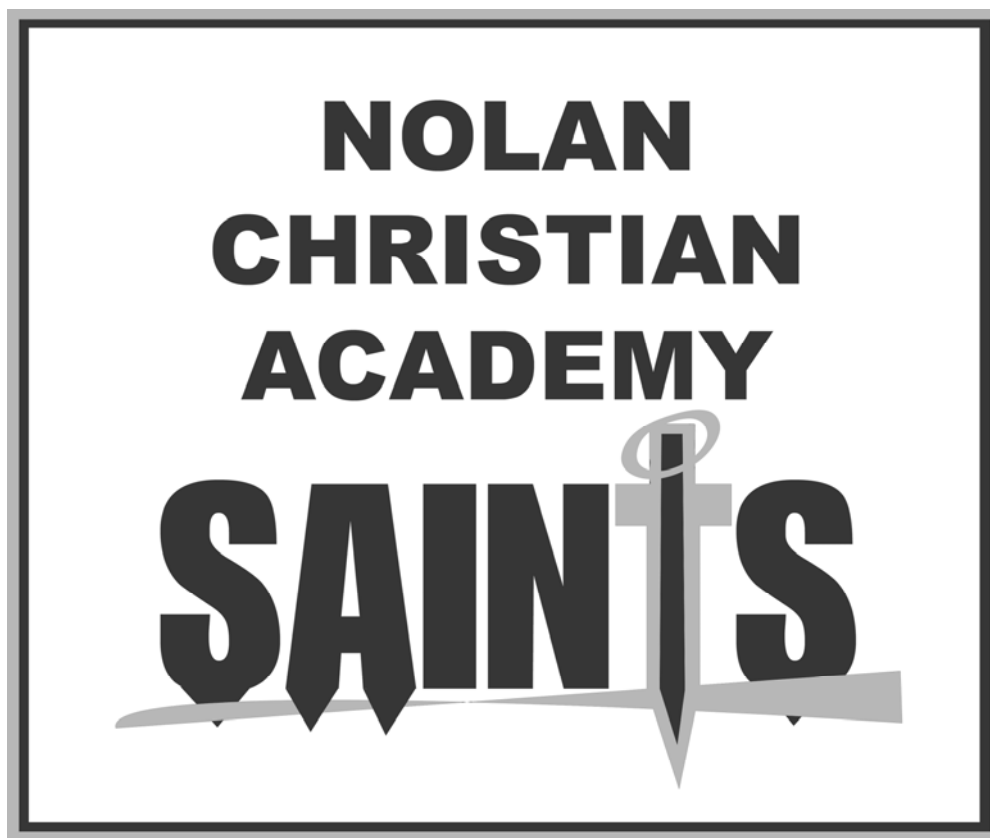


PARENT/STUDENT HANDBOOK | 2010

**30 NOLAN STREET
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Home of the Nolan Saints!

(An accredited satellite school of the Eastern Panhandle Christian Academy)

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1.0 About Nolan Christian Academy

Nolan Christian Academy is a ministry of the Nolan Freewill Baptist Church, located at 30 Nolan Street, Williamson WV, and is also a satellite school of the Eastern Panhandle Christian Academy a ministry of the Heritage Free Will Baptist of Inwood, WV. This ministry uses the Biblically based Alpha Omega Publications, (Switched On On-line) curriculum which includes Scripture memory passages and references to God and Jesus Christ, all designed to help students develop moral character, a sense of accountability, and wisdom in their lives.

2.0 Purpose of Nolan Christian Academy

The purpose of Nolan Christian Academy (hereinafter referred to as NCA) is to teach children how to live and to equip them for success biblically. The Bible verse in Proverbs 22:6 admonishes parents to train up a child in THE way he SHOULD go. A private Christian school is an extension of the home in training young people. The staff of NCA works closely with parents to train the whole child.

Attendance at NCA is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. NCA stands without apology for high standards of morality and wisdom.

