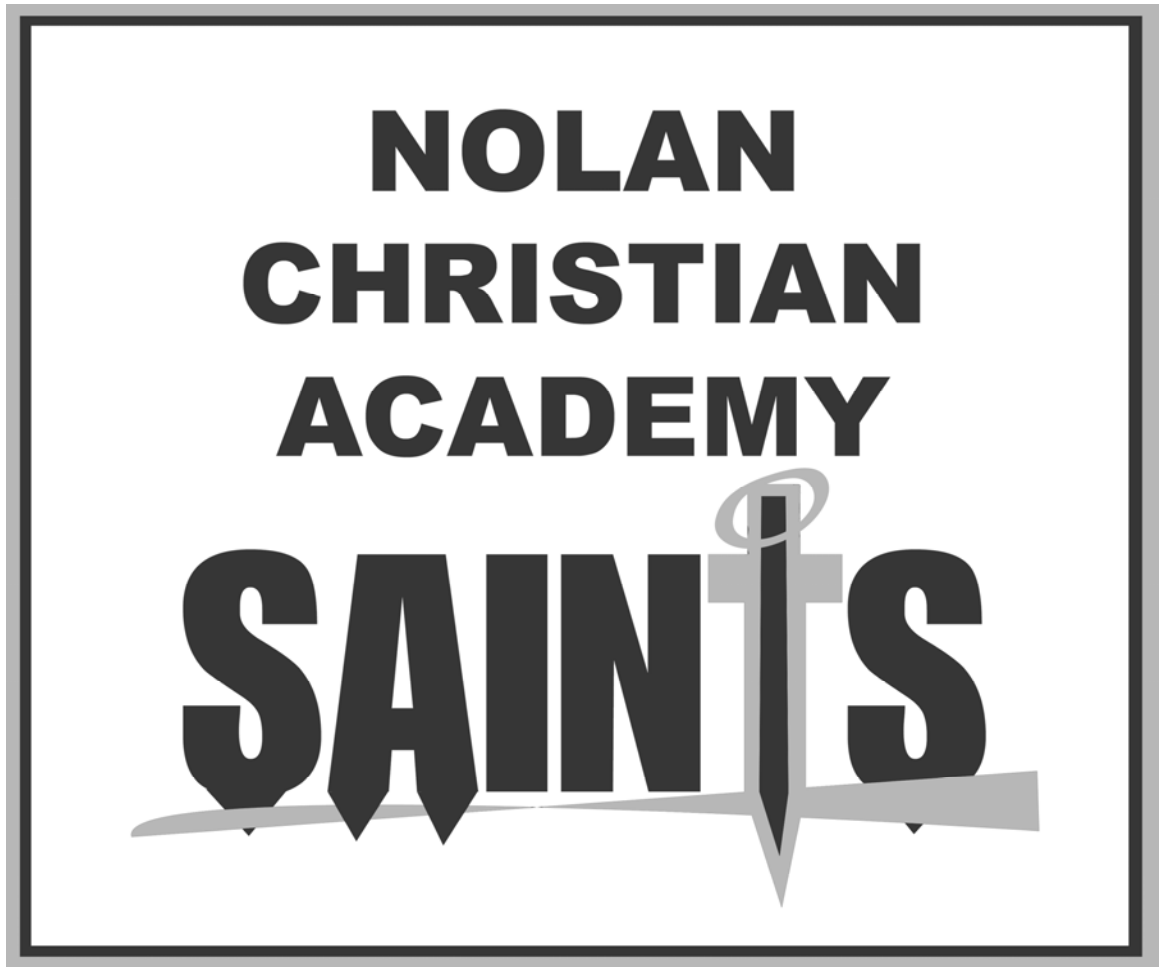


PARENT/STUDENT HANDBOOK

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Home of the Nolan Saints!

NOLAN CHRISTIAN ACADEMY HANDBOOK

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SCHOOL HISTORY

Nolan Christian Academy was organized in August 2010, and classes held in the Auxiliary Building of the Nolan Freewill Baptist Church and was a former 2 year satellite school of the Eastern Panhandle Christian Academy, a ministry of the Heritage FWB Church at Inwood, WV. In August 2014, God blessed us to move in to our new building fully furnished, bought and paid for, designed especially for NCA. NCA continues to operate under the direction of the Nolan FWB Church.

