, excessive accessories, etc.)

## **BOYS' UNIFORM**

Boys are to wear khaki slacks or khaki walking shorts (no double stitching on pants, stitched on pockets, denim material, cargo pants, etc.) with an official NCA white or navy polo displaying the school logo. Boys must wear color coordinated (navy, black, or white) socks.

Boys do not need to tuck in shirts if polos fit properly. Shoulder seams need to be on the shoulder. No oversized polos will be allowed. Only plain white undershirts are to be worn.

## **P.E. DAYS**

**Elementary P.E. Uniform:** Khaki pants or khaki walking shorts or skorts and the official PE T-shirt. If girls wear skirts or jumpers, modesty shorts must be worn underneath.

**Middle/High School** students must wear solid navy PE mesh shorts. Shorts must be appropriate in length and color. If shorts are not long enough, students will be asked to wear specified modesty shorts underneath the PE shorts. Any NCA T-shirt is allowed for PE. Long navy workout pants may also be worn in cooler months.

\*\*Tennis shoes are mandatory for all PE students.

**Shoes** must have a back or back strap. For your child's safety, shoes must be appropriate in style for the school day. Shoes must be worn at all times during the school day with socks or footies of a coordinating solid color (navy, black, or white). Shoes with rollers or cleats, moccasins, Crocs, or house shoes, etc. are not permitted. Tennis shoes are recommended and accepted every day.

**Hair styles** for both boys and girls will be neatly trimmed and kept off the face. Boys shall have hair neatly trimmed above the shirt collar, above the eyebrows, and above the middle of the ear. No spikes, tails, mohawks, unnatural coloring, man-buns for guys, etc. are permitted. No facial hair for boys, (i.e. mustaches, beards, goatees.) Boys must be clean shaven.

**For cool weather or classrooms**, students can wear the specified dark, navy sweater, vest, or cardigan. Additionally, students can wear an official NCA dark navy hoodie. These may be worn any day of the week. No other colors are allowed and no t-shirts or other type of clothing may be worn over the uniform. **All outerwear** is acceptable to wear outside and to/from school. However, outerwear must be removed once inside the classroom.

**Out of uniform days** will be scheduled at the administration's discretion. Clothing must be appropriate, and the principals will make decisions of appropriateness of dress. Parents will be notified of inappropriate dress. The following are never appropriate: tank tops, midriff tops, shirts or dresses exposing shoulders, clothing made of sheer material, biking shorts, short shorts, athletic shorts/pants, clothing promoting alcohol, tobacco products, rock bands, or obscene or sexual images/notations. These standards are applied to all NCA activities including NCA events outside of the normal school day schedule.

**Spirit Dress Days** will be scheduled on the last day of each week. Students may wear blue jeans (no holes, no frays, or sagging) along with any official NCA t-shirt, NCA athletic jersey, or sweatshirt (no personal custom designs). In order to dress for spirit day, the student must pay \$1. Money collect for Spirit Dress days will go into a fund that supports students, families, and additional activities. Students not desiring to take advantage of Spirit Dress may wear the standard uniform as usual.

**High school students** may pay \$2 to have **Free Dress** on Fridays. Most "normal" dress is allowed. The following exceptions include:

- Dress **not allowed** for **girls** - shirts that are sleeveless, see-through tops, one-shoulder or cold-shoulder tops, cropped or hemmed tops, athletic shorts, short shorts, skirts, dresses, jeggings/leggings, yoga pants, tights, jeans with rips/shredded, sweatpants, and athletic pants.

- Dress **not allowed** for **boys** - shirts that are sleeveless, muscle shirts, unhemmed tops, snap pants, athletic pants, sweatpants, athletic/basketball type shorts, kilts, jeans with rips/shredded and bathing suit shorts.

**Additional Tips Regarding Uniforms & Student Appearance:**

- Put your student's name on tags in all accessory/removable clothing to assist in the return of lost items.
- Wear black or brown (normal width) uniform belts with pants, skirts, and shorts that have belt loops.
- Students are not allowed to wear hats or hoods inside the building.
- Oversized or distracting belts/buckles are not approved in NCA's dress code policy.
- Students cannot wear boots with skirts, shorts, or have slacks tucked into boots.
- Body piercings, temporary or permanent tattoos, or excessive jewelry will not be permitted.
- Boys are not permitted to wear earrings, spacers, plugs or gauges in their ears.
- Girls may wear earrings but no gauges. .

**Dress Code Violations**

Dress code violations will be addressed and corrected immediately. If your child comes to school inappropriately dressed, a staff member will talk to him/her about the correction to make, and the student will need to make immediate corrections. Repeated violations will result in detention, suspension or removal from the academy.

**Elementary Students** will be considered for a detention on the third written dress code violation.

**Secondary Students** will be issued a written warning on the first violation. A second offense will result in an automatic detention. Consequences for additional offenses will be at the principal's discretion.

