

Dear Students and Families,

On behalf of Norman Christian Academy, I am pleased to welcome you to our first academic year. We are thrilled to have you as part of our community and look forward to supporting you. At NCA, we believe that God's truth is the foundation for all knowledge and learning. We are committed to fostering a culture that upholds the values of truth, excellence, and integrity, which are grounded in the teachings of the Bible. These values serve as the foundation for everything we do, from our academic programs to our extracurricular activities, and to our interactions with one another every day.

We also believe in the pursuit of excellence, which is why we strive to provide students with a challenging and engaging academic program. We encourage our students to strive for their personal best, to push themselves to achieve their goals, and to never settle for mediocrity.

Finally, we place a strong emphasis on integrity, which is the foundation of all healthy relationships. We expect our students to treat others with respect, to act with honesty and fairness, and to be accountable for their actions. We expect the same from each member of our leadership and our staff.

As students navigate their way through their academic journeys, we encourage them to keep these values in mind. Upholding the values of truth, excellence, and integrity will not only benefit them in their academic pursuits, but also in their personal, spiritual, and professional endeavors.

Once again, we welcome you to our school community. We wish you all the best for a successful academic year ahead. God bless! And Go Bison!

Sincerely,

Ivan Moore, Administrator

Purpose

The purpose of this student handbook is to provide families with a comprehensive guide to the policies, procedures, and resources that are available to them as members of the school community. At Norman Christian Academy, we believe that excellence and integrity are essential to academic and personal success, and these values are reflected throughout the contents of this handbook. This handbook highlights behaviors and standards which characterize students who perform with excellence and integrity. At NCA, we also expect our students to pursue excellence in all aspects of their lives, and to develop the qualities and skills necessary to become responsible and successful members of society.

Statement of Faith

The Bible, both the Old and New Testament, is the verbally inspired, infallible, inerrant Word of God and is our only rule in matters of faith and practice. (II Tim. 3:16, II Peter 1:21) There is one God, eternally existing in three persons- The Father, the Son, and the Holy Spirit. (Gen. 1:1, John 10:30,37-38, and John 15:26)

The heavens, earth, and all of nature were created by God and did not evolve. Man was created by a special and direct act of God and in the image of God. (Gen. 1, Gen. 2:4-7, Gen. 5:1-2) We believe in the Deity of our Lord Jesus Christ, in his Virgin Birth, in His sinless life, in His miracles, in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross, in His bodily resurrection, in His ascension to the right hand of the father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, I John 2:1, Heb. 9:12, Col. 1:14, John 11:25, Acts 1:1, Rev. 19:11-16)

Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. All men are sinful by nature; therefore, regeneration is essential and absolutely necessary for salvation. Salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ. (Gen. 3:1-7, Rom. 3:19-23, John 3:16-19, John 5:24, Eph. 2:8-10, Titus 3:5-6)

The Christian is enabled to live a Godly life by the continuing ministry of the in-dwelling Holy Spirit. (Eph. 5:18, Eph. 4:30, I Cor. 3:16, I Cor. 6:19-20) Both the saved and the lost will be resurrected – the saved into eternal life and the lost into eternal damnation. (*John 5:28-19,*) All believers have spiritual unity in the Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28)

Nondiscriminatory Policy

Norman 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, or disability in administration of its educational policies, admissions policies, and other school-administrated programs.

Admissions

The enrollment process for Norman Christian Academy are as follows:

- New applicants must be interviewed by the Administration (Administrator and/or School Board) of NCA with at least one parent or guardian present. It is strongly suggested that both parents or guardians be present.
- Previous transcripts will need to be made available and reviewed by the Administration.
- Each new student entering 1st – 12th grade must complete a placement test prior to being placed in a class. This ensures each new student is placed correctly prior to the school year.
- The application packet must be filled out and submitted along with the full registration fee prior to being enrolled.
- All required documents (birth certificate, Immunization Record, and anything else Administration deems necessary) must be submitted prior to enrollment.
- Age requirements for K5: Child must be 5 years old by September 1st of current school year.
- One or both parent(s)/guardian(s) and student (6th grade and above) must sign an agreement stating that they have read and agree with the principles as set forth in Norman Christian Academy School Handbook. The parent/guardian signature for K-5th grade will also verify that their child(ren) understands and agrees to adhere to the policies and principles set forth by NCA.

