

Nacogdoches Christian Academy

Mission Statement

The mission of **Nacogdoches Christian Academy** is to provide a Christian environment in which faith can be integrated with learning. By providing the highest standards for intellectual and spiritual training, our goal is to equip each child with the necessary tools to effectively pursue the vocation to which the Lord will lead.

Philosophy Statement

The philosophy of **Nacogdoches Christian Academy** is based on a Christian worldview in which God's truths are absolute, and that these truths spill from the Bible which is the inspired and authoritative Word of God.

We believe that the spiritual, intellectual, physical, social, and emotional are inseparable entities, and an insistent thread of Christianity should be integrated into all areas of being. Our aim is to provide the student with a Christian worldview from which will come a balanced personality and proper understanding of a person's role in life, at home, at work, at play, and at worship, all grounded in the Christian concept of love.

We believe that our energies should be used to promote exceptionally high academic standards while helping students achieve skills in creative and critical thinking using the best-integrated curriculum available. The objective of our instructional program is to enable all students to achieve their personal excellence by equipping them with a strong academic foundation based on their individual abilities and needs.

While the education of children is the responsibility of the parents, our school functions as an agent to assist parents as teachers cooperate closely with them in every phase of the student's development.

Nacogdoches Christian Academy

Junior High

Seventh and Eighth Grades

2009-2010

REGISTRATION FEE FOR ALL STUDENTS: \$100 (Non-refundable)

Grade	Hours	9 mos. Tuition	12 mos. Pro-rated*	Curriculum Fee (Sept.&Jan..)
7th	8:10 - 3:15	\$320	\$240	\$160 (total \$320)
8th	8:10 - 3:15	\$320	\$240	\$160 (total \$320)

*** Pro-rated payments begin on June 1, 2009 and are due at the first of each subsequent month through April 2010. (May 2010 should have been paid in May 2009.) When choosing the 12 month track, please send payments beginning in June 2009 to the school during the summer months.)**

**** All registration fees (due at registration), pro-rated tuition fees (over 12 months), and the last month's tuition (due by May 1, 2009) are NON-REFUNDABLE.**

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*****Families with more than 1 student attending Nacogdoches Christian Academy are entitled to a "Multiple Student Discount" with the second child receiving a 10% discount and each additional child receiving a 10% discount. In calculating discounts, children are ranked from oldest to youngest with the youngest receiving the discount.**

******Parents/Guardians making a lump-sum payment for a student's full year tuition, on or before the first day of school in August, will earn a 10% discount at the time of pre-payment.**

Nacogdoches Christian Academy

Nacogdoches Christian Academy is a non-profit Christian school that admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs. Our goal is two-fold in nature:

1. To provide a Christian atmosphere which addresses all areas of development -- spiritual, intellectual, social, physical, and emotional;
2. To enable students to reach their full learning potential by providing an educational program based on strong fundamental teaching, individual instruction time, and carefully planned and developmentally appropriate activities.

Nacogdoches Christian Academy is staffed by experienced teachers who work with parents to promote the healthy development of the whole child. Each teacher devotes hours of planning and preparation for the teaching and nurturing of all the students entrusted to them.

ADMISSION POLICY

Age requirements:

Seventh Grade - Students must have satisfactorily completed the prior grade before they will be placed in the Seventh Grade. If necessary, new students will be asked to take a placement test to be sure they have been placed at the appropriate grade level. **The fee to administer the placement test will be \$50.00. This fee is non-refundable and must be paid prior to testing.** (Upon the director's recommendation, academic records from a previous school may substitute for placement testing.) All records from the previous school must be presented, either upon application for admission or before a final decision is made.

Eighth Grade - Students must have satisfactorily completed the prior grade before they will be placed in the Eighth Grade. If necessary, new students will be asked to take a placement test to be sure they have been placed at the appropriate grade level. **The fee to administer the placement test will be \$50.00. This fee is non-refundable and must be paid prior to testing.** (Upon the director's recommendation, academic records from a previous school may substitute for placement testing.) All records from the previous school must be presented, either upon application for admission or before a final decision is made.

Any disciplinary measures unfulfilled at a former school must be fulfilled before enrollment at NCA will be considered.

