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## **HISTORY**

The NORTH SPENCER CHRISTIAN ACADEMY was established in February 1979. The membership of Bible Baptist Church of North Spencer unanimously voted to open the Academy in September of 1979 and elected a Board of Education. Mrs. Anita Lockwood, Mrs. Joyce Pasto, Mr. Daniel Wagner, Mrs. Jean Wetherbee, and Mrs. Josephine Wilson served on the first Board under the guidance of Pastor Homer Wetherbee. The doors opened on September 5, 1979, with an enrollment of 28 children in Grades K-6.

Anticipating future growth, the new building was completed in 1982. In September of that year, the doors opened to eighty-five students in grades K-10. In November, a preschool program was started. By June 1983, 92 students were enrolled.

The first graduating senior was honored at graduation services in June 1985. The enrollment over the next two years was 100+ including the preschool. All of the second-floor classrooms, the science lab, restrooms, gym, stage and kitchen were completed for use by the 1985-86 school year. The high school reopened in 2010-2011.

## **MISSION STATEMENT**

North Spencer Christian Academy exists to educate for eternity.

## **VISION STATEMENT:**

NSCA partners with families to ignite the flame of spiritual, academic, and personal excellence in a Christ-centered environment, so that our graduates will become life-long servants of God. Ps. 104:4

## CORE VALUES

We are committed to

***Spiritual Excellence*** as we focus on the development of a Biblical Worldview. NSCA integrates a biblical perspective into all aspects of the school experience so that students may view life from God's frame of reference. (2 Corinthians 10:5, Romans 12:2; Ephesians 4:22-24)

We are committed to

***Academic Excellence*** as we strive to provide an environment for students to excel in every facet of learning, holding them accountable for their efforts. (Colossians 3:23; 2 Timothy 2:15)

We are committed to

***Personal Excellence*** as we foster Christ-like character development. NSCA trains both the hearts and minds of students in the development of Godly wisdom so they may reflect the character of Jesus Christ in everything they do. (1 Corinthians 2:16; Philippians 2:5)

We are committed to a

***Christ-Centered Environment*** as we embrace the biblical responsibility entrusted to parents to nurture and educate their children and supports the partnership between families and their local church. (Deuteronomy 6:5-9; Ephesians 6:1-4).

To that end, NSCA teaches and trains students only with Christian faculty and staff who themselves live out the precepts of Christ in their own lives as they mentor their students. (1 Corinthians 11:1; 2 Timothy 2:2)

We are committed to

***Lifelong Service*** to God as we model such service and instill within our student's hearts, the desire to fully serve Him and people everywhere. We fervently desire our students to become the "flames," the servants of God. (Psalm 104:4)

**NOTICE: Parents and students are responsible to be familiar with the contents of this handbook. Enrollment constitutes acknowledgement that parents understand and agree that they and their students, will support and uphold these policies and procedures.**

## **Policies and Procedures**

### ABSENCES

Absences are either excused or unexcused. Excused absences are for student illness, death in the immediate family, doctor/dentist appointments, or religious observance. In case of absence, the parent must write a dated note to the office explaining the reason for the absence. This note must be sent the day a student returns from an absence. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Unexcused absentees will not be able to make up work unless satisfactory arrangements were made with the administration before the absence occurred. Any student who is absent 30 days or more may not pass the school year.

Family vacations and trips are unexcused absences and should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please notify the teacher and administration several days in advance.**

### ACHIEVEMENT TESTING

Each year students will take standardized achievement tests. Parents will be notified of the results of the tests.

### ADMISSION POLICIES

NSCA takes a two-fold approach to spiritual development in admissions. The focus of Nursery to Grade Eight is on evangelism--helping students develop a personal relationship with Jesus Christ as Lord and Savior. At entry into High School (9-12), the focus is on discipleship, so students admitted to High School must be followers of Christ by their own testimony

and life. **Students must be interviewed by the Administrator or Pastor before full acceptance as a student.**

The North Spencer Christian Academy accepts students of all denominations (or no denomination) who demonstrate academic readiness and whose parents demonstrate a cooperative attitude with respect to our educational objectives. No student will be denied admission because of race, national or ethnic origin, color, or gender. Parents do not need to be members of Bible Baptist Church to send their children to NSCA.

