

# STUDENT/PARENT HANDBOOK

*2016-2017*





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## Mission Statement

*Equipping students to glorify God in all they do.*

In order to accomplish this, it is our goal to provide the highest standards in educational excellence with an emphasis on Christian academic, athletic, emotional, and spiritual growth for every student. The educational process is dependent upon a philosophy that all truth begins and ends with God. We believe the concepts foundational to this viewpoint are:

- God is the Creator, the Sustainer, of all things and the source of truth.
- God maintains control over His entire universe.
- True meanings and values can be ascertained only in the light of His person, purpose, and work.
- Since all truth extends from God and the person of Christ, all truth must be obtained from a Christ-centered position.

## Statement of Philosophy

We, at North River Christian Academy, fully trusting the power of God, have set ourselves to the task of teaching students that, in life, they must seek a proper relationship with God. This teaching is concerned not only with the counsels of God revealed in His Word, but also the counsels revealed in His world. We desire to teach ALL truth is God's truth and Jesus Christ is central in all truth, not only in the Word, but in history, geography, mathematics, science, language, music, the arts, and ultimately in the universe.

*“But to us there is one God, the Father, of whom are all things, and we in Him: and one Lord Jesus Christ, by whom are all things, and we by Him.” (I Corinthians 8:6)*

*“For by Him were all things created, that are in Heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by Him, and for Him: and He is before all things and by Him all things consist.” (Colossians 1:16-17)*

## Statement of Objectives

*Equipping students to glorify God in all they do.*

- To so effectively teach, that each student will take as his personal commitment and belief that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him. (John 3:16; John 3:36)
- To create in each student a firm conviction that the Bible is the Word of God to men, and that it is a practical guide to life and living. (II Timothy 3:16; II Peter 1:20-21)
- To develop within each student a keen understanding of the fundamentals of God's creation, including all of the academic studies; to cause within his thinking an understanding that Jesus Christ is central in all of these areas; and to instruct him thoroughly in the arts and sciences that he might develop to the glory of God, spiritually, socially, mentally, and physically, not in his natural energy, but through new life in Christ. (II Timothy 3:16-17; Colossians 1:19)
- To so effectively teach the principles of faith that each student will purpose to yield himself completely to God in submission and obedience to His will as revealed in the Bible. (II Peter 1:3; Philippians 2:5)
- To cause each student to progress in Christian living through fellowship and praise with the Lord Jesus Christ in studying the Holy Scriptures, through prayer and through Christian service activities. (II Timothy 2:25; Ephesians 6:18)
- To develop in teachers the practice of applying scriptural principles in the disciplining of students. (Philippians 2:3; Hebrews 13:17)
- To cause each student to work effectively with perseverance both independently and cooperatively. (II Corinthians 5:20; Philippians 2:1-4)
- To develop within each student an understanding of how to think and apply himself. (Hebrews 5:14; Romans 12:2)
- To develop within each student an effective attitude of self-discipline and responsibility. (I Samuel 16:7; Galatians 5:22-23; I Timothy 4:7)
- To cause each student to appreciate and desire wholesome recreation. (I Corinthians 6:19-20)
- To develop in students the proper attitude, ideals, habits, knowledge, and skills necessary in the preparation of life, whether it be post-secondary education or the workplace. (Romans 12:4-6; II Timothy 6:17-19)

To give the student the kind of experiences that will help him to face life with courage and understanding, and to help him experience a living faith in God that will make him a credit to Christ, his community, his nation, and himself. (Romans 13:1,2,4; Galatians 5:13)

## **Statement of Faith**

1. The Scriptures  
The Holy Bible was written by men divinely inspired by the Holy Spirit and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.
2. God  
There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
3. Man  
Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
4. Salvation  
Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from repentance of sin and personal faith in Jesus Christ as Lord.
5. God's Purpose of Grace  
Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.
6. Education  
Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinating with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.
7. Cooperation  
Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

8. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

9. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel for sexual expression according to biblical standards, and the means for procreation of the human race. As such God has commanded that any intimate sexual activity outside of a covenant marriage is forbidden. Any other sexual activity, identity or expression that lies outside of this definition, including those that are becoming more accepted in culture and the courts, are sinful perversions of and contradictory to God's natural design and purpose for sexual activity.

North River Christian Academy unashamedly presents the gospel as the Hope of mankind. We will actively seek to win students and their families to a saving knowledge of Jesus Christ. (John 3:36; Romans 1:16)

## **Admissions**

North River Christian Academy accepts students regardless of race, color, nationality or ethnic background who meet the criteria for admission. A student is admitted following successful entrance testing (K5-12) and a favorable review of former records. To apply for enrollment:

- Complete an *Application for Enrollment Packet* and return it to the school office along with the registration fee and a report card or transcript and a discipline report from the last school attended.
- If the student's records are acceptable, an appointment for entrance testing will be scheduled.
- The student's entrance testing and records will be reviewed to determine acceptance.
- A final interview will be scheduled with the principal before acceptance. At least one parent and the prospective student must be present for this interview.
- If accepted, a copy of the student's birth certificate, social security card, and original certificate of immunization must be on file in the school office before admission to class. If denied, you will be notified by the school office. The school reserves the right to refuse admission to any student who would not be in the best interest of the school. The administration also reserves the right of not defining the criteria or reasons when applications are not accepted. The registration fee is non-refundable.
- All financial obligations must be finalized with the financial office.
- Seventh-twelfth grade students must sign a *Statement of Cooperation* form.
- Mark your calendar to attend the school orientation meeting in August before school starts.