FEES

At registration, a non-refundable fee of \$100 is due, and one month's tuition fee is required. That tuition payment will be applied to the last month's tuition and is **NON-REFUNDABLE** after May 1 of 2009. This tuition check may postdated for May 1, 2009, and we will not deposit it until that date.

Tuition may be paid by the month, the semester, in-full or pro-rated over 12 months. Monthly tuition payments are due on the first of each month and are delinquent after the tenth of that month. **A \$15 late fee will be applied after the tenth and failure to pay overdue and due tuition after two month will result in dismissal of your child.** We do not accept cash. All payments to the school must be by check or money order. There will be a \$20 fee on all returned checks. There is a locked cash box available in the office for tuition payments. Please walk into the office and deposit your tuition in that box.

Nacogdoches Christian Academy plans its expenditures annually based on the summation of annual, individual student tuition. The vast majority of expenditures, are one-time or annual commitments (such as Curriculum materials or Teachers' salaries) and cannot be adjusted after the start of the school year. Therefore, by sending student to Nacogdoches Christian Academy, Parents/Guardians are committing to pay the **full annual tuition, regardless of attendance.** Parents/ Guardians may petition the School Board for reimbursement due to unique and/or unforeseen circumstances.

AFTER CARE

After school care is available for Junior High students. A snack will need to be provided from home. The students schedule includes snack, outdoor time and study hall.

Fees

MWF	3:00 - 6:00	\$75
Tu/Th	3:00 - 6:00	\$50
M - F	3:00 - 6:00	\$120
Drop Ins	3:00 - 6:00	\$6.00/day

(No pro-rating for earlier pick-up)

(A fee of \$1.00 will be added for each minute past 6:00 pm)

CLASS STRUCTURE

In order to maintain a low pupil-teacher ratio and still provide for the social needs of the students, class size is limited to 18 seventh grade students. Students will rotate in several different classrooms throughout the school campus. All personal belongings should be kept in assigned locker storage space in the main building of Nacogdoches Christian Academy.

Students will be allotted 4 minutes between classes to visit their lockers and arrive at their next scheduled class. (Accumulated tardies will result in disciplinary action.)

PARENTS' ROLE

As parents, you play an important role in our school. Please become familiar with the policies and procedures in this handbook. Additional notes and news items will be sent home to keep you informed. You are encouraged to offer your talents, suggestions, and comments, as well as provide the financial and moral support which contribute to a quality program. Field trips depend on parental involvement.

Parents and teachers are encouraged to schedule conferences as needed throughout the school year. Students in junior high grades are learning to shift toward independence in the area of responsibility. Please help encourage your child to make a smooth transition to independence. Assist your child in learning organization skills, but be willing to allow the junior high student to experiment with organizational methods and procedures independently in order to master that skill.

IMMUNIZATIONS/SCREENINGS

Prior to the first day of classes, new students must provide verification of a physical exam by a physician within the previous year. All students must meet the immunization requirements of NISD. Please be sure that you provide a current immunization record each year. A TB test is also required for all new students. Exceptions to this policy must meet the standards established for state licensing. As required by the state, vision and hearing screenings are provided every year.

ILLNESS AND ABSENCES

If your child becomes ill during the day, we will notify you. Please keep the school office informed of changes in phone numbers or of changes in your employment so that our information will always be current. In cases of extreme injury or illness we will call 911.

If your child is absent for any reason, make-up work is to be expected. If your child has an extended illness, please feel free to call the school to make plans to pick up missed assignments. In general, when a child misses school, upon return he/she stays in the office or classroom during an elective period so that he/she can receive individual attention and tutoring. The entire school day is carefully planned and always essential. Please avoid the habit of picking your child up early. When students leave early, they miss important instruction. It is ultimately up to each individual junior high student to complete make-up work in a timely manner as specified by each individual teacher.

The School Board of Nacogdoches Christian Academy, being concerned for students, has adopted a Truancy policy. If a student misses more than 10 days per semester, the parent or guardian must request a meeting with the

School Board to review the circumstances and determine whether or not these were excused or unexcused absences. Ten or more unexcused absences per semester may result in the student being retained in the same grade.

When a student must be absent from school, the student-upon returning to school-must bring a signed doctor's excuse or a signed parent note that describes the reason for the absence. Failure to provide an excuse note within three days upon returning to school will result in an unexcused absence.