A probationary period of six (6) weeks for all new students will be required for final appointment to grades. Notification of any grade change will be made following the probationary period.

New students will be accepted, all other things being equal, in order of receipt of application and fee.

A child entering the kindergarten program must be five years old on or before December 1 of the school year. At the time of enrollment, a copy the child's birth certificate and immunization records from the doctor's office must be turned into the NSCA office.

#### ADMISSION PROCEDURE

Parents must complete an Application Form and return it with a non-refundable \$100.00 per student Tuition Deposit (\$200 per family) before admission. **Tuition Deposits are not refundable.** Parents must fill out an application listing each eligible child. The Administrator may interview the applicant and parent before the application is approved.

A student enrolling in NSCA in grades 1-12 will be tested for grade placement. Placement of a new student rests with the faculty and/or Administrator. Parents will be consulted.

#### AFTER SCHOOL HELP

The after school period from 2:35-3:15 will be used for activities and extra help. Contact your child's teacher to learn when extra help is available. Transportation after extra help is the parent's responsibility.

## ARRIVAL/DISMISSAL

Students who arrive early will go to their lockers to put their things away and then go to the early bird room. Students should not be anywhere else in the building during this time.

Classroom dismissal is at 2:30. Students will be dismissed to the gym to wait for their parent or to board the bus.

Times to report to class/ homerooms are: 8:10 for all

## BAD WEATHER CONDITIONS

If the Spencer-Van Etten School District closes due to severe weather conditions, North Spencer Christian Academy will close at the same time. An automated phone call will be sent out announcing delays and closures. Our Facebook page is also a good source for school closing information.

## BUSING

Transportation requests for area schools must be turned in before April 1 for the following school year. Requests turned in after April 1 must be sent to the local public school board for approval.

## CHAPEL

Chapel is held once a week. Pastors, missionaries and lay persons are invited to speak to the students. A free will offering is taken every week.

## CHILD ABUSE PREVENTION

We recognize that your children are our most precious resource. North Spencer Baptist Church has a written plan to reduce the risk to children of sexual abuse or misconduct. The following measures are in effect to help safeguard your children.

1. All paid employees of the school, beginning with the Pastor and Administrator, have been required to sign release forms and undergo national background screening for criminal records. Volunteers who have regular, ongoing contact with children will be required to sign release forms and to be screened for criminal backgrounds.
2. Volunteers not familiar to NSCA must wait a minimum of six months before they will be granted access to children in small group settings.
3. Reference checks will be completed and documented on all employees and volunteers.

Any suspicion of sexual misconduct is to be brought to the attention of the Administrator immediately. Allegations of abuse will be investigated and appropriate action taken.

## COMMUNITY SERVICE

Beginning with the Class of 2015, High School students (Grades 9-12) are required to perform forty hours of community service per year. Forms are available from the office and from class advisers.

## CONDUCT CODE

NSCA believes that all areas of a student's life must be subject to God's scrutiny. If a habit or an activity is not pleasing to the Lord, it should not be engaged in. If a Christian cannot engage in an activity with a clear conscience, to him it is sin. To help foster Christian values in the students, the following conduct code will be expected of all NSCA students.

Students will refrain from:

- drinking alcoholic beverages
- using tobacco in all forms
- using drugs
- dancing and inappropriate music
- swearing, using indecent language
- participating in sexual activity outside of marriage.

While in school, the students will be taught that these activities are not helpful to a Christian's life or testimony. Parents are encouraged to establish a similar code of conduct for their homes. If a student is caught participating in any of these activities, he/she will be counseled appropriately.

## CURRICULUM

NSCA stands for a Christ-centered approach to education. It exists with the students' needs in mind. Emphasis is placed on the fact that all absolute truth is divine in origin, for God's Word tells us, "...the Spirit of Truth...will guide you into all truth..."

