

Nature Discovery Christian Academy

90980 River Rd. Junction City, OR 97448

naturediscoverychristianacademy.com [instagram.com/naturediscoverychristianacademy](https://www.instagram.com/naturediscoverychristianacademy)



Parent - Student Handbook

Private Education with Christian Values



Nature Discovery Christian Academy

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Welcome NDCA Families!

We are so happy to serve your children this academic year. We realize that you have a choice in where your child receives his or her education, and we are privileged that we were chosen for this great honor.

This is our ninth year in our beautiful location, and we are excited about the upcoming year. We have engaging electives, fun after-school opportunities, and new outreach activities for our students, as well as lots of different ways for parents and grandparents to get involved and stay invested in what's happening here.

We are happy that the historic chapel building is completed and updated and providing space for our morning chapel classes, preschool class, and special activities and program (fundraiser activities, Christmas programs, assemblies, and graduations). We are also thrilled to offer separate classroom spaces for our middle and high school students in the new modular buildings. The Science Department functions as a science classroom/lab and is also used for special electives such as auto mechanics and woodshop. The Math and Tutoring Department includes two math classrooms, a tutoring room, a special needs room, and locker room. It takes a community to make things like this possible and we truly appreciate each and every family, your prayers, and support! Keep an eye out for upcoming scheduled work parties to maintain the beautiful historic chapel and the surrounding grounds and other school buildings as there is always much upkeep to be done. Also, please be in prayer with us as we look toward the future and begin the process of fundraising for a new building on our campus that would include more classroom space, a kitchen and a combined cafeteria/gym. We know the with God, ALL things are possible.

We are looking forward to a successful year of providing academic excellence for your child in a fun, hands-on Christian environment.

Blessing! -Matt and Heather Hennon

10 Great Reasons to Choose NDCA!

1. We are a back-to-basics Private Christian school that is grounded in God's word. Our students participate in chapel, where they hear and learn Bible stories, sing powerful worship songs, and learn to pray for the school and each other. In addition to participating in chapel, becoming "Christ-like" is a standard being taught in our classrooms every day. Our school provides a strong focus on reading, writing, science, math, and social studies, as we believe these subjects lay groundwork for academic success. Our students also participate in several great electives at various times during the week, unlike at many other schools where these classes may not be taught at all. Current elective classes include: computer, music, art, nature studies, physical education, woodshop, auto mechanics, and early education.
2. NDCA offers diverse and challenging learning opportunities for all students within a nurturing and supportive Christian environment.
3. Limited class sizes. Our teachers are able to become familiar with each student's strengths and identify difficulties to better help them achieve and bolster confidence.
4. We prepare students to be responsible Christ-centered members of the community by developing their Christian character and academic proficiency.
5. NDCA actively seeks out ways to continually enhance learning opportunities within a small school setting.
6. Our teachers lead morning devotions and instruct in a manner that is both understandable and challenging to students. On any given day of the school term, you can see these teachers model Christian values, encourage creativity, foster mutual respect, and pursue academic excellence with their students.
7. NDCA teachers are educational professionals with diverse experience and educational backgrounds, including: Bible education, special education, environmental education, multi-leveled classroom experience, computer and reading lab experience, library experience, and science, language arts, physical education, and math certificates.
8. The core values of NDCA are Christ-likeness, family, and quality education.
9. NDCA students participate in several field trips that are designed to complement their learning and round out their classroom education.
10. NDCA offers reasonable tuition rates to encourage economic diversity in enrollment.

Why should I consider Christian education?

1. God's Word is taught

- The place to start is at the beginning, with the first nation, the first educational system. When deciding how to manage your children's education, it only makes sense to ask the One who invented education. "You shall therefore impress these words of mine on your heart and on your soul... And you shall teach them to your sons, talking of them when you sit in your house and when you walk along the road and when you lie down and when you rise up." -Deuteronomy 11:18-19
- What we have here is a clear biblical mandate to saturate our children's minds with the word of God. It's a difficult task under any circumstances, but virtually impossible in a public-school setting. Once inside those doors, children spend 30 to 40 hours a week being told that God, if He exists at all, is no longer relevant. No matter how spiritually grounded your child may be, the repetition of such destructive ideas can't help but have an adverse effect.
- The harsh reality is that our Supreme Court kicked God out of the public school system more than 40 years ago. A generation later, scientific naturalism and a host of other anti-God values are not only being taught in American classrooms, they're being championed.
- Christian schools offer a refreshing, biblical alternative. Not only is the Bible taught for what it is - the inspired Word of God - but it forms the foundation of all other texts. In math, social studies, and travel that road in the local public school.

