

Newburgh Christian Academy

Student/Parent Handbook

March 2021

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Introduction

The name of our school is Newburgh Christian Academy. From here on in the handbook, it will be referred to as NCA. NCA is located inside the First Christian Church located at 4544 S.R. 261, Newburgh, Indiana 47630.

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2022-2023 Board:

- A. Chairman: James Russell
- B. Co-Chairman: Cathy Forcum
- C. Secretary: Brad Betsworth
- D. Member : Bob Gregory
- E. Member :Bill Hill
- F. Principal: Pamela Glover

2022-2023 Full-time Faculty:

Susan Ice – K-4/K-5

Pam Glover – 1st

??? - 2nd, 3rd

Dawn Strickland –4th, 5th, 6th

Jenn Koss – Grades 7th, 8th

Shawn Koss – Grades 9th – 12th

Felicia Kuntz – Office Manager

Sarah Helms – Star Care/ Teacher Assistant

Statements

Purpose

The purpose of NCA is to provide an excellent academic education which will prepare each student to glorify God wherever He calls them to serve. This is accomplished through our **expected student outcomes** in the following:

- A. Providing an education that exceeds the standards set by the state and to provide a wide variety of opportunities and activities to enable them to become well rounded individuals.
- B. Making students aware of how special they are because they were created by God in His image and to understand their purpose through a Biblical worldview.
- C. Establishing a systematic program of memorizing Scriptures as part of daily Bible lessons and to share the gospel regularly with all students to help them establish a personal relationship with God through Christ.
- D. Providing more than just academic knowledge but also modeling Biblical discipleship so the students learn to love God with heart, soul, mind and strength.

Vision

The NCA vision is that students from NCA will exhibit the qualities of Christ-like character from their education and excel in Godly leadership in every part of life after graduation.

Mission

The mission of NCA is to equip all our students to achieve their full potential.

Doctrinal

The NCA doctrinal statement is:

- A. The Bible is the inspired, inerrant, infallible and authoritative Word of God for all belief and practice.
- B. The creation account in Genesis, the virgin birth, the miracles of our Lord, Jesus' substitutionary atonement, Jesus' bodily resurrection, and Jesus' return are accurate as taught in the Holy Bible.
- C. Mankind has inherited a sinful nature and must be saved from sin and this is done by grace alone through faith alone in Christ alone as revealed in Scripture alone. No works of man can bring about his own salvation.
- D. A summary of Christian truths, and what NCA supports, can be found in the Nicene Creed of AD 381 as follows:

NICENE CREED

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made.

For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9, Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1;6-9; I Thess. 4:1-8)

Philosophy of Christian Education

NCA knows that the God-given responsibility for the education of children is with the parents (Deut.6:6-9). NCA is here only to assist and complement the parents. NCA believes that the Bible is the foundation for education and that God desires certain principles, beliefs, and values to be developed in our children. These include:

- A. That all knowledge and subjects are to be interpreted from a Biblical perspective and know that God has absolute standards for truth. (2 Tim. 2:15)
- B. That true success knows God's will and develops the traits necessary to obey God and corrects those traits that hinder one's progress in Christian maturity. (Josh. 1:8, Prov.22:6)
- C. Personal acceptance of Jesus Christ's Lordship. (Jn. 3:3)
- D. Respecting the rights of others. (Luke 6:31)
- E. Personal integrity so honesty and truth are upheld at all times. (Ps. 1:1-2, Eph. 4:29)
- F. Respect for authority which reflects one's concept of God. (Rom. 13:1, Heb.13:17)
- G. A healthy work ethic and the desire to always do one's best in all areas of life. (Eccl. 9:10, 2 Tim 2:15)
- H. A personal conviction for truth and Christian witness. Being ready to stand up and declare the gospel of Jesus in both word and deed. (Jam. 4:17, Mat. 5:16, Mat. 28:19-20)
- I. Holding to the traditional family structure of one man and one woman for a lifetime. (Gen. 2:24)
- J. A life of moral purity. Since our bodies belong to God, we are temples of the Holy Spirit and should not degrade our bodies but maintain good health and hygiene in order to strengthen them. (1 Cor. 3:16-17, 6:19-20)
- K. Patriotic love and respect for America and those who have sacrificed to preserve our freedom in a country so blessed by God. (Rom.13:6-8, 2 Chron. 7:14)