NSCA uses the A BEKA Books curriculum from Pensacola Christian Schools, Florida, in many of our Nursery to First grade classes. Bob Jones Press is used for other elementary subjects and many of our middle school and high school classes. We employ a traditional classroom setting in innovative ways. Reading is taught phonetically, and cursive writing is taught. Christian textbooks in certain academic fields are sometimes difficult to secure. NSCA realizes the need to utilize secular materials in some cases in order to standardize academic work, i.e. for Regents preparation.

## DETENTION

If a student is assigned to detention, parents will be notified so that transportation home can be arranged for the student if it is needed. Detention is mainly given for homework offenses, but may also be assigned as a disciplinary measure or for uniform violations.

## DISCIPLINE

Nursery, Pre-K, and Kindergarten:

Believing that discipline is necessary for the welfare of the student as well as the entire school, the teacher is given the liberty of making and enforcing classroom regulations in the manner in which he/she feels is in accordance with Christian principles and discipline as set forth in Scripture. North Spencer Christian Academy expects full cooperation from both parent and student in the education of the student. The booklet

“Under Loving Command” and the book *Dare to Discipline* by James Dobson are highly recommended as helps to parents.

First through Twelfth Grade:

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at NSCA is not only to achieve this goal but also to help our students learn self-discipline and good character traits. The teacher is responsible to maintain appropriate classroom behavior. To maintain a good learning environment, we expect students to conduct themselves appropriately. Students are expected to abide by the Biblical principle, “Do unto others as you would have them do unto you.” Certain behavior is not acceptable and will not be tolerated.

The following is not a complete list but is representative of unacceptable behavior:

- talking without permission,
- failure to complete assigned work
- fighting, lying, stealing, and disrespect,
- cursing, forging another’s name, cheating,
- deliberately damaging school or another’s property.

Violence, fighting, or threats of any kind, including possession of anything that could be used as a weapon, will be dealt with severely. Students may be expelled for any action or statement associated with violent behavior, including a joke that could be interpreted as a threat.

Students’ lockers, book bags, or other storage areas are subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects. Students who do not report wrongdoing may be subject to disciplinary action.

North Spencer Christian Academy expects full cooperation from both student and parent in the discipline of the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude.

Examples of typical corrective measures are time-outs, a student-teacher conference, an assigned after-school detention, a student-administrator conference, or a parent-teacher conference. A student assigned after-school detention will be given a note to inform the parent, indicating that action needs to be taken at home so that the teacher is not consumed with behavioral problems but rather academic instruction. This note

must be signed and returned the next school day. Should a student not stay after school, this will result with a conference with the administrator and additional disciplinary action. Students can be suspended for an accumulation of detentions and for major behavioral problems.

When the school feels that student/parent cooperation is lacking, the student may be asked to transfer out. Also, if the behavior of a student indicates an uncooperative spirit, he may be requested to transfer. Attendance at North Spencer Christian Academy is a privilege and not a right. Students may forfeit this privilege if they do not conform to the standards and ideals of work and life at NSCA.

North Spencer Christian Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at NSCA for worldly practices or divisions so common among other institutions. North Spencer Christian Academy has a reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background.

Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of NSCA and may be withdrawn or refused re-enrollment at the discretion of the administration.

## DRESS CODE

The Bible is not silent on the subject of dress and appearance. 1 Cor. 11:4, 7, 14; 1 Tim 2:9; and 1 Peter 3:3-4 all speak to the need for modesty in dress, appearance and deportment.

In order to foster biblical principles of dress and appearance, students at NSCA will conform to the following dress code. Any requests for clarification or exemption should be directed to the Administrator. Students should be neat and clean when they arrive at school. Parents will be notified of dress code violations. Repeated violations may result in detention for the student.