2. The school shares your values

- If you're like most Christian parents, you've taught your children about God since the day they were born. You've taken them to church, read them Bible stories, and sung "Jesus Loves Me." Imagine their shock and dismay when they're thrust into an environment in which God is hated, ignored, or both.
- Even the best public schools are prohibited by law from reinforcing the values you teach at home. They either compete against them or disregard them altogether. Because you care about the mental and spiritual development of your children, you may spend countless hours trying to bridge the philosophical gap between Christianity and humanism - a gap that would never have existed had they attended Christian school.
- By entrusting your children to educators who share your values, you'll have more time for ball games, bike rides, and meaningful conversations. Instead of debriefing your children, you'll be getting to know them.

3. Safety

- Simply put, Christian schools are a safer place for your children to receive an education. While not devoid of problems - even severe ones like drug and alcohol use - they are far less likely to occur, and far more likely to be met with firm disciplinary action.

4. Academic Achievement

- The sad truth is, despite their claims of excellence, our nation's public schools are far less academically rigorous than they once were. Only 67 percent of all public-school students entering ninth grade graduate with a regular diploma four years later. United States competency in math and science lags behind a host of other countries. And despite the vast amounts of government money being funneled to public education, our SAT scores continue to slip.
- Christian schools are far from an academic liability. In fact, in the aftermath of 2002's "No Child Left Behind" Act, college recruiters are more likely to view public school transcripts with a skeptical eye.
- Colleges are likely to pay your children more attention if they attend a Christian school.

5. Teachers love and fear the Lord

- Part of the reason why Christian students perform so well in the classroom is that they have a higher percentage of teachers who genuinely care about them. Most of these dedicated men and women sacrifice greater monetary rewards to serve where they can do the most intrinsic good.
- In addition to the passion they feel for their students, the vast majority of Christian educators love God with equal intensity. And unlike some of their well-meaning public-school colleagues, they are not prohibited by the United States government from making overt claims to that effect.
- Teachers are a school's heartbeat, its pulse. They are also among the most influential role models in students' lives. And while you can certainly find Christian educators at a public school, the best of all academic worlds exists when everyone - the school board, the principal, the teachers, and the parents - is operating under the same educational paradigm.

6. Individual Attention

- In addition to having a higher percentage of caring teachers, Christian schools can almost always offer more individual attention than public schools, many of which are overcrowded and hopelessly understaffed.
- Even in cases where the ratio is virtually identical, class size is not. Christian school classes generally have fewer students. They're smaller, more intimate gatherings that encourage students to be participants rather than spectators. Students learn how to think quickly and gain valuable experience sharing their thoughts and opinions in a public forum.

7. Success after graduation

- In addition to these practical advantages, there is at least one intangible benefit; students who have been grounded in truth of God's word day after day during their formative years (both at school and at home) are better equipped to handle discrepant ideas upon graduation. Whether in a secular university or in the workplace, young adults with a solid biblical foundation are far less likely to fall victim to the subtle lies of our post-modern culture.
- The question remains however, how do you define success? Does success equal an Ivy League education for your child, or a certain salary level, or even a prestigious title? Then again, how does God measure success? A healthy marriage? An understanding of biblical truth? These are important issues to pray about.

8. Peer Pressure

- Your kids will be exposed to bad company no matter where they go to school. Sometimes they may even be the bad company. But in a Christian environment, they'll be much less likely to find themselves surrounded by destructive influences, and far more likely to find positive ones.

In Conclusion

None of this is meant to be a criticism of parents who place their children in public schools. Nor is it an indictment against well-meaning public-school educators. But the fact remains that public schools are not allowed to give your children the educational experience the Bible demands.

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NDCA Families,

Here at NDCA, we strongly believe that parent involvement is a key part to student success and keeps our school thriving. To keep involvement high, we have our **OWL Hour Program** in place to better serve our students and families.

This school year is going to be full of new and exciting programs, field trips, electives, and much more! With that said, we will need your help to make all these great things happen!

The OWL Hours Program helps to ensure parent involvement. This program requires that each family enrolled at NDCA participates in at least 12 volunteer hours (per student) per term with a total of 24 hours (per student) for the entire school year. Families must complete 12 hours (per student) between September and January, and 12 hours (per student) between February and June. Volunteer hours must be reported to the office.

