

Northern Hills Christian Academy



PARENT/STUDENT HANDBOOK

2024-2025
(Rev.08/12/24)

Board of Education

Jerry Coley (President)
Cindy Martin (V-President)
Sara Putnam (Secretary)
Beverly Carter
Michael Frederick
Pete Petree
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Randy Millar (Advisor)
Becky Davis (Advisor)
Joel Walters (Advisor)
Sheri Millar (Advisor)

Administrative & Academic Staff

Laura Veverka - Head of School
Cheryl Simmons - Administrative Assistant
Roben Hamby - PreK Aide/Extended Care
Marsha Pennington - PreK Aide
Stephanie Knoche - PreK Teacher
Bridget McDowell - Kindergarten
Meghan Frick - 1st Grade
Lori Creason - 2nd Grade
Jeanette Wright - 3rd Grade
Kristy Parks - 4th Grade
Eva Smith - 5th Grade
Meghan McCrary - P.E.
Megan Miller - Art
Joseph Toma - Band & Music
Terri Walter - Special Education

Jerry Coley - ACE Supervisor
Justin Culp - Math 9th-10th//Librarian
Cassandra Hutchison - Science 6th-10th
Jeff Parks - Bible 6th-8th/ACE
Mandee Rogers - 6th-8th Math/ACE
Allie Williams - Language Arts 6th-11th
Stacey Zarges - 6th-10th Social Studies
Shelby Baker - Drama
Nyree Howard - Home Ec/Life Skills
Stephanie Knoche - American Government
Laura Veverka - Biblical Archaeology
Pam Weber - Spanish

Courtney Curry - Custodial
Pete Petree - Tech Support

NHCA Phone Number (816) 320-3204

Website: www.nhcapatriots.com

School Information

<i>Founded:</i>	<i>August 2004</i>
<i>Mascot:</i>	<i>Patriot</i>
<i>Colors:</i>	<i>Red, White, and Blue</i>
<i>Grades:</i>	<i>Preschool through 12th Grade</i>

****Northern Hills Christian Academy is a ministry of Northern Hills Baptist Church.**

SECTION I: MISSION AND PHILOSOPHY

“In Christ are hidden all the treasures of wisdom and knowledge.” (Colossians 2:3)

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever.” (2 Peter 3:18)

Mission Statement: *In partnership with parents, our mission is to provide a quality education, based on Biblical principles that will academically prepare, develop, and equip our students to serve the Lord Jesus Christ.*

Core Values: *We are committed to the following core values:*
Excellence-*We are committed to provide an academic program that is excellent and based on God’s Word.*
Christian Service-*We desire to create an atmosphere where Christian service is developed and expected. Staff, students and parents will be given opportunities to serve each other and our community.*
Integrity-*We will strive to model Christ-like integrity in our interactions with each other.*
Character-*We hope to instill Godly character traits into each child, using Jesus as our example.*

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that Christian education is a vital link in the successful rearing of children. It is the desire of the staff and founders of Northern Hills Christian Academy to work together with the family and their church in reinforcing high moral values and the Christian lifestyle, while providing an excellent education.

NHCA can never replace the significant spiritual impact of a godly home and church. The parents maintain the ultimate responsibility in training their children up in the Lord, but the school can assist them by including sound biblical teaching and through the example and leadership of the faculty.

To educate and prepare for life without including God as central to life, does not fully prepare a child. The home, church, and school must work together to prepare children spiritually,

morally, socially, and academically for their adult lives. The school's primary responsibility is to provide the student with the necessary academic skills. (Matthew 28:18-20)

STATEMENT OF FAITH

- We believe that the Holy Bible (Old & New Testament) is the only inspired Word of God and in all parts wholly without error.
- We believe in the one true God, perfect, infinite and eternal. He is revealed to us as Father, Son and Holy Spirit.
- We believe that the Lord Jesus Christ is the eternal Word and only begotten Son. He became man by miracle of the virgin birth; true God and true Man.
- We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment.
- We believe that man is the direct creation of God, made in His image and likeness.
- We believe that all men, by nature and choice, are sinful and lost.
- We believe salvation is by grace alone through faith alone in Jesus Christ alone neither merited nor secured by any virtue or work of man, received only by personal faith in the Lord Jesus Christ.
- We believe in the Second Coming of Christ and His coming, which is our blessed hope, is always imminent.

(See [The Baptist Faith & Message 6/2000](#))

NHCA FOUNDATIONAL ACADEMIC PRINCIPLES

- NHCA's foundational principles will be grounded in a biblical, Christ-centered, historical-orthodox, worldview as revealed in Scripture.
- NHCA believes that God's Word is inspired, inerrant, infallible, and sufficient for life, so anything contrary to the truths of Scripture will not be taught at NHCA except to expose the fallacies of opposing worldviews: CRT (Critical Race Theory), intersectionality, 1619, woke culture, evolution, just to name a few.

NON-DISCRIMINATION POLICY

NHCA admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

GOVERNANCE

The school is set up with a School Board of nine members and up to four non-voting advisors. Board meetings are typically held on the 4th Monday of each month. Special called board meetings are held at the Board President's discretion or at the Administrator's discretion. If anyone would like to address the board at a meeting, they may do so by letter or email to the school Administrator. Please state the date of the Board meeting that you would want to attend, the topic of discussion, and if you will be present at the meeting or will present your topic in written form.

SCHOOL PLEDGES

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. I will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

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

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.

NORTHERN HILLS CHRISTIAN ACADEMY GOALS

SPIRITUAL GOALS

Col 3:16: "Let the word of Christ dwell in you richly..."

1. To provide a thoroughly Christian learning environment.
2. To teach the Bible as the only inspired, inerrant, infallible, authoritative and sufficient Word of God, and to give knowledge and understanding of the Bible.
3. To teach the deity of Christ, including His virgin birth, perfect life, atonement on the cross, resurrection, and return.
4. To teach that salvation is by grace through faith and is a free gift of God, neither merited nor secured by any virtue or work of man; received only by personal faith in the Lord Jesus Christ.
5. To develop students with integrity, high morals, and a respect for God's Word.
6. To encourage self-discipline and responsibility in students based on respect for the submission to God.
7. To work with parents as they train children for a life of service to God.
8. To train students to achieve the very best that God has for them, providing them with a strong sense of who they are in Christ and how they should relate to God and man.
9. To help students develop a Biblical worldview.

