

# ***NEHEMIAH CHRISTIAN ACADEMY***

## ***ACADEMY***

*“Building Student Achievement on Christian Principles”*



## **PARENT-STUDENT HANDBOOK**

**2009-2010**

# NEHEMIAH CHRISTIAN ACADEMY

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"Building Student Achievement on Christian Principles"

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## PREFACE

To Students and Parents:

Nehemiah Christian Academy would like to welcome you and your student to the 2009-2010 school year. Education is a team effort therefore; staff, students, parents, teachers and the administrators will be working collaboratively to make education a success for our students.

Both students and parents should become familiar with the *Code of Conduct*. This code of conduct has been implemented by Nehemiah Christian Academy to promote a successful educational environment and to promote school safety. Please be aware that the handbook maybe updated annually and policies and revisions may occur throughout the year. These revisions will be available to students and parents on our website and through newsletters and other communications.

After reading and discussing the handbook with your child, please keep the handbook as a reference during the school year. If you or your child has questions regarding the material in this handbook, please feel free to contact our administrative office.

## MISSION & PURPOSE

Nehemiah Christian Academy is a cottage school; meaning it is a homeschool utilizing homeschool curriculum with the structure of a traditional school setting with the structure and guidance of home. We are dedicated to providing quality education to all students regardless of their learning style and ability. An individual learning plan is designed around curriculum offered to meet the learning needs of each and every student.

## NONDISCRIMINATION & ADMISSIONS POLICY

Nehemiah Christian Academy does not discriminate based on race, religion, color, national origin, gender, sex or disability in providing educational services, activities, and programs; in accordance with (**all as amended**):

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972.

Section 504 of the Rehabilitation Act of 1973.

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## **PARENT INVOLVEMENT**

Research shows that parent involvement is vital to a student's education and success. Communication and collaboration between home and school is very important. Please consider the following to ensure your child's educational success:

Encouraging your child that education is a priority and of most importance. Working with your child consistently and on a daily basis to promote and ensure educational opportunities our school provides.

Become familiar with your child's curriculum and individual learning plan. Ensure that your child completes all of his homework, assignments and projects he/she has been assigned. Be sure that your child has proper rest each day to be ready to learn and prepared for each school day.

Please feel free to have a conference or discussion with the administrators regarding your child's performance and behavior. We also encourage you to monitor your child's academic progress and contacting teachers and administrators as needed.

## **ASSESSING STUDENT RECORDS**

Student records are strictly confidential. They are the property of the school and will not be shared with anyone or any outside agency without the parent's permission. As a parent, you have the right to review your child's student records:

- Grades
- Test scores and assessments
- Admissions records
- Attendance records
- Medical records
- Disciplinary records and behavioral reports
- Counseling records

## **REVIEWING CURRICULUM**

As a parent, you have the right to review all instructional material and other teaching aids. You also have the right to review quizzes and test that have been administered to your child.

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## **RELIGIOUS PRACTICES & AFFILIATIONS**

Due to religious practices, affiliations, or beliefs of the student and or parent, you may remove your child temporarily from the classroom if an instructional activity or project your child is scheduled to participate conflicts with religious or moral beliefs. The removal will not excuse the student from assignments, quizzes, and test necessary to satisfy grade level requirements set by our school.

## **PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR MAY NEED SPECIAL EDUCATION**

Our school will do everything to accommodate a student with learning difficulties. We can set up an educational evaluation to create an Individual Learning and Behavioral plan for your child. However, due to the simplicity of our school setting and the safety of your child and our students', we are not structured to accommodate students with severe and profound disabilities.

## **VISITORS**

We welcome visitors to our school and classes with permission granted by the administration office. Minors must be accompanied by a parent or guardian. We highly encourage parent visitation.

## **INCLEMENT WEATHER**

In the event of inclement weather such as ice, snow or severe storms, school will be canceled in accordance with neighboring school districts. Notice of school closings will be made by 6:00am. Administrators will leave a message on the school recording to advise of school closing. You may also check our website and local news stations.

