

# STUDENT HANDBOOK



**NORTHEAST**  

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**CHRISTIAN ACADEMY**

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## OUR VISION

**Northeast Christian Academy (NCA)** is a ministry of Northeast Christian Fellowship Church. Its purpose is to provide a Christian Education to assist parents in training their children in the way that they should go. (Proverbs 22:6)

We believe that every child is made in the image of God. Each child will develop uniquely and has different talents to share. Northeast Christian Academy provides a program which will enable each child to grow spiritually, academically, socially and physically.

We constantly guard and encourage academic learning that is strong and sound. We have an emphasis on Christian Values. Our environment is friendly, supportive and warm, and builds on students' character development.

Our vision is "Excellence in Education" based on the uncompromising Word of God. We desire to see our students raised up to be leaders in society – leaders who will show a strong love and faith in our Lord Jesus Christ.

This handbook has been designed to provide you with all essential information about policies, procedures and goals for our school. We ask for your support and cooperation in the procedures established to make each year a smooth and profitable one. It is our desire to be available to listen to any concerns or suggestions you might bring to us, so that we can work together with you in a prayerful, loving manner at all times.

## OUR MISSION

Our mission is to assist parents by providing a quality, Bible-based education in a Christian environment. This is accomplished by nurturing each child to grow spiritually, academically, socially and physically, with an emphasis on Christian Values and Character Development.

## OUR STAFF

Our teachers and staff are committed to helping students achieve to the best of their ability, developing their self-worth, and helping them to become responsible citizens. We believe that by Sowing God's Truth, we are growing young lives, and in the end will reap a rightful life.

## MERITS AND OBJECTIVES OF OUR CHRISTIAN SCHOOL

1. The objective in having a church-school ministry is to obey the Scripture in Deuteronomy 6: 5-7a "And you shall love the Lord your God with all your heart and with all your might. And these words, which I command you this day, shall be in your heart: and you shall teach them diligently unto your children."
2. Our Christian school is an extension of the Christian home in training young people in a Christian environment. The school staff works closely with parents to train the whole child. The scriptures reveal it is the parents' responsibility to teach their children and guide their learning. (Deut. 6:7, Psalm 78, Proverbs 29:15, II Tim. 2:15-16, Psalm 1:1, Proverbs 5, Ephesians 6:4, Proverbs 22:6)
3. Our Christian school provides opportunities for each child to come to a saving knowledge of Jesus Christ, achieve a higher level of Christian maturity, attain a deeper commitment, and become a more effective witness for the Lord.
4. Our Christian school assists each child in seeking his/her purpose for life's service through emphasis upon Biblical relevance.
5. God's Word is the foundation for education. Jesus Christ is the only true source of wisdom and knowledge. (II Tim. 3:15-17)
6. Our Christian school teaches the children a proper fear of God and teaches the children to trust in the Lord and not themselves. (Proverbs 1:7 and Proverbs 3:5,6)

7. Our Christian school ensures that the goals and things we are looking for in the education of our children will be to the glory of God and not to the glory of men. (I Corinthians 10:31 and Colossians 3:23)
8. Our Christian school provides a controlled environment for the child, to bring the child up in the nurture and admonition of the Lord. (Romans 16:19)
9. Our Christian school seeks to establish parental authority and respect. (Ephesians 6:13)
10. Our Christian school guides the moral development and values of our children according to God's Word. (I Corinthians 15:33)
11. Our Christian school teaches discipline and diligence in applying oneself and having good work habits. (I Thessalonians 4:11)
12. Based on the Merits and Objectives stated in this handbook, students and parents of the students attending NCA will have a desire to embrace and grow in their Christian faith. (Psalms 143:6)

## HOW WE REACH THESE OBJECTIVES

- Teach by example – the life of the teacher is the life of his or her teaching – more is caught than taught.
- Impart knowledge and information. Train to evaluate facts and make judgments in light of facts.
- Provide a safe environment where individuals can discover, investigate, and ask questions.
- Pray and seek God's will for the school and the students.

