**Norman Christian Academy**

**Student Handbook**

**Norman Christian Academy**

**801 E. Robinson Street**

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**normanchristianacademy@gmail.com**

**2025 - 2026**

Philippians 1:6 “Being confident of this very thing, that He which hath begun a good work in you will perform it until the day of Jesus Christ”

**Our Mission**

Norman Christian Academy is dedicated to providing a Christ-centered education that nurtures the mind, heart, and spirit of each student. We strive to cultivate a learning environment where God is at the forefront of all we do, fostering a community rooted in faith, integrity, and service. Our mission is to empower students to grow academically and spiritually while embracing strong family values and building lasting relationships. Together, we seek to inspire the next generation to live out their faith and positively impact the world around them.

**Admissions**

**New Students**

The enrollment process is as follows:

1. Complete Student Registration Packet for enrollment and pay $50 application fee. Registration packets are available at NCA.
2. Schedule interview with the Administrator
3. Read NCA Student Handbook and sign parent/student acknowledgment letter
4. Complete placement test
5. Pay enrollment fee
6. Submit any other documents required by the administration such as birth certificate, vaccine record, transcripts, etc.….
7. Pay 1st month tuition and book fee by August 14th

*\*Age requirement for kindergarten: Child must be 5 by September 1st of the current school year.*

**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 If a student is withdrawn during the school year, per the Financial Agreement signed and submitted in the Student Registration Packet, it is the parent(s) and/ guardian(s)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 remaining tuition according to the schedule given in the financial agreement, whether the student finishes the entire school year or not. Report cards and official records will not be released until all fees 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 following 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:

* Tuition payments are due on the 1st of each month (except in August which is due on orientation night, August 14th). All payments are considered **late** if they are not paid by 3:00 PM on the 10th of each month and will be charged a $25 late fee. If tuition is not paid within 30 days of due date, my child(ren) will be withdrawn and cannot attend school until all accounts are current.
* There will be a $25 charge for any check returned for insufficient funds. A second offense will result in a $50 charge. After this point I must pay all remaining tuition payments in cash.
* Norman Christian School prefers cash or check. Online payments may be made (additional fees may apply) provided payment arrangements have been approved by NCA administration. Please make checks out to NCA or Norman Christian Academy.
* To avoid any late fees, the first tuition payment is DUE on orientation night
* Tuition and registration fee schedules are available in the admissions office.

\**Please note that tuition prices and reenrollment fees are subject to change each school year.*

**Attendance Policy**

It is the parent(s) and/or guardian(s) responsibility to make sure each student is at school on time. Any student not in his/her assigned seat by 8:00 AM will receive an unexcused tardy. Any student arriving after 8:00 AM will be required to be signed in by a parent or guardian. An official excuse (doctor’s note) is required for any tardy to be reclassified 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 may disqualify a student from the Honor Roll.

**Arrival/Dismissal Policy**

The school building will be open for student drop-off at 7:30AM. Students are expected to enter the gymnasium and sit quietly until class begins. 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 follow Norman Public School recommendations unless otherwise notified.

**Emergency Evacuation**

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

**Field Trips**

The field trips that NCA engages in are designed to be educational and fun. Each student is expected to participate in ALL planned and announced field trips. It is also the responsibility of the students to bear their share of the financial costs. School dress code is to be adhered to at ALL times on field trips (unless otherwise noted). A permission slip (form) must be signed and returned by the listed return date along with the full payment if applicable.

**Insurance**

Norman Christian Academy does not provide accident insurance for students. While the school is sympathetic to any student involved in an accident while 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 notified 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 always kept in the school office. 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 a lunch each day. The Staff of NCA asks that a cold lunch (sandwich, Lunchable, etc.…) be brought if possible. We do have a microwave available for use if necessary. If a student forgets 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.