Absences which shall be considered excused include but are not limited to:

- ✍ Personal illness
- ✍ Funeral of a family member
- ✍ Student's health related services
- ✍ Family/individual counseling therapy
- ✍ Weather and road conditions making travel dangerous

A student absent from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.

A student absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Extended absences for any reason do not affect the monthly tuition in any way. Tuition is never pro-rated for absences.

MEDICATIONS

We will not administer any medications to students. If your child needs to receive medication, you may come and administer it. Please contact the office for more information.

ARRIVALS AND DEPARTURES

School begins at 8:15 each day. Teachers will allow students to enter their classrooms no later than 8:10. In junior high, an accumulation of morning tardies will result in loss of privileges and may result in disciplinary action. Students may enter the school building after 7:30 each morning. Junior high students will be assigned a specific area to wait for the beginning of the school day. Behavior will be monitored at that time. If a student is present on the school campus, discipline policies will be enforced. Any students who engages in inappropriate behavior before the school day begins or after classes are dismissed will be disciplined for that behavior if it occurs on the school campus. Junior high students will be dismissed in an age

appropriate manner and will not be escorted to a car by a teacher.

A late fee of \$10 per student will be assessed after 3:30. If you are late, and the doors are locked, please come into the office where your child will be waiting. Plan to pay the \$10 late fee by cash or check at that time.

SCHOOL CLOSINGS

Please be familiar with the dates on the Nacogdoches Christian Academy calendar. We do not always run concurrently with local school districts. However, in case of bad weather, please follow instructions given by NISD on local media stations for the first day. After the first day of school cancellation, listen for our school's specific instructions. After the first day, you may also call the school's phone number for more specific/detailed instructions on the answering machine.

DISCIPLINE

At Nacogdoches Christian Academy, we believe that discipline is something we do for a student, not a punishment administered to a student. We use a positive approach to achieve acceptable behavior by a student and to help him/her work well within a group. Our policy does not include spanking. If a student cannot cooperate within a group and follow the classroom rules, he/she will be removed from the group. He/she will be supervised by a staff member during this time. If that student continues to be uncooperative, a parent will be called to come to the school.

When a student is sent to the office for a discipline problem in the classroom, any work missed in the classroom while the student is in the office will be recorded in the grade book as a zero. This policy is in place so that grade averages on report cards will accurately reflect classroom performance. A student may completely understand an assignment, and could have, perhaps, accurately completed that assignment except for the misbehavior shown in the classroom.

In keeping with the mission statement at Nacogdoches Christian Academy to educate the "whole" child, it is crucial that all recorded grades reflect both the student's academic maturity/ability as well as his/her emotional maturity/ability to remain in the classroom to complete the assigned work. A student's inability to remain focused, on-task, and well-behaved may go undetected and, therefore, un-addressed if that student is allowed to complete graded assignments missed due to discipline problems. It requires both academic understanding as well as emotional maturity to succeed in a classroom environment. Therefore, each grade recorded in the grade book must reflect an accurate assessment of both the student's academic and emotional ability to complete the assignment.

Each teacher has an individual classroom discipline plan filed in the office and approved by the director. These discipline plans are presented at Parent Orientation in each classroom and available upon request from the teacher or office staff.

In junior high, student discipline is handled first by the teacher and then by the school's

director. Guidelines are as follows:

- * Disrespectful behavior toward God, teachers, other adults, peers, and younger students will not be tolerated.
- * Disruptive behavior in the classroom and on school grounds will not be tolerated.
- * Disregard for the Uniform / Dress Code Policy will not be tolerated. Students will be provided with a uniform from the clothes closet on campus. Habitual disregard for the Uniform / Dress Code Policy will result in further disciplinary action as determined by the director.
- * There will be natural consequences for lack of organization, late work, and missing assignments. Teachers will coordinate policies and present written guidelines at the beginning of the school year/semester.
- * Tardiness to school and to each class will result in lunch time detention in the office. (Lunch time detention will be enforced after three morning tardies and five class tardies.)

Please read the Student Code of Conduct with your child, sign the last page and return it to the office or to your child's teacher before the Friday of the first week of school.