## DOCTRINAL STATEMENT

1. We believe in one God, the Creator of heaven and earth, who has revealed Himself as Father, Son and Holy Spirit.
2. We believe in the Bible as the inspired Word of God; that it is without error in the original Scriptures, and is therefore the supreme authority in all matters of faith and conduct.
3. We believe in the creation, test and fall of humanity as recorded in the Bible; that in our natural state we humans are spiritually corrupt (sinful) and, therefore, totally unable to attain divine righteousness and eternal life.
4. We believe in Jesus Christ, the one true Saviour, conceived of the Holy Spirit, born of a virgin, fully God and fully man.
5. We believe in the Gospel – that Christ died to pay the penalty for our sins, was buried, and rose from the dead three days later.
6. We believe in salvation for sinners, by grace, through faith – that those who believe in Jesus Christ and fully trust Him to be their Saviour are redeemed. That is, by accepting Christ’s free gift, believers in Him have their death penalty paid and are justified (cleared of all charges) by God’s gracious decree, thereby becoming members of his church.
7. We believe Jesus was resurrected (raised from death to life), that He boldly ascended to heaven, was enthroned as Lord of all, and will personally return for His church.

## INDEPENDENT SCHOOL

We are considered an independent school for the next two years, starting in September, 2018. We offer programming from Kindergarten to Grade 6. We plan to increase one grade each year following, depending on student enrollment.

**2018-19: K-9**

**2020-21: K-11**

**2019-20: K-10**

**2021-2022: K-12**

## OUR CURRICULUM

Northeast Christian Academy offers a well-rounded Christian Education. It reinforces Christian values and a Christian worldview as it teaches Sask. Learning CORE Curriculum. As part of their school experience, students regularly participate in chapels, Bible studies, prayer and acts of service. We desire to see all students succeed academically.

Opportunities include and are not limited to: guest instructors/speakers, field trips, outdoor physical activities, musical and dramatic opportunities and family activities.

## REPORT CARDS

Report cards are generated in mid-November and in April and again in June. Student evaluation will be discussed at Parent/Teacher Conferences. These will occur in November and March for all students. Parents are encouraged to keep regular communication going with their child's teacher regarding any concerns they may have. Parents may phone the office and arrange an appointment or may email a teacher with any concerns, or to schedule a meeting.

## HOMEWORK/PLAGIARISM

### ELEMENTARY

Students who use their time effectively in school, for the most part should not require homework. Daily goals are set, and should the daily goals not be finished, they are to be completed at home. It is the parent's responsibility to see that the homework is completed and returned to the school the next day.

### PLAGIARISM

Presenting someone else's work as your own is an act of academic dishonesty and will not be tolerated.

## SCHOOL SUPPLY LISTS



School supply lists are found in the final registration package, or are available from the classroom teacher, or can be requested through the Northeast Christian Fellowship Office or Heaven Sent Bookstore. Additional supplies may be required throughout the school year for special projects and assignments.

## **TEXTBOOKS/LIBRARY BOOKS**

All Northeast Christian Academy Books (library books and textbooks) utilized by students will be signed out through the homeroom teacher. Students will be responsible for the care and use of all school books, and will be responsible for all charges associated with lost or damaged items. All issued library books, textbooks, or classroom materials must be returned prior to, or at the time of course finalization assessments each semester. Students will be charged for full replacement cost of a textbook/library book that is lost or damaged in any capacity.

## **DAILY TIMETABLE**

### **ALL STUDENTS**

**8:50 – Arrival**

**9:00 – Classes Begin**

**10:45-11:00 RECESS**

**12:00 – 12:45 LUNCH**

**3:10 – Dismissal**

## **BREAKS AND SEVERE WEATHER**

Students are expected to go outside for most lunch breaks and physical education, weather permitting. Please be sure that EVERY DAY students come with proper clothing for the weather. In winter, it would include hats, mitts, neck tubes or scarves, ski pants, winter jackets and boots. This allows them to be prepared for outdoor recess and physical education classes. A change of clothing is suggested for Kindergarten to Grade Two in the event that clothing becomes wet. When the wind chill reaches -25 or colder, the students will typically be kept inside for recess and physical education. The wind chill will be monitored throughout the day.

School/church staff will be accompanying students to a local park in Melfort for lunch breaks. The church vans will be used to transport students. During recess the students will be permitted to play games with supervision in the children's sanctuary or youth room. All breaks will be supervised by school or church staff.