Educational Objectives

Luke 2:41-52 tells us how Jesus grew in wisdom (mentally), stature (physically) and in favor with God (spiritually) and man (socially). It is our goal here at NCA to help students in these four (4) areas. As students graduate, our prayer is that they will know what their purpose and calling is and they will be fully prepared and equipped to accomplish it.

Mentally NCA students will be able to:

- A. Be challenged by academic standards.
- B. Discover the joy of assimilating knowledge.
- C. Develop self-control and discipline in thinking.
- D. View education as a life-long process
- E. Submit their minds to the authority of God's Word; be able to distinguish between true and false teachings.
- F. Develop appropriate skills for communicating, problem solving and technological literacy.

Physically the students will be able to:

- A. Practice good health and use their body wisely.
- B. Develop a proper appreciation for physical appearance.
- C. Discern harmful practices and behaviors that destroy the body.

Spiritually the student will be able to:

- A. Recognize Jesus as Lord and become a faithful disciple.
- B. See God's Word as infallible absolute truth.
- C. Follow God's will for them as revealed in the Scriptures.
- D. Develop values that have eternal significance.
- E. Seek leadership in the local church as they reach maturity.

Socially the student will be able to:

- A. Engage our culture with self-discipline that demonstrates God's ultimate authority.
- B. Follow the directives of parents as Scripture mandates.
- C. Follow Biblical guidelines for dating and marriage.
- D. Show respect and concern for others as objects of God's love.
- E. Avoid harmful peer pressure, to develop proper friendships, and to make wise decisions regarding relationships.

Admission Philosophy

NCA is open to anyone interested in a Christian education from age four (4) through 12th grade that qualifies for admissions and whose parents agree that they will abide by NCA rules and policies. Enrollment at NCA is a privilege and not a right that will be forfeited by anyone who is not willing to abide by our conduct standards.

Any student enrolled in the 7th through 12th grade must individually sign a student covenant agreeing to abide by our standards. Students in these grades must still have the agreement of their parent or guardian, but they are responsible for their behavior and participation and will be withdrawn from enrollment at NCA if they do not abide by the conduct standards.

All students must be cooperative with NCA and agree to honestly and wholeheartedly apply themselves in their classes as well as participation in programs and activities. Students must be courteous and respectful at all times to their peers, staff, faculty, volunteers and administrations.

NCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities available to all students. NCA does not discriminate on the basis of race, color, national or ethnic origin in admission policies, programs athletics or any other administered programs.

NCA does reserve the right to select students on the basis of religious commitment, academic ability and performance, lifestyle choices and the student's willingness to abide by NCA policies and conduct standards.

NCA does not have or offer any means of transportation to and from the school unless it is an organized and approved class or program trip.

Admission Procedures

Admission to NCA is obtained by both a written application and personal interview with students and their guardians. NCA is not currently equipped to enroll students with certain behavioral problems or academic ability that is significantly limited. All students, regardless of race, color, or nationality may be admitted to NCA provided the parent(s) or legal guardian is in agreement with the child's instruction under NCA's statement of faith in the handbook.

Enrollment is secured after the written application has been accepted, the interview has been conducted, the placement test has been completed, and the \$125 registration fee is paid. This deposit is NOT REFUNDABLE, unless the student is denied admissions by the administration.

At the time of enrollment, the following must be submitted:

- A. Photocopy of birth certificate.
- B. Vaccination records or completed medical forms.
- C. Signed request/release for previous academic records.
- D. Signed covenant agreement (7th – 12th grade)
- E. Signed parent/guardian commitment form

Failure to provide all materials or comply with all requests for admissions will result in the student being denied enrollment.