ACADEMIC GOALS

2 Timothy 2:15: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."

1. To provide an excellent academic education for each student, preparing them for admission to colleges, universities, or the workforce consistent with their abilities and academic performances.
2. To thoroughly integrate Biblical principles in all subject areas.
3. To instill in students a pursuit of excellence in all things.
4. To teach and encourage the use of good study habits.

5. To teach students how to do independent research and to reason logically.
6. To develop creative and critical thinking skills.
7. To help students discover their God-given gifts and talents.

SOCIAL GOALS

Romans 14:7: “...none of us live to himself...”

1. To provide a safe, caring school environment.
2. To adequately prepare students to become productive, interactive members of society.
3. To instruct students in Christ-like characteristics and the treatment of others with respect i.e. academic competitions, sports, etc.
4. To instruct students toward a spirit of Christian service, rooted in love for one another, as exemplified in the person of Jesus Christ.

PHYSICAL GOALS

1 Timothy 4:8 “for while bodily training is of some value, godliness is of value in every way, as it holds promise for the present life and also for the life to come.”

1. To promote physical fitness and good health habits.
2. To impart a respect for the sanctity of life and an abhorrence for the sins of abortion, euthanasia, sexual impurity, and substance abuse.
3. To develop a respect for the body as a temple of the Holy Spirit.
4. To teach intelligent care of the body.
5. To encourage the yielding of the body as an instrument for God’s use.

CHARACTER DEVELOPMENT

1. BIBLE CLASSES

- The Bible curriculum is required of all students. The faculty, staff, and administration desire to help students know the Bible and its truth, improve their relationship with God and fellow Christians and deepen their own Christian experience.
- Daily Bible studies form the foundation of instruction. Academic excellence in the study of God’s Word is encouraged just as it is in the rest of the academic program.
- All subjects are taught as God’s truth and are integrated with Bible teachings. Relationships – student/teacher and student/student – will be built on the basis of God’s teachings whether in the classroom, on the athletic field, or in a social activity.
- All students will be required to learn and memorize Scripture in their Bible class.

2. CHAPEL

Our weekly chapel services are an integral part of the school’s total program. Chapel will be held on Wednesday mornings from 8:05-8:45 in the worship center. All students and classroom staff are required to attend. Chapel provides an opportunity for the expression of worship and praise to God individually and as a student body, through prayer, singing, testimonies, special music and teaching from the Word. Chapel services are designed to minister

to the student body and to encourage personal growth, commitment and service to our Lord. Visiting pastors, guest speakers, musical groups, drama groups, faculty and students also share throughout the school year. Two times a year, we have “special emphasis” weeks on salvation and missions. Parents are always welcomed and encouraged to attend chapel services.

3. PATRIOT PRAISE

Each morning, except Wednesdays, all students and staff will come together from 8:00-8:15 for a time of praise and worship in the gym. At this time, classes will take turns leading the pledges, scripture reading, and prayer. We will join together in a time of praising the Lord through singing. The staff will give a daily challenge to the students as they begin their day.

EDUCATIONAL MEMBERSHIP

We are a member of ACSI, in which our students compete in Spelling Bees, Math Olympics, Speech Meets, Art and Music Festivals, and Science Fairs. The school is accredited through the National Association of Private Schools.

TEACHER QUALIFICATIONS AND STANDARDS

All teachers here at NHCA profess to be born-again Christians, dedicated in serving the Lord through teaching, and are active members of a local church. The members of the NHCA faculty have been interviewed and selected by the administration because of their talents, abilities, and academic qualifications. (Minimum bachelor’s degree from accredited college or university).

SECTION II: FINANCIAL INFORMATION

REGISTRATION FEE

The registration fee covers the cost of all ACSI memberships & competition fees, student testing, and art/science/music/P.E fees. The fee is paid at registration and must accompany the student’s application. The registration fee is non-refundable. The Registration fees:

4 Yr Old Preschool:	\$ 50 student
Kindergarten:	\$100 student
1st through 5th Grades:	\$150 student
6th through 8th Grades:	\$200 student
High School (ACE)	\$200 student

ACADEMIC/CURRICULUM FEE

The curriculum fee covers the cost of all curriculum, student planners, and/or supplies not requested to be supplied by the student at the beginning of school. This fee may be paid at time of enrollment and must be paid by June 1st of each year.

4 Yr Old Preschool:	\$150 student
Kindergarten:	\$200 student
1st through 5th Grades:	\$250 student
6th through 8th Grades:	\$300 student
High School (ACE)	\$300 student

TUITION RATES

The 2024-2025 tuition schedule and discounts are as follows:

½ day 4 yr old preschool	\$2800
4 Yr Old Preschool	\$5350
Kindergarten	\$6700
1st - 8th grade:	\$6950
9th - 10th grade:	\$6500
11th- 12th grade	\$4700

AVAILABLE TUITION DISCOUNTS

All discounts apply to K-12th grades only; no Preschool discounts are available. One tuition discount per family. Discounts may not be combined or combined with tuition assistance. Greatest discount is applied based on eligibility.

Multiple Student Discount: Discounts will be given to families with two or more children enrolled in K-12th grades at NHCA. The highest grade-level student in the family will pay full tuition.

- 1st Child - full tuition
- 2nd Child - \$500 tuition discount
- 3rd Child and more - \$1,000 tuition discount per child

Early Pay Discount: Families choosing to pay full tuition by July 31, 2024 can receive a 3% discount. Families that pay ½ tuition by July 31, 2024 and the other ½ by Jan 31, 2025 can receive a 2% discount.

NHBC Member Discount: Families who are members in good standing of Northern Hills Baptist are eligible to receive a 25% discount.

TUITION PAYMENT OPTIONS

For the 2024-2025 school year, parents will have three options to pay tuition. They are as follows:

1. **Full Payment:** This payment is made directly to the school by July 31, 2024.
2. **Half Payment:** 1st half due on August 1, 2024, and the 2nd half due on January 31, 2025.
3. **Monthly payment through Sycamore (Payjunction)** over a period of 10 or 12 months.

TUITION ASSISTANCE

Application for assistance must be made via the FAST system and there is a \$52 nonrefundable application fee paid at the time of application. There is a link from the NHCA website to the FAST system to begin the application process.