MISSION STATEMENT

To provide a quality education in a Christian environment!

STATEMENT OF FAITH

We believe the KJV Bible to be inspired and infallible Word of God to mankind.

ADMISSIONS

NCA admissions policy does not discriminate as to race, color, national, religious or ethnic origin. NCA will admit a student provided the student will abide by all NCA standards of discipline, dress, and academic instruction. NCA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of the school.

Students are admitted with the understanding that a student who cannot adjust to the program at NCA may need to find another school that is better able to meet the needs of that student. NCA reserves the right to deny admission to students when the student's academic or other records, reference, or initial interview and/or entrance examination results are unfavorable and indicate questionable success.

NCA RESERVES THE RIGHT TO REFUSE ENROLLMENT OR REENROLLMENT TO ANY STUDENT WITHOUT CAUSE.

REGISTRATION AND ENROLLMENT

Students are pre-enrolled at NCA upon completion of registration forms and/or entry testing. Pre-enrollment is necessary, and can be done at the end of the school year by returning students and potential enrollees.

FEES AND FINANCIAL PROCEDURES

NCA is an independent Christian school, operated solely on the tuition and contributions it receives. The following fees represent NCA's goal of offering reasonable access to academic opportunity and maintaining financial credibility with its staff and creditors. *Fees are subject to change.*

Enrollment Fee**	= \$ 100.00
Annual Tuition	= \$1800.00
Monthly Tuition (10 months)	= \$ 180.00
Monthly Tuition (12 month)	= \$ 150.00

Multi-Student Discounts:

- 2 children enrolled will receive a discounted of \$300 per year (\$150 per child).
- 3 children will receive a \$600 per year discount (\$200 per child).
- 4 children will receive a \$900 per year discount (\$225 per child).

*Discount will be applied per payment terms, and are subject to change.

** Enrollment Fee is due annually, and is to be paid upon submission of application for new students and before the first day of school for existing students. This fee will be waived if paid in full before the beginning of school year.

Fees can be paid in full at any time.

Note: ABeka Curriculum requires new books each year.

Fees are due by the 15th of each month beginning with the first month of school. Checks returned for non-payment will be assessed a service fee based on what the bank charges us. This applies to all returned checks, both tuition and fund-raising purchases.

Keep open communications with the school regarding your financial obligations. Be sure you understand your financial responsibilities and that the school office is

aware of any changes you may need to make. If for any reason payment is to be late, notify the office immediately.

No records will be released until account balance is paid in full.

ATTENDANCE

In order for your child to achieve maximum academic results, consistent attendance is required. Excessive absences affect the student's grades and attitudes. If a student is to be absent, the parent is to call the school office and leave a voice message stating the reason for the absence; and if possible, make arrangements to pick the student's missed work for completion.

Excused medical absences are for illness, medical appointment, or a death in the family. Students will be expected to make up all missed tests; class work and homework after returning from an excused absence. Students will be allowed as many days to complete makeup work as they were absent, up to a maximum of 5 days. If a student is absent only one day, he/she will be required to take the test as scheduled on the day he/she returns. When a student has an excused absence, he or she must present the excuse to his or her teacher immediately upon return to school. Along with Mingo County BOE, we will accept up to 5 parent notes per year for excused medical absences.

Unexcused or non-medical absences may be requested in advance for such activities as family trips or outings, youth activities, or any activity not sponsored by the school. Approval will be at the discretion of the school, however to be considered, allow one-week notice prior to the un-excused absence. All makeup work will be issued by the teacher prior to the unexcused absence, and will be due before the absence or at the discretion of the teacher. If a student has an unexcused absence, and no prior arrangements have been made with the school, then that work cannot be made up. Unexcused absences exceeding 10 per year will be turned into the county truancy officer, per county and state rules.