Academics – General

Students must first demonstrate an appropriate degree of success in the classroom before being allowed to participate in other programs. Academic progress will be regulated in the following areas:

Conferences

Either the teacher or the parent/guardian may request a scheduled conference to discuss progress or behavior.

Progress report

Grades are available on our online program called “Sycamore”. Parents are encouraged to check grades regularly and communicate with the teachers with any concerns and questions. NCA encourages regular dialogue between teachers and parents.

Semester grades

Students receive grades for academic record every semester. These are filed and kept for the student in our records for any future needs. These are the grades that “transfer”, or are used for College applications in high school level courses.

Grading Scale

The following grading scale is used at NCA:

90-100 = A

80- 89 = B

70-79 = C

60-69 = D

Below 60 = F

Incomplete = I on the unfinished assignments.

Incompletes are only given by administration approval in order to allow a student to complete unfinished work for various pre-arranged reasons. If work is not finished in the allotted extra time, then the grade will be assigned with the incomplete work calculated as a “0”

Special Needs

NCA reserves the right to work with individuals who have special needs in order to help them progress through their academic levels. These students must have on record what the special needs are before any special care is given to assist the student in their studies, assignments, or tests.

NCA is not bound by state standards as to measuring how students move up or down a grade level in K-4 through 6th grade. NCA reserves the right to advance or retain any student so as to help them be successful in their academic studies.

Academics – High School

High school classes (grades 9 – 12) abide by the same grading scale and academic progress reporting as listed in the General Academics section. Any 8th grader taking a high school level course will get credit toward high school graduation upon passing that course.

Graduation Requirements

All students who graduate from NCA must meet the standards set forth by the Indiana Dept. of Education. Students are encouraged to obtain the Core 40 diploma. Diploma tracts will be selected through discussion among the school, parents, and students. For any student with special needs that inhibit them from obtaining a general diploma, then NCA will work with them to obtain a “Certificate of Completion”. Copies of these requirements can be obtained from the NCA administration.

Any student that requires modifications to the course requirements will not be allowed to receive a “Core 40” diploma. Students may still obtain a “general diploma” as long as they demonstrate knowledge in the subject by passing the course taken. Once a student declares a general diploma, they are typically unable at NCA to change back to a “Core 40”.

Regardless of which diploma “track” a student is taking, each student is required to take and pass a Bible class each semester. Bible classes may count as an elective towards graduation. Failure of a Bible course may result in the student being withdrawn from enrollment at NCA.

	Core 40	General
Bible	8	8
Math	6	4 (2 Algebra I, 2 other Math course)
Language Arts	8	8
U.S. History	2	2
World History/ Geography	2	1
Government Economics	2	1 (1 Government)
Science	6	4 (2 Biology, 2 other science)
PE	2	2
Health	1	1
Fine Arts	2	
Computer Skills	2	
Foreign Language	4	
Other Electives		11 6 Career Pathways, 5 other

Attendance

Absences

Attendance is a priority at NCA in order for students to maintain good grades and reach their full academic potential. The following guidelines are put in place to encourage regular attendance.

- A. Students who miss an entire day are considered absent in each subject or course that is missed for that day.
- B. After five (5) absences in one semester, the parents will be notified to make sure everything is addressed and the student is not getting too far behind.
- C. Students missing ten (10) days will need a parent conference with administration to address the reasons for being absent and that all work is being done.
- D. Students missing fifteen (15) days will be put on probation and any further absences must be pre-arranged with administration.
- E. Any student that misses more than eighteen (18) days will not be allowed to pass the class or course without NCA board approval and making sure that all requirements have been met.

