

# **NCF ACADEMY**



## **PARENT/STUDENT HANDBOOK**

***For the 2011-2012 School Year***

*“Instilling a Spirit of Excellence in Your Children”*

## **Welcome Letter**

Dear NCF Parents and Students,

We joyfully welcome you and your family to NCF Academy's 2011-2012 school year. We, at NCF Academy, are excited about the wonderful things that God is doing at our school and the great opportunities that lie directly ahead of us.

NCF Academy is a ministry and a vision of Pastor Stephen and Alice Andzel of New Creation Fellowship Church, founded in 1981. As the ministry of New Creation Fellowship has served the families of WNY for over 20 years, so is the commitment of NCF Academy to serve all children from Kindergarten to 12<sup>th</sup> Grade.

We count it an honor and privilege to raise up the next generation of Christian leaders, instilling a spirit of excellence in your children. As a family of God working together toward one common goal, it is important that we provide your children with a strong foundation in God's Word, while thoroughly preparing them to excel in their academic studies.

Thank you for your commitment to Christian education for your child, as we understand the dedication and sacrifice that it takes to send your child to NCF Academy. We also thank you for placing your confidence in us to imprint your child with God's Word, fulfilling the purpose of God in their lives.

Sincerely,

Pastor Stephen and Alice Andzel

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## **NCF CONTACT INFORMATION**

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Fax	716-631-8596

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3325 GENESEE ST  
CHEEKTOWAGA, NY 14225**

WEB SITE [WWW.NCFACADEMY.COM](http://WWW.NCFACADEMY.COM)

SEPTEMBER 2011

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**NCFA CALENDAR  
2011-2012**

**September 7** 1st day of school for students

**October 10** No School, Columbus Day

**October 24 & 25** No School, Teacher Training

**November 10** End of 1st Grading Period

**November 11** No School, Veteran's Day

**November 24 & 25** No School, Thanksgiving Holiday

**December 21 - Jan 2** Christmas Break, No School

**January 16** No School, MLK Day

**January 27** End of 2nd Grading Period

**February 20 - 24** No School, Winter Break

**March 16** No School, Staff Day

**April 5** End of 3rd Grading Period

**April 6 - 13** Easter Break, No School

**May 28** No School, Memorial Day

**June 15** Last Day of School, End of 4th Grading Period

**June 24** End of Year Celebration, Graduation Ceremony

JANUARY 2012

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APRIL 2012

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MAY 2012

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JUNE 2012

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\*\*\*No School \*\*\*School Event \*\*\*Chapel Days

## GENERAL INFORMATION

### About Us

NCF Academy is a ministry of New Creation Fellowship Church, a Word of Faith Organization founded by Pastor Stephen and Alice Andzel in 1981. The school came into existence as a result of the need that Pastor Andzel saw for all children to be academically prepared and nurtured in a Christ-centered environment. The Academy currently serves children in grades K-12. Every area of academic discipline incorporates the sound doctrines of Christ. NCF Academy teachers and staff are all born again believers, both spiritually and academically qualified to teach each student.

### The Vision for NCF Academy

Our vision for NCF Academy is to provide a superior Academic program centered on God's Word and Principles, for all school age children of WNY, imprinting them with God's everlasting covenant.

### Mission Statement

The mission of NCF Academy is to prepare each student spiritually, academically, socially and physically so that they fulfill the purpose of God in their lives, becoming successful leaders of tomorrow.

### Our Goal

- Is to prepare students in spirit, mind and body to carry out God's plan for their lives.
- Is for each student to be well prepared in all academic disciplines.
- Is for each child to excel academically in reading, math and writing.
- Is to inspire and encourage each child to pursue lifelong learning.
- Is to provide affordable tuition to all families.

### Educational Philosophy

Education at NCF Academy is approached from a Biblical perspective that recognizes that God is the authoritative source for all knowledge; and He shapes the Christian's view of reality with regard to time, matter, and Mankind.

## Statement of Faith

New Creation Fellowship Academy believes:

- In One God – Father, Son, and Holy Spirit, Creator of all things.
- In the Bible in it's entirety to be the inspired Word of God, and the infallible rule of faith and conduct.
- In the personal salvation of believers through the shed Blood of Jesus Christ.
- In the Divine Healing, through faith in the Name of Jesus Christ.
- In Water Baptism.
- In the Baptism of the Holy Spirit as distinct from the New Birth.
- In Speaking in Tongues as the Spirit of God gives utterance.
- In the Gifts of the Spirit and the evidence of the Fruit of the Spirit.
- ALL things are available to believers.

## School Colors

NCF Academy's school colors are royal blue, gold and white. Royal blue reminds us of the grace that we have in Christ Jesus. Gold is symbolic of God's glory. White presents the fresh start that Jesus has given us.