ATTITUDES

NOLAN CHRISTIAN ACADEMY is committed to offer a quality academic education in a Christian atmosphere. The school's ability to educate properly is directly related to controlling a child. A child who cannot be controlled cannot be educated. Therefore, rules and programs have been established to permit learning and to teach self-discipline. They are detailed so a full understanding may be obtained. They are strict only toward those who have a tendency to stray outside the boundaries of the school. Each student will find freedom as well as security within the boundaries of NCA.

All students are to maintain the attitude that attendance at NCA is a privilege and not a right. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to stated regulations governing students conduct or to be expressed principles, policies, and programs of the school.

Griping, grumbling, or talking back to a teacher is not an appropriate method of solving conflict and will not be tolerated. Students are encouraged to express their point of view to their teacher in private when conflict arises. However, after their respectful appeal has been made, they must accept the judgment of the teacher. If something is said or done in the classroom that the student does not agree with, he/she is not to respond in the middle of class, but rather see the teacher immediately after class to discuss the situation. After he/she has explained his point of view, then he/she should accept the judgment of the teacher. Talking back to the teacher will result in disciplinary measures, and in extreme cases, suspension.

Daily we must deal with the natural desires that dwell within us. These natural tendencies react in different forms such a fighting, cursing, name calling etc. None of these actions will be tolerated and will result in class discipline or suspension. Students, who support the misbehavior of others by their words or actions, whether or not they are actual participants in misbehavior, will receive appropriate disciplinary action.

BEGINNING AND ENDING OF DAY

Doors open at NCA at 7:30am. Students should arrive by 7:45am, and should go directly to their assigned classrooms and begin to prepare for the day by placing backpacks, coats, and homework in their proper places. Classes will begin at 8:00am with an assembly in the main hallway. Parents are invited to visit briefly with their child's teacher before class.

Classes end at 2:10pm, students will then clean up their areas, and prepare to leave, school will not be dismissed until this is completed, we estimate school dismissal will be between 2:15-2:20pm each day. Parents are to park in the school parking lot. The bell will ring and students will be brought outside by a faculty member and dismissed from school. We ask that parents walk and meet younger children at the front steps, and older children may be permitted to walk to vehicle. Please note; be very careful and pay close attention when moving your vehicle during this time. It is recommend that you are patient and wait until all children are secure in a vehicle before moving or pulling out. **DO NOT** pull directly in front of the school upon your arrival and wait for your child, this causes more congestion and will cause delays. As much possible we are going to honor a first come, first serve policy.

Parents are urged to refrain from coming to the classroom before dismissal is complete so teachers are able to prepare the classes for leaving. This way no homework or books are left behind that may be needed that evening at home. Visiting the classroom unannounced causes unneeded distractions.

If it is necessary to pick up a student early, the parent should call the school ahead so the student can be ready. The parent must come to the office to sign out any student leaving during scheduled educational time. Only in an extreme emergency will students be allowed early dismissals between 1:50pm and end of day.

LUNCH AND SNACKS

NCA does not have cooking facilities to date. Students must bring a bag lunch and food for at least one snack each day. **NO ENERGY DRINKS ARE ALLOWED. ABSOLUTELY NO PEANUT PRODUCTS ARE ALLOWED IN THE SCHOOL DUE TO MULTIPLE DEADLY PEANUT ALLERGIES AMONG STUDENTS.** Parents are asked to send healthy and nutritious lunches.

Students are expected to observe the following table manners; wash hands before eating, wear clean clothes to table, stay at the table until finished, lean over your plate, chew with your mouth closed, don't talk with food in your mouth, no potty mouth at table, cover your mouth when you burp, say excuse me when you burp, don't slurp food or drinks, wipe your mouth with a napkin, clean you spot at the table, and always say please and thank you!

APPEAL AND PROCESURES

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One-to-one discussion should be thoroughly explored to effect resolution of the situation. If no resolution can be found, it may then be taken to the principal, whose decision is final.

COMMUNICATIONS

It is goal of the staff at NCA to stay in close communication with the parents of all students. Notes sent to school with the child will be handles promptly by the teacher. If you would like to speak with a teacher, please leave a message with the secretary and the teacher will contact at his/hers earliest convenience.