**No hats or hoods will be allowed in the building except on special days or as determined by the administrator.**

## **K through 6<sup>th</sup> grade**

### **BOYS:**

- Slacks: Navy blue or Khaki; Docker style, corduroys, or cargo. No denim or carpenter pants. Belts must be worn
- Shorts: Same as above and may be worn only from the first day of school to Oct. 15<sup>th</sup> and after May 1<sup>st</sup>. Must be no more than 2 inches above the knee
- Shirts: Oxford (dress shirt) or Polo with at least 2 buttons  
Light blue, navy blue, or white  
Long or short sleeve  
Must be tucked into slacks or shorts
- Footwear: shoes or sneakers  
No flip flops or slip-ons
- Sweaters: cardigan or pullover  
Navy blue, black or white
- Sweatshirts: Must have NSCA logo (purchased through the school)
- Hair: clean, trimmed neatly, above the eyebrows, not below the bottom of the collar  
Natural colors only
- Visible tattoos are prohibited

### **GIRLS:**

- Skirts/ Jumpers/Skorts: navy blue, khaki, or blue plaid  
No more than 1 inch above the knee  
Shorts must be worn underneath
- Slacks: navy blue or khaki  
Docker style or corduroys  
Denim or carpenter pants are not allowed
- Shorts: Same as above and may be worn only from the first day of school to Oct. 15<sup>th</sup> and after May 1<sup>st</sup>. Must be no more than 2 inches above the knee
- Shirts: Oxford (dress shirt) or Polo with at least 2 buttons  
Light blue, navy blue, or white  
Long or short sleeve
- Footwear: shoes, sneakers, or dress boots  
Sandals with a back strap are allowed  
No flip flops or slip-ons

Sweaters: cardigan or pullover Navy blue, black or white

Sweatshirts: Must have NSCA logo (purchased through the school)

Hair: Clean, neatly groomed, and natural colors

Visible tattoos are prohibited

### Seventh-Twelfth Grade:

The School Board of NSCA expects all the Christian students at North Spencer Christian Academy to dress modestly, as outlined below:

All MS/HS students will keep bottoms and busts/torsos covered.

- No bare shoulders or midribs.

- Torso is to be covered from 4 of the student's fingers

below

- the collarbone to 4 fingers below the navel.

- No tight fitting, jegging, legging, or sweat material

- No holes, tears, slices, worn or bleached areas

- Skirts or dresses shorter than your fingertips, then stockings, leggings, tights, spandex, or shorts must be worn under the skirt or dress.

- Boys must wear belts.

- No writing on pants or shorts.

- No disruptive, vulgar, satanic, or unchristian designs or messages on clothing.

Facial piercings (including tongue) and gages are not permitted. Visible tattoos are prohibited.

Hair is to be natural color only – no unnatural hair color at all.

The Administrator may make an exception only for the duration of Spirit Week. After Spirit Week, all hair color must be natural.

Hair should be clean and neatly combed or brushed.

Makeup is to be neat and simple.

On chapel days, away games (sports players), sporting events and other special events, girls will wear dresses or skirts with a blouse. Boys will wear slacks, shirt, and tie.

**No hoodies of any kind are allowed on chapel days and for away sporting events.**

### Dress-Down Days and After-School Functions:

Throughout the year, students will periodically be allowed to wear casual clothes to school rather than their uniform. These days will be announced in advance through Parent Letters. On these days, students are prohibited from wearing clothing imprinted with questionable messages, symbols, or pictures. Both girls and boys may wear jeans or shorts on dress down days; however, shorts must be no shorter than the student's fingertips when standing. Girls will not wear midriffs or miniskirts. Sundresses, tank-tops, or jumpers with thin straps must be worn with a shirt or jacket.

The school administration reserves the right to initiate policies on new fads and changes in style during the school year. Students may not wear flip-flops or any slip-on footwear. Sandals with a back strap are okay.

Students are expected to abide by dress-down regulations at all school and after-school functions, unless otherwise directed.

### Gym Uniform Policy:

**Sneakers are necessary for gym participation for all grades.**

Grades K-1 are not required to wear gym clothes.

Grades 2-5 Gym Uniform:

NSCA gym shirt, purchased at the school office

Navy blue or black athletic pants or shorts

Sweatpants are allowed

The above uniform may be worn to school on gym days.

Grades 6-12 Gym Uniform:

NSCA gym shirt, purchased at the school office

Navy blue or black athletic pants or shorts

Sweatpants are allowed

Students will change in and out of this gym uniform.

