

PARENT/STUDENT HANDBOOK

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**NOLAN
CHRISTIAN
ADADEMY**
Home of the
SAINTE

(304) 235-3914 Williamson, WV

Home of the Nolan Saints!

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THE ADMINISTRATION

SCHOOL HISTORY

Nolan Christian Academy was organized in August 2010, after our pastor met another pastor at a mission revival. This other pastor told of being abandoned as a child and placed in an orphanage, he then told of God calling him into the ministry and starting a Christian school. He expounded how that the Christian School has enabled his church to help others, especially children, by teaching them Christian values, and preparing them for a Christ filled life. Our pastor went home after this service and felt that this meeting may have been appointed by God, and that the Nolan FWB Church, should start a Christian School. This was in March of 2010. In Jun 2010, the church voted unanimously in favor of this decision, and the church worked hard. In August 2010 school began, offering classes ranging from K4 – 12th grade. In the beginning classes were held in the Auxiliary Building of the Nolan Freewill Baptist Church. During the school's first 2-years, it operated as a satellite school of the Eastern Panhandle Christian Academy, a ministry of the Heritage FWB Church at Inwood, WV. After the second year, NCA went independent.

In 2012, the church had a vision to build a new school building dedicated to Christian education. Not having the funds to build the building, the church took the little money they had and began to work by faith. Men of the church gathered daily and worked, local contractors donated their time and equipment. People in the community made donations, and church members gave and sacrificed to see this projected through completion. In August 2014, God blessed us to move into our new building fully furnished, bought and paid for, completely debt free. This new building was designed especially for NCA.

NCA continues to operate in this building and under the direction of the Nolan FWB Church, and has had the privilege of seeing students graduate, go onto college, and labor for the Lord. NCA students are being trained to serve God and they are paying it forward by working in their local churches. We have students and former students who are singing, teaching, and preaching the Gospel, all for the glory of God! Our members and those who support this school have a part in these students' ministries!

RELATIONSHIP OF THE CHURCH TO THE SCHOOL

Nolan Christian Academy is owned by and operated under the direction of the Nolan Freewill Baptist Church.

SCHOOL BOARD

Nolan Christian Academy is directed by a five-member school board. This board was elected by the Nolan Freewill Baptist Church and is comprised of:

1. Pastor
2. Assistant Pastor

3. Chairman of the Master's Men
4. Chairwoman of the Ladies Auxiliary
5. Youth Director

This board meets on an as needed basis, and the meeting are closed session. Anyone wanting to address this board, can do so in writing, and give it to one of the school administrators.

SCHOOL ADMINISTRATORS/PRINCIPALS

Nolan Christian Academy's daily operations and decisions are made by the school Administrators / Principals.

The school Administrator / Principal and Assistant Administrator / Assistant Principal are appointed by the school board and report to the school board.

MISSION STATEMENT

To provide a quality education in a Christian environment!

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.

SELECTION OF STUDENTS

When class space is limited, and more students have enrolled than the school can accept. Current students whom have excelled in our program will be given first consideration.

Further students will be evaluated based upon initial interview and or prior performance. The attitude of both students and parents toward Christian education and prior academics will be evaluated. Priority will be based up on whom the school administration feels will be most successful in our program.

REGISTRATION AND ENROLLMENT

Students are pre-enrolled at NCA upon completion and submittal of a registration form and appropriate documentation. Enrollment is not confirmed or granted until, an initial interview and entry placement exam is given. (K4-K5 are exempt from entry exam.)

Pre-enrollment is necessary and must be done each year.

New or potential students can pre-enroll anytime throughout the year; however, enrollment may not be confirmed until the end of the semester or the following year.

Returning students can pre-enroll at the end of each year using our quick reenrollment form. (Returning students may be exempt from initial interview and entry placement exam, however this is at the discretion of the school.)

WITHDRAWAL POLICY

Notice:

Students may be withdrawn for any reason at any time upon notice given to the school. Likewise, the school has the right to ask any student, without reason, to withdraw with upon notice given.

Tuition Refund/Payment:

If a student withdraws or is asked to withdraw, the school will work to fairly prorate yearly tuition from the first of the following month. Tuition which is paid in advance will be refunded, however if parents are on the 12 month plan which differs part of each payment until summer months, then parents are expected to pay that amount up to the first of the following month before any records will be transferred.

