

# HANDBOOK

Hey, I'm Jake!  
These are the basics  
about our school.  
Let us know if we  
can help you with  
anything.



**Northern Discovery Academy**  
NorthernDiscoveryAcademy@gmail.com  
5490 E. 48th Street  
Newaygo, Michigan 49337  
**231-527-9683**



## Northern Discovery Academic Calendar for 2018-2019

September 4 - First Day of School

November 19-22 - Thanksgiving Break

December 13 - Egyptian Investigation Night for Parents

December 17 - Christmas Break Begins

January 7 - School Resumes after Christmas Break

April 19 - Good Friday, No School

April 22-25 - Spring Break

April 25 - Take Our Daughters and Sons to Work Day, No School

May 3 - Roman Engineering Night for Parents

May 27 - Memorial Day, No School

May 30 - Last Day of School

Northern Discovery Academy thoughtfully limits the number of single days students are let out of school, in order to accommodate our four-day school model, to limit school attendance to nine calendar months, and to encourage a “whole week” rhythm to the school experience.

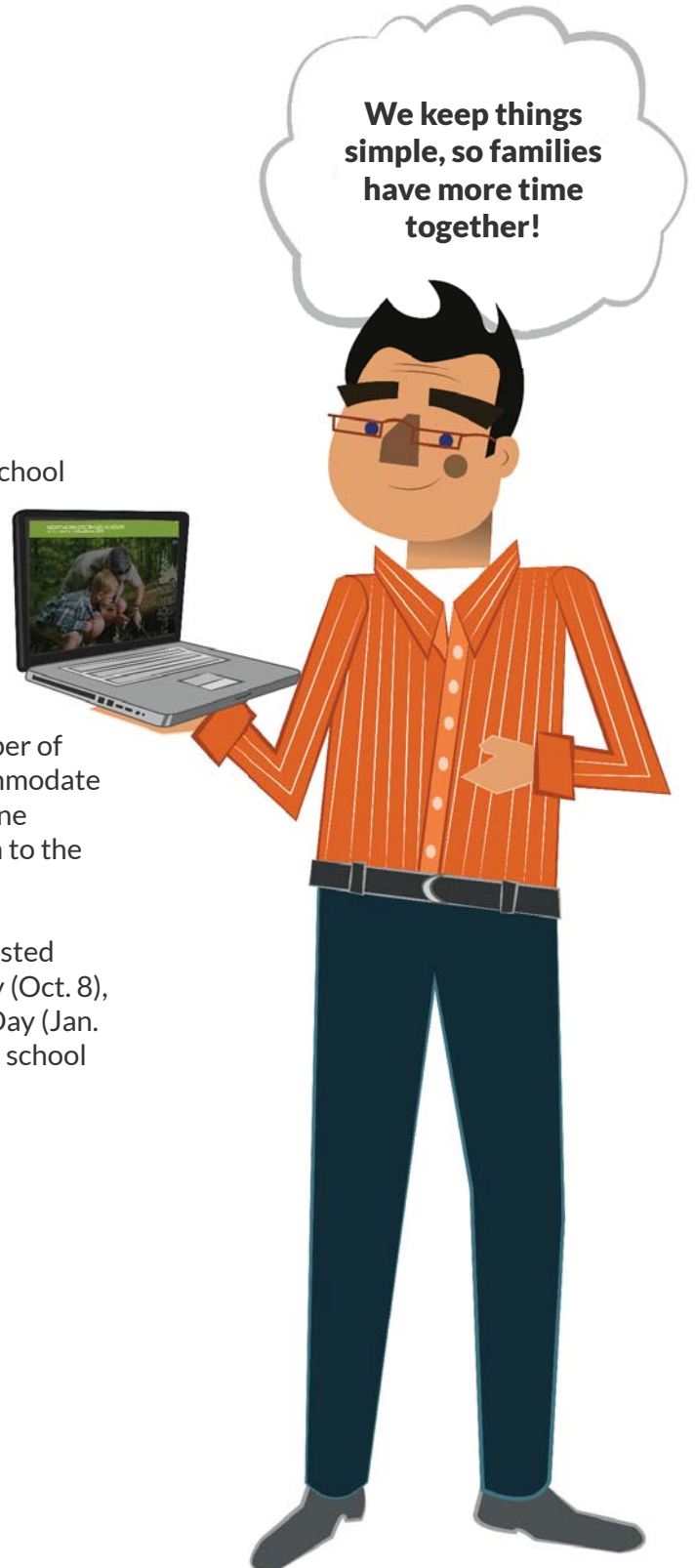
For this reason, school will be in session for any dates not listed above. Students, then, will attend school on Columbus Day (Oct. 8), Veterans Day (Observed Nov. 11), Martin Luther King, Jr. Day (Jan. 21), and President’s Day (Feb. 18) during the 2018 to 2019 school year.

