

**MIDDLE/HIGH SCHOOL  
PARENT/STUDENT  
HANDBOOK**



**NEIGHBORS GROVE CHRISTIAN ACADEMY**

**2017 - 2018**

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## **Welcome to Neighbors Grove Christian Academy**

We are so pleased that you have chosen Neighbors Grove Christian Academy for your child. We recognize the important job we have in partnering with you in the care and education of your child. We will do our best to serve you, and meet your child's needs.

Neighbors Grove Christian Academy is a non-profit, tax-exempt program sponsored by Neighbors Grove Wesleyan Church. The Board of Directors is selected from the members of the local church and the Parent Teacher Ministry. The board establishes the major policies of the Academy.

The Academy program is a partner ministry with the Child Development Center (CDC), which includes child care from 6 weeks through age 4. The Academy also offers an extended care program before and after school for children enrolled in our Academy. The Academy begins with Kindergarten and continues through high school.

Our goal is to provide the best care and training available for your student in a Christian environment. We believe that children must have assistance in five realms of growth: emotional, social, physical, academic, and spiritual. Our desire is to help in this development. As a part of our program, please feel free to discuss your child's growth and development with us at any time. Continued communication between the home and the Academy is vital for the development of a meaningful and productive relationship.

This handbook was designed as a means to share with you important information and policies of the Academy. Please read it and keep it available for future reference.

Thank you again for your trust in us to care for your child. Please remember us in your prayers for the love, patience, and wisdom we need to provide the best quality Christian education and training possible for each student.

## **MISSION STATEMENT**

Knowing that God has created each child in His own image and cherishes the unique qualities of each one, we will provide quality learning opportunities for every student in a Christian environment with love, understanding, patience, and respect.

## STATEMENT OF PURPOSE

Neighbors Grove Christian Academy is a private, Christian School and Child Care, which operates as a ministry of Neighbors Grove Wesleyan Church.

Our goal is to develop the whole person, spiritually, academically, socially, emotionally, and physically. We believe Jesus Christ is the Savior of the world, and we purpose to lead each person to faith in Christ through His life, death, and resurrection - man's only means of salvation, attainable through personal repentance and faith. We further purpose to train the next generation of Christian leaders by equipping students for a life of service to their Savior in their personal lives, homes, churches, vocations, and communities.

We promote Christian living and training in the home, school, and church as the ideal setting for character development, quality education and strong minds, bodies, and spirits. Every family is encouraged to be an active participant in a Christ honoring church.

“...a triple-braided cord (home, school, church) is not easily broken.” Eccl.4:12b

## STATEMENT OF FAITH

1. We believe the Bible to be the Inspired, the only infallible, authoritative, inerrant Word of God. *II Timothy 3:15, II Peter 1:21*
2. We believe there is a God, eternally existent in three persons – Father, Son, and Holy Spirit. *Genesis 1:1, Matthew 28:19, John 10:30*
3. We believe in the deity of Christ *John 10:33*; His virgin birth *Isaiah 7:14, Matthew 1:23, Luke 1:35*; His sinless life *Heb. 4:15, 7:26*; His miracles *John 2:11*; His vicarious and atoning death *I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*; His resurrection *John 11:25, I Corinthians 15:4*; His ascension to the Father *Mark 16:19*; and His personal return in power and glory *Acts 1:11, Revelation 19:11*.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that all persons are justified on the single ground of faith, expressed through repentance, in the shed blood of Christ and that only by God's grace and through faith alone we are saved. *John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5*
5. We believe in the bodily resurrection of the dead: Of the believer, everlasting blessedness and joy with the Lord. Of the unbeliever, judgment and everlasting separation from God. *I Corinthians 15:51-54, John 5:28-29*
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*

7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. *Romans 8:13-14, I Corinthians 6:19-20, Ephesians 4:30 & 5:18.*
8. 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. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
11. We believe that in order to preserve the function and integrity of Neighbors Grove Christian Education Center as a ministry of the local Body of Christ, Neighbors Grove Wesleyan Church; and to provide a biblical role model to Neighbors Grove Christian Education Center's members and the community, it is imperative that all persons employed by NGCEC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
12. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
13. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Wesleyan Church.
14. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Neighbors Grove Christian Education Center's faith, doctrine, practice, policy, and discipline, the Local Board of Administration of Neighbors Grove Wesleyan Church is the Neighbors Grove Christian Academy and Child Development Center's final interpretive authority on the Bible's meaning and application.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

1. The philosophy of Neighbors Grove Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.
2. Our aim socially is to provide a Christian perspective on the world, from which will come a balanced personality with proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love. As a practical expression of this love, common courtesies and manners will be taught and expected from students. Proper discipline and utmost respect for classmates, teachers and all others in authority will be required at all times.
3. This Christian philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best-integrated curriculum available. To this end our primary emphasis is on the basic studies of reading, writing, grammar, mathematics, history, geography, science, Bible and computer technology. The objective of our instructional program is to prepare the student to pursue the post-secondary education of his choosing, whether in college, university, or in vocational training areas.
4. Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable. And through them runs the insistent thread of the spiritual. Therefore, it is our intent to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone – the scarlet thread must be woven throughout the total curriculum.
5. It is our intent that all activities, curricular or extra-curricular, will be consistent with our basic philosophy that the spiritual must permeate all areas of school life.
6. While the nurture and education of children is the responsibility of parents, the school functions as an agent for parents, as teachers cooperate closely with them in every phase of the student's development and both parties work together to improve the process of Christian education. It is our intent to promote the importance of home life and opportunity for other social involvements by providing adequate time for most class assignments to be completed within the school day. Upper grades will, of course, have more assignments requiring additional time.
7. Our aim financially is to keep tuition and fees as reasonable as possible so that Christian education is affordable for most parents who are willing to make a sacrifice to provide their children this training.

## ADMISSIONS POLICY

In keeping with Neighbors Grove Christian Academy's Mission and Purpose Statements and Philosophy of Christian Education, students are selected for admittance that:

1. Demonstrate, along with their parents/guardians, an appreciation for Christian teachings and values and a willingness to support the Academy's Statements of Mission, Purpose, and Faith, and its Philosophy of Christian Education. All new students and their parents/guardians must have an interview with the administrator or designated academy personnel.
2. Be willing to be tested if there is a question regarding academic ability or grade level readiness. Students may be required to take a readiness test to determine if a child is developmentally ready for kindergarten.
3. Are responsible, well-behaved, and of good character.
4. Are motivated to learn
5. Have a willing and cooperative spirit, and a good school record.
6. Are open to correction and instruction.
7. Have parents who will meet their financial obligation.
8. Meet the minimum age qualification for their grade level on or before August 31, (for K, must be five on or before August 31 and meet developmental readiness requirements).
9. A student whose admission is questionable based on any of the above criteria may be accepted on a one year provisional basis. The parent will be notified in writing if a problem arises during this period that could jeopardize the student's enrollment.

## NON-DISCRIMINATORY POLICY

The Neighbors Grove Christian Academy recognizes the right and privileges of all children of any race, nationality, and ethnic origin. Programs and activities are made available to all students at the school. It does not discriminate in the administration of its educational policies, scholarships, athletic activities or other school administrative programs.