**Dress Code**

To avoid peer competition and foster good behavior, Norman Christian Academy requires all students to abide by the established dress code while on campus (unless otherwise stated by the teachers/staff - e.g. spirit week). All clothes should fit properly (not tight), promote modesty, be neatly ironed, and have no holes.

**The following is the pre-k through 2nd grade girls dress code:**

**Tops**

* Dress jumpers – sleeveless or solid, Khaki, navy, red/plaid or black
* Solid or simple patterned polos or blouses (short or long sleeve)
* Sweatshirts, sweaters, or cardigans (appropriate/simple designs only)

**Bottoms**

* Khaki or navy pants, shorts, skirts, or skorts
	+ Shorts and skirts must reach fingertips when arms are at the sides, and shorts MUST always be worn under dresses or skirts.
	+ Leggings may only be worn under skirts during cold weather months

**Shoes**

* Athletic shoes

**The following is the pre-k through 2nd grade boys dress code:**

**Shirts**

* Solid or simple patterned polos (short or long sleeve, appropriate/simple designs only)
* Sweatshirts or sweaters (appropriate/simple designs only)

**Pants**

* Khaki, black or navy pants

**Shoes**

* Athletic shoes

**School colors: Red, black and gold**

**School Mascot: Bison**

**What Students Can Not Wear:**

* Crop tops, spaghetti straps, or low-cut shirts
* Pajamas or sleepwear
* Flip flops, sandals, or crocs
* Clothing with scary, offensive, or inappropriate graphics or words

**Other Guidelines**

* Hair must be neat, clean, and non- distracting
* No hats or hoods inside the building
* Jewelry and accessories should be minimal and safe
* Coats and jackets are to be removed during class
* Makeup and nail polish must be minimal, neat, and non-distracting.

**Lice and Nit Policy**

If your child has 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.

**Electronic Device Policy**

An electronic device includes, but is not limited to cell phones, gaming devices or systems, and music devices. Once a student enters the school building, he/she must turn their electronic device into the school office where it will be securely stored until the school day is over. Any student found to be in possession of an electronic device during school hours will be given demerits and parents/guardians will be notified. Electronic devices will be returned to students as he/she leaves the building to go home

**General Rules and Regulations**

The General Rules and Regulations are to aid in providing a godly environment for all students and staff. It is important to instill in children at a young age there are rules they must abide by in all walks of life. If there is a rule you as a parent disagree with, please do not discuss it in front of your children as this tends to lessen his/her respect for authority.

1. No running or loud talking in the school building or lunchroom at any time.

2. Students are to always conduct themselves in a respectful and orderly manner.

3. Students must always speak respectfully to faculty/staff members.

4. Students will be required to help keep the classroom neat and orderly.

5. Criticism of faculty/staff, other students, or school rules will not be tolerated. Viable complaints must be directed to the teacher and/or Administration.

6. No gum, candy, food or drink is allowed in the Sanctuary at any time. This also goes for the classrooms unless given permission by the teacher.

7. Kissing, hand-holding, and other displays of affection between students are not permitted on school property or during any school related activity.

8. No student will be retained at Norman Christian Academy who uses or possesses tobacco, alcohol, or illegal drugs on school property or elsewhere.

9. All students must have a copy of the King James Bible at school each day. Each student is required to take their Bible to Chapel.

10. Students may not write or pass notes during school without permission from the teacher.

11. No outside toys permitted unless approved by the teacher and Administrator.

In accordance with the Christian principles and discipline set forth in the Scriptures, each teacher is given liberty to make and enforce classroom regulations. We firmly believe that a student is to be taught discipline. This should be done at home, and we seek to help the parents carry forth sound Christian principles while the student is entrusted to our care. In the Student Registration Packet, you as the parent/guardian have already signed the Statement of Cooperation.

**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 NCA Social Media policy will be punished in accordance with the NCA Discipline Policy. While social media is a broad term, it can be broken down into six (6) main categories: Social Networks (Facebook, Twitter (“X”)), Media Sharing Networks (Instagram, Snapchat, YouTube, Tik Tok), 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: Profanity, vulgarity, nudity, pornography or lewd materials, racial slurs, promotion or use of any illegal drugs/alcohol/tobacco/vaping products, criticism of NCA 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.

