

NORTHWOODS CHRISTIAN ACADEMY'S
POLICIES & PROCEDURES 2023-24

Contained in these Policies & Procedures are NCA's Mission & Vision Statements,
Philosophy of Education, and Statement of Faith.

Following these Statements is information about NCA's Fund Raisers, Testing, Communication, Parents' Meetings, Parent/Teacher Conferences, Parent Volunteer Opportunities, Lunches, Part-Time Students, Field Trips, School Days & Times, School Cancellations, Bus Service, Chapel, Pledges, Attendance Policy, Electronic Devices & Computer Use, Emergency Procedures, Code of Conduct, Discipline, Disciplinary Policies and Procedures, Dress Code and Grooming, and more.

It is important that parents read, understand, and agree with these Policies & Procedures when you choose to enroll your child(ren) in NCA.

N.C.A.'S MISSION STATEMENT

“The Mission of Northwoods Christian Academy is to provide a quality education from a Godly perspective.”



N.C.A.'s VISION STATEMENT

To Teach: NCA believes that each student should know and experience the love of God and the light of the Gospel of Jesus Christ. We desire to teach them problem analysis and decision-making from a Christian worldview by providing an excellent Christ centered educational opportunity for the children of our community

To Reach: NCA believes that each students should be equipped to let their light shine in this world and bring glory to God utilizing their unique gifts and talents, training them to serve Christ by serving others in their home, church, and community. They need to be fully equipped to discern and teach truth in order to make disciples in the world. (Matt. 28:18)

N.C.A.'S PHILOSOPHY OF EDUCATION

Education at Northwoods Christian Academy is inherently different than public education in philosophy and content. NCA strives to operate as an extension of the family and church. In all its levels, programs and teachings, NCA seeks to:

1. Teach all subjects as parts of an integrated whole with the Scripture at the center (2 Tim. 3:16-17)
2. Provide a clear model of Biblical Christian life through its staff and board (Matt. 22-37-40)
3. Encourage every child to begin and/or grow in his/her relationship with God the Father through Jesus Christ (Matt. 28:18-20)
4. Promote a Biblical and Christian worldview that envisions all that we are and do as sacred in our lives of service for the Lord's glory (1 Cor. 10:31)
5. Encourage every student to develop a love for life-long learning and to achieve his/her academic potential.
6. Provide an orderly atmosphere conducive to the attaining of these goals.
7. Help students understand that they are created in God's image, and that their bodies are a temple of the Holy Spirit; therefore, they should apply biblical stewardship through proper exercise, nutrition, good health, and hygiene habits. (Luke 2:52, 2 Cor. 6:16)

N.C.A.'S STATEMENT OF FAITH

A. The Scripture. The Bible is the verbally inspired, inerrant, infallible Word of God. (2 Tim. 3:16, 2 Pet. 1:20-21, Matt. 5:18, John 17:17)

B. The Trinity. There is one triune God, existing as three persons: Father, Son and Holy Spirit. He is co-eternal in being, co-identical in nature, co-equal in power and glory, having the same attributes and perfections. (Matt. 28:19, 2 Cor. 13:14)

C. The Person and Work of Christ. The Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary in order that He might reveal God and redeem sinful men. (John 1:1-2, Luke 1:35)

1. Christ died on the cross for all mankind as a representative, vicarious substitutionary sacrifice, and the sufficiency of this atoning sacrifice accomplishes the redemption and justification of all who trust in Him. This is assured by His literal, physical resurrection from the dead. (Rom. 3:24-25, 4:25, Eph. 1:7, 1 Tim. 4:10, Heb. 2:9, 1 Pet. 1:3-5, 2:24, 2 Pet. 2:1)
2. Christ ascended to heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10, Heb. 9:24, 7:25, Rom. 8:34, 1 John 1:1-2)
3. The Lord Jesus Christ will return for His redeemed and to establish rule over His Millennial Kingdom. (1 Thes. 4:13-18, Zech. 14:4-11, Rev. 19:11-16, 20:1-6)

D. The Person and Work of the Holy Spirit.

1. He convicts the world of sin, righteousness, and judgment.
2. The Supernatural Agent in regeneration, baptizing all believers into the Body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11, 2 Cor. 3:6, 12:12-14, Rom. 8:9, Eph. 1:13-14)
3. He is the divine teacher who guides believers into all truth. He instills each believer with special gifts to minister within Christ's body.
4. It is the privilege and duty of all the saved to be filled with the Spirit. (John 16:13, 1 John 2:20, 1 Cor. 12:4-11)