## School Hours

### **Northern follows a 4-Day Schedule.**

School is in session from 8:30 to 3:30 from Monday through Thursday.

Students may arrive as early as 8:00 am to accommodate parental work schedules.





## Our Mission

Our mission is to equip students to glorify God in all they do, and to impact the world for Christ. We believe this begins with education. Each day students will be encouraged to explore God's world through nature, history, math, and the cultures they encounter in the classroom and in their community. Students will be encouraged to discuss what they have observed and learned, so that they learn to discern truth and mature to value that which honors God and, finally, to see their own interests as avenues of impact for God's glory.

Enrolling families do not need to agree with this belief statement, but students and their families are expected to be respectful of our school's faith at school and at school events.



## Northern Discovery Academy Belief Statement

### **Scripture**

We believe the sixty-six books of the Old and New Testament Scripture alone to be inspired in all its very words by God and inerrant in the text of the original manuscripts, and that they alone are of supreme and final authority in faith and life.

### **God**

We believe in one God who is Creator of heaven and earth, who is infinite Spirit, light, love, and truth; eternal, almighty, infallible in all things, including His omniscience and knowledge of all future events; that He is unchangeable, all wise, just, and holy; and that the triune God eternally exists in one essence and three Persons: Father, Son, and Holy Spirit. God intervenes in the universe, and miracles—including predictive prophecy—are possible.

### **Creation**

We believe in the ex-nihilo special creation of the entire space-time universe, as described in the biblical creation record, and in the direct creation of many diverse biological categories. We also believe in the historicity of the biblical record, including the special creation of Adam and Eve as the literal progenitors of all people, the literal fall and resultant divine curse on the creation.

### **Jesus Christ**

**Incarnation:** We believe in Jesus Christ, the Second Person of the Trinity, the Eternal Word manifested in the flesh. We believe that He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, and that He is fully God and fully man, having two distinct natures co-joined in one Person.

**Death:** We believe that the Lord Jesus Christ died as a representative and substitutionary sacrifice for the sin of humanity and thus offers salvation to all as a free gift based on grace alone. The representative and substitutionary work of Jesus Christ is effectual for all who receive Him as Savior.

**Resurrection:** We believe that the Lord Jesus Christ arose from the dead in the same physical body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of that body which will be given to all believers at the return of Christ.

**Ascension:** We believe that the Lord Jesus Christ ascended into heaven in the same glorified physical body in which He arose, was seated at His Father's right hand, assuring us of the perfection of His work of redemption, and that He now, as Head over all things to the Church, is engaged on behalf of the saved as their only Advocate.

**Return:** We believe in the future, personal, literal, and bodily return of Jesus Christ for His redeemed ones.

## **Humanity**

We believe that humans were originally created in the image and likeness of God, and that humans fell through sin; as a consequence of sin, humanity became spiritually dead with a corrupt human nature that has been transmitted to the entire human race, the Man Jesus Christ alone being excepted; and hence, that every descendant of Adam is born into the world with a nature that is corrupt.

**Human Sexuality and Marriage:** According to the Bible, we view marriage as ordained by God from the creation of humanity, of one adult biologically born male and one adult biologically born female, and historically understood by the Church, to be the most basic societal institution and the exclusive institution appointed by God for sexual intimacy. We believe God has created each human as a unique individual, a biologically born male or female, just as he created Adam and Eve as male and female respectively.