Re-Enrollment

All students must re-enroll each new school year. The Student Application Packet must be completed and submitted, along with the registration fee paid before your child(ren) can be re-enrolled.

Withdrawal and Dismissal (Expulsion)

Withdrawal from Norman Christian Academy must be made in person by the parent(s) and/or guardian(s) through the Administrator and school office. If a student is withdrawn during the school year, per the Financial Agreement signed and submitted in the Student Registration Packet, it is the parent(s) and/ guardian(s) responsibility to pay the full tuition whether or not the student finishes the entire school year. Report cards and official records will not be released until all bills have been paid and all textbooks and materials returned to NCA. Furthermore, a student may be dismissed (expelled) at any time he/she is found not to be in compliance with the principles and policies of Norman Christian Academy. Students dismissed (expelled) will not

be allowed to re-enroll during the current school year. Parent(s) and/or guardian(s) must meet with School Administration before any consideration of re-enrollment.

Financial Responsibility

I understand that as the parent(s)/guardian(s), I am responsible for:

1. Tuition payments are due on the 1st of each month (except for August which is due on Open House night). All payments are considered late if they are not paid by 3:00 PM on the 10th of the month. A \$25.00 fee will be charged at this time. If tuition is not paid 30 days past due date, my child(ren) will be withdrawn from class at NCA and cannot attend classes until all accounts are current.
2. There will be a \$25.00 charge for any check or bank draft returned for insufficient funds. A second offense will result in a \$50.00 charge, and from this point forward I must pay all remaining tuition payments in cash.
3. I am responsible for the Full Tuition whether my child(ren) finishes the school year or not. The monthly payments are for my convenience only.
4. The registration fee is non-refundable and is **DUE IN FULL BY July 25th.**

Attendance Policy

It is the parent(s) and/or guardian(s) responsibility to make sure each student gets to school on time. Classes start promptly at 8:00 AM. Any student not in his/her assigned seat by 8:00 AM will receive an unexcused tardy. An official excuse (doctor's note) is required for any tardy to be classified as "excused." Five (5) unexcused tardies will result in one unexcused absence. Ten (10) unexcused absences may require that a student repeat their current grade level. Developing habits of timeliness is critical to success in life and strongly emphasized by NCA. Excessive unexcused absences and/or tardies disqualify a student from the Honor Roll.

Arrival/Dismissal Policy

The school building will be open for student drop-off at 7:30AM. Each student must be picked up no later than 3:05 PM. Any student not picked up by 3:05 PM will be sent to Late Stay and be charged a fee of \$5. Any student arriving after 8:00 AM must be signed in by a parent or guardian. Any student leaving school early must be signed out of the school office by a parent or guardian. Any student with driving privileges must sign himself/herself in or out and have a note from a parent/guardian giving permission to arrive late or leave early.

Inclement Weather

In the event of inclement weather, NCA Administration will decide considering the current weather conditions and forecast. The decision will be communicated via text or phone call. Please keep in mind the decision made by NCA Administration may not correspond with Norman Public Schools.

Emergency Evacuation

The Emergency Evacuation Plan will be rehearsed with students and staff the first week of school.

Insurance

Norman Christian Academy does not provide accident insurance for students. While the school is sympathetic to any student involved in an accident on school property, it cannot be held responsible for reimbursing medical costs resulting from an accident. Parent(s)/Guardian(s) are responsible for insurance coverage through their own insurance provider or by direct payment to the doctor or facility used.

Health Services

Norman Christian Academy has the following over-the-counter medications that can be administered to any student with parent/guardian approval. Approval should have been given and signed in the Student Registration Packet. Parent/Guardian will also be contacted by phone/Remind App when your child needs medication or first aid. This includes Tylenol, Motrin, Tums, Mylanta, Pepto Bismol, Neosporin, and other basic over the counter medications including the application of rubbing alcohol, peroxide, first aid cream, etc. Any over-the-counter medicine that a student needs throughout the day or one that has been prescribed by a doctor must be taken to and kept in the school office at all times. At no time is it permitted that a student be in possession of any medication, over the counter or prescribed. It is the responsibility of each parent/guardian to fill out an authorization form provided by the school which clarifies when and how the medication is to be administered. Should legal action, for any reason, be taken against Norman Christian Academy or any employee or agent thereof, on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Norman Christian Academy or its agent should incur to defend itself against such action.