It is our policy that any student who has been expelled from another school will not be eligible for enrollment at North River Christian Academy until they are eligible for enrollment at the school from which they were expelled. Parents are expected to uphold the objectives, rules, and purposes of the school. All new students are accepted on a semester probationary basis.

## **Academic Entrance Requirements**

### **KINDERGARTEN 4/5:**

Prospective students must be 4/5 years old by September 1st. Health forms as required by state health officials and a copy of the child's birth certificate and social security card must be turned in to the school office with the enrollment application.

### **GRADES 1 – 8:**

Prospective students will be given an entrance examination and must provide a current report card with evidence of core subjects passed from the previous year. Behavior must comply with the guidelines in the current Student Handbook.

### **GRADES 9 – 12:**

Prospective students will be given an entrance examination and must provide a transcript as evidence of credits earned. Behavior must comply with guidelines listed in the current Student Handbook.

## **Special Education Policy**

NRCA provides regular and advanced diploma instruction in a regular classroom setting. We do not provide specialized instruction or assistance for students with special learning needs, which includes students with an Individualized Educational Plan (IEP). As with all of our students, we will assist students who attend our school as much as possible with their academic assignments while they are in class, but our assistance is intended for students who are pursuing a regular or advanced high school diploma, and does not meet any of the guidelines for students with special learning needs. Parents of students with an IEP who are enrolled at NRCA must provide all personalized remedial and academic assistance for that student outside of the academic day, and must secure and pay for that assistance on their own. No Special Education services are provided at NRCA other than the regular classroom assistance and regularly scheduled tutoring sessions provided to all students.



## Daily Bell Schedule

Basic Schedule (all students)

7:50	First Bell
7:55	Tardy Bell
3:00	Dismissal

Any student not picked up by 3:20 p.m. will be placed in extended care and their account will be charged accordingly. Parents picking up students after 3:20 p.m. should sign them out on the extended day care sheet. Extended care is over at 5:30 p.m.

## Classification of Grades

*Kindergarten*

Four-Five Year Olds

*Elementary*

First-Sixth Grade

*Junior High*

Seventh-Eighth Grade

*Senior High*

Ninth-Twelfth Grade

## Grading Scale

Percentage	Letter	Grade Point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

## Graduation Requirements

It is the desire of this school to provide a course of study that reflects diploma requirements for students graduating from Alabama High Schools. To meet these requirements, we offer two diplomas—the Standard Diploma and the Advanced Diploma. Both diplomas are designed to prepare students for college. The major distinction between the two diplomas is that a student working towards the Advanced Diploma must take at least two (2) advanced level courses, and complete 2 years of a foreign language. Students must register for and take the ACT College Entrance Test before graduation. Seniors must pass all their subjects in order to receive their diploma. A high school senior may not participate in the graduation ceremony with more than a one credit deficiency. All accounts of graduates must be current to participate in graduation.

### STANDARD DIPLOMA REQUIREMENTS — Credit Requirements 24

Course	Credits	Course	Credits
*Bible	4	Fine Arts	1
Science	4	Physical Education	1
History	4	Health Education	½
English	4	Computer Applications	½
Math	4	Career Plan/College Prep	1

### ADVANCED DIPLOMA REQUIREMENTS — Credit Requirements 26

Course	Credits	Course	Credits
*Bible	4	Fine Arts	1
Science (Advanced)	4	Physical Education	1
History (Advanced)	4	Health Education	½
English (Advanced)	4	Computer Applications	½
Math (Advanced)	4	Career Plan/College Prep	1
Foreign Language	2		

*\*Transfer students may substitute other electives for this requirement.*

## Advanced Academic Program

NRCA offers an Advanced Academic Program with a more in-depth level of instruction in the areas of English, history, math, and science. All high school students (9-12) that earn a 3.0 yearly GPA average in the previous year's core classes are eligible to enter the Advanced Academic Program. Students are not required to participate in all core classes. They are not required to continue in participation in AAP the following year once they have begun. Students must be enrolled for both semesters of the school year in order to receive AAP credit.

Students in AAP classes will attend regular classes, but will be given additional assignments above the level of expectations in a regular class. Students who participate in and complete the Advanced Academic Program will have advanced courses listed on their transcripts. An A received in an AAP course receives a 5.0, a B receives a 4.0 and so forth.

## Grading Procedures/On-Line Grading

Grades are figured on the basis of:

- tests and projects (45%)
- homework and classwork (30%)
- quizzes (25%)

Report cards are issued on a nine week basis with grades being recorded as number grades. Teachers will record grades weekly on *Gradelink*, which is a web based grading program. In order for parents to view their child's grade, an activation code may be picked up in the school office. It is the parent's responsibility to check *Gradelink* and be aware of their child's grades.