Earrings and jewelry will be removed for gym classes.

### ELECTRONIC DEVICE USAGE

**Students are not permitted to possess or use cell phones during the school day.** They must be turned in at homeroom and may not be used again until school is dismissed. Students caught using cell phones will be subject to discipline. The phones will be returned to the student at the end of the day.

Tablets and laptops may be used for academic purposes only, at the direction of the teacher.

Teachers will handle emergencies on a case by case basis.

#### EXTRA-CURRICULAR ACTIVITIES:

NSCA is first and foremost a private school that strives for academic excellence. This process involves the education of the total person, which means we must do more than impart knowledge and fill our students heads with facts. Therefore, the extra-curricular program in our school is designed to meet needs, build character, develop God-given talents, and ultimately, be a means to serve God and witness for Jesus Christ. To participate is not a right, which means that certain standards must be maintained.

#### Policies:

1. Before a student participates, he/she must have parental consent and cooperation.
2. The parent is to arrange for his/her own student's transportation in communication with the person in charge of the activity.
3. The student should learn that "A person's word is his bond." This means that once a student signs up for an activity, it is a commitment to practice, perform, and complete the task that is set before them unless providentially hindered.
4. Students need to realize that participating in an extra-curricular activity places them in a leadership role. As such, they are to set an example for others to follow.

#### Practices:

1. Students participating in extra-curricular activities must achieve at least an average of 70% in each class and a cumulative average of 78%. These averages are measured at

- each marking period and the biweekly interim reports.
2. Interim reports are issued every five weeks between report cards. Students failing subjects during this time or who are in detention more than two times during a ten-week marking period will be ineligible to participate in the activity for two weeks. At that time, grades must be brought to the standards, while avoiding more detentions, in order to be reinstated to the activity.
  3. Players are to be in school by the end of first period on the day following a week-night game or match in order to be eligible for the next one. (EXCEPTION: excused absences, and as determined by the Athletic Director or Administrator).
  4. If a student is injured and requires medical attention, he/she must have a doctor's permission to return to the team.
  5. A student can be removed from an activity any time by the principal and/or advisor due to problems in the area of academics and/or attitude. We will not tolerate any conduct or attitude that is not conducive to a positive image of our school and our Savior.

## FINANCIAL POLICY

Tuition covers approximately 65% of the annual operating costs of NSCA. Gifts, contributions, and fundraisers provide the remaining 35%. **In order to offer tuition rates that are affordable, NSCA must have the full support of all parents and the community in its fundraising efforts.**

A tuition deposit is due upon enrollment. **This deposit is non-refundable.** These rates are set by the School Board every year prior to April.

Tuition is due in full by the last full week of August. Families that pay their entire bill in full prior to the start of school will receive a \$100.00 tuition discount. This does not apply to families receiving tuition assistance or scholarships.

Families that do not pay their full tuition bill prior to the start of school are required to pay one tenth of their school bill per month, directly to the office.

Students entering or leaving school during a month in progress will have tuition pro-rated for the year, with the month of withdrawal counted as a full month owed.

### Past-Due Accounts

Students whose accounts are past due shall not be allowed the following:

- Re-enroll for the next school year
- Receive report cards
- Have academic records transferred to another school

**A student shall become subject to immediate dismissal from the school whenever an account becomes 60 days past due.**

Any exception may be made by the Board of Education upon recommendation from the Executive Committee.

### GRADING SCALE

The NSCA grading scale is as follows:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	0-69

Honor Roll	89.5-94.4
High Honor	94.5-100

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time.

Homework is given for several reasons:

- Parents are more aware of the work being done by their students.
- Parents can witness difficulties experienced by the student as he/she works at his/her assignments. Homework can also help the student overcome these areas of difficulty.
- Reinforcement and practice of material presented in class will lead to mastery.
- Special projects such as book reports, compositions, research assignments, etc. aid the student in learning the material.
- Students need to learn self-discipline to do independent study.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework affects the student's daily grade. Repeated delinquent homework or lack of cooperation to serve earned detentions could result in a student's suspension.