## ACADEMY ATTENDANCE POLICY

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. A positive connection exists between school attendance and academic achievement. Regular attendance develops patterns of behavior essential to professional and personal success in life. **REGULAR ATTENDANCE BY EVERY STUDENT IS MANDATORY.** Parents or legal guardians have the responsibility for ensuring that students attend and remain in school daily. A student must be in attendance one-half of the school day (3½ hours) to be counted present. **A student is allowed to miss no more than 10 days per semester.**

If a student is over the allowed limit of absences (excused or unexcused) it will be brought before the school board to determine if the absences should be excused. The parent/guardian

will be notified if a student is close to the limit of absences before it becomes a board matter. **A student who misses more than 20 days per year may be in jeopardy of retention.**

After 10 absences within a semester, a doctor's excuse is required for each subsequent absence in order for the absence to be excused. The school board may choose to make additional requirements for chronic absences, such as requiring paid tutoring for class lessons missed.

Students who are not in attendance during the day may not participate in after-school/extra-curricular activities that day. For end-of-semester music programs, a doctor's excuse and contacting the academy(the administrator, if possible) by noon for special permission to participate is required.

For high school exams in which exemption is an option, a student may have no more than 3 absences from that class during the semester in order to be exempt from taking the exam.

Following an absence from school, **students must present a written excuse signed by their parents or guardians.** The written note is due on the first day following the absence and no later than the second day. **If the note is not presented within two days, the absence will be considered unexcused.** Each note should contain the following information:

- A. Exact date or dates of absences**
- B. Specific reason for absence**
- C. Signed and dated by parent or guardian**

### **Excused Absences**

The following reasons constitute valid excuses for temporary absence of a student from school:

- 1. Illness or injury**
- 2. Quarantine (isolation must be ordered by a local health officer of the State Board of Health).**
- 3. Death in the immediate family**
- 4. Medical or dental appointments (we encourage parents to make every effort to schedule these appointments after school dismisses at 3:00 pm)**
- 5. Court or administrative proceedings**
- 6. Religious observance (prior approval from the administrator is required)**
- 7. Educational opportunities and unusual family needs or opportunities(prior approval from the administrator is required)**  
**\*High School juniors and seniors may have 2 "college days" each year to visit perspective colleges/universities.**

After being absent, beginning their first day back, students are given 1 day for each day absent to make up missed work, including tests (e.g. 2 days absent = 2 days to make up missed work and tests).

Missed work is available for parents to pick up by 3:15 each day.

## **Unexcused Absences**

All absences other than those identified will be marked 'unexcused'. No credit for that day's classwork will be given. A 10% grade reduction will be taken on any test that has to be made up due to the unexcused absence. Unexcused absences are the basis for referring cases to the attendance social worker.

## **Tardiness**

**Your student must be seated IN their room by 8:05 am. Any student arriving after 8:05 am will be marked tardy.** When a student comes in late, he/she is already behind. He/she has not only missed their work, but also has disrupted the other students in class. We ask that you, as parents/guardians follow these guidelines, and as always, if you have any questions, please ask.

**Procedure for a student who is tardy:** A student coming in late must pick up and complete a late slip from the office in order to be admitted to class. A student will move his/her # on the discipline chart when tardy. Students will not be considered tardy when arriving late due to doctor appointments or highly unusual situations. A written note from the parent or doctor's office is required.

Every 3<sup>rd</sup> tardy will result in a lunch detention.

Students with lunch detentions in excess of 3 per semester will be referred to the administrator.

**\*\*3 tardies = 1 absence**

## **Early Pick-up/Late Arrival**

**If you pick up your child early, you MUST sign them out in the office.** If you bring them back later the same day, you **MUST** sign them back in through the office. Please notify your child's teacher or office personnel if someone other than parents/guardians is responsible for picking up your child by personally calling or contacting the office. If an emergency occurs, please call the office and tell the secretary who will be picking up your child. When someone other than a parent/guardian is picking up your child, they will be asked to show their identification before the student will be allowed to leave with them. A very strict policy will be followed for anyone other than parents/guardians who pick children up.

A parent must send a note requesting a child to leave early for an appointment or other valid reason. The student must take the class work that he will miss and do it as homework due the next day. Parents should keep in mind that afternoon classes and lessons are a vital and essential part of the academic program.

## **Arrival and Departure Procedures**

All academy students will enter through the double glass door entrance. We will begin a car line on the first day of school. Drive in the first drive (located next to the mail box) and circle underneath the covered walkway. Proceed around the building to the entrance with the double glass doors. At 7:45 am teachers will be waiting to assist your student into the building. Dismissal will take place from the cafeteria. Enter as you do for arrival unless cars are lined up to the road, then enter at the upper entrance next to the lighted church sign. Dismissal is at 2:50 pm for elementary students and 3:00 pm for middle/high school students. On days with inclement weather, students will be at the sheltered entrance. Middle/High school parents should not get in the pickup line until 3:00

Students will be allowed to leave only with persons specified by their parents/guardians. Students who arrive between 6:45 am and 7:45 am are to be taken by the parent to the Child Development Center cafeteria. The 'Before School Worker' will take students to the academy at 7:45 am, at which time the Academy building will be opened. Parents/guardians who arrive after 8:05 am should follow the procedure for tardies. At no time should a child be left in his/her classroom unless a teacher is present. **Parents should not accompany their child(ren) into the building when brought to school at 7:45 am. When your child(ren) need to be brought in, parents are not to remain in the classroom.**

**Anyone needing to enter the building between 8:05 am and 2:50 pm should use the sheltered entrance. Parents will be given a code to gain access into the building. You will need to stop at the office to sign-in and MUST get a visitor's pass.**

### **Daily Schedule**

6:30 – 7:45am	<u>Early Arrival</u> Students who arrive between 6:30 am – 7:45am should report to the Child Development Center Cafeteria.
8:05 am	<u>Tardy Bell</u> Students not seated by 8:05 am are tardy. (3 tardies = 1 absence)
8:05 am – 2:50 pm	<u>School Day</u> Kindergarten through grade 5
8:05 am – 3:00 pm	<u>School Day</u> Middle/High School
2:50 pm	<u>School Dismissal and Departure – Grades K-5</u>
3:00 pm	<u>School Dismissal and Departure - Middle and High School</u> Students are not to remain on school grounds after 3:15 pm unless they are participating in the extended care program or a teacher led activity (e.g. clubs, rehearsals).
3:15 pm – 6:00 pm	<u>Extended Care Program</u>

## **Release of Children**

Children will be released to the following individuals: Natural parents, legal guardians or any person designated by either natural parents or legal guardians.

## **Students who will be riding home with someone other than those designated on their registration form or emergency card will need a note given to their teacher from their parent/ guardian.**

In families in which separation or divorce has occurred, the child shall be released to the parent or guardian who has received legal custody. Legal custody papers must be on file at the Academy. It is the parent's responsibility to inform the Academy regarding any changes in the status of the custody.

## **We will NOT release your child without permission. Identification (photo ID or driver's license) will be requested of the person picking up your child.**

## **No child will be released to anyone suspected of being under the influence of drugs and alcohol. Children are subject to immediate withdrawal if a parent/guardian or designated person shows disrespect to any staff member or child, verbally or physically reprimands another child, uses insulting words or actions or displays acts of violence while on site at Neighbors Grove Christian Academy.**

## **Student Drivers/Riders**

Written permission, from the parents of both the rider and driver, is required for a student to ride with another student.

## **Child Abuse/Neglect Reporting Policies**

1. Child-abuse cases are often first suspected or detected by school personnel. **By NC Law (G.S. 110-118), school personnel are required to report any suspected cases to the county Social Services Department in the county in which the child resides.**
2. When a student is suspected to have been physically, emotionally, or sexually abused, neglected, or "battered", it is to be reported immediately to the Administrator and Pastor.
3. By law, the responsibility for investigation and substantiation lies with the Department of Social Services. Specific skills are required to investigate child abuse or neglect. Therefore, the school staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his or her suspicion that the child has been non-accidentally injured. It is not necessary, or desirable for the school to get all the details of the situation.