### Homework

- When a student is absent from school, it is their responsibility to obtain missing assignments upon returning to school.
- If an assignment is given prior to and due on days the student is absent, the assignments will be due the day the student returns to class.
- Classwork, homework, tests, & quizzes missed during an **excused absence** may be made up for full credit when completed in a timely manner at the discretion of the teacher. Work not made up in a timely manner will receive a zero. It is the student's responsibility to ask the teacher for any missed work.
- Classwork, homework, tests, & quizzes missed during an **unexcused absence** may be made up with a 59% being the highest possible grade earned. Work not made up in a timely manner will receive a zero. It is the student's responsibility to ask the teacher for any missed work.
- Homework not attempted, not turned in, or turned in late will result in a reduced grade.
- Extra-credit work will not be given for students who routinely fail to complete regular assignments.
- Weekly homework grades may be viewed on the web at [www.gradelink.com](http://www.gradelink.com).

### Tests, Quizzes, and Semester Exams

All students will be taking tests and quizzes covering their course of study. The consequences for cheating on a test, quiz, homework, or exam are: 5 demerits issued, a detention issued, and a "zero" grade given for the assignment. Cheating on a test may also forfeit academic honors.

Final exams are given at the end of each semester for 7th—12th grade students and will count as twenty percent (20%) of the final semester grade. Students must remain in the classroom during the entire examination period. All 7<sup>th</sup>-12<sup>th</sup> grade students must take first semester exams. Students (grades 9th-12th) with a 95% semester average or above in a given subject will be exempt from that second semester final exam. Students (grades 9th-12th) with a 90% semester average or above in a given subject AND 3 or fewer class absences and no suspensions will be exempt from that second semester final exam.

## **Report Cards**

- Report cards will be sent home at the end of each nine-week grading period.
- Report cards will be published to the student's Gradelink page.
- Report cards will be sent home on the Wednesday after the nine-week grading period ends and do not need to be returned.
- The final report card will be mailed the week following the last day of school. Final report cards and student records will be held by the office for students who have delinquent accounts with the school.

## **Promotion/Retention Guidelines**

All students will be promoted to the next higher grade upon satisfactory completion of requirements for their current grade. Students who are failing will be required to go to summer school or be retained. The following are the guidelines and requirements concerning promotion, retention, and credit classification:

### **Grade Kindergarten**

Kindergarten students may be retained only upon approval/agreement of the student's parents or guardian.

### **Grades 1-6**

The following subjects are considered core subjects for grades 1-6: math, language, and reading.

Students failing two or more core subjects will not be promoted to the next grade level.

If one core subject is failed, the student may be promoted only if the student attends summer school or works with a school approved tutor and passes the core subject during the summer.

### **Grades 7-8**

The following subjects are considered core subjects for grades 7-8: math, English, history, and science.

Students failing both math and English or more than two core subjects will not be promoted to the next grade level. In order to be promoted the student must attend and pass summer school or work with a school approved tutor and pass the core subjects during the summer.

### **Grades 9-12**

The following subjects are considered core subjects for grades 9-12: math, English, history, and science.

To qualify for promotion, students must earn at least 6 credits per year (4 must be core subjects).

High school credits are awarded on a yearly basis. For each successful year completed, one (1) unit of credit will be issued.

No more than 2 credits may be made up in summer school (9th-11th grade)

Seniors must pass all their subjects in order to receive their diploma. A high school senior may not participate in the graduation ceremony with more than a one credit deficiency.

## **Sports Eligibility Requirements**

To be eligible to play sports, a student must be enrolled with the school office and have all paperwork completed.

A student must have passed the previous academic year and have been promoted to their current grade level.

While in that new grade level, students must pass at least three of the four core subjects the first semester to be eligible to play sports the second semester. Core subjects are English, history, math, and science. Students are required to be enrolled in a Bible class each semester.

Students who are involved in athletics will not be allowed to participate in a game and/or practice that day if they arrive to school after 11:30 a.m.

Student athletes for NRCA must maintain a passing grade in every subject during the course of the semester in order to participate in sporting activities (games and/or traveling with team).

## Attendance

Regular attendance and being on time to school is a vital ingredient for success at North River Christian Academy. Sometimes circumstances beyond your control prevent this from happening. If a student is absent from school for any reason, the parent must either write a note or e-mail the school secretary (cynthialewis\_nrca@yahoo.com) explaining the reason for the absence. This excuse is to be given to the office on the day that the student returns to school. The office will determine if the absence is excused or unexcused. If the office does not receive the written excuse or an e-mail within three (3) days of the absence, the absence will automatically be unexcused.

Any absence after the tenth absence in a semester must be accompanied by a doctor's note to be considered excused. After **fifteen absences in a semester** a student may be required to withdraw from NRCA. Students in grades 9-12 having more than fifteen absences in **any class in a semester** will not receive credit for that class. Any student who arrives to school after 11:30 a.m. or leaves before 11:30 a.m. is considered absent for the day.

### Excused Absences

Excused absences will be given for the following:

- Illness
  - Doctor or dental appointments
  - Death in the immediate family
  - College visits
  - Legal requirements – such as subpoena or required court appearance
  - Pre-approved absences (if approved by administrator)
1. Classwork, homework, tests, and quizzes missed during an **excused absence** may be made up for full credit when completed in a timely manner at the discretion of the teacher. Work not made up in a timely manner will receive a zero. It is the student's responsibility to ask the teacher for any missed work.
  2. Homework due on the day of the absence must be turned in the next day back to class to receive full credit.