## ILLNESS

For the welfare of your child and others, all children who are sick must be kept at home. When a child is well enough to participate in a normal school day, please send hat, coat, etc. as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you stop by and personally give it to him or her. Teachers cannot be responsible for carrying out these duties.

## IMMUNIZATIONS

New York State requires doctor's proof of immunizations. New York State Public Health law states that no student may attend school for more than fourteen calendar days without proof of their required immunizations. If students immunization records are not received within fourteen days of the start of school students will not be allowed to attend school.

## LIBRARY

Students are encouraged to use the library. Books may be borrowed for a period of one or two weeks. Parents will replace any books that are lost. Students in Nursery to Sixth grade have a regularly scheduled library period once a week.

## LOST AND FOUND

Lost and Found items can be reported to or retrieved from the Office. NSCA is not responsible for lost or stolen items.

## MAKE UP WORK

Make-up work will be allowed in the case of excused absences. Students who have excused absences will be given one school day for each day absent to turn in make-up work. Students with avoidable absences will be expected to turn in assignments upon the student's return to school. Any test that was missed due to absence, but was assigned when the student was in class, will be taken the day the student returns. Work that is turned in after the allowable period will be considered late and considered at the teacher's discretion.

Students with unexcused absences will not receive credit for any work missed. Exceptions may be made in make-up work at the discretion of the administration and/or teacher.

## MEDICATION

If a student is to take any medication while at school, he must have on file in the office the Authorization for Administration. If the medication is by prescription, you must complete the form in the office and have it signed by the physician prescribing the medication. The form is to be completed each school year. The medication to be dispensed will be kept in the school office and

dispensed by the school secretary according to the doctor's instructions.

## MUSIC

North Spencer Christian Academy offers private music lessons with Mrs. Wendee Peake each Wednesday. The cost is determined by Mrs. Peake. Students desiring lessons should register for them in the NSCA office immediately following the start of school. Students in K-6 will be having weekly music classes as part of their curriculum studies.

## NON-DISCRIMINATION POLICY

North Spencer Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administrated programs.

## NURSERY AND PRE-K PROGRAM

Nursery School is for children age three on or before December 1. Pre-K is for four- year-olds who have turned four on or before December 1. All children in the Nursery and Pre-K classes must be potty-trained.

## PARENTAL INVOLVEMENT

North Spencer Christian Academy expects that parents enrolling their child are willing to become involved in the volunteer program. Volunteers cover such areas as lunch duty, cleaning, library supervision, yearbook, etc. Each family is expected to contribute 20 hours of volunteer service to the school each year. This is part of the ongoing effort to keep tuition at an affordable level. It also provides students with a model of good citizenship.

## PARENT-TEACHER MEETINGS

Parent-Teacher Meetings will be held periodically during the year. Dates will be sent home in a parent letter.

## PATRIOTISM

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different emotional reaction—a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even a dedication of one’s life to a cause. Where and when these feelings begin, we do not know, but we feel the school should play an important part in developing patriotism in all aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.”

(Excerpt from Planned Patriotism)

## RECESS

Recess will be held outdoors whenever possible. In the winter, students must have appropriate clothing to go outside.

## REENROLLMENT

During the months of March and April, presently enrolled students may enroll for the fall term.

## REPORT CARDS AND PROGRESS REPORT SLIPS

Report cards are issued approximately every **ten** weeks. Progress report slips will be sent home for students in 3-5 on alternate weeks showing the pupil’s progress. Five-week reports will be sent home for grades 6-12. The report cards and reports slips are due back the next morning bearing the parent’s signature. Final report cards will be issued to students when tuition and fees have been paid in full.

## SCHOLARSHIP PROGRAM

Parents or guardians may apply for a scholarship for their child(ren). Scholarships may be granted by the Board up to half the cost of tuition. Scholarship eligibility is based on income and a number of other factors. **A copy of the most current Federal tax forms must be submitted with the application.** Scholarship decisions are usually made in July for the coming school year, but applications may be submitted at any time. Families receiving scholarships have an extra responsibility to **actively** volunteer for fund raisers and helping with school activities.