E. The Total Depravity of Man. Created in the image and likeness of God, through Adam's sin the race fell. Alone, man is utterly unable to remedy his lost condition. (Gen. 1:25-27, Rom. 3:22-23, Eph. 2:1-3, 12)

F. Salvation. The gift of God brought to mankind by grace and received by personal faith in the Lord Jesus Christ whose precious blood was shed on Calvary for the forgiveness of sins. (Eph. 2:8-9, John 1:12, Eph. 1:7, 1 Pet. 1:18-19)

G. The Eternal Security and Assurance of Believers. The redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40, 10:27, Rom. 8:1 or 1:4-8, 1 Pet. 1:3-5). It is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion for the flesh. (Rom. 13:13-14)

H. The Two Natures of the Believer. Every saved person possesses two natures, with provision made for victory of the new nature over the sin nature through the power of the indwelling Holy Spirit. All claims to the eradication of the old nature in this life are unscriptural. (Rom. 6:13, 8:12-13, Gal. 5:16-25, Eph. 4:22-24, Col. 3:10, 1 Pet. 1:14-16, 1 John 3:5-9)

I. Separation. All saved should live in such a manner as not to bring reproach upon their Savior and Lord. Separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded by God. (2 Tim. 3:1-5, Rom. 12:1-2, 14:13, 1 John 2:15-17, 2 John 9-11, 2 Cor. 6:14-7:1)

J. Church.

1. We believe that the Church, which is the Body and espoused Bride of Christ, is a spiritual organism made up of all born-again believers of this present age. (Eph. 1:22-23, 5:25-27, 1 Cor. 12:12-14, 2 Cor. 11:2)
2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27, 20:17, 28-32, 1 Tim. 3:1-13, Titus 1:5-11)
3. We believe in the ordinances of believer's water baptism and the Lord's Supper as scriptural means of testimony for the church age. (Matt. 28:19-20, Acts 2:41-42, 18:8, 1 Cor. 11:23-26)

“Provide a quality education from a Godly perspective.”

FUND RAISERS

We have currently (2) main Fund Raisers that help raise money for the General Fund in order to keep tuition costs reasonable. Every family who has a student enrolled at Northwoods Christian Academy is expected to be actively involved in fund raising at these events. Other fund raisers may be deemed necessary or advantageous as the year progresses.

First Fund Raiser of the School Year is N.C.A.'s food booth at the Iron County Fair the end of July/first of August. Keep your schedule open to be available at Fair time. We have an expectation that every single family be represented during this weekend.

Second Fund Raiser takes place in October with the making of fresh Dutch apple pies. Look for the date in October and be available on Friday night & Saturday of this extremely profitable fund raiser. We need dedicated assistance for this labor-intensive event.

TESTING

It is important to us that we assess our academic progress, so we routinely test our students using standardized testing material. Standardized achievement testing provides a comparison of our students against national norms. This is helpful to re-assess our strengths and weaknesses. We have been invited to take advantage of the testing programs offered by the Hurley Public Schools.

COMMUNICATION

We recognize that in order to be effective in assisting parents with the responsibility to educate their children, communication must be frequent and clear between school staff and parents. We have found that the most efficient way to communicate for routine questions/information is via e-mail. However, if there is an emergency of some sort (a family emergency, forgotten appointment, change in transportation, medical issue, etc.), our teachers have cell phones available for texts or voicemail and check them at lunch break and between classes if possible. Parents may call the school any time (715-561-2545) and leave a message and a teacher will get back to them as soon as possible. Teachers will also send forms, report cards, and other information home in student's backpacks from time to time. Parents are welcome to arrange a meeting or talk to a teacher at any time before or after school hours.

NCA has a Facebook page where school activities, photos, and other school information is regularly posted. Messages may also be posted to the NCA Facebook page through "messenger" and a reply is usually sent within 24 hours.

PARENTS' MEETING

It is expected that at least one parent attends the Parents' Meetings. This is a way to stay abreast of what is happening in the school. Frequency, times and dates vary from year to year, but each year contains at least 4 of them.