FINANCIAL POLICIES

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
Technology Fee (\$5.00-month x 10 months)	= \$ 50.00
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 tuition is 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 in paid in full.

Payment Plan Explained:

Nolan Christian Academy Tuition Plans				NOLAN CHRISTIAN ACADEMY <i>Home of the SAINTS</i> (304) 235-3914 Williamson, WV			
Note: A \$100 enrollment fee is due at the beginning of each year.							
Payment Plan 1		Payment Plan 2		Payment Plan 3			
Tuition Paid in Full		10 Month Payment Plan		12 Month Payment Plan			
			Monthly Installment		Monthly Installment	Monthly Deferment	Total Montly Deferment to be paid in June and July.
\$1,800							
		August	180	August	150	30	30
		September	180	September	150	30	60
		October	180	October	150	30	90
		November	180	November	150	30	120
		December	180	December	150	30	150
		January	180	January	150	30	180
		February	180	February	150	30	210
		March	180	March	150	30	240
		April	180	April	150	30	270
		May	180	May	150	30	300
		End of 10 Months	1800	End of 10 Months	1500	300	
				June	150		
				July	150		
				End of 12 Months	1800		

School Tuition Payment Methods

We accept the following forms of payment: (Note: We prefer checks or money orders.)

Cash – We accept USD.

Check or Money Order – We accept personal and cashier’s checks along with money orders. (Note: Any fees associated with returned checks will be passed on to the responsible party.)

Credit Cards – We accept most major credit card online through our website at www.NolanChristianAcademy.com. Once there click on the donation center and go down to School Tuition Payments. There you can follow the online instructions.

GENERAL POLICIES

BEGINNING AND ENDING OF DAY

Transportation:

Parents will transport students to and from school, dropping them off and picking them up at the front entrance. We ask parents, when possible, to remain in their vehicles. We understand that some parents, especially with smaller children will need to get out, however, we ask that they observe social distancing.

Arrival:

We will schedule arrival by group.

High School (8th-12th) –

- Arrive between 7:30am and 7:40am,

Elementary/Middle (2nd – 7th) –

- Arrive between 7:40am – 7:50am,

Kindergarten and 1st Graders (K4 - K5) –

- Arrive between 7:50am - 8:00am.

(NOTE: If you have multiple students, go by the schedule for the oldest student and bring the younger at the same time, and teachers will be prepared to work with them.)

When students arrive, they should have a mask on when getting out of the vehicle and proceed to school personnel, who will be at the front entrance to welcome students, take their temperature, and making sure that students arriving are social distancing and limiting contact with other students. (If a student has an above normal temperature or is showing Coronavirus type symptoms, or does not have a mask, they will be sent back home with the awaiting parent.)

Arriving students will be directed to walk down the main corridor, where a staff member will monitor to make sure social distancing is being adhered to, making their way to their classrooms.

Once in the classroom, students place their items brought from home (lunch, homework, backpack, etc..) in a designated place, and will then be encouraged to wash hands, and/or use hand sanitizer.

Students will then take their seat and remove their mask and remain there until instructed otherwise by the facilitator.

Instructional Time:

During instructional time, students will be encouraged to remain at their personal work area, and social distance with other students.

When a student needs to get up for any reason, they must first raise their hand and wait for the teacher to give permission to put on their mask, and then get up, thus eliminating multiple students from moving around at the same time.

When necessary for students and staff to be in proximity less than 6 feet, the teacher and the student will both put on their mask.

Because the students will be encouraged to remain in their personal work zones during instructional time, they will take stretch breaks, between classes.

Bathroom Breaks

While we allow students to go to the restroom on an as needed basis, we will instruct them to not enter the bathroom if there are more than 2 students already using the facilities. Our rule will be that no more than one student per stall and one student at the sink area at a time to maintain proper social distancing.

Students will wear a mask during this time and will be encouraged to wash their hands or use hand sanitizer before they leave their classroom and wash their hands again before leaving the restroom. (This will keep germs off door handles going to and from.)

Snack and Lunch

NCA does not have cooking facilities to date. Students must bring a bag lunch and food for at least one snack each day. Snacks will normally be taken at either 9:30am or 10am depending on class and Lunch is at 11:30am for upper grades, and 12:00pm for lower grades. Students will bring packed snacks and lunch from home; it will remain in a designated place until time to eat. Students will wash hands or use hand sanitizer prior to eating snack and lunch. Students will eat snack and lunch at their personal workstation.