## School Uniform/Dress Code

NCF Academy is dedicated to the spiritual, academic, social and physical development of our children. Basic to this concept is the principle that neat and appropriate dress helps to develop self-discipline and pride.

The code for appropriate dress and personal appearance is in effect throughout the school day. Modesty is our goal. **Materials and styles designed to be form fitting are never permitted.**

### DAILY DRESS

#### **Girls:**

- Dress pants or capris (weather permitting) – no dresses or skirts. Solid navy blue or khaki. All pants worn with a plain, brown or black belt. Belts can not have any design or writing on them. No cargo pants or tight, form-fitting pants. Pants must be able to cover the girl's back side when she bends over, or is sitting at her desk. All pants are to be worn with a belt.

- Polo shirts with three buttons, (navy blue, white or yellow), and of cotton blend material. All shirts are to be tucked in at all times and buttoned up. The top button may be unbuttoned.  
Girls' polo shirts cannot be form fitting. When buttoned the buttons can not be strained and must be able to stay buttoned.
- Long sleeve shirts that are navy blue, white or yellow may be worn under shirts during the winter, or if a student gets cold during the school day, but the buttons must still be buttoned.
- Crew neck pullovers, sweater vests, "V" neck sweaters or cardigans may be worn over a dress code top but they have to be of a solid color.
- Turtle necks of dress code colors are permitted, but cannot be form fitting.
- **No sweaters with hoods or "hoodies" are permissible to wear during the school day.**

#### **Boys:**

- Dress pants, dress shorts (must be knee length or below) in solid navy blue or khaki. No cargo pants are allowed. All pants are to be worn with a simple, black or brown belt. No design or writing is permitted on the belt. Pants must be around the waist at all times, and shirts are to be tucked in.  
**No clothing worn under the student's pants should be showing.**
- Polo shirts with three buttons, (navy blue, white or yellow), and of cotton blend material. All buttons must be buttoned, the top may be left undone. All shirts must be tucked in at all times.
- Long sleeve shirts may be worn under the polo shirts if the child should get cold during the school day.
- Turtle necks of dress code colors are permitted.

#### **Footwear:**

Sneakers or boat shoes. **Boots are not permitted due to them bringing in excessive dirt and snow.** All shoes must be worn with socks. No opened-toed shoes are allowed at any time. This is for the safety of the student.

### **CHAPEL DRESS**

#### **Girls:**

Skirts, dresses or jumpers are allowed. They must be conservative, non-form fitting, knee length or longer. Slits may be no higher than knee. Dresses/jumpers cannot have lettering or images on them.

#### **Boys:**

Dress code slacks, white dress shirt, tucked in, with a tie.

### **JEWELRY**

The only jewelry permitted is a watch and a ring. Necklaces are permitted; but if worn must be inside the shirt. **Only girls** may wear earrings. They can only be studs.

## **HAIR**

Hair is to be clean, neat and conservatively styled. Hair may not be dyed to unnatural colors.

## **ACCESSORIES**

- No accessories brought into the school can contain profanity, offensive pictures, derogatory statements, or anything that would go against what we as a school represent.
- Hats, caps, sunglasses and cell phones are not permitted during the school day.
- Inappropriate items will be confiscated, and will only be released to a parent or guardian.

## **TATTOOS**

Tattoos are not allowed.

# **Admissions/ Enrollment Policy**

## **Nondiscriminatory Admissions Policy**

NCF Academy admits students of any race, color, gender, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, nationality, or ethnic origin in the administration of its educational and admissions policies, and athletic and other school programs.

## **Enrollment Process**

Prospective students desiring to attend NCF Academy must request and complete an application for admission. Upon completion and submission of the application, a non-refundable fee of **\$75** is required to be paid prior to enrollment consideration. (A portion of this fee is designated for new student diagnostic testing.)

Students returning to NCF Academy will need to turn in a completed registration form, and a **\$50** fee to the school office by June 4, 2011 to reserve placement for the following school year.

## Diagnostic Testing

All transfer students up to 8<sup>th</sup> grade will be administered a diagnostic test to determine academic placement. Since each curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed.

Upon receipt of the completed application for admissions packet, the student will be contacted to schedule a date and time for testing. Diagnostic testing takes an average of 5 hours (depending upon the child). Please make sure that your child has had a nutritious breakfast before he/she is administered the test. Test results will be communicated to each parent prior to the first day of school. An academic plan will be established for the student between the parents/guardians and the school.

The results of the diagnostic test may indicate areas of academic deficiency that will require new students to complete review or “gap” PACEs before beginning work at their grade level. In some cases an entire subject will need to be repeated due to significant deficiencies. This will be agreed upon by the parents/guardians and the school, and understood to be for the long term benefit of the student.

## Tuition Policy

A statement of fees and tuition is provided to each family during the enrollment process. All families must sign a tuition payment agreement at the beginning of the school year.