FUNDING

NHCA is organized as a 501(c) (3) non-profit corporation as a ministry of Northern Hills Baptist Church. NHBC provides both our facility and utilities costs and provides an annual monetary contribution to support the school. Income from tuition covers the other costs of operating the school. NHCA appreciates and accepts contributions throughout the school year. Contributions made to the school are tax-deductible.

DELINQUENT ACCOUNTS

Families are expected to make payments in a timely manner according to their payment plan. NHCA policy states: “for any account that falls two months in arrears, the student may not attend school until the account is settled or satisfactory arrangements have been made.” This policy is strictly enforced. All fees from the previous school year must be paid before finalizing the enrollment for the next year.

SECTION III: ENROLLMENT CRITERIA/ADMISSIONS

SCHOOL AGE

Student enrollment for Pre-K (4 year olds) should be four before August 1. Students beginning kindergarten should be five years old on or before August 1. Exceptions to the age requirement would need administrative approval.

SCHOOL IMMUNIZATIONS REQUIREMENTS

Immunizations protect children against the following: Hepatitis B, Polio, Measles, Mumps, Rubella (German Measles), Pertussis (whooping cough), Diphtheria, Tetanus, Haemophilus Influenzae Type B, and Chicken-Pox. The following requirements are required by the Missouri School Department of Health Records:

- All students must present documentation of the month, day, and year of each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-2004 school year, required immunizations should be administered according to the current ACIP schedule (www.cdc.gov/vaccines/recs/schedules).
- To remain in school, students “in progress” must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.

ENTRANCE AND ADMISSIONS REQUIREMENTS

- Parents must be in agreement with our Statement of Faith and Policy of Education and be working to actively support and pray for our academic program. At least one parent or guardian must profess to be a born again Christian.
- Families must actively attend or seek an area Bible-believing church and receive a positive pastor's recommendation.
- The student's record of behavior at home, church, and school should reflect good citizenship, and the student must agree to abide by the standards and guidelines of our school.
- An entrance examination will be done for all prospective kindergarten students. Students in other grade levels may be given entrance examinations if deemed necessary by NHCA administration. If NHCA is to administer the examination, it is necessary to schedule an appointment. The testing serves as an aid in determining the suitability of re-enrollment and placement in our program. There may be a non-refundable fee for all testing.
- An initial interview with the Administrator and parents will be required as part of the acceptance procedure for any student applying for admission.

FINALIZATION OF ADMISSION REQUIREMENTS

All students must have the following to make their file complete in the school office:

- Student Application
- Pastor's Recommendation Form
- Parent Information Form and Questionnaire
- Medical Information
- Photocopy of birth certificate
- Photocopy of social security card
- Copy of current and up-to-date immunizations or exemptions
- Payment Plan Form
- Other school records (grade report, achievement testing, special services if applicable, etc.)
- Incoming High school (ACE) students will be tested for placement

SECTION IV: ATTENDANCE POLICIES

FOUR DAY SCHOOL WEEK

NHCA has adopted a four day school week, Monday through Thursday with the hours being 8:00 am until 3:30 pm. This meets all state instructional hour standards. Any days missed due to weather, etc. will be made up on designated Fridays during the second semester.

ABSENCE REPORTING

We perceive the whole school day is valued and important. Classes are scheduled until departure time. Parents are asked not to pick up their children early unless there is an emergency or a scheduled appointment. If a student is absent, parents need to contact the school office at 816-320-3204 by 9:00 a.m. to let us know the reason why he/she is not present at school. If you

would like to pick up your child's homework, please let the office know when you report the absence; we will have it ready by 3:00 p.m. This will confirm parental knowledge and consent for the student's absence. **Any homework requests made after 9:00 am may not be available for pickup that day.**

ABSENCES

Good attendance habits are part of an individual's attitude and respect for the teacher and the school. Parents must make sure students are prompt in arriving and departing school. Students need to arrive in time to prepare for class before the official starting time. Prompt and regular attendance is a must if students are to progress in their education. If a student will be absent/late please advise the **office** by 9:00 am for accurate record keeping.

NHCA discourages extended planned absences. Parents who plan for their student(s) to be absent for any part of a day or one or more days must notify the school in advance. There is a form in the office to advise of a planned absence of over one day that needs to be submitted at least one week prior to the absence. Teachers will require that work be made up for all excused absences. Students are generally allowed one day for each day missed to make up their work. It is the responsibility of the parents and students to arrange with the teacher any make-up work to be completed. If possible, make-up work should be completed before the absence. When homework from a planned absence is not turned in when due, the regular late grading policy will apply.

Absences will accumulate as full days and half-days. When an absence occurs, it will be excused for the following reasons:

- Student Illness
- Death in the immediate family
- Doctor / Dental appointment that could not be scheduled outside of school hours
- Out-of-town trips with prior approval
- Unusual hardship - approved by the Administrator

If a student is absent or goes home during the day, due to illness, they cannot attend any school activities that day. Thursday absences due to illness will result in no weekend school activities. Any other absence will be unexcused and work due on days of absence will be given a zero grade. Three unexcused absences will result in one day of In-School Suspension. After 15 days of absences (excused or unexcused) only a doctor's note can excuse the absence.

If a student is absent more than twenty days in a school year, a conference with the teacher, principal, and parent must be held to determine if promotion requirements are being met.

A student must be free of fever for 24 hours (without fever reducing medication) before returning to school. On the day of return following an absence due to illness, should a student run a temperature of 100 degrees or higher, the student's parents will be called to come and pick up the student.

TARDIES

At 8:00, the Administrator/Administrative assistant will take attendance and will mark students absent if not in the gym for Patriot Praise time.

All students coming in late must enter through the front main door and stop at the school office.

3 tardies in a quarter will result in a parent and student meeting with an Administrator.

Detention may be the result for the student if they are the reason for the tardies.

Being on time is a life skill important to each student's future. A child's tardiness is disruptive to the class and is a bad habit if allowed to develop. Promptness to class protects the teacher's right to begin the instruction on time for all students.

Inclement weather days do not count as a tardy if the child arrives at school near the start time. Safety on slick roads is always recommended.