At least two hours of OWL Hours per term should be at PTO (Parent Teacher Organization) meetings, or in cooperation with our PTO in some capacity (such as a fundraiser).

How to get OWL Hours?

There are countless ways to get OWL Hours! Some examples would be assisting in classrooms (which should be coordinated with the teacher), attending parent workdays, fundraisers, chaperoning field trips, donating or planning silent auction items, assisting with electives, and donating school/class supplies..... and the list goes on!

Who can earn OWL Hours?

We believe it truly does "take a village"! OWL hours can be earned by most any family member including grandmas, grandpas, aunts, uncles, cousins, moms, dads, and older siblings.

What happens if I don't get my OWL hours done?

If you cannot complete the 12 required OWL hours (per student) by the end of the term you will receive a bill for every incomplete hour, at a rate of \$25 for each OWL hour. We understand that life can get busy and if you are completely unable to complete OWL hours you will be charged \$300 (per student) per term. This money can then go towards much needed school/classroom supplies.

Remember that donations also count as hours!

Thank you for all your support!

-NDCA Staff

Parking & Security



To improve traffic flow and reduce the risk of accidents, please follow our parking plan when parking, dropping off, or picking up your students.

- Please respect our security procedures and do not enter the premises if you find the gates locked.
- We have a security keypad system installed on the main building entrance for the safety of your children. This keypad is for staff members only. To gain entrance, please ring the doorbell, and a staff member will let you in.
- **There is to be NO parent/visitor parking in the staff parking area.**
- Handicap parking is ONLY for drivers in possession of a visible handicap permit, handicap sticker, or handicap license plate. This reserved area includes the access aisles painted with diagonal lines next to a handicap space.
- There is signage indicating the handicap parking and access areas. You will be unlawfully parked if you remain there and be subject to the Oregon State laws regarding designated handicap parking.
- **Please maintain a speed of 5 mph or less in the school parking lot.**
- Please DO NOT block our “means of egress” (exit) to safety in the event of a fire or other emergency. This main exit point is the double green doors located at the north end of our school building. DO NOT park in this area for any reason. We would also like to keep all other exit areas free of vehicles or other obstructions.

By working together, we can make our NDCA campus accessible to every family, student, and member of the community. We take great pride in being family friendly. Thank you again for supporting the staff at NDCA in implementing our safety and security practices.

General Information

Admission Policies

Attendance at Nature Discovery Christian Academy is a privilege. Any student of family that does not abide by the standards, rules and regulations of the school may forfeit this privilege. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student or family displays attitudes or behaviors that are inconsistent with the spirit and guidelines of the school. It is the policy of Nature Discovery Christian Academy to follow the Christian practices of nondiscrimination on the basis of race, color and religion, national or ethnic origin.

Age for Admission

Children must attain the following ages by September 1st to enroll in school. It is up to the discretion of the administrator and teacher if any exceptions are made.

Age	Class
3 - 4	Preschool
5	Kindergarten
6	1st

Admission Procedure

1. Complete a per-enrollment form (new students only):
2. Pay the \$450 enrollment fee, in-person or on naturediscoverychristianacademy.com
3. Sign-up for tuition payments through naturediscoverychristianacademy.com
4. Complete and turn in a school records request (for new students only, Grades 1-12) which is available on our website
5. An interview with parents, child, and school administrator may be required.

Financial Policies

In House Registration

Current students at Nature Discovery Christian Academy, and their siblings, have the opportunity to register before the general public and receive a tuition discount.

Registration and Supply Fee

Your paid, non-refundable enrollment fee of \$450 will secure your child's spot in their classroom, as well as cover the cost of curriculum, classroom supplies and a school t-shirt. Enrollment fee is due at the time of enrollment and must be paid before your child attends their first day of school.

