



North Fork Christian Academy

ACADEMY HANDBOOK 2019-20

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INTRODUCTORY MATERIAL

Welcome! We are thrilled that you have joined our Academy family. We believe that your child's education must be a joint effort. With this in mind, this handbook is written to students and their families. Please read it thoroughly, since it explains the policies and procedures that govern NFCA. We hope you will find it helpful and informative. Feel free to consult with our pastor or administration about any problem or question that concerns the welfare of students. It is the desire of the administration to be of service to both parent and student.

Mission

Instituted in September, 2018 as a ministry of First Baptist Church of Hotchkiss (FBCH), North Fork Christian Academy (NFCA) exists for the purpose of serving families, educating minds, and building leaders for the glory of God. It is the goal of the Academy to teach biblical character, to provide high academic excellence, and to help students exemplify godly living in the broader social community. NFCA believes that the fear of the Lord is the beginning of knowledge (Proverbs 1:7), and that Jesus and the Bible must be the center of every part of life, including education. With mission and faith in mind, NFCA employs traditional teaching methods using quality Christian, Bible-centered video curriculum (Abeka Book) monitored and aided by a well-qualified, caring teacher.

Academic Programs

Elementary & Middle School (Grades 1-8)

The elementary and middle school program is designed for the average student to develop learning skills in all core subject areas. The reading program is based on the mastery of phonics. Mathematics, grammar, spelling, science, and penmanship are important elements of the program and are taught through the lens of God's Word. Also, the Bible is taught every day. Piano and other instrumental lessons are available. Rates are determined by the discretion of the music teacher. Students are encouraged to use and perfect their talents and abilities.

Senior High School (Grades 9-12)

NFCA offers a college preparatory education in a wholesome Christian atmosphere with closed enrollment. High School students will only be considered for acceptance at NFCA if they attend FBCH or if they or another sibling have attended or are expected to attend NFCA's Elementary and Middle School program. In NFCA's High School program emphasis is given to content that provides solid academic preparation for the College Board Tests—the PSAT, the ACT, and the SAT.

Admission Policy

NFCA is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of NFCA is to work with parents and guardians to train Christian young men and women to be godly leaders in their communities. NFCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. NFCA expects and requires that both students and parents will support the Academy in its distinct mission and in its biblical beliefs. In relying on the teachings of Scripture, NFCA believes that the Bible prohibits sexual immorality of any type, including but not limited to: pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular student is acting counter to or in opposition to the biblical beliefs that the Academy teaches, the Academy reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is

not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the Academy as stated throughout this handbook.

Students are tentatively accepted at NFCA after all paperwork has been completed and fees paid. Final acceptance is contingent upon the review of permanent records of the student's previous schooling, the grade placement of the student, and an informal interview of the student and parents with the administration.

NFCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the Academy. Parents and high school students are required to sign the Standards of Conduct. No student will be admitted or allowed to remain enrolled in NFCA who does not agree to cooperate with the overall purpose and program of NFCA.

Affiliation

North Fork Christian Academy is an affiliate and ministry of First Baptist Church of Hotchkiss.

Philosophy and Objectives

NFCA believes that wisdom and knowledge come from God, that all truth is God's truth. Therefore, the student's education is complete only when God and His Word are at the center of all learning. "The fear of the Lord is the beginning of knowledge" (Proverbs 1:7). NFCA is concerned with the total person: his or her intellectual, spiritual, physical, and social being. NFCA believes the needs of the total person can only be met when the gospel of Jesus is received and lived by the individual student. "For in Him [Jesus] dwells all the fullness of the Godhead bodily. And you are complete in him, which is the head of all principality and power" (Colossians 2:9-10).

Purpose

NFCA's desire is to offer each student an excellent education. Moreover, NFCA believes that this goal can only be attained by teaching subject matter in the light of God's Word (the Bible). Therefore, our goal is to give each child an education designed to fulfill II Timothy 3:17: "That the man of God may be perfect [complete], thoroughly furnished unto all good works."

Statement of Faith

THE WORD OF GOD (Psalm 12:6-7; 19:8; 2 Timothy 3:16-17, 2 Peter 1:20-21). The Bible is the divinely inspired Word of God, inerrant, infallible, and God breathed. The sixty-six books of the Old and New Testaments are complete. They were written by men moved by the Holy Spirit. Furthermore, the Bible is the sole authority for the Christian's faith and conduct.

THE GOD HEAD (Genesis 1:26; Deuteronomy 6:4; Matthew 3:16-17; John 14:10, 26; 1 John 5:7). There is one God, eternally existing in three persons: The Father, Son and Holy Spirit. They are equal in every divine perfection.

JESUS CHRIST (Isaiah 7:14; John 10:30; Luke 1:26-28; 2 Corinthians 5:21). Jesus Christ was conceived of the Holy Spirit and born of Mary, a virgin. Jesus was born that He might reveal God and redeem sinful men. Jesus is both the Son of God and God the Son.

RESURRECTION (Acts 1:9; 1 Corinthians 15:3-41, 50-52). The crucified body of our Lord Jesus Christ was resurrected and He ascended into heaven. There will be a bodily resurrection of the just and the unjust: the everlasting blessedness of the saved and the everlasting punishment of the lost.

HOLY SPIRIT (John 16:7-14; 1 Corinthians 12:11-13; Romans 8:9; 1 John 5:7). The Holy Spirit is a divine person, equal with God the Father and God the Son. He convicts of sin, of righteousness, and of judgment. He bears witness to the truth of the Gospel, and He is the agent in the New Birth, baptizing all true believers into the body of Christ.

MAN (Genesis 1:26; 3:6; Romans 5:12; 6:23). Man was created in the image and after the likeness of God. However, by voluntary transgression man fell from his sinless and happy state. The result of the fall is that all human beings are born with a sinful nature and are under the condemnation of God without excuse or defense.

