

# 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

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:**

**4-Year-Old Class** - Students must be four years old by September 1 of the current school year.

**Kindergarten Class** - Students must be five years old by September 1 of the current school year.

**Prep Class** - Students will be assessed before being placed in this class.

**First - Sixth Grades** - Students must have completed the prior grade satisfactorily before they will be placed in these grades. New students will be asked to take a placement test to be sure they will be placed at the appropriate grade level. Records from the former school must be provided and reviewed before the student will be admitted.

The fee for placement tests will be \$50.00. This fee is non-refundable and must be paid prior to testing.

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

# Nacogdoches Christian Academy

## 2009 - 2010

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

<b>Class</b>	<b>Hours</b>	<b>9 mos. Tuition</b>	<b>12 mos. Pro-rated*</b>	<b>Curriculum Fee (Sept. &amp; Jan.)</b>
<b>4-YEAR-OLD PRE-K PROGRAM:</b>				
Preschool	8:15 - 12:15 (MWF)	\$120	\$90	\$110 (total \$220)
Mother's Day Out	8:15 - 12:15 (T, TH)	\$80	\$60	\$110 (total \$220)
Lunch Bunch	12:15 - 3:00 (MWF)	\$80		
	12:15 - 3:00 (T,TH)	\$55		
Preschool	8:15 - 3:00 ( M-F ) (bring your own lunch for Lunch Bunch)	\$325	\$245	\$110 (total \$220)
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Kindergarten	8:15 - 12:30 (1/2 day)	\$235	\$176	\$120 (total \$240)
	8:15 - 3:00 (full day)	\$250	\$188	\$120 (total \$240)
Prep Class	8:15 - 3:00	\$250	\$188	\$120 (total \$240)
1st Grade	8:15 - 3:00	\$270	\$203	\$120 (total \$240)
2nd Grade	8:15 - 3:00	\$270	\$203	\$120 (total \$240)
3rd Grade	8:15 - 3:00	\$270	\$203	\$120 (total \$240)
4th Grade	8:15 - 3:00	\$270	\$203	\$120 (total \$240)
5th Grade	8:15 - 3:00	\$280	\$210	\$130 (total \$260)
6th Grade	8:15 - 3:00	\$280	\$210	\$130 (total \$260)

**\* Pro-rated payments begin on June 1, 2009 and are due on the first of each subsequent month through May 2010. These payments are NON-REFUNDABLE and are rounded up to the nearest dollar.**

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

**\*\*\*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.**

## **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 (May 2010) and is NON-REFUNDABLE after it is deposited on May 1, 2009. This tuition check may be sent to the school before May 2009, or at the time of registration, you may leave a postdated check for May 1, 2010. We will not deposit it until May 1, 2009.

Tuition may be paid by the month, the semester, 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, failure to pay overdue and due tuition after two months 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.

Scholarship applications are available in the office to any current or prospective student. A new scholarship application must be submitted for every school year. The current year's Income Tax Return must be turned in by May 1, 2009, before the Scholarship Committee meets.

### **CLASS STRUCTURE**

In order to maintain a low pupil-teacher ratio, classes are limited to the following number of students (although exceptions may apply):

4-Year-Old Class	-	10 students
Kindergarten Class	-	13 students
Prep Class	-	13 students
1st - 4th Grades	-	15 students
5/6 Multi-Age Class	-	16 students

### **After Care**

After school care is available for Pre-K Four through Sixth grade students. A snack will need to be provided from home. The students schedule includes snack, indoor play/craft, outdoor play 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)**

### **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 and parties depend on

parental involvement. There are three scheduled Parent/Teacher Conferences per year (beginning, mid-year, and end of year). Of course, both parents and teachers are encouraged to schedule other conferences as needed.

## **IMMUNIZATIONS**

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 NI SD. 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**

Students who are ill belong at home. Please use the following guidelines to determine if your child is well enough to attend school:

1. Your child has been free of fever for twenty-four hours.
2. Your child does not have a green or yellow nasal discharge.
3. Your child has not had vomiting or diarrhea for twenty-four hours.
4. Your child does not exhibit other behavior that might indicate illness.

If you send your child to school with any of these symptoms, we will call you to come and take your child back home. If your child becomes ill during the day, we will isolate him/her from the other children to the best of our ability and then notify you. Please keep the school office informed of changes in phone numbers or of changes in your daytime location so that our information will always be current. In the case of an extreme emergency or illness, we will immediately call 911.

