

**NORTH TEXAS
CHRISTIAN ACADEMY**



**PARENT & STUDENT
HANDBOOK
2009-2010**

Dear NTCA Parents,

It is a great privilege for North Texas Christian Academy to be entrusted with the education of your children. Children are a precious gift from God, and no better investment can be made than that of a Christ-centered education that shapes both academic and spiritual growth during the early formative years.

This parent handbook is provided to help you better understand the philosophy and policy of the school. It is not intended to be all encompassing, but rather a guide, which will maintain a Godly direction and atmosphere in our school. Please read over it carefully with your child and return the acknowledgment form (first page of handbook) to your child's teacher.

We solicit your prayers and support as we strive toward the common goal of helping your child grow as Jesus grew. "And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52

We appreciate your help and involvement and we pledge our devotion and dedication to the cause of Christian Education.

Proverbs 22:6 – Train up a child in the way he
should go, and when he is old he
will not turn from it.

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ATTITUDES TOWARD POLICIES AND REGULATIONS

The expectations, policies, and regulations herein have been formulated as guidelines for the student environment at North Texas Christian Academy. The ultimate goal is to develop students into mature Christian personalities who will set even higher standards for themselves than those contained herein and to instill the desire to exercise self-discipline.

The Bible is the basis for Christian conduct, and we have sought to apply its principles in the statement of this handbook. Teachers, parents, and students are expected to abide by the policies and principles contained herein to the best of their abilities.

Decisions by the administration will be made in accordance with these principles. The administration of the school shall be empowered as the final authority on any decision pertaining to school operations.

Hebrews 13:17 “Obey your leaders and submit to their authority. They keep watch over you as men who give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”

STATEMENT OF PHILOSOPHY

North Texas Christian Academy is a private Christian school, working cooperatively with the elders of High Pointe Church of Christ, continuing in its founding commitment to nurturing and guiding young children in the church family and in the community to grow as Jesus grew: "...in wisdom and stature and in favor with God and men." (Luke 2:52)

Our belief that God is our Creator and our Heavenly Father, that Jesus is God's Son and that the Bible is the inspired word of God permeates every subject of knowledge.

North Texas Christian Academy believes that every child is uniquely created in the image of God and that the highest calling of man is to render service to God and mankind. We further believe each child is entitled to an education of high academic standards taught in ways appropriate for his/her individual ability and learning style.

We believe the responsibility for educating our children rests first in the home. Therefore, parents are a vital part of the school and educational process. Their support and assistance is necessary to the operation of the school.

We believe that each child should be taught the values and responsibilities of citizenship and obedience to civil government as Jesus submitted himself to civil authority.

STUDENT GOALS

In accordance with our philosophy and mission statement, the goals for each NTCA student are:

1. To acquire Bible knowledge appropriate for his/her age or grade level.
2. To acquire an understanding of the nature of God, Jesus, and the Holy Spirit and His plan for his/her life as revealed in the Bible.
3. To acquire an understanding of him/her self as being a unique work of God, created in His image.
4. To achieve a level of developmental and/or academic excellence in accordance with his/her maximum potential.
5. To acquire a fundamental understanding of the responsibilities of good citizenship and obedience to civil government.
6. To cultivate a heart of a servant patterned after the example of Jesus Christ.

EDUCATION OBJECTIVES

In accordance with our philosophy it shall be the objectives of North Texas Christian Academy to provide an educational program where:

1. A Biblical lesson will be taught to every student every day to continually stress the need for man to respond to God's teaching.
2. The concepts and values of the Bible as practical guides to life shall be taught.
3. Academic excellence that provides opportunities for optimum development of each learner is a top priority.
4. The responsibilities of good citizenship and obedience to civil government are taught.
5. Parents are considered to be a part of the educational process.
6. Each member of the faculty is a Christian whose professional training, teaching skill, and manner of living enable him/her to provide an instructional program, which fulfills the purposes of North Texas Christian Academy.
7. Physical facilities, equipment, and materials will allow staff to develop an educational institution that is compatible with our philosophy.

North Texas Christian Academy operates under its own charter from the state of Texas. The NTCA Board consists of elected directors. The Board has the final say over the operation and direction of the school.

NOTICE OF NON-DISCRIMINATION AS TO STUDENTS

North Texas Christian Academy admits students of any race, color, or national and ethnic origin, and extends to all the rights, available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions, scholarship and athletic programs, and other school-administered programs.

NTCA is a school for students who are serious about learning and whose parents are interested in the educational progress of their children.

Every student is expected to maintain good self-discipline. NTCA is not an institution of the correction of students with serious discipline problems or for those with serious learning disabilities or emotional problems.

The school is administered by a Director under the direction of the NTCA Board of Directors.

The full time professional teaching staff consists of teachers who hold at least a Bachelor degree and Teaching Certification.