3.0 Articles of Faith

1. **The Bible.** The Scriptures of the Old and New Testaments were given by inspiration of God and are our infallible rule of faith and practice.
2. **God.** There is one living and true God, revealed in nature as the Creator, Preserver, and Righteous Governor of the universe; and in the Scriptures as Father, Son, and Holy Ghost; yet as one God, infinitely wise and good, whom all intelligent creatures are supremely to love, adore, and obey.
3. **Christ.** Christ is God manifest in the flesh; in His divine nature truly God, in His human nature truly man. The mediator between God and man, once crucified; He is now risen and glorified, and is our ever present Savior and Lord.
4. **The Holy Spirit.** The Scriptures assign to the Holy Spirit all the attributes of God.
5. **The Government of God.** God exercises a wise and benevolent providence over all beings and all things by maintaining the constitution and laws of nature. He also performs special acts, not otherwise provided for, as the highest welfare of men requires.
6. **The Sinfulness of Man.** Man was created innocent, but by disobedience fell into a state of sin and condemnation. His posterity, therefore, inherits a fallen nature of such

tendencies that all who come to years of accountability, sin and become guilty before God.

7. **The Work of Christ.** The Son of God by His incarnation, life, sufferings, death, and resurrection effected for all the redemption from sin that is full and free, and is the ground of salvation by faith.
8. **The Terms of Salvation.** The conditions of salvation are:
 - a. Repentance or sincere sorrow for sin and hearty renunciation of it.
 - b. Faith or the unreserved committal of one's self to Christ as Savior and Lord with purpose to love and obey Him in all things. In the exercise of saving faith, the soul is renewed by the Holy Spirit, freed from the dominion of sin, becomes a child of God.
 - c. Continuance of faith and obedience unto death.
9. **Election.** God determined from the beginning to save all who should comply with the conditions of salvation. Hence by faith in Christ men become His elect.
10. **Freedom of the Will.** The human will is free and self-controlled, having power to yield to the influence of the truth and the Spirit, or to resist them and perish.
11. **Salvation Free.** God desires the salvation of all. The Gospel invites all. The Holy Spirit strives with all; and whosoever will, may come and take of the water of life freely.
12. **Perseverance.** All believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.
13. **Gospel Ordinances.** Baptism, or the immersion of believers in water, and the Lord's Supper are ordinances to be perpetuated under the Gospel. Foot washing, an ordinance teaching humility, is of universal obligation; and is to be ministered to all true believers.
14. **Tithing.** God commanded tithes and offerings in the Old Testament. Jesus Christ endorsed it in the Gospel (Mat. 23:23), and the apostle Paul said, "Upon the first day of the week let every one of you lay by him in store, as God hath prospered him." I Corinthians 16:2a.
15. **The Christian Sabbath.** The divine law requires that one day in seven be set apart from secular employments and amusements for rest, worship, holy works and activities, and for personal communion with God.
16. **Resurrection, Judgment, and Final Retribution.** The Scriptures teach the resurrection of all men at the last day. Those who have done good, will come forth to the resurrection of life; and those who have done evil, unto the resurrection of damnation. Then the wicked will "go away into eternal punishment, but the righteous into eternal life."

4.0 Admissions Policy

Nolan Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at NCA. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

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

5.0 Admissions Procedure

1. Parents visit school
2. Parents and student read this handbook thoroughly.
3. Application is submitted accompanied by registration fee and previous report card.
4. Medical History form is submitted. All students must have the following immunizations: diphtheria, polio, measles, and rubella.
5. Copy of birth certificate
6. Your Pastor's letter of recommendation.
7. Diagnostic testing if applicable.
8. Office will set up for an interview (parents and pupil) with the principal.
9. Parents will be notified of acceptance.
10. Parent Orientation attended by parents before student begins school year.

5.1 Fees and Financial Procedures

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

Standard Fees

Enrollment Fee	=	\$ 100
Annual Tuition	=	\$ 1500
Curriculum Cost	=	<u>\$ 650</u>
		\$ 2250

Payable Monthly:

- 12 monthly payments of \$187.50
- 10 monthly payments of \$225.00

Discounted Fees

NCA will offer a discounted rate for one of the following.

Option 1 = Paid in full before the beginning of school = total cost \$1800

Option 2 = Direct withdraw from checking account 12 month \$150 per month = \$1800

Fees are due by the 10th of each month beginning with the first month of school. Checks returned for non-payment will be assessed a service fee based on what the bank charges us. This applies to all returned checks, both tuition and fund-raising purchases.

Note: Financial Aid may be available for qualified applications. If interested, please fill out a financial aid form and submit it to the school board.

6.0 Medical Guidelines

No staff member will be permitted to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the school office. NCA will call the parent in instances where a student needs medical attention.