## **ABSENCES**

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. Sometimes, family trips are unavoidable. If your child must be out of town, please let the teachers know ahead of time so that, if possible, some assignments can be given before the student leaves on the trip. In general, when a child misses school, upon return he/she stays in the office during

the elective period so that he/she can receive individual attention and tutoring. The entire day at school is carefully planned and always essential. Please avoid the habit of picking up your child early. When students leave early, they miss important instruction. Also, extended absences for any reason do not affect the monthly tuition in any way. Tuition is never pro-rated for absences.

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 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.

## **MEDICATIONS**

We will not administer any medications, mosquito repellent, or sunscreen to students. If your child needs any of these, you may come and administer it. Please contact the office for more information.

## **RELEASE OF STUDENTS**

Students will be released only to their parents or to such persons who have been designated by the parents and listed on the Registration and Emergency

forms. Parents must send a note or contact the director by phone if there is a last minute change of plans or emergency. Please be prepared to show a driver's license as identification if there is any question.

## **ARRIVALS AND DEPARTURES**

School begins at 8:15 each day. The teachers would like to have their students in the classroom by 8:10 and ready to begin promptly at 8:15; therefore, students need to be in the hall and ready to go to class at 8:10. Please have your child here on time. Tardiness affects the entire class.

A student who is tardy 10 or more times during a six week grading period will not be considered for perfect attendance.

Students enter through the glass doors on the south side of the building. Staff members will be there to assist your child. If you do not see a staff member, do not let your child get out of the car. Wait a few minutes for someone to return to the door, or move to the parking lot and accompany your child into the building. **DO NOT BLOCK THE DRIVE.**

A late charge of \$10 per child will be assessed after 3:15 (12:30 Pre-K; 12:45 1/2 day Kindergarten). If you are late, there will be no one waiting to load your child, and the doors may be locked. Please come into the office where your child will be waiting. Plan to pay the \$10 late fee by 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 NI SD 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.

## **HOLIDAY CELEBRATIONS**

We celebrate many holidays with special parties. Parties are planned by room mothers and carried out according to the guidelines set by the teacher and the school. We ask that all parents sign up to help with one or more parties.

## **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, unaddressed if that student is allowed to complete graded assignments he/she 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.

When necessary, In-School Suspension may be assigned. ISS will be held in the small office in the workroom. The student will be isolated to the ISS room for the duration of the time deemed necessary by the Principal. The student will be required to complete all work assigned in the classroom without the aide of the teacher. The Principal will oversee this disciplinary measure.

The student will only be allowed to leave the ISS room for a drink or to go to the

restroom when allowed. The student will eat their lunch there. The student and their parents should consider ISS a drastic attempt to change an unacceptable behavior. If In-School Suspension is not effective, or is not carried out, the result will be expulsion from Nacogdoches Christian Academy.

Once a student is expelled, they will not be reconsidered for enrollment at any time in their academic career.

The Student Code of Conduct should be read and signed by the student and their parents. This will be filed in the student's permanent file and is considered an agreement between Nacogdoches Christian Academy, the student, and parents regarding the expected conduct of the student.

## **ITEMS FROM HOME**

Please do not allow your child to bring 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.**

## **BIRTHDAYS**

Parents should contact their child's teacher before making any birthday plans concerning your child's class. Birthday favors are not allowed. No private party invitations may be passed out at school. Balloons and flowers will be kept in the office until the end of the day.

## **PET VISITS**

We are required to notify parents when animals are present at school. Please clear it with your child's teacher before bringing pets to school. We must post a notice on the front door 48 hours in advance of the pet's visit.

## **UNIFORM POLICY**

The uniform policy for Nacogdoches Christian Academy consists of khaki, navy, or denim shorts, long pants, dresses, skirts, skorts, or jumpers. Shirts should be the polo or golf style shirt (collar and button front placket) either long or short sleeve, in any solid color with no emblem or design. Nacogdoches Christian Academy t-shirts are also acceptable. Any combination of these will be acceptable. Please avoid all articles of clothing with brand logos of any type. Shoes should be tennis shoes or sturdy lace-up or Velcro-closed shoes. Please avoid sandals or heavy boots. The students are involved in a variety of learning experiences that involve jumping, climbing, skipping, running and hopping; and therefore, good-fitting, comfortable, light-weight shoes are a must. Please see the uniform handout available in the office before shopping for uniforms.

Students in violation of the uniform policy will receive a verbal warning and a note will be sent home. Subsequent violations will be considered discipline concerns, and students will be dressed in dress code-appropriate clothes from our clothes closet.