Emphasis is placed on a thorough teaching of fundamental skills centered in a philosophy that acknowledges God as our Creator, Provider, and Redeemer. The Bible is taught in the classroom every day. Students in Kindergarten and up will receive a grade in Bible study just as they do in all academic subjects.

NORTH TEXAS CHRISTIAN ACADEMY

PHONE NUMBERS/WEBSITE

Office Phone # 214-544-1794
Fax # 972-547-6748

www.northtexaschristian.org

OFFICE HOURS

School Office Hours:
Monday through Friday 8:00 AM – 4:00 PM

School will be held from August 24 to May 28 for the 2009 – 2010 school term.

The office will be closed during regularly scheduled holidays. (see calendar)

Summer office hours will vary. Please call for an appointment.

HOURS OF OPERATION

Pre-school	9:00 AM – 2:00 PM
Kindergarten Readiness	8:30 AM – 2:00 PM
Kindergarten, Elementary & Middle School	8:30 AM – 3:15 PM
Cougar Camp - Monday through Friday	7:30 AM – 5:30 PM

CODE OF CONDUCT

A high standard of acceptable behavior is an expectation for students of NTCA. Pupils will conduct themselves so as to contribute to an optimal learning situation. Politeness, cooperation, and obedience are expected. Any violation of the following may result in disciplinary action.

Some specific expectations are:

1. Pupils will at all times be respectful and cooperative with teachers.
2. Pupils will show respect by using such terms as “yes, sir” and “yes, ma’am” when addressing adults.
3. Pupils will go to their seats and be quiet after entering the classroom. Subsequent activity may involve movement about the room and subdued talking, but should be teacher directed and approved.
4. Chewing gum will not be permitted.
5. Hats or caps will not be worn inside the school.
6. The personal and property rights of others are to be respected by pupils.
7. A student is not to create the appearance of cheating and is not to contribute to the cheating of others.
8. Punctuality is essential.
9. Pupils will leave the building in an orderly manner.
10. Uniforms will be worn in a neat and orderly fashion.
11. Any student destroying, breaking, removing, or in any way defacing property will be subject to disciplinary action. A monetary charge to the student’s account will be made when warranted.
12. Students are not to bring radios, tape players, or other electronic devices to school unless given specific permission in advance.
13. Students will conduct themselves in a way that is not disruptive to others.

CODE OF ETHICS

Students at North Texas Christian Academy shall strive to develop the fruit of the Spirit as listed in Galatians 5:22-23. Actions not tolerated at NTCA are found in Galatians 5: 19-21. The following behaviors are expressly prohibited, and the student will be subject to immediate dismissal:

- The use or possession of tobacco or alcohol, on campus or any school related trip or other school function, or in public under such

circumstances as to reflect unfavorably on North Texas Christian Academy

- The use of drugs (other than prescription), or the possession of drug paraphernalia on or off campus
- Stealing
- Gambling
- The use of profane, vulgar, or suggestive language
- Fighting, hitting, tripping, or shoving
- The possession of any firearm or weapon as defined by the school administration

Re-enrollment for another year will be at the discretion of the administration and if accepted will carry a one-year disciplinary probation.

DISCIPLINE PHILOSOPHY

North Texas Christian Academy uses an assertive discipline philosophy designed to instill a sense of self-respect and personal responsibility within the student. Consistency is an extremely important feature of any disciplinary technique and as a result similar guidelines exist within all classes at NTCA.

Listed below are a few features of an assertive disciplinary technique.

1. The teacher, in cooperation with students, formulates classroom expectations which are posted in the classroom.
2. Consequences of misbehavior are posted and sequentially increased in intensity with the frequency of misbehavior in a day.
3. The teacher or director will contact parents for advice when, in a given day, behavior seems difficult to control.
4. For continuing misbehavior, the director will take further steps to correct the behavior.

The following methods of discipline will be used at North Texas Christian Academy:

1. Time out (age appropriate – i.e. 1 minute per year of age).
2. In-school suspension: a child continues his/her work, but is isolated from social interaction in a comfortable area (i.e. director's office).
3. Dismissal from school: This action may be taken with any student who is a disruption to a class or who disobeys school policy, guidelines, or rules. Lack of parental support of a teacher and administration is also a cause for a student's dismissal.

It is our goal to teach respect for God, others, self, property, and country.

Although we do not anticipate major behavioral problems in the classroom, if a child is having trouble adjusting to the routine or is unable to control his/her behavior appropriately, you will be contacted. If a discipline problem cannot be resolved, a child may be removed from the program if he/she cannot abide by the guidelines set in the classroom and by the North Texas Christian Academy Board.