Lunch

Each student is required to bring lunch each day. The Staff of NCA asks that a cold lunch (sandwich, Lunchable, etc....) be brought if at all possible. We do have a microwave available for use if necessary. If a student were to forget his/her lunch, the school will have a few selections available to the student for an additional charge. The prices vary depending on selection and the charges will be added to the student's account to be paid with the next tuition payment. Please make sure to send any necessary utensils (fork/spoon) and condiments each day with your child.

Student Code of Conduct

We strive to provide a safe and nurturing environment for all students to learn and grow. Our code of conduct is based on Christian values, and we expect all students to adhere to these principles. The following policies outline the expectations for student behavior:

Respect:

We expect all students to show respect to others, including peers, teachers, staff, and visitors. This includes treating others with kindness, speaking respectfully, and avoiding behaviors that may be hurtful or disruptive.

Honesty:

We expect all students to be honest in their actions and words. Cheating, plagiarism, lying, or any form of dishonesty will not be tolerated.

Responsibility:

We expect all students to take responsibility for their actions and to be accountable for their choices. This includes being responsible for their academic work, their behavior, and their use of school resources.

Integrity:

We expect all students to act with integrity, meaning that they are honest and ethical in their actions and decisions. This includes being truthful, keeping their promises, and doing what is right, even when no one is watching.

Positive Attitude:

We expect all students to maintain a positive attitude towards learning, to show enthusiasm for their studies, and to demonstrate a willingness to learn and grow.

Violations of the student code of conduct will be addressed by school administration and remedied with the cooperation of parents and guardians.

We believe that our students can exhibit the highest standards of behavior, and we strive to provide a supportive and encouraging environment in which they can do so. We encourage all students to take ownership of their actions and to make choices that reflect the Christian values that we hold dear.

Disciplinary Procedures

At NCA, we believe in positive reinforcement, growth mindset, and addressing the root causes of student misbehavior. We seek to create a learning environment that is safe, supportive, and conducive to academic excellence, and we hold our students to high standards of conduct and behavior that reflect our Christian values.

If a student violates the code of conduct, we will follow the following disciplinary procedure:

1. Verbal Warning: The teacher or staff member will issue a verbal warning to the student, explaining why their behavior is unacceptable and what the expected behavior is. Positive reinforcement is an effective way to encourage good behavior. We will reward students who exhibit positive behavior, such as following the code of conduct and showing leadership qualities. We believe that students can learn from their mistakes and that a growth mindset is essential to academic and personal success. We will work with students who have violated the code of conduct to help them understand why their behavior was inappropriate and how they can make better choices in the future.

2. Parent Conference:

If the student continues to misbehave, the teacher or staff member will schedule a conference with the parents or guardians to discuss the situation and develop a plan to address the behavior.

3. Meeting with Administrator: If a student continues to violate the code of conduct despite warnings, parent conferences, and positive reinforcement, further disciplinary action will be taken, which may include expulsion.

Please be aware that a child can be sent to the administrator at any point depending on the infraction.

Chapel

Chapel services at NCA are scheduled on a regular basis to provide an opportunity for our students and faculty to join together in worship. Normal worship activities include preaching, teaching, testimonies, skits, and singing. Students are encouraged to participate in making chapel a special time of worship, bringing their Bibles to chapel, walking into chapel reverently, and showing courtesy and respect to all chapel leaders through their attentiveness and participation to what is going on in chapel.

Electronic Device Usage

The use of smartphones, tablets, laptops, or any other personal electronic device is strictly prohibited during school hours. The only exception to this policy is the use of school-provided devices for educational purposes.

1. Personal Electronic Devices

Students are not permitted to use personal electronic devices during school hours. They must be powered off at all times and stored in backpacks, on the teacher's desk, or in the office during school hours. Students who are found using personal electronic devices will be subject to immediate disciplinary action. The device will be confiscated and only a parent will be allowed to pick it up from the school. "Smart Watches" are extremely popular with students and many models allow parents to track their child. NCA understands the comfort this affords parents; therefore, smart watches are permitted provided a student does not use the watch during the day for any other reason than a timepiece, and the volume is muted. A smartwatch that is used while on school grounds for any other reason than a timepiece, or a smartwatch that makes a sound will be confiscated for the remainder of the day and the student MAY forfeit the privilege of wearing it to school.