### Unexcused Absences

- Unexcused absences are given for any reason other than those listed under "Excused Absences."
- Classwork, homework, tests, and quizzes missed during an **unexcused absence** may be made up with a 59% being the highest possible grade earned. Work not made up in a timely manner will receive a zero. It is the student's responsibility to ask the teacher for any missed work.
- Students who are sent home to correct a dress code offense are unexcused from classes missed.

### Pre-Approved Absences

Absences normally considered unexcused are sometimes permitted. Some examples of these types of absences would be: driver's license, college visits, mission trip, or educational trip. The procedure for obtaining permission is as follows.

- A request for a pre-approved absence should be made by the parent in the form of a written note, personal visit, or telephone call to the school office at least one day in advance.
- If the absence is approved by the administrator, the student will receive a *Pre-Approved Absence Form* with the administrator's signature on it.
- The student must show this form to each of their teachers and get their signature and any assignments that will be missed.
- Classwork, homework, tests, and quizzes missed during a pre-approved absence may be made up for full credit when completed in a timely manner at the discretion of the teacher. Work not made up in a timely manner will receive a zero. It is the student's responsibility to ask the teacher for any missed work.
- Pre-approved absences will not be granted to students with failing grades.

### **Tardiness to School (K5-12th)**

Good attendance and being on time to school is essential for good learning. Sometimes events beyond our control cause us to be late. However for most individuals, being late is a bad habit pattern caused by poor planning and lack of self-discipline. Therefore the following policies are instituted concerning tardies to school:

- After the seventh tardy during a 9-week grading period, a \$5.00 tardy fee will be added to each student's bill for every subsequent tardy during the 9-week period. After the fifteenth tardy during a 9-week grading period, the student will be re-evaluated for enrollment at NRCA.
- Medical appointments are not included in the tardy penalty and must be accompanied by a note from the doctor/dentist. All other excuses fall under the tardy penalty.
- The first bell rings at 7:50 for students to report to class. The tardy bell rings at 7:55.
- Students who arrive to school after the 7:55 a.m. bell are considered tardy and must report to the school office to receive a Tardy Slip. Failure to report to the office will result in an unexcused absence for the day.
- Students who are involved in athletics will not be allowed to participate in a game and/or practice that day if they arrive to school after 11:30 a.m.

### **Early Dismissals**

Parents and students are requested to adhere to the following procedure for an early dismissal from school:

- Upon arrival to school, the student must bring a signed note from the parent to the school office requesting an early dismissal.
- Parents are to come to the office, and not to the classroom, to pick up the student.
- All students (or a parent for a student) must sign out on the *Early Dismissal Sheet* in the school office.
- Student drivers may not check out early without written permission or a phone call from the parent.

## **Financial Policies**

### **Registration**

The registration fee is a non-refundable annual payment. Registration for the new year begins during the month of January. Registration rates range from \$100-\$200 depending on the date of registration. The earlier a student registers, the lower the registration rate. All new students to the school may register at the \$100 rate regardless of the date.

### **Fees**

Each student (K5-12th, \$100 and K4, \$60) is charged an annual fee to cover Gradelink fees, calling tree fees, student standardized testing (SAT) and scoring, and ACSI, SACS, and AISA student association dues. This fee also covers one yearbook per student. K4, K5, and seniors are also charged a graduation fee. All accounts of graduates must be current to participate in graduation. Students who are involved in the sports program will be charged a fee for each sport played. Sports fees range from \$100-\$150 depending on how many sports are played.

### **Books**

Each student (K4-12th) must rent their books from the school. There is a one time non-refundable book fee due at the beginning of the year that ranges between \$125-\$250 depending on the grade of the student. The books are owned by the school and are rented by the student. Non-consumable books must be returned to the school in usable condition (except books issued in "fair" condition) or a replacement fee will be charged.

### **Tuition**

Tuition may be paid in one of the following ways:

- Annually - Tuition is paid in one payment for the entire year and must be paid by June 1st. This is a 3% savings.
- Monthly – Tuition is paid in 12 monthly checks postdated the 1<sup>st</sup> of each month (June 1<sup>st</sup>-May 1<sup>st</sup>). Postdated checks must be given to the financial secretary by June 1<sup>st</sup>. These will be secured and deposited monthly.
- Monthly - Tuition is paid in 10 monthly checks postdated the 1st of each month (August 1st-May 1st). Postdated checks must be given to the financial secretary by August 1st. These will be secured and deposited monthly.
- Credit Card - Tuition is paid in 10 monthly charges to your credit card on the 1st of each month (August 1st-May 1st). A 5% service charge will be added to your bill each month for this convenience.

### **Fundraising**

To meet the anticipated financial needs of the school, \$300 per family (K4-12th) will need to be fundraised. For the 2016-2017 school year, each family will be offered the option to participate in fundraisers to pay off the costs without any cash outlay to the family or pay an additional \$30 per month tuition if you choose not to participate in fundraisers. Earnings fundraised in excess of \$300 will reduce the outstanding tuition balance as long as your account remains current and no other discounts apply.

### **Financial Aid**

North River Christian School has a need-based financial aid program. Financial aid forms are available in the financial office. Although any family may apply, families that are currently enrolled at NRCA will be given first preference. All financial information is kept confidential with the financial committee. The financial committee will review each financial aid application and will determine the financial aid received.