## **Cell Phones**

Students in K-5<sup>th</sup> grade should not bring cell phones to school. Middle and High School students, whose parents deem they **need** a cell phone for after school schedules, must leave their phones with their homeroom teacher at the beginning of the day. Phone use before or after school, while at school, requires permission from a teacher. Office phones are available for necessary communication with parents. Students not abiding by this policy will have their phones taken and held by the teacher until the next day. Repeated offenses will merit additional disciplinary

action. As a Christian school we do not want to be responsible for texts, phone calls, emails or visits to websites that would be contrary to parents' desires and detrimental to the mental, emotional or spiritual health of any student. The school will not be responsible for broken or lost phones.

### **Clubs and Organizations**

All clubs formed must have at least one teacher sponsor and one parent sponsor. All clubs must put into writing their desires and goals and get approval from the administration.

#### **Beta Club**

Criteria for induction into Beta club:

1. Must be in grades 6 -9.
2. New students are eligible only after one complete 9 weeks at Neighbors Grove Christian Academy.
3. Students become candidates for membership by earning A/B in all subjects including electives.
4. Candidates are evaluated on the basis of all the following areas: Christian character, scholarship, leadership, and service.
5. A student cannot be considered for membership if he/she has been suspended during the school year of consideration.
6. If a student has questionable areas such as excessive tardiness, repeated late work, absenteeism, rude or arrogant behavior, disobedience, disregard for school rules or policy, repeated dress code violations, disrespect toward peers, faculty, administration, pastors or other disqualifiers, they are not to be considered for membership.
7. If a student is already in the club and is suspended or has other major infractions, he/she relinquishes all membership rights and privileges for one semester.
8. If the required grade point average is not maintained, the student is placed on academic probation for 9 weeks. After that, if the student restores his grade point average, he/she is reinstated into the club.
9. If a member's character is found lacking after his/her induction, the member may be placed on probation or possibly dismissed from the club.
10. The induction of new members is held annually in the fall.
11. Annual dues are payable upon notification. The National Beta Club Organization sets the dues. Pay all dues to the office.
12. Students who have been inducted will be recognized at the annual Induction Ceremony.
13. Members will also be designated on the Commencement program in honor of their achievement.
14. Beta meetings will be held bi-weekly along with monthly service projects. The sponsor of the club will announce projects of the club. Students must attend at least one meeting per month.
15. Beta officers will be nominated by Grade Point Average and staff. They will be elected by Beta members.

## **Drama Club**

The purpose of the club is to offer opportunities to train and perform in drama through musicals, plays, sketches or other similar art forms, always with an eye for using these gifts in ministry as well. Organizational details will be shared at the beginning of the school year.

## **Yearbook Club**

The purpose of the club is to produce the annual school yearbook, while learning journalistic and layout skills. Organizational details will be shared at the beginning of the school year.

## **Communication**

Your student **SHOULD NOT** bring a verbal message to the teacher. **Please send a note with your student if you have a message for the teacher.** This is especially important when your student is involved in changing rooms. Each student will be issued a planner and/or folder in which parents and teachers may communicate with each other.

## **Concerts**

Middle/High school students will take either band or chorus as an elective. The Christmas and Spring concerts will be a major part of the students' grade. There will be a letter grade reduction for students who do not attend either of these two concerts. Middle/High school chorus and band will also have concerts other than the Christmas and Spring concerts. Each concert will be a significant part of their grade. There will be a grade reduction at the discretion of the teacher for any other concert they may miss. Since dates are announced well in advance, there will be no acceptable excuses other than an illness (doctor's notice required) or death of an immediate family member.

## **Donations**

The Neighbors Grove Christian Academy and Child Development Center are non-profit organizations and are dependent upon tuition and contributions to operate. **Tuition does not cover the total cost of operation.** Therefore, contributions are appreciated and needed. All funds collected at the Academy and Child Development Center are used in the operation of the Academy and Child Development Center. Donors will receive either a "gift-in-kind" or "cash donation" acknowledgment letter that will also serve as a tax- deductible receipt.

## Dress Code

The school staff and Board of Directors believe that dress influences the learning environment. Therefore, the school has adopted the following dress code:

### General Dress Code

**\*\*IN FAIRNESS TO ALL, THIS POLICY WILL BE STRICTLY ENFORCED!\*\***

1. All clothing should be modest and appropriate for our Christian school setting and should promote a work/business oriented learning environment. At all times personal decency, dignity, self-respect and respect for others should dictate student dress.
2. The following items are NOT permitted: Halter Tops, Sundresses with spaghetti straps, Racer Backs, Ragged/Frayed Jeans, Bare Feet or Bare Stomachs, Short Shorts. Any clothing that has an objectionable picture, slogan or symbol (peace, yen-yang..., any other “spiritual darkness” related symbol or character), including– Pokémon, Harry Potter, etc., should not be worn. Writing on the seat of shorts or pants is not permitted.
3. Up to 2 piercings per ear are permitted. No additional body piercings are permitted. Should students choose to dye or color their hair, hair colors must be a naturally occurring hair color. Hairstyles must not mimic ungodly cultural icons.

### Boys Dress Code

1. Appropriately fitted slacks and jeans are acceptable. Athletic shorts and pants are **not** allowed for middle/high school students. No oversized style baggy pants. Belts are preferred, but must be worn if pants droop below the waistline.
2. No tank tops.
3. Piercings are not allowed.
4. Hair may not exceed below the eyebrows (front), middle of the ear (sides), and/or the bottom of the collar (back).
5. Hats are not to be worn inside the building.

### Girls Dress Code

1. Appropriately fitted slacks and jeans are acceptable. Athletic shorts and pants are **not** allowed for middle/high school students. Pants must have some looseness to them and not be tight against their legs.
2. Dresses and Skirts must be **no more than 2 inches above the top of the knee** when standing.
3. Skinny cut jeans, leggings, jeggings, & yoga pants may only be worn with dresses or skirts which meet the above dress code length.
4. Tank tops and racer backs are not permitted as outerwear unless worn over a sleeved shirt.
5. No plunging necklines. (Guideline: a horizontal 4 finger width below the neck.) Should students be concerned whether a plunging neckline is too low, it is recommended that they wear a camisole underneath to ensure modesty. No loose arm holes. Undergarments must not be visible. No backless type dresses. No see-thru clothing.
6. Makeup should be moderate.

### **Boys and Girls**

1. Bermuda length shorts are permitted, if no more than 2 inches above the knee. Athletic shorts are allowed for PE only. (See PE dress below.)
2. Sandals or sandal-like flip-flops may be worn by middle/high school students. No shoes with laces are permitted.

### **PE Dress**

Tennis shoes are mandatory for the middle/high school.

Athletic shorts & pants, which meet all other dress code requirements, are allowed for PE.

**Parents are to review the dress code, and assist the school in its implementation.** Questions regarding the dress code should be directed to the school administrator. It is impossible to list all forms of apparel that would be inappropriate for the classroom setting. **Therefore, the administration reserves the right to make decisions on items not specifically listed in this policy.**

**Any student not dressed in accordance with this code will be withdrawn from the classroom while the parent/guardian is called. Students who show a continual disregard of the dress code are subject to suspension or withdrawal from the academy program.**

This dress code applies to all activities which represent Neighbors Grove Christian Academy, including field trips and any extracurricular functions which are school sponsored.