## **ATTENDANCE AND LATES**

### **ATTENDANCE**

If a student is absent from school, the parents/guardians must contact the school by 9:00 AM and explain the absence. Parents can call the church office at 306-752-3030 x3 and leave a message for the teacher, with the name, grade and reason for the absence. Regular and consistent attendance is very important. Good attendance is considered to be 9 or fewer absences per year. In the event of illness, students must have a parent/guardian- signed note or parent/guardian-signed agenda note, to be excused from going outside for recess/lunch breaks and physical education.

Students are strongly discouraged from missing school for family vacations during the school year. For the rare occasion when this is necessary, parents are expected to inform the Administration well in advance. It is the responsibility of the student to complete the work they missed.





## **LATES**

It is important for students to be on time. Students are expected to be in class and ready to learn at 9:00 AM. In the afternoon, students are expected to be back in class by 12:45 PM. We understand that sometimes students may legitimately be late, but we wish to establish good habits of promptness and readiness for learning, along with maximizing learning time. In the event that your child is late, please still bring them to school. Attending part of the day, is better than missing it all.

## **APPOINTMENTS AND EARLY SIGN OUT POLICY**

### **APPOINTMENTS**

Parents/Guardians are encouraged to schedule their child's necessary appointments outside of our regular school hours. We understand that this is not always possible. If you are picking up your child, please make arrangements with your child prior to classes beginning that day. Also parents/guardians are required to sign out and sign in for their child's leaving at the office, and also to let their classroom teacher know.

### **EARLY SIGN-OUT POLICY**

Parents/Guardians should send a note or put it in their child's agenda when their child is to be excused early from class. The time and reason for leaving should be included. Parent(s) or the authorized pick-up person, will need to report to the Church Office for sign-out and for sign-in (if returning to class afterwards). This is for the safety of your students and we greatly appreciate your co-operation.

## **MEDICAL GUIDELINES**

**ILLNESS** Parents/Guardians will be notified, and students sent home when any of the following symptoms occur during class time:

- Child presents a fever
- Injury or illness requiring a physician's evaluation
- Nausea, vomiting, or diarrhea
- Head lice or nits

- Rash
- Ringworm
- Conjunctivitis (Pink Eye)
- Suspected communicable illness

Parents/Guardians will be asked to make arrangements to pick up children who are ill at school. Please use good judgment before sending students to school who are not feeling well.

## ESSENTIAL MEDICATION

Only an “Essential Medication” may be given by school staff to a student during school hours. An “Essential Medication” is prescribed by a physician, must be given during the school day, and is necessary for the student’s health or well-being. Parents must complete the “Essential Medication” form and it must be supported by a statement by the prescribing physician.

Please ask the school secretary for the Medication Form. A new consent agreement must occur each school year if the medication continues to be essential.

## PARENTAL INVOLVEMENT

Parent/Teacher conferences and parent meetings promote a good understanding between parents and the staff of this Academy. **BOTH parents** (exception – single parent families) are encouraged to attend these informative and helpful programs.

1. Throughout the school year, special parent meetings may be scheduled to support your children’s’ learning and to review our vision in Christian Education, to give updates and information pertinent to our school, and to raise concerns or questions that staff or parents have. The first meeting is a parent/teacher Open House in September.
2. Parent/ Teacher Conferences with your child’s teacher are scheduled following the first (November) and third (March) quarters, and at other times as needed.

3. Parental involvement also includes helping out with fund-raising activities, assisting with field trips, etc. All parents who wish to be involved in the school – whether on PTA, volunteering in the child’s class, or volunteering for field trips – **MUST** have a Police Information Check complete. To do this you will acquire a letter from the Church Office, take this letter along with two pieces of ID to the police station. Return the completed document to the Church Office.
4. The Academy desires open and efficient communication with the home. Thus, an email is sent home at the end of each month. Included is the Monthly Calendar, Newsletter, and Scripture Memorization. Please check your emails regularly. We also regularly send notices and letters via email. Parents who request it, will receive a paper copy. Your child’s agenda will be the ideal place to send notes and letters.
5. Please notify the school if there are any changes to your email address by emailing us at [ncacademy.office@gmail.com](mailto:ncacademy.office@gmail.com)  
Also please make sure to keep us up to date on your home phone and contact numbers, home address and information. This is very important!