**Sanctity of Human Life:** We believe that all human life is created by God in His image, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

## **Salvation**

We believe that only those who receive the Lord Jesus Christ as Savior by faith alone, apart from all good works, are justified before God, and have become children of God and, therefore, will inherit entrance to Heaven and eternal communion with God.

## **The Holy Spirit**

We believe that the Holy Spirit, being the Third Person of the Godhead, convicts men of sin, regenerates, indwells, baptizes, seals, and sets believers apart to a holy life; that He keeps and empowers believers day by day. We believe that He is the Teacher of the Word of God through which He guides us in our daily lives.

## **The Final State**

We believe in the eternal and everlasting blessedness of the saved, and the eternal conscious punishment of the lost.

## **Ordinances**

We believe that the Lord Jesus Christ instituted baptism and the Lord's Supper (neither necessary for justification), to be observed until He comes, and overseen by the local church.

## **The Church**

We believe that the universal Church of Jesus Christ is composed of those who have been redeemed and washed in His blood, regenerated and sealed by the Holy Spirit, and that they are saved to worship and to serve; that it is the responsibility and privilege of all who are saved to seek to win others to Christ, to the "utmost part of the earth"; that they should seek to live a holy life, to separate themselves from and forsake all that might dishonor God, cast discredit on His cause, or weaken their testimony.

## **Satan**

We believe that there is a personal devil who can exert vast power but only as far as God permits him to do so; that he shall ultimately be cast into the lake of fire and brimstone and shall be tormented day and night forever. Other, both good and evil, supernatural beings exist.



## Attendance Policies

On-time attendance for all students is essential for both the success of the individual and the school. School begins at 8:30 and ends at 3:30, Monday to Thursday. On occasional Fridays, students will attend to enjoy a field trip or in-depth project. Written permission is required to release students at end of day to anyone not listed on their registration form.

## Absences from School

All absences from school must be reported to the school office by the parent or guardian by 9:00 am on the day of the absence. We are required by the health department to record symptoms of illness. Students leaving prior to lunch or arriving after lunch will be marked as attending a half-day. Please note how to handle these absences:

**Tardiness:** Class begins at 8:30 with a required assembly. The assembly is an important start to the school day. We recommend students arrive at least five minutes prior to class beginning to take care of coats and stow away their gear.

**Illness:** Students are asked not to attend school when they have these conditions or symptoms: fever, vomiting, consistent cough, diarrhea, pinkeye (until a doctor says they are non-contagious), or head lice. We ask that parents not return students who suffer from stomach flu for at least 48 hours after the student last vomited or when their energy and appetite has returned, whichever comes last. We also ask that any student that cannot go fifteen minutes without blowing their nose be kept at home. This will help reduce student absences. Parents will be notified when a student needs to be picked up if they become ill during the school day. It is the student's responsibility, with their parents, to make up the work within a period equal to the student's illness.

**Dental/Doctor Appointments:** Notify the school of the absence at the beginning of the day, and come to the school office to check the student out of school.

**Family Vacations:** Parents are urged to plan trips and vacations outside of the school year, but when this is not possible, please notify your student's teacher and the school secretary at least 2 weeks prior to the student's absence. It is the student's responsibility, with their parents, to make up the work a student misses within a period equal to the student's absence. Tests missed will be made up at the teacher's convenience. Teachers will supply assignments for completion prior to a student's absence when properly notified.

**Emergencies:** In the case of a family emergency, such as a death, traumatic situation or terminal illness that may affect the student's well-being and their attendance, please notify the school office.

## School Closing Procedures

School will not be held during severe weather conditions. NDA will close when Newaygo or Tri-County schools close due to bad weather. In the event of such a closing or delay, parents will be emailed to confirm that school has been cancelled as early as possible. When school is closed, all extra activities or events scheduled for that day will be cancelled or rescheduled as appropriate.