A parent or guardian must either call/text the school on the day of absence to report it, or they must send a signed note to accompany the student upon return. Pre-arranged absences through the administration do not have to be reported each day. It is not necessary to have a doctor's note as long as the reason for absence is explained by the parent or guardian. This entitles the student to be considered excused and the student is able to make up the work that was missed. A student is given one extra day to complete their missed assignments for each successive absence that has been verified.

Unverified absences are considered unexcused and the work missed will not be made up. Unexcused absences that result in the class grade becoming an "F" will automatically be withdrawn from the class (grade 7-12) and may result in being withdrawn from NCA.

There are special cases in which illness, travel, family crises or other matters result in a lengthy absence. The NCA Board is willing to work with each family to ensure the student is successful and all work is completed. In such cases, the student will not be punished or withdrawn as long as the administration is made aware and the parent or guardian is supportive and works with the teacher to ensure academic success.

Field trips planned and coordinated through the classroom are considered required and students who miss are considered absent.

All absences whether verified and excused or unexcused count toward the total number of days or classes missed. The NCA Board and administration have the right to determine at any time whether an absence is deemed excusable. Attendance is taken seriously at NCA.

To return to class from any absence, a student must report to the office to get an Admission Slip.

Tardiness

Regular tardiness seriously affects the student's class work and disrupts the class. Students are to be on time every morning and on time to every class as well. Students should be in the building by 7:55 a.m. and lined up for opening exercises. Excessive tardiness will be addressed by NCA administration. Failure to comply and be on time could result in being withdrawn from NCA.

All tardy students must report to the office to get an Admission Slip.

Student Conduct

Students are expected to conduct themselves in a manner that is honorable to God, themselves, their parents, and NCA. This applies while at NCA, NCA events or activities, and outside events or activities that may represent our school. Proper conduct establishes an orderly environment so learning can take place. In a disciplined environment, students can relax, teachers can teach, and parents can be confident. NCA expects that students will reflect Christ-like attitudes and behavior.

Students will always demonstrate a respectful attitude to all NCA faculty, administration and students. Students are responsible to help create a community which is free from all forms of intimidation, exploitation, and harassment of any kind.

There should be no horseplay, running, pushing, shoving or shouting inside the building except in the gym or other designated areas.

There will be no physical contact between guys and girls. This includes any displays of affection, such as kissing, hand holding and embracing or physical horsing around. Demonstrations of romantic involvement among students at NCA or any NCA sponsored activity whether on or off campus is forbidden. Any behavior that conflicts with NCA's statement of faith or which is considered by Biblical standards "Immoral", will not be tolerated. Any such activity as described will result in discipline, suspension, and even expulsion from NCA.

Any physical actions or gestures or any identifying verbal statements or discussions concerning themselves or other students concerning fornication, adultery, homosexuality, lesbianism, bisexuality or pornography will constitute grounds for expulsion from NCAS. (Gen. 2:24; Gen 19:5, 13; Gen 26: 8-9, Lev 18:1-30; Rom 1: 26-29; 1 Cor 5:1, 6:9; 1 Thes 4: 1-8).

All students are expected to keep their hands to themselves so there is no possibility of people being hurt or threatened even unintentionally. All students are to be treated with dignity and respect and be free from any threats or harassment.

NCA students are not to bring or keep any firearm, knives of any kind or weapons of any kind, illegal drugs, tobacco or alcohol on NCA grounds. Use of illegal substances or involvement in illegal activity on or off grounds may result in the student being withdrawn and expelled from NCA. All situations will be handled on an individual basis and be directly taken to the NCA Board for disciplinary action.

Any student involved in marking on or destroying NCA premises or property will be required to pay the entire amount of the damages and face disciplinary actions. If repairable, the student and their parent or guardian will be responsible for the repair.

No gum chewing allowed during school hours. Food and drink should remain in designated areas except for special functions and with special permission granted by the teachers or administration. Water in APPROVED WATER BOTTLES ONLY is permitted in the classrooms so long as they do not interfere with the classroom instruction.