## **SCHOOL SUCCESS**

### *Attendance*

Regular school attendance is imperative and essential for student's educational success. Students must attend class regularly to benefit from learning, to build on what he/she has learned from the previous day and to grow individually. A student having constant absences from school enables the student to succeed in his or her studies. It also encourages and develops poor attitudes towards learning and future work obligations. Absences disrupt student's mastery of learning material therefore, students and parents should make every effort to avoid unnecessary absences.

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Absences will be considered excused or unexcused. Excused absences include:

- Student illness
- Illness or death of a student's family member
- Approved participation in school activities
- Medical appointments

Parents should contact the school by 11:00am. Students may also bring a note when they return to school. Students who will be absent for more than two school days, parents may pick up their class assignments by 3:00pm. Students who parents do not follow absentee instructions, students absence will be considered unexcused.

Students who have ten (**10**) absences in a marking period will fail the marking period and will have to repeat assignments to fulfill passing the marking period.

## ***Arrivals & Dismissals***

Nehemiah Christian Academy normal educational hours are from 9:00am until 3:00pm Monday through Friday. Students may arrive and be dropped off by 8:40am. Students are dismissed at 3:00pm. Students who are not picked up by 3:30pm will be considered afterschool students. After school students will be charged a minimal fee of \$4.00 per day or \$15.00 per week in addition to their monthly tuition. These fees also include any pick up or drop off services. Before and after school rules are as follows:

- Enter and exit school through the designated entrance
- Immediately go to the designated area until class begins
- No loud talking or horse playing
- Wait for your ride in the designated location
- Do not leave before or after school without permission

## ***Tardiness***

Students must arrive to class by 9:00am. Students are required to be on time to class in an effort to avoid missing instruction time. Tardiness will be monitored and marked in students attendance file. Students who are tardy five (5) consecutive times will be considered as one absence. Consecutive tardiness will adhere to the absentee rules.

## ***Student Release from School***

Because Nehemiah Christian Academy believes that student education is important, if possible all student appointments should be scheduled after school to avoid student missing learning time.

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Students should bring a note to school or parents should contact the administrative office if a student needs to be dismissed during the school day. Under no circumstances will students be dismissed without proper protocol before the end of the school day. Only parent, guardian or authorized persons by the parent may release students early from school.

## GRADING GUIDELINES & REPORT CARDS

The grading policy is designed to provide consistency throughout the system and to meet the requirements. There are two nine (9) week grading periods per semester. Report cards will be disbursed at the end of every nine (9) weeks. Progress reports will be disbursed every five (5) weeks. The grading scale is as follows:

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = 59-Below**

A minimum of eighteen (18) grades per nine weeks must be complete (to include two (4) major grades two quizzes and two tests) to be considered satisfactory during the semester. Students are expected to complete all class assignments. Incomplete grades must be resolved during the first two weeks of the following marking period. Assignments turned in late will not receive a full grade value.

Behavior and Conduct grades are as follows:

**Satisfactory (S)** –Student's behavior is acceptable and not interfering with instruction, themselves and others.

**Needs Improvement (N)** –Student's behavior may impede classroom instruction for themselves and others.

**Unsatisfactory (U)** – Student's behavior is persistently impedes classroom instruction for themselves and other.

Periodically, teacher may also send communications home to inform parents of student performance and behavior.

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## LATE PAPERS & MAKE UP ASSIGNMENTS

The decision to accept late assignments from students is left to the discretion of each individual teacher. Any class missed teachers may assign students makeup work based on instructional objectives for the subject or course and the needs of the individual student's needs to ensure the knowledge and skills of the subject or course requirements.

## CHEATING & PLAGIARISM

Cheating or plagiarism, which is considered academic dishonesty, is **not acceptable**. Cheating is defined as a student using, giving or receiving information or attempting to use, give or receive information that is not their authentic or their own work. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. Students who are found being academically dishonest will receive a grade of zero.

## PROMOTION & RETENTION

A student will be promoted due to academic achievement or demonstrating proficiency in the subject or course matter or grade level. To earn credit in a course, a student must receive a grade of at least a seventy (70%) based on course and grade level standards.