If we have chosen to hold school and you consider it unsafe to send your child, please use your own judgment. You know your area's road conditions better than we do and we do not want to place your children at risk. Your children will not be penalized for missing classes. Please call the school office to inform them of your situation.



## **Communication with Parents**

As needed, teachers may email parents regarding what is going on in the classroom. Additional communication direct to parents will also take place via email. Some forms will be sent home with students. Parent-teacher conferences are scheduled in the fall and spring via sign up through email. You are always welcome to speak to a teacher informally before or after school, as necessary for informal communication as well.

## **Siblings**

We love siblings, but siblings should not attend school events such as field trips or class parties unless specifically invited, as this changes the focus of the supervision of these events, and school events are not planned to handle siblings of all ages. Siblings are welcome at any whole-family events, of course!

## **Harassment and Bullying Policy**

It is a violation of biblical principles and school policy for a student to harass, bully, or intimidate another student. Our students are expected to report bullying or habitual mistreatment to staff. All incidents are fully investigated and decisively addressed.

## **Lunch**

Students can bring a lunch to school each day. Water is provided, but students may bring other drinks to lunch. To help families, NDA also offers our "Trail Mix Lunch Shop," which will regularly stock packaged lunch, snacks, and drinks for purchase, plus a few hot and ready foods if a student wishes to eat a school lunch or supplement their lunch (with parental permission), or forgets their lunch. See our "Trail Mix Lunch Shop Policy" in our registration packet for more information about this program.

## **Recess**

Students go out for recess each day, so students should dress in appropriate gear for the weather. We recommend boots when snow is on the ground, as the campus receives plenty of it! We ask that any parent that wishes for their student to be kept inside for recess due to illness or other consideration send a written note to school that day with an explanation of their student's situation.

## **Birthdays**

Students desiring to bring in a birthday treat (purchased or homemade) made do so if a parent checks in first with their student's teacher prior to a student's birthday. Many children have food allergies or restrictions on what they can eat. Your teacher will make you aware of any restrictions among your student's classmates. Please do not bring in any treat that includes peanuts, peanut butter, or peanut oil. You may also consider non-food treats with permission. We recommend that parents of students with allergies keep a treat in the freezer that their student can enjoy in the event that they cannot enjoy a provided treat in their class.

## **School Registration and Supplies**

School registration procedures are listed online and in registration and enrollment paperwork. Returning students must also fill out some forms, also listed online. A list of needed supplies for your student will be posted on the school website as of August 1 each year. Textbooks and reading material provided to each student are considered the property of the school.

## **Items to Leave at Home**

Things to leave at home include: gum, valuables, toys, trading cards, fidget gadgets, weapons, play guns, and pets.

## Health Policies

Parents are required to submit an immunization record to enroll their student in Northern Discovery Academy. Please see staff regarding any medical waivers, etc., and record health-related notes on our Student Emergency Information Form.

**Allergies:** Please notify the school and your student's teacher in writing about your student's food or environmental allergies. Please write out any requirements for use of an EpiPen or similar reaction treatment.

**Medication:** We strongly prefer that students take medicine at school only when absolutely necessary. Non-prescription medication such as Tylenol, ibuprofen, Claritin, will be administered only with the authorization of a parent or guardian. Office personnel will only administer prescription medications if: the medicine is in its original container, labeled with the student's name and printed directions for administration; and, with written permission from the parent. **NOTE: All medication MUST BE brought to the office by a parent.** Medication found with a student will be taken from the student, and a parent called.



## Trail Mix Lunch Shop Information & Policies

To add to the student experience, Northern Discovery Academy is pleased to offer our Trail Mix Lunch Shop. It will offer lunch items that a student may purchase during the lunch hour to supplement their lunch, supply their lunch, or serve as their lunch if a student forgets their lunch.