The continued use of profanity, whether verbal or gestured, and pornography in any form is strictly prohibited and grounds for immediate expulsion from NCA. This will be dealt with individually and directly with the NCA Board to determine the appropriate action.

All clothing, books, games, toys and activity must be free from New Age, Occult, LGBTQ+, BLM, politics, drugs, alcohol, and other secular ideologies. Students should seek to support our greater Christian community and witness. If in doubt don't wear it or check with school administration.

No student is allowed to leave the campus during school hours except with a parent or guardian or another authorized person. Students leaving must be signed out at the office and signed back in if returning the same day. Students who drive must have written permission from their parent or guardian and authorization from the administration to leave campus during school hours.

Students in grades 7-12 must sign a student agreement to abide with NCA policies.

Cell Phone Use Policy

Students are not allowed to use a cell phone on campus from 7 a.m. until 5 p.m. (or until all NCA activity is over). There is to be no social media, texting or surfing the internet on cell phones or similar devices during these hours. Any use of a phone or electronic devices while on campus during these hours must be under direct supervision and have prior permission from faculty or administration.

Any student who brings a cell phone or texting device must keep it in his/her locker or the office and it must be turned off. Any devices that are on the student or “go off” during the day will be taken by the teacher and returned to a parent or guardian only. The second offense will result in the student losing this privilege of having a cell phone or texting device on campus.

Student use of cell phones to take pictures is strictly prohibited due to the privacy and safety of certain students. These pictures can easily be sent, seen and misinterpreted and cause embarrassment or damage even unintentionally.

Parents trying to reach their students with necessary information or any emergency can call the NCA office. Parents should not consider a cell phone as means of contacting their child during school hours.

Technology Use Policy

All personal electronic devices are prohibited to be used on campus during school hours from 7 a.m. to 5 p.m. (or until all NCA activities are done). Laptops, iPads, and tablets that are used for classroom purposes must be used during specified times and under direct supervision in the classroom or computer lab.

Any student who needs such personal devices to help in the educational process must have prior permission from the NCA administration. Students have access to the computer lab for classroom activity and educational purposes.

Students with special permission to use such devices will lose this privilege if they become a disruption to the classroom or learning process of others or are used for any reason other than that authorized.

NCA administration reserves the right to review any information on a device that has been confiscated if deemed necessary to stop any cheating, damage, or embarrassment to others at NCA. This will be done only in the presence of the student's parent or guardian when the device is returned.

Students who use the computer lab are to bring their own storage devices so as to protect their material from being damaged, lost or stolen. NCA rents and shares space and cannot guarantee others do not have access to the computer. Students are allowed to store material for daily class lessons and computer classes as instructed by the faculty. These are only temporary and will be cleared or erased regularly as the computers are monitored by the NCA Board.

Students should have access to a computer and printer at home in order to complete necessary assignments. Students will be asked to prepare typed assignments, create PowerPoint presentations, and continue further research on the internet for projects outside the classroom.

Any student caught using the computers or other devices for anything other than the classroom or pre-authorized purposes will face disciplinary actions and may lose this privilege. Students using devices to seek out or watch any form of immoral activity will immediately lose their privilege and may be withdrawn from the class and even expelled from NCA.

Students are not allowed to try and change, alter, modify, repair or reconfigure settings on NCA computers or printers without direct permission from the teacher or administration. This includes deleting cookies and histories and resetting the times and dates on the computer. The students are financially responsible for any damage intentionally done to the NCA property. NCA reserves the right to monitor all use of NCA computers and devices.

Any use of electronic devices on or off campus by a student to harass, demean, humiliate, intimidate, embarrass or annoy another student will be considered bullying by the NCA administration. Cyber-bullying on or off campus that is determined to disrupt the safety or well-being of another student or the NCA community is subject to disciplinary action which may involve law enforcement action.

No policy can detail every possible form of unacceptable behavior related to technology. The purpose of technology here at NCA is to assist the students in their academic achievement and educate them and prepare them on how to use technology in a responsible way for their future benefit. The NCA faculty, staff, and administration reserve the right to address any activity they deem might be harmful or unnecessary in the education process of our students.