# Appendix V - Cell Phone Policy

## Cell Phone Use

Cell phones must be put away during the entire school day and must be turned off. High School students are permitted to use their cell phones during lunch and Lion Time only. Cell phones will be confiscated if they are turned on or if the student has the phone out during the school day. There is a phone in the school office if the child needs to call a parent. Administration has the right to check the phone for usage. If cell phone is confiscated, a parent must pick it up from the principal and pay the fine.

There may be periodic school-related work where the student may use their cell phone, only with permission from a teacher. The phone may not be used for personal use (such as communicating with a friend or parent).

## Cell Phone Violations

If a cell phone is confiscated from the student, a notice will be sent home the day of the event and will communicate the level of violation. There are fines that must be paid to NCA to retrieve the phone.

1st Violation -- \$15 fine

2nd Violation -- \$25 fine

3rd Violation -- \$50 fine

Parent may retrieve the phone from administration when the fine is paid.

# Appendix VI - Driving Policy

## Student Driving Policies

Students 16 years and older who have an authorized driver's licenses will be permitted to drive vehicles on campus provided they meet the following requirements (Any violation of these requirements, or receipt of traffic citations, may result in the loss of driving privilege):

**A.** Students must provide the NCA administration with:

1. Parent's written request for the student to drive to school as well as a signed permission form
2. Copies of a valid Texas driver's license
3. Evidence of current auto insurance

**B.** Students must agree to:

1. Obey all traffic rules and regulations
2. Park in the designated area only
3. Carry a valid parking permit in the car at all times
4. Drive at a speed of no more than 10 mph on school property
5. Return to the car only when leaving school for the day
6. Transport only members of his/her family to and from school unless permission has been submitted to the office by the parents of all students involved
7. Avoid any loitering around, on or in the car (or any other car) at any time while on school property

Students must leave cars immediately upon arrival in the morning. No student may return to his car during the day without permission. Students who create disturbances, drive carelessly, or violate rules regarding vehicles on campus may lose the right to bring a vehicle on campus.

Eligible driving students may sign themselves out for an appointment/go home sick, etc **IF** the parent has already called the school office to to grant permission for the student to leave campus.

# Appendix VII - Harassment Policy

***These rules apply 7 days a week, 24 hours a day, on campus and off campus.***

The School will not permit, tolerate, or condone harassment against any individual for any reason, including, but not limited to, harassment on the basis of race, color, religion, national origin, gender, age, disability, or any other status as protected by applicable law. Comments, conduct, or innuendoes that might be perceived by others as offensive or harassing are wholly inappropriate and are to be strictly avoided. This policy applies to employees, students, parents, vendors, and visitors to the campus. Harassment can include, but is not limited to, the following actions:

- **Inappropriate communication** involves any language which is unnecessarily loud or degrades or berates others, including, but not limited to, racial, religious, or comments/jokes that are sexual in nature or related to body parts, or threats of any kind, whether communicated verbally or in writing. **This includes electronic devices and internet. (Example – Facebook, text messaging, Snapchat, etc.)**
- **Physical abuse** includes, but is not limited to, touching, hitting, kicking, or threatening another person, including restraining by force or blocking the path of another.
- **Interference or hostile environment** includes any behavior or actions which interferes with a person's ability to perform their duties and responsibilities, or which results in or creates a hostile or intimidating environment.
- **Sexual harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature.
- **Retaliation** – This includes any adverse action or threat of adverse action taken or made because a person has exercised or attempted to exercise any rights under applicable laws or the policies of the School. Retaliation includes, but is not limited to, threats.

Any individual who feels that he/she has been subjected to any type or degree of harassment is to report the incident verbally or in writing to his/her teacher or administrator/principal immediately.

# Appendix VIII - Extracurricular Fees 2019/2020

*Girls Athletic Director – Coach Steve Shonamon*

*Boys Athletic Director – Coach Brian Rodricks*

<b>Fall Sports</b>	<b>Fees</b>
Volleyball	
High School Girls	\$145
Middle School Girls	\$125
Football	
High School Boys	\$375
Middle School Boys	\$275
Cross Country	
JV and Varsity	\$125
<b>Winter Sports</b>	<b>Fees</b>
Basketball	
High School Girls /JV	\$150
High School Boys/JV	\$150
Middle School Girls	\$125
Middle School Boys	\$150
<b>Spring Sports</b>	<b>Fees</b>
Baseball	
High School Boys	\$200
Middle School Boys	\$150
Fastpitch Softball	
High School Girls	\$150
Track	
JV and Varsity	\$125
<b>Fishing Team</b>	\$200
<b>Cheerleading</b>	<b>Fees</b>
Camp	\$190
Camp Clothes	\$165 (returning students \$115)
Varsity Cheer Fee	\$50
Varsity Uniforms	\$275
Misc. Items	\$310
Jr. High Cheer Fee	\$125
Misc. Items	\$137
Stunting / Tumbling Fee	\$ 60

**No Refunds for any team after the 1<sup>st</sup> game – No exception**

# Appendix IX - Management of Communicable Disease Policy

A. We recognize the following as symptoms of a communicable disease and the student must be symptom free for **24 hours** before returning to school:

1. Fever of 100 degrees or over
2. Skin rash
3. Diarrhea or vomiting two plus times in one day
4. Evidence of lice, worms

Care should also be exercised in cases of sore or swollen joints, nausea, coughs, chills, inflamed eyes, flushed face, earache, sore throat, or enlarged glands.