APPEALS PROCEDURE

In order to maintain good communication and resolve any problems which may arise, it is important that everyone involved in our school understand the flow of information and authority. We are eager to address concerns as soon as they develop. The appeals system is as follows:

1. All concerns should be addressed to the source. That is, if the problem is with a teacher, then the solution of the problem should begin with the teacher involved.
2. If a resolution of problems cannot be obtained at the source, then the following channels should be followed:
 - A. Teacher
 - B. Director
 - C. Board of Directors

ARRIVAL / DISMISSAL

Drop-off and Pick-up 214-544-1794

Children will not be released to any unauthorized person (someone other than those stipulated on your child's pick up list). For verification of authority, teachers will ask to see the driver's license of any person picking up a child other than the parent or guardian.

Please call the office (214-544-1794) in the event of an emergency that will detain your student's pick-up. *Children who are not picked up within ten minutes after dismissal will be taken to Cougar Camp. Parents will then be charged a \$5.00 late fee for those first 10 minutes and \$1.00 per minute thereafter. Time will be determined by the NTCA school clock located at the front desk.*

Preschool

- You will be able to enter the building at 8:50 a.m. You may take your child to class or drop off in the carpool line. If you use the carpool line, all students must exit the vehicle on the building side of the east circle drive, and parents must remain inside the vehicle.
- You may enter again at 1:50 p.m. to pick your child up from his/her classroom. There is no afternoon carpool pick-up line. Please use the east entrance.
- If you arrive after 9:10 a.m., call the school (214-544-1794) and someone will meet you at the east door and let you in.
- Please do not park in the circle drive. Use available parking spaces when walking your child to class or picking up after school.
- Please do not park in fire lanes. This hinders the flow of traffic.
- Please do not park in crosswalks. The crosswalks are to help protect our children.
- **Please do not pull around the car in front of you in carpool unless directed to do so by a school staff member.**

Elementary & Middle School

For families with children in Kindergarten Readiness through Middle School, drop-off begins at 8:00 a.m. and pick-up begins at 2 p.m. and 3:15 p.m. according to class. Children should be dropped off at the east entrance and picked up at the southwest entrance.

Children needing early drop off must be registered for Cougar Camp. Children will be supervised beginning at 7:30 a.m. and will use the east entrance to enter the building. Please contact the school office for information.

In order to alleviate traffic congestion during school drop-off and pick up, and for the safety of our students, the following guidelines should be followed:

- Pick up and drop-off at designated areas only.
- Please do not park in fire lanes. This hinders the flow of traffic.
- Please do not park in crosswalks. The crosswalks are to help protect our children.
- If your student is not ready to be picked up, please circle the parking lot and get in line again or park.
- Please be courteous of those behind you and keep conversations with the school staff to a minimum.
- **No parking in the circle drives during drop-off or pick-up times.** It only takes one car parked at the curb to disrupt the flow. Please be courteous and observe this rule.
- **Please do not pull around the car in front of you unless directed to do so by a school staff member.**

* A more detailed version of our Student Drop-Off & Pick-up System can be found on page 34.

Late Arrival

For arrival after 8:30 a.m. (time is determined by the NTCA school clock located at the front desk), the east entrance to the building (by the school office) should be used. Call the school at 214-544-1794 for entrance. Parents are required to sign their child(ren) in at the NTCA office before the child(ren) may enter the classroom.

Release During School Day

Parents wishing to pick up a child during the school day should come to the NTCA office first and sign the child out. A staff member will then go to the child's room and bring the child back to the office. If a student becomes ill, parents will be contacted immediately to come and get him/her. No students are allowed to leave the school (other than on field trips) with anyone other than a parent, guardian, or someone designated by the parent or guardian.

In order to secure a pupil's dismissal during the school day, a parent should make the request in writing, stating the reason. This request may be made by phone or in person in the office if an emergency arises.

LENGTH OF SCHOOL DAY

Pre-school	9:00 am – 2:00 pm
Kindergarten Readiness	8:30 am – 2:00 pm
Kindergarten, Elementary & Middle School	8:30 am – 3:15 pm

Students need to arrive prior to their beginning class time and have their materials ready to start the school day.

ATTENDANCE

Absences

Regular school attendance is necessary if a child is to achieve optimal academic progress. Parents are urged to schedule medical or dental appointments after school hours or on school holidays if at all possible.

If the school has not been notified in writing prior to the day of absence, when a pupil returns to school after an absence, a written note, giving the dates and the reason for the absence, is required from the parents. The note must be given to the teacher or the absence will be unexcused.

There are two kinds of absences: excused and unexcused. Absences are excused for the following reasons:

1. Personal illness or illness in the family requiring absence of the student.
2. Death in the family.
3. Emergencies which arise, such as accidents or transportation difficulties.
4. Doctor appointments that cannot be made after school.
5. Educational travel and recreational trips which have been pre-arranged and approved by the school Director.

Absence for any of the above reasons does not excuse a student from the work missed. Unless otherwise stated, all make-up work must be turned in on schedule. Although the teacher will help, it is the responsibility of the student or the parent to ask the teacher about make-up work. When an excused absence occurs, the work missed must be made up. If not turned in on time, the student will receive a grade of “zero” for the work not completed.