Students taking computer courses that involve establishing and using emails for communication and assignments must first gain the permission of their parent or guardian. If permission is not granted, then the student may not be able to take the course.

NCA is not responsible for any loss of data, interruption in services, accuracy of information on the internet, nor providing any guaranteed filters to protect from all harmful material. NCA is not responsible for any exposure to “unacceptable” information or misinformation. NCA is not financially responsible for any obligations that arise through the use of personal or NCA owned technologies.

Student Discipline

When a student chooses to disregard the rules, policies, procedures, or statement of faith, they will be disciplined in order to correct behavior, reclaim academic and spiritual focus, and help the student reach their God given potential.

Elementary grades from K-4 to 6th grade will have a discipline and reward system in place at the beginning of the year. Each teacher's system may vary in order to best reach and teach the different students. This system must be approved by the administration and shared with parents.

Changes made to the discipline system in the elementary classes must be cleared first by the administration and then clearly explained to all parents with an effective beginning date for the change system of discipline.

Detention

Grade 7-12 will use a detention system for non-major infractions. Detention is our penalty for routine offenses and will be given at the time of the offense. Character problems such as cheating, lying, and disrespectful responses will be referred to the administration as soon as possible on the day they occur.

A detention is assigned for the next evening.

The student will receive a detention slip to sign. He is not signing to admit guilt. He is signifying that he has read the slip and knows when the detention is assigned.

Extra work will be assigned for a homework detention. If the student fails to do it, the assignment doubles; Continued failure to complete the extra work will result in another detention to complete this work. The student is responsible to complete assigned detention work.

Student Offenses and Corrections

The goal of discipline is to train students in appropriate God-honoring behavior and attitudes. Loving correction and consistency are key to successful behavior change.

1. Your attitude, facial expression, and tone of voice play an important role.
2. Always make sure the student understands the offense and the consequence.
3. Use scripture to support why an action is a problem.
4. Be consistent. If something is wrong one day it must be wrong the next. Do not show favoritism. Wrong for one should be wrong for another.

Disrespect

Minor act of disrespect, such as but not limited to facial, vocal, or physical reactions

First offense:	Warning/reminder
Second offense	One detention
Third Offense	Two detentions served consecutively; notify the Principal; parent call
Fourth Offense	Immediately contact the Principal

Major act of disrespect

Immediately contact the Principal

Cheating

1st offense: Make sure you have evidence of cheating. Confront the student, take the test, quiz, or assignment and give a 0%. Contact the parent. Refer to the Principal.

2nd offense: Make sure you have evidence of cheating. Confront the student, take the test, quiz, or assignment and give a 0%. Refer to the Principal immediately.

Homework

Each student will have a Homework Offense Card for recording missed assignments, assigned extra work, and parent contact information. Record each missed assignment and consequences.

1. Does not complete homework assignments on time
 - 1st offense:** Assign a short extra work assignment due the next morning before class
 - 2nd offense:** Assign a short extra work assignment due the next morning. Contact the parent. Inform them of consequence for further missed assignments.
 - 3rd offense:** **Give one night's detention.** Missing work should be completed during the detention. Contact the parent. Inform the Principal.
 - 4th offense:** **Give two nights' detention.** Missing work should be completed during the detention. Contact the parent. Inform the Principal.

5th offense: Immediately sent the student to the Principal with the homework offense card and books and assignments. You will get the card back and a note indicating if you should give a zero daily grade for missed class.

2. Does not complete the extra work assignments on time.
All offenses: Give the next homework offense.
3. Does homework in another subject during your class.
All offenses: Collect the work and give the student detention. Do not return the completed work.
4. Copies another student's homework or give work to another student to be copied.
All offenses: This is dishonesty and should be treated as lying/cheating

Lying or Deceiving

All offenses: Confront the student with the evidence and try to get an admission of guilt. Counsel with scripture and remind the student it is never acceptable to lie. Refer the student to the Principal.