ARRIVAL AND DEPARTURE TIMES

Status arriving at the following times will be marked as noted:

8:00 -10:30 a.m.	Tardy
10:30-12:30 p.m.	½ Day Absent
12:30--3:30 p.m.	Full Day Absent

Students departing from school at the following times will be marked as noted:

8:20-10:30 a.m.	Full Day Absent
10:30-12:30 p.m.	½ day Absent
12:30-3:30 p.m.	Full Day Present

DROP OFF TIMES

Students who need to be dropped off from 7:00-7:45 a.m. may utilize our Extended Care Service at the rate of **\$650** for the year or \$30 per day on an as needed basis. Drop him/her off at the gym door of the school. If you arrive between 7:45-8:00 a.m., students will be supervised by a teacher at no charge in the gym. At 8:00 we will begin "Patriot Praise" and then at 8:15 students will be dismissed to go to their classrooms with their teachers.

PICK UP TIMES

School is over at 3:30. For security reasons, all students will report to the gym for parents to pick up. Teachers will be stationed at the gym doors to bring students to their vehicles. Parents need to follow the pick-up routes from 3:30-3:45. At 3:45, students will go to After Care. Family name cards will be given at Open House for the pickup line. Please use your signs provided in your back to school packets so that teachers can identify family names quickly for pickup.

Parents picking up their child during normal dismissal time and who do not wish to stay in the car line must wait at the doors leading to the gym. There they will be met by a teacher and children will be released after prayer. For security purposes parents are not allowed in the gym (Note: Please advise the office if someone other than parents will be picking up your student and provide a copy of his/her driver's license).

SECTION V: ACADEMIC POLICIES

BIBLE VERSION

NHCA has adopted the NKJ version of the Holy Bible as the primary version to be used in Bible classes and to be used in scripture memorization

CURRICULUM AND TEXTBOOKS

The curriculum framework at NHCA is designed to teach children from a Biblical worldview. NHCA uses a curriculum that is academically challenging, and taught from a Biblical worldview. ABeka, Bob Jones University, and ACE curriculum are used in the classrooms in all subject areas. Some teachers will use supplemental curriculum to give more practice and review in certain subject areas.

NHCA places a high priority on individual reading. NHCA launches a reading initiative each fall and encourages reading at all levels throughout the year. **The reading of quality literature is very important and the exposure to “questionable” materials will not be allowed. This may include and is not limited to; books involving the occult, demons, vampirism, cannibalism, and witchcraft. Protecting our school and student body from undo spiritual attack is key. Please keep these books at home.**

HOMEWORK/GRADE REPORTING K-12TH

Homework is a vital part of the learning process and should be age appropriate. It gives student practice and gives students preparation for the next day's work/lesson. All students are required to complete all homework assignments, and parents are asked to make sure their child is completing his/her homework daily/nightly.

Teachers will set up their own guidelines regarding late work.

- **Report cards will be given out at the end of each quarter**
- **Parents may call to request a conference or email the teacher directly**
- **Students who receive a grade of 69% or below on a quiz or test are required to get the quiz or test signed by the parent.**
- **A delinquent homework policy will be presented by each classroom**
- **Google classroom will be the primary way to learn about classroom assignments for grades 6th-12th.**

TAKE HOME FOLDERS (PreK/ Kindergarten & 1st Grades)

Please check this folder daily for important communications from the teacher.

STUDENT PLANNERS/AGENDAS (2nd-12th Grades)

All students in grades 2nd-12th will be given a student planner/agenda. Students are to keep an accurate record of all work given by the teacher. Students are required to take their planners to each class and record all work. Students are to get their assignment notebooks signed by parents as often as the teacher requests.

ACADEMIC GRADING SCALE

The grading scale and conduct scale used for students attending NHCA in grades 3rd-12th will be as follows:

- 90-100 A-Excellent
- 80-89 B-Above Average
- 70-79 C-Average
- 60-69 D-Below Average
- 0-59 F-Failing

All classes, including specials, will provide to students and parents, a rubric for grading in their classrooms, including any required performances/projects etc.

LOWER ELEMENTARY & GRADING SYSTEM/CHARACTER TRAIT SCALE

O-Outstanding

S-Satisfactory

P-Progressing

N-Needs Improvement

TEST POLICY

1. K- 2nd limited tests/mainly graded papers
2. 3rd-5th - transition years between limited tests to the upper elementary standard
3. 6th-10th – 70% Homework and Quizzes /30% Test (might vary by subject)
3. Students making a 69% or below on a test will be required to get the test signed by their parents.
4. Teachers may take off points for messy handwriting or no name on a test.
5. Students who are absent on the day of a test will take the test on the day of his/her return.

HONOR ROLL - 3rd - ACE High School

Students who earn the following will receive recognition for excellence in academics at the end of each quarter:

- “Principal's” Honor Roll: A student must maintain an “A” in all academic, elective and special subjects for the quarter.
- “A-B” Honor Roll: A student must have all A’s and B’s for all academic, elective and special (Art/.Music or Band/P.E.) subjects for the quarter.

STANDARDIZED ACHIEVEMENT TESTING

NHCA utilizes Iowa Basic Testing.

SECTION VI: DRESS & APPEARANCE CODE

Scripture teaches that we are to be examples in every area of our lives, recognizing that we are representatives of Christian character, exemplifying cleanliness, neatness, and modesty. A dress code has been adopted for all grades except PreK at NHCA to help ensure these biblical principles are promoted, and to help ensure that the clothing and physical appearance of students is not a hindrance or an interruption to the learning environment we strive to maintain.

1 Corinthians 6:19-20: "Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's."

Striving to glorify God with our bodies, our dress code is based on four standards to be used as a guide to determine the appropriateness of a student's appearance.

1. Is my appearance neat and clean?
2. Is my appearance modest, appropriate, and not attempting to draw attention to my body?
3. Is my appearance non-distracting to the school community?
4. Am I in compliance with the dress code policy below? Students and families are expected to fully comply with the dress code. Parents have ultimate responsibility to ensure that their child is appropriately dressed.

DRESS CODE (Kindergarten – 12th) *Teachers have a different dress code!

