



# Parent & Student Handbook

## Preparing Students for College, Life, and Eternity

A Ministry of the National Church of God  
Bishop Jonathan Zeigler, Senior Pastor  
Dr. Marcus Newsome, Superintendent  
Prentice Christian, Principal

NCA is consistently seeking to improve in every area. Therefore, the Student Handbook is subject to change since changes may occur during the school year.

*revised 2022*

This Handbook provides an overall view of the policies and procedures, for both our students and their parents. For more specific details regarding anything in this guide, please contact our principal.

## Message from the Principal

Dear Parent/Guardian,

Welcome to National Christian Academy! We are honored to welcome you to a new exciting academic year. We have been in the field of Christian education for over 40 years and our goal remains to help our students achieve their highest potential through a purposefully designed Christ-centered curriculum that will challenge, engage, and meet every child's needs. We are dedicated to developing students who are critical thinkers, spiritual leaders, and exceptional members of their community. We are proud to say that NCA provides educational opportunities which support individual student needs spiritually, academically, athletically, and socially.

The NCA handbook contains a wealth of information and has been provided to help you understand the policies and procedures by which we operate at NCA. Parents and students are expected to follow the policies and procedures stated in the handbook; therefore, we ask that parents and students read through the handbook and familiarize themselves with its contents. Referring to the handbook when you have questions will often provide you with the answers you are looking for. However, if you need clarification or further assistance, please contact the school office at (301) 567-9507.

We want to thank you for partnering with NCA's faculty, staff, and administration as we work together to not only have a successful academic year, but a safe and nurturing environment. May God continue to bless us as we partner together for the success of our students.

*Prentice Christian*

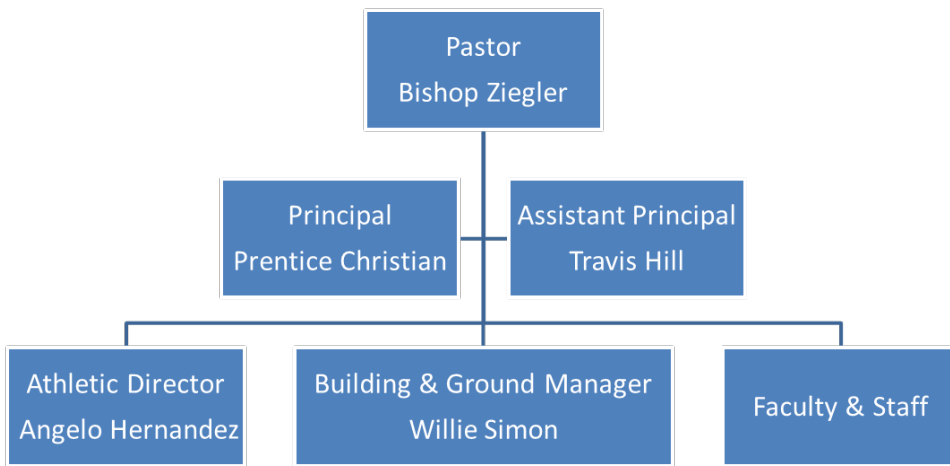
Principal

## About The Student Handbook

This Handbook does not represent an expressed or implied contract. The school reserves the right to amend this handbook at any time. Notice of any changes will be provided to parents. Parents and students are obligated and responsible for knowing and adhering to the guidelines and policies expressed herein.

National Christian Academy aims to serve the Lord and its school community by providing outstanding customer service and academics. Please contact our offices for information if you need help in any way.

School Address: 6701 Bock Road, Fort Washington, MD 20744  
 Phone Number: 301-567-9507  
 Web Address: [www.ncaeagles.org](http://www.ncaeagles.org)  
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## Our Foundation

### Mission and Vision Statement

It is the **mission** of the National Christian Academy to lead students and families to a saving relationship with the Lord Jesus Christ and to prepare students for college, life and eternity through excellent academics while fostering Godly character.

It is our **vision** to “Educate the whole child to grow God’s Kingdom through Christian faith.”

### Philosophy

National Christian Academy’s philosophy is based upon the biblical fact that Jesus Christ is the Head of the Church and truth is founded in the Word of God. We recognize that wisdom and knowledge come through the Godhead (God the Father, God the Son, and God the Holy Spirit). National Christian Academy is dedicated to educational integrity and Biblical truth. Understanding our call as an academy, we are committed to providing Christian education based on the Word of God and sound doctrine (Proverbs 4:2). Our program of study consists of Bible, general education courses and electives. It is through these courses and programs that we help our students apply Biblical truth and knowledge to everyday living in an endeavor to prepare the students for college, life, and eternity. National Christian Academy believes that through the work and power of the Holy Spirit each student’s deficiencies are addressed and ministered to. Through prayer these deficiencies are brought before God because in prayer all things can change and the impossible is made possible. God has the final answer. Upon graduation students should be able to find truth in the Bible, apply truth in everyday living, and become disciples for their families and communities. Thanks be to God because in Him the mission, objectives, and purpose of National Christian Academy can be met to the glory of God.

### Purpose and Objectives

#### To Be Rooted in Christ

1. Students will be committed to a personal and growing relationship with Christ
2. Students will develop personally held beliefs and standards based on God’s Word
3. Student will exemplify Christ-like character, living their lives according to biblical standards of virtue and ethics
4. Students will demonstrate their love of God through community service projects, missions, worship, and involvement in a local church
5. Students will know and articulate the difference between Christianity and other worldviews and be able to defend their own faith

#### To Be Ready for Tomorrow

1. Students will demonstrate academic competency that is required for the next level of academic pursuit
2. Students will accept positions of leadership and influence to serve others readily
3. Students will utilize technology responsibly and effectively
4. Students will work well in the community, understanding that we are all created in God’s image
5. Students will demonstrate a strong work ethic and a love for lifelong learning

### Honor Oath

I have chosen to act honorably, not because someone is watching, but because I value my character and our community of trust.

### Core Values

The National Christian Academy core values are foundational beliefs that guide the operation of our institution. Our core values influence the activities of the institution and the conduct of faculty, staff, and students.

**Biblical Authority** National Christian Academy (NCA) seeks to operate as an institution under the functional authority of the inerrant Word of God. NCA is committed to obeying the scriptures commands and applying its principles (2 Timothy 3:16).

**Integrity** National Christian Academy (NCA) seeks to live, teach, and develop lives that are not conformed to this world (*Romans 12:2*) Emphasis is placed on Christian growth and maturity that models after the life of Christ. NCA acknowledges the obligation of every Christian to live under the Lordship of Jesus Christ.

**Academic Excellence** National Christian Academy is committed to providing quality Christian education and academic programs that challenge and enable every student to fulfill their God-given destiny.

**Christ-centered Relationships** National Christian Academy is committed to building a body of students that places Christ at the center of all relationships in order to promote strong churches, families, and communities.

**Dedicated Servanthood** National Christian Academy is dedicated to training Christian leaders who understand the importance of prayer, holy living, worship, giving, and effective ministry. NCA further seeks to cultivate the understanding that without the Holy Spirit, true ministry will not take place in the student, community, or church.

## Declaration of Faith

We believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born to the Virgin Mary. That Jesus was crucified, buried, and raised from the dead; He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ: through the Word, and by the Holy Ghost.
- Holiness to be God’s standard of living for his people.
- In the baptism of the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the spirit give utterance, and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion and all that repent should be baptized in the name of Father, and of the Son, and the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord’s Supper and washing of the saints’ feet.
- In the pre-millennial Second Coming of Jesus. First, to resurrect in the air. Second, to reign on the earth a thousand years.
- In bodily resurrection, eternal life for righteous and eternal punishment for the wicked. This event is the blessed hope set before us in Scripture, and for this we should be constantly looking (*John 14:1-3; I Corinthians 15:51, 52; Philippians 3:20; I Thessalonians 4:13-18; Titus 2:11-14; I Thessalonians 1:10; Revelation 3:10*).

## Accreditations

### Association of Christian Schools International

Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituent. Our program is a highly regarded Christian program for member schools. We have partnerships with all of the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting organizations.

### Middle States Association Commissions on Elementary and Secondary Schools

The *Commissions on Elementary and Secondary Schools* of the Middle States Association accredit early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, and learning services providers.

## Family Commitment

If my child is accepted to attend National Christian Academy, I will acknowledge, support and agree to the following:

1. To have my child trained according to the Statement of Faith and Mission of National Christian Academy.
2. To abide by the policy and rules stated in the Parent/Student Handbook.
3. The school’s right to place my child in the appropriate grade/classes.
4. The school’s right to dismiss students who do not respect the school’s spiritual and moral standards and who do not cooperate in the education process.
5. The school’s right to require non-supportive and uncooperative parents to withdraw their children from NCA.  
Note: Non-supportive/uncooperative behavior includes, but is not limited to, being adversarial with enforcement of the academic and discipline policies of the school, being disrespectful and non-supportive of teachers and staff, and demeaning the school publicly.
6. The school’s right and responsibility to discipline according to school policy.
7. My responsibility as a parent for my child’s education by supervising homework and keeping in regular contact with my child’s teachers.

In addition, I agree to the following:

1. To support the school’s activities through attendance and participation.
2. To support the school through prayer, volunteering and voluntary financial gifts.
3. To carry health insurance for my child.
4. To the financial policy and all the obligations stated therein.

I give permission:

1. For my child to participate in scheduled field trips and school activities.
2. For photographs of my child(ren) to be posted on the NCA website. I understand that if I, for any reason, change my mind, I can inform the administration of NCA, preferably in writing, to ask that the photos be removed from the website.
3. To the school authorities to take the following steps in the event that my child becomes ill or is injured while under school supervision:
  - a. Contact a parent of the student and follow the parent’s instruction.
  - b. If the student’s parents cannot be reached, the student’s physician will be contacted, and their instructions will be followed.
  - c. If the student’s physician cannot be reached, school personnel (with discretion) will contact a licensed and practicing physician and follow their instructions.

If, in the opinion of a licensed and practicing physician, my child needs medical or surgical services that require my consent before being supplied and I cannot be reached, I hereby authorize, appoint, and empower the school administrator or their designee, to furnish on my behalf, such written or oral authorization as may be required. Further, I release the school administrator, or their designee, the School Board, the National Christian Academy and National Church of God, from any liability that might arise from the giving of such authorization. It is my desire that my child be furnished with medical and/or surgical services as soon as reasonably possible after the need arises. Parents should have their children covered by health insurance.

### Parent Service Hours

All families are required to perform 15 hours of volunteer service to National Christian Academy per year. The fifteen hours of service must be completed by the due date or the parent/guardian will be required to pay a \$10 fee for each service hour not completed. This is considered a financial obligation to the school. Service hours do not carry over from

one year to the next. Volunteers at NCA are not provided Workers’ Compensation benefits for injuries they may incur while performing services for the school.

Questions concerning the Parent Service Hours should be directed to the Parent Support Group at [psg@nceagles.org](mailto:psg@nceagles.org).

## Attendance Policy

Attending school is considered a full-time responsibility. In addition, the learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of our academic environment. Absences tend to disrupt the continuity of the instructional process; therefore, classroom attendance is considered to be an integral part of the student’s course of study.

## Outstanding Financial Accounts

Financial accounts that are past due subject the student to removal from school until the account is current and will be considered an unexcused absence. A parent/student waives the right to bring a lawsuit against National Christian Academy for lost tuition in the event that NCA removes the student from class for tuition non-payment or other school related issues.