### **Emergency Procedures**

#### **Fire Drills**

State law requires monthly fire drills. An evacuation route and procedure are posted in each classroom. The following guidelines should be observed:

1. Turn all lights off.
2. Close all doors and windows
3. Walk rapidly and in single file. (Do Not Run).
4. Do not take books and do not re-enter the building until properly notified.
5. Stay with your group or class at all times.
6. Teachers are to take emergency information outside with them.
7. Teachers are to lead the class outside and take roll.

**Tornado Drills are conducted seasonally.**

#### **Lock-Down Procedures**

Lock-down procedures have been implemented by the administration in case of an emergency. All staff have been informed of these procedures to keep students safe and away from danger.

## **Field Trips**

Field trips can be an important part of the learning process. Participation on field trips is a privilege. To insure the safety of our Academy students, please adhere to the following guidelines:

- 1. Students should understand that on all field trips they represent a Christian school and their conduct should reflect this image.**
- 2. Students should remain seated while the bus/van is in motion.**
- 3. Loud talking, distracting activities, or improper manners are not permitted.**
- 4. Parents and students need to understand that while on the field trip the teacher is in charge at ALL times.**
- 5. Students may receive a grade for the field trip (at teacher's discretion).**
- 6. Students must have a signed permission slip to attend all field trips.**
- 7. If there is space available on the bus or van, students should ride with their class to the field trip destination.**

On field trips, students are to dress in accordance with school dress code unless the activity requires them to do otherwise. **Changes in dress will require administrative approval.** You will be informed in advance and we will secure permission for such trips. The Academy vans or bus will normally provide transportation for the trips. Approved drivers will be provided. When parents drive personal vehicles, parental permission must be granted for other children to ride with them.

## **Early Departure from Field Trips**

Parents/guardians **MUST** advise the teacher and sign the sign-out sheet before taking their child from a field trip. The teacher will provide a sign out sheet for the parents/guardians to sign that wish to take their child(ren) from the field trip. If anyone other than the parent/guardian should pick up your child(ren) from a field trip there **MUST** be written notice and direct communication with the office from the parent/guardian.

## **Hallway Traffic**

In order to move quickly and safely through the building, students should walk on the right hand side of the halls. **Running is not allowed.** Classes will travel throughout the building in a single file line. **Students are to be quiet in the hallways.** Teachers will supervise their classes in the hallways at ALL times.

## **Harassment Policy: Students**

Although God made each of us different, we are all very special gifts from God. Therefore, Neighbors Gove Christian Academy is committed to maintaining an academic and child care environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. **The Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.**

## **Homework**

Sometimes homework can be an ongoing struggle for families. Its merits have been open to debate for years, but most educators agree that targeted homework, reasonable in length has definite educational & developmental benefits. The generally accepted rule of thumb is an average of 10 minutes X the grade level (1<sup>st</sup>-8<sup>th</sup>), recognizing that students work at various speeds.

Mastery of information to be learned and the skills to apply the information require focused practice over days or weeks. A 1995 study showed that students reached a halfway point to mastery after 4 practice sessions, but required 24 more practice sessions to reach 80% mastery. Homework in the elementary grades establishes good learning and study habits as well. Upper grades increasingly add the dimension of independent research and study to deepen and expand students' understanding of concepts.

Interestingly enough, our own Randolph County Schools recently published a homework policy brochure that summarizes what is also seen in various other school districts:

“While realizing that time may vary for an individual student who works at a slower or faster pace than his/her classmates, research and best practices suggest that the total amount of homework assigned to an individual student each night will generally follow the 10-Minute Rule.” This applies for grades K – 8. For example: 6<sup>th</sup> grade – 60 minutes, 8<sup>th</sup> grade – 80 minutes. “In addition, students may be expected to read nightly.”

“In general, high school students will expect 30 minutes of homework per (core class). With students taking a number of Honor courses at the high school level, the total amount of homework may need to increase beyond the 120 minutes expected of most high school students.”

Our goal at NGCA is to stay within the 120 minute high school guideline as much as possible.

**Helpful hints to parents include:** 1) Provide a quiet space, away from the TV, computer, etc., where your child can work. 2) Decide with your child if it is best to do homework as soon as they get home, later in the evening, or in 2 segments to break it up. 3) Help your student budget his time and monitor the completion of the work, but never do the homework for him. If he consistently does not understand the content discuss it with his teacher. 4) Encourage your student to make the most of his/her time in the classroom and study hall. Often, especially in the elementary grades, most of their assignments can be completed in class. 5) Don't give up☺

## **Late Assignments**

The penalty for **un**excused late assignments is a 25% grade reduction the day following the due date. Assignments turned in after that will receive a zero.

## **Illness Procedures**

Should your child become ill and unable to remain in school, the school will contact you. Your child will be separated from the other classmates until you arrive. **A sick student CANNOT stay at school, and the parents/guardians are expected to make necessary arrangements.**

Please do not send your student to school if he/she is not feeling well and cannot function normally. Children who have contagious diseases (fevers, severe coughs, rash, red throat, vomiting, or diarrhea in the last 24 hours) or who have not sufficiently recovered from an illness should remain at home. Please do not give your child Motrin, Tylenol, etc., and bring him/her to school. In most cases, the child will run a fever within two or three hours after the medication was given, therefore, making him/her contagious to the other students. **Students with a fever of 101 degrees or above should not return to school until 24 hours after the student's temperature has returned to normal WITHOUT THE USE OF ANY medication.**

## **Knives**

Knives and other potentially dangerous items must not be brought to school. There will be a zero tolerance policy regarding weapons.

## **Lunch**

Parents/students who provide/bring their own lunches should be mindful of the nutritional values of the food sent. Beverages are not to be in glass bottles or cans. **CAFFEINATED SODAS are NOT to be included in student lunches.**

Hot lunches are provided to all Academy students who wish to pay for them at the cost of \$3.00 per lunch. Lunches may be purchased in the financial office. Please make checks payable to NGCDC. The cafeteria staff will keep track of the number of lunches purchased and used. Each week a menu will be posted with all the pertinent information. Ice cream or milk may be purchased separately for your child. Milk is included in the \$3.00 lunch.

The cafeteria cashier will charge only 1 day's lunch when a student has run out of purchased lunches. If lunch money is not brought the next day and no lunch is brought from home, the child will receive a peanut butter and jelly sandwich.

Parents are welcome to eat lunch with their student(s) at any time. Notice should be given to the teacher in order that the cafeteria staff may be made aware of any extra servings needed. Children should not be taken off campus for lunch unless it coincides with appointments that occur during the lunch period.

## **Medical Information**

**Each parent must complete an emergency card with the parents' home and work phone numbers on file with the teacher.** Please notify the office regarding changes in name, address, telephone numbers at home; parents work number and emergency phone numbers. **We must also have the name and telephone number of other individuals that we may contact if we are unable to reach you in an emergency.** The emergency card is used in the classroom as well as on field trips.

## **Medication Policy**

The staff at Neighbors Grove Christian Academy will not routinely administer prescription or non-prescription medications. This decision has been made because of liability issues.

An exception to this policy will be medications that are needed for emergency situations. These medications should be accompanied by a doctor's authorization with specific instructions as to their use. Middle and high school parents may sign a medication consent form for simple over the counter medications like ibuprofen, Tylenol and cough drops. Any non-prescription medication sent/brought to school must be turned into the office.

## **Office Hours**

7:45 AM – 3:45 PM

\*Please get all messages to the office between the above hours.

## **Parent/Teacher Conferences**

Parents or teachers may initiate conferences. **You may come by the office or call the teacher to schedule a meeting with your student's teacher. We ask that you do not stop by your child's classroom to set up the meeting.** Teachers will be unable to take time from classes for unscheduled conferences. The administrator will be available for the conferences if needed.