A student may not be given credit for a class if the student has more than five days of unexcused absences during the semester.

If a child misses more than twenty days during the school year, or ten or more days during one semester; his or her promotion will be in jeopardy. A student missing thirty days or more during the school year, or fifteen days during one semester, will not be promoted. The administration may waive this restriction under unusual circumstances.

Tardies

A child’s learning is enhanced by promptness. Therefore, our students are expected to be in their classroom at 8:30 a.m. ready to begin their day. Arrivals after 8:30 a.m. will be considered tardy, and parents must accompany their child into the building to be signed in. Time will be determined by the NTCA school clock located at the front desk. Five or more tardies in a 9-week period will be considered excessive. After the fifth tardy, the director will schedule a conference with the parents.

HEALTH REQUIREMENTS

Vision and Hearing Screenings

The state of Texas requires that children, starting at four years of age, must have a hearing and vision screening performed in order to identify a possible problem. Screenings must be done before the end of the first semester of school. All children who are four (4) years old by September 1st, Kindergartners, 1st, 3rd, 5th, 7th, 9th graders and any first time entrants must be screened.

North Texas Christian Academy will schedule vision and hearing screenings in January to be performed by a licensed specialist. Cost for the screenings will be the responsibility of the parent/guardian of the NTCA student. You may choose to have the screenings done by your doctor, or you may choose to have the screenings done at NTCA. If you choose to have the screenings done by your doctor, we must have documentation by the end of the first semester.

Scoliosis Screening

Scoliosis Screening is required for all 6th grade students. NTCA will schedule the screening to be done at school or your doctor may perform the screening and provide us the results. Any incurred cost for NTCA to do the screening will be passed along to the parent/guardian.

Immunizations

All immunizations should be current by the time of enrollment. A statement validated by a physician or public health official, showing the month and year for each immunization, must be submitted at the time of enrollment in North Texas Christian Academy.

Any child whose immunization record is no longer current because of a birthday taking place during the school year will be allowed two (2) weeks after the birthday takes place to provide the school office with an up-to-date, validated immunization record.

Tuberculin testing is not required at this time.

Sickness and Injury

Every accident in the school building, on school grounds, on field trips, or at field day must be reported immediately to the person in charge of the student and the office. The person in charge will complete an accident report. The Director will sign all accident reports. One copy of the accident report will be placed in the child's record and one copy will be sent home. The Director will refer all accidents and emergencies to the proper authorities. Parents will be notified immediately if a medical emergency arises.

Parents must provide emergency telephone numbers and medical release forms. The parent, legal guardian, or emergency contact person on file will be called to pick up a sick student. The parent, legal guardian, or emergency contact person is expected to pick up the student immediately after being contacted.

Provisions must be made for students in the event they become ill. If a student is running a fever (99 or above), vomits, or has diarrhea, parents/guardians will be contacted to pick up the child. The child should remain at home until he/she is able to return to school and carry a normal class load. It is necessary for a child to be free of fever and symptoms for 24 hours, without aspirin or Tylenol, before he/she is allowed to return to school. Aspirin or non-aspirin substitute will be given only if a child has a temperature of 98.9 or below and the parent or guardian has signed a general waiver allowing an NTCA administrator to administer the medication. This only applies for KR and up. The dosage and time will be recorded on the Medication Chart.

NTCA's Director or designee will administer medication (prescription and non-prescription) only when a student's parent or guardian signs the medication waiver form. A form can be e-mailed to a parent if necessary. Medication sent with a note will not be administered. Prescription medication must be delivered in the original bottle by a parent or guardian and must be kept in the school office.

Please notify the office if your child becomes ill with a communicable disease (strep throat, chicken pox, lice, pink eye, etc.).

In case of a severe accident or critical illness, 911 will be called immediately.

TOILET TRAINING

All students registered in a three year old class or above **must be toilet trained**. Diapers and pull-ups are not permitted for students in those classes. We understand that beginning school is sometimes stressful for young children, and we will strive to be understanding of any accidents that may occur early on in the school year. However, if problems persist, parents will be contacted to discuss continued enrollment.

PERSONAL INFORMATION CHANGES

Please notify the school office immediately regarding any changes in phone numbers, e-mail addresses or mailing addresses. We need to be able to reach you at all times in case of illness or emergency.

MAKE-UP WORK

When a student has excused absences from classes, he/she will be given two days for each day absent to make up missed work. All incomplete grades are to be made up by the end of each grading period, if possible.

If the student does not assume responsibility for his/her make-up work, the “incomplete” shall be recorded as failing on permanent records and will not be subject to change.

Teachers are responsible for making sure that changes in their records, the grade sheets, report cards, and permanent records are affected in an accurate manner.

GRADING & REPORTS

Preschool - There is no grading scale for preschool students.