- **No energy drinks are allowed.**
- **Absolutely no peanut products are allowed in the school due to multiple deadly peanut allergies among students.**
- **No pop or soda for students in elementary grades.**

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 your spot at the table, and always say please and thank you!

Physical Education and Recess

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.

Dismissal

Dismissal Time will be set by group.

High School (8th-12th) –

- Dismiss at 2:20

Elementary/Middle (2nd – 7th) –

- Dismiss at 2:15

Kindergarten and 1st Graders (K4 - K5) –

- Dismiss at 2pm.

We asked that parents who arrive early park at the outer areas of the parking lot and do not block the pickup line until it is time for your student to be released. (NOTE: this is one of the most dangerous time of the day for our students and those picking up need to move their vehicles slow, always be on alert for children.)

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.

Disinfecting and Cleaning the School

When the children leave, the staff will daily disinfect and clean the school. This may include using a disinfectant misting system. Areas of the school such as door handles, handrails, and bathrooms, will be cleaned periodically throughout the day.

BEFORE AND AFTER SCHOOL CARE

NCA does not offer any before or after school care.

ATTENDANCE

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.

Tardy

We understand that things happen from time to time causing a child to be late for school, we call this being tardy. While we would rather a child come in late than not to come, they have still missed out on work and/or caused a disruption in the classroom. In effort to reduce the amount of tardiness, we will consider three (3) tardy as being equal to one (1) absence. For a child to receive attendance credit for being at school, they must show up prior to 10am and must stay throughout the end of the day.

Early Dismissal

We understand that things happen from time to time and it may be necessary to pick up a child early for various reasons, however for a child to receive attendance credit for being at school, they must have not been tardy and not leave before 12:30pm. 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.

Excessive Absences

We have established our belief that attendance is most important, it is our policy that anyone who misses more than twenty (20) days combined in any given year will automatically be retained to that grade level. 20 days is equal to one missing 4 weeks of school or approximately one month. We are convinced that for a child to move on and be successful in the next grade level, they must first learn the information provided in their current grade, and in order to learn it they must first be in attendance.

VISITORS

In order to protect children, we require all visitors to report to the school office, identify themselves, and state the purpose and requested length of their visit. No one is allowed to wander around the campus or church property without authorization and/or approval

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 one day prior to visiting.

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.

DRESS CODE

THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, NEATLY, OR APPROPRIATELY.

General Philosophy:

The standard of dress at Nolan Christian Academy is designed to reflect **modesty**, **neatness**, and **appropriateness**. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment, while considering the financial impact of parents.

Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair.

Appropriateness can be defined as wearing clothes that fit the occasion. Boys should dress in a masculine fashion, and Girls in a feminine fashion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.

The dress code is not designed to support or encourage the latest fashion trends or fads. This means that clothing bought at some of the popular clothing stores may not meet NCA guidelines.

NCA recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable. Should a student wear questionable clothing, he/she may be asked to change or leave campus.

We ask that parents take responsibility for making sure their child complies with the dress code. If necessary, the student may be allowed to call home for a change of clothes.

All dress code requirements are in effect while a student is on campus or any school function. At all other times, all dress decisions are expected to positively reflect on NCA. Please see General Philosophy, Modesty, Neatness and Appropriateness sections above.

APPAREL

*Students **must wear** the following:*

- Appropriately worn and sized clothing which completely cover shoulders, chest (cleavage), back, abdomen, hips, and thighs (2” above the knee and up) when sitting, standing, or bending over.
- Appropriate undergarments – which should not be seen (this includes a bra for girls who have begun to develop).
- Appropriate shoes. (If applicable, they must be tied or latched.)