\*\*A parent/teacher conference will be scheduled with all parents at the end of the first grading period. Your student's teacher will be sending information home regarding a date and time.

## **Birthday Parties**

Please feel free to celebrate your child's birthday at Neighbors Grove Christian Academy.

**Home baked items are not permitted. Food items must be purchased from a commercial establishment, which is inspected by the Health Department.** We ask that you keep it simple. One treat (cookies, brownies, cake or ice cream) will be a great way to share your child's special day with other students. Please notify your child's teacher a few days in advance if you plan to celebrate at school. Summer birthdays may be celebrated also. Parties will take place in the cafeteria.

## **Personal Property**

All personal items of a student should be properly labeled. Students are not permitted to bring toys, including yo-yo's and playing cards, to school unless requested by the teacher. This includes cell phones, bicycles, skateboards, roller blades, magazines and catalogs. If a student brings the like mentioned it will be taken. Neighbors Grove Christian Academy is NOT RESPONSIBLE for items other than school items (toys, games, etc.).

## **Referrals**

When a new parent registers, if on their enrollment form they list another current parent as the one who referred them to NGCA, the parent who referred them will receive a \$100 credit toward their child's tuition on their 2<sup>nd</sup> month. The new parent will also receive a \$100 tuition credit on their 2<sup>nd</sup> month. No cash payments will be given. This referral incentive will be given on a per family basis, not per child in that family. **A "referral" means that they would not have seriously considered coming without your recommendation and encouragement.**

## **Report Cards**

Report cards will be retained by the school in the event of unpaid accounts. They will only be released when the account is paid in full.

## **School Property**

Many Christians have through their prayers and gifts made this campus and program possible. Parents through their investments have also assisted in maintaining our facilities and program. Students should consider it a privilege to attend Neighbors Grove Christian Academy; therefore, they should do all in their power to keep our buildings attractive and clean. Any student known to deface or destroy property will be assessed the full cost of repairs and be subject to dismissal. Mistreatment of school property will be subject to discipline.

### **Textbooks**

Except for non-reusable workbooks, all textbooks are the property of NGCA. Students who intentionally mistreat textbooks or other school resources may be appropriately fined. Students will be charged replacement cost for all lost or mistreated textbooks.

**Book covers are required for all reuseable books. Books must be covered by the Monday following the start of school.**

### **Lockers**

Lockers are assigned to students in Middle/High School. Lockers must be kept neat and clean at all times. No carbonated drinks in lockers. Stickers, sticky-tac, tape, gum, or writing are not permitted on or in the lockers. Only magnetic locker accessories are permitted. No food or drinks may be stored other than a student's lunch/snack for the same day. School issued locks will be provided for each student and must be used at the end of each school day. Students are responsible for the care of the locker assigned to them. Students will be fined for damage to lockers. Any staff member can check lockers at any time. **No bookbags or other student belongings, except for band instruments, are to be placed on the hallway floors. Items are also not allowed on top of the lockers.**

### **Planners**

Students will be given a planner at the beginning of the school year. Planners that are lost or destroyed will need to be replaced at a cost of \$5.00.

## **Student Accident Insurance**

All students enrolled at Neighbors Grove Christian Academy will be covered under a student accident insurance plan. The cost of the coverage is included as part of the enrollment fees. The plan is not meant to pay 100% of all medical cost, but is designed to assist parents with medical expenses, which may not be covered through personal health insurance. Since the student accident insurance is an "excess" coverage, parents should first file a claim with their personal insurance prior to filing with the student accident insurance.

If your son or daughter is injured at school or at a school sponsored or supervised event, contact the Administrator. Claim forms with the appropriate instructions are available in the office.

## **Tuition**

Monthly or weekly payment plans may be set up with the administrative assistant. All tuition payments are due by the 1st day of each month. A student will not be allowed to attend class if tuition is not paid by the 15<sup>th</sup> of each month unless a satisfactory payment arrangement has been made with the office. A late fee of \$20 will be charged to the account after the 15<sup>th</sup> of each month unless prior arrangements have been made. A \$20.<sup>00</sup> fee will be charged for all returned checks. Monthly or weekly payments begin in August, with the last payment due in May of the following year. *\*\*In May, all fees must be paid in full by May 15<sup>th</sup>.* **Other payment plans can be set up in advance. Contact the school office about changes to your plan.**

## **Tutoring**

### **Extended Tutoring Policy:**

When a child needs more than a couple of “help” sessions after school with a teacher, an Extended Tutoring arrangement should be made with the teacher and academy. The parent will be billed by the academy to compensate the teacher at a rate of \$10 per 30-minute session.

## **Visitors**

All visitors are required to report to the school office for a **Visitor’s Pass** before proceeding to any other part of the building. **Parents are welcome** to visit our school at any time. Parents are also welcome to eat lunch with us and participate in classroom events. Please make prior arrangements with the teacher if at all possible.

## **Volunteers**

We encourage you to be a volunteer at our school. Volunteers enable us to provide benefits to our students we otherwise could not provide.

## **Weather Closings or Delays**

When it becomes necessary to close school or delay the opening time due to inclement weather, announcements will be made on the academy website, FOX 8 and WFMY News 2 by 6:00 AM. Occasionally an announcement may be delayed if the weather is uncertain. Parents may also sign up to receive a text message which is the quickest and easiest method of notification. If school is in session and the weather necessitates closing, announcements will be made on the same stations. Please pick up your child as soon as possible.

**\*\*NO after school care will be provided.**

# REPORTING ACADEMIC PROGRESS

## Grading System

The grade levels listed will use the grading system shown below:

<u>Grades 6-12</u>			
99-100	A+		
91-92	B+		
83-84	C+		
75-76	D+		
69 and under	F		
95-98	A	93-94	A-
87-90	B	85-86	B-
79-82	C	77-78	C-
72-74	D	70-71	D-

## Honor Roll

The grading system is used to determine which students are eligible for the honor roll. Two honor roll systems have been adopted: all A's for the Administrators GOLD List; all A's and B's for the Administrator's Honor Roll List.

## Retention Procedures

Retaining a student is a very important educational decision and, in every instance, the decision should be considered carefully. Several factors need to be evaluated before arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment, and physical maturity. Another important question to answer is, "Will the retention benefit the child?"

While the authority to retain a student rests with the school and specifically with the Administrator, it is important that the parents/guardians be included in discussion concerning retention. Parent/Guardian involvement is necessary because it is important that the parents/guardians understand the child's overall performance and general status in school. It is also advantageous for the school to have some understanding of the parents'/guardians' attitudes toward retention and the general atmosphere present in the home.

## Retention Guidelines Grades 6-12

1. Students will be considered for retention based upon the following criteria:
  - a. Academic deficiency (below a "C" average) in 2 or more core subjects 6<sup>th</sup> grade and up (Bible, Math, Science, History, or Language Arts).
  - b. Teacher and/or parent/guardian requests based upon academic and/or developmental factors.
  - c. If retention is based upon academic deficiency, the student's report card must reflect serious academic deficiencies for at least 2 grading periods. Parents/Guardians must be aware of the deficiencies both by report card and parent/teacher conferences.

**\*\*These are state-adopted policies for private/public schools.**

2. Parent/Guardian support and understanding is vital. The possibility should not come as a surprise to them. Therefore, parent/teacher conferences are critical. NO later than the

middle of the third nine weeks, a parent/teacher conference shall be scheduled to discuss the possibility of retention. Administrative support is required prior to recommending retention to any parent.