## LUNCH

Students must provide their own lunch, snacks and drinks each day. A refrigerator and microwave are available for students use. Parents may also bring students lunch during the lunch period. Student lunch periods are as follows:

**Primary Grades: 11:45am-12:15pm**

**Recess: 12:15pm-12:30pm**

**Secondary Grades: 12:20pm-12:45pm**

**Recess: 12:45pm-1:00pm**

### *Cafeteria & Break Rules*

Follow the directions of the teacher and administrators

Use good manners and be courteous

Do not play at the tables

Absolutely, **!!NO FOOD FIGHTS!!**

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## *Playground Rules*

- Use playground equipment safely
- No horse playing
- No improper use of playground equipment

## **CLOSED CAMPUS**

Students are not allowed to leave the premises granted permission of the teacher or administration. They must also be accompanied by a parent, guardian, or school staff member unless they have signed permission by their parent or guardian. Students must sign out at the school office.

## **ELECTRONIC DEVICES & TOYS**

Cellular phones, i-pods, electronic games, pagers, radios, CD/DVD players, tape recorders, camcorders, cameras and toys are prohibited during normal school hours. Students may be given permission to bring these items on Friday with permission from the administration office. If these items are brought to school on occasions; students must use them during breaks, lunch and recess only.

## **SAFETY**

Student safety at our school and at school-related events is of most importance to our school. At all times students should conduct themselves in the following manner:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow behavior standards, as well as any behavior and safety rules enforced by the teachers, staff, and administration.
- Report to teachers, staff and/or administration.
- Know emergency evacuation routes and signals
- Follow the instructions of teachers, staff, and administration who are overseeing the welfare of students.

## **PERSONAL PROPERTY**

Students are cautioned not to bring excessive amounts of money, jewelry, or other valuable items to school. They should keep track of necessary personal items such as necessary eye wear, and medical jewelry at all times. Students, **not the school** are responsible for their personal property.

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## INAPPROPRIATE ITEMS AT SCHOOL

Under no circumstances are any items or objects that could/would endanger the safety and well being of others are allowed on school property. Such items as the following:

Tobacco of any kind or tobacco paraphernalia (cigarettes, matches, lighters, etc)  
Illegal drugs (marijuana, cocaine, ecstasy, smack, cheese, etc)

Alcohol

Guns

Knives (or any sharp objects)

Lewd vulgar, printed or audio material (DVD, VHS, CD, Tapes, etc)

## BULLYING

Bullying is defined as: When a student or group of student's utilizes a written or verbal expression or physical conduct against another student. The behavior results in harm to the student or their property. This behavior places a student in fear or harm to him/herself or their property. This behavior may cause a student to feel intimidated, threatened. Under **no circumstances** will this behavior be tolerated at Nehemiah Christian Academy. Bullying will result in disciplinary action.

## FIGHTING

Under **no circumstances** is fighting of any kind acceptable at Nehemiah Christian Academy. Students involved in fighting will receive disciplinary action, which will result in suspension or expulsion.

## RETALIATION

Retaliation is defined as: When a student receives threats from another student or staff member or when a teacher or administrator imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher or administrator that are justifiable by a student's lack of academic performance in the classroom.

## DISCRIMINATION

Discrimination is defined as: Any conduct directed at a student, staff member or administrator on the basis of race, color, religion, gender national origin, disability, or any other basis prohibited by law, that negatively affects students', staff, administration and/or the school.

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## **HARASSMENT**

Harassment is defined as: Conduct that is severe, persistent, or pervasive enough that it affects a student's ability to participate or learn an educational program or activity. The behavior creates and intimidating, threatening, hostile, or offensive educational environment. It also interferes with the student's academic performance. This type of behavior may include, but not limited to:

- Offensive or derogatory language directed at a person's religious beliefs and practices.
- A person's accent, skin color, disability or need for special accommodations.
- Offensive jokes, name calling, slurs or rumors.
- Physical assault or misconduct.
- Printed material or graffiti promoting racial, ethnic or negative stereotypes
- Damage or theft to personal property.

Disciplinary action will be taken for any of these offenses which may result in detention, suspension, or expulsion.