ATONEMENT (Acts 2:18-36; Romans 3:24-25; 5:1-9; 1 Corinthians 15:3-4). The Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice. All who believe in the Lord Jesus Christ are justified on the merits of His shed blood.

SALVATION (John 1:12; 14:6; Acts 4:12; Ephesians 1:7; 2:8-9). The salvation of sinners is wholly of grace received through faith in the Lord Jesus Christ. Jesus is the only way of salvation. Nothing prevents the salvation of the greatest sinner, except his or her own inherent depravity and voluntary rejection of the Gospel.

ETERNAL SECURITY (John 3:16; 6:37-40; 10:27-30; 1 Peter 1:5; 1 John 5:11-12). Those who receive Jesus Christ as Savior are eternally secure. The believer's security rests in the finished work of Jesus Christ. In other words, believers are kept by God's power, secured in Christ forever.

END TIMES (Titus 2:13; 1 Thessalonians 4:13-17; 1 Corinthians 15:5-52; Revelations 3:10). There is a Blessed Hope that awaits believers in Jesus Christ: the personal, pre-tribulational, pre-millennial, and imminent return of our Lord and Savior Jesus Christ. At the rapture the church will be gathered together unto our Savior Jesus Christ. Following the tribulation Christ will return to set up His millennial kingdom on earth.

SCRIPTURAL ORDINANCES (Acts 8:36-39; 1 Corinthians 11:23-32). The Scriptural ordinances of the church are Baptism by immersion and the Lord's Supper. Baptism is the immersion of a believer in water, and it is the believer's testimony to the world of their belief in Jesus Christ and their identification with Christ in his death, burial, and resurrection.

The Lord's Supper should be taken by believers, and it is the commemoration of the Lord's death until He comes and a reminder of our fellowship with Him. The Lord's Supper should be preceded by careful self-examination.

THE CHURCH (Matthew 16:16-18; Acts 2:41-47; 1 Corinthians 12:12-27; 1 Timothy 3:15-16). The local church is a congregation of baptized believers who are practicing the New Testament principles; believing its doctrines; observing its ordinances; and associating for worship, work, and fellowship. The local church is autonomous and the center of God's program for this age, and every Christian is bound by Scripture to give his unhindered cooperation to the ministry of his or her local church.

SEPARATION (Romans 12:1-2; 14:13; 2 Corinthians 6:17; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11). Separation includes separation of the church and the individual believer from all worldly practices that dishonor the Savior.

BEGINNING OF SCHOOL

Orientation is Monday, August 19 at 6:00 PM.

All students are required to be at Orientation Day.

Supply lists will be available on the Academy website before Orientation. Supplies will need to be purchased at local retail stores. Important information will be given at each Orientation, so it is vital that each student and a parent attend. Attendance will be taken and counted as the first day of school.

Regular classes will begin on Wednesday, August 21st for Elementary, Middle, and High School students.

GENERAL INFORMATION

Admission Procedures

All potential students must adhere to the following guidelines for enrollment. As soon as all admission procedures have been completed, parents or guardians will be notified of admission acceptance.

1. New Student Application – Application forms must be completed and submitted **with a \$0 application fee, if submitted by May 15th**, or a \$25 application fee, if submitted after May 15th.
2. Schedule a Student Interview – Parents and student must interview with the Academy administration before a student application can be approved.
3. Complete Enrollment Form – Enrollment forms must be completed and submitted before July 15th. Also, responsible parties must sign the Parent Contractual Agreement Form and the Parent's Pledge and **pay a \$100 enrollment fee, if submitted before June 15th**, or a \$200 enrollment fee, if submitted after June 15th.
4. School Records (Grades 1-12) – The Records Release Form can be downloaded from the Academy website or obtained from the church office. Please, complete this form and submit it to the Academy Administrator. Each transfer student should also bring a copy of his or her most recent report card.
5. Health Records – Colorado law requires that all students have the following:
 - Immunization records or a doctor's note explaining the absents of immunizations
 - Copy of birth certificate
6. Texts Books Purchased – Texts books must be purchased through the Academy no later than July 15th.

An applicant for 1st-6th grades must be the appropriate age by October 15th of the enrolling year (i.e., to enter 1st grade a student must be six years of age by the October 15th deadline).

All students are required to have the following forms on file: copy of certified birth certificate and certificate of immunization. These forms must be submitted with the application papers. The certificate of immunization must have an expiration date noted. If the form has expired, a new certificate must be submitted within 30 days after the expiration date, or the student will be excluded from attendance at the Academy, until an updated certificate is submitted.

Attendance and Tardies

Each student must be in regular attendance. In case of absence, the parent should send a dated note to the teacher the day the student returns explaining the reason for the absence. There are no excused absences, except for pre-approved absences, student illness, death in the immediate family, or doctor and dentist appointments that cannot be scheduled outside of school time. Students who do not bring a note from home explaining the absence will be marked as unexcused for the day(s) missed.

Since it is often difficult for a child to make up work missed during an absence and presents undue hardships for students and teachers, family vacations and trips should be scheduled during school vacations. Should it be necessary for a student to miss school for personal reasons, please obtain permission from the administration, at least, a week in advance.

All work must be turned in to the teacher by the date requested by the teacher. Students who miss Final Exams due to family vacation will receive zeros on exams missed. Video lectures missed during approved absences can be viewed via Abeka's online database. However, this is not required, unless otherwise determined by the teacher. Students will still be responsible for the material covered in their absence. Approved excused absences are given to help provide some flexibility for family vacation trips, church trips, and college trips that cannot be planned during school vacation periods.

Any student who is absent ten days or more in one semester may not pass that semester's work. Students who must leave before lunch will be counted absent for the entire school day. Students who leave after lunch but before regular dismissal time will be counted as present for the day.