## Regular School Day

Students can enter the building starting at 8:00 am to go to their homeroom to prepare for first period. Students must be in their homeroom seat by the time the tardy bell begins ringing at 8:20 am. **The school day ends at 3:35 pm. All students must be picked up no later than 3:45 pm.** Students remaining on school property after 3:35 pm must report to aftercare or be under adult supervision (i.e., coach, tutor, or school sponsored student activity). All students in the building must be under school approved supervision at all times.

## Weather-Related School Closings

NCA follows the same winter weather school closing or cancellation policy as the Prince George’s County Public Schools. Please note that it is the parents’ responsibility to be aware of approaching weather conditions through the news media. The Prince George’s County Public School system issues closings through these radio stations: WMAL-AM, WTOP AM/FM/Alexa, and WFSI (107.9 FM). If the Prince George’s County Public Schools issues a closing, late arrival, or early dismissal, NCA will follow that decision by sending a one-call, text alert, and email. When the school day ends early due to inclement weather, students must be picked up within one hour of the early dismissal time. Parents need to be aware of approaching storms and listen for reports on Prince George’s County Public Schools. NCA follows their recommendations concerning winter delays and closings.

**Note:** NCA is air conditioned; should Prince Georges County Schools close due to the heat, NCA will remain open.

## Delayed School Starts

If a 1-hour or a 2-hour school delay is announced for PGCS due to inclement weather, all the programs and services provided by NCA, including Before Care, will also start with the determined delay of 1-hour or 2-hours from the normal schedule.

**Please note:** The contents herein are subject to change with or without notice at the discretion of National Christian Academy, its Administrative Staff, and its School Board. Any changes will be communicated to parent(s) or guardian(s) as promptly as possible.

## Maximum of 5 Days Absences

Students missing 5 days of a class per quarter during the school year may result in a dropped grade and a loss of credit for that course(s). The student will need to repeat any course in which credit is lost during the following summer or school year. A loss of credit for several courses may result in the student having to repeat the entire grade level or in the case of seniors, defer graduation until the following year. This is a serious matter and will be reviewed by the

Administration. It requires a mandatory parent conference with the principal. Any loss of access to the classroom or loss of credit as a result of violating the terms in this handbook does not entitle the student/parent to a tuition refund.

### Late Arrivals to School

Each class missed or partially missed will be counted as either an excused or unexcused absence from that class. Students arriving after 11:00 am will be counted as legally absent for the morning unless a note from the parent for a late arrival was in the office 1-3 days in advance or the parent has called before 8:25 am that same day to inform the school office that the child will arrive after 11:00 am. A note is to be sent in with the student on the first day they return to school in cases of same day phone calls.

For the safety of all, students reporting to school after homeroom begins, are to report directly to the school office where an unexcused entrance pass will be given. An admittance form (pass) indicating the unexcused status is required before a student can enter the classroom. Unexcused late arrivals may result in a “0” for missed classwork. The student is responsible for obtaining any homework or classwork missed in a tardy situation and arranging with the teacher a time to make up tests, quizzes, etc. on that same day. The teacher guides this process, not the student.

### Early Dismissal

If an early dismissal for personal reasons is necessary, parents must send an excuse note at the beginning of the day to the office. In no case will a student be allowed to leave the school grounds in the company of someone other than a person listed on the pick-up list, without the parent’s written approval. Other messages for students should be phoned in no later than 1:30 pm. All early dismissals must occur prior to 2:45 pm. Parents must enter the building and sign their student out at the front desk.

Permission must be granted to the student by the school office before an early dismissal is allowed. Students must sign out at the school office.

Homework assignments from missed classes should be obtained before an early dismissal. All work due that day should be turned in to the teachers before the student leaves.

In the case of an illness, the school office must notify the parents that the child is sick and approval to release the student must be obtained from the parent before the student is allowed to leave the school premises.

### Tardy to School Policy

1 <sup>st</sup> Unexcused Tardy to School	Verbal Warning in FACTs SIS
3 <sup>rd</sup> Unexcused Tardy to School	Verbal Warning in FACTs SIS
5 <sup>th</sup> Unexcused Tardy to School	Lunch Detention
8 <sup>th</sup> Unexcused Tardy to School	Saturday Detention
10 <sup>th</sup> Unexcused Tardy to School	Out of School Suspension

*Any additional unexcused tardies to school may result in further suspensions and may warrant withdrawal/expulsion.*

**Please note:** School policy states that students must be in their seats when the tardy bell rings for homeroom at 8:20 am. In many cases, students are tardy (late) to school because they do not take the initiative to follow this policy. Being on campus, in the building or even in the classroom when the bell rings is not sufficient. Each student must be in their seat to be considered on time. Also, an unexcused tardy to school will result in a zero for the work missed or partially missed in each missed class. **Traffic is no longer considered an excused tardy!**

### Tardy to Class or Homeroom

Punctuality is part of the character development process. Students are to be in their seats when the second bell rings for each class or homeroom. If a student is not in their seat, the student is considered tardy. Teachers are to have their doors closed when the second bell rings. Teachers will follow the same consequence scale used above for arriving late to school, class, or homeroom between the hours of 8:00 and 4:00 pm.

## Student Absences

In the case of a student’s absence, parents must write a note explaining the specific reason for the absence. The student will deliver the note to the Registrar the day of return to school. Please be sure to include the student’s entire name and the date(s) of absence. Absences are classified as excused or unexcused. The list of acceptable excused absences is outlined on the school admittance form and is also posted in FACTs SIS. If a student is absent from school, they may not participate in any activities including games, practices, and rehearsals.

## Excused Absences

Absences are not excused until a note has been received from the parent or legal guardian and turned in to the Registrar. If a student is absent only part of a day, the attendance form must be signed by the teacher(s) whose classes the student(s) missed. Following are a list of excused absences:

**Death in the Immediate Family**

**Court Summons**

**Illness of the Student**

**Principal Approved Activity**

**Mental or Physical Incapacity**

**Violent Storms**

**Doctor’s Appointments**

**Observance of a Religious Holiday**

**Quarantine**

**Government Declared State of Emergency**

A student with an excused absence or tardy is permitted one day for each day of absence/tardy to make up their schoolwork. Sick absences of three (3) or more days require a doctor’s note. It is the student’s responsibility to request missed work from teachers the day they return to school. Parents must request assignments for students absent from school for extended periods of time (3 days or more) from the Principal or Vice Principal.

## Unexcused Absences

Any work missed during an unexcused absence must be completed and submitted upon returning to school. Students will not receive a grade higher than a 75%. Grade can and will be reduced if assignments are not submitted when student returns to school.

Absences and/or tardies are classified as excused or unexcused. Students are responsible for getting their assignments located on FACTs SIS.

Five or more unexcused absences within a grading period result in a drop of one letter grade per subject where to absenteeism occurred. Five or more unexcused tardy arrivals within a grading period are equivalent to an unexcused absence per set.

## Truancy

Any student truant from school (absent without permission) can be placed on immediate suspension or be expelled from school. Truancy is considered a major violation and will be dealt with in a firm manner.

If the Administration determines that a student “skipped” school or class, there will be a penalty of zero for each class skipped. Depending upon the circumstances, the student could be suspended or expelled. No tuition refunds for such absences will be given.

## Make-Up Work

It is the student’s responsibility to make up all missed homework and classwork assignments and to make arrangements with each teacher to complete the necessary work. Teachers have the **option** to give make up tests to students who have been absent or tardy on the day that the test was given. The principal may increase the number of days allowed to make up work in cases of long-term illness.



For long term projects and assignments that have been pre-announced, more than five days will be required for due dates assigned by the teacher; these include projects, research papers, exams, and book reports. The students may elect to submit their work in advance to avoid missed due dates. In the case of illnesses with a physician’s excuse, the teacher will give the student an extension to receive full credit. In other extenuating situation, the teacher and parent may confer on options. However, the teacher is not obligated to receive the work as on time **unless it is on time**.

Students who purposely or willfully miss a test, quiz, project, or assignment to avoid taking it on the due date, will receive a zero on their work.

This willful or purposeful determination must be proven or substantiated as being true by the parent, teacher, dean, or principal. Announcing or pre-planning to stay home to avoid due dates is considered a willful act of disobedience when stated by the student or proven to exist.

## Academics

### Enrollment Standards

Students who qualify academically and who indicate that they will be successful at NCA are considered for admission. Entrance test scores, grade reports, teacher recommendations, and space availability are considered in accepting students.

For all incoming students, all previous school transcripts must be received prior to the entrance interview. It is the student’s family’s responsibility to ensure official transcripts are sent to NCA. No student will be permitted to begin attending classes if their transcript has not been received.

- Students enrolled in grades 9-12 at NCA will have four years of eligibility to participate in extracurricular activities. The four years encompass time spent at other high schools for transfer or re-enrolled students.
- Students are not to enroll and repeat grades if they have successfully passed that grade at another approved school. Special expectations involving military transfers, illness, or extenuating circumstances require administration approval.
- NCA does not accept fifth year seniors.
- Students in grades 9-12 who fail subjects during the school year should attend summer school in order to keep their credits on track for graduation.
- Students who fail several subjects will be evaluated individually regarding further attendance at NCA.
- Students involved in medical or family emergencies which contribute to academic failure may be allowed to repeat a grade with parental and NCA administrative approval.

### Grades and Reports

**Progress Reports** are published every third and sixth week, describing the student’s current work in their academic studies.

A **report card** is prepared at the end of each nine (9) week grading period, describing the student’s work in their academic studies. The quality of the student’s work is indicated by use of letter grades.

Both progress reports and report cards are available to students and parents/guardians through FACTs SIS and saved for reference throughout the school year. If a student is performing at a below average level (D or below), reports will include a comment from the teacher that provides additional context to the student’s grade.

The following grading system shall apply for the purpose of converting the numerical grades received by a student into letter grades for the report cards:

### Elementary Grading Scale

Letter	Numerical	Description	Grade
A	90-100	This is the highest grade that any work can receive. Work that receives it is rated as excellent in the subject area, showing independence, initiative, resourcefulness, and content that exceeds the assigned requirements	4.0
B	80-89	This means the student’s work is above average in quality. It indicates that the student’s scholarship is accurate and complete, meeting all the requirements of the instructor in an above average manner.	3.0
C	70-79	This grade indicates average work. “C” is the minimum college caliber grade. If a student’s work consistently merits “C’s” or below throughout the four years. The student may have difficulty receiving a college recommendation or acceptance.	2.0
D	60-69	This is a barely passing grade. The grade indicates that the student’s work unsatisfactorily met minimum requirements. In all cases, a final course grade of “D” carries with it a recommendation that the student attends summer school; in certain courses, students will be required to attend summer school.	1.0
F	0-59	This is a failing grade. This grade signifies that the student’s work has not met the minimum criteria for passing the course; often this is the result of the student’s failure to make the necessary effort.	0
I	Incomplete	An incomplete grade on a report card is assigned to students who are unable to complete the required coursework because of excused absence(s), or who do not complete a major summative assessment. The grade is revised when the work is completed. The grade becomes an “F” if the work is not completed within an approved timeline.	0

### Middle & High School Grading Scale

Letter	Numerical	Description	Grade
A	90-100	This is the highest grade that any work can receive. Work that receives it is rated as excellent in the subject area, showing independence, initiative, resourcefulness, and content that exceeds the assigned requirements	4.0
B	80-89	This means the student’s work is above average in quality. It indicates that the student’s scholarship is accurate and complete, meeting all the requirements of the instructor in an above average manner.	3.0
C	70-79	This grade indicates average work. “C” is the minimum college caliber grade. If a student’s work consistently merits “C’s” or below throughout the four years. The student may have difficulty receiving a college recommendation or acceptance.	2.0
D	65-69	This is a barely passing grade. The grade indicates that the student’s work unsatisfactorily met minimum requirements. In all cases, a final course grade of “D” carries with it a recommendation that the student attends summer school; in certain courses, students will be required to attend summer school.	1.0
F	0-64	This is a failing grade. This grade signifies that the student’s work has not met the minimum criteria for passing the course; often this is the result of the student’s failure to make the necessary effort.	0
I	Incomplete	An incomplete grade on a report card is assigned to students who are unable to complete the required coursework because of excused absence(s), or who do not complete a major summative assessment. The grade is revised when the work is completed. The grade becomes an “F” if the work is not completed within an approved timeline.	0



### **Semester Examinations**

Examinations are given at the end of each semester. Students must take semester exams during their scheduled times. Missing an exam due to an unapproved absence will count as an “F”. If school is delayed or closed for weather on an exam day, the exam day is rescheduled for a makeup day.