2. School-Provided Devices

The use of school-provided devices is allowed for educational purposes only and must be used in accordance with the teachers' instructions. Students are responsible for the care and appropriate use of school-provided devices. Any damage or misuse of school-provided devices will result in disciplinary action and reimbursement for any expenses incurred as a result.

We believe that the use of personal electronic devices during school hours can be a distraction and can negatively impact the learning environment, as well as potentially place other students at risk. We ask for your support in ensuring that your child adheres to this policy and only uses school-provided devices for educational purposes.

Social Media Policy

As the presence of social media continues to rise, especially for student-aged children, Norman Christian Academy has implemented a social media Policy that pertains to each student. A student who is found to be in violation of the MCS Social Media policy will be punished in accordance with the MCS Discipline Policy. While social media is a broad term, it can be broken down into six (6) main categories: Social Networks (Facebook, Twitter), Media Sharing Networks (Instagram, Snapchat, YouTube), Discussion Forums, Bookmarking and Content Curation Networks (Pinterest), Blogging, and Consumer Review Networks. Please understand this is not an exhaustive list, but rather a list showing the six main categories. The following examples, although not totally comprehensive, will not be tolerated and will be punishable by immediate suspension and/or expulsion as deemed necessary by the Administration of Norman Christian Academy: Profanity, vulgarity, nudity, pornography or lewd materials, racial slurs, promotion or use of any illegal drugs/alcohol/tobacco/vaping products, criticism of MCS Staff and/or students, criminal activity, or any other immoral act or conduct as deemed by the Administration of Norman Christian Academy. By signing the Parent and Student Acknowledgment form, you (Parent/Guardian/Student) hereby agree to the principles and policies as set forth by the Administration of Norman Christian Academy.

Dress Code & Grooming

In order to avoid peer competition and foster good behavior, Norman Christian Academy requires that all students wear uniforms while on campus, unless otherwise stated by the teachers or staff- e.g. spirit day/week. All clothes are to fit properly (not tight), be neatly ironed, and have no holes or tatters.

General Guidelines for all Students:

- **Modesty and Respect:** Clothing should cover the body in a modest and respectful manner, ensuring that students' appearance reflects a Christ-centered attitude.
- **Neatness:** Clothes should be clean, free of rips or excessive wear, and pressed or wrinkle-free.
- **Logos & Graphics:** Clothing with inappropriate or distracting graphics, logos, or slogans is not allowed.
- **Accessories:** Jewelry and accessories should not be distracting or overly flashy.
- **Hair and Grooming:** Hair should be neat, clean, and well-groomed. Extreme hair colors or styles that disrupt the learning environment are not allowed.

K5-12th Grade Girls Dress Code

Tops:

- **Shirts/Blouses:** Modest blouses, collared shirts, or approved school spirit wear. No low-cut or revealing tops.
- **Sweaters/Cardigans:** Should be modest and fit the school dress code. No hoodies or jackets with hoods worn indoors.
- **T-shirts:** Only plain, school-approved T-shirts or those with Christian or school-related logos are permitted. No graphic tees with slogans or images that do not align with Christian values.

Bottoms:

- **Pants/Skirts:** Khaki, dress pants, or school-approved skirts or dresses. Skirts and dresses must be at least knee-length or longer. No leggings or jeggings as outerwear unless covered by a skirt or dress that meets the length requirement.

Dresses:

- Dresses must be modest, not too tight, and fall at least to the knee. Sleeveless dresses are acceptable if they have at least a 2-inch strap. Dresses should not have plunging necklines or sheer fabric.

Footwear:

- **Shoes:** Modest shoes such as flats, dress shoes, sandals with a strap, or sneakers. No flip-flops, high heels, or shoes with excessively large platforms.
- **Socks/Stockings:** Must be worn with shoes and must cover the ankle.

Accessories:

- **Jewelry:** Must be modest and not excessive. No large, distracting pieces.
- **Hats:** Hats, caps, or head coverings may be worn outdoors, but not inside the building.