Tardies are disruptive to the classroom and have an adverse effect on your student's educational progress. Students who arrive after 8:05 AM must bring a written excuse from their parents to their teacher. Three unexcused tardies in one nine-week grading period are counted as one day's absence. Excessive tardies may result in cumulative disciplinary measures.

NFCA operates on the "closed campus" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of free periods a student may have. Students may go off campus during the school day only with prior permission from the administration.

Students who are absent for any reason are expected to secure assignments and complete all work missed during the absence. Video lectures missed may also be required, based on the sole discretion of the teacher.

Bad Weather Conditions

If the Delta County School District closes, because of a severe storm or emergency, NFCA will close at the same time. A decision to close school is generally made by the school district office by 6:00 AM. Please do not call academy staff members for school closure information. The Academy website calendar will note if school is closed.

Bible

Bible study is recognized at NFCA as foundational to a complete education. The Bible gives direction for this life and the only hope for eternal life. Therefore, NFCA's students have Bible class each school year. Also, chapel services meet each week. Furthermore, the Bible (KJV) is a

required text book for all NFCA students. If a student does not have a Bible (KJV), FBCH will provide them with a Bible free of charge.

Student Drop-off and Pick-up

Arrival

Early students will be supervised in the classroom beginning at 7:50 AM. We ask that students not arrive before this time.

Departure

Students should be picked up outside of NFCA between 3:00 PM and 3:15 PM. In order for someone other than the parent or guardian to pick up a student, written notification must be sent that morning to the teacher. Otherwise, parents or guardians will be contacted before a student is permitted to leave the Academy. The teacher will ask to see a driver's license any time a student is picked up by anyone who is not familiar to the Academy.

All students should be picked up from the Academy no later than 3:15 PM, unless they are detained by a teacher or have extra-curricular activities. A surcharge of \$10 per child will be made for students not picked up by 3:20 PM.

Cell Phones

Students are permitted to have cell phones, but they must be left in the student's locker or book bag. Students who use, carry, or display cell phones will receive appropriate disciplinary measures. Also, the phone may be confiscated and sent to the office until the parent has been notified. Inappropriate materials displayed on any student's phone will result in disciplinary action.

Child Abuse

Colorado Law requires that academy and church employees report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee. Once a report has been made, official representatives of DFCS have the right to come to the Academy to interview the child. Parental permission is not required.

Communicable Disease Policy

NFCA does not discriminate against any student. However, the Academy is faced with the challenge of providing a safe haven for those students entrusted to their care, and it is their intent to protect all students from exposure to serious illness. NFCA with its limited facility is not equipped to physically care for the needs of a very ill student or any student with a serious or chronic communicable disease.

Therefore, out of concern for the welfare of all students, it will be the Academy's policy to deny admission to, or to require dismissal from the Academy for a child with a serious and communicable disease. Any student who is denied acceptance or is dismissed due to a communicable disease will not be permitted to enroll or re-enroll in regular classes until he or she has been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to and including: Syphilis, Gonorrhea, Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the Academy of the student's infection of any serious and continuing communicable disease upon application for enrollment (of

a new student) or at the time of diagnosis (for a current student). In adopting this policy, NFCA recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The Academy will, therefore, update the policy statement in light of significant new information on such diseases.

Contacting Teachers

Parents are requested to contact their child's teacher through email, by writing a note and having the child bring it to school, or by contacting the Church office. If the teacher is not available at the time of the call, the Church office will leave a message for that teacher to call back.

NFCA asks that parents avoid visiting a teacher before class in the morning and during the Academy day. Talking to a teacher in the morning and throughout the day might delay that teacher from very important preparation and oversight for the whole class. If a conference is needed, the teacher will be glad to schedule a time to meet.

Facilities

In order to teach students proper stewardship and to maintain our facilities and equipment, students are to refrain from any actions and activities that could result in damage to Academy or Church property, facilities, or equipment. This includes, but is not limited to horseplay, climbing on furniture, attempting to jump and touch ceilings, door overhangs, elevated signs, etc., and chewing gum on the premises. Students who inflict damage to property will be required to pay replacement or repair costs.

Also, NFCA asks that all students participate in cleaning their desks, classroom, and lunch tables. Cleaning may involve the following: wiping desks with disinfectant wipes, vacuuming, taking out the trash, wiping down lunch tables, sweeping, and general organizing as the teacher directs.

Field Trips

The teachers and administration of NFCA feel that field trips can be a resourceful way to enhance the educational process. On many occasions, these trips are planned in relation to classroom studies and activities. While written permission has been obtained on the Student Enrollment Form, parents will be notified in advance of these trips. Parents are often invited to attend their child's field trip. We ask, however, that parents not bring other siblings along on these trips. Also, academy dress codes will be in effect for students.

Illness

For the welfare of your child and others in the Academy, all children who are sick must be kept home. If a student becomes ill during the day, the Church office will call the parents and ask that the child be taken home or to the doctor. Students who vomit or show signs of fever are not permitted back to school until symptoms are gone for over a twenty-four-hour period. Also, no student with a temperature of 100 degrees or more will be allowed to remain in school.

Insurance

NFCA is not responsible for injuries suffered at the Academy, except in the case of proven negligence. Medical coverage for injuries will be the responsibility of the parent, and parents are encouraged to make sure their children are covered under a family health insurance plan.

Lost and Found

NFCA has a designated place for lost and found articles (ask the teacher). Lost and found items will be cleared each grading period, and clothing and personal items not claimed will be disposed

of at that time. Students should check Lost and Found often for misplaced articles. An attempt will be made to return items that have been labeled with a student's name.

Lunches

NFCA does not offer lunch or snacks during the school day. Students are encouraged to bring their own lunches and snacks to be enjoyed during recess or lunch. Students may use the Church's microwaves and refrigerators for lunches.