Tuition cost is \$4600 per student per year. Monthly installments (10) are due on the 20<sup>th</sup> of each month, starting August 20, 2010 and ending May 20, 2010. **Any payment received after the 20<sup>th</sup> is subject to a \$20 late fee. If payment is not received by the 1<sup>st</sup> then the student will not be allowed to return to school until the payment due is met in full.**

There is a 5% sibling discount.

You may choose to pay your tuition in full by 9/1/2010 (at which time you will receive a 10% discount), or you may pay in two installments, with the first payment due on September 1, 2010 and the second on January 1, 2010; which will then entitle you to a 5% discount.

**NCFA accepts cash, checks, money orders, MasterCard or VISA debit or credit cards and Discover.** Payments may be mailed, handed in to a NCFA administrator, or placed in the church’s drop box in an envelope with the student’s name and NCFA written on it.

Any overpayment of a tuition installment will be credited toward the last payment due for the school year.

## Withdrawals from School

Withdrawal from NCF Academy must be made through the school office. **Parents of students attending as little as one day of the month will be responsible for the full month's tuition.** Designated procedures and forms must be completed before a student is officially withdrawn. Lost books, library debts, past due tuition, etc. must be taken care of prior to the withdrawal. If a student is not formally withdrawn, he/she will continue to assess tuition costs. School records will be withheld until all balances are paid in full.

## **Academic Program**

### Our Curriculum

NCF Academy is a Christian school that utilizes the Accelerated Christian Education (A.C.E) program as the primary curriculum for grades K-12.

The Bible is the ultimate Truth, and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

A.C.E. believes:

- A child must be at a level where he can perform.
- A child must have reasonable goals.
- A child's learning must be controlled and motivated.
- A child's learning must be measurable.
- A child's learning must be rewarded.

### About the Accelerated Christian Education Program

Since 1970 Accelerated Christian Education has offered quality education using a curriculum based on Christian principles. The A.C.E. program consists of four key components:

1. **Individualized Learning** – Allowing your child to progress at his/her own performance level under the supervision of instructors.

2. **Diagnosis** – Diagnostic tests determine current academic ability, and clearly identify any learning gaps within all subjects.

3. **Goal Setting** – Students learn through setting daily goals. They learn responsibility, self-discipline, and accountability with guidance and supervision of instructors.

4. **Mastery** – Students must master at least 80% of the material before advancing.

Accelerated Christian Education offers individualized core curriculum with a scope of preschool through college preparatory levels in math, English, social studies, science, and Word Building (Etymology for level 9). Additionally, stand-alone educational software for enhancement, academic electives, and learning-to-read programs are used along side of the curriculum.

## **Core Subjects**

The core curriculum includes the six basic academic disciplines that provide students' essential educational needs: math, English, Literature and Creative Writing, social studies, science, and Word Building (spelling). Each core curriculum subject contains 156 PACEs (Each booklet or unit of Accelerated Christian Education curriculum is referred to as a PACE. There are twelve units to one year of subject material) beginning with preschool and ending with Level 12. Exceptions are math (which contains 144 PACEs), Word Building (which concludes with Level 9), and Literature and Creative Writing (which begins with Level 2 and will conclude with Level 8).

Each curriculum course consists of **12 PACEs** per level. Normally students complete a minimum of 70 PACEs each in one academic year; however, this varies according to the students' abilities and the school's efficiency. Students normally keep academic balance in the subjects in which they are working and complete about the same number of PACEs in each subject--that is, after they have completed "gap" PACEs. Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best, but are able to work on their levels of proficiency and proceed as they are capable. Note: The core curriculum is enhanced with DVDs, videos, and computer software.

Typically, students work daily on one PACE at a time in each of the six subjects. The PACEs may be on varying levels, according to the students' achievement in each subject and according to their academic prescriptions based on their diagnostic test results.

## **ELECTIVES**

In addition to our Core Curriculum, NCF Academy will provide electives to enhance each student's academic skills. Electives that may be offered include Spanish, Literature and Creative Writing, Music, Art and Technology. Some electives will have a material fee.

# GENERAL HIGH SCHOOL COURSE REQUIREMENTS

				Minimum Credits Required
<b>CORE</b>	<b>MATH</b>	Algebra I Geometry Business Math or Courses Below PACE 1097	1.0 1.0 1.0	3.0
	<b>ENGLISH</b>	English I English II English III English IV	1.0 1.0 1.0 1.0	4.0
	<b>SOCIAL STUDIES</b>	World Geography World History American or National History U.S. Civics and Economics	1.0 1.0 1.0 1.0	4.0
	<b>SCIENCE (Labs Required)</b>	Biology Physical Science	1.0 1.0	2.0
	<b>BIBLE</b>	New Testament Survey (Required) Choose One of the Following: Old Testament Survey Life of Christ New Testament Church History	1.0  1.0	2.0
	<b>ETYMOLOGY</b>		1.0	
<b>NONCORE</b>		aceconnect/Computer Literacy Speech Music Health Physical Education – Maximum of 2 Credits Electives or Core Subjects Below PACE 1097	1.0 0.5 0.5 0.5 2.0 3.5	9.0
	<b>Total Minimum Required Credits:</b>			<b>24.0</b>