When a student has no other option but to miss their scheduled exam due to extraordinary circumstances, the family must contact the Academic Advisor and Assistant Principal to request an alternate exam date. Include the reason for requesting an alternate exam date and any supporting documents. Recreational activities (such as family vacations) are not an acceptable reason for missing an exam.

### **Academic Evaluation**

To ensure the integrity of a student’s education at National Christian Academy, a standard grading system is used. This system keeps all class grading equal and consistent and enables the student to more fully understand the areas in which they are proficient or deficient.

### **Homework**

Homework is a method of instruction to be done in an independent setting, unless directed otherwise by the teacher, and is given as an extension of classroom lessons to help reinforce and augment the content that is taught. Homework is equally essential in developing such character traits as personal initiative, self-discipline, faithfulness to a task, and a responsible work ethic. Homework provides short-term accountability in order to establish and reinforce positive character development in the students.

Failure to complete homework will result in an academic penalty being issued by the teacher. Parents should expect their students to bring homework home and should encourage daily study and review for the following day. Students will receive an average of 20-30 minutes of homework from each class each night. A minimum of 1.5-2 hours should be set aside for homework each night.

### **Late Assignments**

Homework, classwork, other assignments, and projects are due at the beginning of the class period on the actual due date assigned by the teacher. Late assignments will be penalized fifteen (15) points for the first day late and 50 percent for the second day. A zero (0) will be issued after the second day that an assignment is late. On homework corrected orally in class on the day it is due, students without the assignment will be given a zero.

### **Academic Eligibility**

At the end of each quarter and at the mid-quarter progress report period, all National Christian Academy students must meet the following eligibility criteria to participate in extracurricular activities at NCA. Eligibility reports are prepared for all students and distributed to teachers, coaches, administration, staff, etc. Individual ineligibility notices are prepared for every affected student and parent.

### **Progress Reports**

Students who receive two F’s during the progress report period or have a grade point average less than a 2.3 are declared ineligible. Students are then placed on the ineligibility list for three (3) weeks. Ineligible students will not participate in extracurricular activities to include games, performing/visual arts, or other events, until the end of the three (3) week progress report period when the ineligibility probation period ends. Athletes can participate in practice sessions only after 14 days of ineligibility.

### **Report Cards**

Eligible students must have a minimum 2.3 GPA with no “F’s” on any nine (9) week report card. Students who are ineligible will remain ineligible until the next progress report period to determine if their grades and GPA meet the progress report guidelines. Ineligible students do not participate in extracurricular activities to include games, performing/visual arts, and other events. Athletes can participate in practice sessions only after 14 days of ineligibility.

The first line of communication with parents regarding their student’s grades is through FACTs. Parents should check FACTs regularly to obtain grade information for their child(ren).

### **Ineligibility Start Date**

Ineligibility begins the Monday after progress reports or report cards are distributed. Students and parents will receive an ineligibility email notification via FACTs SIS. The ineligibility list is sent to teachers, staff, athletic director, and head coaches.

Students who have one or more “F’s” and a grade point average of less than a 2.3 at the end of fourth quarter will fulfill their ineligibility requirements during the first three (3) weeks of the following school year, making the penalty consistent for all four quarters. Students who have failed a course at the end of the second semester will fulfill their ineligibility requirements by taking required summer school courses. Summer school may be taken after the fourth quarter to improve grades and subsequently clear ineligibility.

### **Academic Probation**

Students who are placed on academic probation will have their grades reviewed by the administration for a minimum of two consecutive quarters. A decision is then made whether the student will be allowed to continue studies at NCA. Students are expected to maintain a minimum 2.3 GPA. Core subjects failed during any semester of the school year are to be re-taken during summer school, at the parent’s expense.

### **Academic Honors**

During the school year, the school wishes to recognize students who have excelled in the area of academics; therefore, the following honor rolls have been created.

**Principal’s Honor Roll:** Students who achieve a grade point average of 4.00 with no grade below an A in any class qualify for the Principal’s Honor Roll.

**Honor Roll:** Students who achieve a grade point average of 3.0 or higher and no grade below a B in any class qualify for the Dean’s Honor Roll.

A student cannot have any type of C in a class and make Honor Roll.

### **Valedictorian and Salutatorian Honors**

The honor of Valedictorian is awarded to the senior student with the highest cumulative grade point average. The honor of Salutatorian is awarded to the senior student with the second highest cumulative grade point average. To be eligible, a student must be a four-year high school student only (grades 9-12). A student’s GPA will be rounded up or down to the nearest hundredth (example: 3.036 will be rounded up to a 3.04).

### **National Honor Society**

The National Honor Society is a prestigious organization that consists of students who have distinguished themselves in five leadership categories. The inducted students are expected to demonstrate Christian Character that is acceptable in the eyes of God, their teachers, and peers. The requirements are stringent, yet fair.

1. An Honor Society Counsel chaired by the Honor Society Advisor will evaluate the list for distribution and later for approval in accordance with school policies for Honor Society selection and approval. Students who are selected for consideration will be approved by the Counsel and the Honor Society Advisor.
  - Students must have a cumulative GPA of 3.8.
  - Students may not have more than twenty-five demerits and may not have any suspensions while they are a member of the Honor Society. The administration reviews each candidate’s demerits or behavior records as well.
  - Students must have been enrolled at NCA for one full semester prior to the induction.

- Students are to display Christian character, loyalty, support of NCA, and Christian leadership qualities to their teachers and peers.
2. Preliminary qualifying students’ names will be reviewed by faculty members with a minimum of two years’ faculty service at NCA for comments in the areas of Christian character, leadership, academics, and service/loyalty to the school. The Honor Society Advisor and committee will review candidate remarks using pre-determined criteria for advancing students to the next level of the process.
  3. The students will be given a packet to complete and return by a set due date. Incomplete or late application will result in disqualification of the candidate.
  4. The application packet must include: a pastoral reference from the church where the student attends, personal Christian testimony and a listing of various activities that illustrate service and leadership to the community. The committee will review the hours of service and activities. Seniors should have two hundred plus hours; junior, 150 plus hours, and sophomores, 100 plus hours. Activities may include church activities, volunteerism, scouting, music ministry, sports teams, voter registration activities, soup kitchen or charity volunteerism, hospital volunteerism, political or governmental activities, and more.
  5. The Honor Society Counsel consists of five or more NCA faculty members representing different disciplines of instruction. The Committee makes the final determination on candidates based upon the above criteria. The Honor Society Advisor oversees the process and can vote if a faculty committee member is absent. The administration approves the advisor’s and committee’s final recommendations.

### Concurrent/Dual Enrollment

National Christian Academy students in eleventh and twelfth grade with acceptable GPAs may enroll in a community college to take advanced classes. There is no tuition redirection and parents are responsible for costs incurred at the college. With the approval of the Academic Advisor, a student may also enroll in an online concurrent class through designated schools. The students schedule would be established and approved by the Academic Advisor.

### Specialized Testing

Preliminary Scholastic Aptitude Tests (PSAT) are taken by the middle and high school students in the fall. The purpose of this test is to provide an indication of national placement for college when compared with other college-bound juniors in the United States. In addition, juniors are competing for National Merit Scholarships.

### Transfer Students

Students transferring into NCA from a school where Bible is not part of the required curriculum will only be required to have Bible credits for the time they are enrolled in NCA and will receive half credits in the instance where they transferred in mid-year of the academic year. Any electives they have received will be counted toward their graduation credit.

### Academic Requirements

Students must complete all diploma requirements and service-learning hours in order to participate in graduation exercises. All course requirements must be complete by the final day of school for seniors. Seniors who have not completed requirements for graduation may finish in summer school. Summer school will be the final extension for a student to qualify for a diploma. Students who can complete the requirements in summer school may be permitted to walk through graduation at the commencement exercise; however, their diplomas will be held until all course work is satisfactorily completed.

### Summary of Required Course Credits for Graduation

Course	College Prep	*NOTE: A student is required to take a math every year of their high school career. If a student takes Algebra 1 in the eighth grade, they will have five years of math. If a student takes
Bible	4	
English	4	
Math*	4 or 5*	
Science	4	

History	4	Algebra 1 in the ninth grade, they will have four years of math.
Foreign Language (same language)	2	
Personal Finance	.5	
Microsoft Office	1	
Public Speaking	.5	
Electives	3	
<b>Minimum Total Credits</b>	<b>26</b>	

### Course Withdrawals

High school students are strongly encouraged to avoid withdrawing from a course unless, in the teacher’s judgment, the student is unable to do the work. Parents and the Academic Advisor must approve of the withdrawal before it can be finalized by the Registrar during the drop period. Students may drop courses during the first ten days of school at no charge. There will be a \$40 fee charged for every course dropped after the ten-day grace period. After 3 weeks, courses will not be dropped because course loads are set unless initiated by the teacher, Academic Advisor, or Registrar for academic reasons.

### Service Learning

Students are required to complete service-learning hours to graduate. Service hours must provide service to those outside of regular obligations to family, friends, and school. Students will continue to be required to complete a minimum of seventy-five hours of service. Students must complete 75 hours of service before graduation obtained while in grades 9-12.

Students are free to choose their service hours. The service hours are volunteer (unpaid) documented service hours that involve children, the elderly, hospitals, firehouse, EMS, children’s summer camps, government aid or government (unpaid) internships/service, church missions, homeless or poverty ministries, physical or mental disability centers or ministries, nursing homes, assisted living facilities, soup kitchens, food pantries, homeless shelters, unwed mothers’ shelters, reading or math literacy ministries, etc. Documented service-learning hours can be obtained during the school year or the summers. The academic advisor can offer other suggestions for service learning. Honor Society hours are in addition to the required service hours need for graduation. **All seventy-five service-learning hours must be completed by May 15<sup>th</sup> of the student’s senior year in order to meet NCA graduation requirements.**

### Transcripts of Academic Records

There are two types of transcripts:

- **Official:** These transcripts are delivered through FACTs SIS and electronically sent directly to a college or employer. In no case will an official transcript be sent to a student. A fee of \$7.00 is charged for each transcript.
- **Unofficial:** these transcripts do not bear the official seal and can be sent directly to the student.

### Academic Advising

Few resources a Christian school can offer are ore important than frequent personal and or academic guidance for an advisor of mature spiritual and academic judgement. NCA feels a special responsibility to each of its students to help build Christian character, to help solve academic and spiritual problems and to help students make wise choices through a planned approach to college, vocational, and career choices. Personal academic advising is offered to all middle and high school students. Students are welcome to reach out to the academic advisor for assistance at any time.

### Student Conduct

Students who choose to attend NCA are accepted with the understanding that they will abide by the established behavior guidelines and procedures. They are expected to maintain age-appropriate behavior for their own and others’ benefit. Because NCA desires to provide an educational climate that fosters the successful development of Godly character, certain guidelines have been established to maintain classroom standards of behavior and classroom order.