Medication

If a student must take any medication during the school day, the medication, along with the directions are to be given to the Academy teacher. The teacher is not medical staff and cannot assist in the administration of any medication, including a medication like Tylenol. However, the teacher will provide students with their medications and remind these students when it is time to take their medication.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled several times a year. Parents should use these beneficial conferences to visit with their child's teacher and be informed about their student's progress. Teachers welcome visits from any parent. NFCA asks that such visits be made by appointment with the teacher at a convenient hour after school.

Patriotism/Pledges

Students will be required to pledge daily to the American flag. NFCA unapologetically teaches the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and Country.

Personal Possessions

NFCA is not responsible for the loss or damage of any personal items such as toys, games, clothing, phones, etc.

Academy Day Hours

Grades	Early Arrival	Begin	End	Building closed
1-12	7:50 AM	8:00 AM	3:00 PM	3:15 PM

Church/Academy Office

Parents are welcome to visit the Academy, but the visit should be brief so that class interruption is limited. When visiting the Academy for any reason, visitors must first check in with the Church office at the main church entrance. Visitors should not go directly to the classroom. If a conference is needed with the child's teacher, arrangements for a private conference can be made through the Church office. Parents should not meet the teacher before or after school or detain the teacher from his or her responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times. Lunches, homework, books, or other items for a child may be left in the Church office to be delivered to the child. Office hours are 8:00 AM – 4:00 PM daily.

Searches

The administration reserves the right to perform random desk or locker searches. The administration reserves the right to search a student's bookbag, purse, wallet, coat, pockets, or car with the student present, upon receiving any information pointing to a student's possession of unauthorized materials. If a student refuses a search, which he or she may do, the Academy will

seek permission from the student's parents or guardians. If a search is still refused, the student may be subject to dismissal from the Academy.

Solicitation

The administration prohibits any group or individual solicitation of products or services to academy families through the classroom or internet or to academy staff by contact through academy provided information.

Students Leaving School

Parents coming during class time to pick up a student for an appointment or other excused absence must come to the Church office. If a student must leave early, a written note from the parent stating the reason for early dismissal is to be brought to the teacher and approved before school begins for the day. Students are not allowed to leave the Academy premises during the school day without permission from the Academy.

Student Social Media/Online Activity

Any student found with social media/online activity that is deemed inappropriate to the purpose and mission of the Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy or participate in any extracurricular programs.

Telephone Use

Students are not allowed to use the Church office phone or the teacher's cell phone, except in the case of an emergency. Emergencies do not include calling parents to have them bring homework, lunches, projects, or a change of clothes for sports activities.

Transportation

Students are expected to travel on transportation provided by the Academy to all extracurricular functions unless specific direction has been given for a particular event. Students should not request an exception to drive personal vehicles to these events.

Visitors

All visitors must report to the Church office and sign in before visiting a student. NFCA reserves the right to refuse access to students to any visitor at any time. Parents or guardians will always be allowed access to their student. However, NFCA asks that parents or guardians still check in with the Church office before visiting with their student.

Volunteers

NFCA welcomes parents or members of FBCH who wish to volunteer to help at the Academy. NFCA appreciates each volunteer's attention to modesty when at the Academy or academy functions. NFCA also request that all volunteers undergo a background check paid for by the volunteer.

ACADEMIC INFORMATION

Grade Promotion Requirements

Students in grades 1-8 whose yearly average indicates a failing grade in any one of the following subjects will retain his or her current grade level: language arts (English), mathematics, or reading. That student will not be promoted to the next grade level for the following academy year and must repeat his or her current grade level.

Students whose yearly average indicates a failing grade in any two subjects other than language arts, mathematics, or reading (i.e. science and history) will not be promoted to the next grade level for the following academy year.

Students in grades 9-12 must complete and pass all subjects required for high school graduation. Any subject failed in any semester must be retaken and passed before that student will receive a high school diploma. It will be the responsibility of the student and his or her parents to seek and obtain make-up classes for any subjects failed. All make-up courses of study must be approved by the administration of NFCA before credit will be given.

Students in grades 9-12 are placed in proper class levels according to the following scale of earned credits.

<u>Freshman</u>	0.00 - 5.75 credits
<u>Sophomore</u>	6.00 - 11.75 credits
<u>Junior</u>	12.00 - 17.75 credits
<u>Senior</u>	18.00 or more credits

Grading Scale

A+	99-100	C+	78-79
A	93-98	C	76-77
A-	90-92	C-	74-75
B+	87-89	D+	72-73
B	83-86	D	70-71
B-	80-82	F	69 and below

Homework

Believing that homework is an integral part of the Academy's program, NFCA will assign all homework as predetermined by the Abeka Video Program as an aide to students' educational advancement. An academy teacher may change homework, as they deem necessary or appropriate.

NFCA requests that parents fully cooperate in seeing that the assignments are completed. Repeated delinquent homework could result in a student's dismissal from the Academy.

Honor Roll

Each nine-week grading period, an honor roll consisting of all students grades 1-12 is compiled.

A Honor Roll—Students who have earned all A's

A/B Honor Roll—Students who have earned all A's & B's

Make-Up Work

When a student is absent from class and the absence is excused, he or she should obtain their assignments from the teacher. Students are allowed one day to make up work for each day missed (ex. 3 days missed = 3 days to make-up work). Work not made up will be recorded as a zero, except for extenuating circumstances as determined by the administration. Work or tests announced in advance remain due on assigned dates but may be adjusted at the discretion of the teacher or administration.

Progress Reports

Progress reports are sent to all students after the 3rd and 6th week of the quarter. All Progress Reports will be emailed to parents. Please review the reports.