### **Extended Care Program**

Free care will be provided 20 minutes before and 20 minutes after school. Any student (K5-12th) who arrives on campus before 7:30 a.m. and is on campus after 3:20 p.m. will be charged a flat rate of \$5.00/day. Late pick-up fees are charged at the rate of \$5 for each 10 minute increment past 5:30 p.m.. For student in K4, extended care is included in the price of the K4 tuition rate.

### **General Information**

- Payment is due before services are rendered.
- Tuition is due on the 1st of the month (August 1st-May 1st). A late fee of \$25 will be added to accounts not paid by the 10th of the month.
- If accounts are more than 30 days late, services will not be rendered.
- All returned checks will be charged a \$30 fee. After two returned checks, all payments must be made with cash, money order, cashier's check, or credit card.
- Tuition will be pro-rated for students entering school during the course of the year.
- Students who attend any day of a given month will owe full tuition for that month. When a student withdraws during the course of the year, tuition charges will be pro-rated on a monthly basis. The student's account must be paid in full in order for report cards, transcripts, or records to be released.
- All registration and book rental fees are non-refundable.
- All accounts of graduates (K4, K5 & 12th) must be current to participate in graduation ceremonies.
- Multiple child discounts apply only to immediate family members living in the same household.
- Students who are expelled will not be allowed a refund.

### **Payments**

- Students are not permitted to attend class if their balance is more than one month behind. Absences to class will be classified as unexcused.
- Students attending one or more days of any month will be responsible for the full tuition payment that month.
- Make all checks payable to North River Christian Academy or NRCA. We do not accept two party checks.
- Payments may be mailed or dropped in the drop box located in the financial office door at any time. The financial office will also receive payments between 8:00am-12:00pm, Monday-Friday. Cash payments must be made to the financial secretary during the above hours. Payments for more than the amount due will be shown as a credit on the following bill.

## **Miscellaneous**

### **Chapel**

Chapel will be held every Wednesday from 12:30-1:15 p.m.. Students are expected to be on time for chapel and to bring their Bibles.

### **Fire, Disaster, and Emergency Drills**

Fire, disaster, and emergency drills are held periodically during the school year. These are to be taken seriously. Fire escape routes and disaster routes are posted in each room. When the signal is given, all activities should cease and the exits should be made promptly using the proper procedures.

### **Insurance**

The school has purchased a catastrophic insurance policy to cover all students in the event of any serious injury. The policy provides up to \$5,000,000 of coverage and \$500,000 in the event of disability. This policy does not go into effect until after \$10,000. Therefore, parents must provide proof of insurance or purchase student insurance from the school's carrier. The school will not be responsible for deductibles or for items not covered by your insurance. Supplemental insurance can be purchased to cover deductibles and non-covered expenses.

### **Lockers**

Student lockers are the property of the school and may be checked from time to time for cleanliness, safety, or disciplinary reasons. Lockers will be assigned at orientation or on the first day of school. Students are not to exchange locker combinations. No student is permitted access into any other locker. Lockers should be closed and locked before students leave school each day. Students are not permitted to exchange lockers without permission from the administration. Personal belongings must be inside the locker or carried to class. Personal belongings not taken to class or put in a locker will be placed in the lost and found. Do not leave anything valuable in the PE locker rooms. Students should use their personal locker to secure valuable items.

### **Lost and Found**

Students may check in the front stairwell closet for any lost items. Because of the quantity received, lost and found items are only held for one month before being donated to charity. Students need to make sure their names are on all personal belongings to help keep lost and unclaimed items to a minimum.

### **Lunch**

Students may purchase a hot lunch for \$5.00 each day at the school. In addition to the hot lunch program, milk, juice, sodas, chips and other snacks may also be purchased. Parents may send lunch money by check or cash. Elementary students should give their money to their teacher in the morning and their lunch money will be placed on a lunch debit account. Seventh-twelfth grade students must have cash (or check) each day to pay for their daily lunch. No lunch account cards will be provided for students in high school. If you have more than one child buying lunch, each child must bring their own lunch money. Lunch menus will be sent home and posted on the webpage at the beginning of each month. All eating is to be done in the cafeteria or designated areas. Students are expected to maintain proper table manners and to keep the cafeteria neat and clean. Students who arrive tardy and plan to purchase a hot lunch that day need to have their order placed no later than 9:00 a.m. Call the school office between 8:00 a.m. and 9:00 a.m. so your child's lunch may be ordered before their arrival.

### **Medical Emergencies**

North River Christian Academy does not employ a school nurse or a doctor. However, the best possible emergency care will be assured should an accident involve your child. Please be sure that the information on your child's emergency card stays current. If a child is injured or becomes sick while at school, they will be given the best care possible until the parent arrives to take them home or to the doctor.

### **Medications**

All prescription medications are to be turned in to the school office in a container with an original prescription label affixed to the container. Realize it is illegal and unwise to give someone else your prescription medicine. If medicine must be given during the school day, it is best that only the dosage for a week be sent. Do not send the whole supply. No student will be given any internal medication by school personnel without parental permission (this includes aspirin). Only the school office personnel will administer medications.

**Illness**

Students who are ill must be kept at home. Parents will be expected to pick up children who have a fever (100.5 degrees or higher), who are vomiting, or who show signs of undiagnosed illness (e.g. rash, pink eye, etc.). Students must be fever-free for 24 hours before coming back to school.