Tuition

Tuition is calculated on a monthly or annual basis. The total yearly tuition may be made in a one-time payment prior to your child's first day of school, in a check payable to Nature Discovery Christian Academy or NDCA. This one-time payment of tuition includes a 5% discount for paying in full prior to the beginning of the school year. Alternatively, the tuition may be made in ten equal monthly payments through naturediscoverychristianacademy.com, which will include a \$45 per-family processing fee. **No other tuition payment options are available, and monthly payments MAY NOT BE MADE IN PERSON.**

TUITION/HOURS/AFTER SCHOOL CARE

CLASS	COST	START	END	CLUBS
3-DAY PRE-KINDERGARTEN	\$575	8:30AM	12:30PM	N/A
5-DAY PRE-KINDERGARTEN	\$600	8:30AM	12:30PM	N/A
KINDERGARTEN	\$500	8:30AM	3:00PM	EXTRA COST
ELEMENTARY	\$500	8:30AM	3:00PM	EXTRA COST
MIDDLE SCHOOL	\$500	8:30AM	3:10PM	EXTRA COST
HIGH SCHOOL	\$500	8:30AM	3:10PM	EXTRA COST

Multiple sibling discounts, returning family discount, and one-time payment discounts available

General Fiscal Policy

Monthly tuition payments are due on the first of every month through naturediscoverychristianacademy.com **No checks or cash will be accepted.** There will be a late charge of \$30 added to payments after the 15th of the current month. In addition, the student(s) will be suspended from school after the 25th of the month if the account is past due. (Any balance that is more than 60 days past due may be turned over to a collection agency unless a payment plan has been agreed upon and honored between the family and the Nature Discovery Christian Academy Administrator.)

Nature Discovery Christian Academy has an obligation to its teachers and support staff, and thus students and considered enrolled for the entire year. No cost reductions can be made for vacations and school holidays. If a student is enrolled after the school year has begun, the tuition may be pro-rated according to the actual number of months enrolled. No deductions in tuition will be made for absences during the school year, regardless of the cause of absence.

*****If you are withdrawing your child for any reason, please notify the school in writing and arrange a scheduled conference with the administrator and teacher.*****

Students will not be accepted for registration if past outstanding balances are still open and due.

General Student Policies

School Hours (Monday through Friday)

Arrival for Pre-k through 12th Grade	8:00am-8:30am
Preschool	8:30am-12:30pm
Kindergarten	8:30am-3:00pm
Elementary Grades	8:30am-3:00pm
Middle School	8:30am-3:10pm
High School	8:30am-3:10pm

All students may arrive between 8:00am-8:30am. Absolutely no arrivals are to be made prior to 8:00am. Parents of students from pre-k through 5th grade must escort their child(ren) to their classroom. Prompt pick up of your child is always necessary. Unless arranged in advance, if a child is not picked up within 15 minutes of the dismissal time, they will join an after-school club until you arrive, and you will be billed accordingly. After-school clubs are billed separately from your school tuition. The after-school club payments are to be made directly to the club teacher.

***The NDCA playgrounds are not open to the public, and as such, our insurance policy states that non-enrolled students and enrolled students who have been dismissed from class for the day are not allowed on the playgrounds. Once an enrolled student is out of class or has been signed out of any after-school program or club they, and any siblings, are not allowed back onto any NDCA playground. After picking up your child, we ask that you leave as quickly and quietly as possible as there may be classes still in session. If you have to pick up your child early, please contact the office.

School Grading Periods

NDCA operates on a semester grading period. Teacher will issue a report card at the end of each semester, and schedule parent-teacher conferences mid semester. Parent/teacher conferences are a requirement to receiving a student's report card.

Tardies and Early Dismissals

It is important that classrooms not be interrupted during instructional time. If your child is more than 15 minutes late, please call the school office and inform them of the delay. Upon late arrival, please escort your child inside the building and check in with their teacher before leaving. If it is necessary to pick up a child early due to an appointment, please send a written note to the teacher and call the office on the morning of the appointment. When you arrive to pick up your child, be sure to stop by the office first.

Absences

When your child is absent due to illness or family emergencies, please call the school office before 9:00am. If parents desire to have their child excused for reasons other than those stated above, we ask that you notify the teacher and the office, in writing, in advance of the days your child will be absent. The teacher needs minimum of five days in advance to prepare homework for your child. Teachers will strive to work closely with students to make up missed assignments. However, we ask that you make sure your child understands and completes missed assignments within a reasonable time decided by the teacher.

Dress Code

The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with the learning environment. As fads and fashions change, some guidelines are difficult to include and update each year. Therefore, the NDCA staff reserve the right, upon their discretion, to prohibit any clothing, accessories, hairstyles or coloring, and tattoo type imprints that become a distraction in the classroom. The guideline is established for all students, preschool through high school, during the regular school day, on field trips and any activities when students represent the school. If a student comes to school in attire that contradicts any of these guidelines, you will be notified. Exceptions to the guideline can be made by the Administrator for medical reasons, religious beliefs, as well as school Special Dress Up days, costumes, and school sanctioned performances. Any challenges to the guidelines should be brought to the attention of the school administrator.