Any parent who has questions or comments concerning any communication sent home with a student is asked to call the school office and ask for the person who they wish to speak for clarification or other issues.

CURRICULUM

Nolan Christian Academy uses ABeka Book Publications which has been serving Christian schools for over 30 years. This is a phonics-based approach to teaching reading. This curriculum includes scripture memory verse passages and references to God and Jesus Christ, and is developed to help the student's moral character, sense of accountability and wisdom in their lives.

DISCIPLINARY CODES

NCA strives to set a standard of conduct that will provide healthy academic environment, and teach the child to live a moral, Godly life. NCA will aim to develop the following characteristics in its students.

1. Cooperation with others within and without the classroom.
2. Cheerful obedience to all authority.
3. Responsibility in doing assigned or expected tasks.
4. Courtesy and respect for others; such as keeping hands to self, being quiet in class, raising hand to speak, not interrupting others, walking not running in the building, and eating with proper manners.
5. Community cleanliness in person and property: cleanliness in dress, neat desk, picking up trash, etc.
6. Truthfulness and honesty in work and life.
7. Respect for classmates and their property.
8. Promptness in attendance and completing assignments.
9. Morally good conduct in respect to recreation, social relationships and language. Students will refrain from swearing, use of any type of tobacco, drinking alcoholic beverages, sexual activity, pornography and abuse of drugs.

DISCIPLINARY ACTION

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to achieve appropriate behavior and attitudes:

*We never assume a student knows proper behavior until we have explained it to him.

1. A corrective look
2. A verbal warning
3. Communication with the parent via note or telephone. Notes must be signed by the parents and returned to the staff member initiating the correspondence the following day.
4. Younger students will be denied recess activities as a disciplinary measure; older students receive referrals.

DRESS CODE

Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming. Students' dress will affect the atmosphere of the school: academic achievement, student attitude, and student and staff behavior. Therefore, the following standards are intended to be standards designed to promote maximum academic achievement within an optimum learning environment.

These standards will apply to all school and school-related activities for all students. CLOTHING MAY NOT DISPLAY WORDS OR TV PERSONALITIES UNLESS THEY ARE CHRISTIAN RELATED.

GIRLS: KEY WORDS IN OUR DRESS CODE ARE NEATNESS, MODESTY, AND FEMINE FASHION. (NO GOTHIC OR PUNK STYLES ARE PERMITTED.)

1. Hair: Neat, clean and becoming. NO bright color hair dye or coloring.
2. Clothing:
 - NO shorts more 2 inches above knees.
 - NO Tight Clothing.
 - NO Tank tops or Muscle Shirt.
 - NO short skirts without tights underneath.
 - NO low cut shirts or dresses.
 - NO low cut slacks.
 - Girls who have begun to develop should wear a bra.
3. Jewelry:
 - In good taste
 - NO body piercing except the ear in modest fashion.
 - NO visible tattoos
 - NO toe rings
4. Shoes:

Shoes must be worn at all times
Shoes with laces must be tied.

BOYS: KEY WORDS IN OUR DRESS CODE ARE NEATNESS, MODESTY AND MASCULINE FASHION (NO GOTHIC OR PUNK STYLES ARE PERMITTED.)

1. Hair: Neat, combed, clean traditional haircut
NO Mohawk, spikes, or ponytails.
2. Clothing:
NO shorts more than two inches above knees.
NO Tight Clothing.
NO Tank tops or Muscle Shirt.
NO low cut slacks.
5. Jewelry:
In good taste
NO body piercing
NO visible tattoos
NO toe rings
3. Shoes:
Shoes must be worn at all times.
Shoes with laces must be tied.

ELECTRONIC DEVICES

Students are not to bring radios, I-pods, MP-3 players, electronic games, etc. into the school building. Cell phones that are brought to school must be turned off and put in a lock box located in the office upon arrival. Students may use the phone outside the building after school. Students found with a phone or text messaging in the building will receive disciplinary action up to and including expulsion.

EMERGENCY PROCEDURES

NCA will make every effort to abide by our Crisis & Emergency Evacuation Plan. A copy of this plan is kept on file in the office.