6.1 Illnesses

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

7.0 Parental Involvement

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

7.1 Parent-Teacher Conferences

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

7.2 Communications

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

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

8.0 Computers

All computers used in the class room are owned by the school and no personal computers will be allowed during school hours. There will be no moving of the computers without the consent of an NCA staff member. Absolutely no loading of software (internet download or CD-Rom) will be allowed. Any computer malfunctions or problems must be reported by the student to a staff member and will be handled by the staff; no student will be permitted to “fix” computer issues. Any mis-use of computers whether physical or software related, will result in reprimand which can include dismissal of the student and/or monetary charges if costs are incurred by the school to repair or replace a computer due to the mis-use.

9.0 School Supplies

Personal Bible (King James Version)

(List will sent out by teacher and is subject to grade)

9.1 Lunch and Snack Procedures

An area will be provided for students to eat lunch and snacks. Students will need to bring their lunches and at least one snack per day. Refrigeration is provided. Microwaves are available when needed, **please provided all necessary containers for Microwaving**. All plastic ware and paper plates are to be provided by the student. Students will eat at assigned areas. Put trash in wastebaskets. Student assignments for cleaning tables and sweeping the dining area floor will be given each day. **NO SODAS OR ENERGY DRINKS ARE ALLOWED**. Parents are asked to send health and nutritious lunches.

10.0 Christian Leadership Training

Devotions: Students will meet in devotional periods during the week. Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions.

Chapel: Weekly chapel sessions are held during which the student identifies his education with Biblical principles and wisdom.

Students must bring Bibles to all devotions, chapels, and special meetings.

11.0 Christian Americanism

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, country, and flag.

Pledge of Allegiance to the American Flag

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

Pledge of Allegiance to the Christian Flag

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

Pledge Allegiance to the Bible

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

12.0 Attendance

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

Excused medical absences are for illness, medical appointment, or a death in the family. Students will be expected to make up all missed tests; class work and homework after returning from an excused absence. Students will be allowed as many days to complete makeup work as they were absent. If a student is absent only one day, he/she will be required to take the test as scheduled on the day he/she returns.

Excused non-medical absences may be requested in advance for such activities as family trips or outings, youth activities, or any activity not sponsored by the school. Allow one-week notice

for a non-medical excused absence. All makeup work will be issued by the teacher prior to the excused absence, and will be due before the absence at the discretion of the teacher.

12.1 Beginning and Ending of Day

Doors open at NCA at 7:30am. Students should go directly to their assigned classrooms and begin to prepare for the day by placing backpacks, coats, and homework in their proper places.

Class begins at 8:00am with an assembly in the main area.

Parents are invited to visit briefly with their child's teacher before class.

Classes end at 2:30pm each day. Parents are urged to refrain from coming to the classroom before 2:30pm so teachers are able to prepare the classes for leaving. This way no homework or books are left behind that may be needed that evening at home. Visiting the classroom unannounced causes unneeded distractions.

If it is necessary to pick up a student early, the parent should call the school ahead so the student can be ready. The parent must come to the office to sign out any student leaving during scheduled educational time.

12.2 Emergency Procedures

If school must be cancelled due to inclement weather or other extenuating circumstances, parents will receive a phone call from the school. When Mingo County schools are closed due to inclement weather, NCA will also be closed. We do not have weather-related 2 hour delay since our students are transported by their parent.

13.0 Homework

The responsibility for scholastic achievement is placed upon students. Most students should need not to take academic work home. The goals are automatically set by the on line computer system and reviewed by the supervisor. They are usually no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the Class room. Should the student have homework, a Homework Slip will be sent home with the information of what is to be completed. The slip is to be signed by the parent and returned the following day.

14.0 Awards Program

An annual Awards Program will be held each spring recognizing the accomplishments of individual students from different levels for scholastic achievement and other various categories.

15.0 Progress Reports (report cards)

The grading system of NCA is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports (report cards) are given to students to present to their parents on or before the Friday following each nine-week period. The report is to be signed by the parent and returned to the school within three days. A fee may be charged for duplicate cards. Final report cards will be mailed to the parents after the completion of the school year.

16.0 Discipline

NCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

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

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

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

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

Media Station:

Computer related academics are completed at the Class room media station or at the student's office if individual computers are throughout the Class room. Students may be required to purchase and maintain specified computer disks.