\*\*\*Honor and College Preparatory diplomas are also available for individual students who meet the criteria. This is subject to the Parents, NCFA staff and student.\*\*\*

## Daily Schedule

### Arrival/Departure Times

The NCFA School Day **begins at 9:00 AM**. Doors open at 8:45 AM. **Dismissal time is at 3:00 PM**. You may pick your child up before this time by coming to the office to sign your child out. Any child picked up after 3:15 is considered a late pick-up.

### Late Pick-Up

After 3:15 a fee of \$5 for every 30 minutes that a child remains after school will be incurred. The fee will be required to be paid before the child can return to school again. If the child is picked up late more than 4 times, a meeting will be held with the parents. It needs to be understood that the school is not staffed to care for children after 3:15. When a child is not picked up on time the teacher is being taken away from the next school day's preparation.

### MORNING EXERCISE

Every school day will begin with morning exercises that include the Pledge of Allegiance to the United States flag, to the Christian flag and to the Bible. A short lesson related to the memory verse will be followed by prayer before beginning PACE work at 9:15AM. Daily routines will vary depending upon your child's age and class.

Pledge to the American Flag - "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."

Pledge to the Christian Flag - "I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Saviour, crucified, risen, and coming again with life and liberty for all who believe."

Pledge to the Bible - "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; and I will hide its words in my heart that I might not sin against God."

### Chapel/Prayer

Chapel days will be the 2<sup>nd</sup> and last Friday of every month. Proper dress attire is required. See dress code.

## Meals

Lunch time is for 45 minutes and is eaten in the break room. This is a time for the children to take their time to eat, and to have time to fellowship with other classmates. The school does not offer meals, so meals need to be arranged by the parents/guardians. The school does not have anything for the children if lunches have not been arranged.

The school has an agreement with Macy's Place Pizzeria, which offers a few items such as pizza and chicken fingers. The order slips can be picked up at school, and need to be dropped off before 10:00am.

Snacks are available for purchase during breaks and lunch. This is not to be substituted for a well-balanced meal that the students will still need for lunch.

## Lockers

Lockers are a privilege for the students at NCF. It is the responsibility of the student to keep their locker clean. The student may not make any permanent changes, deface, destroy or abuse the lockers in any way. Any student who abuses these privileges will lose the right to use the lockers.

A combination lock is required to use with the lockers. The combination is to be given to the NCF staff so that the staff will have access to the locker. The locker is to be used as a safe place for the student to keep their belongings. However, it is still considered to be property of the school and open to search at all times by NCF staff.

## **Disciplinary Policy and Procedures**

Discipline is an integral part of the education of children. It has been proven that children cannot effectively learn in an environment which lacks discipline. At NCF Academy we will discipline each child by administering correction through God's Word.

We seek to cooperate with the home in imprinting the following characteristics in each student:

- Respect for God's Word, the Bible, as your instruction for living.
- Respect and pray for all in authority.

- Truthfulness and honesty in every area of your life.
- Respect for school property.
- Responsibility in completing all assignments or expected tasks on time, and to the best of your ability.
- A demonstration of unconditional love toward others.

In effect, we hold fast to 1 Corinthians 14:40, in that all things should be done decently and in order.

## **Disciplinary Procedures**

At NCFA we have instituted a merit/demerit system. Students can earn privileges with good behavior and a good attitude. Students can lose privileges if their attitudes or behavior are poor. All discipline will be administered fairly and be backed with Biblical principles. The penalties are designed to bring the students' habit patterns within the parameters established by the school.

**Demerits-** Negative reinforcements, which are issued according to a student's behavior. Small numbers of demerits do not generally indicate problems, larger numbers do. Loss of privileges will incur for the student who acquires more than 2 demerits in a day. (See Responsibilities and Privileges). Excessive demerits will require a meeting with parents/guardians and possible **disciplinary action**.

### **One demerit will be received for these infractions:**

- Disturbance/Fooling around
- Dress Code violation
- Unauthorized talking
- Out of seat without permission
- Scoring violation
- Chewing Gum
- Poor attitude/ griping
- Leaving room without permission

### **Three demerits will be received for these infractions:**

- Lying, cheating, profanity, insubordination, disrespect
- Verbal disputes
- Goals incomplete (unless authorized by staff), incomplete homework
- Use of cell phones, I-Pods, or personal electronic devices. See Accessories. All cell phones are to be turned into the teacher/supervisor at the beginning of the school

day. If a student is found with a cell phone during the day, it will be confiscated and returned only to the parent/guardian.