## General Conduct Expectations

Certain rules have been outlined to help define our expectations of the students and have been designed to represent the needs of a successful student and classroom. Parents are expected to support and promote adherence to all school policies and regulations. Most students respond well to teacher admonitions; however, for those who do not, we reserve the right to administer discipline when needed.

## Profanity

As a Christian school, NCA students are not permitted to use profane language (profanity) on campus. This policy applies before, after, and during school hours, at school games, practices, or other NCA events in accordance with Ephesians 4:29 and Colossians 4:6. Profane language will result in consequences (see Discipline page).

## Classroom Rules

Students are expected to:

1. Arrive to class on time, be prepared for class and ready to learn.
2. Respect the teachers at ALL times.
3. Respect yourself and respect your peers at ALL times.
4. Place non-uniform jackets, sweaters, and coats in lockers at the beginning of the school day.
5. Have appropriate technology/calculators, textbook, paper/notebooks, and pens/pencils in each class period.
6. Students are not to eat or drink beverages in the classrooms unless the teacher has planned an approved class party or luncheon.
7. Do not leave open drinks, unwrapped or open food in classroom or lockers.
8. Chewing gum and eating candy is not allowed.
9. Wait to be acknowledged before answering questions in class.
10. Be in uniform attire daily unless it is an approved dress down day.
11. Turn in all assignments on time or receive late penalties.
12. Headphones and cell phones are only permitted in the cafeteria during the students scheduled lunch period ONLY.

## Hall Passes

Students in 9<sup>th</sup> through 12<sup>th</sup> grade will receive hall passes in their student planners to be used when they need to visit another location in the building outside of their current class assignment. The date, time, and destination will be recorded and any comments the teacher desires to record.

## Gymnasium and Extra-Curricular Activities Guidelines

Student behavior is to be proper and courteous whenever events or assemblies are held in the gymnasium, chapels, or sanctuary. Good sportsmanship is to be shown at athletic games, pep rallies, etc. Booing or throwing of items by the spectators is prohibited. Violators will be asked to leave. **Dress attire of guest and participants should be in accordance with NCA standards.**

## Behavior

Students are to respect others' rights and property as well as the authority of the staff, faculty, and administration. Wholesome boy, girl relationships are expected. Students are to refrain from all display of physical affection (holding hands, hanging on each other, kissing, etc.) at school and all school related functions.

## Bullying

NCA defines **bullying** as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Scholars who are bullied and/or who bully others may have serious, lasting problems.

Sexual violence, sexual advances, or forms of religious, racial, personal, or sexual harassment by any student, teacher, administrator, or other school personnel that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Harassment may also include the following when related to religion, race, sex, or gender:

- name calling, jokes, or rumors
- graffiti
- notes or cartoons
- unwelcome touching of a person or their clothing
- offensive or graphic posters or book covers
- any words or actions that make someone feel uncomfortable, embarrassed, hurtful, or fearful
- sending inappropriate material by any electronic or communication device
- web postings
- additional actions labeled as unacceptable behavior in the Parent/Student Handbook

NCA defines **cyberbullying** as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Its intentional manner of communication creates a hostile learning environment by substantially interfering with a student’s educational experience, opportunities, or performance, or with a student’s physical or psychological well-being.

Examples of cyber bullying include, but are not limited to:

- willful use of cell phones, computers, and other electronic devices to harass and threaten others
- instant messaging, chat rooms, e-mails, and messages posted on websites

### **Reporting Harassment, Bullying or Cyber Bullying**

Any student or employee who perceives that they have been harassed or bullied must report the complaint in person to a member of the school administration. The complainant will also fill out and sign the Bullying Report form which can be obtained from the Registrar’s Office or FACTs. Once completed, the form should be returned to school administration for further investigation. The administration will attempt to keep the matter confidential; however, it cannot promise or assure confidentiality.

### **Disciplinary Action**

Violations of school policy will be dealt with as deemed appropriate and may be grounds for a detention, suspension, or expulsion if the offender is a student. If the offender is on staff, the behavior may lead to a reprimand or dismissal. The disciplinary action will not be made public so as to not compromise privacy laws.

### **Retaliation**

Retaliation against anyone complaining of perceived unlawful harassment is not biblical and is unlawful.

- Proverbs 20:22 “Do not say I’ll pay you back for this wrong, wait for the Lord and He will avenge you.”
- Romans 12:17-19 “Do not repay anyone evil for evil. Be careful to do what is right in the sight of everyone. If it is possible, as far as it depends on you, live at peace with everyone. Do not take revenge, my dear friends, but leave room for God’s wrath, for it is written: ‘it is mine to avenge, it is mine to repay,’ says the Lord.”
- I Thessalonians 5:15 “Make sure nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else.”
- I Peter 3:9 “Do not repay evil for evil or insult for insult. On the contrary, repay evil with blessing, because to this you were called so that you may inherit a blessing.”



### **Restrictions**

Eating and vending machine usage is allowed only at lunchtime or at times when special permission has been granted by the administration. Student may NOT eat or drink in classrooms or hallways except for activities approved by administration.

### **Inappropriate Items**

Confiscated – Radios, audio players, TV’s, video games, audio or video tapes, records or CD’s, toys, inappropriate books, periodical or internet articles, games, non-program related musical equipment (keyboards, guitars, etc.), non-school related sports equipment, matches, lighters, fireworks, skateboards, in-line skates, or other items that are not school related. These items will be confiscated by teachers, coaches, or other authorities and given to the principal who will contact parents. Only regular school equipment and materials are to be brought to school unless permission for these items has been granted from an administrator.

### **Cell Phones, Headphones, and Earbuds**

Students in the Pre-School and Elementary department are not permitted to bring cell phones to school. Since National Christian Academy has an open communication policy for students and their parents through the school office, the use of cellular phones during the academic day will not be permitted.

Middle and High School students may bring cellphones to school. While on campus, cell phones are to be used strictly for academic purposes in the classrooms. Students are not to make or receive calls, texts, or messages; make or watch videos; or listen to music during the school day. Cellphones may be used while in the cafeteria. Headphones are prohibited. Violations of the cell phone policy will result in the following consequences:

- 1<sup>st</sup> offense:** Returned to student at the end of the day
- 2<sup>nd</sup> offense:** Confiscated for 7 days by administration
- 3<sup>rd</sup> offense:** Confiscated for 14 days by administration
- 4<sup>th</sup> offense:** Confiscated for 30 days by administration

*Any offense after the fourth offense will result in the phone not being allowed in school for the remainder of the school year. If it does it will result in a 2 day suspension.*

### **Prohibited Items**

Magazines, tapes, videos, DVD’s, CD’s, or other non-school approved electronic devices, social media displaying nudity, vulgarity, profanity, pornography, or sexually explicit content; alcoholic products; tobacco products such as cigarettes, cigars, vaping, and chewing tobacco are prohibited.

### **Weapons**

Knives, guns including CO2 and BB guns, martial arts, or archery weapons, and like items are never allowed in school or at school related functions. Authorities may be contacted and disciplinary measures, including expulsion, may be implemented.

### **Drugs and Alcohol**

NCA is a drug free school practicing zero tolerance for alcohol and illegal drugs. Illegal drugs do not apply to medications lawfully prescribed to students. NCA students are subject to on campus drug testing upon parental notification. Suspension or expulsion can occur for alcohol or drug usage or sales thereof.

### **The Throwing of Objects**

Except in a supervised school activity, throwing any and all objects is strictly prohibited. Any student who is observed throwing any object will be issued demerits.

### **Bicycles, Motorcycles, and Cars**

Bicycles, motorcycles, and cars are not to be ridden or driven except in traveling to and from school unless special permission has been given by the administration. No student is allowed to transport other students without written parental permission. Students driving to and from school are required register their vehicle in the Registrar’s office and park in the church parking lot displaying the student parking pass in the front window.

### **Bomb Threats**

Students are not to make any reference to bombing or shooting the school property or any other property. If a threat is made or attempted, immediate expulsion will be considered. In addition, this offense may warrant the school to notify the proper legal authorities.

### **Pulling of Fire Alarms**

Fire alarms are off limits to students unless needed in an emergency. If a student pulls an alarm, a minimum 2-day suspension will be invoked unless circumstances are determined otherwise by the administration. If a fine is charged by the fire/police departments for a false alarm, the student is responsible for payment of said fine.

### **Sexual Misconduct**

Sexual violence, sexual harassment, sexual assault, sexual abuse, sexual advances, or any other forms of sexual activities or misconduct by any student, teacher, administrator, or other school personnel is illegal and will not be tolerated under any circumstances and the abuser may be suspended or expelled. Victims are encouraged to report the incident immediately to the school administration.

These behaviors can include, but are not limited to:

- Unwelcome touching of a person or clothing
- Using vulgarity, profanity and sexually suggestive language or innuendo
- Words or actions of a sexual nature that make someone feel uncomfortable, embarrassed, hurtful, or fearful
- Sending inappropriate material of a sexual nature by any electronic device
- Web posting of a sexual nature
- Offensive or graphic posters or book covers of a sexual nature
- Additional actions labeled as unacceptable behavior in the Parent/Student Handbook.

## **Cheating and Plagiarism**

### **Cheating**

Cheating is a serious offense that involves stealing, dishonesty and often lying. Cheating on quizzes, classwork, projects, tests, exams, or homework assignments is strictly prohibited. Students involved in cheating will receive a “0” on the assignment and at minimum ten demerits depending upon the item. Cheating will result in a suspension and if continued, an expulsion. We encourage all students to prepare assignments early and use time management skills to balance their workload. The academic advisor can assist students with these skills, as well as teachers.

### **Other Cheating Offenses**

Other cheating offenses including cutting and pasting information to use as one’s own work form the internet or other sources. Text messaging answers, storing answers in calculators, picture phone or cell phone messaging is also considered cheating when used to obtain or relay answers regarding academic testing, quizzing, classwork, homework, projects, etc. as if the work is the student's own.

### **Plagiarism**

Plagiarism is as a serious form of cheating, which can be punishable by suspension or even expulsion in many schools, colleges, and universities. Plagiarism may involve writing another person’s (author’s) sentences as if the sentences were the student’s own, or expressing an author’s line of thinking, in the development of a thesis, as though the idea or line of



thinking was the student’s idea. In short, to plagiarize is to give the impression that a student has written or thought of material that, in fact, the student has borrowed from another person (author) without citing that author(s) as the original reference. When developing a paper, students must learn to cite references throughout their papers and give credit to the original author(s) when using their statements or ideas. The English department is available to help NCA students learn how to write without plagiarizing. Students should cite the references used in their papers using the reference system set by NCA. Students will be required to have a reference handbook during their tenure at NCA. APA and MLA reference systems will be taught.

Plagiarism will result in a “0” on the paper, unless the teacher determines other extenuating circumstances that require different measures. The teacher is the determining agent on plagiarism. Plagiarism will result in punitive measures such as demerits or suspension as well. Guidelines on plagiarism will be covered with students at the beginning of the year and will be taught in the English department.

## **Discipline Code**

Most learning takes place when teachers are able to teach without distractions. Discipline, therefore, is an important part of this process. The majority of the NCA student body responds well to the established discipline procedures. However, students who have difficulty adjusting need to know that consequences will result when they are out of bounds with expected behavior.

The administration disciplines according to the guidelines established in the discipline code. It reserves the right to review discipline based on the seriousness and circumstances of the infraction and on the needs of the student.

### **Positive Recognition**

In keeping with our goal of having a student body that responds in a positive way to the school’s expectations, the administration encourages the faculty to regularly acknowledge all students who do their best to follow classroom procedures and school guidelines. Efforts will be made by teachers to give verbal praise, positive notes, and special privileges on an intermittent basis.