## SCHOOL CONFERENCES

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour. If you need to talk with a member of the faculty, please call the office between 8:00 a.m. and 2:00 p.m. Your call will be returned as soon as possible after school.

## SENDING MONEY TO SCHOOL:

**Money should always be sent in a sealed envelope with the following information on the outside:**

- 1. Child's name**
- 2. Amount and purpose**
- 3. Teacher**

## SNACK AND LUNCH FEES

North Spencer Christian Academy does offer Hot Lunch for our students. The cost is **\$2.75** per lunch and includes the meal, a beverage, and dessert. Milk and snacks can be purchased separately each day as well. Milk is \$.25 and snacks cost \$.50 each. Students may purchase lunch on a day-to-day basis or parents are welcome to pay in advance to establish a lunch/snack account in the Office. The monthly calendar contains the menu for hot lunch each day.

NCSA students will be able to purchase lunch and snacks on a cash-only basis. Routine charging is not allowed; nevertheless, students forgetting their lunch will be given a peanut butter and jelly sandwich.

## STUDENT DRIVERS

Students who wish to drive a motor vehicle on the NCSA campus must comply with the following requirements:

1. Parental permission is on file in the school office.
2. A copy of the student's driver's license is on file.
3. Exemplary driving, emphasizing safety and courtesy must always be displayed.

NCSA student drivers who wish to have student riders must ensure that each rider has a signed parental permission slip on file in the office and must require all riders to wear seatbelts or other age appropriate restraint systems. The office has the forms for parental permission to drive and to ride with a student driver.

## SUSPENSIONS/EXPULSIONS

Suspensions are determined by the school administrator. Students can be **suspended** for any of the following offenses:

- accumulation of detentions
- stealing, using profanity
- disrespect of school official
- cheating
- causing personal injury to someone
- open defiance
- fighting
- repeated misconduct in class
- forgery
- possessing any items not allowed at school

Decisions for expulsion are made by the administrator and the school board.

Students can be **expelled** for any of the following offenses:

- accumulation of suspensions

stealing (major or repeated offense)  
destruction of personal and/or school property  
possessing, transmitting, displaying or using a weapon  
giving, selling, or possessing any alcoholic substance or  
drug

## TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. All students must arrive by 8:00 a.m. Students are tardy after 8:10. All school opening is at 8:10. Any student arriving after the required time must come through the office and have a note stating the reason for tardiness before going to the classroom. An unexcused absence of one half day will be given for every three days a student is marked tardy in a grading period. Students having repeated tardies may be given detention or other disciplinary action for having frequent tardiness.

## TEACHERS

We believe that no organization outside our church body has the right to set standards and requirements for our church staff. Therefore, we do not require that our teachers be certified by New York State in order to teach in our Academy. We do require that in most cases, they have a Bachelor's degree to teach at grade one and higher, have an outstanding Christian testimony, and have an aptitude for teaching.

## TELEPHONE

Students are not permitted to use the school telephone except in cases of emergency or as deemed necessary by the teacher or administration. Cellular phones are not to be in use during school.

## TEXTBOOKS

We believe that written texts must include God's truth. Therefore, our textbooks are all written from the Christian perspective

## TUITION AND FEES

The tuition rates are set each year by the NSCA School Board and published in a separate letter. Incentives may be offered and can change from year to year.

Families with multiple children may take advantage of the Family Tuition Cap that establishes the maximum tuition that a family will be charged, regardless of the number of children.

**Families who are members of Bible Baptist Church of North Spencer receive a 25% discount on tuition.**

**Additional Fees:** Additional fees are required for participation in sports (enrolled or homeschooled students). Special fees may apply for certain extracurricular clubs.

Information on the tuition for non-matriculating students (usually home schooling students enrolled in an individual course) can be obtained from the Office.

## VISITORS

All visitors must sign in and out of the NSCA Office. Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts the teaching and is a security consideration. All other visitors must also report to the office upon arrival so their presence in the building is known.

## WITHDRAWALS

All withdrawals from school must go through the school office. Students having attended one day or more of any month will owe the full month's tuition.