*Students **may not wear** the following:*

- “Gothic,” “Punk”, “occult”, negative, negative wording, controversial, violent themes and images, secular bands, or anything similar and/or something that does not comply with school religious beliefs.
- No Halloween, Santa Clause, Easter Bunny, etc. or other secular holiday apparel. (Religious Holiday apparel is acceptable providing it complies with other guidelines.)
- lettering on the rear end of clothing
- pajama tops or bottoms
- Tight bottoms, form fitting articles of clothing such as bike shorts or yoga pants, unless they are worn as an underlayer with appropriate outer wear.
- Tight tops, form fitting articles such as tank tops or muscle shirts as outer wear, however, they may be worn as a layer providing the out layer is in compliance.
- house shoes or slippers
- loose arm tank tops or muscle shirts

- Oversized / baggy / sagging articles of clothes
- Any article of clothing that have holes that are not permanently repaired (patched) other than jeans. (Holes in jeans should be no higher than 2 inches above the knee.)
- Shorts/skirts/dresses are not to be more than 2 inches above the knee.
- Sheer clothing (unless it is a shirt worn with an underlayerment that complies with approved dress code).
- No Fishnet or similar tights.

RECOMMENDATIONS

- It is recommended that students either wear or bring athletic shoes and socks for PE.
- It is recommended that if girls wear skirts or dresses that they wear shorts or tights underneath.

ACCESSORIES AND MAKEUP

- Jewelry should be kept to a minimum. If any jewelry becomes a distraction, students will be asked to remove it.
- Hats, hoods (hoods can be attached to shirts or hoodies, but must be kept down), and sunglasses are not permitted during regular school hours. (Prescription eyeglasses that have a tint is permissible.)
- Boys may not wear earrings.
- No jewelry, or any other object, may be worn in any piercing except for ‘no more’ than two (2) earrings in each ear for female students.
- Makeup applied in a manner that is not a distraction is allowed for girls only.
- No visible tattoos are allowed on campus or at any school-sponsored function (including off campus functions).

HAIR

- Boys’ hair should be neatly cut and combed in a traditional style. Hair cannot extend past the collar. The side length should allow the lobe of the ear to show. The hair may not touch the eyebrows. Boys may not have ponytails, mohawks, mullets, spikes, or “man buns”.
- Extreme hairstyles, including an insignia shaved or dyed into hair, or coloring that gives an unnatural appearance are not permitted for boys or girls.
- Girls’ hair must be kept out of the eyes at all times. No bright color dies or coloring.

STANDARDS OF CONDUCT

It is goal of NCA to set a standard of conduct that will provide healthy academic environment, and teach the child to live a moral, Godly life.

Below are examples of **conduct, both expected conduct and unacceptable conduct.** (This is not an exhaustive list, this is only a few to help students comprehend our stance toward this matter):

Expected Conduct:

1. Cooperation with others within and without the classroom.
2. Cheerful obedience to all authority.
3. Responsible 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.

Unacceptable or Immoral Conduct:

1. Cursing and using the Lord's name in vain.
2. Using vulgar and slang expressions which are offensive.
3. The use of any type of tobacco.
4. Drinking alcoholic beverages, illegal drug use or legal drug abuse, sexual activity, fornication, pornography, and homosexuality.
5. Any form of vandalism.
6. Stealing.
7. Cheating.
8. Touching members of the opposite sex, boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.
9. Pushing, shoving, hitting, kicking, scratching, or anything of the like.
10. Wearing immodest clothing.
11. Sexual Immoral Acts
12. Identifying Statement
13. Identifying Act

We expect our students to live by the expected conducts and refrain from the unacceptable conducts, both at school and away. Christian life is not a game, with one set of rules for church and school and another for everyday life. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

A student may be refused admission, dismissed, or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

IMMORAL BEHAVIOR DEFINED

Definition of "immoral act "

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral, transgender, and/or homosexual acts.

Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation," "I am transgender", "I identify as another gender."

Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Definition of "identifying act "

Any act taken by a student that shows a proclivity for, agreement with, or support for homosexual behavior, transgender behavior, or otherwise immoral behavior.

Examples: Wearing apparel and/or accessories that shows and/or implies support for homosexual, transgender, and/or other immoral behavior.

Wearing apparel, makeup, and/or accessories that are commonly associated with another gender than the student's naturally-born gender.

Attempting to use the bathroom and/or locker room facilities of another gender than the student's naturally-born gender.

Homosexual and/or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and school staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

DISCIPLINARY POLICIES

Student Attitude

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 tend 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 as 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.

Home and School Cooperation

Biblically, discipline is the parents; responsibility. Parents may delegate the responsibility to the school during school hours, but the primary responsibility lies with the parents. Therefore, it is vitally important for the parents and school to cooperate when it comes to disciplining a child. The parents should understand exactly what disciplinary options are available to the school in the use of that discipline. Likewise, the school should include the parents in the disciplinary process to the extent possible.