PARENT/TEACHER CONFERENCES

Regular Parent-Teacher Conferences are held at the end of the first and second quarters of the school year. Normally the school schedules a half-day of school for Conference times, so students will be dismissed prior to lunch. Teachers will request parents to schedule a time to talk with them during the afternoon. Parents are requested to keep their appointments.

It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many conflicts can be avoided through a simple conference between parent and teacher. Concerns need to be shared first between the parent and the teacher. The administration is interested in all areas concerning students and the school, and will be available for parent-teacher conferences following the initial parent-teacher contact.

PARENT VOLUNTEER OPPORTUNITIES

Parents are asked to volunteer a minimum of 4 hours per month per family. Opportunities include:

- Substitute teaching. Make sure you tell the teacher of your willingness to supply this need.
- On Fridays, a parent volunteer prepares a hot lunch and serves it. Again, clean up afterwards is required. The cost of the meal is reimbursed to the volunteer up to \$3 per student.
- Covering Recess periods and lunch hour breaks are always a need. Ask a teacher what times are needed to be covered.
- Offering your talent or ability to teach a class in addition to the academic basics is always welcome. These would include art projects, music lessons, Lego Robotics, technology (computer projects), or a physical education activity (such as archery or snow shoeing). Again, check with the teacher regarding when you could offer your services.
- Offering your time to read to a younger class, tell stories, put on a puppet show with them, create a skit or act out a story with them as the characters, etc. Again, if you have an idea regarding what you'd like to contribute, check with the teacher to see how she could use your willingness to benefit the class!
- Help transport children on field trips. PLAN a field trip!

These are just some areas you could volunteer your time to N.C.A. Again, ask a teacher in what way you could help them, and be available for them if they should call for your assistance.

LUNCHES

Students must bring a noon lunch from home (unless hot lunch is planned for that day) and snacks for snack periods throughout the day. Students are required to pack home their garbage generated by their own lunches brought to school.

On Fridays, a hot lunch is often provided by a parent volunteer. Announcements are made regarding this, and sign-up sheets are generated.

Microwaves are available; however, please send microwavable containers and utensils for use in the microwaves. Also, remember that if all the students are using microwaves, no one is eating, so keep these as “special lunches”.

FIELD TRIPS

The NCA’s educational program shall include excursions and trips by pupils under the supervision and instruction of the teacher and volunteers. The destination and the method of transportation shall all be arranged by the teacher assisted by a volunteer parent. All such trips will require the prior written consent of the parents of each student attending.

SCHOOL DAYS & TIMES

7:45 a.m. Doors Open

8:00 a.m. Classes begin

Lunch & Recess 12:00-1:00

2:50 p.m. School day ends

3:00 p.m. Students need to be gone from school premises

A half day of school ends at 12:00 Noon

***Recesses will be outside** unless there is rain or extremely cold temperatures, icy conditions, etc. Teachers will have the final say if recess will be inside or outside. Therefore, it is necessary that students have appropriate outdoor clothing and shoes/boots so that they can be outside for recess.

NCA assumes no liability of or supervision for unattended students prior to 7:45 a.m. or after 3:00 p.m. unless directly involved in a school sponsored activity.

SCHOOL CANCELLATIONS

Announcements of school closing due to weather or other reasons will be made as quickly as possible to parents and staff. Announcements will be made over local radio stations and also via the parent’s group

text. If either Hurley School or Ironwood School is closed or 2 hour delay due to weather, NCA will follow with being closed or 2 hour delay.

BUS SERVICE

Bus service is available for students living in the Hurley School District. Students are picked up at the nearest bus stop to their home, taken to Hurley School where they board another bus that brings them to NCA. The procedure is reversed at the end of the school day. There is no bus service for students living in Michigan, necessitating individual or car-pooled rides to and from school.

CHAPEL

NCA has traditionally had chapel once a week, usually on the same day and time each week. This is considered a time of corporate worship, an opportunity for the student body and the faculty to meet, enjoy and learn from the Word of God. It also serves as an opportunity for parents, and Christian leaders to speak into the lives of the children at the school.

Attendance of students and teachers is mandatory (unless it is a faculty member whose schedule time to work is not at chapel time). Students are requested to bring their Bible (if they can read), and to display an attitude of respect, also with their attire following dress code, toward each speaker, and reverence to God and His Word.