1. Students are prohibited from wearing clothing, jewelry, book bags or other articles of personal appearance which:

- a. Depict profanity, vulgarity, obscenity, guns, or violence
- b. Promote use or abuse of tobacco, drugs, or alcohol
- c. May create a threat to the health or safety of students or others
- d. Are associated with intimidation, violence or violent groups
- e. May create a significant risk of disruption to the educational process or school operation

2. The following specific items are also not permitted:

- a. Clothing worn in such a manner as to reveal underwear or bare skin between upper chest and mid-thigh
- b. Bare feet
- c. Spaghetti straps, strapless tops, halter tops
- d. See-through garments
- e. Trousers, slacks, shorts worn below waist level
- f. Clothing that is excessively baggy or tight
- g. Skirts and shorts shorter than 2 inches above the knee
- h. Sunglasses worn inside school building
- i. Hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building (this is subject to teachers' discretion)
- j. Any other article of appearance that is physically revealing or provocative

Inclement Weather and School Closures

Since NDCA is a private school with teachers, students coming from all around the area, we do not follow any specific school district's closure or delay schedule due to inclement weather. In the event of a closure or delay, NDCA will text out updates through our text app. Remind. We will also send an email out to all our families.

If there is a decision made to close school early during the school day for any reason, we will do our best to communicate the details with parents as quickly as possible. We highly recommend having an alternative care plan for unexpected events such as this, and it is imperative that you keep your contact information updated at all times with the office.

Special Appointments

If you need to discuss matters with a teacher or school Administrator, please make an appointment with the teacher or the school office before or after school and arrange for childcare for that time.

Communication

We strive to keep parents informed of school news and events. The NDCA yearly calendar will be posted on our website and printed copy will be available at the school upon request. Updates and notices may also be sent home with each student or by email. Please check your child's backpack and/or homework folder, as well as your registered email address, and Remind texts messages, daily for any important information.

If you need to discuss something with your child's teacher by phone, call the school office, and the teacher will be informed to contact you at their earliest convenience. Be aware that it is very difficult for a teacher to discuss your suggestions or concerns when there are children present in the classroom. Appointments can be arranged through the school office by phone or email.

Lunches and Snacks

Each student needs to bring a mid-morning snack, lunch, and a reusable water bottle each day. Please make sure your student also brings an afternoon snack if they are enrolled in an afternoon program. Unless you have been invited for lunch, please refrain from visiting or staying during the lunch period. Note that refrigeration, microwaving and cooking facilities are not available for students' personal lunches.

Suggestions for nutritional lunches from home:

1. Fresh or dried fruits, raw veggies and dipping sauce
2. Lunchmeat, tuna fish, peanut butter, hard-boiled eggs, soup
3. Cheese, yogurt, cottage cheese
4. Bagels, crackers, granola, pretzels, muffins

Homework

The following is a list of primary reasons homework is assigned to students:

1. Students often need extra practice with new concepts, skill, and/or facts. In certain subjects there is not enough time in a school day to do so much practice as may be needed for mastery.
2. Repeated short periods of practice or study of new information is often a better way to learn than one long period of study. Study skills are also promoted.
3. NDCA recognizes that parental involvement is critical to a child's education. Homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep parents informed as to the current topics of study in the class.
4. Homework may also be the result of students who have been given adequate time to complete assignments in class but did not use their time wisely.

We believe family time is a priority and that definite limits should be followed for homework time. The necessity for doing homework will vary from grade to grade and even from student to student. There may be times when projects or assignments need additional time at home to complete. If the assignment is not completed during the specific time, attach a note to the assignment making the teacher aware of their effort.

Photo Permission

NDCA would like to promote the wonderful things that happen here by incorporating classroom events into the school website. Since we are committed to protecting the privacy and safety of all our students, we will be asking for permission to post items online that could contain either work produced by your child or photos that may contain your child. A photo release form is attached to the back of this handbook, you must either accept or deny, and return the form to the office. As per NDCA guidelines, no person may audibly/visually record another person on any electronic device, including cell phones, without the consent of the individuals present. If a parent, on field trips or at school events, is taking photos then verbal consent at the time of said photo opportunity is reasonable and valid.