Colors

- The base garment of an outfit (for example: pants, short, jumper, skirt) should be solid, without pattern, and from the **Base Color List** noted below.
- Other garments within an outfit (for example: shirt, blouse, sweater, jacket) can be any other color, except for neon colors, as long as all other specifications of the Dress Code are followed by the garment.
- **Base Color List:** Khaki, Stone, Black, Blue, Brown, Gray, Green, White, or Ivory

Base Garments

- Slacks, docker-style pants, jeans, cargo pants, dress shorts, capris, jumpers, or skirts in twill/cotton/polyester/denim type of fabric. **Absolutely no Lycra or Spandex pants. All pants must have pockets.**
- Garments should be plain, fit at the waist; no excessive baggy, frays, patches, rhinestones/sequins, writing or tight fit allowed
- Length of skirts, skorts, shorts, jumpers or dresses must come to at least the top of the knee; slits in skirts/dresses must be no higher than the knee
- Shorts may only be worn during August, September, October, April and May, unless otherwise designated by the Administrator
- No athletic or "gym" shorts/pants worn except during P.E. class.
 - o **Students wishing to dress out for PE must purchase the NHCA shorts provided on our spirit wear website. This will take effect on September 1st to allow families time to order and receive the shorts.**

- Leggings/yoga pants cannot be worn alone as a base garment. They must be under a skirt or dress that is still at the appropriate length.

Shirts

- Style should be T-shirt (round or v-neck, short/long sleeve), polo shirt or button down and must be solid, striped, tie-dye or plaid; no other pattern
- Alternate shirt - Patriot Logo shirts may also be worn throughout the week
- Any logo on a shirt should be no larger than a credit card and can only represent the brand of shirt except for Christian or NHCA logo
- Christian shirts can be worn if they have a christian graphic or verse ONLY.
- Shirts are not required to be tucked in
- Shirts should not be tight, see through, sleeveless, spaghetti straps, or cutoff/crop top (even with a shirt under).

Sweaters/Jackets

- Outer layer garments (for example: Sweatshirts, sweaters, jackets, hoodies) should be solid or plain in nature
- Any logo should be no larger than a credit card and can only represent the Brand of shirt except for NHCA logo
- Patriot hooded/sweatshirt garments are allowed (hoods are not to cover the head after entering the school or church building)

Shoes

- Any style of athletic shoes, dress shoes or boots may be worn; however soles must not leave black marks on gym or tile floors (non-marking soles)
- No flip-flops, slippers, sandals, open-toed shoes, crocs, or beachwear shoes
- Tennis shoes are to be worn for PE. If students do not bring proper shoes for PE they will not be able to participate and could lose points.

Accessories

- Belts should be solid or plain in nature; a belt will be required for any student unable to keep clothing in the correct location on the body
- Leggings, tights, socks and similar accessory items should be solid or plain in nature; color should be from the **Base Color List** shown above
- Hats cannot be worn inside the school or church building

SPECIAL DRESS DAYS

The Administrator may designate a day or days where standard Dress Code is modified. Parents and students are expected to honor the fundamental intent of the Dress Code described at the beginning of this policy when choosing clothing for a Special Dress Day.

APPEARANCE CODE (All Grades)

- No garments may be low cut, tight or revealing in any fashion
- Garments must be clean and in good repair; no rips, tears or extensive wrinkles
- Hair cannot impair vision/cover eyes.
- Hair color must be a natural shade
- Hats, skullcaps, beanies, hoods or sunglasses may not be worn within the buildings; however, functional hair tiebacks are acceptable
- Boys Appearance
 - No earrings or piercing
- Girls Appearance
 - Maximum two earrings in each ear; no other piercing allowed
 - Additional piercings should not be displayed during school hours/functions
 - Makeup should be natural shades applied minimally.

CODE ENFORCEMENT

It will be the duty of all Staff to monitor for violations of the Dress & Appearance Code. Offenses should be reported to an Administrator to be processed appropriately.

- 1st Offense – a written warning will be communicated to the student and parent(s)
- 2nd & Future Offences – the parent will be contacted and required to bring appropriate attire to the school for the student to change into, or remove the student for the remainder of the day. If clothes cannot be brought in students will be assigned detention. Tardy/Absence Policy will apply.

SECTION VII: STUDENT ACTIVITIES

FIELD TRIPS

Along with a strong emphasis on academics and scholarship, NHCA incorporates informative events and activities that advance the student's education while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Field trips and other educational presentations will be scheduled throughout the year. Enrollment in the school will be considered as approval by the parent for the child to participate in field trips and assemblies. Additionally, parents will be required to complete a permission slip for each field trip. Parents may, however, exclude their students from any planned field trip or special activity. Field trip notification will be given as quickly as possible. Students may be asked to

pay a nominal fee for some field trips depending on the trip event. Transportation will be provided by either the church bus or parent drivers. Parents and other volunteers who drive for these events are required to provide a copy of their driver's license and proof of insurance for our files. Students who are required to be in a booster seat, must have the booster seat brought to school in order to attend the field trip. The law requires this and NHCA will follow this law for the safety of our students. Students are to be in the dress code that the teacher requires for the field trip. All students must follow the rules on the field trip and listen to the teacher and chaperones. Failure to do so will result in the loss of privilege of attending other field trips. Students are to set a good example while on the field trip and remember they are representing NCHA and representing Jesus Christ.

NHCA staff will not be responsible for student belongings. **If a parent requests the child to have their cell phone it will be in the care of the teacher.** Any personal belongings should not be left on the bus at any time during a trip.

ATHLETIC PROGRAM (Grades 3rd-12th)

The NHCA sports program is separate from the physical education classes at NHCA. NHCA is a member of MOKAN Sports 3rd-12th grades in the Kansas City area. Sports that are possible are (based on interest, coaching volunteers and numbers sufficient to field a team):

Girls Volleyball / Girls' and Boys' Basketball/Co-ed Track

Other sports programs may be adopted as school enrollment and student interest warrants. Student grade levels participating in the available programs will be determined by the administration and coaches.

There will be a **fee per student per sport** to help cover the cost of referees, uniforms, and other fees. This fee may vary by sport based on the costs for that sport. Homeschool families are welcome to participate and will have a slightly higher fee per student per sport. No uniforms will be issued to students until sports' fees are paid and a sports physical has been taken. There will be an additional **charge for any lost or damaged uniforms/jerseys**. Report cards will be held until all charges are reconciled.

The NHCA athletic program is designed to assist a student to: (1) grow spiritually, (2) build Christian character through meeting challenges, dealing with winning and losing, and developing a sense of cooperation and teamwork, and (3) develop physically while improving his/her condition and skills. We want to help each student athlete to do their best as they strive for excellence.

The following guidelines are intended to help define NHCA purposes for athletics and to provide consistency in the operation of the program:

- Athletes must maintain a "C" average or better in each academic subject to be eligible to participate in practice and games.
- Athletic checks will be weekly. Students who have a "D" or "F" will not practice or play during the next week. At the end of that week, grades will be checked again. If the student is eligible, then the student will be allowed to play.