**School/Financial Office Hours**

The school office will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The financial office will be open from 8:00 a.m. to 12:00 p.m. Monday through Friday. No student is to be in the school or financial office without sufficient reason. All school business should be taken care of during these hours. Any payments made after 4:00 p.m. may be deposited in the drop slot at the financial office.

**School Pictures**

Individual pictures are taken of all students in the fall and spring of the school year. The fall pictures will appear in the yearbook. Make-up pictures will be taken approximately one month later if you were not satisfied with your child's portraits. Parents have the option to purchase pictures if they so desire.

**Sports**

An after school sports program for both boys and girls is offered for students in grades 6th-12th. To be eligible to participate in after school sports, see the sports eligibility section of the handbook. Students involved in athletics or extracurricular activities are not allowed to participate in a practice or a game on a day that the student is absent from school. Students who are involved in athletics will not be allowed to participate in a game and/or practice that day if they arrive to school after 11:30 a.m. Once obtaining athletic eligibility at the beginning of the year, student athletes must have a passing grade in at least three out of four core subjects in order to participate in second semester sports. Athletes must maintain a passing grade in all subjects during the grading period in order to participate in any sporting activity. Students participating in summer sports practices/conditioning programs must be a registered student for the next school year.

**Visitors**

All visitors (including parents & relatives of students) are to report to the school office upon arrival on campus and sign in on the Visitor's Sign-in Sheet. Friends of students who are interested in attending North River Christian Academy are welcome to visit classes. Arrangements are to be made at least one day in advance through the school office. No visitors are to be brought to school without first making arrangements with the administration. All visitors and/or parents helping with any school function must observe school regulations. Parents and visitors are asked to refrain from smoking in the building, on the school grounds, or at any school function. Only parents, grandparents, adult siblings, or youth pastors are allowed to visit students for lunch. Please inform the teacher of your intentions prior to the lunch visit.

**Withdrawals**

Students withdrawing from school must have their parents contact the school office before leaving. Parents will be required to complete a Withdrawal Form before records can be transferred. Students having attended one day or more of any month will owe the full month's tuition. All books, supplies and materials belonging to the school must be returned before records can be released. Records cannot be transferred until the student's account is paid in full.

**Yearbook**

The school yearbook is published annually. Yearbooks will be distributed at the beginning of the next school year. Each family that re-enrolls their K4-12th grade student for the next school year will receive a free yearbook from the previous year. Additional copies may be purchased based on availability.



## **Student Conduct**

### **Statement of Cooperation**

Attendance at North River Christian Academy is a privilege. While enrolled at NRCA, students must realize that they represent this institution both on and off campus. It is the student's responsibility to ensure their thoughts and actions are in harmony with the objectives of the academy. If the administration determines that a student or parent is not in harmony with the mission of the academy, the student may be required to withdraw or will not be permitted to reenroll for the following school year. At the end of each year, every student's academic and discipline record will be evaluated by the administration to determine eligibility for reenrollment.

### **Elementary Discipline**

Students in grades K4-6th will be under the discipline of their classroom teacher. Teachers will use proven methods of discipline for classroom control such as red light/green light, time out, loss of PE, phone call to parent, loss of rewards and/or privileges, etc. If the student continues a pattern of misbehavior that is not conducive to learning, the parent will be contacted by the administration to correct the problem. As an incentive for good behavior at this level, lower elementary students have the opportunity to earn an invitation to a quarterly *Good Behavior Party* and upper elementary students have the opportunity to earn a free *Good Behavior Reward Trip* each quarter.

### **Junior/Senior High Discipline**

#### **Illegal Drug Policy**

It is the policy of NRCA that possession or use of illegal drugs is grounds for dismissal of a current student or denial of admission for an applicant. NRCA reserves the right to use medical professionals to test students for the presence of illegal drugs, whether based on suspicion or at random. The cost of a positive test result will be the parent's responsibility.

#### **Demerits**

It is our desire at NRCA to instill in our students the responsibility and work ethic that characterizes Christ-like behavior. Discipline for the junior/senior high is based on a demerit system. Demerits accumulate over a 9-week period. There is also a reward system for students not accumulating demerits. There are four levels of demerits:

##### One Demerit Offenses:

- Disrupting class
- Prohibited items ie: gum (+ \$1.00 fine), food and/or drink in class, etc.
- Public displays of affection (minor infraction)
- Out of designated area
- Sleeping in class
- Tardy to class
- Unprepared for class
- Dress code violation
- Working on unrelated material
- Profanity/Inappropriate language (minor infraction)

##### Three Demerit Offenses:

- Rough housing/shoving/pushing/fighting/mistreating others or property (minor infraction)
- Profanity/Inappropriate language or pictures—this includes social media pages (major infraction)

##### Five Demerit Offenses:

- Cheating (includes giving your paper to someone to see/copy)
- Public displays of affection (major infraction)
- Lying
- Stealing
- Disrespect for authority
- Leaving the school building without permission

Ten Demerit Offenses:

- Stealing
- Threatening others/fighting/mistreating others or property/bullying (major infraction)
- Leaving school property without permission
- Possession of iPod/cd player or other electronics during school day
- Possession of cell phone during school day

Suspension/Expulsion Offenses:

Offenses such as those listed below are grounds for dismissal from NRCA and will be handled by the administration on an individual basis:

- Battery upon a staff member and/or serious disrespect for authority
- Leaving school property without permission
- Possession of any type of weapon
- Use or possession of tobacco, alcohol, or drugs
- Fighting/bullying/threatening others
- Stealing
- Use or possession of pornography
- Immoral conduct
- Vandalism
- Any other behavior the administration deems unacceptable

### **Reward System**

Students receiving fewer than 3 demerits during a 9-week grading period will earn a reward trip.