CHAPEL

Every class attends Chapel one morning per week. The lesson is presented in an age-appropriate manner. In Chapel we sing, pray, and discuss practical Biblical concepts. There is no denominational doctrine taught during Chapel. Lessons focus on Biblical truths that can be put immediately into use by the students. Junior high students are at a critical stage in development. At this age students are attempting to fit into a group at the same time that they yearn to be individuals. These two conflicting desires often cause confusion, as well as frustration, in a spiritual, emotional, academic, and physical sense. It is also natural in this development period for students to question previously held knowledge and core values and beliefs. Therefore, it is to the benefit of these students that this questioning take place in a safe environment under the guidance of Christian mentors. Chapel lessons will be geared to address the specific needs of young teens.

ATHLETICS

Students have the opportunity to participate in an Athletics program. Nacogdoches Christian Academy participates in a Christian Basketball Conference program. Boys' and Girls' basketball teams are offered depending on the number of students who wish to participate. Teams practice 3 days per week after school. Games are held after school with the exception of the Conference Tournament. Students must remain in good standing in order to maintain the privilege of playing. NCA has developed a "No Pass, No Play" policy. If a student's grade falls below 75 in any subject, the student will not be allowed to play in games but will be expected to attend and participate in practice. If a student's grades fall below 65, the student will not be allowed to practice or play in games. When a student has received 3 grade reports, either 3 weeks' progress reports or 6 weeks' report card grades of 65 or lower, the student

will be removed from the team for the remainder of the year.

ITEMS FROM HOME

Please do not allow your child to bring games, toys, or electronic equipment to school without prior permission from the teacher.

We reserve the right to search all backpacks, book bags, desks, and other personal items. Please understand that this policy is in place for the safety and protection of the entire student body.

POSSESSION OF ELECTRONICS

Students may possess cell phones and other paging devices but they must be turned off and kept out of sight in the student's pocket, purse, locker, or backpack beginning with entry into the school building in the morning and ending with exit from all school buildings at the end of the day. Students are to use the office phone, with teacher permission, to make phone calls during the school day. Parents should call the office, and the office staff will relay messages to the student. Cell phones and other paging devices seen on campus during school hours will be collected and turned in to the office. The director will only release the cell phone or pager to the parent. Cell phones can only be used during a medical emergency or with prior permission from a teacher.

Students are not permitted to possess such items that include but are not limited to radios, CD players, tape recorders, camcorders, DVD players, MP3 players, i-pods, laser pointers, cameras, electronic devices or games at school, unless prior permission has been obtained from the teacher/director. Without such permission, teachers will collect the items and turn them in to the office to be retrieved by a parent. Repeated misuse of cell phones, pagers, and other electronic devices may result in further disciplinary action.

Nacogdoches Christian Academy will not be responsible for lost or stolen items or items left at school by the students.

UNIFORM / DRESS CODE POLICY

The uniform policy for the junior high student at Nacogdoches Christian Academy is very broad in scope. The purpose of the Uniform/Dress Code Policy is to draw attention away from what students are wearing and to focus on what the students are achieving.

BOYS:

*** may wear solid-colored denim, khaki or twill pants or walking shorts. (Knit, jersey, mesh, or sweat pants are NOT allowed.)** Extremely baggy or tight clothing is not acceptable. Low rise pants and shorts are prohibited. Undergarments should not be visible at any time.

*** may wear any solid colored or striped golf-style shirt with a collar, any solid colored t-shirt, or a pre-approved t-shirt with a Christian message, a church youth group's logo, Nacogdoches Christian Academy's logo, or a school club logo (i.e.: Beta Club) on the shirt.** All shirts must be long enough to cover all skin when the student is sitting down, standing up, and engaged in active movement. Tight fitting shirts

and low-cut shirts are inappropriate.

*** may wear tennis shoes, low heeled (less than 1-inch) sandals.** Flip-flops and bedroom slippers are not acceptable for safety reasons.

*** may not wear any type of earring or have any body piercing or tattoos--**in order to avoid distraction.

*** may not wear unnatural hair coloring--** in order to avoid distraction.

GIRLS:

*** may wear solid-colored denim, khaki or twill pants, jeans, walking shorts, capris, skirts and jumpers. (Knit, jersey, mesh, or sweat pants are NOT allowed.)**Low rise or tight pants and shorts and capris are prohibited. Skirts, jumpers, and shorts may be no shorter than 3 inches above the knee. Undergarments should not be visible.