***A variety of items will be available at the shop, and will include items like these:***

### **Beverages:**

100% juice in one-serving boxes or bottles  
Bottled water

### **Main Lunch Items:**

Chips & Meaty Queso  
Hot Dog  
Microwaveable Soups  
Tuna & Crackers  
Microwaveable Mac & Cheese  
Lunchables  
Mini-Pizza

### **Side Lunch Items:**

Yogurt  
Granola Bars  
Packaged Chips  
Packaged Cheese Ritz Bitz  
Packaged Cookies  
Crackers & Cheese Pack  
Protein Packs (Cheese, Fruit & Meat)  
Raisin Boxes  
Packaged Dried Fruit  
Fruit, Such As: Apples, Bananas, Cuties Oranges  
Small Carrots Bags

Students can purchase a Trail Mix Punch Card, that will then be punched upon purchase. No items will include peanut butter or peanuts. If a student forgets their lunch, and has not brought money for a lunch, they will be allowed to choose one main lunch item and two side items for their lunch. A lunch total will be emailed to the parent, and the student can bring in the appropriate payment the following day that school is in session.

If you would prefer that your student not be allowed to purchase any items from the shop at any time, you may opt out by signifying such below. In the event a student forgets their lunch, the student will be allowed to call you to drop a lunch off to them at the school office.

Any student sent in with money will be allowed to purchase what their money allows, within reason. Parents are responsible to set guidelines for students as to what and how much a student can purchase, and when. Remember that school staff requires notice in writing of any student food allergies.





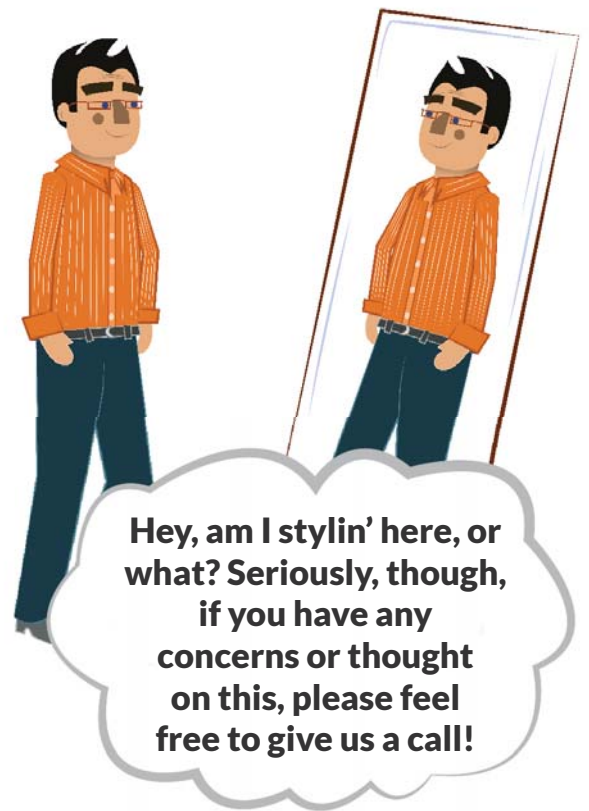
## Northern Dress Code

Students of Northern are asked to dress in a manner that is appropriate to a school environment and is in good taste. Dress standards are specific so that students can easily choose appropriate schoolwear, and so parents can monitor student choices for school clothing. Students are asked to follow the guidelines below when they attend school or a school-sponsored event. For off-campus hikes or field trips, we ask that students follow the spirit of this policy while dressing appropriately for the event.

### General Guidelines:

Clothing worn by Northern students must be neat, clean, in good repair, and modest. Shirts and blouses must be buttoned appropriately to be modest, not show any midriff, and be well-fitting and not tight. Clothing may not have designs with offensive wording, symbols, or pictures, or feature immodest dress. Undergarments should not be visible. Athletic shirts are fine at school, but modesty for both sexes is an issue for lightweight or tight or clingy athletic shorts and pants or yoga pants, so they may not be worn in the classroom. However, modest versions of lightweight, loose fitting athletic shorts, pants, or sweats may be worn for athletic events, for P.E. (when a change of garments is required), or anytime athletic wear is recommended for an event by school staff.