The administration also recognizes that students respond to tangible rewards. Therefore, middle and high school students who complete each academic quarter with no demerits on their record will be eligible for a special activity in honor of their perseverance. Students who miss the opportunity to qualify for the special activity in one quarter are still eligible to earn that privilege the next quarter.

### **Student Correction**

From time to time, student may exhibit behavior that indicates a need for more self-control. For this reason, behavior parameters have been established to address this need.

NCA uses a simple, corrective system for those students who do not comply with the behavior guidelines. Demerits are assigned based on teacher referrals. Consequences are then issued based on an accumulation of demerits. In extreme cases, a student’s unacceptable behavior will warrant a more immediate consequence.

## **Discipline Sequence**

Listed below is the disciplinary process and procedure for K3-12<sup>th</sup> grades with applied consequences.

### **Correction by a Teacher**

Teachers are the first level of disciplinary management in their classrooms and are expected to maintain an orderly learning environment at all times. Teachers may call parents at any time about non-compliant behavior. Teachers are to contact parents first to establish an understanding of student expectations and accountability.

### Referral

If a student does not correct their behavior after being verbally corrected by a teacher, the teacher will complete a FACTS SIS referral, listing the infraction. A copy will be emailed to the parent and a second copy will be sent to the Assistant Principal.

### Consequence Guidelines

The Assistant Principal is responsible to assign demerits and consequences based on the accumulation of demerits or severity of the offense. Students need a pass to see the Assistant Principal during class. Students are not to walk out of a teacher’s class to see the Assistant Principal. They must obtain written permission from the teacher.

<b>Demerits</b>	<b>Consequences</b>
5	1 Hour After School Detention
10	2 Hour After School Detention
15	Saturday 4 Hour Work Detention
25	1 Day Out of School Suspension (OSS) and extracurricular probation, parent/principal conference
50	2 Day Out of School Suspension (OSS) and extracurricular probation, parent/principal conference
75	3 Day Out of School Suspension (OSS) and extracurricular probation, parent/principal conference
100	4 Day Out of School Suspension (OSS) and extracurricular probation, parent/principal conference
300	Expulsion Guidelines

Students who do not serve a scheduled detention and have no written authorization from the principal to change the detention date, will serve a second detention of equal time. Students who serve a suspension will not be permitted to attend team practices or travel with a team during their suspension. If a major offense(s) has occurred, the severity of the situation may require immediate additional penalties in suspension time than stated in the above guidelines (i.e., fighting, social media, drugs, terrorist threats, theft, profanity towards a teacher, student, staff, or administration, etc.).

### Demerits (Major and Minor Categories):

Major offense infractions will remain as part of the cumulative demerit record for both semesters. Consequences for offenses will accumulate during both semesters in accordance with the stated guidelines on demerits. Teachers are encouraged to warn students and manage minor behavior incidents in their classrooms using classroom management techniques.

### Minor Offenses

<b>Infractions</b>	<b>Demerits</b>
Dress/Hair Code Violation	1
Gum, Food, Drink, or Candy	1
Homeroom/Late to Class*	1 and thereafter 2
Chapel Violation	2
Disruptive/Inappropriate Behavior	2
Car Violations	2
Lack of Cooperation	2
Hall Pass Violation	2
Unprepared for Class**	2

\* First offense is a warning

\*\* no textbook, technology, paper, pens, calculator, assignments, etc.

### Major Offenses

<b>Infractions</b>	<b>Demerits</b>
Out of Bounds (in unauthorized area)	5
Inappropriate Items (cell phones, air pods, earbuds, etc.)	5 (not in use i.e., in pocket)
Inappropriate Statements (not profane or vulgar remarks)	5

Non-Compliance (not handing over your phone)	5
Public Display of Affection (inappropriate touching, kissing, etc.)	10
Defacing School Property (plus financial remuneration)	10
Minor Altercation (horseplay, no malice)	10
Throwing Food	10
Inappropriate Items (cell phones in use)	10
Unauthorized Internet Usage	10
Lying/Deception	10
Insubordination/Disrespect	15
Cutting Class	15
Vulgarity/Profanity*	15

\*gestures, verbal, written, remarks w/hidden meaning

**These Infractions can include a possible one-to-five-day suspension or expulsion**

<b>Infractions</b>	<b>Demerits</b>
Harassment/Intimidation	25
Theft	25
Cheating on Homework, Quiz, Test, etc. (plus academic penalty)	25
Prohibited Items	25
Cutting School/Truancy	50

**Administrative Offenses**

Smoking, chewing tobacco, shoplifting, illegal drugs, or alcohol (use/possession of any of these in any form on/off campus). Lawfully prescribed medications are acceptable and kept with the nurse. Weapons, fire alarm/bomb threat, acts of fornication, threats of violence, teacher assault (physical or verbal threats), and vandalism and physical altercations.

Students participating in any of these areas are in jeopardy of serious discipline and/or expulsion. Expulsion does not require the compensation of tuition to parents. See the parent financial agreement. Corrective discipline may include combinations of suspensions, counseling, community service, writing assignments, and referral to a civil authority, expulsion and other discipline as deemed appropriate.

NCA will not tolerate the use of illegal drugs, alcohol, pornography, or sexual immorality in any form by its students on or off campus. This policy is central to the educational philosophy of the school. Students who are proven to use drugs or alcohol or who are involved with pornography or sexual immorality, whether on campus or not, are subject to suspension or expulsion.

**Discipline Consequences**

**Detention**

When a detention needs to be assigned, the principal will give the student a consequence form listing the date and time that the detention is to be served. Students must have the form signed by their parent or guardian and present the signed form to the detention supervisor at the time the detention is to be served. The student will receive the consequence form at least 24 hours before they serve the detention. If students are absent on the day, they are scheduled to serve the detention, the consequence must be served the day they return to school. The detention fee must be paid in cash prior to entering detention.

**After School Detention**

Students will serve one hour and two hour after school detentions on Thursday’s at 3:35 pm. After school detentions will take priority over any other after school or extracurricular activity. Students serving a one-hour detention must pay the detention fee of \$10 in cash to the detention supervisor. Students serving a two-hour detention must pay the detention fee

of \$15 in cash to the detention supervisor. Students must bring their detention form signed by a parent or guardian along with the detention fee paid in cash. Students without the original form will serve the original detention and be assigned an additional after school detention for the next day. Students who miss after school detention will be assigned a double after school detention. Missing more than one after school detention may result in a suspension from school.

### **Saturday 4 Hour Work Detention**

Will be served on Saturday mornings for a period of four hours (8:00 am to 12:00 pm) or as arranged by the principal. Students must pay a fine of \$25 in cash to the detention supervisor on that Saturday.

Students are to bring their detention form signed by a parent or guardian. Students without the original form will serve the original detention and be assigned additional after school detention for the next school day. Missing a four-hour work detention may result in a suspension from school. Parents are expected to pick up the student at 12:00 pm when their child completes their detention assignments. Students who are not picked up by 12:15 pm will be charged a late fee of \$10 per 15-minute intervals to the detention supervisor.

Saturday four-hour work detention is the student’s first priority. They will miss all extracurricular activities and personal obligations including work, rehearsals, practices, or games until their detention time is completed. Tardiness or coming unprepared may result in additional consequences. If a student is uncooperative or does work that is unsatisfactory, they may be assigned additional work time or be referred to the principal for additional consequences. All work detentions are to be served in school uniform. Any student who does not come to work detention as assigned may receive a one-day suspension and will be rescheduled for the next work detention date.

### **Out of School Suspension (OSS)**

A student may be assigned an out of school suspension by the principal for one to five days and may also be placed on disciplinary probation for a grading period (minimum of nine weeks). Suspended students may not be on school/church property while school is in session, nor attend school functions/activities until they have returned for a full day of classes. The academic penalty is given for each class.

- One-day suspension at 25 demerits and probation for sports and extra-curricular activities and a parent conference with the principal.
- Two-day suspension at 50 demerits with a two-day suspension from sports and extra-curricular activities and a parent conference with the principal.
- Three-day suspension at 75 demerits with a three-day suspension from sports and extra-curricular activities and a parent conference with the principal.
- Four-day suspension at 100 demerits with a four-day suspension from sports and extra-curricular activities and a parent conference with the principal.
- Expulsion may occur at 300 demerits.

Academic penalty: Students serving a suspension for disciplinary reasons will have a 50% reduction in the earned grade for the work they complete during the suspension period. (Example: an assignment that earns a 90% grade is reduced by 50% to a 45% grade.) Test, quizzes, and homework assignments are graded at 50% as well, when students are serving a suspension.

### **Extra-Curricular Activity Suspension**

A student may be placed on an extra-curricular activity suspension as part of the school’s disciplinary process because of a major discipline offense, or by the Assistant Principal directive. This suspension includes participation in athletic sports programs, snack shop, Visual and Performing Arts, and for special events that are not related to course requirements. The suspension may be scheduled for up to five days, or for the remainder of the school year. A permanent suspension may be applied at the discretion of the administration. During the suspension period, the student may not practice nor play in

any games, competitions, or travel with a team. They also may not dress in any athletic uniform for the games or competitions.

The suspension runs from the first school day it is issued through all weekends, holidays, and out of school breaks set by the school until the suspension has been completed. After the final school day is completed, the student will again become eligible for activities beginning the next calendar day.

### **Additional Guidelines**

- School half days are considered a full school day.
- An official school cancellation due to inclement weather and the like will be considered a school day.
- A student who violates the suspension from activities may have another week (five school days) added to their time, plus a suspension from school.

### **Permanent Activity Suspension**

A student who continually disregards school guidelines and policies or who commits a serious infraction may be placed on permanent suspension from all extra-curricular activities for the remainder of the school year. A permanent suspension may be applied as deemed necessary by the administration.

### **Behavior Probation**

A student suspended from school may be placed on disciplinary probation for a grading period (minimum of nine weeks). These students are not to receive major infractions or immediate expulsion may result. A student placed on behavioral probations is restricted in the following areas:

- May not register to participate in Student Government activities (a suspension does not necessarily result in probation).
- May not hold an office in the Student Government or Honor Society.
- May not hold a position of leadership in extra-curricular activities.
- May not attend or participate in any overnight school related activities as determined by the administration.

### **Expulsion**

At the discretion of the administration, a student will be expelled or given the opportunity to withdraw from NCA, when they reach 300 demerits or commits a serious infraction that can result in expulsion.

### **Appeal Process**

If a student believes that a correction was given unfairly, they should not argue the case during class time but discuss the matter privately at a time convenient to the person who corrected them. The correction may be withdrawn if the teacher agrees with the student. If the teacher does not agree, the correction should be accepted graciously. Students should never argue with a teacher. Students are expected to exhibit courtesy and respect at all times. The administration will settle appeal disputes not resolved by the teacher. The principal will talk with the student and the teacher or staff member to validate the circumstances as true. The principal documents the situation and gives the appropriate listed demerits for the offense.

### **Restoration Policy**

The ultimate goal of discipline in a Christian school is to shape the character of each student. The Bible instructs us to be like Christ, “To be conformed to the image of his Son” (Romans 8:29) and to not be “conformed to this world” (Romans 12:2).

The Bible indicates that a person with repeated offenses is demonstrating that they are not seeking to alter their character. In following Biblical principles, the person must be separated from the group for the sake of both the individual and all other students (Proverbs 22:10).