**Disciplinary Action:**

1 Demerit = Grace

2 Demerits = Loss of class privilege

3 Demerits = Silent lunch

4 Demerits = Detention

5 Demerits = In School Suspension and meeting with parent/guardian.

10 demerits or more in one week = 1 day Out-of-School Suspension (OSS) and meeting with parent/guardian. Demerits are cumulative for the week, and will be totaled on Fridays. OSS will be implemented on the following school day. **The meeting will sometimes occur after the suspension has already taken place.**

**Note:** Students will not be disciplined for something they could not, by age, be accountable for. This type of inappropriate action will be dealt with by instruction.

**Silent Lunch-**

Silent lunch will be served during lunch. The student will be separated from the class during this time, and moved to a separate area. A notice will be sent home the day of the infraction, and a phone call will be placed to the parent/guardian. If possible, an e-mail will be sent as well. The silent lunch will take place on the next school day.

**In-School Suspension (ISS) –**

ISS will include the entire school day. The student will be isolated and excluded from breaks, lunch, gym and other special activities. The student will be given the same break and lunch times but will stay separated from the class.

**Out-of-School Suspension (OSS) –**

Suspension from school is a very serious matter. It is the result of repeated offenses or one major offense. The student will not be allowed in school from one day up to five days depending upon the seriousness of the offense.

### **Immediate Suspension –**

The parent/guardian will be expected to pick the student up immediately from school if any of the following occur:

- physically fighting
- blatant insubordination
- harmful behavior to self or others

This will be followed up by a meeting with parents/guardian, and further disciplinary action will be implemented as determined by NCFA Staff.

### **Probation/Dismissal –**

Students with chronic disciplinary problems may be placed on probation, following a conference which includes the parents, student and administration. The probationary period will be no more than 30 days. A student who does not respond to efforts of help will be dismissed.

Attending NCF Academy is a privilege, and the cooperation of both the student and parents/guardians is expected in support of school standards, policies, and personnel. Any questions or disagreements should be handled by communicating through proper channels, which will encourage and maintain a cooperative spirit at NCF Academy.

**MERITS –** A positive incentive to encourage students to make good choices. A merit is also a reward for good behavior and a good attitude.

#### **Merits can be earned for the following, but are not limited to:**

- Good Attitude
- Completed Goals
- Encouraging others positively
- Positive role modeling
- Helpfulness to others
- Working Quietly
- Adherence to dress code

## **STUDENT RESPONSIBILITY AND PRIVILEGES**

### **GOAL SETTING**

The A.C.E. program emphasizes the importance of daily goal setting. The student must take learning one day at a time. The total yearly workload may seem insurmountable, but a steady completion of work will see the student through. **Students must set achievable daily goals. NCF Academy recommends that students complete an average of 4-7 pages in each subject per day.** However, students should balance the workload between the easier and more difficult subjects.

At the end of each day, students are to fill out their Goal Cards. It is important the student takes no more than three weeks to complete and Test on a PACE. Encourage the student to take at least two Tests each week. This is the minimum for academic progress. Most students will tend to complete the minimum amount of work each day, and may need to be encouraged to do more. Students should attempt challenging tasks. This will force the student to set priorities, to struggle, to concentrate, to seek alternatives, and to budget time. These tasks build confidence and maturity as students experience accomplishment through effort, determination, and right choices.

When setting goals, the student should consider the difficulty of the pages. A student may be able to complete six pages of work in a PACE when those pages contain illustrations or less complicated material. However, for more difficult pages, such as those with many math problems, complex English activities, or difficult reading or writing assignments, the student may be allowed to complete fewer pages in that subject. When the student takes full responsibility for goal setting, additional time should be added to review the objectives, scan the material, complete the Self Test, score the work, and determine a day to take the Test.

The student should count the number of pages, and divide that total by the number of days allotted to determine the minimum daily goals. If a student tends to procrastinate by not completing goals as expected, the supervisor/teacher may write a "target test date" on the front cover of the PACE. Care must be taken to safeguard the academic integrity of NCF Academy. To minimize the temptation and possibility of cheating, the student must be supervised during work time.

A verse in the monthly Scripture should be a part of each student's daily goals. Any goal not completed during the school hours will be sent home as homework with the exception of Tests, Self-Tests, and Check-ups, which may only be done in school. A demerit will be given for any homework not completed.

## RESPONSIBILITIES AND PRIVILEGES

When a person assumes greater responsibilities in life, he earns greater privileges. This principle is taught through the A.C.E. incentive system, designated by the letters "A," "C," and "E." Each letter represents a privilege level that may be earned by meeting responsibilities outlined below. Plastic letters may be presented to students during Monday morning opening exercises. Students display the letters in their offices during the week. The letters not only inform the supervisor and monitors as to which students have privileges, but also provide tangible rewards and public recognition for a job well done.