**PLEASE KEEP IN MIND THAT THE BOTTOM OF THE KNEECAP FOR LENGTH IS A MINIMUM REQUIREMENT AND LONGER LENGTH IS ALWAYS BETTER THAN SHORT.

K5-12th Grade Boys Dress Code

Tops:

- **Shirts:** Collared shirts (button-down, polo) or approved school spirit wear. No sleeveless shirts.
- **Sweaters/Hoodies:** Must be neat and appropriate for school. No hoods are allowed to be worn indoors.
- **T-shirts:** Only plain, school-approved T-shirts or those with Christian or school-related logos are permitted. No graphic tees with slogans or images that are not aligned with Christian values.

Bottoms:

- **Pants:** Khakis, dress pants, or approved school pants. No cargo pants, sweatpants, or athletic pants.

Footwear:

- **Shoes:** Closed-toed shoes such as dress shoes, sneakers, or sandals with a strap. No flip-flops or slides.
- **Socks:** Must be worn at all times with shoes.

Accessories:

- **Belts:** Belts should be worn if pants have belt loops.
- **Hats:** Hats, caps, and other head coverings are not allowed indoors.

Other Considerations:

- **Piercings:** A small number of piercings (ear piercings only) are allowed. No excessive piercings, and all piercings should be modest in appearance.
- **Makeup:** Makeup should be kept to a minimum and must be appropriate for the school environment. Enforcement of the makeup policy is left up to the female administration.
- **Tattoos:** Visible tattoos should be covered at all times while on school grounds.
- Brand logos are acceptable (Nike swoosh, Under Armour, etc.) Nothing on sleeve or back.
- No denim or hoodies.
- Jackets or ½ zip pullovers are acceptable, must be one solid color with no pattern or design.
- School Uniform must be worn at all times under outerwear.

Failure to meet the dress code, depending on the violation, parents may be contacted and required to bring approved clothing for their student for the rest of the day.

This year we will have Norman Christian Academy logoed attire available for purchase. The cost will be made available as we get closer to Orientation and will be available in youth and adult sizes in a variety of colors. An order form will be sent home in the Orientation Packet.

Lice and Nit Policy

If your child(ren) has/have lice and/or nits, we ask that you immediately notify the School Office. Any student having lice and/or nits will not be permitted to return to school for a minimum of three (3) days. During this time, any student that has lice and/or nits MUST be treated with an effective lice/nit treatment. A letter will also be sent home with the student(s) detailing the parent(s) responsibility to inspect their child(ren). Upon return to school, the student MUST be cleared by a Staff member of NCA before he/she can return to class. If the student is not cleared, parent(s) will be notified, the student will have to leave school, and the three (3) day treatment process will have to be restarted.

Bullying and Harassment

We are committed to providing a safe and inclusive learning environment for all students. We have a zero-tolerance policy for any form of bullying or harassment, whether it be physical or verbal.

If a student encounters bullying or harassment, we encourage them to report it immediately to a teacher or administrator. Parents are also encouraged to report any incidents of bullying or harassment that their child experiences or witnesses. Once a report has been made, the school administration will promptly investigate the incident and take appropriate steps, which may include suspension or expulsion, depending on the severity of the offense.

In addition to disciplinary action, we believe that parental involvement is essential to effectively address bullying and harassment. The school will work closely with parents of both students to develop a plan to resolve the situation.

We believe that by working together, we can create a safe and inclusive learning environment for all students. We ask for your support in reporting any incidents of bullying or harassment and in helping us to address these issues in a positive and constructive manner.

Academic Honesty

At NCA, we hold academic honesty in the highest regard, as integrity is one of our core values. We expect all students to maintain the highest standards of integrity and to conduct themselves in an ethical manner in all academic work.

Cheating and plagiarism are strictly prohibited. Any student caught engaging in these activities will be subject to disciplinary action, which may include a failing grade on the assignment, suspension, or expulsion, depending on the severity of the offense.

We believe that academic honesty is essential to maintaining the integrity of our educational system and to preparing students for success in their future endeavors. We ask for your support in reinforcing these values at home and in encouraging your child to uphold the highest standards of integrity in all academic work.