The Bible also stresses that when it is apparent that the result of discipline is the formation of Christ-like character, then we, as Christians, are obligated to pursue a path of restoration (Matthew 18:15-20; Galatians 6:1; Luke 15:1). When it appears that a student is genuinely filled with remorse and repentance over an infraction that resulted in their expulsion from NCA, the following steps of restoration may be taken, which may result in the student’s return to school.

### **Current Student**

The administration reserves the right to not invite back any student for the following school year based on their behavior status. Requirements for re-enrollment of a student whose return is in question are as follows:

- The student must not continue earning discipline for the same area(s) of violation.
- The student must demonstrate a desire to continue as a student at NCA through their attitude, response to authority, and through effort to correct themselves in their area(s) of weakness.
- The administration must have a good report from the student’s teachers regarding their desire to follow the school rules and policies, their display of satisfactory behavior and a cooperative attitude in the classroom.

Upon being granted the privilege to return to NCA as a student for the next school year, the current student who is issued a behavioral probationary status must fulfill all probationary requirements.

### **New or Returning Former Student**

The administration will assign any student who is placed on behavioral probation, as a condition of their enrollment, a time period during which they must complete their probationary status. The probation time period may be from one quarter to one year in duration. The requirements of the probation must be satisfied for a student to remain at NCA. They are as follows:

- They must not commit any major offense;
- They cannot be in violation of the area(s) from which they originally earned the probationary status;
- The student must demonstrate a positive response to authority in all school classes and activities, and show a sincere desire to follow all school rules and policies;
- They must earn a good report from their teachers upon completion of their probationary time period.

Because the probation period places the student on a conditional continuance at NCA, a violation of the probation guidelines could result in the same consequences as those who commit an expulsionable offense. A student who continues to be in violation of their specified guidelines may be asked to withdraw from NCA. A student who is withdrawn due to a violation of probation will not be eligible for reconsideration as a student at NCA for one school year. Following that time period, they may reapply under the guidelines for re-admittance to NCA.

### **Expulsion**

An expelled student will not be eligible for re-admission until at least one year’s absence from the date of expulsion, unless the administration determines that the student is qualified for restoration as outline in the Restoration Policy section. Expelled or Request to Withdraw students may not be on school/church property while school is in session, nor attend school sponsored activities on or off campus, without prior approval of the principal. See the Parent Financial Agreement regarding tuition penalties for expulsions or early student withdrawals.

After a year’s absence, student(s) who desire to return to NCA will do the following:

- The student must not commit any major offense.
- The student cannot be in violation of the area(s) from which they originally earned the probationary status.
- The student must demonstrate a positive response to authority in all school classes and activities and show a sincere desire to follow all school rules and policies.
- The student must earn a good report from their teachers upon completion of their probationary time period.
- The student must write a letter to the administration requesting re-admission.



- Establish a good behavior record in another school.

Present three letters to NCA of recommendation from a pastor of the church the student regularly attends, principal and teacher documenting a positive change in behavior and attitude. These letters attesting to improve behavior must come from outside of National Christian Academy.

### **Readmittance of Withdrawn Student**

If a student is required to withdraw from NCA at the conclusion of a semester, they may not return to NCA until the following takes place:

- The student must be absent from NCA a minimum of one semester.
- The student must establish a good behavior record at another school.
- The student must submit a letter requesting re-admittance.
- The student must provide three letters of recommendation from a pastor/youth pastor, principal, and teacher. These letters attesting to improved behavior must come from outside of this school.

A student on disciplinary probation will be unable to hold any position of leadership in the Student Government or Honor Society. A student placed on disciplinary probation for more than two consecutive grading periods may not be allowed to return to NCA for one school year.

## **Dress Code**

### **General Dress Expectations**

We expect conformity to the dress code. All clothing must be worn properly; it may not be too tight, binding, form fitting, provocative, loose, sagging, or baggy. Penalties are in effect for uniform offenses in the demerit section.

No exemption from the dress code will be allowed unless the student provides a doctor's note indicating a medical need for departing from the dress code. Only administration can approve such an exemption. The administrative team has the authority to amend the dress code for the entire student body if the weather conditions make changes necessary.

### **ID Cards**

Each student will be issued an ID card provided the student has submitted the required signatures on the technology Use Agreement. Students are required to carry their ID card with them at all times, and they must produce the ID card upon request by any faculty or staff member. Failure to have an ID card when requested may result in demerits. If a student loses their ID card, they must immediately report this to the main office and arrangements will be made to replace it. A fee of \$5.00 will be charged for replacement of ID cards.

ID cards are required for admittance to a variety of school-sponsored activities and must be presented to the NCA staff personnel in order to check out any materials or to use a computer.

### **Uniform Guidelines**

While on campus, student should be in complete uniform unless participating in an extracurricular activity that requires a specific manner of dress.

- High top shoes, open-toed shoes, sandals, or boots are unacceptable.
- Hair must be kept well-groomed, neat, and clean. For both male and female students, only basic hair ornaments may be worn. Headwraps, do-rags, or scarves are not consistent with the dress code and are not permitted.
- Sunglasses may not be worn in the building.
- No headgear (unless it is of a religious nature) is allowed in the building. Hats may only be worn outdoors on school grounds. Other head coverings, such as bandanas, skullcaps, scarves, do-rags, and hoods are not allowed; exceptions may be made during Spirit Week and on Dress Down Days.

- Boots, Crocs, athletic slides, non-NCA outdoor garments/jackets are to be left in the student’s locker and may not be worn.
- Coats, jackets, and non-authorized sweatshirts are prohibited in the building.
- Slacks and skirts are to be worn appropriately, at the waist. The waistbands of skirts may not be rolled. Pant legs should not be cuffed or rolled.
- All shirts and blouses are to be worn tucked into slacks or skirts. Shirts and blouses must be worn with no more than one button unbuttoned at the neck.
- Colored t-shirts or t-shirts with designs or writing that can be seen under the school uniform may not be worn.
- Excessive jewelry or accessories are inappropriate.
- Sweaters may not be worn tied around students’ waists.
- Frayed and/or torn uniform items are unacceptable and must be mended or replaced.
- Uniforms are intended to appear “uniform.” Customized and/or personalized uniforms are not allowed.
- Hoop style nose rings of any kind are not permitted.
- All uniform items should be identified with the student’s name.
- General neatness is standard. This includes uniforms free of wrinkles.
- Tattoos should not be visible.

### **Dress Uniform Guidelines**

The dress uniform will be required for school pictures, any special occasions, chapel days, and field trips as deemed necessary by the administration.

### **Dress Uniform**

Dress uniform for girls consists white oxford button down collar blouse with NCA monogram, red or navy crossbow, plaid or navy uniform skirt or kilt or navy uniform slacks/trousers.

Dress uniform for boys consists of white oxford button down collar blouse with NCA monogram, navy tie, navy uniform slacks/trousers.

### **Female Uniform Attire**

**Skirts:** Navy or Plaid skirt or kilts (skirts must not be higher than one inch above the top of the knee in both the front and the back).

**Trousers/Slacks:** Navy blue trousers must be modest and fit appropriately.

**Socks:** Solid navy knee socks, solid navy tights, navy-colored nylons or panty hose.

**Blouse:** White Oxford, button down collar with NCA monogram; white (K5-8), navy (9-10) or red (11-12) NCA logo polo shirt. Blouses must remain tucked in during instructional hours.

**Quarter Zip Pullover and Sweater:** Pullover and sweaters only with NCA logo only (optional, may be worn all year).

**Shoes:** Dress or dress casual ankle high flat shoes or solid black tennis shoes are allowed as uniform attire. No moccasins, crocs, work or Ugg boots, calf or knee length boots or high platform shoes.

**Belts:** Solid black leather or cloth belts must be worn with trousers.

**Crossbows:** Navy or Red. Must be worn with the White Oxford, button down collar NCA logo shirt on chapel days and on Dress Uniform days.

**Earrings:** No more than two (2) earrings in each ear. Earrings should not be larger or longer than two inches.

**Hoodies:** (NCA or NON-NCA) are not to be worn during class, homeroom, or the cafeteria. Students must wear school pullover or sweater.



**Make-Up:** Should be modest in appearance. Young ladies are encouraged to refrain from wearing extremely dark, bold, or metallic lipstick/lip gloss.

### **Male Uniform Attire**

**Trousers/Slacks:** Navy blue slacks. Trousers are not to be worn oversized, sagging, or too tight.

**Socks:** Solid navy or black.

**Shirts:** White Oxford, button down collar with NCA monogram; white (K5-8), navy (9-10) or red (11-12) NCA logo polo shirt. Shirts must remain tucked in during instructional hours.

**Quarter Zip Pullover and Sweater:** Pullover and sweaters only with NCA logo only (optional, may be worn all year).

**Shoes:** Dress or dress casual ankle high flat shoes or solid black tennis shoes are allowed as uniform attire. No moccasins, crocs, work or Ugg boots, calf or knee length boots or high platform shoes.

**Ties:** Navy. Must be worn with the White Oxford, button down collar NCA logo shirt on chapel days and on Dress Uniform days.

**Belts:** Solid black leather or cloth.

**Earrings:** No more than one (1) earring in each ear. Earrings should not be larger or longer than .5 inches.

**Hoodies:** (NCA or NON-NCA) are not to be worn during class, homeroom, or the cafeteria. Students must wear school pullover, sweater, or blazer.

### **Hairstyles**

Should be neat. Extreme styles or fashions that attract attention will not be permitted. Hair may not be dyed unusual or extreme colors such as purple, navy, green, burgundy, bright red, bleached white blonde, etc. as determined solely by the administration. Highlights are permissible but should not be extreme as deemed by the administration. The principal will make the final decisions regarding hair issues when discrepancies exist. Headdresses and wraps are not permitted as part of the uniform. Headbands are optional for girls but should be modest. Acceptable colors include navy, red, white, and black. Hair accessories must be in accordance with the school uniform. The administration, again, will make the decision if a discrepancy exists. The administration will determine the period in which to correct hair violations.

### **Facial Hair**

All students are expected to be close or clean shaven. A neatly trimmed mustache, goatee or chin hair are permitted, ¼ inch or shorter in length. A neatly trimmed hair connected mustache and goatee and sideburns are also accepted, ¼ inch or shorter in length of facial hair. In cases where a student’s shaving affects his health, a physician’s letter to that effect must be on file. The administration will determine the period in which to correct violations.

### **Special Occasions**

#### **Dress Up Days (Non-Uniform)**

**GIRLS:** Color coordinated trousers, skirts, and blouse combinations or dresses are in order. Dressy pantsuits or dress slacks and dressy blouses are also acceptable, however, not for Commencement or Baccalaureate. Dress must be worn for these two special occasions. Skirt and dress lengths should be no higher than one inch above the top of the knee in the front and back. Low cut necklines or dresses and skirts with slits above the knee should not be worn. Sweaters that are modest in design are acceptable. Students may wear the school uniform in lieu of a dress up opportunity. Work boots are not permissible for girls on dress up days. Dress up apparel is appropriate on school picture day.

**BOYS:** Color coordinated trousers and collared shirt combinations are in order. Dressy pantsuits or dress slacks and dressy blouses are required for Commencement or Baccalaureate. Sweaters that are modest in design are acceptable.

Students may wear the school uniform in lieu of a dress up opportunity. Work boots are not permissible for boys on dress up days. Dress up apparel is appropriate for Spring Picture day.

### **Field Trip Dress**

Attire will be specified by the teacher as appropriate for the event. This does not apply to in house dress up or picture taking days.