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress being made by the student. Each student is evaluated in two areas: academics and conduct. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc. The conduct comments are used to reflect attitude, effort, and/or conduct for each subject. NFCA does not give incomplete grades on report cards. All incomplete work must be made up within time limits or zeros will be used to calculate final grades. Report Cards will be emailed to parents.

Requirements for Senior High Graduation

NFCA requires the successful completion of an academic program in excess of the requirements of the State of Colorado. To graduate from NFCA, a student must accumulate 26 credits during grades 9-12, and must have taken either the SAT or ACT. Because this is a Christian school, each student must also be enrolled in and pass a Bible class each year. To be eligible for selection as valedictorian or salutatorian of NFCA, a student must have been enrolled in the school for the four semesters immediately preceding graduation. All students in grades 9-12 must follow the course of study recommended to them by NFCA. This is to ensure that each student obtains as much as possible academically while at NFCA. Following recommended courses of study will eliminate problems of meeting graduation requirements during the senior year. Credits toward graduation are earned during grades 9-12. In order to graduate, seniors must complete both semesters at NFCA. Minimum requirements for graduation are as follows.

Course Requirements

English	4 credits
Mathematics	3 credits
Science*	3 credits
Social Studies**	3 credits
P.E./Health	1 credit
Bible	4 credits
Computer	1 credit
Foreign Language	2 credits
<u>Electives</u>	<u>5 credits</u>
TOTAL	26 credits

*Includes one credit of Biology.

**Includes one credit of U.S. History and one credit of Government, Economics, or a combination of the two.

Seniors will not be permitted to graduate, if they lack more than one credit. Students needing only one credit will be permitted to walk, if arrangements have been made to complete the work. A diploma will not be issued, though, until work is completed.

Standardized Tests

National tests will be given each year to grades 1-12, and the cost is included in the tuition. These tests will give the administration insight into the child's achievement and progress. Each fall, students in grades 9-11 take the PSAT test. Students must take either the SAT or ACT before graduating from NFCA. These tests are mandatory and are beneficial for college scholarship application, as well as college entrance testing preparation.

CONDUCT AND DISCIPLINE

Behavioral Discipline Philosophy

The purpose of student discipline is to provide a safe and wholesome learning environment for all students. NFCA always corrects and disciplines a student in a spirit of love for that student's betterment. NFCA desires that students live their best life, and NFCA believes that this life is only found when one is submitted to God-given authority. This is a principle that NFCA wholeheartedly supports. Therefore, discipline is never served to demoralize, embarrass, or hurt a student. Discipline is given to encourage obedience to God, protect a student from evil, and point a student to Christ.

NFCA does not condone manhandling, hitting, cuffing, slapping, or kicking students in any form. Students who become dangerous to themselves or others will be held restrained by two or more adults until parents arrive to take the student home.

Character Development

For a student to develop spiritual leadership ability, he or she must possess Christian character. Thus, one of the chief goals at NFCA is to develop Christian character within each student. This will be evidenced largely by a child's outward behavior at home, at school, or elsewhere. Each student will be challenged to accept responsibility for his or her assignments and will be expected to accomplish his or her work promptly and efficiently. This prepares him or her for a life of stewardship and discernment. Students are reminded: "Whatsoever ye do, do all to the glory of God" (I Corinthians 10:31).

Students are expected to respect the authority of teachers and adults at all times and to reply to adults courteously. They should behave as young ladies and gentlemen in their conduct and speech. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom, and parents will be notified if patterns of negative behavior develop. Students are to be honest and exhibit kindness and respect for fellow students at all times.

General Conduct

The following conduct by any student will subject him or her to dismissal from the Academy or other disciplinary action.

1. Undermining the Academy's religious ideas. Defiance or insubordination toward any teacher or staff member.
2. Participation in verbal or physical harassment, bullying, humiliating or degrading another student.
3. Using profane language, indulging in lewd conduct, possessing or displaying obscene literature or pictures.
4. Dishonesty, including: theft, illegal entry, willful deception, or cheating.

5. Using liquor, narcotics, or tobacco in any form, or using non-medical drugs, having them in one's possession, or sharing them with another student.
6. Gambling, betting, or other gambling devices.
7. Improper or immoral conduct involving the opposite sex, including: sexting, sexual expressive dancing, premarital sex, homosexuality, or other sexual perversions.
8. Horseplay and fighting are unacceptable conduct, and will be appropriately disciplined by the Academy. Wrestling, boxing, touch football or any other hard physical contact sport is discouraged for safety and insurance reasons.
9. Any damage to Academy or Church property should be reported promptly. Vandalism by students will not be tolerated.
10. NFCA encourages all students to be friends. However, NFCA discourages inappropriate boy/girl relationships.

No radios, TVs, game systems, or other electronic leisure media are to be in a student's possession on the Academy grounds except as directed by the teacher.

Academy insurance does not cover accidents involving skateboards, trampolines, and contact sports, such as football or wrestling. Bicycles and scooters may be ridden to the Academy but must be parked during academy hours. Students are not allowed to bring weapons to school. Bringing money or expensive toys is discouraged, because they may be stolen or lost. The Academy is not responsible for the loss of personal items brought to school.

Classroom Courtesies

Students should follow regulations on classroom courtesies to assist the teachers and staff with efficiency in the classroom. The following guidelines should be consistently followed:

1. Students should enter the classroom quietly, take a seat, and prepare for class activities. Students must be seated at their tables and quiet when class begins.
2. Speaking out or expressing disapproval when another has the floor is rude, discourteous, and unfair. Students should raise their hands and wait to be recognized before speaking.
3. Windows, lights, heat/air conditioners, drapes, furniture, and class fixtures are to be adjusted by the teacher only.
4. Disrespect to teachers and staff will not be tolerated. This includes the following: mimicking or mocking the teacher, staff, or other students; laughing at the mistakes of others; back-talking the teacher; nonverbal expressions of disrespect; writing or passing notes; talking during class; studying a subject other than the one being taught.
5. Students should bring their own supplies to class: books, notebooks, paper, pen, pencil, homework, and anything else assigned.
6. Class will be dismissed by the teacher only. Students will not get out of their desks until properly dismissed by the teacher. Teachers will make every effort to end class on time.
7. Candy and chewing gum are not allowed.