3. The \*School Based Committee will recommend to the Administrator whether a student should be promoted, retained, or remedial work completed. Determination of this recommendation is based upon the following criteria:
  - a. Academic achievement including report card grades and achievement tests
  - b. Emotional adjustment
  - c. Benefit to student

\*The School Based Committee will be composed of the following members: Administrator, Teacher reporting failure, & other teachers of student.
4. The Administrator is the final authority for the assignment and placement of each student in the school. A final decision will be made as to non-promotion two weeks before the end of school. Non-promotion should be no surprise to the student or parent/guardian on the final report card.
5. All records should bear the word "*Promoted*" for students who are assigned to the next grade by meeting the requirements.  
The word "*Placed*" will be used for students who are assigned to the next grade level due to policy reasons.  
The word "*Retained*" will be used for students who are to repeat a grade.
6. We realize that expertise in communicating a child's possible retention is called upon in all cases and it is suggested that these situations be prepared for by adequate papers, tests, and noted records; also that tact, honesty, and understanding be used in communicating with the parents.

### **Student Progress Reports and Report Cards**

Report cards are prepared and sent home every nine weeks. **Report cards should be signed and returned the following school day. \*\*A parent/teacher conference will be scheduled with all parents at the end of the first nine weeks.** Your student's teacher will be sending home information with them regarding a date and time for your conference.

### **Student Behavior**

Students shall recognize the teacher as being the controlling authority at all times; therefore, respect and cooperation shall be expected from each child. Students shall be expected to respect and cooperate with their peers at all times. In addition, students should not have improper physical contact or verbal communication with any other student. Loitering and public displays of affection will not be tolerated. **Both staff, students, and parents should have a positive attitude encouraging Christian growth and fellowship.**

## **Code of Christian Conduct**

Good behavior must come from the heart in love and obedience to Jesus Christ and should not be a mere conformity to man-made regulations. Although it is impossible to make rules to govern every type of infraction, NGCA students are expected to observe the following general items of conduct:

- Respect for the authority of administration, faculty, school and church staff.
- Appropriate language without use of slang, vulgarity, profanity, lying, or sexually suggestive comments, including cell phone use, texting, or other electronic media.
- Appropriate use of the internet - No visits to inappropriate sites including, but not limited to sites displaying pornography, general vulgarity & profanity, and extreme violence – on or off campus.
- Christian conduct exemplifying unselfishness and kindness. Rough-housing, rowdiness, running and yelling are unacceptable.
- Proper contact with the opposite sex. Loitering and public displays of affection will not be tolerated.
- Maintain biblical sexual purity. (See Statement of Fatih)
- Dress and use restrooms and changing facilities in conformity with one's biological sex.
- Positive attitude encouraging Christian growth and fellowship.

NGCA desires its students to maintain high standards of courtesy, kindness, morality and honesty, (both on and off campus) in order to be examples of leadership to both peers and younger students. Students who fail to do this risk suspension and/or expulsion.

## **Parent Conduct**

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. Therefore, it is imperative that parents cooperate and reinforce all school policies. Knowing that more is “caught” than “taught” with our children, we expect the following from all parents:

1. Pray for the school daily.
2. Be positive. Look for the good.
3. Be an encourager.
4. Don't gossip. Know the facts and support them.
5. If you don't understand something, ask the right people. Do not assume.
6. Be positive about the school in the home, church and community.
7. Be a team player.
8. Be supportive of teachers and administrator's enforcement of school policy.
9. Be respectful to faculty/staff. Talk to your child's teacher about questions or problems. If the issue is not resolved in due time, talk to the administrator.

# Student Discipline Procedure

## Philosophy

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scripture and stated in school policy.

Discipline is not confined to mere external control, but each student is encouraged and guided to become internally governed through example and precept.

In an atmosphere of clear Christian standards of conduct, there is the opportunity for development of strong, stable Christian character.

“...being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.” – II Corinthians 3:18b

## Principles

1. **It is vital that there be order in the classroom and that the rules of the school be upheld.** This is usually considered from the viewpoint of the teacher, but it is as important for the student because:
  - a. **In a school society it is necessary for mutual respect and order to prevail so that all students feel comfortable and content as members of the society.**
  - b. **A teaching-learning situation can only exist in an orderly environment where problems do not create barriers to student learning.**
  - c. **Students appreciate fairness and justice. When they realize that the same behavior is expected from all members of the student body, there will be spirit of cooperation and unity.**

“Order my steps in Thy word...” -- Psalm 119:113a
2. **It is essential that the teacher be in command at all times.** Rewards, incentives and encouragement are important tools in establishing good behavior patterns. “Withhold no good from them to whom it is due, when it is in the power of thine hand to do it.” -- Proverb 3:27 This is the positive side of discipline, which creates a strong motivation on the part of the student for cooperation and voluntary conformity to the proper code of behavior and puts the teacher in command. Faculty and administration will seek to apply the Academy’s rules fairly, with compassion and wisdom.

“For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.” -- Proverbs 6:23
3. **Discipline will be progressive.** Parents will be contacted.

“Without counsel purposes are disappointed, but in the multitude of counselors they are established.” -- Proverbs 15:22
4. **Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God.** Students should never be “put down” or demeaned before their peers. **They should be taught to feel that proper behavior is their responsibility.**

“Understanding is a wellspring of life unto him that hath it.” – Proverbs 16:22

Effective disciplinary policies play an integral role in the education of our children. At NGCA disciplinary procedures are to encourage the student to make wise choices and encourage positive behavior by clearly stating student expectations. Teachers may introduce more specific guidelines for their classrooms. In general students are expected to respect others and take care of their school and classrooms. The following list highlights and further defines examples of inappropriate choices/behavior that are stated in the handbook.

- Being late to class (this includes being seated when the bell rings)
- Being unprepared for class.
- Using inappropriate language
- Failure to turn in homework
- Chewing gum anywhere on school property
- Willful disobedience or disrespect
- Inappropriate physical contact
- Open defiance of authority
- Racial prejudice
- Eating or drinking in non-designated areas
- Wearing clothes other than within school policy.
- Cheating, Stealing, Bullying
- Using or displaying portable music/entertainment devices, iPads, tablets, electronic games, etc. during school time.
- Visits to inappropriate internet sites including, but not limited to, sites displaying pornography, general vulgarity & profanity, and extreme violence – on or off campus.

When students choose to break NGCA guidelines, they demonstrate an unwillingness to show respect to the staff and their fellow classmates. As a result, the NGCA student handbook policies will be followed and consequences will include moving your number accordingly. Should a student choose to behave in an unacceptable manner, this policy may be accelerated and the student can be sent immediately to the principal’s office.

The current discipline policy will be implemented.

Meeting Expectations	X		
Lunch Detention			
Administrative Intervention			
Possible Expulsion			

Middle School and High School students will begin each week with their number in the “X” position. Once they have moved their number a third time they will have a lunch detention. Each subsequent move of their number will result in another lunch detention. Once their number moves to the third level they will have a meeting with the administrator. Each subsequent move of their number will result in another meeting with the administrator and a possible parent

consultation. Once their number moves to “Possible Expulsion” they will have a meeting with their parent(s)/guardian and administrator.

Should a student arrive at the end of the “Lunch Detention” level three times within a quarter, he or she will be referred to the administrator.

A notice of administrative intervention will be sent home for parents to sign and return. Appropriate discipline at home should be given to back up the school.

In addition to the system of discipline noted above, other corrective measures may include:

- Warning

- Temporary removal from class

- Writing sentences or other additional assignments

- After school detention (cleaning around the school campus)

- Notification of the parents by the teacher

- Parent/teacher conference

- In-school suspension (See paragraph below)

- Out-of-school suspension (No credit for that day’s class work will be given. A 20% grade reduction will be taken on any test that has to be made up due to the absence.)