Substance Abuse Policy

NCA maintains a very strict zero-tolerance policy for any form of substance abuse, including but not limited to the use, possession, or distribution of drugs, alcohol, tobacco, and vaping products. If a student is suspected of using or possessing drugs, alcohol, tobacco, or vaping products, we will conduct a thorough investigation. If the allegations are substantiated, the student will be subject to disciplinary action, which may include suspension or expulsion, depending on the severity of the offense.

We understand that substance abuse is a sensitive issue and that students who are struggling with substance abuse may be hesitant to seek help. We encourage students to come forward if they need help. We believe that parental involvement is essential in addressing substance abuse among students. If a student is suspected of using or possessing drugs, alcohol, tobacco, or vaping products, the parents or guardians will be informed and asked to participate in the development of a plan to address the situation. We believe that by working together, we can create a safe and healthy learning environment for all students. We ask for your support in reinforcing these values at home and in encouraging your child to make healthy lifestyle choices.

Safety and Security

At NCA, the safety and security of our students and staff are of the utmost importance. We have a comprehensive safety and security program in place that includes the following policies:

1. Visitor policy:

All visitors to the school must sign in and out at the main office, always wear a visitor badge, and be accompanied by a school employee while on school grounds.

2. Emergency response plan:

We have an emergency response plan in place that includes procedures for responding to various emergencies, including fires, natural disasters, and lockdowns. We conduct regular emergency drills to ensure that all students and staff are familiar with the procedures.

3. Bullying and harassment prevention:

We have a zero-tolerance policy for bullying and harassment and take all reports of such behavior seriously. Students should report any incidents of bullying or harassment to a teacher or staff member immediately.

4. Background checks:

We conduct thorough background checks on all employees. Volunteers and visitors are required to be always in the presence of a staff member.

By working together, we can create a safe and secure learning environment for all students. We ask for your support in reinforcing these policies at home and in encouraging your child to report any safety or security concerns to a teacher or staff member.

Grading and Retake Policy

Teachers at NCA believe in providing opportunities for students to demonstrate their learning and improve their grades. To that end, we have adopted the following grading policy:

Grading scale:

Our grading scale ranges from A to F on a 10-point scale. The minimum passing grade is a D.

100-90 A

89-80 B

79-70 C

69-60 D

59-0 F

Assignment weights:

Each assignment type is assigned a weight based on its importance and complexity. For example, a test might be worth more than a homework assignment. Assignments and tests are weighted at the discretion of the instructor.

Retake policy:

Students are allowed to retake many assignments and tests. The number of retakes allowed is at the discretion of the teacher and may depend on factors such as the complexity of the assignment and the student's effort and improvement on previous retakes. The retake must be completed before the end of the grading period. The highest grade earned on the retake will be recorded as the final grade for the assignment.

Extra credit:

Extra credit opportunities may be offered at the will of the teacher. These opportunities will be designed to reinforce learning objectives and will not be used to make up for missed or incomplete assignments.

By providing opportunities for students to retake assignments, we believe that we can help students improve their grades of the material and ultimately their understanding. We ask for your support in reinforcing this policy at home and in encouraging your child to take advantage of these opportunities to improve their learning.

Homework Policy

We recognize the importance of a well-rounded education that includes not only academic rigor, but also time for rest and recreational pursuits. We value our students' need for free time and understand the benefits of taking breaks from schoolwork to recharge and pursue other interests. We encourage our students to use their time away from school in ways that support their spiritual, physical, mental, and emotional well-being, whether that be through exercise, spending time with friends and family, serving others, pursuing creative endeavors, or engaging in recreational pursuits that bring them joy. We believe that it is the responsibility of classroom teachers to provide high-quality education during school hours.

Therefore, we will not give unnecessary homework assignments that would take away students' valuable time outside of school. Elementary students will have no homework assignments during the week, but we do encourage reading books at home and engaging in real-life math experiences. Middle school students will have the minimum amount of homework needed to accomplish learning suitable for their age and level. Examples of this would include a limited number of math practice problems or independent reading assignments.

While we are committed to providing high-quality instruction during school hours, we also recognize that students need to develop efficiency, focus, and self-motivation. If a student fails to complete an in-class assignment due to negligence or lack of effort, the teacher may assign that classwork to be completed at home. We encourage all students to take responsibility for their learning and to complete assignments in a timely and responsible manner.