### **Consequences for Demerits**

Five Demerits: Students accumulating 5 demerits will serve an hour long *After School Detention*.

Ten Demerits: Students accumulating 10 demerits will serve a one day *In-School/Out-School Suspension*.

Fifteen Demerits: Students accumulating 15 demerits will receive *After School Detentions* and will be placed on probation for possible *Expulsion*. Any student who reaches the 15 demerit level twice in the school year may be expelled or asked to withdraw.

### **Detention**

*After School Detention* is held from 3:15 to 4:15 and is a work detail detention.

### **Web Pages**

Any student who creates a webpage (facebook, snapchat, instagram, etc.) must make sure that the material placed on that page is appropriate to the mission and purpose of NRCA. Any material on a student's webpage that is considered inappropriate for a student who is representing NRCA will subject that student to disciplinary action.

### **Cell Phones**

Although cell phones are a wonderful tool for communication in our society, they are also a major distraction to the learning environment at the high school level. Therefore, cell phones are not permitted to be used, heard, or visible during the hours of instruction from 7:55 a.m. to 3:00 p.m. Students are allowed to use their phones during the morning extended care hour and during after school care. However, students will be expected to turn in their phone to their homeroom teacher each morning. The homeroom teacher will have a box that will be secured in the school office. If a student does not turn their phone in to the homeroom teacher, they must keep the phone in their car. Students with a cell phone in their possession during the hours of 7:55 a.m. to 3:00 p.m. will receive severe consequences. On the first offense, 10 demerits and an in-school suspension will be issued and the phone will only be returned to a parent. If there is a second offense the student may be required to withdraw.

**Suspension**

A parent-principal conference or phone call will be held prior to a suspension. The principal may choose to require the student to serve the suspension in-school or out-of-school. In-school suspensions consist of work detail with the maintenance personnel. Homework, classwork, and tests missed during any suspension may be completed in a timely manner at the discretion of the teacher for regular credit. However, a zero (0) will be averaged into the student's grade for every class missed due to the suspension. It is the student's responsibility to arrange make-up work times with the teacher. Suspended students will not be permitted to attend any school functions (including sports events) while suspended. "Out of school" suspended students are not permitted on school property unless permission has been granted by the administration and they are accompanied by a parent. Suspensions are recorded on permanent records.

**Expulsion**

Dismissals will be done in counsel, with the final decision being made by the administration and school board. When students are expelled, they will not be considered for re-enrollment until they have been out of North River Christian Academy one full semester with a good citizenship record. Expelled students are not permitted on campus at any time, or attend any school functions. Expulsions will be recorded on permanent records. Any student who has been expelled from another school will not be eligible for enrollment at North River Christian Academy until they are eligible for enrollment at the school from which they were expelled.

**Dating**

North River Christian Academy is a co-educational ministry operating on the philosophy that it is good for boys and girls to develop wholesome relationships with many individuals of both sexes. These relationships, however, should be on a friendship basis only.

- Couples (9th-12th) may sit together at the lunch period.
- Students may not loiter in the hallways or classrooms in groups or as couples.
- No physical contact between those of the opposite sex will be permitted during the school day, on the school grounds, or at any school functions.
- It is our policy at North River Christian Academy that no student become engaged, married, pregnant and/or be a parent while attending this school. Students who do so will be required to withdraw from North River Christian Academy.

## Dress Code

It is the desire of North River Christian Academy that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards of appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

Kindergarten 4/5: Dress students in an appropriate manner for school.

1st-12th Grade:

- Khaki, black, gray, or blue pants with belt loops—girls may wear capris; boys may wear fitted shorts. Pants and/or shorts on boys may not be sagging and must be knee-length. Tighter fitting pants on girls must be worn with a loose fitting top that covers at least to finger tip.
- Any solid color or striped polo shirt—or button down collared shirt.
- 7th-12th grade boys: shirts must be tucked in and a belt must be worn.
- 1st-6th grade boys: shirts do not need to be tucked in and a belt is optional.
- All students hair must be clean and neatly styled. Hair dye should be natural in color.
- Boy's hair: must be off the collar, ears, and eyebrows. Face must be clean-shaven.
- Hats/caps/toboggans/bandannas/etc. are not to be worn inside the building.
- Sunglasses are not to be worn inside the building.
- Sweatpants may not be worn at any time—even on dress down days.
- Athletic-type slide shoes may not be worn on any day by boys or girls.
- Tennis shoes, loafer-type shoes, boots, or dress sandals may be worn. No slippers or beach flip flops.
- Outerwear may be any color coat or jacket.
- Earrings are not permitted on boys and any necklace worn by a boy must be under their shirt. Earrings on girls must be in moderation. No other body piercings or tattoos are allowed on any part of the body that is exposed.