16.1 Disciplinary Codes

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

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

17.0 Disciplinary Action

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

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

1. A corrective look
2. A verbal warning

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

17.1 Appeal and Procedures

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

18:0 Electronic Devices

Students are not to bring radios, I-pods, MP-3 players, electronic games, etc. into the school building. Cell phones that are brought to school must be turned off in the building at all times. Students may use the phone outside the building after school. Students found using the phone or text messaging in the building will receive discipline and lose the privilege of bringing a cell phone to school.

18.1 Personal and School Property

Marked on, defaced, or broken property is to be replaced at offending student's expense.

Music:

Only that which has been approved by staff is permitted. Instruments are to be played only in supervised music session.

Books/Magazines:

Must be approved by the supervisor upon student's arrival at school.

Computer Software:

Computer games and software from "the outside" are not permitted.

Off Limits:

Class room Supervisor Station and files
Computer and related equipment and materials unless using them for school activities.
Class room when staff is not in attendance
P.E. area except under supervised activity
Autos and parking area

(Closed campus policy: students may not leave the school grounds during school hours without permission.)

18.2 Legal Reporting Obligation of the School

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

18.3 Playground Rules

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

18.4 Visitors

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

18.5 Weapons

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

18.6 Funding Field Trips and Parties

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

18.7 Transportation

NCA does not provide transportation to and from the school. Parents may arrange car-pooling. Students driving are to lock their cars. **ALL** students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to and from school.

18.8 Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place an emergency call must have their supervisor's permission. Parents are welcome to call the school at any time.

19.0 Dress Regulations and Personal Appearance

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

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

GIRLS: KEY WORDS IN OUR DRESS CODE ARE NEATNESS, MODESTY, AND FEMINE FASHION.

Hair: Neat, clean and becoming. NO bright color hair dye or coloring.

Clothing:

NO shorts more 2 inches above knees.

NO Tight Clothing.

NO Tank tops or Muscle Shirt.

NO short skirts without tights underneath.

NO low cut shirts or dresses.

NO low cut slacks.

Girls who have begun to develop should wear a bra.

Jewelry:

In good taste

NO body piercing

NO visible tattoos

NO toe rings

Shoes:

Shoes must be worn at all times

Shoes with laces must be tied.

BOYS: KEY WORDS IN OUR DRESS CODE ARE NEATNESS, MODESTY AND MASCULINE FASHION

Hair: Neat, combed, clean traditional haircut

NO Mohawk, spikes, or ponytails.

Clothing:

NO shorts more than two inches above knees.

NO Tight Clothing.

NO Tank tops or Muscle Shirt.

NO low cut slacks.

Jewelry:

In good taste

NO body piercing

NO visible tattoos

NO toe rings

Shoes:

Shoes must be worn at all times.

Shoes with laces must be tied.

(If a student does not comply with the dress code, parents may be notified and students will be reprimanded according to the offence.)

Students attending school activities, on or off campus, during or after school hours, must wear clothing consistent with the school dress code. Guests at the school or school-sponsored activities are encouraged to wear clothing consistent with school standards.

Help us to encourage the students to follow rules!

20.0 Graduation Requirements

A minimum of twenty-four credits is required for graduation. A prescribed course of study will be determined through a conference among the staff, parents, and student.

21.0 Courses of Study Leading to a Diploma

Honors Course of Study

Subject	Minimum Credits Required
Bible	4
English	4
Math	4 (3 of the 4 credits must be Algebra I and above)
Social Studies	4
Science	4
Fine Arts	1
Foreign Language	2 (2 credits in one language)
Physical Education	2
Health	½
Elective	1 ½
Minimum Total Credits – 27	

The Honors student must complete 27 credits and attain a high school average of 94 percent or better. He should score a minimum of 12.9 on a national achievement test and have 1000 SAT or 22 ACT score.

College Preparatory Course

Subject	Minimum Credits Required
Bible	4
English	4
Math	4
Social Studies	4
Science	3
Fine Arts	1
Foreign Language	2 (2 credits in one language)
Physical Education	2
Health	½
Elective	½

Minimum Total Credits – 25

General Course of Study

Subject	Minimum Credits Required
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Bible	4
English	4
Math	4 (2 of the 4 credits must be Algebra I and above)
Social Studies	4
Science	3
Fine Arts	1
Physical Education	2
Health	½
Electives	1 ½

Minimum Total Credits - 24