If school must be cancelled due to inclement weather or other extenuating circumstances, the school will make an announcement via WSAZ TV 3's school closings and call multiplier if the parent has a valid phone number.

In the case of a snow day or bad weather, we will inform you we are having a Snow Bound Learning day. During a Snow Bound Learning Day, students are to watch their videos from home, and complete as much work as possible. In order for each student to receive credit for being present on a snow bound learning day, we will look at the amount of videos watched, and the amount of work completed, and then determine wither or not the child is given full credit, partial credit, or no credit for attending that day. If it is determined that a child has not completed enough work to be given credit for that day, it will be counted as a non-excused absence and no work shall be made up.

HOMEWORK

To help students strengthen work-study habits, promote responsibility, and achieve academic course goals, homework will be assigned at the teacher's discretion. The student will be responsible for writing down assignments in an assignment notebook, completing and returning homework, and obtaining the parent's signature. The signature states that the homework is complete and approved by the parents. Routine failure to comply with this policy will result in disciplinary action.

ILLNESSES

A child that is running a fever is contagious, or to ill to participate fully in classroom activities must be kept at home. Any child having a fever, vomiting or diarrhea during the night or prior to class time should be kept at home that day. A student who becomes ill during the day will be allowed to rest until he/she can be picked up from school. A student must be free of fever, vomiting and diarrhea 24 hours before returning to school.

If a child if found to have lice, or any other symptom that is easily spread, he or she must go to the county health department and obtain permission to return to school.

LEGAL REPORTING OBLIGATION OF THE SCHOOL

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate a report of reasonable

suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

PARENT ORIENTATIONS

Parent orientation is scheduled at the beginning of each school year. This orientation will inform the parents of class goals, learning expectations, and parent/student responsibility. *All parents are expected to attend this orientation.*

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are welcomed throughout the year when deemed necessary by either parent or teachers.

PLAYGROUD RULES

Students will be going outside for recess and Physical Education whenever possible and are expected to dress appropriately. If a student cannot go outside because of recent illness, he/she must have a note from the parent.

REPORT CARDS/GRADING SCALE

Students will receive report cards at the end of each nine weeks period. The grading scale is as follows:

NCA GRADING SCALE	DESCRIPTION	GRADE	MIN	MAX
	EXCEPTIONAL	A+	97%	100%
		A	94%	96%
	ABOVE AVERAGE	A-	90%	93%
	AVERAGE	B+	87%	89%
		B	84%	86%
	AVERAGE	B-	80%	83%
		C+	77%	79%
		C	74%	76%
	BELOW AVERAGE	C-	70%	73%
NEEDS TO IMPROVE	D+	67%	69%	
	D	64%	66%	
FAILING	D-	60%	63%	
	F	0%	59%	

Note: You will find that the largest section of our scale is in yellow, which represents the average child; we expect that most of our children will fall into this grade range. However it is our goal to help them reach beyond this average state, and excel to exceptional. NCA does not “give” grades, we expect our pupils to earn the grades assigned them. If the grading scale is weak, they will never reach their full potential. Consequently, they will show no growth. Additionally, if it is too strict they will lose interest. Much thought and time has been placed in these grading standards, and we are confident it is good for our students.

PROGRESS REPORTS

Progress reports will be sent home at the discretion of the classroom teacher.

STANDARDIZED TESTS

Standardized achievement tests will be given annually.

VISITORS

Parents are welcome to visit classrooms while the class is in progress, however, such visits should be scheduled. It is our goal to conduct the class in such a way that parents are always welcome to visit, but we discourage casual, frequent interruptions in classroom activities. Parents should not interrupt class to relay messages, or to ask questions of teachers or students without prior permission from the office. The office must approve student visitors to the classroom at least once day prior to visiting.

WEAPONS

For your child's safety, there are to be no weapons brought by students onto school property or to any school sponsored activity. Pocket knives are not permitted. If a weapon is discovered, the child will be suspended or expelled.

FUNDING FIELD TRIPS AND PARTIES

NCA will not be responsible from the cost of field trips, parties or other special events for students. It is financially impossible since we rely on tuition and donations to operate the school. Therefore, parents will be responsible for funds for these activities.