- “D’s” or “F’s” on the report card will disqualify an athlete from participation the following quarter.
- High school (ACE) must maintain an average of 2 paces per week.
- Academic exceptions: If a student has turned in 95% of all work and is working to the best of their ability, faculty and administration will review eligibility.
- Athletes will be expected to conduct themselves in an exemplary manner at all times. Respect must be shown for coaches, teammates, opponents, officials, supporters, and school personnel and facilities.
- Students (except homeschool) must attend school (1/2 day minimum) on the day of a scheduled game to be eligible to participate.
- Coaches will make every effort possible to allow equitable playing time for each athlete based upon the athlete’s attitude, conduct, and ability.
- It is expected that all students, parents, and friends adhere to the school’s standards at all games as ambassadors for NHCA, and more importantly, Jesus Christ.
- All student athletes participating in any NHCA athletic program shall not wear any jewelry, i.e. rings, watches, earrings, etc. during practices or athletic events. An exception will be made for medical medallions. If worn, medallions shall be removed from chains and taped or sewn under the uniform.

*Students should dress appropriately during all practices. No short shorts (mid-thigh is fine), see through, spaghetti straps, or leggings without shorts should not be worn. Brawstraps should hidden.

Homeschool families must follow the same rules and regulations as NHCA families. All homeschool families must be in agreement with the school’s Statement of Faith, and one parent must profess to be a born again Christian. Homeschool families will pay a fee per student per sport.

Those who choose not to honor the above guidelines will be disqualified from participating in the sport. As necessary, a warning will be given for the first offense. Disciplinary action will be taken for a second offense, and potential expulsion from the team/squad for a third offense. It will be the responsibility of the coach to handle rule infractions. If needed, the coach may request assistance from the Administrator. Coaches must notify the Administrator when any disciplinary action is taken.

SECTION VIII: CONDUCT AND DISCIPLINARY POLICIES

DISCIPLINARY GOALS

Respect authority

Be kind to one another

Use time wisely

Training that corrects, molds, or perfects.

Our goal is to develop and train by instruction, encouragement, and exercise of self-control. “Our fathers disciplined us for a little while as they thought best, but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who

have been trained by it.” Hebrews 12: 10-22 (NIV) Just as discipline is a key element in a solid and secure Christian home and a victorious Christian life, it is a major component in the Christian school. Teaching that is not backed up with biblical discipline does not convey love and understanding to a child. What it does convey is lack of concern. We believe that all things should be done decently and in order (I Corinthians 14:40) and that our children must learn responsibility for their actions.

At NHCA, discipline utilized is firm, consistent, fair, and exemplifies respect for one’s self and others. This same biblical discipline is tempered with love and heightened with encouragement to strive for excellence in character and academics. Procedures to correct improper behavior will be designed to correct the behavior, not to punish the child.

The goal at NHCA in regard to discipline is to encourage students to be more like Jesus. Acceptable behavior is essential to an effective instructional program and to the development of the student. The schools goal is to promote and develop the following attitudes and behaviors in our students: Love the Lord with their whole heart

- Respect for Authority, School Rules, Property and Fellow Students
- Self-Discipline and Control

CLASSROOM DISCIPLINE

Each teacher has a classroom discipline plan that deals with most normal, daily discipline problems. These plans are submitted to the Administrative Team for approval. Parents are informed of the classroom plan at the beginning of the school year. Once a child has exhausted the teacher’s classroom discipline plan, he will immediately be sent to an Administrator. The Administrative team will determine what form of discipline is necessary depending on the offense.

DISCIPLINE REFERRALS

If it is necessary to refer a student to the office, the teacher will send sufficient documentation indicating the nature of the situation. The Administrative team will handle all discipline referrals. When the Administrator is unavailable, an Administrative assistant will act in the Administrator’s absence. The following behaviors could cause a student to be sent **immediately** to the Administrator. These behaviors would include, but are not limited to:

- Profanity
- Fighting
- Bullying (Physical or Emotional)
- Defiance
- Disrespect
- Plagiarism

Discipline consequences are as follows:

- Verbal reprimand by the Administrator
- Performing a chore/duty (ex: cleaning of lunch table).
- Loss of privileges

- Phone call to parents
- Conference with the parents
- Detention
- In-School suspension
- Out of School suspension

If a student commits a serious disciplinary action and is sent to the Administrator's office, parents will be notified of the problem. A student may only be expelled from school by the School Board.

Students are not allowed to have the following items on school property:

- Knives or weapons of any kind (Federal offense and will be expelled and local authorities will be contacted).
- Smoking or vaping paraphernalia.
- Violent toys or action figures.
- Video games, iPods, tablets, cellular phones, earbuds and any other personal technology (must be kept in the School Office during school hours.)
- Personal items with no relation to school assignments.

DETENTIONS/SUSPENSIONS

All detentions and suspensions will be scheduled as needed by the Administrator.

SECTION IX: OFFICE INFORMATION

CHANGE OF STATUS

Please notify the office if your address, phone number, email address, or job has changed. Also, if you have made any changes in your church membership, please notify the office.

HEALTH INFORMATION

Before the first day of school, every new student entering NHCA must present records showing that all immunizations are current or that they have an exemption.

NHCA will adhere to the following procedures recommended by the Missouri State Health Department when dispensing medication:

- All medications (prescription/non-prescription) shall be given to a child only with dated, written permission from the child's parent(s), including the amount needed and time to be given.
- All prescription medicine/drugs shall be in the original container and labeled with the child's name, physician's name and written instructions.
- Tylenol may be given with verbal or written approval of the parents.
- A log will be kept each time medicine is given.

For your child's protection and the protection of others, children should be kept home when they have any of the following symptoms:

- Severe cold symptoms: chronic coughing, sore throat, etc.
- Temperature: a child must have a normal temperature for at least 24 hours without medication prior to returning to school.
- Upset stomach, vomiting, abdominal pain, and diarrhea: A child must be kept at home until there has been neither vomiting or diarrhea for at least 24 hours.
- Undiagnosed rash or skin lesions, red or discharging eyes (i.e. conjunctivitis/pink eye), earache or swollen glands. A child must be kept home with any of these symptoms until diagnosed by a doctor and the student has been symptom-free for at least 24 hours. Please notify the office in the event your child has been diagnosed as having a communicable illness.
- Head Lice: Students may not be readmitted to school until treatment has been accomplished and evidence of all live lice and lice eggs (nits) have been eliminated. Parents must report incidents of head lice to the office. Custodial staff will be notified to treat rooms and the health staff will take preventative measures and check other students in the classroom to determine if any other students have been affected.