## PARENT – TEACHER ASSOCIATION

Our Parent- Teacher Association (PTA) is made up of a chairperson (a parent), three other parents and two teachers and/or educational assistants. The purpose of the PTA is to:

1. Build a strong team and support group for the school.
2. Build stronger relationships between parents, teachers and the governing school board.
3. Facilitate greater parental involvement in school programs, projects and fundraising
4. Promote the vision of Christian education in the context of the church school.
5. Our PTA fundraisers and events will be determined by the Parent-Teacher Association and communicated to the families by the PTA.

## DRESS CODE

Northeast Christian Academy desires to create an educational environment that honours God and enhances learning. Dressing modestly and following specific dress standards apply at all times during school hours and during extra-curricular activities. Modesty is of utmost importance.

Please adhere to the following guidelines for standard of dress:

- Clothing worn should be in good repair, modest, and fit well.
- Shorts, skirts and dresses should be no shorter than a couple of inches above the knee.
- Muscle shirts are not permitted. They can wear sleeveless tops, but they must be closed around the arms.
- Tank Tops should be at least one inch (two finger widths) wide at the shoulder.
- Pajama pants are not be worn, with the exception of specific “pajama days.”
- No controversial or objectionable images will be permitted on clothing. (E.g. violence, secular bands, drug references, hate-related, etc.)
- Hats and sunglasses are not permitted to be worn in class, with the exception of specific “hat days.”
- Footwear must be worn at all times. All footwear worn in the school must be clean and have non-marking soles.

If a parent/guardian is not sure about any aspect of the dress code or any article of clothing, they are advised to talk to administration for clarification. The administration reserves the right to make decisions on all dress code issues and interpretations.

Learning to be a disciple of Jesus Christ is a process that includes learning to walk in love, obedience, and humility. This is why we ask for the full cooperation of students, parents, and teachers in maintaining the standards of dress. Dress Code is subject to change as circumstances arise; we will do our best to communicate these changes effectively – to both students and parents.

## **TRANSPORTATION, PARKING AND STUDENT PICK-UP**

### **TRANSPORTATION**

Transportation to and from school is the responsibility of the parents.

### **PARKING AND STUDENT PICK-UP**

Students will enter and leave the building through the main doors.

Please park on Main Street in front of the Church to drop off/pick up students. Please do not use the parking lot as backing up is an issue.

Supervision of children is provided until 3:30 PM. If students are not picked up by 3:30 PM, they will be asked to come indoors to wait for their ride.

If you ask someone other than an NCA parent to pick up your child, please inform them of these guidelines.

## **PROPERTY**

Marked, defaced or broken property will be charged to the parents. Gum and sunflower seeds are not allowed. Guns, ammunition, blanks, caps, fireworks, matches, lighters, knives, IPODS, IPADS and MP3 players may not be used on school property. Cell Phones must be turned off and not used in the classroom or during class time. Skateboards, rollerblades or similar rolling scooters are not allowed during school hours, or on school property.

## **LOST AND FOUND**

Lost and Found Items will be placed in Lost and Found in coat room. These articles will be placed visibly on tables at different points throughout the school year. Labelling children's outerwear and lunch kits, boots, etc. helps to return the items promptly to the owner.

## CHRISTIAN LEADERSHIP TRAINING

### DEVOTIONS

Throughout the week, we start our day with a devotional teaching from this month's current Bible memory selection or some other inspirational material. Prayer, Worship and Inviting God into all aspects of our life is an important element of daily life in our school.

### CHAPEL

Chapel sessions are held with guest speakers, staff members or students teaching the Word of God. Students will participate in some of the leadership. We desire to see our students grow in their relationship with God, as this is the best way to see fruit growing in their lives. All students are required to attend Chapels and to participate to the best of their ability. Students are expected to demonstrate positive behaviour, the same as expected in their classrooms.

### BIBLE MEMORIZATION

As part of their Christian training, students memorize a monthly scripture passage by the last day of each month. Together with the prayer of the psalmist, "Your word have I hid in my heart, that I might not sin against you", our prayer is that students will be able to draw on memorized Scripture to learn to walk a victorious Christian life.