The Chapel service begins with pledges (to the American flag, to the Christian flag, and to the Bible). The guest speakers invited to share at Chapel includes pastors from various churches, missionaries home on vacation, and others active believers. Parents are welcome to attend NCA Chapel.

Potential speakers should be approved by the school board, or another person, chosen by the board for this task.

PLEDGES

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again in glory, with life and liberty for all who believe.

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

ATTENDANCE POLICY

Regular and punctual attendance is conducive to scholarship, citizenship, and student progress. The educational activities planned for each school day contribute significantly to the curriculum objectives and are progressive and sequential. Absent students miss valuable learning experiences. Also, make-up

assignments require extra time from the teacher's schedule and are a disruption to other students. Therefore, parents are urged to see that their children arrive promptly and attend all classes.

Tardiness:

Punctuality is a vital character trait and one that parents must seek to instill in their child. Tardiness to class or school is not only poor training, but it is also disruptive to classes. Any student arriving after 8:00 a.m. will be counted tardy. Three unexcused tardies will equal an unexcused absence and may result in the loss of free time or after school detention.

Excused Absences:

To excuse an absence, a parent must call the school at 715 561-2545 by 8:00 a.m. on the day the student is absent stating the reason for the absence.

Students who are sick or running a high fever should remain at home during the illness. Cooperation in this matter is fully sought for the health and welfare of all.

Students who miss one or more classes because of personal illness, death in the immediate family, or family emergencies will receive an 'excused' absence and will have full 'make-up' privileges. These absences will be for reasons over which the student and his parents have no control. A parent must also send a signed note with the student on the day he/she returns to school stating the reason for and dates of the absence in order to ensure an accurate attendance record.

Unexcused Absences

All absences from school not covered in Excused or Pre-Excused Absences will be considered unexcused absences. Unexcused absences result in a zero for all the day's assigned work. Three unexcused absences in a quarter will result in initiating the Discipline process.

Pre-Excused Absences:

Absences other than personal illness or family emergency must be prearranged in order to be excused. Parents must make a personal contact or send a written note to the teacher advising of prearranged absence situations. Prearranged absences include: medical, dental, optometric, or other professional appointments, funerals, school or church sponsored activities, mission opportunities, hunting or family trips.

NCA requests that appointments are made for after school hours whenever possible, and family vacations are planned around days that school is not scheduled to be in session (holiday vacations and spring break).

Definition of Half-Day and Whole-Day Absences

If a student is absent for more than **2.5 hours in a day**, he/she will be counted **half day absent**. If the student is absent for **more than 5 hours** in a day, he/she will be counted a **full day absent**.

Limit of Absences Allowed per Quarter

Only 8 absences are allowed in a quarter unless specially arranged. Over 8 absences invoke a potential meeting with the School Board.

ELECTRONIC DEVICES & COMPUTER USE

Distracting items such as radios, iPods, mp3 players, electronic games, cell phones, or other electronic devices are not allowed to be used during school hours.

The use of computer programs or internet service at NCA is a privilege and designed for educational purposes only. Students are allowed to use the internet only when a teacher is present in the room.

EMERGENCY PROCEDURES

Fire drills are conducted throughout the year. The drills are conducted to prepare students and promote safety in the event of an emergency.

When the alarm sounds for a fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn out the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in single file to the classroom.

In the event of a real emergency, parents will be contacted as soon as possible.

CODE OF CONDUCT

As the scriptures proclaim, our mode of behavior is to conduct our lives in love (2 John 1:4). It pleases God for us to live a life renewed from the inside and to consider others of greater importance than ourselves. (Romans 12:3). Further in the same chapter, we're reminded: "Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love." (Romans 12:9-10). This is our conduct goal for each staff member, student, their parents and all who volunteer at N.C.A.

DISCIPLINE

Behavioral guidelines and disciplinary procedures at N.C.A. are designed to promote the righteousness of God and meet the spiritual, emotional and physical needs of Christian young people. The emphasis of NCA is to focus the attention of the student on his need to develop a heart for God. Once the heart is turned to God, outward behavior will reflect God's morality. Only rules that reflect the moral character of God and promote an orderly, controlled learning environment have been developed. Students will be continually reminded that one's relationship with Christ is of primary importance.