### Level "A" Responsibilities:

1. Complete 2 PACEs a week.
2. Maintain academic balance.
3. Accumulate no more than 45 minutes of detention the preceding week.
4. Memorize the previous month's Bible selection.

### Level "A" Privileges:

1. 15 minute morning breaks (students without privileges receive ten minutes).
2. May read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. May engage in approved extracurricular activities in office (i.e. class presentations or projects, crafts, puzzles, games, inspirational tapes, and computer).

### Level "C" Responsibilities:

1. Complete 2 PACEs a week.
2. Maintain academic balance.
3. Accumulate no more than 30 minutes of detention the preceding week.
4. Memorize the previous month's Bible selection.
5. Present a special monthly 5 minute oral report on an interest area or project.

### Level "C" Privileges:

1. 25 minute morning breaks.
2. May read approved literature in office, listen to inspirational tapes in office at any time during the day, except at required classes (i.e., art, music, group discussions, and gym).
3. May engage in approved extracurricular activities in

- office or other assignments outside of the Learning Center.
4. May be out of seat without permission in Learning Center.
  5. May serve on approved projects (i.e., errands, office, and student tutor).

Level “E” Responsibilities:

1. Complete 2 PACEs a week.
2. Maintain academic balance.
3. Accumulate no detention the preceding week.
4. Memorize the previous month’s Bible selection.
5. Read and report on a literature book or a book selected from a prepared list. (May substitute a 5 minute oral report on an interest area or project.) The report qualifies for a four week period.
6. Be available for participation in activities (i.e., chapel/ assembly, and guest tours).
7. Must be engaged in some community service on a regular basis (i.e., music, drama, visiting nursing homes) or church related service (i.e. children’s ministry, outreach and maintenance).

Level “E” Privileges:

- 1-5. Same as “C” privileges, plus 6 and 7 below.
6. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
7. May attend approved off-campus functions of a spiritual or educational nature (i.e. student conferences, volunteering, internships, etc.

## **FIELD TRIPS**

FIELD TRIPS ARE A PRIVILEGE AND NOT A RIGHT. THEY ARE A POSITIVE REINFORCEMENT FOR STUDENTS WHO HAVE ACHIEVED THEIR GOALS AND HAVE HAD GOOD BEHAVIOR.

STUDENTS THAT HAVE NOT COMPLETED THEIR WEEKLY GOAL OR HAD ISSUES WITH THEIR BEHAVIOR WILL NOT BE PERMITTED TO PARTICIPATE IN THE FIELD TRIP. THEY WILL REMAIN AT THE SCHOOL AND DO THEIR SCHOOL WORK.

## PARENT/GUARDIAN RESPONSIBILITY

### CONTACT

It is imperative that the contact information be up to date and correct. The school must be able to get in touch with the parents/guardians or designated contacts if there is ever an emergency.

### FINANCIAL

The parent or guardian is responsible for all fees incurred after enrollment.

### REGISTRATION

Parents of all children desiring to attend NCF Academy must submit a completed application for the admissions packet with the application fee. Diagnostic testing for new students and all registration documents are also required.

### MOTIVATION

Motivation is a positive element that inspires achievement. A parent's consistency, love and interest will build a child's self image and confidence, and inspire the student's further success.

### PARENT VOLUNTEERS

In order for NCF Academy to be successful it is essential that the parents/guardians are involved in volunteering at the school. **At NCF Academy a minimum of 4 volunteer hours per month per family is required.** These hours may be spaced out over the entire month, or completed at one time. The hours may be completed during school hours, or after hours in the evening during the week, or on a Saturday during the day. Please submit your available hours to the school administrator by the end of September and include at least one of the following areas that you will commit to as a volunteer:

- Checking Paces – evening hours
- Classroom monitor – specify day and time
- Lunch monitor – specify day and time
- Chaperone for field trips

### FUND RAISING

Each year 2 major fundraisers will be designated. Participation in each of these fundraisers is required.

## PARENTAL ASSISTANCE

Parents are asked to help develop good study habits in their child by:

1. Providing a quiet, well lit, comfortable place to do homework.
2. Regularly checking homework for neatness and completeness.
3. Being sure your child has a supply of necessary materials (pencils, paper, dictionary, erasers, etc.) to complete the work.
4. Keep distractions to a minimum (TV, radio, etc.)
5. Encourage efficient use of study time by checking what the child has to do before they start, and what has been accomplished when finished.

## PRAYER

We ask that you commit to pray daily over our students and staff.

# **GRADE REPORTING AND ACADEMIC RECOGNITION**

## ACADEMIC REQUIREMENTS

The academic requirements for each grade level are developed to meet, and in most cases exceed, the curriculum standards of NYS Department of Education. Grades will reflect both academic achievement and effort in subject areas. Overall Christian conduct will be evaluated.