**Statement of Cooperation**

Recognizing our responsibility as parents to raise the children God has given us in accordance with the standards of His word, we pledge:

• To cooperate respectfully with the administration as they provide biblically centered, quality education for our children.

• To support the discipline policy to help our children meet their full potential.

• To enforce the teaching of individual responsibility for class assignments, personal conduct, and personal belongings.

• To refer concerns first to the teacher and, if not satisfied, then to the Administrator. No attempt will be made to involve other parents or students in a complaint campaign.

• To do our part to make this a successful year for the Lord, the school and students.

**Academics**

Academic growth is greatly facilitated when the parent(s)/guardian(s) are kept informed of their child’s progress. Parents are, therefore, expected to assist students with their homework as needed and are REQUIRED to sign all progress reports/ report cards (when asked by Administration) and weekly homework assignment sheets. Academic dishonesty (cheating) will not be tolerated. This principle is derived from Scripture and will be taught and enforced at NCA. More information can be found under the “offenses that will result in…pg. 11” section in the NCA Handbook.

Norman Christian Academy will be using a curriculum produced by Abeka for all grades. Bible is taught in every grade, and your child will also attend chapel weekly. All students must have a copy of the King James Bible for all Bible classes and chapel.

The following percentage scale is used for academic achievement:

A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59 I = Incomplete

**Homework and Classwork**

Classwork and homework are given to students as needed to help retain and reinforce principles that are taught in class. Therefore, it is the responsibility of each student to complete all classwork and homework assignments and submit them at the proper times to be graded.

**Promotions**

Promotions to the next grade level are awarded when attendance requirements are met and passing grades are earned for each class. In the event a passing grade is not achieved, the final decision for promotions is left to the discretion of NCA Administration and School Board.

**Parent and Teacher Conferences**

There may be a time when a Parent and Teacher Conference is needed. When the need arises, the Conference will be scheduled through the School Office at a mutually accepted time for both the teacher and parent(s)/guardian(s).

**Discipline System**

NCA believes 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 suspension or expulsion.

Please be aware that a child can be sent to the administrator at any point of this process depending on the infraction and could face suspension or expulsion.

**Offenses that will result in automatic suspension and/or expulsion:**

* Cheating - (1st offense) possible ISS (in school suspension) or 1 day OSS (out of school suspension) (2nd offense) 3 days OSS. Any subsequent offenses could result in expulsion
* Immoral conduct - possible suspension for 3 days or expulsion, depending on incident
* Criminal activity - expulsion
* Fighting (1st offense) possible suspension for 3 days or expulsion, depending on incident; (2nd Offense) Expulsion
* Use or possession of alcohol, illegal drugs, and/or tobacco - expulsion
* Possession or distribution of pornography or lewd materials (including electronic devices) expulsion
* Violating the NCA Social Media Policy - possible suspension for 3 days or expulsion, depending on incident
* Possession of a weapon (firearm, knife, destructive device) – expulsion

**Parent and Student Acknowledgement**

At least one parent/guardian and the student must read and become familiar with the Norman Christian Academy Student Handbook. The Student Handbook will be used as a reference guide throughout the school year. It is required that within the first week of school your student(s) turn in his/her Parent and Student Acknowledgement page. If this document is not turned in within the first week of school, your student(s) will not be able to attend class until the Parent and Student Acknowledgement is received. If you have any questions, please do not hesitate to contact the school office.

Thank you for the opportunity to invest in the life of your child and provide them with a quality education. We are excited to see what God will do at Norman Christian Academy this year!

**By signing below, I acknowledge that I have read, understand, and agree with the policies as set forth in the Norman Christian Academy Handbook.**

Print Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (6th Grade and above only)