



STUDENT HANDBOOK

K-12th Grade

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NAMESAKE CHRISTIAN ACADEMY (Namesake), in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible.

1. STATEMENT OF FAITH

- 1.1 We believe the Bible to be the inspired, the only infallible Word of God.
- 1.2 We believe that there is only one God.
- 1.3 We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.
- 1.4 We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Ghost. (Acts 2:38, John 3:5)
- 1.5 We believe in the present ministry of the Holy Ghost by whose indwelling the Christian is enabled to live a godly life.
- 1.6 We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.
- 1.7 We believe in the spiritual unity of believers in our Lord Jesus Christ.

2. SCHOOL PURPOSE

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him/her to a personal knowledge of Jesus Christ as Lord and Savior, and help him develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at Namesake. A strong reading program is maintained. Careful attention is used in curriculum planning, so that our academic program satisfies the requirements of the Florida Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College-Prep, Physical Education, Bible, Arts and National Christian School Competition are included in their general studies.

3. OBJECTIVES IN EDUCATION

Our objectives in the education of your children are as follows:

- 3.1 Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
- 3.2 Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- 3.3 Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
- 3.4 To develop moral, ethical, and spiritual senses.
- 3.5 Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- 3.6 Provide opportunities to develop skills necessary for making a living.
- 3.7 Offer opportunities to participate in wholesome forms of recreation.
- 3.8 To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

4. BIBLE CURRICULUM

Bible study is recognized in Namesake Christian Academy as a fundamental requirement for all students. It augments the subjects of English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his grade level through the Word of God.

5. ADMISSION PROCEDURE

- 5.1 Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.

- 5.2 An appointment for an interview by the principal with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.
- 5.3 An entrance exam is required for all students entering Namesake Christian Academy.
- 5.4 Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) at least one month's tuition, (5) book fees, (6) previous school records, (7) and signed statement of cooperation.

Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.

NAMESAKE CHRISTIAN ACADEMY (Namesake), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

6. THE SCHOOL DAY

The school day at Namesake Christian Academy begins at 8:30 a.m. and ends at 3:00 p.m. (K5-12th grade). Please have your child/children arrive no earlier than 8:15 a.m. or remain no later than 3:15 p.m. unless previous arrangements are made with NAMESAKE CHRISTIAN ACADEMY for extended school care. Any student not enrolled in extended school care and who arrives before 8 a.m. or is not picked up by 3:15 p.m. will be charged **\$3 for every 15-minute period** accordingly. For security purposes, after 8:45am, please ring the bell to be admitted into the building.

7. FINANCIAL TRANSACTIONS

All financial transactions will be conducted through the administration office in the main building. Registration for events and order forms may be turned into the school administration or supervisors.

8. LUNCH PROGRAM

Each child must provide their own lunch through Pack-Lunches. Children will have access to a microwave, refrigerator, and toaster. If a packed lunch is not with your child, you will be charged \$5 and your child will be given lunch. Food for parties must be cleared through the school administration a day in advance.

9. STANDARDS OF CONDUCT

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, Namesake Christian Academy has adopted the following standards for students in attendance while they are at school and at home.

- 9.1 Refrain from swearing, smoking and/or vaping, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
- 9.2 We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug in its original container, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. The parent should administer prescription medication to the child. We adhere to this rule for the safety of our students.
- 9.3 Maintain high standards of courtesy, kindness, morality, and honesty.
- 9.4 Be dressed appropriately and modestly.
- 9.5 Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the Namesake Christian Academy ideals of work and life may be requested to withdraw whenever the general welfare demands this.

10. TRANSPORTATION AND TRAFFIC CONTROL

The speed limit across the school parking lot is **5** miles per hour. The safety of the children is put at risk when a vehicle fails to follow the posted route. "No Parking" and "Fire Zones" must be heeded at all times. Vehicles may be cited for parking violations. Parking at the side of the building is not allowed. Dismissal traffic will become jammed if

the parents park in the drive through. All parents must drive through the designated driveway. Students will not be sent to a car parked in the parking lot.

11. STUDENT DRIVERS

All student drivers must provide the office with written information on the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students riding to school with another student must provide Namesake Christian Academy written consent from the parents of both the passenger student and the driving student.

12. DISCIPLINE

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

- 12.1 Disrespect to teachers or students. This includes name calling and/or bullying.
- 12.2 Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.
- 12.3 Not completing assigned work.
- 12.4 Destroying or defacing school property.
- 12.5 Meddling in other student's or teacher's property or taking personal things without permission.
- 12.6 Fighting or pretending to be fighting.
- 12.7 Leaving the school grounds without permission.
- 12.8 Swearing, smoking and/or vaping, using indecent language.

Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

13. REGISTRATION FEES

Upon acceptance, registration fees ensure a place in the classroom for each student and are non-refundable. Registration fees are payable with each application yearly.

14. TUITION

Tuition is set up on a ten-month payment plan for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the first of each month. A late payment fee will be charged if the payment is received after the tenth of the month. There is also a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid.

15. WITHDRAWALS

Withdrawals from school must go through the school office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks tuition will be charged.

16. SUSPENSION OR DISMISSAL

A student may be suspended or dismissed from school at any time if he is found out of harmony with the rules and policies of Namesake Christian Academy. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

NAMESAKE CHRISTIAN ACADEMY expects full cooperation from both student and parents in the education of the student. If at any time Namesake Christian Academy believes that this cooperation is lacking, the student may be requested to transfer.

17. TEACHER COMMUNICATION

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of Namesake Christian Academy to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. Please do not come into the classroom to talk about an issue without an appointment. Namesake Christian Academy policy is that teachers do not communicate with parents concerning school issues by social media/text message. Please do not message/text your child's teacher concerning school related matters.

18. ABSENCES

In case of absence, the parent or guardian must contact the school by 9 a.m. to explain the absence. When the student returns to school, he/she must bring a note from a parent or guardian informing us of the absence. This note is for our files.

Excessive absences may result in dismissal from school. No refunds on tuition are made because of absences. Namesake Christian Academy will accept 10 days absence per year on parent's note. After 10 days, the student must have a written doctor's note to be admitted back to class. The following are recognized as excusable absences:

- 18.1 Sickness of the student whose attendance would endanger his health and the health of other students.
- 18.2 Serious illness of a member of the student's immediate family, which would necessitate absences.
- 18.3 Death in the family may be excused for a reasonable period of time.
- 18.4 Pre-approved absence by the principal.

Students must attend the minimum of 90% of the allotted class time to be counted present (student will receive tardy if he is late or leaves early | 3 tardies = 1 absence).

When absences are excusable, the teacher will permit the student to make up any work which was missed. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments not be made during school hours. If an appointment is necessary during school hours, we must have at least a two-day written notice.

After thirty (30) days absence for the year, the student must complete course recovery work by an approved institution to be re-admitted to Namesake Christian Academy.

19. TARDIES

19.1 K – 12th Grade

A student arriving after 8:30 a.m. shall be considered tardy and must report to the school office before they will be admitted to class. A student leaving early (before 2:45p.m. dismissal) will be treated as a tardy. Namesake will recognize 2 tardies as excused per year. Three unexcused tardies within any grading period will be assessed as one unexcused absence.

If a student rides to school with someone other than their parents, the student must contact the parent by phone in the office. Excessive tardies may result in dismissal from school.

If a student drives to school and the parent is unaware of the tardy, the student must contact the parent by phone in the office. Excessive tardiness may result in dismissal from school.

20. ILLNESS GUIDELINES

Childhood Diseases

May return when:

Chicken pox and hand, foot, and mouth.....	after all lesions are crusted
Diarrhea.....	when stool is firm
Fevers.....	when fever free for 24 hours (Infants 3 months and under considered to have a fever at 100.5)
Lice.....	after medicated shampoo and all nits removed
Impetigo.....	after all lesions are crusted or covered with bandage
Measles.....	5th day after rash appears
Molluscum Contagiosum.....	All lesions are covered either with clothing or watertight bandages. (<i>Students should also not share toys and should keep their hands washed.</i>)
Pinkeye.....	on medication 24 hours and without release of discharge
Pinworm.....	after two doses of medication
Rashes (unknown origin).....	when rash has disappeared
Respiratory syncytial virus.....	when cough and runny nose has stopped (Usually 5 to 7 days)
Ringworm.....	after medication for 24 hours/then area covered until gone
Roseola.....	when rash is gone
Rotavirus.....	after diarrhea stops
Rubella.....	fifth day after rash first appears
Scabies.....	24 hours after treatment and with written permission from doctor
Strep throat.....	after antibiotics for 24 hours

21. MAKE-UP WORK

To support student learning and ensure fairness, the following make-up work policy applies when a student is absent from school:

21.1 General Policy

Students are responsible for making up all missed class work due to absences. It is the student's responsibility to check in with the teacher to receive missed work and instructions.

21.2 Timeline for Make-Up Work

For **each day of absence**, students will be given **up to two school days** to complete and turn in missed assignments in addition to normal goals. For example: If a student is absent for **1 school day**, they will have **2 school days** upon returning to make up the work.

21.3 Late Submission After Deadline

Work not submitted within the allowed time frame will result in possible disciplinary action.

21.4 Exceptions

In cases of extended illness or extenuating circumstances, parents/guardians should communicate with the school administration to develop a modified make-up plan.