K-Readiness/Kindergarten/First Grade Scale - All Subjects

E – Exceptional

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Kindergarten/First Grade Promotion –

Promotion will be based upon the physical and social development of the student as well as the students’ acquisition of basic reading and math skills appropriate for kindergartners. Standardized test scores may also be considered. Parent conferences will be held as necessary throughout the year to discuss these various areas.

Second Grade & Above Scale –

All Academic Subjects (including Bible):

Specials:

- A – Excellent (90-100)
- B – Above Average (80-89)
- C – Average (70-79)
- F – Unsatisfactory (0-69)

- E – Exceptional
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

Second Grade & Above Promotion -

To be promoted, a student must achieve all three of the following standards:

- A. Yearly average of language arts must be 70 or above
- B. Yearly average of mathematics must be 70 or above
- C. Combined yearly average of language arts, mathematics, social studies and science must be 70 or above.

Progress Reports

Progress reports will be provided throughout the year as defined by the school calendar.

Report Cards

Report cards are distributed at nine week intervals during the school year for Kindergarten and above.

CLASS PLACEMENT

Class placement is based on the age of the child as of September 1st, unless special approval has been given by the administration.

COMMUNICATION

Written communication from school, such as notes, newsletters, E-mails, certificates, report cards, progress reports, etc., will be sent home with the student to his/her legal guardian. The school does not assume responsibility for duplicate or additional copies for other interested parties. Such information must be obtained through the student's legal guardian. Please check your child's folder for these important communications.

Classroom News

Weekly classroom news will be available online through RenWeb. Topics of study, reminders of events, and other information will also be posted. Notes will be sent home advising you of any changes or special events happening at NTCA. A calendar listing school holidays, special events, special days, and field trips is on the RenWeb home page.

Conferences

Parent/Teacher Conferences are a very important means of communication in the ongoing educational process. Parent conferences will be held at the end of the 1st, 2nd, and 4th nine week periods. Conferences can be arranged by the teacher or parent as the need arises. When you desire a conference, send a note to your child's teacher or call the office to schedule it during the teacher's conference period. We ask that you not interrupt your child's class time with an unscheduled conference.

CAFETERIA

All students will provide their own snack and/or lunch and drink daily. North Texas Christian Academy is not responsible for the nutritional value of meals/snacks provided from home or for meeting the student's daily food needs.

All classes will eat lunch in the gym. Please **do not** send **carbonated or red beverages**. Please use frozen ice packs in your child's lunch if there are items that need to be kept cool. Use of a microwave to heat food is not available for student lunches.

CALENDAR

The NTCA school calendar closely corresponds to the one used by McKinney Independent School District. The 2009-2010 calendar is available online at www.northtexaschristian.org and through RenWeb. Dates for school activities not on the school calendar will be provided periodically during the school year as these dates are established.

EARLY DISMISSAL

During the course of the year, certain days will be designated for early dismissal. These days are designed to provide special training for teachers not available at other times. Early dismissal days may exist before certain holidays as well. Sufficient notices will be given in written form.

INCLEMENT WEATHER PLAN

If MISD is closed due to inclement weather, NTCA will be closed for the day. In the case of a late start by MISD, the preschool will be closed the entire day, and the Director will determine the schedule for the elementary and middle school. MISD make-up days will not be observed by NTCA.

Check email and/or NTCA's website for information about school closing.

www.northtexaschristian.org

CHAPEL

All students are expected to participate in chapel. Chapel will be every Wednesday for elementary students and every Thursday for preschool students. Chapel dress is required for elementary and middle school students (KR & up). (see Dress Code)

DRESS CODE

Elementary (KR & up) & Middle School Students

NTCA students in grades KR and above will wear uniforms daily. Academic Outfitters is the provider for the uniform components. Brochures are available from the Director.

A. General Guidelines

1. Shirts are to be tucked in at all times.
2. Belts are required for all non-elastic waist pants or shorts with belt loops.
3. All clothing worn to school must be neat, clean, pressed and free of tears.
4. All skirt and walking short lengths are based on a standard of four inches from the crease in the back of the knee.
5. A basic athletic shoe without lights, pumps, wheels, color changing inserts, characters, or neon colors are permissible on non-chapel days. No clogs, sandals, or flip flops.
6. All students must have hair that is neatly groomed, out of the face, and a natural color. Boys' hair must be worn above the shirt collar.
7. Appearance cannot be disruptive or distracting to other students (including accessories, hair styles, and apparel). Extremes are not permissible.
8. Jewelry for body/tongue piercing may not be worn at school except pierced earrings for females. Male students may not wear earrings or ear studs or anything else in the ear.
9. Visible tattoos are not permissible.

B. Daily Dress Code

Girls:

1. Navy modesty shorts must be worn under jumpers and skirts at all times. The length of the jumper and skirts must cover the modesty shorts.
2. Uniform shirts and long pants, shorts, capris, jumper, skorts, or skirts are required.
3. Plain (navy, black or white) ankle or knee socks or tights must be worn. Aerobic tights, warm ups, long johns, and stirrups are not permitted. Approved leggings from Academic Outfitters are permitted.