- **Pants:** Kept in good repair with no holes or tears, and not worn excessively tight or baggy. See above for notes on athletic pants and shorts. Leggings may not be worn, except with a long tunic/dress/skirt that falls to the kneecap when standing.
- **Shorts:** Non-athletic shorts may be worn during the months of September/October and April/May, and must be no shorter than 3 inches above the kneecap. Athletic shorts may not be worn at school, but can be worn for athletic events (see above).
- **Shirts/Blouses:** Must be buttoned appropriately. Tank tops and white undershirts are not to be worn as outerwear. No top should reveal skin at the waist, even when raising a hand or bending over. No shirt should show cleavage or be skin tight. These styles are not acceptable: spaghetti straps, backless, crop tops, sheer blouses, lace tops, or sleeveless. Cap sleeves are acceptable.
- **Skirts/Dresses:** Hemlines of skirts or dresses must be at the kneecap when standing. Girls may wear leggings when a long tunic/dress/skirt falls to the kneecap when standing. These styles are not acceptable: spaghetti straps, backless, sheer, slits higher than 3 inches above the kneecap.
- **Shoes:** We require closed-toed shoes because our nature study aspect includes going into the woods, and ask that shoes reflect our school's focus on active learning by being practical and comfortable.
- **Hats:** Hats are not permitted in the classroom, including clothing hoods.
- **Hair:** Hairstyles should avoid extremes and out of eyes. Facial hair should be neatly trimmed, no extremes.
- **Jewelry/Accessories:** Should avoid extremes and not disrupt school activities with noise or fidgeting. Body piercing jewelry other than earrings should not be worn in the classroom.





## **Technology, Social Media, Device & Cell Phone Policy**

Students of Northern are asked to utilize school and personal technology in a way that brings glory to Christ and demonstrates respect for the mission of Northern Discovery Academy, their classmates, and their teachers. These policies may be updated at any time to meet the challenges that accompany the introduction of new technologies.

### ***Technology Guidelines:***

At times students may be given access to computers during field trips, such as at a library or in a museum. Students should use any type of technology with discretion, using computers, tablets, or search engines as they are intended to be used, and avoiding searches or sites that include offensive material, music, or pictures. Technology will only be utilized for educational purposes and will be highly structured and monitored.

### ***Cell Phone Policy:***

As cell phones can create distractions, they are not allowed in class during the school day. Cell phones may be brought to school, but they must be turned off and stowed away during school hours -- from 8:30 to 3:30. Students may keep their phones in their backpack, bag, or purse, but must not access them during school hours. Any phone seen during the school day will be kept by school staff until the end of the day. In case of any emergency, parents can contact the Northern office number, and the student will be notified. A student with an emergency should seek permission from a staff member before they use their phone. NDA cannot be responsible for the safekeeping of a student's cell phone.

### ***Electronic Device Policy:***

Like cell phones, many other electronic devices can likewise create distractions in class. Like cell phones, these devices may be brought to school, but they must be turned off and stowed away during school hours -- from 8:30 to 3:30: tablets, electronic reading devices, mp3 players, gaming devices, electronic educational devices, bluetooth devices, musical instruments, radios and CD players, speakers, laser pointers, video players, and laptops. NDA cannot be responsible for the safekeeping of a student's cell phone.

### ***Social Media Policy:***

Northern Discovery Academy students should thoughtfully use social media, prudently thinking through how this type of communication represents Christ and the unity of His body to others. Students should not disparage instructors or school policies online, and should not create posts that: include offensive material or images, bully or deliberately embarrass others, use abusive language, promote cheating or plagiarism, or violate biblical principles.





## Tuition Costs & Payment

Northern Discovery Academy seeks to provide an affordable education for families. Northern's yearly tuition is well below other private schools in the area. Each family pays a single family enrollment fee of \$200, plus the tuition listed below. (The only costs not covered by tuition are needed student supplies, costs to participate in extracurricular opportunities, and field trip costs, which vary trip by trip and can be paid at the time of the outing.)