## PROGRESS REPORTING

NCF Academy will communicate your child's academic progress in the following ways:

- Progress Reports will be mailed every 10 weeks, and are required to be signed and returned on the specified date.
- Parent-Teacher Conferences will be held in October and February, or as needed.

## PERCENT GRADE – LETTER GRADE

98-100	A+
96-97	A
94-95	A-
92-93	B+

90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-
U	Unsatisfactory
I	Incomplete

### HONOR ROLL REQUIREMENTS:

1. Three stars in each core subject – Math, Science, Social Studies, English, Word Building and Electives (Literature, Bible, etc.)
2. Qualifying total PACE test average:
  - a. Supervisor’s honor roll: 88-93%
  - b. Principal’s honor roll: 94% or higher
3. Memorization of each month’s scripture passage

### **Attendance Policy**

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent frequently will fall behind in academic achievement. NCF Academy reserves the right to retain a student who accumulates too many absences at the same grade level. Any student who is absent 15% (27 or more days) during the school year may be required to repeat the same grade level.

### Absences

If a student is going to be absent from school, a parent is asked to call to notify the school office by 9:00am. An absence may be excused by the school for the following reasons:

- student illness

- an emergency
- one imposed or sanctioned by the school
- family member illness

The student will be required to furnish a written excuse, signed by a parent, upon his return.

### Tardiness

All students are expected to be in school, and in their class, by 9:00am. A student who arrives after 9:00am will require sign-in by a parent at the school office.

### Illnesses

Parents are responsible to call the school if their child will be out for an extended period of time. Teachers will prepare work for homebound students after two consecutive days, if requested by parents.

To reduce the spread of infectious diseases in the classroom we ask that you keep your child home if the following symptoms are present:

- Fever
- Vomiting
- Diarrhea
- Severe Cough
- Discolored discharge from the eyes, ears or nose

### Early Dismissal

If a parent needs to pick up a child from school prior to dismissal, the parent is asked to send a note in with the student the day of the early dismissal, noting the time of pick-up. The parent is then required to sign the child out from the school office. To reduce the number of interruptions to a child's academic studies, we ask that you try to make an appointment after school hours.

### Missed School Work

All students are required to make up all school work on days that they were absent or late. They will be required to turn in the schoolwork on the day following their return.

## **EXTRACURRICULAR ACTIVITIES**

## ATHLETIC PROGRAM

Athletics play an instrumental role in the extracurricular program at NCF Academy. Our athletic program consists of participation as a member school in the Niagara Frontier Christian Athletic Association. The sports programs that we will participate in this school year include flag football in the fall, basketball in the winter and . Your child's participation may include a fee ranging from \$45-\$120, depending upon the cost of uniforms and officials to referee games.

A physical completed by your pediatrician, and a permission slip signed by you, will be required for your child to participate in practices and games. **Your child's participation also depends upon his conduct and academic performance in school.** You will receive written notification and a phone call if your child's supervisor/teacher deems it necessary to keep a student from participating in any games due to misconduct or unsatisfactory grades.

## FIELD TRIPS

Permission slips are to be signed by parents, and must be returned to the school before the field trip. Proper dress is expected on all field trips. A child may be excluded from a field trip in the event disciplinary action was administered to the child within 10 days of the field trip.

Children (ages 4-6) riding in a motor vehicle are required by NYS Law to be restrained in an appropriate child restraint system (safety seat or harness/ vest or booster seat). Vehicle safety belts are not a child restraint system. Parents/guardians are required to adhere to the appropriate vehicle child restraint laws in New York State.

A general permission slip is attached at the end of this handbook for the 2011-2012

academic year. The information provided on this form will enable us to take your child to the local park or library, weather permitting. You will also be notified in advance of any special field trip (other than the library) that requires transportation off campus.

# **HEALTH AND SAFETY PROCEDURES**

## **HEALTH FORMS**

Every student is required to submit a completed health form, which includes an updated immunizations record and physical exam. Forms should be received by the school office by the first day of school.

## **EMERGENCY PROCEDURE FORMS**

In an effort to maintain a safe haven for all students, parents/guardians are required to provide an emergency contact name and phone number on the attached general permission form. Changes may be submitted to the school office in writing only.

## **EMERGENCY EVACUATION AND INCLEMENT WEATHER**

In the event of an emergency, the students will be escorted out of the building. We will administer quarterly fire drills so that the children know how to respond to an emergency evacuation. In the event of inclement weather or natural disaster we will report school closings on the local news or radio.

The school also maintains a “Disaster Plan” and follows the New York State School Safety Guidelines. This information is available for your review in the school office.

## **MEDICATION POLICY**

For safety reasons, students are not allowed to self-administer any medication while in school. Teachers also will not be allowed to administer any medication to students. If a child is required to receive medicine during school hours, the parent must furnish the school with a written doctor’s note. When available, the school nurse will be the only authorized individual to administer the physician approved medication.