Computer Usage

As NDCA expands the usage of computers in the classroom, students, with adult supervision will have limited access to the school's internet services. If you wish to grant your child access to these services, you will need to authorize permission on the student computer usage agreement, attached to the last page of this handbook.

Electronic Devices

Electronic devices and cell phones can often be a distraction to learning and use valuable study time. **Any and all electronic devices being brought onto NDCA grounds must be "checked in" with your child's teacher before the start of class.** This includes iPads, tablets, cell phones, and electronic watches.

Students will "check out" the electronic device from his/her teacher as needed, and return to teacher when the assignment is completed. At the end of the day, all electronics devices will be returned to the students.

If a student needs to contact a parent for any reason, they may tell their teacher, who will contact the parent on behalf of the student.

Class Parties

Each year, several class parties are held, Trunk-or-Treat, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, and year-end celebrations. If your child has a birthday and you would like to bring in treats to celebrate, contact your child's teacher in advance. Because we have children with allergies, we ask that treats or snacks brought to school be approved.

Lost and Found

Personal items, such as coats, sweaters, sweatshirts, backpacks, lunchboxes, and water bottles must be clearly marked with your child's name on them. Any items not claimed by the end of the month will be donated to charity. *Please note: We would not have any lost and found items if names were clearly marked on them!*

Field Trips

Field trips are an important part of the curriculum at NDCA, and we strive to provide different and stimulating for our students and their families to both learn from and enjoy. As field trips are an integral part of our education vision, students may be counted as absent if they choose not to attend. Some trips are optional, and you will be informed if this is the case. Students must also have a completed medical release on file with the school before a student can participate on field trips.

We have two types of Field Trips: Classroom Field Trips and School-Wide Field Trips. Please note, as a school we are often able to provide incredible values to certain venues; however, some field trips will require a fee that is additional to tuition and other fees. All our field trips will require parent drivers and chaperones, and a field trip may be canceled or postponed if we do not have enough volunteers. Chaperones and drivers are also asked to share responsibility in supervising students as the trips are only possible if “many hands” help guide student behavior.

If your child needs to be transported in a car seat, please clearly label it with their name and leave it at school to use that day. A student will not be able to attend the field trip if the proper car seat is not available, and the parents will be notified that other arrangements need to be made for their child.

At least two weeks before each field trip, a permission note outlining the trip details will be sent home. Please sign and return field trip paperwork one week prior to the date of the field trip along with any field trip fees, if applicable. If not paid in full one week prior to the field trip date, your student will not be able to attend. Teachers reserve the right to disallow a student to attend a field trip if they feel the student’s behavior may be detrimental to the other students, staff, or property. Parents will be notified in advance if such a course of action is taken.

If you volunteer to chaperone on a field trip, you must stay and supervise students for the entire time of the field trip. You may not drop students off and leave.

Vacations/Holidays

All holidays, vacation days, grading days, and teacher in-service days will be posted in the monthly NDCA calendar, teacher notices, and on our school website. No fee allowance will be made for Christmas and spring vacations and/or family vacations, as tuition is based on a yearly total. Please make every effort to not schedule lengthy family vacations during the school year unless it is a scheduled school break. Dates observed by NDCA:

- Labor Day (Monday and Tuesday)
- Columbus Day (Thursday- Monday)
- Veterans Day
- Thanksgiving Week
- Christmas School Holiday
- Martin Luther King Jr. Day
- President’s Day
- Spring Vacation School Holiday
- Good Friday
- Easter Monday
- Memorial Day (1/2-day Thursday, Friday-Monday)

NDCA will also be closed for two school in-service days each semester. The dates of these two in-service days will be posted in advance.

Discipline Procedures

When a student breaks a minor offense, a white disciplinary form will be filled out and put in the student’s file, parents will be notified. For a medium offense, a yellow disciplinary card will be sent home with the student and the teacher will notify the parent. It will be the

student's responsibility to have the card signed and returned the next day, and a parent conference may be scheduled. If the card is not returned, a second card will be sent home, and the teacher or Administrator will make a phone call. When a student breaks a major offense, the teacher or Administrator will make a phone call to the parents. A red disciplinary card will be sent home to be signed and returned by student on his first day back to school, and a parent conference will not to be scheduled with teacher and Administrator. If this is the first major offense, the student will stay at school, but will be kept away from other students. If this is the second major offense, or the administration deems the offense to require an immediate suspension, the student will need to be picked up as soon as possible by the parents. The Administrator and teacher will determine the number of days the student will be suspended.