<b>Tuition Costs for the 2018-2019 School Year:</b>	<b>Grades 1-6</b>	<b>Junior &amp; Senior High</b>
Student Tuition for the 2018-2019 School Year:	\$3,700.00	\$3,900.00
Tuition for a Family's Second Student:	\$3,400.00	\$3,600.00
Tuition for a Family's Third & Subsequent Students:	\$3,200.00	\$3,400.00

## Tuition Payment Options:

We offer a few payment schedule options so families can find one that works for them. Choose your preferred tuition option and outline it on the Tuition Payment Plan Agreement on the next pages. Note that . . .

- All payment plans incur an administrative fee noted in the description.
- A returned check fee of \$29 will be added for any unpaid checks.
- Late payments are subject to the fees below.
- Your signed Tuition Payment Plan Agreement constitutes a promissory note to Northern Discovery Academy.

## Tuition Policy: Keeping Financial Accounts in Good Standing

**It is our desire here at Northern Discovery Academy to do everything we can to assist parents in keeping their account in good standing.** If you have an issue with payment due to family illness or crisis, job loss or interruption, or unforeseen financial need, please communicate with our office to see what options are available for payment restructuring, etc. We want to work with you.

### Late Payment Policies

Payments are due on the 25th of each month, as outlined in your Tuition Payment Plan Agreement. Payments due on the 1st of the following month (5-6 days later) are considered late.

### Late Payment Fees

Payments not made prior to the 1st of the following month (5-6 days later) will incur a \$20 fee, and payments still not received by the 15th of that same month will incur another \$20 fee. These same fees will continue to be added on succeeding months on both the 1st and 15th of each month, until the account is current. If payments become 45 days overdue, a meeting will be requested to discuss the account, and an additional fee of \$30 assessed to the account to cover administrative fees.

If any account remains chronically unpaid, Northern Discovery Academy may engage a service for collection or sell the indebtedness to a collection service to collect any unpaid balance in accordance with the practices of a collection service.

### Flex Payment Policies

Some parents may elect to include a flex payment in their payment plan; these are extra large payments made based upon extra income at a certain time of year -- perhaps a work bonus or tax refund. Parents are expected to provide details on the nature of income that will be used for a flex payment, and may be asked to provide relevant documentation of the expected income. Up to 1/3 of student tuition may be defrayed, as long as it does not exceed documented expected income. This flex payment will be scheduled to align with income expectation, but may not be scheduled later in the year than the March 25th payment. If the flex payment is not made in the selected month, a double payment will be due that month, and a meeting will be requested to discuss the account, which will incur an additional fee of \$30 assessed to the account to cover administrative fees.



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### Downpayments:

Downpayments are not required, but most payment plans are eligible for a family to make at the beginning of the year so that their monthly payment is lowered.

### Flex Payments:

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Flex payments can be approved for families that choose a 10-, 11-, or 12-payment plan. Flex payments are based upon good faith in the payment arrangement, and for that reason, is available to families making payments ahead during the summer, or providing a downpayment that is equivalent to payments that would have been made as part of such an arrangement. Families making fewer payments, perhaps because they are transferring their student in for part of the year, may be able to make arrangements to pay with an included flex payment, but this is not guaranteed. Flex payments will be approved on a case-by-case basis.

## Northern Discovery Academy - Tuition Payment Plan Options

Number of Payments	Initial Downpayment	Flex Payment	Admin Fee or Discount	Payment Dates
Single Payment	--		Discount: 10%	Payment in Full by Aug 25
9-PAYMENT	Eligible	Eligible with Downpayment	One time fee: \$30	Monthly, Aug 25 - April 25
10-PAYMENT	Eligible	Eligible	One time fee: \$35	Monthly, Aug 25 - May 25
11-PAYMENT*	Eligible	Eligible	One time fee: \$40	Monthly, July 25 - May 25
12-PAYMENT*	Eligible	Eligible	One time fee: \$40	Monthly, June 25 - May 25
Custom (for Transfer Students)	Eligible	May Be Eligible w/ Downpayment	One time fee: \$5 x # of months	Monthly by Arrangement, Based on Enrollment Time

\* Parents who'd like the advantages of an 11- or 12-month payment plan can enroll in one if they miss summer payments by simply making equivalent payment as a downpayment, and still qualify for the plan.