Profanity or obscene language or gestures

Verbal correction and counsel with scripture. Immediately refer the student to the Principal.

General Classroom Offenses

1. Chews gum
1st offense: Warning and reminder
2nd offense: One detention
3rd offense: Two detentions
Recurrent Problem: Contact parent; notify Principal
2. Horseplay, fighting, and sliding down stair railing
1st offense: Verbal correction and reminder of safety rules and policy
2nd offense: Notify the Principal
3. Communicates with another student during class whether verbal, written or gestures
1st offense: Verbal correction
2nd offense: One detention
3rd offense: Two detentions
Recurrent Problem: Contact parent; notify Principal
4. Does not have all materials in class.
1st offense: If materials are in the student's locker, send him to get the materials and count the student late
2nd offense: Same and add one detention
3rd offense: Same and add two detentions
Recurrent Problem: Contact parent; notify Principal

Dress Code Violations

1st offense: Verbal correction; give the student a copy of the dress code with the infraction highlighted.

2nd offense: Verbal warning; give the student a copy of the dress code with the infraction highlighted; require a parent signature

3rd offense: Same and add one detention

Major Infraction

For major infractions the administration will call for an immediate conference with the student and parent or guardian, and at the discretion of the administration may deem it necessary to give detention, suspension or even expel the student from NCA.

Major infractions include but are not limited to:

- A. Violence, disrespect, damage to property, profanity, cheating, dishonesty, or improper physical contact with others.
- B. Use of alcohol, illegal drugs, tobacco or any other illegal substances or infractions against NCA's statement of faith are considered major infractions.
- C. Administration always reserves the right to determine proper discipline or even reduce an infraction from MAJOR to MINOR if deemed suitable.

The student parent or guardian has the right to a written appeal to the NCA Board if they feel the administration has not dealt with infractions consistently and justly. The administration will assist the parent or guardian in this process if necessary. The student will remain under the discipline given until the board has met. The NCA Board will do its best to meet within one week with the parties necessary to hear the appeal and to render a decision.

School Dress Code

Student dress and grooming should be neat, clean and in good taste. In general we have a saying to summarize the dress code for both boys and girls. "From the shoulder to the knees, nobody sees."

General Information

More specifically we ask that certain clothing not be worn here at NCA. If ever in question, please clear your clothing first before wearing it to the campus.

- A. No torn or frayed clothing and no holes.
- B. No tight clothing including "stretchy pants or leggings."
- C. No low cut necklines or see through material.

- D. No baggy sweatpants. Sport outfits and suits are permitted but at the discretion of the teachers.
- E. No inappropriate logos on clothing.
- F. No hats or head coverings inside the building. This includes bandanas for boys.
- G. No shoes without a strap in the back. Must be safe for everyday use in the classroom. No flip flop or shower shoes.
- H. No visible real or fake body markings or tattoos.
- I. No unnatural hair coloring or repeatedly changing hair color.
- J. P.E. attire is athletic shorts to the knee and an approved school shirt and shoes appropriate for the activity.

Boys

- A. Boys are specifically asked to not have any body piercings that are seen or evident on campus or at school functions.
- B. Hair is to be off the shoulders and out of eyes and no ponytails or man buns allowed.

Girls

- A. Girls are specifically asked to limit any piercing to their ears and only wear earrings that are appropriate for the school day. This is left to the discretion of the teachers and administration.
- B. Leggings can be worn under a knee length skirt or longer.

Students in dress code violation will have a note sent home explaining the violation. If deemed necessary, the parent will be called that day to bring a change of clothing. Excessive or repeated dress code violations will result in a detention and be dealt with by the administration. Continued disregard for the dress code can lead to suspension or even expulsion from NCA.

All clothing and dress attire questions are left to the sole discretion of the administration and teachers of NCA.