*** may wear any solid colored or striped golf-style shirt with a collar, any solid colored t-shirt, or a pre-approved t-shirt with a Christian message, a church youth group's logo, Nacogdoches Christian Academy's logo, or a school club logo (i.e.: Beta Club) on the shirt.** All shirts must be long enough to cover all skin when the student is sitting down, standing up, and engaged in active movement. Tight fitting shirts and low-cut shirts are inappropriate.

*** may wear tennis shoes or low-heeled (less than one-inch) sandals.** Flip-flops and bedroom slippers are not acceptable for safety reasons.

*** may wear small, stud variety earrings with only one earring in each ear --** no dangling or large earrings.

*** may not wear unnatural hair color--** in order to avoid distraction.

*** may not have body piercing or tattoos--** in order to avoid distraction.

UNIFORM / DRESS CODE FOR ALL STUDENTS

PE Uniform --

*** must wear black, sports shorts (basketball length) and a royal blue t-shirt.** Students will suit-up for PE class. Each student should bring a large cloth, vinyl tote to carry PE uniforms and to store street clothes while in PE class. All PE uniforms must be laundered each weekend.

STUDENTS MAY ONLY WEAR THESE UNIFORMS DURING PE CLASS. STUDENTS MAY NOT COME TO SCHOOL IN THEIR PE UNIFORM OR STAY DRESSED IN THEIR PE UNIFORM AFTER PE CLASS.

Cold Weather --

*** may wear long sleeve golf-style shirts, long sleeve t-shirts in any solid colors or pre-approved messages.**

*** may wear solid colored swe atshirts, hoodies, windbreakers--** brand names / club names should not be visible.

Dress code violations will be addressed on a case by case basis. However, repeated violations shall be considered disobedience and disciplinary action will be taken. The director of

Nacogdoches Christian Academy will have the final say concerning dress code violations. Students will be dressed in dress code appropriate clothing from our clothes closet.

CONTACT INFORMATION

Parents may visit the school at any time during the school's hours of operation. If at any time you have questions or concerns about policies and procedures at Nacogdoches Christian Academy, please follow this procedure:

- * Speak to the teacher about the question/concern.
- * If the situation is not resolved, speak to the director.
- * If the situation is still not resolved, speak to a current Parent Representative. The Parent Representative will try to resolve the situation. If it cannot be resolved, the Parent Representative will bring the matter before the school board.

Current Parent Representatives are: Anthony Castilaw and Crystal Kilmer.

The staff at Nacogdoches Christian Academy will do our best to hold each particular situation in confidence. Please do your best to follow the proper procedure when trying to resolve questions, concerns, or conflict. The pastor of the First Church of the Nazarene is a member of the school board and will be apprized of all situations coming before the board. Please follow the proper chain of command, and do not contact the pastor concerning individual concerns.

We are licensed by the Texas Department of Protective and Regulatory Services. All current licensing certificates, inspections and standards are available for inspection on a bulletin board in the main hallway of the school and in the office. If you have a concern regarding licensing policies, procedures, or standards. You may contact:

Local Licensing Agent - 936-569-5341
Abuse and Neglect Hotline - 1-800-252-5400
Website - www.txchildsearch.org

SCHOOL CANCELLATION PROCEDURE

The procedure for school cancellation due to weather is as follows:

- *Listen to the local radio/tv stations for school closings.
(KSWP radio, KFOX 95 radio; KTRE TV, KETK TV, etc.)
- *If NISD will close, our school will close too.
If NISD will begin late, our school will begin late too.
- *You may also call the school's answering machine (462-1021)
I will record a message regarding school closings or late start
as soon as I can.
I will update that information throughout the day, so please call
several times for the latest information.
- *Do your best to listen to the radio/tv or call the school office to

hear the recording. Please try not to call the director or teachers at home. This will tie up the phone lines and delay the notification process.

*NCA's "Bad Weather" days are scheduled into our Easter holidays. If we end up missing too many days due to bad weather, we might need to modify our Easter holiday.