- Probation (See paragraph below)

- Expulsion (See paragraph below)

### **In-School Suspension**

After receiving an in-school suspension, the following assignments must be completed in order for the student to earn his/her way back into the classroom.

During the Morning:

- Complete assignments given for the day by the teachers

- Complete an ISS Report

- Write a letter of apology to each person who was directly affected by your actions that caused you to have ISS

During the Afternoon:

- Lunch Detention

- Cleaning assignments which may include cleaning the middle/high cafeteria tables and floor and/or cleaning the microwaves and any other tasks assigned by the cafeteria staff.

- Clean assigned areas in classrooms and/or other alternative work projects

- Turn in all of the written assignments to your homeroom teacher for inspection.

If all assignments are not completed and not completed at home, the student will continue them the next school day until they are completed. Any classwork missed the next day will be made up for homework.

## **Probation**

Probation gives a student an opportunity to correct his/her problem. If the student does not improve to a satisfactory level the student will be expelled or asked to withdraw from school. The probation period will last for nine weeks. A student who is placed on probation must make every effort to correct the problem. The administration will notify parents in writing when a student is placed on probation. Student activities will be limited and all positions of trust and responsibility must be relinquished during this time.

Students may be placed on probation for the following reasons:

Academic:

Insufficient academic progress (two or more failing grades)

Failure of parents to get recommended professional help for the student.

Attitude:

A rebellious spirit

A continued negative attitude or bad influence upon other students

Disciplinary:

Continued deliberate disobedience

Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony

A failure of the parents to comply with the disciplinary procedures of the school

A student is placed on probation after his first suspension

## **Expulsion**

“Neighbors Grove Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy, or is engaged in behaviors or lifestyles inconsistent with Biblical guidelines as prescribed by The Wesleyan Church. This policy applies to behavior on and off campus throughout the calendar year.”

## **Computer Lab Discipline Policy**

Students must only use the computer for the specific tasks assigned by the teacher. Any other use will result in the following penalty without a warning:

1. Lunch detention and number moved to level 2
2. A grade of zero for computer class that day
3. Loss of computer privilege for the rest of the class and day

## **Withdrawals**

A form will need to be completed for a student to be withdrawn. (See Financial Agreement Policy #13)

## **Policy Changes**

To assure NGCA achieves and maintains the purpose of this policy manual, and to assure the organization continues the ability to meet its needs under changing conditions, NGCA reserves

the right to modify, augment, suspend or revoke any or all policies, procedures, practices and statements contained in this manual at any time.

## **PHYSICAL EDUCATION POLICIES AND PROCEDURES**

1. The PE teacher will determine if classes are to be held indoors or outdoors depending on weather and the scheduled activity.
2. In accordance with the NGCA dress code policy in the student handbook, any middle/high school student not having tennis shoes for PE will not be able to participate in class for that day.
3. Without proper tennis shoes he/she will receive a zero for that day, the student number will be moved one space for not being prepared for class, and it will count as an unexcused absence for that class period. The student will report to the designated classroom/teacher and will be given a health assignment to be completed during that class period. Failure to complete the assignment will result in the student moving his/her number one more additional space.
4. Physical Education will be graded on a Pass or Fail basis. A student may earn a daily Pass grade by actively participating and exhibiting a positive attitude in class. Students may earn a Fail grade for not actively participating or exhibiting a negative attitude. The student will be evaluated each PE class and his/her running totals will determine his/her grade for the quarter. When a student receives a zero for not having proper tennis shoes he/she will receive a Fail grade for that day.

## School Age Extended Care Program

Since many parents are both employed, a special extended care program is provided. This program is divided into the following categories.

### **1. Before School Care**

This program is designed for students who arrive between 6:30 and 7:45 AM. Supervision is provided. A snack breakfast is provided for these students.

### **2. After School Care**

This program is designed for students who remain at the Academy after 3:15 PM and stay as late as 6:00 PM. Homework time, games, activities, supervised play and an afternoon snack are provided. **All students that remain after 3:15 PM must be enrolled in this program.**

**\*Any parent/guardian who fails to pick up their child by 6:00 pm will be subject to the following plan:**

**First Offense:** Verbal Warning

**Second Offense:** \$5.<sup>00</sup> flat fee

\*Fee should be paid at time of pick up.

**Third Offense etc....:** \$5.<sup>00</sup> flat fee + \$1.<sup>00</sup>/minute past 6:00 PM

\*Fee should be paid at time of pick up.

- **Children will not receive breakfast if they arrive after 7:30 am**
- **Failure to pay fees will result in dismissal of the child from the program.**

## Monthly Rates

OPTIONS	AND DESCRIPTION	1 CHILD	2 CHILDREN	3 CHILDREN
1.	6:30 to 7:45 a.m.	\$ 55.00	\$ 95.00	\$110.00
2.	3:15 to 6:00 p.m.	\$ 90.00	\$160.00	\$180.00
3.	Both of the above	\$ 90.00	\$160.00	\$180.00
4.	Up to 1 hour daily	\$ 55.00	\$ 95.00	\$110.00

The **daily rate** for Before School Care is \$3.00 + \$1 for breakfast if eating here. If you are paying \$90.00 for After School and are also using Before School Care, there is a \$1.00 charge for eating the cafeteria breakfast since there is no charge for the care. The daily rate for After School Care only is \$5.00.

Children are **not** allowed to bring in their own food for breakfast.

## Neighbors Grove Christian Academy Chromebook Usage and Internet Policy

NGCA is excited to provide each of our high school students with an HP Chromebook-14 to enhance their academic experiences and help develop 21<sup>st</sup> century skills. Internet access has been established primarily for educational purposes. The phrase “educational purpose” includes academic activities, career development, and approved high-quality activities.

All students and parents/guardians must sign a copy of this policy and return it to NGCA in order to be issued a Chromebook.

### **Terms and Conditions**

- The use of the Chromebooks and the Internet is a privilege, not a right, and inappropriate use can result in the cancellation of those privileges.
- Under no circumstances should a student provide passwords to other students or allow anyone to use their login and password.
- Students are not authorized to load any software on the Chromebook.
- Students are restricted from using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language while using the school’s computers.
- Students who engage in cyberbullying will be subject to disciplinary action.
- Students are not allowed to plagiarize works found on the Internet. Copy and pasting work from the Internet into your work is a form of plagiarizing.
- Students are restricted from changing the set-ups of the Chrombooks and removing or adding programs to any of the school’s devices.
- Students are responsible to report any problems they see with the computers immediately to a teacher.
- NO food or beverages are allowed around or near the electronic devices.
- Chromebooks should be carried/stored in a padded protective bag.
- Cords, cable, and removable storage devices must be inserted and removed carefully.
- Never carry the Chromebook by the screen. It should be fully closed and stored before transferring it to another location.
- The Chromebook should be shut down or placed in sleep mode before moving between classes to conserve battery life.
- The Chromebook should be fully charged prior to first period each day. Bring the charger to school daily.
- Do not deface the Chromebook with any writing, drawing, stickers, or labels.
- Students must take precautions to prevent theft. Never leave the device unattended or in the passenger area of a car. If there is no trunk, place it in the back and cover it.