Disciplinary Action

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. Not all offenses warrant the same discipline. Age and maturity may dictate the appropriate measures, also minor offenses such as talking in class may receive an explanation of why the student should not be talking in class as a first offense. Whereas, major offense like fighting or cheating may move straight to suspension for a first offense.

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 them.
Therefore, we may start by;

1. Explain what is expected.
2. If it persists, a corrective look may be appropriate. If it continues,
3. A verbal warning. If it continues to persist,
4. The student may be separated from other students, (standing or sitting by themselves,) younger students will be denied recess activities as a disciplinary measure. If it continues,
5. 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. Next,
6. Formal Meeting with parents may be appropriate to discuss, disciplinary actions.
7. Students may receive suspension or referrals.

CHEATING

Cheating is not tolerated at NCA. We have a ZERO tolerance policy when it comes to cheating. (*Students in lower grades may be shown mercy until they are old enough or mature enough to fully understand what cheating is, however, older students should not expect to receive the same treatment.*) Students who cheat and are caught will not be allowed to continue their studies at NCA. Cheating is a form of both Lying and Stealing, and neither of those are acceptable behavior at NCA. The behavior does not only hurt the student who is doing the cheating, but it hurts others as well. Students who cheat hurt themselves by misrepresent their ability to learn on their own, and they hurt others by having an unfair advantage over students who participate according to the academic process, and in some cases steal awards and accolades from the rightful recipient.

Below are examples of what we consider cheating, however this is not an exhaustive list, this is only a few to help students comprehend our stance toward this matter:

- Looking at another student paper or answers.
- Looking at a teacher's manual.
- Asking another student for an answer.
- Giving another student an answer.
- Using the website <https://quizlet.com/> or any similar website to get answers or "study guides".
- Parents doing work for students or giving answers.
- Or anything else that would give one student an advantage over another student, or else would misrepresent a student's own work.
- Other or similar.

There are other examples that could be given; however, this should give students the idea of what NCA considers cheating.

SEARCHES FOR SUSPICION OF ILLEGAL OR UNAUTHORIZED MATERIALS

NCA reserves the right to search student's person and belongings in the event the school suspects the student possesses an unapproved item. Such searches may be conducted without the student's or the parents' permission, and the registration of the child constitutes parental consent to such searches. Search for unauthorized materials could include backpacks, purses, pockets, lockers, desks, automobiles, etc.

ACADEMIC POLICIES

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.

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%
		B+	87%	89%
	AVERAGE	B	84%	86%
		B-	80%	83%
		C+	77%	79%
	BELOW AVERAGE	C	74%	76%
		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

PROGRESS REPORTS

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

STANDARDIZED TESTS

Standardized achievement tests will be given annually.

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.

Miscellaneous

APPEAL AND PROCESURES

If a parent or student has a complaint regarding 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.

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, the school's Facebook Page, 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 whether 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.

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 you at his/her 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.

ILLNESSES

A child that is running a fever is contagious and must be kept home, also a child too 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 is 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.

HANDBILLS OR SALES

NCA does not permit handbills or special sales on church or school grounds.

CHAPEL AND MEMORY VERSES

Students are required to participate in our weekly chapel services, as well as memorize bible verses.

BIBLE

While we realize there are many versions of the bible and individuals may have different personal preferences, we have chosen to use only the KJV Bible at our school and school functions.

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.

SCHOOL SUPPLIES

NCA works to keep its school supplies list up to date on the school's website: www.NolanChristianAcademy.com. When there click on the Handbook and Forms tab, and in that list, you will see the school supplies list.

SCHOOL CALENDAR

NCA works to keep its school calendar up to date on the school's website: www.NolanChristianAcademy.com. When there click on the Handbook and Forms tab, and in that list, you will see the school calendar.

FUNDING FIELD TRIPS AND PARTIES

NCA will not be responsible for 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 through donation and gifts.

We work very hard to make sure that all students are provided for equally no matter if a parent can give toward an event or not. When collecting for a field trip or event, we take all monies collected and try to provide for all students equally.

SCHOOL PLEDGES

Our students say the following three pledges daily.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Saviour for whose Kingdom it stands; one Saviour, crucified, risen, and coming again with life and liberty for all who believe.