## SPECIAL EVENTS

Each year, Northeast Christian Academy holds these special events. Participation of our families is extremely important. These are also perfect opportunities to invite extended family and friends.

### CHRISTMAS PROGRAM

Students participate in a Christmas program which may consist of a musical or dramatic production each December.



## END OF YEAR CELEBRATION

The End of Year Celebration is held each June and will highlight our students through a variety of performances. This gives parents an opportunity to see a little more of what students experience throughout the year. It is a Celebration of their Learning and of their Christian Growth.

## SCHOOL SPIRIT DAYS

To encourage school spirit, Northeast Christian Academy does a variety of special days throughout the year that involve the whole school. These are fun for everyone and they strengthen student/teacher relationships, as well as teach the older students how to relate and work with the younger students. Examples of some of these days may include: Hat Day, Pajama Day, and Theme Days.

## DISCIPLINE POLICY

Northeast Christian Academy is here to work with the home. The Academy is an extension of the home and is not meant to take the place of parents. The purpose of discipline is to guide students into maturity as individuals, to act in a Godly manner, and to grow personally as a Child of God. Teachers and administration provide a supportive role in the process of teaching and disciplining students. This assists the school in providing a safe environment that is conducive to learning.

NECA Staff are responsible for determining whether or not appropriate conduct has been displayed and to communicate to parents and administration accordingly. Should a child come home with concerns about an incident, or the enforcement of rules, the following procedure should be followed:

Give staff the benefit of the doubt:

- Realize that your child's reporting may be biased and may not include all of the information
- Understand that the school has reasons for all rules and they are enforced without partiality
- Call or speak directly to the staff member involved

- Refrain from discussing the situation with those that are not a part of it, and refrain from posting about the situation on social media.

Our goal is to work as a team with the home. We appreciate your understanding and actions that will help us to work together for the sake of the child.

## **DATING POLICY**

At NCA, we are committed to encouraging students to engage in healthy relationships. We believe students should be primarily focused on developing their relationship with God, family and positive friendships. We do not advocate dating during one's schooling at Northeast Christian Academy. We believe the focus of students' relationships should be to develop healthy friendships, boundaries communication skills, and values that will enable them to make wise choices as they grow into the individual that God has created them to be. Students are to refrain from public displays of affection, or pairing off and should remain a part of the group while maintaining good school spirit and relationships with others.

## **ANTI-BULLYING POLICY**

### **PURPOSE**

Northeast Christian Academy seeks to provide a safe, nurturing, learning environment in a Christian context. Therefore, we, as a staff, endeavour to teach and model Christ-like behavior. We believe that, before God, we are not to be satisfied to outward conformity, but through prayer and speaking the truth in love, we are to seek an inner transformation of the heart. That having been attained, the individual will begin to respond out of a desire to please God and not just to conform to a rule or policy. In other words, our ultimate goal is to change the heart to change the behaviour. That is for life and for the glory of God!



We wish to encourage and correct, in a spirit of love and humility, not just bullying behaviour, but such things as selfishness, unkindness, and inconsideration. All of us, including parents have a part to play.

Our Biblical text to support our teaching includes the two greatest commandments: “To love God with our whole being.” and “to love our neighbour as yourself.”

Northeast Christian Academy, therefore, seeks to build a community of learning with an environment free of harassment and bullying of any kind. We are committed to provide a compassionate, receptive and non-threatening atmosphere in which each and every one of our pupils can learn and flourish. We promote an attitude of respect and dignity towards others. We prohibit all forms of bullying.

### **What is Bullying?**

Webster Dictionary: “To intimidate or oppress someone weaker than yourself.”

Bullying is when someone uses his or her power, directly or indirectly, to cause harm to someone else.

This can be physical, emotional, psychological or social.

### **Bullying Behaviours**

These are behaviours that demonstrate bullying. Addressing these behaviours can help to reduce them from becoming real “bullying” situations.

**Physical:** hitting, shoving, kicking, spitting on, punching, pushing, blocking, tripping, throwing something at someone, rude gestures, taking or damaging another’s property, making someone do something they otherwise wouldn’t do, etc.