22. DUAL ENROLLMENT

Students eligible for college dual enrollment program must submit a proposed college schedule to Namesake Christian Academy administration prior to college registration. Once approved by administrators, the student must bring a master schedule to school office for records. Namesake Christian Academy must receive a copy of college transcript each semester. Please note this program is an additional cost and will be paid directly to college.

23. REPORT CARDS

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child's ability, attitude, and application are taken into account in grading. The teacher will be using a number grade when issuing the report card.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not consistently complete the required coursework, the student will not be able to advance to the next grade level since they will not have mastered the required concepts. Students must complete all required coursework to be promoted to the next grade level.

Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

24. HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

- 24.1 For practice. It is given so that the material will be mastered.
- 24.2 Teaches the student responsibility to finish unsupervised tasks.
- 24.3 Daily school work that was incomplete prior to dismissal.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

We do request parent's full cooperation in seeing that the assignments are completed and the homework slip is signed and returned. Repeated delinquent homework will result in a less than acceptable grade and possible disciplinary action.

25. CELL PHONE POLICY

- Students will NOT be permitted to have cell phones in their possession throughout the school day.
- Students MUST have their cell phones turned off and in designated lockbox during the school day; cell phones shall cause no disruption.

If a cell phone is not kept in the designated lockbox, disciplinary action will include but is not limited to confiscation of the phone. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time determined by an administrator.

- **The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.**
- **The third offense will result in student being banned from having any cell phone on campus.**
- **After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.**

There will be absolute ZERO TOLERANCE on cell phone use.

This is a contract regarding my student's possession of a cellular telephone on campus. On the third offense your child will not be able to have any cell phone on campus. If he/she is caught with any cell phone, it will result in two days of suspension. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my child's cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand that it will only be returned when I come to school to retrieve it.

26. TABLET DEVICE POLICY

Personal Laptops, smart phones, and handheld gaming devices are not allowed in classroom. Students may not video or take pictures during the school day (8:00am-3:15pm) with their phone, laptop, or tablet device.

27. INCLEMENT WEATHER

In case of bad weather conditions, we follow the Polk County School cancellation schedule. If Polk County schools are closed or delayed, Namesake Christian Academy will be closed or delayed also.

28. SEARCH AND SEIZURE

Namesake Christian Academy reserves the right to search student desks, vehicle or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

29. MOBILE COMPUTER LAB

Teacher may from time to time require students to use the Internet to conduct research or complete a class project. Computers are available at the school in the library. Students who have been assigned projects, but who do not have access to the Internet at home, should work with their teacher to schedule time to use the computer to complete assigned work.

30. SCHOOL DRESS

Boys shall have their hair cut neatly above the ears and collar. In order to maintain and encourage a professional environment, no radical or dramatic hairstyles, such as dreadlocks, mohawks, or completely shaven heads are permitted. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and

shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sun-dresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry and makeup, including colored nail polish on fingernails or toenails is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, dress down days and programs. Namesake Christian Academy upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

On select Dress Down Days, the school may introduce specific themes or purposes (e.g., Western day, Superhero day). Students are encouraged to participate in the theme while adhering to the general dress code. Students should not wear shorts, joggers, or leggings, nor pants with holes. Skirts or dresses above the knee, as well as spaghetti strap or sleeveless shirts, are also prohibited. Additionally, jewelry and makeup, including nail polish on fingernails or toenails, should not be worn.

Students who do not follow the Dress Down Day policy will be asked to change into their school uniform or appropriate attire. Repeated violations may result in disciplinary action and contact with parents/guardians.

Dress Down Day offers a fun opportunity for self-expression, but students must maintain the school's dress code.

If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

31. NAMESAKE CHRISTIAN ACADEMY UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12

All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.

Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.

Only Namesake Christian Academy school logo and emblems will be allowed on clothing.

School uniforms are required to be purchased from Namesake Christian Academy.

School colors are gold and black.

All males must wear a black belt. Belts must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments.

All skirts and jumpers must cover the knees completely (even when the female is seated).

Outerwear worn in the classroom such as coats and jackets must be a solid black Namesake Christian Academy School Logo jacket.

All shoes must be black in color with closed toe and closed heel. Athletic shoes must be solid black and worn during physical education only.

32. VISITORS

All persons entering the school campus must report to the school office. Parents will need to write a note of permission for a person to visit their child.

33. ELECTIVES OFFERED

Namesake Christian Academy offers many elective options for students. Please sign up for courses and turn in to your teachers at the beginning of the school year. All students will take physical education first semester of their ninth grade year to satisfy their required credit. A student transferring after ninth grade will take the course their first semester. Physical education is a prerequisite for all athletic programs.