Conduct Outside the Classroom

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults and fellow students. The following must be observed at all Academy functions:

1. Name-calling and/or racial remarks are not allowed.

2. Students must keep their hands to themselves at all times. No rough-play is allowed in the buildings, on the Academy or Church grounds, or at other academy functions off campus.
3. Fighting among students will not be tolerated. Students who are involved in fighting will be sent home and suspended at the discretion of the administration. Students will not be allowed to receive class credit for the days that are missed (zeros will be given).
4. Both a public display of affection between boys and girls is not permitted nor an unusual display of affection with the same sex.
5. Profane, abusive, or slang language is not permitted. Students' speech should be Christ-like.

Demerits/Merits

All students utilize a demerit/merit system. Demerits result from acts of rule violations, and the number administered is assigned in proportion to the offense. Realizing that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding, the consequences of demerits must still be applied for the student's violation; but in such cases, a minimal number of demerits will be administered. In contrast, cases of deliberate or repeated disobedience reflecting purposeful or premeditated action will receive the full consequences of demerits, plus additional demerits at the discretion of the teacher or Academy administration.

Demerits may be administered by either a part-time or full-time faculty or staff member of NFCA. Teachers may increase the number of demerits for a given offense, if the violation is flagrant or repeated. Demerit notification will be sent home to the student's parents or guardians. When a student accumulates the number of demerits for detention or suspension, parents will be notified by an email sent from the Academy administration.

Exceptionally good behavior may be rewarded with a merit which will lower the number of demerits for the semester. Voluntarily completing extra tasks and exhibiting cooperation and leadership among the student body without being prompted is the main way to earn merits. One merit and one demerit carry equal weight and, thus, nullify each other. Demerit records are reset to zero at the end of the semester, except for the demerits obtained during the last week of the grading period. These are carried over to the upcoming semester.

The following alphabetical list is given for the benefit of parents who wish to know the types of offenses that sometimes occur and the manner in which each is handled. This list is not exhaustive and is used as a guide for teachers. Repeated offenses may result in additional demerits.

<u>Infraction</u>	<u>Demerits</u>
Bullying	15-30 + apology
Candy in class	3
Cell phone usage	10
Cheating	25 + zero
Class work incomplete	1-3
Defacing school or church property	10 + repair
Direct disobedience	10 + apology
Disrespect to authority	10 + apology

Disturbing class or chapel	3
Dress code violation - (depending on the offense the student may need to change attire before going back to class)	3
Expression of a negative attitude (includes facial expressions, gestures, slander, grumbling, whining)	5
Fighting	15-30 + apology
Food outside of lunchroom area	3
Forging signatures	15
Gum in class	3
Hair guidelines violation	3
Homework incomplete	1-3
Horseplay	5
Immoral contact with any gender	10-35
Inappropriate behavior or questions	5
Inattentiveness	3
Invasion of teacher's personal property	20
Language - unacceptable, not considered profanity, slang, crude	3
Litter/trash	3
Lying	15 + apology
Material - inappropriate or unrelated to classes at school (magazines, books, etc.)	5
Music - possessing or listening to inappropriate music during school or school-related activities	5
Name calling, verbal teasing/provoking	5 + apology
Note passing	3
Obscene gesture or comments	15
Out of seat without permission	3
Possession of knives or any other fighting instrument	50
Profanity	15 + apology
Skipping school	10
Skipping video lectures	10
Smoking at/away from the Academy	50 + probation

Stealing	30 + restitution
Talking in class without permission	3
Tardiness to class	1
Throwing objects	5
Unprepared for class	3
Vandalism	30 + restitution
Vulgarity	20 + apology

Detention

Unless other arrangements are made, detention is held from 3:00-3:40 PM on an assigned day in a designated room. A detention is assigned for every ten demerits issued, up to the first twenty demerits. Once thirty demerits are issued, in-school suspensions are imposed. If a student receives a detention, notice will be sent home. If a student is tardy or absent to a detention, another detention will be issued besides the detention to be served that day. Parents must make arrangements to have their child picked up immediately following detention hall. The administration of NFCA reserves the right to issue individual assignments or duties as deemed appropriate for the student and/or for the infractions committed.

Also, NFCA may issue an “at-home” detention, which for disciplinary purposes and expulsion purposes equals a normal “in-school” detention. In instances where an “at-home” detention is more appropriate, students will not be expected to attend detention at the Academy. Instead, NFCA asks that parents handle these disciplinary issues at home.

In-School Suspension

Students who receive 30 demerits during a semester must serve In-School Suspension. For every 10 demerits after 30, another suspension is assigned. These are served on assigned school days from 8:00 AM- 3:00 PM. **A \$40 fee will be charged to the school bill.** It is important that students not miss these suspension dates, because additional penalties apply.

Discipline

Because NFCA believes that discipline is for the good of the student, the conduct and courtesies previously stated will be enforced, as well as any other rules or policies that may be added as needed at the discretion of the administration. Usually extra work, demerits, and/or detention will be used as discipline for violation of the rules.

When misconduct occurs, corrective measures will be used to help the student change his or her behavior or attitude. Examples of typical corrective measures in the elementary grades are time-outs, loss of privileges, a student-teacher conference, a student-administrator conference, demerits, or “at home” detentions (this means the student will not need to attend detention at the Academy, instead, parents must handle these problems). Typical corrective measures for secondary students are student-teacher conference, demerits, detention after school, student-administrator conference, and parent-teacher conference. Students can be suspended or expelled for accumulation of demerits, in-school or at-home detentions, or for failure to report to these periods, or for major behavioral problems.