## **FOOD ALLERGIES**

Parents and guardians are required to provide the school’s administration with complete details of any food allergies pertaining to their child.

## **STUDENT AND PARENT AGREEMENT**

The below statement is to be read by both parents/guardians and students, and must be signed and returned by the end of September 2009.

### **PARENTS/GUARDIANS**

I recognize that NCF Academy has a highly qualified and trained staff and have confidence in their ability to perform the educational functions due my child at their discretion.

I further realize that building a strong relation with my child's teacher to aid in the training of my child is as much my responsibility as it is the school's, and that I will pray for the staff and program, cooperate with them in discipline, accepting their judgment in all such matters. I also promise to lay a spiritual foundation through our Godly example in the home.

I realize that my child, as a student of NCF Academy, represents Jesus Christ and our school. Since this is true, I understand that his/her actions and activities, even outside of the school, must demonstrate a good Christian witness to a lost and dying world. I will encourage my child to do all he/she can to bring honor and integrity to Christ and NCF Academy. I also acknowledge that attending NCF Academy is a privilege, not a right. I have read the entire handbook, and I will abide by the decisions, and support the administration in all areas.

### **STUDENTS**

I understand that as a student of NCF Academy, I am representing Jesus Christ and the school. I pledge to uphold the standards of NCF Academy against cheating, swearing, smoking, gambling, pornography, drinking alcoholic beverages, using or talking favorable about narcotics, or using indecent language and will act in an orderly and respectful manner. I will maintain Christian standards as it relates to courtesy, kindness, morality and honesty. I will refrain from any unbiblical relationships.

I will respect my teacher and the school's administrators, and follow their instructions.

I have read the handbook and agree to my enrollment at NCF Academy. I will not talk sideways against authority, my peers or the school.

This page is to be signed and returned by Friday, September 14, 2009.

**I have read the NCF Academy Parent/Student Handbook. My signature below means that I am in agreement with its contents and the preceding contract agreement.**

Father's Name (Print)/Guardian

Father's Signature/Guardian

Mother's Name (Print)/Guardian

Mother's Signature/Guardian

Student's Name (Print)

Student's Signature

One agreement per student.

## Parent Volunteer Form

Name \_\_\_\_\_

**Day** \_\_\_\_\_ **Time** \_\_\_\_\_ **Area** \_\_\_\_\_

MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

SATURDAY \_\_\_\_\_

[PRAYER FOR CHILDREN AND STAFF OF NCF ACADEMY](#)

***“The fear of the Lord is the beginning of knowledge...” Proverbs 1:7***

Father, in Jesus' name, we confess Your Word this day concerning our students at New Creation Fellowship Academy. Thank You that they are under Your care, protection and guidance. You are constantly at work in them creating within them the will and desire to please You. They are the head and not the tail, above and not beneath. They have been given a spirit of power, love and a sound mind. They are taught of the Lord and great is their peace.

Thank You that our children find favor, good understanding and high esteem in the sight of God, and their teachers and classmates. Thank You for giving our children wisdom and understanding as knowledge is presented to them in all fields of study and endeavor.

Father, thank You for giving our children an appreciation for education and helping them to understand that the Source and beginning of all knowledge is You. They are diligent and abundantly supplied with educational resources. Our children are strong and of good courage, and because they meditate on Your Word day and night, You will cause them to prosper in all that they put their hands to do. Thank You that they are growing in wisdom and knowledge. We will not cease to pray for them, asking that they be filled with the knowledge of Your will, bearing fruit in every good work as they fulfill Your purpose and plan for their lives.

Father, thank You that our children have divine protection since they dwell in the secret place of the Most High. Our children trust and find their refuge in You, and stand rooted and grounded in Your love. They have perfect peace because they trust You, and their minds are stayed on You. They shall not be led astray by philosophies of men and teaching that is contrary to Truth. Thank You for the angels which You have assigned to them to accompany, defend and preserve them in all their ways of obedience and service. Our children are established in Your love, which drives all fear out.

Thank You for helping us as teachers to be godly examples to our children, and to be men and women of integrity. Give us understanding hearts and wisdom, in order that we may walk in the ways of love and virtue toward our children and one another, revering Your holy Name. Amen.

*Scripture Reference*

*Psalm 91:1-11*

*Psalm 112*

*Philippians 2:13*

*Daniel 1:4*

*Isaiah 26:3*

*Ephesians 4:14*

*Ephesians 3:17*

*Deut. 28:1,2,13*

*Proverbs 1:4,7*

*Jeremiah 29:11*

*2Timothy 1:7*

*Matthew 18:18*

*Proverbs 3:4,13*

*Proverbs 4:5*

*Joshua 1:6-9*

*Ephesians 1:17*

*James 1:5*

*1 Kings 4:29*

*Colossians 1:9,10*

*Isaiah 54:13*