Boys:

1. Uniform shirts and long pants or shorts are required.
2. White, navy, black or tan socks must be worn.
3. Belts must be worn with all non-elastic waist pants or shorts with belt loops.

C. Chapel Dress Code**Girls:**

1. Plaid Jumper (KR – 2nd); Plaid Skort (3rd – 5th gr.); Plaid Skirt (6th – 7th gr.)
2. Peter Pan Collar Shirt (KR – 2nd) or White Oxford with logo (3rd – 7th gr.)
3. Navy Modesty Shorts (KR – 2nd & 6th – 7th)
4. Crossover plaid tie (3rd – 7th gr. only)
5. Plain, white ankle or knee socks, or white tights.
6. Black or Navy Mary Jane shoes or Saddle Oxfords.

Boys:

1. Long navy pants
2. Brown or black belt (Kindergarten & up only)
3. Plaid Tie (1st grade & up only)
4. Button down white oxford shirt with logo
5. Dark socks (black, navy or brown)
6. Black or brown dress shoes

D. Jackets/Outerwear

1. Red or Navy Sweater, Hooded Sweatshirt, Fleece Jacket, or Nylon Jacket with NTCA logo from Academic Outfitters is to be worn:
 - a. if a jacket is needed inside the building
 - b. for field trips in cool weather
2. Non-uniform coats/jackets may only be worn outdoors.

Parents will be notified of any future adjustments to the dress code.

Violation of dress code policies will be handled in the following manner:

- **1st violation** – A note from the teacher outlining the problem will be sent home.
- **2nd violation** – Parents will be called and asked to meet with the director to discuss the dress code violation.

*** Any questionable violation of this dress code will be at the discretion of the Director and can be changed at any time and without notice. Should any violation of the dress code be disruptive to a learning environment or very distracting, the Director may request parents pick child up from school.**

Preschool Students

Students should be dressed comfortably for a preschool day. We also ask that your child wear closed toe shoes at all times.

Please dress your child in clothing that he/she can manage alone for toileting. All students registered in a three year old class or above **must be toilet trained**. Diapers and pull-ups are not permitted for students in those classes.

ENROLLMENT POLICIES

North Texas Christian Academy has financial and contractual agreements with faculty, staff, vendors, etc. which are made before the beginning of each school year. These obligations and commitments require NTCA to MANDATE that all elementary (KR & up) and middle school families commit financially for the entire school year. Therefore, we do not offer a refund of any tuition and/or fees for any reason including but not limited to: job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at NTCA for the contracted school year, 100% of the tuition is still due and will be paid in full.

Parents will be notified by e-mail, website or mail of any changes associated with enrollment policies or procedures of NTCA.

Acceptance of monthly installments as payment of the full amount of tuition shall not constitute a waiver or release by the school of parent and/or guardian's obligation to pay the full amount of the annual tuition charges for the entire year.

In order for a child to continue his/her enrollment at NTCA, all accounts must be current at all times. A student whose account is over 30 days past due will not be permitted to re-enter school until account is current.

All students must maintain passing grades and an acceptable standard of behavior in order to stay enrolled in NTCA.

The administration of the school shall be empowered to be the final authority on any decision pertaining to school operations.

FIELD TRIPS

Field trips are to be determined by the teacher, subject to approval by the school director. All children participating in such field trips are to have, on file in the school office, a signed general waiver, or they are prohibited from participating in such field trips. Parents will be notified of field trips as soon as the trip is scheduled by the teacher or school. Parents accompanying students on field trips are asked not to bring siblings. Parents must also have the appropriate documentation of background checks and volunteer information on file in the school office. All NTCA activities and functions are non-smoking.

Elementary and middle school students are required to wear a red polo from Academic Outfitters monogrammed with the NTCA logo and, if needed, an approved NTCA jacket/sweater for all field trips. Other uniform clothing may be approved for certain field trips.

TRAVEL CODE

NTCA students and sponsors are expected to keep to the Code of Conduct at all times during travel and as they represent the Academy during field trips.

PHYSICAL EDUCATION PROGRAM

The aim of the P.E. program at NTCA is to develop each child to his/her highest God-given potential physically, mentally, socially, emotionally, and spiritually.

1. **PHYSICALLY:** This aspect of our program will include:
 - A. Loco-motor skills: walking, running, skipping, hopping, rolling, and pulling.
 - B. Game-type fundamental skills: striking, catching, kicking, stopping, starting, throwing, batting, changing directions.
 - C. Motor factors (tumbling and gymnastics included): accuracy, rhythm, power, balance, reaction time, agility.
2. **MENTALLY:** Students will gain knowledge of game rules, safety, and sports etiquette. They will also learn strategies and techniques involved in organized activities. In addition, they will gain knowledge of how the body functions in relationship to physical activities.
3. **SOCIALLY AND EMOTIONALLY:** We want to increase each child's ability to act, interact, and react effectively with other people as well as himself/herself. We would like to help our students learn to better communicate with others and develop a sense of belonging and acceptance.
4. **SPIRITUAL DEVELOPMENT:** We want our students to realize that they are: *Created in God's Image. (Genesis 1:16-17)*
Fearfully and wonderfully made. (Psalms 13)

As an end result of the program, we want to help develop a happier, healthier, and more productive God-centered child.