Student/Parent Relations

If any parent or student has a complaint or concern with other students, faculty or administration of the school, the first responsibility is to go directly to the person involved. One-on-one discussion and prayer is the first Biblical step to resolution. If resolution cannot be found, then the next step is to contact administration. If resolution is still not found then the NCA Board will address the issue and make a final decision on the matter.

Threats or harassment of any kind against students, parents, faculty or administration at school or out of school will be taken seriously and addressed immediately. If warranted, the

administration may turn it over to the legal authorities and/or the student may even be suspended or expelled from NCA.

Parent involvement is critical to the success of NCA. The following are ways parents can help serve at the school:

- A. "PAWS" – stands for Parents Assisting With School. This is an opportunity facilitated and coordinated through the office for parents to commit regular help during the day or events.
- B. Fundraising is always an important part of a private institution. Any parent with ideas to help coordinate and lead fundraisers is always appreciated.
- C. Lunch room assistants are the best relief for our teachers. If a parent or grandparent would like to volunteer during the lunch hour from 11 a.m. – 12 p.m., this gives our teachers a much needed break and opportunity to discuss and meet if necessary.
- D. Field trips always require extra care and assistance to make sure our students are safe. Please let us know if you are able to join your student on a field trip and help for the day.

Our school participates in limited sports leagues with other schools and homeschools. Parents are always welcome to coach or assist with these teams. After school intramurals are also a fun way for parents to come and lead our students in various activities.

Health and Safety

Any student needing medication during the school day must have it administered by staff or parents. If by staff, then there must be written permission with clear instructions signed by their legal guardian and kept on file in the office. A record of medicine given must be recorded in the student's file.

Any student taking a prescribed medication to assist learning or attention must take it regularly and faithfully as arranged with the administration. Any student who forgets medications and becomes disruptive will be sent home for the day. Multiple disruptions due to lack of medication will result in the student being withdrawn from NCA.

Students are not to come to school if they have a fever or upset stomach or vomiting. Students must be free from the symptoms or fever for 24 hours before returning to school. Accidents in the classroom can disrupt an entire class until proper measures have been taken to clean, extract and sterilize the rooms.

Students with communicable or contagious health conditions will not be allowed to attend class until these conditions have been treated and are no longer of concern for transmitting or affecting others.

All students must have all current vaccination records submitted to the office before they can attend any classes or participate in any activities of NCA. Any discrepancies or conflicts with vaccination records will be at the discretion of the administration as to whether the student may attend or not.

General/Miscellaneous Info

School Hours

Schedule of hours is as follows:

- A. Campus hours are from 7 a.m. to 5:30 p.m.
- B. Classes run from 8 a.m. – 3 p.m.
- C. Star Care is from 7a.m. – 7:30 a.m. and 3:15 p.m. – 5:30 p.m. Star Care has separate fees that must be paid each month along with tuition. Students with unpaid balances will not be allowed in Star Care.
- D. Office hours are from 8 a.m. – 3 p.m. or special arrangements.
- E. Drop off 7:30 a.m.; pick-up by 3:15 p.m.

Visitors

All visitors must check in with the office before walking through the building. No visitors will be let into the building by students without permission. Cameras are installed at all entry points of the building to help keep our students safe.

Lunch

All students are required to bring lunch, unless it is a special day arranged by the school. Any items needing refrigeration must be marked clearly and turned in upon arrival. Students who forget a lunch will be given lunch and charged for it with a note going home. Elementary students will not go without eating unless previously arranged with the NCA administration.

Lost and Found

Any lost and found items should be turned into the office. Any items not claimed by the end of each semester will be discarded at the discretion of the administration.

School Closure

Planned school closures will be updated and communicated to the students and parents on the calendar or through website, texting, sycamore and/or note sent home after school. Unplanned closures due to weather will be texted and announced on local news stations. Unplanned closures during the school day will be communicated through phone calls and text messages. Please keep an accurate number on file at all times in the office.