A student must be free of fever for 24 hours (without fever reducing medication) before returning to school. On the day of return following an absence due to illness, should a student run a temperature of 100 degrees or higher, the student's parents will be called to come and pick up the student.

If student complains of illness, the school will:

- Check the child's temperature. If it is 100 degrees or more, the parent will be called to take the child home.
- If the student is still not feeling well one hour after an original complaint, the parent will be called to take the child home.
- If the child is vomiting and/or has diarrhea, the parent or emergency number will be called immediately.
- In the event of serious illness, accident or injury to any child, the school shall follow the parent's written instructions for emergency medical care, with prompt notification of the parent.
- The Holt Fire Department and Rescue Unit will be called if the administration deems it necessary.
- Information regarding the illness, accident or injury shall be noted in the school's health log.

WITHDRAWALS

Please notify the school office if withdrawing from school. Tuition will be due until the withdrawal requirements are complete. **If a student withdraws, from one or a few individual classes, the original tuition agreement must still be met.** A student who attends school during any portion of a month is responsible for payment of 100% of that month's tuition. Final report cards will be released when the account is settled.

SCHOOL VISITS

All parents are welcome in the school. However, when a visit to a classroom is necessary, parents must check at the office first and sign in. No parent is to go directly to the classroom. Lunches, homework, books and other items should be left in the school office.

Parents are requested to take care of all communication with their children before they arrive at school. When there is an emergency and it is necessary to get a message to a student as soon as possible, the message will be relayed to the student by the school office.

Parents are responsible to call the school office before 9:00 a.m. if the child will not be able to attend school. This is a precaution to protect all parties involved and to facilitate accurate school records.

The student must be signed in and/or out when arriving at times different than regular school hours.

In order to keep our records up to date, it is necessary for parents to notify the school office of any changes in address or telephone number of home or work. Be sure to keep all emergency phone numbers current.

Visitor badges will be required for all parents, volunteers and other visitors.

SHADOWING

Students who are considering attending our school in the future may shadow a current student during the school year. Prospective students may shadow one time during the school year. Parents of the visiting student must make arrangements with the Principal at least 24 hours prior to attending classes. An Administrator will then assign the prospective student to a current student for the day. All visitors must comply with dress code and rules of the school. A shadowing day cannot be granted during the last week of the school year.

CLASS PARTIES

Each classroom will have parties corresponding with various holidays. Parents are encouraged to attend and/or help. The Parent Teacher Fellowship will organize a “room mother” for each class. All parents will be encouraged to be involved in the planning and implementing of these special events.

INCLEMENT WEATHER

Should weather conditions dictate school to be canceled, the local TV stations will be notified. Our most reliable method is using our parent text message system. The Administrative Assistant will send out a text message as soon as school has been canceled or if we are going to have an early release. Please make sure you are receiving our updates and school news through text messages. Before and after school care will be closed any time NHCA classes are canceled.

BEFORE AND AFTERCARE

Before and after care is available for students from Pre-K – 12th grade. Any children arriving before 7:45 a.m., or remaining after 3:45 p.m., will be under the supervision of the care worker and will be charged according to the current rate schedule. **Any scheduled half days will not have aftercare available.**

A WORD TO PARENTS

Our parents play a vital part in the total program of NHCA. Working together, parents and teachers can strengthen individual students and provide an excellent school experience. Together, it will be our goal to help fulfill Proverbs 22:6 which says: “Train a child in the way he should go and when he is old, he will not turn from it.” The following list contains steps that parents can take to help this process.

- **Pray** regularly for the teachers, administration, and Board of NHCA.
- **Giving of your time and energy** in ways that can make NHCA more successful. Be faithful in fulfilling the duties for which you volunteer.
- Attend the meetings and parent functions of the school when you can.
- Recommend NHCA to others as opportunities arise.
- Help support the school financially as the Lord blesses. Promote NHCA among family and friends who might be interested in giving toward Christian education.
- If problems arise, seek to resolve them with the person(s) involved rather than spreading criticism or negative attitudes. (Matthew 18:15).
- If there are parent/teacher concerns, please communicate with the teacher first and advise the Administrative team if appropriate.
- Seek the advancement of NHCA in all areas: spiritually, academically, and physically.

CONFLICT RESOLUTION

The parties ascribing to an enrollment agreement for NHCA believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to the agreement, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of a dispute and reconciliation are not the result of such efforts, the matter, except for collection of unpaid accounts, shall then be submitted for legally binding arbitration.

The parties agree these methods shall be the sole remedy for any controversy or claim arising out of an enrollment agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party agrees to bear the cost of arbitration, as set forth by an arbitration award.

PARENT TEACHER FELLOWSHIP (PTF)

The overall goal of PTF is to promote fellowship among parents and faculty, provide active support to the faculty and help build a better school for the children. The involvement and support of parents is essential for a successful program. Meetings will take place throughout the year, and fellowships will be announced. The PTF plays a vital role in the school's fundraising. **All families are encouraged and asked to participate in all fundraising activities.** This will allow all families to work together and do more for the students and the school.

LUNCHES

We will once again be using a combination of vendors and in- house prepared meals for the 2024-2025 school year. The cost for lunches on Monday thru Thursdays will be **\$4.00**. Milk will be offered at **\$0.50 each**. Parents, please make sure you pack your child's lunches every day, if they are not buying lunch. **Packing items in lunches that your child is able to open for himself/herself and that require minimal microwave/preparation time will be very helpful.** NHCA has periodically offered special lunches to celebrate holidays and special events. When this occurs we will notify you in advance so you will be able to plan accordingly.