Dress down days are each Wednesday for \$1.00. Blue jeans, knee-length shorts, and t-shirts may be worn. Shirts do not need to be tucked in. Dress down wear must be appropriate (no sweat pants or pajama-type pants, no holey jeans, no tank top type shirts). Tighter fitting pants on girls must be worn with a loose fitting top that covers at least to finger tip. All dress down wear is subject to administrative approval.

General Rules:

- Writing on skin or clothing is not permissible.
- No symbols may be worn that are contrary to the teachings of Christ.
- Boys may not have pony tails, or designs cut in hair.
- Cleats are not to be worn inside the buildings.

Athletic Team Dress: Students who participate in a team sport are required to wear team wear that has been designated by the coach on all game days whether home or away.

While the school cannot write policies for every detail/situation, we reserve the right to correct any behavior or appearance that is disruptive or distracting to our instructional program. The administration will have final discretion in regard to dress code. The school does not impose dress codes for students outside of school functions. The school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

## **Buildings and Grounds**

- Place all trash in the wastebaskets.
- Do not sit on desktops, folding tables, or lunchroom tables.
- Do not write on walls, desks, bulletin boards, or other equipment.
- Open doors by means of door handles rather than kicking them. Do not play with the panic bars on exit doors.
- Turn off faucets when finished using them.
- Use restrooms and changing rooms appropriately.
- Equipment broken or damaged due to negligence, horseplay, or disobedience to rules will be assessed and added to the student's financial account.

## **Student Mobility**

### **Student Arrival**

Students arriving between 6:30 a.m. and 7:30 a.m. must go to the gymnasium and report to the morning care worker to be signed in. There is a charge for care during this hour. Students entering the building after 7:30 a.m. will not be charged a morning care fee. Students arriving after 7:30 a.m. must report to the gymnasium. Students are not to leave the designated area without permission from the morning care worker. At 7:50 a.m., the elementary teachers will take their class to their room and high school students may go to their lockers. Students are to be in their homerooms by the 7:55 a.m. bell. Students arriving after 7:55 a.m. must report to the school office before going to class to receive a Tardy Slip. If the tardy is due to a doctor/dental appointment, the student must bring a note from the doctor in order for the tardy to be excused. After the seventh tardy during a 9-week grading period, a \$5.00 tardy fee will be added to each student's bill for every subsequent tardy during the 9-week period. After the fifteenth tardy during a 9-week grading period, the student will be re-evaluated for enrollment at NRCA.

### **Student Departure**

All student riders will be dismissed from their classroom at 3:00 p.m. At the end of the school day, students are to be picked up at the east parking lot. Parents are to form two lines, pull through the awning, and wait for their child to be called. Parents may not park in the pick-up lanes when picking up their children. Unless the school office has been notified on the Elementary Student Pick Up Form, students are to be picked up by their parents or legal guardian. The school office should be notified at least thirty minutes before dismissal time if an unlisted person will be picking up the student. If parents are divorced or separated and one parent is not allowed to pick up the student, a certified copy of the court order by the final judgment must be on file in the school office.

### **Student Illnesses**

Students who leave school due to illness will be required to sign out on the *Early Dismissal Sheet* in the school office. Students will be responsible for any work missed during this time.

### **Extended Care**

Extended care hours are from 6:30 a.m. until 5:30 p.m. On days that the school is closed for holidays or teachers' training, there will be no extended care provided. Upon arrival in the morning, all students are to report to the gym for extended care where they will be signed in. Any student who is on the school grounds before 7:30 a.m. or after 3:20 p.m. will automatically be placed in the extended care program. Parents using the afternoon extended care must sign their children out before they leave. Parents will be charged when their child is in extended care and this fee will be put on the monthly statement. Children staying past 5:30 p.m. will be charged \$5.00 for each ten minute period or any part thereof. Once you pick your child up from school and check them out of extended care, they can not return to extended care. Afternoon extended care does not have a check out/check in option.

### **Transportation and Student Drivers**

Student drivers must have a *Student Driver Application Form* on file in the school office. Permission will be granted after the student has provided proof of insurance, a copy of the driver's license, and the completed form signed by their parents. Students are not permitted to transport other students (outside their immediate family) to or from school without written permission from the parents involved. Students are never permitted to drive another student's car. Student vehicles must be parked in the west parking lot only, locked, undisturbed, and unoccupied. Students may not go to their car during the school day unless permission has been given by the administration. Athletic teams will always ride with the team to and from games in the vehicle provided by the school. Unlicensed drivers may not drive on campus at any time. Failure to follow the policies and guidelines for a student driver will result in the privilege being revoked.



# Parent/Student Handbook

## Statement of Cooperation

(This sheet must be signed and returned to the school office to attend school)

I understand that the North River Christian Academy Student Handbook is found on the school website at [northriverchristian.com](http://northriverchristian.com) and a personal copy may also be picked up from the school office if requested. It is my responsibility to be aware of what is in this document. By signing below, I agree to abide by and support the mission, philosophy, objectives, statement of faith, rules, regulations and procedures stated therein. I realize that attendance at North River Christian Academy is a privilege and should the administration and school board determine that I am not in harmony with the mission, spirit, and purpose of the school, I may be asked to withdraw.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