## **DRESS CODE**

Shorts, skirts, jumpers, and skorts should be an appropriate length (as children grow and mature, what was appropriate last year might not be appropriate this year). Shorts and skorts should not be shorter than where fingertips touch the thigh when standing straight.

### **GIRLS-**

- \* Shorts should be worn under dresses, jumpers, and skirts to allow for PE, playground activities, and circle time.
- \* Earrings, if worn at all, should be small, stud varieties with only one earring in each ear - no dangling or large earrings.
- \* Jewelry, if worn at all, should not be excessive -- we are not responsible for lost or broken items. This is also a safety issue.

### **BOYS-**

- \* Pants (denim/navy/khaki) should fit properly and not "sag". When necessary, wear a belt.
- \* NO EARRINGS should be worn in order to avoid distraction.

### **BOYS/GIRLS-**

- \* NO UNNATURAL HAIR COLOR should be worn in order to avoid distraction.
- \* Tennis shoes should be worn to allow for activities in PE and on the playground. Please do not allow your child to wear sandals, flip-flops, church shoes, or hard-soled shoes to school.  
ABSOLUTELY NO COWBOY BOOTS OR OTHER HEAVY BOOTS AT SCHOOL. PLEASE, NO SHOES WITH SKATES IN THEM OR SHOES WITH NO BACKS. This is a safety issue.

### **Winter Weather -**

- \* Students may wear long-sleeve polo shirts in appropriate solid colors.  
or
- \* Students may wear turtlenecks in appropriate solid colors under short-sleeve, solid-colored polo shirts.
- \* Students may wear a polo shirt with an appropriate solid-colored

sweatshirt or hoodie over the top for easy pull-off. (Sweatshirts or hoodies should only be solid-colored with minimal emblem or design.)

## **OUTDOOR PARTICIPATION**

Outdoor activities are a part of each day's schedule unless it is raining or uncomfortably hot or cold. All students will participate in outdoor activity time unless we have a written note from you explaining why your child is to be kept indoors and for what length of time. Students excused from outdoor participation will need to stay in the office area where they can be supervised by staff.

## **FIELD TRIPS**

Field trips are planned during the year to stimulate awareness and to extend the classroom experiences. A note will be sent home and an announcement will be posted by the classroom door and on the front door to notify parents about trips. Parental participation is essential for excursions. Every student must have a signed parental permission slip and must wear a seat belt. If you volunteer, as a parent, to join the class on any field trip, please do not bring any other siblings on the field trip. As a parent volunteer, you have the very important role of helping to supervise the students in that class. Siblings are usually younger and sometimes distract the parent volunteer and the class. If your child cannot participate in a field trip, you will need to make other arrangements for your child during the time the class is away from school. Because field trips are, by nature, an extension of classroom learning, no student will be allowed to go on a field trip if he/she has missing or incomplete assignments the day the trip is scheduled. This includes homework from the night before. In this case, the parent will be notified, and the student will stay in the office area to complete the missing or incomplete classroom assignments. Students will be made aware of the missing assignments as far in advance as possible.

## **LUNCH AND SNACKS**

All students (Lunch Bunch included) need to bring a lunch from home every day. There is a microwave for students to use. Please follow these guidelines when sending microwave-able food:

- \*Send food in microwave-able containers if it is to be heated.
- \*Send a plastic spoon/fork if it is needed.

- \*Send a napkin to cover the item in the microwave.
- \*Limit the number of times per week that microwave-able food is sent. Only teachers are allowed to operate the microwave, and most teachers also need to eat their own lunch during this time.

All items in the lunch should be ready-made and easy for your child to handle. Teachers are available to assist with lunches, but students should learn to open most containers independently. Send items that your child will eat, but keep your child's health in mind.

There is an official snack time for all grades. Please include a small, simple-to-eat snack with your child's lunch each day. Students will drink water with snack. Do not include a drink for snack time. Teachers will provide individual classroom instructions on this subject.

## **CHAPEL**

Every class attends Chapel one morning per week. Chapel is taught by the director, and 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. Some of these lessons include God's love, God's forgiveness, kindness, love for one another, and other important life lessons. Parents are always welcome to come and visit Chapel services. Students should wear the regular school uniform on Chapel days.

## **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:

1. Speak to the teacher about the question/concern.
2. If the situation is not resolved, speak to the director.
3. 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.

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](http://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 NI SD will close, our school will close too.

If NI SD 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.