In Scripture, the Apostle Paul mentions behaviors we would “put off” as believers in Christ. NCA works in the implementation of its code of conduct to eliminate these non-Christian behaviors in students. The following will not be tolerated at NCA:

- Falsehood (Eph. 4:25)
- Unrighteous anger (Eph. 4:26)
- Stealing (Eph. 4:28)
- Unwholesome talk (Eph. 4:29)
- Bad attitudes such as insubordination, deliberate disobedience, negative attitude, criticism and griping (Eph. 4:30)
- Giving no offense (2 Cor. 6:3)

In other parts of God’s Word, Christ-like behavior is encouraged. It is the desire of N.C.A. to not only have the students ‘put off’ inappropriate behavior, but to ‘put on’ those behaviors that mirror the character of Jesus Christ, such as the following:

- Respecting people and property (Heb. 13:17 and 1 Pet. 2:17)
- Caring for the Temple of God (1 Cor. 6:19)
- Moral purity (1 Cor. 6:18 and 1 Thes. 4:3)
- Appreciating God-honoring music (Eph. 5:19)
- Attending Church (Heb. 10:25)
- Dressing modestly to honor God and not one’s self (1 Sam. 16:7, 1 Tim. 2:9)
- Making right friendships (1 Cor. 5:9, 15:33, and 2 Cor. 6:14)

DISCIPLINARY POLICIES AND PROCEDURES

It is expected that parents will work closely with the student, utilizing school and church resources, to eliminate poor behavior for the good of the student and the school environment. If parents don’t endorse our plan to improve their child’s behavior, all our attempts at turning wrong attitudes and actions are likely to be useless and separation from the school may be required.

The following is a guideline we follow at NCA beginning with:

1. Verbal correction (with the expectation of admission of wrong, & willingness to correct)
2. Disciplinary measures such as work assignments, taking away small privileges, etc. if needed to obtain needed correction of behavior.
3. Teacher-parent-student conference (again with expectation of the parents helping the teacher in correcting student’s behavior) This would be initiated by a phone call from the teacher and the goal of the meeting would be to initiate an individualized behavior plan which includes the parents,

and which offers concrete measurable steps.

4. Depending upon the nature of the infraction and the constancy of the poor behavior, the NCA board will, most likely initiate, or validate an existing plan to curb behavior, attitude, or to initiate steps toward dismissal of the student or entire family.

NORTHWOODS CHRISTIAN ACADEMY DRESS CODE

NCA will require school uniforms to be worn by all students. The purpose of a school uniform is to minimize the social competition and distraction which results from an excessive focus on what a student is wearing. In order to meet the dress code, all uniform shirts, skirts, jumpers, dresses, and outerwear must be purchased through (To be decided) . Only khaki bottoms, ties, socks, belts, and shoes may be purchased elsewhere, so long as they conform to the uniform policy.

NCA Administration understands there are similar-looking items available through other providers. However, as this subtly defeats the purpose and effect of uniformity in dress, please resist the temptation to purchase items other than through (To be decided) . Also, any non-uniform outerwear such as hats, gloves, scarves, etc. must be free of logos and reference to pop culture.

Boys need to wear plain white undershirts (no t-shirts with logos and colors) underneath their uniform shirts. Accessories are to be kept to a minimum and coordinated with uniform style and colors.

- In winter, hats, jackets, gloves/mittens, snow pants, and boots must be worn.
- Inside shoes (to be worn solely inside the building) are required by all students. Dress, flat, loafer, oxford, and athletic shoes are permitted. Sandals may be worn only if they have a back (or back strap) and are worn with socks (stockings, nylons, tights). No flip-flops, clogs, or backless shoes are allowed.
- Permanent and non-permanent tattoos, piercings (other than earrings for girls), wild, unnatural hair-coloring (blue, green, purple, etc.) and extreme hairstyles are not allowed.
- Jewelry should not be distracting or hazardous to student or others involved in school activities.
- Make up, if worn, is to be neat and simple.

Parents are responsible to enforce the dress code.

Upon initial failure to comply with the dress code, a written notification to parents will be sent home. If there is a third violation of compliance, parents will be contacted and required to bring appropriate uniform dress to school before the student will be readmitted to class. Repeated violations to this dress code may lead to appropriate action to correct the situation and may constitute grounds for suspension. The Administrator or School Board is considered the final authority on all dress code violations.