If a student receives four full day suspensions, they will be expelled from the school. A parent conference will be scheduled before dismissal from the school. This disciplinary procedure gives the student several chances to change his/her behavior. All disciplinary actions are documented and recorded in the student's file.

School Wide Minor Offense (*White Form on File*)

The student's teacher will handle the following minor offenses. Four of these offenses will result in a medium offense. Two minor offenses in one day will result in a medium offense.

- Being in off-limits areas
- Horseplay, pranks on fellow students, running in halls
- Littering on school property, including cafeteria, buildings, and grounds
- Showing inappropriate affection: holding hands, hugging
- Leaving class without permission
- Three late assignments in a week
- Use of unapproved computer games during class time and after school

School Wide Medium Offense (*Yellow Card Signed at Home, Returned and Filed*)

The teacher or Administrator will handle the following medium offenses. Four of these offenses will result in a major offense. Two medium offenses in one day will result in a major offense.

- Cell phones visible or ringing during school hours
- Profanity
- Throwing food in the cafeteria or any other area where food is allowed
- Showing inappropriate affection: kissing
- Disruptive behavior during school activities
- Cheating
- Throwing objects
- Disrespect or disobedience in the classroom

School Wide Major Offense (*Red Card Signed at Home, Returned, Filed, Conference Scheduled*)

Committing two of the following offenses will result in an in-school or out of school suspension. Four suspensions in a school year will result in the student being expelled from the school.

- Fighting or physically assaulting another student. *The first offense will result in a suspension.
- Noncompliance with directives from teachers, Administrator, or other personnel
- Disorderly conduct - Creating a disturbance
- Bullying, hazing, extortion, intimidation, harassment of fellow students, or threats, which cause students to fear for their safety
- Possession or distribution of drugs, marijuana, vaping, tobacco, or alcohol or any substance represented to be drugs

- Disrespect towards anyone in this school related to race
- Sexual harassment
- Disrespect to school personnel, including obscene or abusive language, threats, gestures, or intimidation
- Possession of firearms, weapons, explosives, and incendiary devices (including look-alikes)
- Intentional destruction or defacing of school property
- False emergency calls or setting off false fire alarms
- Verbal, physical, or sexual assault or battery
- Engagement in any inappropriate touching or indecent behavior
- Threatening other students or staff

Discipline Plan

The key principle underlying the use of discipline is to train in a positive manner for correction and spiritual maturity. Focus will be on creating a classroom environment that is age appropriate and where positive behavior is recognized and encouraged. Discipline will be administered in an atmosphere of love and concern on the part of the staff. Motivational classroom consequences are usually successful.

The students, teacher, parents, and the Administrator share the responsibility for administering NDCA's Discipline Plan, and in order for every student to have the opportunity to reach his or her potential, each student needs to behave in a positive manner. Throughout the year, students will be expected to assume the following responsibilities:

1. Be present and on time for school and classes each day
2. Treat all school personnel and fellow students with dignity and respect
3. Demonstrate respect for the school by taking care of the facilities, property and equipment, and the property of others

Nature Discovery Christian Academy's Discipline Goals

- To help students develop self-respect.
- To help students develop respect for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices which lead to improved behavior.

Shared Responsibility

Students: Throughout the year you will be expected to assume the following responsibilities:

1. Be present and on time for school and classes each day.
2. Treat all school personnel and fellow students with dignity and respect.
3. Demonstrate respect for the school by taking care of facilities, property and equipment, and the property of others.
4. Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.

Teachers: A preventive approach to discipline communicates to students that the focus of the school discipline is to promote success and not to inflict punishment. Infractions where prevention is a must include, but are not limited to, behaviors observed in the classroom such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules.

Principal: The principal has a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. This orderly learning environment with high expectations provide for the total growth, development and maturation of all students spiritually, physically, mentally, emotionally, and socially.

Parents: Administrators, faculty, staff members and parents have a shared responsibility for assisting in the total growth, development and maturation of all students. Parents are expected to be involved in the educational and social experiences of their children. Parents who are informed of school goals and are knowledgeable about school policies and procedures can assist their students in making good decisions. Parents who attend parent/teacher conferences and extra-curricular activities form a partnership with school and the students. The partnership enhances the quality of a child's learning experiences.