(over)

- Students must take precautions to prevent damage. Carry it carefully and never leave the device where there is danger of it coming into contact with moisture or excessive heat. It should be protected from inclement weather.
- If a device is damaged due to obvious carelessness or abuse, the student will be assessed a damage fee, not to exceed \$150.00. (The new Chromebook cost \$250 plus a \$30 license per unit for Management controls.)
- Students are not allowed to bypass filtering devices.
- All electronic devices issued to students by NGCA remain the property of NGCA and must be returned at the end of the academic year, upon withdrawal from NGCA, or at the request of a teacher or administrator. Willful failure to return the device in accordance with the stated conditions may result in criminal prosecution.
- Parents/guardians are responsible for monitoring use when students are not at school.

Failure to comply with these terms and conditions can result in the suspension of the student's computer use and/or other disciplinary action.

Please sign that you have read and understand the Chromebook Usage and Internet Policy and that you have discussed it with your child.

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(Parent/Guardian Signature)

(Date)

I \_\_\_\_\_ (print name) have read and understand the above policy and agree to follow all the rules as stated. I understand if I do not follow these policies, I will have to face the consequences explained to me.

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(Student Signature)

(Date)

## Neighbors Grove Christian Academy Enrollment Agreement

As a parent, you have already signed a copy of this agreement with your application. It is included here for informational purposes.

1. Students and parents/guardians are to show due respect in relations with the faculty and in speaking to faculty members.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time of the year, are serious violations of the standards of Neighbors Grove Christian Academy, and will result in immediate expulsion from the Academy. Students are not permitted to have fire arms or knives on school campus.
3. Students are not allowed to leave the school grounds during school hours without permission from parents and proper school authorities.
4. The school is not responsible for the loss of property, whether the loss occurs by theft, fire, or any other cause.
5. Neighbors Grove Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy, or is engaged in behaviors or lifestyles inconsistent with Biblical guidelines as prescribed by The Wesleyan Church. This policy applies to behavior on and off campus and throughout the calendar year.
6. Attire and appearance appropriate to the occasion is expected of all students at all times and students are expected to adhere to guidelines as described in the student handbook.
7. Many individuals have, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend Neighbors Grove Christian Academy, and therefore do all in their power to keep the buildings attractive and make the utmost use of all facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action, including dismissal.
8. Neighbors Grove Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies, scholarships, and athletic or other school programs.
9. A student handbook will be furnished to all students so they will be knowledgeable of all general regulations.
10. I authorize Neighbors Grove Christian Academy to take my child on field trips by means of automobile, van, bus, or walking.
11. Promotional advertisements are used by Neighbors Grove Christian Academy. I understand and agree that my child may be used for such advertisements, and that Neighbors Grove Christian Academy is released from all liabilities.
12. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
13. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
14. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the Academy Administrator.
15. It is understood that all students are accepted on a probationary basis for the first grading period before grade placement and admission becomes final.

## **Neighbors Grove Christian Academy Financial Agreement Policies**

As a parent, you have already signed a copy of this agreement with your application. It is included here for informational purposes.

1. I agree to pay the registration fee, book fee, and tuition for the first month before my child can attend Neighbors Grove Christian Academy.
  - \*This must be paid in full before the first day of school.
  - \*Registration and Book Fees are non-refundable.
2. Tuition payments may be paid over 10 or 12 months, August thru May, or June thru May, respectively. Because tuition is an annual fee divided into monthly payments, the payment amount is the same for each month, regardless of holidays or workdays.
3. Student Accident Insurance is included in these fees.
4. I understand that participation in the GAP Fund, which supplements tuition income, is required either through sales projects and volunteer time or paying the listed cash value of the projects and volunteer time. Any sales project or cash value remaining unpaid in May will be added to your school tuition and fees account.
5. Lunch and ice cream must be purchased separately. Lunch and ice cream payments must be made payable to the Child Development Center.
6. A student will not be allowed to attend class if tuition is not paid by the 15<sup>th</sup> of each month, unless a satisfactory payment arrangement has been made with the office.
7. I agree to set up a payment plan with the Business office. Check one of the options below:
  - ( ) I would like a weekly payment plan.
  - ( ) I would like a monthly payment plan.
8. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism.
9. School age extended care is an optional service; therefore each service has a separate fee and is not included in the regular tuition.
10. A \$20.00 charge is made for returned checks.
11. Students will not be permitted to begin a new school year until all fees have been paid in full from the previous year.
12. All financial information is emailed or mailed to the address of the student's residence. It is the enrolling parent's/guardian's responsibility to share this information with other appropriate adults.
13. A late fee of \$20.00 will be charged to the account after the 15<sup>th</sup> of each month, unless prior arrangements have been made with the school office.
14. A two-week written notice is required for withdrawals. Parents/Guardians will be required to pay the two-week tuition fee, even if the child is withdrawn during those two weeks. Records will not be released if there is outstanding tuition or fees.
15. We reserve the right to use legal means to collect unpaid accounts.
16. Report cards and student records will be retained by the school in the event of unpaid accounts. They will be released when the account is paid in full.

## **NEIGHBORS GROVE CHRISTIAN EDUCATION CENTER BOARD**

The Neighbors Grove Christian Education Board is responsible for setting governing policies for Neighbors Grove Child Development Center and Neighbors Grove Christian Academy. The NGCEC Board is governed by The NGCEC Bylaws adopted by both this board and Neighbors Grove Wesleyan Church's Local Board of Administration. The NGCEC Board approves annual budgets and guides the future development of these ministries in accordance with their mission and vision. This board is responsible for hiring the NGCEC administrator, and upon his/her recommendation approves the hire of the CDC Director and other contractual employees. This board also serves as the final authority when employee or parent grievances cannot be resolved at a lower level.

The NGCEC Board is comprised of members representing Neighbors Grove Wesleyan Church, Neighbors Grove Child Development Center and Neighbors Grove Christian Academy. Current members as of 08-2017 are:

Linda Camp, Chair  
336-629-2076

Wyatt Hoogkamp, Sr. Pastor  
336-628-4049

Randy Haithcock, NGCEC Administrator  
336-672-1147

John Chauklin, Business Manager  
336-672-3179

Tami Thomas, CDC Director  
336-625-3347

### Parent Representatives

Angie Garner, 336-498-7880 – PTM President

Amy Snider, 336-301-3399– NGCA Rep.

Trey Bentley, 336-460-0686– CDC Rep.

### Church Representatives

Gail Rabb, 336-672-2361

Tracey Robbins, 336-963-8407

Audrey Smith, 336-672 -0639



**Each Parent And Student Must Sign and Return to School the Following Agreement Form:**

**I have read the NGCA Handbook for Parents and Students and agree to abide by the stated policies and procedures in a cooperative spirit.**

**Student's Signature \_\_\_\_\_**

**I have read the Neighbors Grove Christian Academy Handbook for Parents and Students. I agree to uphold, cooperate with, and help enforce all of these policies and procedures. I agree that if my student or I fail to abide by this Handbook, it may result in termination of my child(ren)'s enrollment.**

\_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_  
**Father/Guardian Signature**

\_\_\_\_\_  
**Date**



**Neighbors Grove Christian Academy  
Parent Consent Form for Student Medications  
2017-2018**

**Over the Counter Medication**

I do hereby authorize Neighbors Grove Christian Academy personnel to administer minor first-aid treatment when warranted. By checking the appropriate boxes, I further authorize NGCA to administer the following non-prescription medication.

<b>Non-Prescription Medication</b>	<b>Yes</b>	<b>No</b>	<b>Additional Instructions</b>
Acetaminophen			
Antacids			
Ibuprofen			
Throat Lozenges			
Other (Specify):			

Special Instructions: \_\_\_\_\_

I have read the medication label(s), and my child does not have any health problem that could be made worse by taking this medication. My child is not taking any other medication at home that could interact with this medication and cause unwanted side-effects. I will notify the School in writing if I want this medication stopped.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date