**Verbal:** name-calling, ridiculing, using words to attack, insult or threaten, spreading rumours, making fun of someone with put-downs, and cultural slurs.

**Indirect Behaviour:** excluding others from social groups or activities, circulating notes or pictures in any medium, encouraging others to bully.

**Cyber-Bullying:** includes inappropriate or threatening emails or text messages or posting inappropriate or threatening comments or pictures on social media: ex: Facebook, Snapchat, My Space, etc.

**Psychological/Emotional:** acts that instill fear or anxiety, including insults, demeaning a person, excluding, or tormenting or causing someone to be “left-out” in a game or activity, blaming, making threatening faces or gestures, etc.

### **REPORTING BULLYING**

It is the responsibility of all persons to report any and all occurrences of bullying behaviours as outlined in this policy either directly or indirectly (through a parent or guardian) to the staff. They should be able to do so without fear of negative reflection or consequences. However, any person who withholds information regarding bullying behaviour or provides inaccurate or false information because of malicious intent will be subject to disciplinary action.

### **PROPER BULLYING REPORTING /RESPONSE PROCEDURES:**

1. All bullying incidents should be reported immediately to a staff member.
2. Staff members will record all reported incidents that meet the bullying criteria and all such reports will be signed by the principal.
3. The incident will be investigated immediately.
4. If it is established that bullying has occurred, the principal or designated staff person will meet with the perpetrator to administer correction. (Depending on the ages of the students involved, the circumstances, the severity of the incident, and the respective response(s) of the perpetrator).
5. Correction may include, but is not limited to:
  - time out/detention
  - written report
  - meeting with the principal or designate
  - meeting with perpetrator’s or victims’ parents/guardians or both

6. Correction will always include:
  - Biblical instruction and correction
  - Contacting the parents/guardians of the victim and perpetrator
  - A staff-supervised/facilitated apology to the victim
  - Any necessary restitution (monetary or otherwise)
  - Attaining the redemptive principles of repentance, forgiveness, and reconciliation
7. Staff will monitor both the victim and the perpetrator(s) to ensure bullying does not resume in the future.

## STANDARD OF CONDUCT

**Because ours is a Christian school, students will be taught Christian disciplines and character development. It is required that students agree to the following Standard of Conduct in order to attend NCA:**

While I am a student at NCA, I will not be out of harmony with the goals, aims, and standards of this educational ministry.

I agree to respect God's authority and that of my parents and teachers as they train and educate me. (Hebrews 6:1-3, Hebrews 13:17)

I will memorize the monthly scripture passage and show respect for God's Word at all times, accepting it as final authority. (2 Timothy 3:16)

I will use my speech to edify and bless others and I agree with NCA's no-tolerance policy of coarse language, name-calling and rudeness. (Ephesians 5:11-12)

Because God's Word instructs me not even to speak of the deeds of darkness, I will refrain from discussing inappropriate movies, song lyrics or negative television. I will not be involved in ungodly websites on the internet, texting or email. (Ephesians 5:11-12)

My attitudes, conversation and behaviour are to reflect Christian principles. I support NCA's zero-tolerance of bullying and I will not bully or intimidate others with my words or actions. (Ephesians 4:31)



I will not swear, lie or cheat while I am a student here. (1 Corinthians 6:19)

I will maintain Christian standards in courtesy, kindness, morality and honesty. (1 Timothy 4:12)

I will adhere to the dress code. (1 Timothy 2:9)

I will be punctual and arrive at school on time. (Colossians 4:6)

I will do my schoolwork to the best of my ability and endeavour to complete homework and assignments on time. (Colossians 3:23)

I will exhibit good school spirit and have a positive attitude, respecting others even when we disagree. (Philippians 2:1-15)

If I am offended with someone, I agree to go to him or her and deal with it, not involving others who are not part of the solution. (Matthew 18:15-17)

I realize that if I should fail to abide by this standard of conduct, I will accept the resulting discipline with a good attitude, knowing that discipline is for my benefit as well as for the good of NECA. (Hebrews 12:6, 11-12)

I want to do my best to make Northeast Christian Academy a great school to attend and I trust the Lord to help me to honour this Code of Conduct.