There is always a need for lunchroom monitors to serve milk, assist children and cleanup duties

VOLUNTEER OPPORTUNITIES

As a school community or family, we want to cultivate a culture of serving and volunteering. We have been given much and we want to give back cheerfully and generously with our time and talents. Our desire is to glorify our LORD through supporting this school in tangible ways and in all that we do. Volunteering helps keep costs low; community naturally springs from working together, and there is satisfaction from assisting in the experiences of your child's education. **We ask that each of our families give 20 hours in service of their choice, which is quite often exceeded because of the graciousness of our NHCA community.**

***We do ask our volunteers to dress modestly while they are on school grounds. We all want to be the best examples for our students.**

This is a partial list of our ongoing needs:

- Extended Care Provider -
- Lunchroom Coordinator -
- Lunchroom Volunteers (3-4 daily) -
- Substitute Teacher/Secretary -
- Classroom Aide-
- Recess/Lunch Monitor -
- Study Hall Monitor -
- Enrichment or After School Class Presenter -

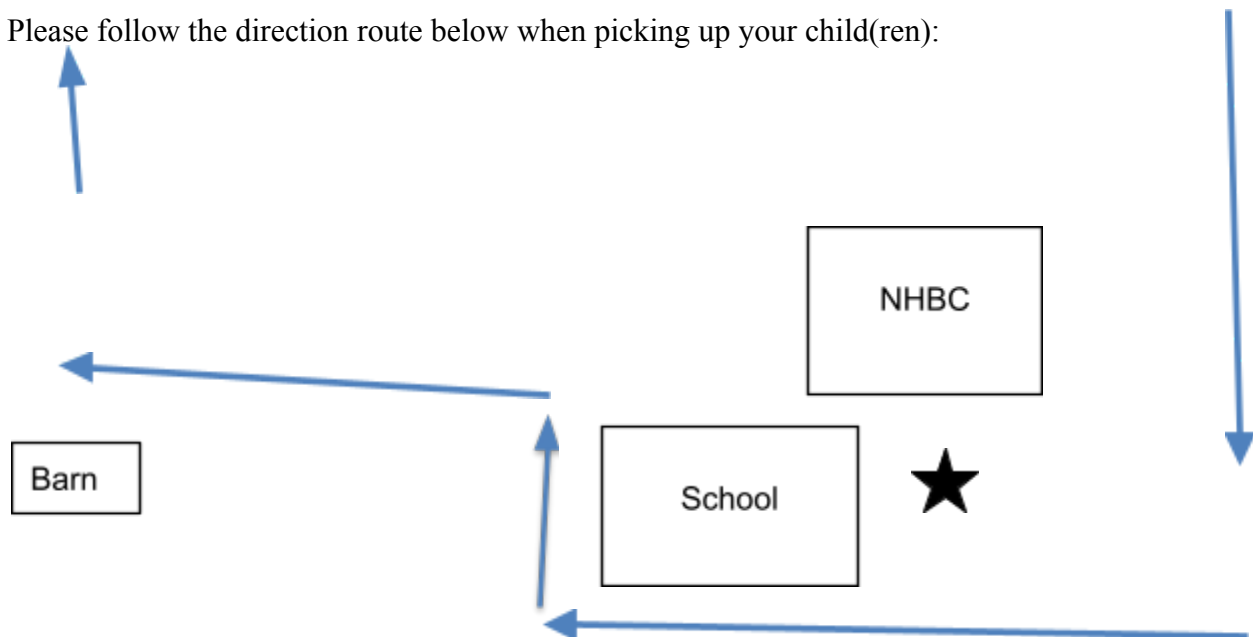
- Coach/Assistant Coach a Sport -
- Assist with Theater/Musical Performances -
- Room Parent or Assistant-
- Lead/coordinate/assist with a PTF(Parent/Teacher Fellowship) event -
- School Librarian
- Contribute your time & talents to our Fundraisers -

DISMISSAL PLAN

Enter by the Northwest parking lot entrance and drive to the back of the FOC/School building. For drop off, proceed to the gym doors on the south side of the building and enter. For pick up, pull up to the gym doors on the South side of the building and a teacher will meet you to dismiss your student(s). Exit out the South exit of the parking lot. Children will be picked up at cones near the gym door. Please drive slowly as you exit to navigate possible church traffic. If you do not want to be in the carline and wish to pick up your children inside a teacher will greet you at the door going into the gym. Parents are not allowed in the gym during dismissal. Student drivers will be released at 3:40.

If you need to park, please park in the Northwest side parking directly behind the church (star on map). Come to the office if you need to do school business or meet with a teacher, etc. Once you pick up your children, they must be taken from the school and are in your care. Parents for the 1st month will be provided a sign with the family last name until staff learns the cars.

Please follow the direction route below when picking up your child(ren):



Parents who want to pick up students early (before 3:30p.m.) must enter the building at 3:15pm. or earlier. Parents may not enter the building between 3:15 – 3:45p.m. during dismissal for security reasons.

Computer/Internet Acceptable Use Policy

With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults. It is important that you and your child read and discuss the following policies regarding the use of the computer and Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of online and basic computer privileges.

Summary of Computer and Internet Use at NHCA

- It is a privilege, not a right, to use computers and Internet at Northern Hills Christian Academy
- Inappropriate use will result in cancellation of usage.
- Internet and computer access is for educational purposes, and NHCA has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.
- It is impossible for the school and its employees to restrict access to all controversial materials. Parents agree to not hold NHCA or its employees responsible for materials acquired by students on the network in violation of the Internet and Computer Acceptable Use Policy.

Unacceptable Uses

1. Using copyrighted materials in reports without permission.
 2. Publicizing your home address, phone number, or other personal information.
 3. Copying and distributing commercial software in violation of copyright law.
 4. Using profanity or obscenity.
 5. Creating a computer virus and placing it on the school computer or Internet.
 6. Using school computers and/or the internet for any kind of hacking.
 7. Sending anonymous messages of any kind.
 8. Altering or forwarding personal communication without the author's prior consent.
 9. Ordering services or merchandise from other agencies that have Internet access. NHCA shall not be held responsible for any transactions or be liable for any cost or damages arising out of the actions of students or merchants.
 10. Using the Internet for sending and receiving personal messages, via e-mail, chat rooms, or social networking sites.
 11. Using the Internet to send and or receive inflammatory messages.
 12. Using the Internet for financial gain, for commercial activity, or for any illegal activity.
 13. Using the Internet to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
 14. Downloading or installing programs without the permission of the IT coordinator.
 15. Accessing another student's account with or without the owner's permission.
- In addition, students will abide by any other rules instituted by staff members in individual class settings regarding the use of technology.

ALL USERS SHOULD BE AWARE THAT THE INAPPROPRIATE USE OF INTERNET INFORMATION RESOURCES CAN BE A VIOLATION OF LOCAL, STATE, AND FEDERAL LAWS.

***Any changes to this handbook are made by the Administration and Board of Education.**