SAFETY DRILLS

Fire Drills

There will be unannounced fire drills during the year. When the fire bell rings, all persons in the school building will leave the building in a quiet, orderly manner. All windows and doors must be shut, lights turned out and there must be no talking. Each student is to remain with the class with which he/she exited. All rooms will have an assigned exit through which students will pass.

Severe Weather Drills

Unannounced drills will be held during the year. An announcement will be made, and students will exit the classrooms in a quiet and orderly manner. All classroom doors are to be shut. Students and teachers will proceed to their designated areas and go into a duck and cover position until an “all clear” announcement is given by the director or designee.

BIRTHDAYS

Arrangements must be made in advance with the teacher for students celebrating their birthdays at school. Birthday celebrations take place during lunchtime and are the sole responsibility of the parents or guardians.

Invitations to private parties may not be handed out at school unless everyone in the student’s classroom is invited.

HOLIDAY CELEBRATIONS

NTCA students will celebrate the following events:

THANKSGIVING
VALENTINE’S DAY

CHRISTMAS
EASTER

ROOM SPONSORS

Room sponsors are needed for each class. If you are interested in volunteering as the room sponsor coordinator for all grades or as a room sponsor for one class, please contact the Director.

FUNDRAISING

The NTCA Board recognizes the necessity of fundraising. Great care will be taken to limit the use of students in this area. Fundraising events differ from year to year. Parents will be given notice of fundraising events in a timely manner.

LOST AND FOUND

1. Student's name should be on all belongings. Keep in mind that uniform articles of clothing are identical. (Lost articles that are labeled can be returned to your child.)
2. Do not bring money or valuables (see "valuables" on page 31).
3. Articles that are found will be kept in Lost and Found. Small articles such as jewelry, glasses, and pens will be kept by the Director and may be claimed upon identification.

PICTURES

Individual and group school pictures will be made each year. The purchase of these pictures is optional.

SCHOLASTIC BOOK CLUBS

The Scholastic Book Clubs are an excellent resource for reasonably priced children's books. Approximately once a month a flyer will be sent home for your review. If you choose to place an order, simply return the form to your child's teacher along with a check or money order made payable to Scholastic Book Club. The school earns bonus points based on the total dollar amount of each month's order. Books for our school library are ordered with the bonus points.

SUPPLIES

An official School Supply list is available in the office before the school year begins. The school does not stock supplies for sale. A complete list of school supplies for each grade level is listed on the NTCA website www.northtexaschristian.org.

VALUABLES

Students are cautioned not to bring expensive items such as cell phones, jewelry, radios, or cameras to school. The student, not the school, is responsible for personal property. Student use of cell phones is strictly prohibited.

VISITORS

Students must receive written permission from the Director before bringing a visitor to classes or on campus. Visitors should report to the office when they arrive in order to sign in and receive a visitor's badge. Teachers will be informed, in advance, when visitors will be in school. Parents are welcome to visit a classroom provided they sign in at the front desk of the school and receive a visitor's badge. The office should clear visits to the room. All visitors are expected to follow the dress code and code of conduct which NTCA students follow.

Parents who wish to review and/or discuss any questions or concerns about the policies and procedures of NTCA with the director should:

- Call for an appointment at 214-544-1794.
- Sign-in at the front desk upon arrival.

All visitors, including parents, need to sign in/out when entering or leaving the school. Please sign in before proceeding to classrooms or work areas. If a visitor gains entrance to the school through the West door, someone from the church office will contact us. That visitor must then sign in/out at the school office.

REQUEST FOR INFORMATION FROM THE SCHOOL

Parents may request to review a copy of the minimum standards and most recent Licensing inspection report by contacting the school office.

Parents may contact the local Licensing office, PRS child abuse hotline, and PRS website by using the following information.

PRS Child Abuse Hotline 1-800-252-5400

Local Licensing Office – Plano 972-633-6300

www.parentinginformation.org/PRSHotlines.htm

www.tdprs.state.tx.us

WITHDRAWAL POLICIES

Kindergarten Readiness, Kindergarten, Elementary , and Middle School:

If for any reason a student withdraws during the school year, the tuition contract obligates parents/guardians to pay the remaining tuition balance for the entire school year. Please make arrangements for payment with the Director. Official school records and report cards will be released only when all charges are paid in full.