The parent must assume responsibility for the student's regular attendance in school. Regular, consistent school attendance is vital to a student's academic program. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. Parents are encouraged to visit the school any time during the year. Parents may call the school to schedule a conference with the student's teachers during their planning period or after school.

The counselors, principal, and assistant principals are available as their daily schedules permit. Parents should take advantage of these opportunities to strengthen the parent/teacher relationship so that our students can be successful.

Unexcused Absences

All absences should be approved through the school office and your child's teacher notified. Any absences that are not excused by a parent within a week, will be marked as Unexcused. Students who receive 10 Unexcused Absences in a semester will be unenrolled and parents will have to re-enroll that student. An Unexcused Absence is a no call, no show student. We understand that emergencies happen, so we allow that 1 week call in period. The sooner you notify of an absence the better for the teachers to teach in their classes. Any planned vacations should be discussed with the office and your child's teacher as soon as possible to make plans for homework or make up work.

Parent Teacher Organization (P.T.O.)

We believe that educating your children is a joint responsibility between home and school. The P.T.O. was created to allow this goal to be achieved. This organization is open to all interested parents and close relatives of enrolled students, plus at least school/teacher representatives. The group will meet monthly to create their vision for the school and its students.

The P.T.O.'s responsibility is to build enriching educational activities, and design various opportunities for the students through fundraisers, volunteering, and class projects. This organization is vital to the school because it helps provide funding to the classrooms, library, special programs, supplies and equipment that is not within the school's budget.

All monetary funds raised will become the property of NDCA to be issued back to the P.T.O. for the purchase of items listed on the project sheet. Any remaining funds will remain in the account to be used to jumpstart the next project or used for emergency purchases needed by the school.

Health and Safety Policies

Volunteers

Besides reducing our personnel costs and making our tuition more affordable, volunteering helps parents keep in touch with the education of their children and the activities of the school. It is a fact that children enjoy having their parents actively involved in their school. There are many volunteer needs - assisting on field trips, grading papers, planning room parties, tutoring students, and helping with fundraisers, to name a few. Remember, volunteer work and volunteer travel times are tax-deductible items.

Please talk with your child's teacher if you have questions or are interested in volunteering. Some duties would include:

- Helping coordinate classroom parties
- Helping coordinate field trips including drivers and chaperones
- Becoming a PTO member and sharing your fun ideas, questions and projects
- Assisting teacher with special school programs
- Helping our children have a fun and fabulous year

Because the protection of the children is our first priority, we ask that classroom volunteer time be conducted with the following guidelines:

- No parent will directly supervise children alone. Supervision, including reward and discipline, remains the responsibility of the school staff.
- Parent volunteers may assist the teachers with classroom practical exercises (art projects, memorization, etc.) but will not "teach" in class.
- Parents must coordinate with the teacher prior to the desired time in order to efficiently assist the teachers and to minimize distraction to the planned instruction.
- Volunteers may not include siblings while assisting in the classroom

First Aid

If a child is injured at school, they may be given emergency First Aid/CPR by the staff, if needed. All teachers have been trained in First Aid/CPR. If an emergency happens, 911 will be called and you will be notified immediately. It is very important that your contact information is kept up to date in case of an emergency.

Fire/Earthquake/Emergency Drills

A monthly fire drill will be performed to allow the students the opportunity to know how to exit the building in the event of a fire. An earthquake drill will take place in each classroom at least once a year. Other emergency situations and procedures will also be addressed in each classroom, as well.

Medical

We ask that the student's medical information be kept current at all times. Things deemed as illness, or signs that a student should stay home.

- Student is too sick for regular activities
- Eye discharge is yellow or green
- The temperature is higher than 100F
- If FLU is suspected
- Redness and itchiness affect on students body
- Strep Throat is suspected
- Student is vomiting or has uncontrollable diarrhea

If student was sent home, or missed a day of school then they may come back to school if:

- If eye pus decreases, or student has been using antibiotic eye drops for 24 hours
- Fever has been gone for at least 24 hours
- The rash is gone or sores are dried/healed
- 24 hours after being on antibiotics
- vomiting stops and student has control of bathroom breaks

If a child develops any of these symptoms while at school, you will be notified promptly and must arrange to IMMEDIATELY be available to pick up your child from school.

If any medications prescribed or over the counter, need to be administered to the student during the day, you must fill out a medical release form in the office. All medications must be kept in your child's classroom in a secure location. This includes inhalers and over the counter medications (such as cough syrup and cough drops).