## **SEXUAL HARASSMENT**

Romantic and other inappropriate social relationships, as well any types of sexual relationships, between students and staff, teachers, and administration are prohibited (even consensual).

Examples of sexual harassment are defined as:

- Touching a student's private body parts.
- Coercing physical contact in any sexual nature.
- Sexual advances.
- Jokes or conversation of a sexual nature.
- Sexual communications or contact.
- Sexually motivated conduct.

Sexual harassment of a student by a teacher, staff member or administration or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. Disciplinary action will be taken for any of these offenses which may result in detention, suspension, or expulsion. Staff, teachers, volunteers, and administrative personnel may be placed on a leave of absence, suspended or terminated after resolution of a full investigation.

## **VANDALISM**

Nehemiah Christian Academy has the financial commitment for the construction and upkeep of the school facilities. Littering, defacing, or damaging school property or property of another

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facility where our students are located during school events or activities is unacceptable. Students and their parents will be required to pay for damages they cause and may be subjected to criminal proceedings as well as disciplinary action that may include, but not limited to detention, suspension, and expulsion.

## DRESS CODE

All students are expected to dress in compliance with the standardized dress criteria. Students are expected to dress in a manner that is clean and neat. Student's dress should not be a health or safety hazard to themselves or others. Student's dress also should not be a distraction to our student's learning environment.

Student's dress that causes any of these infractions will be at the discretion of the teacher and administration. Violations of the dress code may require disciplinary action. Students who violate these infractions will be asked to modify their grooming before entering class. The following are considered infractions of the dress code:

- Jewelry that is considered disruptive or offensive.
- Wearing hats, caps, hoodies, sunglasses or headgear inside the classroom.
- Bandannas, arm or sweatbands.
- Clothing that have pictures, emblems or writing that advertise or depict tobacco products, alcohol, drugs, or offensive, vulgar or obscene messages
- Distracting color hair or style of hair.
- Any facial hair which is not short and neatly trimmed.
- House shoes or slippers.
- Clothing that reveals undergarments
- Short skirts, dresses, or shorts
- Any accessories, clothing or paraphernalia which implies affiliations with a gang, secret society.
- Muscle shirts or oversized shirts, midriff shirts and blouses.
- Excessive tight or revealing clothing.

Parents or guardians of the students who are in violation of the dress code will be contacted. The first violation the student and parent will be asked to correct the violation. The second violation the student will be sent home. The third violation the student will be suspended for a period of time reasonable to administrators.

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## **DISCIPLINE**

Positive recognition will be given to students regarding students' attitude, behavior and academic performance. However, students must also understand that they will receive consequences unnecessary and continuous misbehavior as stated in this handbook. These infractions are also not limited to classroom misbehavior, disrespect to teachers, staff and administration and not completing assignments. The following actions may be taken:

- Detention
- Exclusion
- Suspension
- Expulsion

## **MEDICATION AT SCHOOL**

Teachers, staff and administration are allowed to administer medication to students if a medical release form is complete and in the students file. Students are not allowed to personally carry medication. All medication must be kept in the administrative office and administered according to written instructions that must be accompanied with the prescription or over the counter medication. Medical attention will be given to students when the parent has provided written consent to emergency treatment.

## **WITHDRAWING A STUDENT FROM SCHOOL**

All students must be formally withdrawn from school by the parent. Request for student withdrawal must notify the school 48 hours prior to withdrawal. Any unpaid fees and tuition must be paid to the school at the time of withdrawal. Student records will not be released unless the student's account is at a zero balance and satisfactory. A withdrawal form will be signed by an administrator. Information regarding student's academics and disciplinary record will be forwarded to the educational institution of your choice.

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## Please Read Carefully and Sign

I certify that I have received, read and understand the Student Handbook, and I agree to communicate to the Director (s) of the School in writing any changes in any matter contained herein even if such changes occur after the student has been enrolled. I understand that upon discovery of any inaccuracy of the information requested herein, Nehemiah Christian Academy reserves the right to revoke any admission to Nehemiah Christian Academy.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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