1. All work must be up-to-date in order to receive current grades in each subject. Along with the withdrawal date, the number of days attended will be reported. Students must have been present at least four weeks of the nine weeks in order to have grades recorded.
2. A withdrawal form must be completed and signed by the Director, before any student may withdraw from NTCA.

2-day Preschool Students:

If it is necessary to withdraw a 2-day preschool student, the tuition contract obligates the parent/guardian to notify the director in writing at least thirty (30) days before the date of withdrawal. If thirty (30) days notice is not given, payment of the tuition and fees for the next full month will be required. No portion of tuition and fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawal or dismissal from the school.

YOUR CHILD

Your child will be the best source of information about his/her school day. You will enjoy watching the growth and love for learning that develops. Please check your child's take home folder each day for special notes, classroom calendars, school work, and works of art. Utilize the classroom calendar to discuss weekly topics and interests. Listen to the wonderful perspective your child brings to every learning experience.

North Texas Christian Academy – Elementary & Middle School Student Drop-off & Pick-up System

School Drop-off and Pick-up Options – KR & up

North Texas Christian Academy has organized a school drop-off and pick-up system to ensure your child's safety and to promote efficiency and convenience for parents at those times. Students may arrive and depart from school in two ways:

1. **Drive through** – Parents may drive through the drop-off/pick-up line in the designated circle drive for their division of the school to drop-off or pick-up a child or a group of children. In this case each driver must obtain a car pick-up number (see Car Pick-up System below for details). Cars without official NTCA carpool cards will not be allowed to pick-up children.
 - Students will be dropped-off at the circle drive on the **East** side of the building and picked-up at the circle drive on the **South** side of the building.
 - To ensure safety, all students should exit and enter vehicles from the building side of the circle drive, and parents must remain inside the vehicle.
2. **Park and walk** – For those parents who prefer to park and drop-off or pick up their children without using the drop-off or pick-up line, please keep these guidelines in mind:
 - Please use a designated parking space to park your car while you enter the building.
 - No parking in the circle drives during drop-off or pick-up times. It only takes one car parked at the curb to disrupt the flow. Please be courteous and observe this rule.
 - Children waiting after school must be picked up by a parent at the holding area only. **DO NOT ASK YOUR CHILD TO MEET YOU IN THE PARKING LOT!**
 - Please do not walk in front of the carpool area between cars in the circle drive. This area will be off-limits during drop-off and pick-up times for non-carpoolers. This is a safety issue. Parents are asked to walk on sidewalks as much as possible and make sure their students follow the same rules.
 - When leaving the lot drive slowly and be observant of other drivers.

The Car Pick-up system

The system applies after school only for children who will be picked-up in a circle drive. Every family is issued a card with a pick-up number. This card is displayed as the driver joins the pick-up line. The teacher on duty checks the master list to make sure the children are ready when the car arrives at the curb. Every car needs a pick-up number whether it picks up one or more children. Note: Once you have a pick-up number, you are not obligated to use it every day; you still have the option of parking and walking to meet your child. Please remember to follow these guidelines:

- You must have a car pick-up number to drive through the pick-up line at dismissal times.
- If you are carpooling, please display the car numbers from each family.
- **No parking in the circle drives during drop-off or pick-up times.** It only takes one car parked at the curb to disrupt the flow. Please be courteous and observe this rule.
- When leaving the lot, drive slowly and be observant of other drivers.

Please call the office (214-544-1794) in the event of an emergency that will detain your student's pick-up. Children who are not picked up within 10 minutes after dismissal will be taken to Cougar Camp. Parents will then be charged a \$5.00 late fee for those first 10 minutes and \$1.00 per minute thereafter. Time will be determined by the NTCA clock located at the front desk.

Contact the school office for a copy of Eligible Persons for Student Pick-Up Form

NORTH TEXAS CHRISTIAN ACADEMY

Parent & Student Handbook Acknowledgement Form

North Texas Christian Academy developed its Parent and Student Handbook to serve as a resource to parents, students, and staff. The handbook provides general information regarding policies, practices, and procedures. The handbook is not all inclusive and is subject to change. Please read and review this information with your child(ren) so that there can be a shared understanding of NTCA's expectations for student behavior, as well as, the general practices of the school.

Please **sign and return** this acknowledgement form to your child's classroom teacher **as soon as possible**. Failure to sign or return this form does not affect the student's responsibility to act in accordance with the policies outlined in the handbook.



My child(ren) and I have read and discussed the North Texas Christian Academy Parent and Student Handbook for 2009-2010. I understand that the handbook contains information that my child(ren) and I may need during the school year. By signing below, we are agreeing to follow the school procedures, regulations, and policies as outlined in the handbook.

Parent/Guardian Signature

Date

Please complete the following for each child attending NTCA.

Student's Name (please print)

Grade / Teacher

Student's Name (please print)

Grade / Teacher

Student's Name (please print)

Grade / Teacher

Student's Name (please print)

Grade / Teacher