PLEDGE TO THE BIBLE

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

PLEDGE TO THE AMERICAN FLAG

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

PHILOSOPHY AND OBJECTIVES

Statement of Faith

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

(We also accept, after the Bible and Subject to the Bible, the TREATISE OF THE FAITH AND PRACTICE OF THE NATIONAL ASSOCIATION OF FREEWILL BAPTIST as its statement of faith.)

Doctrinal Statement

This is an abbreviated form which is covered in “TREATISE OF THE FAITH AND PRACTICE OF THE NATIONAL ASSOCIATION OF FREEWILL BAPTIST”

The Bible – The Scriptures of the Old and New Testaments were given by inspiration of God and are our infallible rule of faith and practices.

God – There is one living and true God, revealed in nature as the Creator, Preserver, and Righteous Governor of the universe; and in the Scriptures as Father, Son, and Holy Spirit; yet as one God, infinitely wise and good, whom all intelligent creatures are supremely to love, adore and obey.

Christ – Christ is God manifest in the flesh; in His divine nature truly God, in His human nature truly man. The mediator between God and man, once crucified, He is now risen and glorified, and is our every present Savior and Lord.

The Holy Spirit – The Scriptures assign to the Holy Spirit all the attributes of God.

The Government of God – God exercises a wise and benevolent providence over all beings and all things by maintaining the constitution and laws of nature. He also performs special acts, not otherwise provided for, as the highest welfare of men requires.

The Sinfulness of Man – Man was created innocent, but by disobedience fell into a state of sin and condemnation His posterity, therefore, inherit a fallen nature of such tendencies that all who come to years of accountability, sin and become guilty before God.

The Work of Christ – The Son of God by His incarnation, life, sufferings, death, and resurrection effected for all redemption from sin that is full and free and is the ground of salvation by faith.

The terms of Salvation – The conditions of salvation are: (a) Repentance or sincere sorrow for sin and hearty renunciation of it. (b) Faith or the unreserved committal of one’s self to Christ and Savior and Lord with purpose to love and obey Him in all things. In the exercise of saving faith, the soul is renewed by the Holy Spirit, freed from the dominion of sin, and becomes a child of God. (c) Continuance in faith and obedience until death.

Election – God determined from the beginning to save all who should comply with the conditions of salvation. Hence by faith in Christ, men become His elect.

Freedom of the Will – The human will is free and self-controlled, having power to yield to the influence of the truth and the Spirit, or to resist them and perish.

Salvation Free – God desires the salvation of all, the Gospel invites all, the Holy Spirit strives with all, and whosoever will may come and take of the water of life freely.

Perseverance – All believers in Christ, who through grace preserve in holiness to the end of life, have promise of eternal salvation.

Gospel Ordinances – Baptism, or the immersion of believers in water, and the Lord’s Supper, are ordinances to be perpetuated under the Gospel. Feet Washing, and ordinance teaching humility of universal obligation, is to be ministered to all true believers.

Tithing – God commanded tithes and offerings in the Old Testament; Jesus Christ endorsed it in the Gospel (Matthew 23:23), and the apostle Paul said, “Upon the first day of the week let every one of you lay by him in store, as God hath prospered him.” (1 Corinthians 16:2).

The Christian Sabbath – The divine law requires that one day in seven be set apart from secular employments and amusements for rest, worship, holy works and activities, and for personal communion with God.

Resurrection, Judgment, and Final Retribution – The Scriptures teach the resurrection of all men at the last day. They who have done good will come forth to the resurrection life, and they who have done evil unto the resurrection of damnation; then the wicked will “go away into eternal punishment, but the righteous into eternal life.”

Marriage, Human Sexuality, and Abortion - This statement expresses the beliefs of Nolan Free Will Baptist Church and Nolan Christian Academy regarding marriage and human sexuality. It is based on the application of Biblical principles to our faith, our life, and our practice, and is in intentional accord with the Treatise of the Faith and Practices of Free Will Baptists, especially as expressed in the Appendix to Chapter IV, Section 1, adopted by the National Association of Free Will Baptists, of which this church is a member, in July 2008. A civil government’s sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with the Biblical definition of marriage expressed in this policy statement.