### **Dress Down Days**

A dress down day is an occasion to wear appropriate casual clothing. Dress down day guidelines may require specific clothing styles to be worn on dress down days. The following dress is always considered inappropriate and is never allowed on these days:

T-shirts with obscene or questionable designs or writing, hats, sunglasses, short shorts, short skirts, Spandex or tight pants or jeans, leggings, torn or ripped jeans where the skin is visible above the knee, styles with bare midriffs, low necklines, off-shoulder tops, pants with writing on the posterior, ballistic vest or any clothing judged to be immodest.

All pants must be worn with belts or suspenders. Skirt lengths should comply with uniform dress code standards.

### **Violation of the Dress Code**

Any student in violation of the daily dress code may be required to change clothes before attending classes. Parents may be contacted to bring a new set of clothing. Students may be suspended from class until the violation is corrected.

Any student in violation of the special occasion dress code may be required to change clothes before attending classes. Parents may be contacted to bring a new set of clothing, or the uniform may be substituted. If a student is in doubt regarding their attire, the student should bring other clothing and ask administration if the clothing is acceptable. Students may be suspended from class until the violation is corrected.

## **Student Driving Privileges**

Students should understand that driving to school is a privilege. Both students and parents need to carefully read the regulations regarding students driving to school. A Student Parking Permit form from the Registrar’s office must be completed and returned to the Registrar’s Office with a \$25 tag fee. Students who have not complied with the school vehicle registration by the end of September (or within two weeks if the vehicle use begins after September) will be fined \$50.

Students who are found in violation of the driving regulations may be issued disciplinary consequences, have driving privileges suspended, or be given other consequences as deemed necessary by the administration.

### **Driving Regulations**

The vehicle or vehicles driven by a student must be registered with the Registrar’s office. The school’s parking tag must be displayed on the rear-view mirror with the number visible. NCA is not responsible for theft or loss of items from vehicles.

**The campus speed limit is 5 mph and must be observed at all times.**

All student passengers must turn in written permission from their parents allowing them to ride with the student driver. (Submit the note with the student driver’s Parking Permit Form). Each passenger must also adhere to the following regulations relating to arrivals, departures, and returning to the vehicle after it is parked and left. Any addition or removal of passengers is to be reported in writing within a week of the change.

The driver must carry adequate insurance to comply with Maryland State law. NCA is not responsible for students who are transported by private or public vehicles.

There is to be no loitering in or around motor vehicles in any of the parking lots before school, after school, or during the school day. Once the vehicle has been parked, the driver and passengers must leave the vehicle. After school, students are required to leave the school grounds by 3:45 pm or be under staff supervision.

No student may drive off school property during school hours, including lunchtime, without prior permission from the school administration and their parents (i.e., early departure).

No student may return to a vehicle during the school day without approval from the Assistant Principal. Lunches, books, projects, clothing, etc. should be taken from the vehicle when the student arrives at school.

Unexcused and continued tardies to school may result in suspension of the driving privilege. Vehicles are to be left in designated parking areas during school hours. Students who park in an undesignated space will be asked to move their vehicle. Continued abuse will result in suspension of a parking permit for a specific period of time to be determined by the administration, dependent on the number of offenses. There is to be no parking in the faculty spaces or in any other lot. Student parking is in the front of the church closest to Bock Road.

The volume from radios or other musical equipment should not be audible outside the vehicle.

The administration, and any security official may conduct a reasonable search of any student and/or vehicle if they have probable cause to believe the student has in their possession, or vehicle, an item that the possession of which constitutes a criminal offense under the laws of the State or that violates the rules of the school.

## **Athletics**

### **Sports and Seasons**

Winter Sports: November-March

Boys' Basketball, Girls' Basketball, Football, Cheerleading

Junior varsity teams may not be available in all sports.

### **Athletic Enrollment**

NCA does not accept fifth year seniors for enrollment. NCA does not accept homeschool student athletes. NCA does not allow student athletes or other students to enroll and repeat grades if they have successfully passed that grade at another approved school. In cases of a failed English credit, the applying student athlete or student would be required to re-take and pass English prior to their NCA enrollment from an approved summer school or approved on-line or evening class.

### **Physicals**

All student athletes must have a physical on file before trying out for any team. There are no exceptions. One physical per school year is sufficient for all sports. Forms are available in the Registrar's office. All athletes should be covered under their parents' insurance. An insurance waiver must be completed and submitted to your coach or along with the physical form before the first practice.

### **Practices and Games**

Students involved in after school activities will report directly to the teacher/coach in charge at 3:35 pm. Students may not leave school and return to the activity without written permission from the parent and the administration. Athletes should be in an assigned study hall, until practice, under adult supervision. Students are not to be in the gym without adult supervision. Parents are expected to provide transportation for their student immediately following practice and upon their return from games. If students obtain rides with fellow students other than their parents after games or practices, the students should clear this arrangement in advance with their parents and the parents are to inform the coaches by phone, text, or in writing prior to being picked up. Schedules will be provided to each team member. Any student who is regularly not picked up on time may be suspended or dismissed from the team.

## Sports Uniforms

On select game days with prior approval from the administration and coach, athletes may wear their approved NCA team jerseys with an approved Under Armour type shirt underneath or their team jackets with a uniform oxford shirt. Team pullovers or sweatshirts are not permitted. Uniform trousers/skirts and shoes should remain uniform standard always. Hats are not to be worn. Cheerleaders may wear their uniforms with sweatpants on pep rally days; otherwise, a jacket or approved jersey (shell) may be worn with the uniform turtleneck.

## Class Absences

Any middle or high school team member who misses a class or classes because a team is dismissed early is responsible for all work missed. The student is responsible for getting all assignments prior to the away game. On game days, athletes must be present by 10:30 am to participate in athletic events on that school day. Classes missed require a parent’s note with a stated approved reason for the lateness. Students who are unexcused will receive a “0” for their work. See Absences and Tardy.

Athletes are expected to be in school both the day of the game and the day after a game. Any team member absent from school the day of a game will not be eligible to play in the game. Any team member absent the day after or tardy without an approved excuse will not be permitted to play the next game.

## Eligibility

**Academic:** See Academic Eligibility

**Behavioral:** See Extra-Curricular Activity Suspension

## General Information

### Communicating with School Personnel

To communicate with school administrators or request a telephone call from a faculty member, parents may call the main office at 301-567-9507. Administrators and teachers may also be reached via email. Unannounced visits by parents or guardians to meet with school personnel are not acceptable. Scheduled appointments must be made.

### Lunch

Students may bring or purchase their lunch with the lunch caterer. Menu calendars and further information may be obtained from the school office and in FACTs. Each family must enroll their child in the monthly meal plan via contract with the lunch caterer.

Students are not permitted to order food to be delivered to the school campus during school hours. Food deliveries will not be accepted on behalf of a student and monies lost as a result will not be refunded. Students in violation of this rule will face disciplinary consequences.

- All students must report to the lunchroom on time each day and stay until dismissal time.
- Students wishing to visit with teachers must have a pass from the sponsoring teacher prior to leaving the lunchroom.
- Students should not sit on tables, throw trash across the room, or leave during the last five minutes of lunch.
- Teachers on duty will check tables and the floor during the last five minutes. When all tables are clean, the teacher on duty will dismiss students no more than 1 minute before lunch is over.
- If students do not clean their tables, they will be kept in the lunchroom after the dismissal time and will be required to stay until the lunchroom is cleaned.
- After warning students about inappropriate behavior, students who consistently violate the lunchroom rules will be reported to the assistant principal for discipline.

### **Elevator, Halls, and Stairs**

An elevator is available for students and guests who are physically unable to use the school’s stairways. Permission from an administrator is required for students to utilize the elevators.

Students are not permitted to congregate in the halls or stairways in such a way as to impede traffic flow.

### **Lockers and Locks**

All students in 7<sup>th</sup> through 12<sup>th</sup> grade are assigned a locker. If a student loses the lock assigned to their locker, it must be replaced with a lock purchased from the school for \$10. Locks purchased elsewhere may not be used. Students are to use only the lock and the locker assigned to them. Lockers are to remain locked at all times.

Students may go to their lockers between classes. Students may not go to their lockers during class time without a pass from a staff member. Lockers can and should be closed quietly.

All hall lockers are equipped with a combination lock. It is the responsibility of the student to be sure their lock is securely locked at all times. A locker is intended for use solely by the student to whom it is assigned. Under no circumstances should lock combinations or lockers be shared.

Students are not allowed to attach anything to the outside of lockers with the exception of college acceptance letters and birthday decorations. Pictures and balloons are allowed on lockers. There should be no writing on the locker, even with a dry erase marker. Birthday decorations should be removed within two days after the birthday. Students who deface lockers are subject to a Saturday detention.

At the end of the school year, all lockers that are not cleaned out will be assessed a \$15 locker clean out fee.

### **Searches**

Lockers are school property and the school reserves the right to open and inspect student lockers at any time. The school also reserves the right to search a student’s belongings, car, or other areas under a student’s control in order to enforce school policies, rules and regulations, and/or to preserve a safe and orderly learning environment.

Failure to cooperate with a search may result in immediate suspension or expulsion.

### **Textbooks**

It is the student’s responsibility to keep the textbook(s) until the end of the school year. All students are expected to have their assigned textbooks in class each day. If not, they are considered unprepared for class. Periodically, teachers will do book checks to ensure that the students have the correct textbook. It is the student’s obligation to pay for any lost or damaged textbooks. Should a student need to purchase a second textbook, the student should consult with the registrar to arrange purchase. Lost textbooks will be billed to the student’s account. If unpaid, report cards and transcripts will be withheld.

### **Lost and Found**

Lost and found items are located in three different areas, depending on the article lost.

- If books or notebooks are left in the classroom or other areas, they are collected and given to the Registrar at the end of the day. The Registrar will determine the owner of the textbooks. Lost books and notebooks may be retrieved from the Registrar’s office for a fee of \$1.00.
- Lost clothing items are held in the gymnasium closet. To ensure the return of items to their proper owners, all uniform items must be identified with the student’s name.
- Valuables such as purses, jewelry, watches, keys, etc. should be brought immediately to the main office and given to one of the administrative assistants. Other valuables (including iPads) should be turned in to the main office. Students looking for these items should find them at the main office as well.

All NCA students are expected to respect and care for their own personal belongings as well as those of others. All found items should be taken promptly to the appropriate location.

NCA Faculty and Staff are not responsible for the replacement of lost or stolen items, including technology devices.

### **School Office**

The school’s office hours are from 8:00 am to 4:00 pm, Monday through Friday. Students are not permitted in the school office without permission from administration. For the protection of our students, all visitors must wear a visitor’s pass. Parents must report to the school office to sign in and receive a visitor’s pass. Parents are not permitted in the classrooms during the day unless permission has been granted by the administration. Those persons who are denied permission but remain, or who do not comply with school regulations, will be treated as trespassers.

Shadow visits are limited to 7<sup>th</sup>-12<sup>th</sup> grade students. Shadow visits will only be hosted on Fridays from November-March.

In the event of an emergency, a parent, guardian, or their designee should check in at the main office if they need to speak to or pick up their student(s).

Occasionally, items or gifts are brought or delivered to NCA for members of the school community. In all cases, school personnel in the main office will oversee the process of ensuring that these items are given to the intended recipients. Security concerns and respect for the normal school routine prohibits deliveries that disrupt the school day.

### **Medication**

In accordance with the Maryland State Department of Health, we ask that the following guidelines regarding any and all medications be followed:

- To dispense over the counter and prescribed medications we will need to have on file properly completed authorization forms. For a form to be considered properly completed it will need to have all the information completed as well as signatures by both the parent and physician.
- All medications (including Tylenol, nasal spray, and inhalers) must be stored in the front office under the supervision of the administration. If a student is required by a physician to carry an inhaler on their person, an order from their physician must be on file in the registrar’s office.