If a student struggles with completing in-class assignments, they should speak with their teacher for additional support or guidance.

Testing Policy

Frequent and effective assessments are an integral part of the learning process. Our teachers will use a variety of assessment methods throughout the school year to evaluate student learning and provide ongoing feedback to both students and parents. Students are expected to arrive on time and fully prepared for each scheduled test. If a student misses a test due to absence, arrangements will be made for a make-up assessment. Students with special needs will be provided with reasonable accommodation during assessments. Assessment results will be promptly and clearly communicated to students and their families, with opportunities for additional feedback and follow-up as needed. Our school recognizes the importance of maintaining a healthy balance between assessments and other academic and extracurricular activities, and we strive to minimize any unnecessary assessment or assessment-related stress on our students.

At the end of the school year, we will offer optional standardized testing to students who wish to participate. This testing will not be counted towards the students' grades or used in any way to determine student placement. The purpose of this testing is to provide students with an opportunity to assess their own academic progress and provide parents with assurance that students are on course for their age and grade level. Participation in this test is completely voluntary, and students who choose not to participate will not be penalized in any way.

Complaint Procedures

If a student has a complaint against another student, a teacher, or a school policy/decision, the following steps should be taken:

1. **Speak with the person involved:** The student or parent should speak with the person involved in the complaint first, in a calm and respectful manner, to try and resolve the issue.
2. **Speak with the teacher or administrator:** If the issue is not resolved after speaking with the person involved, the student or parent should speak with the teacher assigned to their grade level or with the school administrator.

It is important for students to refrain from speaking negatively about other students, teachers, or the school on social media or to other families. The school is committed to addressing all

complaints in a timely and respectful manner and encourages students and parents to use these procedures to ensure that their rights are protected, and their concerns are addressed appropriately.

Parental Involvement

We encourage parents to be active participants in their child's education and in the school community. We encourage parents to attend school events, parent-teacher conferences, and other school-related meetings.

Furthermore, we value the input and expertise that parents can bring to the school, and we encourage them to share their skills, time, and resources with us. It is valuable for parents to help plan and execute school functions and events, and we welcome their participation. A strong partnership between parents and the school is essential for student success, and we are committed to fostering this partnership through regular communication, transparency, and collaboration. To ensure that students achieve academic success, parents must fulfill certain responsibilities.

The following policy outlines the responsibilities that we expect parents to uphold:

Regular Attendance:

Parents must ensure that their child attends school regularly and arrives on time. Consistent attendance is critical for academic success, and it is the parent's responsibility to ensure that their child is in school.

Communicate with Teachers:

Parents must maintain open communication with their child's teachers. They should attend parent-teacher conferences, respond to school communications in a timely manner, and inform teachers of any changes that may affect their child's academic performance

Support Student Learning:

Parents should create an environment at home that is conducive to learning and supports their child's academic progress. They should encourage reading and provide opportunities for enrichment activities.

Promote Positive Behavior:

Parents should encourage positive behavior and good citizenship in their child. They should promote respect for authority, honesty, and responsibility, and work with the school to address any behavior issues that may arise.

We believe that when parents fulfill their responsibilities, students are more likely to succeed academically and socially. We encourage parents to work closely with us to provide the best possible education for their child.

Conclusion and Acknowledgement

Thank you for choosing Norman Christian Academy! We strive to create a safe and nurturing environment where every student can grow and learn, guided by Christian values of truth, integrity, and excellence. We believe that a strong partnership between our school and parents is essential for the success of our students. By enrolling your child in our school, you accept the responsibility of supporting our efforts to provide the best education possible. This includes upholding our standards of conduct and academic excellence, encouraging your child to participate in school activities, and maintaining open communication with teachers and administrators.

Our handbook serves as a guide to help you understand our school policies and procedures. We encourage you to review it carefully and refer to it throughout the school year.

We appreciate your commitment to your child's education and look forward to working with you to help them reach their full potential.

By providing your signature, you acknowledge that you have read and understand our school handbook and agree to abide by its policies and procedures.

X

Parent/Guardian Signature

X

Parent/Guardian Signature