- **Marriage** - Both Scripture and nature as designed by God affirm the life-long, covenantal union of one man, being male as created by God, and one woman, being female as created by

God, in a one-flesh relationship. This one-flesh relationship is emblematic of the union of Christ and His church. It is the sole and beautiful context of the divine plan for the Biblical marriage of man and woman as image-bearers of God, as well as the foundation for the family as the basic, divinely ordained unit of human society. Violations of this one-flesh union, whether heterosexual or homosexual, premarital or extramarital, contravene the divine plan for the family and for the conception and rearing of children, bringing spiritual despair, guilt and death to individuals and cultures.

We believe, based on the teaching of the Scriptures in the Old and New Testaments, that marriage is an institution ordained by God from the foundation of the world and is intended as a lifelong union of one man being born physically and anatomically male as created by God, and one woman, being born physically and anatomically female as created by God, in a one flesh relationship. This understanding is supported by the account of creation in Genesis, chapters 1 and 2. Genesis 1:26-27 indicates that God created man in His own image, as male and female. The passage implies that the unity of a man and woman in marriage is in some way reflective of the image of God in mankind. Genesis 2:18 provides a more detailed account, relating that God created the first man, Adam, and decided that it was not good for him to be alone. God indicated that He would make “an help meet for him,” which means a helper suitable for or matching him. Then God brought all the animals to Adam, but none of them was such a suitable helper; so, God created Eve, the first woman, from part of Adam himself. God did not create a second man to be Adam’s helper, or an assortment of multiple women, but one woman. Together they were man and wife and had “no shame” or sin in their union (Genesis 2:18-25).

Jesus Christ reaffirmed the teaching of the Old Testament when He said, as recorded in Matthew 19:4-6: “Have ye not read, that he which made them at the beginning made them male and female, and said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh? Wherefore they are no more twain, but one flesh. What therefore God hath joined together, let not man put asunder.”

The Apostle Paul states in Ephesians 5:22-32 that marriage is not merely a human institution, but is a special, divine metaphor that illustrates the union of Christ and the Church. For this reason, also, only a union between one man and one woman can be a Biblical marriage because no other union—whether of two men, two women, or any other arrangement—could illustrate the relationship between Christ and His church in accord with this Biblical teaching.

- **Human Sexuality** - First Corinthians 6:9-11 condemns a variety of lifestyles including those associated with adultery, prostitution, and homosexuality. Indeed, the Bible condemns as sexual immorality—“fornication” in the KJV Version—all sexual intercourse outside marriage as defined above. It also encourages Christians to flee from sexual immorality because of its destructive effects and because the body of the Christian is the temple of the Holy Spirit (1 Corinthians 3:16; 6:12-20).

Romans 1:18-32 makes clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or to encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote in any

way adultery or any other form of sexual immorality—including, but not limited to, pornography, pedophilia, polygamy, bestiality, or homosexual unions. This is made clear in many passages in the Old and New Testaments.

Our church follows what the Bible reveals as the “sure foundation” of the teachings of Jesus Christ and his apostles (Matthew 7:24-29; 1 Corinthians 14:37). If our church is to bear the name Christian authentically, we are called to teach and practice these teachings and are not at liberty to depart from them for a different authority. Though we strive to live peaceably with all people and to obey legitimate government authority, if the two come into conflict about matters as foundational as marriage, we must ultimately obey God rather than man (Acts 4:18-21).

Sexual activities outside of marriage, including but not limited to those named above, are inconsistent with the teachings of the Bible and the church. Lewd conduct; transgender behavior; and the creation, distribution, or viewing of pornography are incompatible with God’s purpose for human sexuality.

Recognizing that we all struggle with sin, our church will provide an environment that welcomes people who struggle with sexual sin. We will seek to love all people in Jesus’ name, pointing them toward Christ’s power to forgive and heal. While the Bible teaches that those who engage in sexual immorality sin against their own bodies, we also recognize that sexual sin is not characterized in Scripture as being more severe than other forms of sin. We will seek God to discern ways that we can directly and indirectly minister and share God’s love with those who struggle with every kind of sin. We also recognize that there is a difference between temptation and behavior and that, while temptation is sometimes unavoidable, we are responsible for our behavior.

We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28, Col. 3:18; I Tim. 2:8-15, 3:4-5, 12,)

- **Abortion** - We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. (Job 3:16, Psalms 51:5, 139:14-16; Isa. 44:24, 49:1,5; Jer. 1:5; 20:15-18; Luke 1:44)