Full cooperation is expected from both student and parents or guardians in the education and discipline of the student. If the Academy feels that student or parent cooperation is lacking, the

student may be requested to transfer out. Also, if a student's behavior indicates an uncooperative spirit or one that may be out of harmony with the spirit and standards of NFCA, whether there is any definite breach of conduct, he or she may be requested to transfer out.

Expulsion

Students receiving seventy (70) demerits in any given semester will be expelled from NFCA. Furthermore, NFCA reserves the right to dismiss or deny re-admission to students for reasons the administration deems necessary. This right includes, but is not limited to the following offenses: lack of parental cooperation, nonconformity to standards of conduct, chronic unexcused absences or tardiness, uncooperative spirit, or rebellion toward discipline. Students who are expelled are not permitted to attend any academy functions for the remainder of the school year, unless permission is granted by the administration.

Dress Regulations (Grades 1-12)

NFCA believes in a "dress for success" mentality and, therefore, has adopted mandatory dress code standards. These standards have been developed with input from FBCH's Pastor, Academy Board, and parents of students. NFCA believes these standards are helpful in achieving excellence in Christian education and have many practical benefits including: higher academic achievement for students, reduced cost for school clothing, and fewer distractions to the learning environment.

NFCA has made a concerted effort to balance an appropriate level of student individuality with a desire to reflect excellence and pride in the NFCA student body. Additional advantages of the standardized dress code are that they remove ambiguity for what is acceptable academy dress and create an environment where the focus is on learning. In order to maintain consistency, these standards will be strictly enforced.

Clothes

Attire worn to school should always be clean, neat, and in good repair. There should NOT be any tears, cuts or frays in clothing. All clothing should be modest, and loose fitting. **Pajamas are not to be worn to school.**

Hair and nails should be neat and well-groomed and a natural color at all times. The faculty and administration reserve the right to determine what is acceptable grooming.

When skirts or dresses are worn without shorts or leggings under them they must be knee length. With shorts or leggings worn under the skirt or dress, skirts and dresses should reach to within a handbreadth of the knee.

During warm weather dress shorts that approach the knee or longer may be worn.

Images on clothing can be nature pictures, or appropriate uplifting sayings. Clothing imprinted with slogans, ads, pictures, writing, patches, or other negative comments that are unbecoming to the Christian testimony will not be permitted (i.e. beer ads, secular rock groups, skulls, etc.).

Students may wear shoes, "water" shoes, or nice sandals in the classroom. **NO flip flops, please.**

Inappropriate attire may include, but is not limited to the following.

1. Low and revealing necklines, halter type or shirts, belly shirts, or tank tops are not permitted.
2. Leggings alone may not be worn. Leggings with a dress or skirt are appropriate.
3. Gym shorts are not appropriate for school, except on PE days.

4. All tops must have sleeves. Tight sheer clothing or bare midriff clothing are not permitted (shirts or blouses should be long enough to cover the midriff during recess activities, such as reaching up to catch a ball or jumping jacks).

Parents will be notified when clothing is inappropriate, and the teacher keeps some large sizes of clothing on hand to be worn over the top of inappropriate clothing.

Cleats or other attachments to shoes, athletic or otherwise, may damage the floors or be dangerous to other students in group activities. Such shoes or attachments should not be worn. Shoes or appropriate sandals are to be worn at all times for safety, health, and insurance reasons. Shoes and socks appropriate for recess should be worn.

Culture Fads

The Academy frowns on extreme fads of any nature (extreme styles in hair and clothing, jewelry, etc.). The administration reserves the right to initiate policies on new fads and changes in style throughout the school year. All students are expected to maintain a standard of modesty in all clothing. **Students are expected to abide by dress regulations at all academy functions, including activities on and off campus.**

Music Guidelines

The purpose of a Christian school is to build into young people the proper spiritual and academic direction needed for his or her life. Rock, rap, and other forms of music that promote rebellion, immorality, or drug and alcohol use are not God honoring.

Listening to, singing, or promoting these types of music will not be allowed at the Academy. NFCA believes strict adherence to this is in the best interest of the young person and his or her spiritual, moral, and emotional well-being.

Bullying Policy

John 15:12 says, “This is my commandment, that ye love one another, as I have loved you.”

Rationale: In an effort to instill biblical values and create a more loving environment, the Academy has adopted this biblical policy. From time to time, conflict can occur. NFCA realizes that while bullying may occur, it is never acceptable. NFCA seeks to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *Bullying in Schools-The Hidden Curriculum*. 2003).

The following actions in an ongoing form may be forms of bullying.

1. Physical aggression-including hitting, punching, kicking, pushing, biting, etc.
2. Teasing or verbal abuse-including put downs, insults, name calling, or racial/sexual remarks.
3. Intentional exclusion from activities or friendship groups.
4. The setting up of humiliating experiences.
5. Damaging a person’s property/possessions or taking them without permission.
6. Threatening gestures, actions, or words.
7. Written/verbal/electronic messages that contain threats, put downs, gossip, or slandering.

8. Cyber bullying through Facebook or other social means.

Please Note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior “bullying.” In these instances, the teacher and administration will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

Policy Statement: NFCA realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The Academy’s response to bullying is based on the pattern of relating to one another found in the Bible. God intended for men and women to live in a way that acknowledges differences and accepts others, because everyone is made in God’s image. NFCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

Procedures:

1. All parties will be spoken to—victim, offending student, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
2. All incidences are to be documented and written reports will be kept on the behavior.
3. All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
4. Acknowledgement of the allegation of bullying and assessment of student safety must take place within one academy day of the report.
5. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
6. Parents or guardians of the victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents or guardians of bystanders also.
7. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The Academy will take serious disciplinary action in cases of retaliation.