B. If a parent recognizes any of the above mentioned symptoms at home, we ask that a physician check the student and other arrangements be made for their care. **(Student is NOT to be brought to school!)**

C. In the event that any of these symptoms are evident when the child is brought in, he/she will not be admitted to the classroom.

D. In the event that any of the above symptoms develop during the day, the parent or designated person shall be called and informed to make arrangements for pick-up of the child as quickly as possible.

E. If a child is dismissed due to a communicable disease, he/she will be re-admitted according to the guidelines indicated on the communicable disease chart which reads as follows:

1. Chicken pox (at least one week, no fresh sores) dried scabs. For more information, call the school office.
2. Strep Throat (exclusion from school until 24 hours after treatment begins).
3. Impetigo (exclusion from school until adequately treated and sores are no longer draining).
4. Lice – No nits or live lice in hair – student will be sent home immediately if found.

**Note: All children should be picked up at the NCA office.**

# Appendix X - Field Trip Policy

Field Trips are the regular part of Nazarene Christian Academy academic curriculum. The following guidelines apply. All parents give permission for their children to attend field trips in the Statement of Cooperation during the admissions process.

- A. Field trips are carefully planned by school officials and serve to enhance the student's educational experience. They are considered part of the academic curriculum. To promote academic focus, no field trips will be planned during the month of December and May. If there are two or more classes in the same grade they will all go on the same field trip.
- B. Field trips scheduled Monday through Friday are considered part of a required school day. If for any reason a student is unable to participate in a field trip, make-up work may be required in the form of a written report on a related subject under the direction of the teacher. **Siblings of students are not allowed to attend class field trips.**
- C. Field trip expenses are kept to a minimum and parents are given advance notice. Specific information will be sent home for each planned field trip. Hardship situations should be addressed with the teacher or administration.
- D. Field trips are part of the school day and a student must be in attendance for the entire school day. (8:00-3:00 for elementary; 8:00-3:30 for secondary). If a field trip ends before the school dismissal time, the student must return to the classroom or be marked as unexcused.

## Field Trip Approval Statement

Nazarene Christian Academy has permission for my child to take part in all school activities, including field trips, sports activities, and school-sponsored trips away from the school premises. It is agreed to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child.

Should legal action, for any reason, be taken against Nazarene Christian Academy or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that NCA or its agent should incur to defend itself against such action.

This Field Trip Approval will be in effect for as long as my children (or others to be enrolled) attend NCA, whether it is in the kindergarten, elementary, or secondary school.

# Appendix XI - Homework Guidelines

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child develop work and study habits that will assist him/her throughout the years in school and for their entire lives.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered:

- A. Ask your child if he/she has homework that day. Be aware that homework, reading, or music practice is generally assigned every day. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. (K –6<sup>th</sup> grades have personal assignment books provided by NCA)
- B. Become interested in your child's homework. Ask him/her to show you the completed homework and to explain what was learned. Sharing your child's work with them reinforces the importance of homework and also keeps you informed about the progress of your child and the way in which he/she is able to complete the work assigned.
- C. Help your child set a regular homework time each day and remain with the commitment. Free your child of other responsibilities at that time.
- D. Provide your child with a quiet place to work and study. A place where he/she will not be disturbed.
- E. If your child utilizes and budgets his/her school time properly, burdensome homework assignments will not be necessary.
- F. Please contact your child's teacher if there are any questions concerning assignments.

# Appendix XII - School Parties Policy

School parties are an important part of the learning and community environment at NCA.

- A. Elementary grades are allowed **five** parties per year, which will be a Thanksgiving party, a Christmas party, a Valentine's party, and an Easter party, and an end of school party. Secondary grades – three per year (Thanksgiving, Christmas, End of Year)
- B. Parties will last no more than one hour each. Every elementary grade level will have its party on the same date and time, to be decided on by the teachers and principal. All parties will be held during the week before the holiday. Parties are not to cause financial burden to families.
  - a. **For Secondary birthdays:** Parents may bring their child a lunch as a treat. Occasionally, families enjoy bringing a dessert type of snack to their child's grade level. Please be sure and check with your child's sponsor teacher so that you bring enough for all of the students in the grade level.
  - b. **For Elementary:** Families wishing to bring birthday goodies should drop them off at the security desk or the office to be delivered to the classroom. Birthday treats are distributed in the classroom by the teacher at a convenient time between 2:00 and 3:00 pm. Please do not bring drinks that are colored into the classroom. Spills are extremely hard to get out of the carpet.
- C. Although special occasions, birthdays and class parties are welcome, NCA also wants to encourage regular healthy eating habits. Sweets and sugary treats should be kept to a minimum.
- D. Invitations for personal parties are to be distributed by way of the U.S. Mail **unless every child** in the classroom has been invited.
- E. Secondary students pay an activity fee at the beginning of the school year to cover expenses of the class parties listed above.