FINANCIAL INFORMATION

Delinquent Accounts

When a student’s account is delinquent after one month, students will not be allowed to attend class or participate in any extra-curricular activities. Students will receive zeros while out of class due to a delinquent account. Class work missed must be made up with opportunity for credit. With administrative discretion, any account that becomes delinquent may be turned over to a collection agency, and additional collection costs will be incurred.

Enrollment

All students must pay a non-refundable, non-transferable enrollment fee at the time of enrollment. Parents re-enrolling students may receive the discounted price of \$100, if enrollment is completed and the fee is received by June 15th. A \$200 fee is incurred for parents re-enrolling or enrolling

students after June 15th. There is a \$400 cap per family, if enrollment is completed and the fee is received by June 15th, after June 15th there is a \$600 family cap for enrollment.

Financial Policies

The enrollment fee is \$200 and must be paid at the time of enrollment. The application fee, enrollment fee, first month's tuition, and tuition for any month or part of a month for which a student is enrolled are non-refundable and nontransferable for any reason. Students enrolled for one or more days in any tuition payment period will owe the full period's tuition.

For miscellaneous payments received by NFCA, it is our policy to charge a \$30 returned check fee. If two checks are returned from the same family/payer, that family/payer will be placed on a cash only basis. Post-dated checks will not be accepted. No academy records including health records or graduation diploma, will be released for any student when there is a balance owed on the student's account. No student will be permitted to graduate until all tuition and fees are paid in full.

Multi-Child Discount

In an effort to help those families who enroll more than one child in the Academy, there is a multi-child discount that is awarded to any family with two or more students enrolled in grades 1-12. The discount amounts are included in the Tuition Rates section of the Academy Handbook.

Academy Fees

All fees will be added to your student's account. All prices are subject to change without advance notice.

First semester fees will be added to your student's September statement. Second semester fees will be added to your student's February statement. These fees are non-refundable.

General Fees

Application (new students only)	\$25 (\$0 by May 15 th)
Enrollment	\$200 (\$100 by June 15 th) \$600 family cap (\$400 by June 15 th)
Field Trips Variable	Depends on trip
Books	Depends on grade (\$300 average)
Returned Checks	\$30
Late Student Pickup	\$10
Late payments	\$20
In-school Suspension	\$40
Withdrawal Fee	\$250

Tuition Rates (general fees not included)

Grades 1-12

*Annual Tuition Rates for families with multiple children enrolled.

First Student \$3,500

Second Student \$3,400

Third Student \$3,300

Each Additional Student \$3,200

*These discounts apply to full or half brothers and sisters who are billed on the same family account. All other financial policies apply.

Tuition & Incidental Fees Policies

When considering NFCA, parents and guardians should expect the following costs: general fees, as noted above and tuition of \$3,500. NFCA asks that these costs be paid when they become due. Failure to meet the costs requirements may result in the dismissal of your student from the Academy.

Returned Checks & Late Payments

When NFCA receives notice of a payment returned from your financial institution, NFCA will send a notice to you regarding the returned payment. The \$30 Returned Payment Fee will be debited from your account five calendar days after the returned payment, and the full payment will be rescheduled for processing approximately 15 days after the last scheduled date.

After the second attempt to process the same payment, a \$20 Late Fee will be assessed in addition to the \$30 Returned Payment Fee. Late fees are added to the next scheduled payment that is at least 10 days in the future. NFCA will attempt to process a payment up to three times, after which your account will be changed to a status of inactive. Students in families with inactive accounts may have their continued enrollment jeopardized.

Scholarship Fund

NFCA offers financial assistance through the generous giving of members of FBCH and the community. The Academy reserves the right to distribute funds on the sole discretion of the Board of NFCA. Also, because NFCA is a ministry under the nonprofit organization of FBCH, funds may be used in other needs of the Academy or Church. The Church and Academy always try to honor designated funds. However, in the case of unforeseen financial hardship, FBCH may use funds as deemed best for the survival of the Church and/or Academy.

Parents who apply for assistance from the Scholarship Fund for their student may be asked questions about their household income. Also, it is NFCA's policy to only assist a student up to 90% of the costs to attend NFCA.

Parents or guardians must also be aware that when the Scholarship Fund is depleted, parents or guardians will be expected to meet the financial obligations of their student(s) to attend NFCA. Failure to meet these financial obligations will result in their student's dismissal from the Academy.

The following are guidelines that the Academy uses when evaluating a parent's or guardian's request for financial assistance.

1. The total funds available in the Scholarship Fund.
2. The ability or inability of the household to meet the financial costs of NFCA.
3. The attitude and effort of the student.
4. Charter students.

Withdrawal or Dismissal

Withdrawal or dismissal from the Academy must be processed through the Church office. The parent must sign a withdrawal form and pay a withdrawal fee of \$250. Report cards will not be issued nor transcripts forwarded for any student whose account is not current and the withdrawal fee not paid.

A CLOSING WORD

NFCA believes that God has ordained the home to educate the child, and that God has ordained the Church to assist and equip the home. Therefore, the education given by NFCA is based upon the foundation laid by parents at home. The Word of God is clear that education begins in the home (Genesis 18:19, Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:4, II Timothy 1:5, 3:15). It is NFCA's desire to work cooperatively with parents who understand their God-given responsibility to teach their children in the fear of the Lord. The families of students are always welcome to attend services at First Baptist Church of Hotchkiss, which sponsors North Fork Christian Academy. The NFCA and FBCH administration invite parents to contact them at any time for an appointment to discuss the educational or spiritual needs of their students.