To dispense prescribed medications, we will need the following:

- A properly completed authorization form on file. Forms may be obtained from our school website or from the registrar’s office and may be emailed to her at [dataentry@ncaeagles.org](mailto:dataentry@ncaeagles.org).
- The medication will need to be in its original container with the student’s name, physician’s name and instructions printed on the label.
- The medication must be brought to the front office by the parent and given directly to the office administrator. Students are not permitted to manage medications of any kind. Parents must also pick up any unused medication directly from the administration. If possible, arrange for any medications to be given after school hours.

### **Health Information**

It is a state requirement to have immunization records for each student; therefore, an up-to-date immunization record for every student is necessary. The Health Department requires that the day, month, and year be recorded for all immunizations. Immunization forms, which are completed by the student’s doctor, are available in the registrar’s office. Twenty days are allowed for transfer of health records from other schools.

### **Withdrawal from School**

A student desiring to withdraw must notify the registrar at least 5 days in advance of withdrawing. Parents are required to complete a withdrawal form stating the reason for withdrawing the student and sign a Release of Records form. On the student’s final day, the student will take the Student Withdrawal form to each teacher, who will collect any school owned



books and materials for the specific class and then sign the form. After the last class, the student should return the signed form to the registrar.

### **Field Trips**

Field trips are school sponsored functions and are regulated by the general code of conduct. Field Trip Dress code will apply for field trips. When on a school field trip, the student must remember that they represent the school and must act accordingly. Any breach of conduct will be reported to the Assistant Principal and will be dealt with through the normal disciplinary process. A Field Trip Permission form must be completed in order for students to attend a field trip. Students whose tuition is not up to date will not be allowed to attend field trips.

### **Chapel**

Chapel services are held weekly for all students by school division and are conducted by the staff. Each service gives opportunity for worship through scripture, praise and worship, prayer, and may include plays, puppets, and the like. Specific chapel uniform is required.

### **Supplies**

Parents are responsible for obtaining their child’s classroom and activity supplies. Supply lists for everyday materials may be obtained through FACTs and on the school website.

### **Messages and Deliveries**

Messages and deliveries from home are relayed through the main office. They are to be kept to a minimum. Calls should be made in the morning if at all possible as messages are delivered to students during lunch.

### **Fire Drills**

These periodic drills are serious exercises requiring total cooperation. They will be conducted as required by the PG County Fire Department.

### **Emergency Drills**

NCA routinely practices various emergency drills, including intruder alert drills, inclement weather drills, and other emergency drills.

### **School Pictures**

Pictures are taken shortly after school begins. Details and procedures are sent home prior to the scheduled sitting. Class pictures are normally taken in the spring. Students are required to be present and dressed in chapel uniform for picture days.

## **Technology Use Policy**

Technology is incorporated into National Christian Academy’s academic programs to assist students and further the school’s mission. To prepare our students for college and life skills, students must be taught proper technology usage. Students must have access to the information and tools necessary to operate in this world but must also be instructed in a manner that ensures these skills are used in the best manner to benefit all.

### **Cellphone/Electronic Device Policy**

Students in the Pre-School and Elementary department are not permitted to bring cell phones to school. Since National Christian Academy has an open communication policy for students and their parents through the school office, the use of cellular phones during the academic day will not be permitted.

Middle and High School students may bring cellphones to school. While on campus, cell phones are to be used strictly for academic purposes in the classrooms. Students are not to make or receive calls, texts, or messages; make or watch videos; or listen to music during the school day. Cellphones may be used while in the cafeteria. Headphones are prohibited.

Violations of the cell phone policy will result in the following consequences:

**1<sup>st</sup> offense:** Returned to student at the end of the day

**2<sup>nd</sup> offense:** Confiscated for 7 days by administration

**3<sup>rd</sup> offense:** Confiscated for 14 days by administration

**4<sup>th</sup> offense:** Confiscated for 30 days by administration

*Any offense after the fourth offense will result in the phone not being allowed in school for the remainder of the school year. If it does it will result in a 2 day suspension.*

Students must keep other electronic devices in their locker and turned off during the entire school day. This policy covers Blackberries, PDAs, phones, digital music players, camcorders, cameras, laser pointers, and any other electronic device. The device does not have to be turned on to be confiscated, only seen.

Students are not allowed to have earbuds or headphones in their ears at any time during school or school sponsored activities (field trips, field days, assemblies, chapels, etc.). If a student has earbuds or headphones on, they will be confiscated, along with the device to which they are connected, and turned in to the assistant principal. The discipline guidelines will be followed.

### Network Access

- Students will access the network only through their unique network login; they are solely responsible for what appears on their accounts.
- Students will keep their passwords safe; they should not be shared with any other user.
- Students will only access sites, programs, and apps that are appropriate for a Christ-like, academic setting.
- Students will only access data for which they have been granted authorization.
- Students have no expectation of privacy in regard to any activity on the NCA network and understand and agree that all use of the NCA network may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the user’s knowledge or consent.
- Students will only use software and apps to enhance academic pursuits while on the NCA network.

### Internet Use

- Students will use the Internet in a way that is consistent with Christian values.
- Students will use the Internet for academic research and growth.
- Students will access the Internet only for school purposes while on the NCA network.
- Students can only connect devices to the school network that have been approved by the principal and IT.
- Students are aware that Internet bandwidth is limited and one user who is using a high volume of bandwidth could be impairing other students’ ability to work. Therefore, bandwidth usage is a communal concern, and individuals should work to ensure their behavior is not impeding another’s work.
- Students have no expectation of privacy in regard to internet usage while using the NCA internet connection and understand and agree that the use of the NCA internet connection may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the users’ knowledge or consent.

### Email

- Students will use their nca eagles.org email to communicate with staff and other students and submit work to their teachers.
- Students will use email only to communicate with students, teachers, and appropriate out-of-building contacts.
- Students will use proper email etiquette and conduct themselves in a professional manner, particularly in regard to language, when composing correspondence.
- Students will think before they send an email, to encourage thoughtful, inspiring, necessary, and kind communication.
- Students will not use email to harass, insult, bully, or otherwise degrade another person.



- Students will only access their email during free periods, or when it is permitted and acceptable in a class, meeting, or assembly.
- Students are aware that school email accounts are the property of the school and can be accessed by the school whenever deemed necessary by the school administration.
- Students will have no expectation of privacy while using the NCA email system and agree that the use of the NCA email system may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the user’s knowledge or consent.

### **Personal Devices**

- As stated in the cell phone policy section of this handbook, students are not allowed to have their cell phones on their persons during school hours. The cell phone must be turned off and placed in their lockers for the entirety of the school day.
- Wearables, including but not limited to smartwatches and other devices that communicate with cell phones, are not allowed to be used during the school day.
- Students must follow all NCA’s acceptable use policies on personal devices when used in the school building, and be aware that behavior on social media, whether inside or outside the building, still falls under this document.

### **iPads, Laptops & Chromebooks**

- Students take full responsibility for their own devices at all times and are aware that the school takes no responsibility for its safekeeping and maintenance.
- Students must keep their devices in a protective case at all times.
- Students will keep their devices charged and in proper working order for use throughout the school day.
- Students will do their best to make sure that other students properly care for their devices as well.
- Students should not leave their devices unattended anywhere in the school building. That includes classrooms (teacher present or not), hallways, lunchroom, etc.
- Students should lock their devices with a passcode of their choosing; the school reserves the right to demand that a student unlock their device at the request of an administrator.
- Students will have no expectation of privacy while using electronic devices during the course of the school day.

### **Texting/Messaging/Chatting**

- Students are not allowed to text, message, or chat on their personal devices during the school day.
- Students will think before they digitally communicate.
- Students will not use texting, messaging, chatting, and/or any other digital communication to harass, insult, bully, or otherwise degrade another person.

### **Social Media**

- Students are aware that their behavior on social media, whether inside or outside of the school building is susceptible to this policy.
- Students may access social media apps and websites only for school purposes, under the direction of a teacher or club moderator while on the NCA network.
- Students will only post audio, video, and still photography to social media outlets when it is for a class or club activity under the supervision of a teacher or moderator. Students will think before they post.
- Students will never post to social media to harass, insult, bully, or otherwise degrade another person.
- Students are prohibited from posting any individual on a social media outlet without the consent of the individual.

### Audio-Visual

- Students will only record audio, video, or still shots of people who are aware that audio, video, or stills shots are being captured of them, and have received permission to do so.
- Students will capture audio, video, or still shots only for educational or community purposes (i.e., Spirit Week, sport events, school assemblies, etc.)
- Students will think before they record audio, video, or still shots.
- Students will not use audio, video or still shots to harass, insult, bully, or otherwise degrade another person.
- Students will always consider their surroundings and company when using headphones, earbuds, or built-in speakers to watch videos or listen to audio.
- Students will not wear headphones or earbuds in the hallways, between classes, during class, or before and after school. Headphones or earbuds are not to be used in class.
- Students will only watch videos (including movies and television programs) and listen to audio (including music) that is appropriate for a Christian school setting.

### Privacy

- Students shall have no expectation of privacy while using NCA electronic information resources, including Internet access, web services, and applications.
- National Christian Academy administration and IT staff may conduct an individual search of a student’s iPad, computer, email account/files, or other related items at any time if there is suspicion that this policy or the school’s other policies and guidelines may have been violated.
- The school retains the right to duplicate any information created by students on the school’s network, or on any individual iPad or computer.

### Consequences

All students are aware that their behavior is subject to the school’s Discipline Code and Honor Code, and the usage of technology falls within these realms. Failing to follow this policy can lead to revocation of technology use privileges, detention, suspension, and/or expulsion.

All parents are also, therefore, held responsible for knowledge of this technology policy and adherence to it. Students are responsible for their own individual actions, and parents are responsible for the supervision of their children and for encouraging students’ responsible and courteous use of technology resources.

## Financial & Service Obligations

### Fees and Tuition

Tuition and enrollment payments are due at the time of enrollment. Students may not begin classes until all fees and tuition payments are made. The first month’s tuition payment is due by August 15<sup>th</sup>. Payments are considered late if not made by the 20<sup>th</sup> of the month. On the first day of the following month, a late payment fee of 10% will be assessed. Additionally, all day care payments must be paid by the 15<sup>th</sup> of every month. If the account is not paid in full by the 5<sup>th</sup>, your child will not be admitted to school until your account is cleared. Failure to keep tuition and day care payments current incurs the same scope and sequence mentioned below in Suspension of Families for Non-Payment. Families who have received a financial assistance award must keep all school accounts current or the assistance awarded will be forfeited.

### Extended Care (Before and After Care)

NCA requires all students who are on campus, including all secondary students (grades 7-12), to be in a designated area with proper supervision. Students who arrive at school before 8:00 am are considered participants in before care and the parents’ account will be billed accordingly. Students who are not picked up immediately after school, or after an official after-school activity, will be considered participants in after care and the parents’ account will be billed accordingly.

### Textbook Policy

- Student textbooks are purchased by the school and paid for during your enrollment process. Textbooks will be distributed to students based on enrollment date.
- Students requiring a second set of books may be required to pay an additional fee.
- The school is not responsible for books lost or stolen. Missing textbooks should be reported immediately to an administrator.
- Students retrieving lost textbooks from the Registrar’s office will be charged a \$1.00 fee per book.
- All textbooks should be kept in the best possible condition. The student’s name should be written on the edges of the book.

### Gift Giving

Tuition and registration fees are the major source of income for the school. Since this income does not cover the entire cost of providing a quality Christian education, the school is dependent upon additional gifts from parents and friends. Fundraising events will be conducted throughout the year. Parents and students are encouraged to participate and support these events.

### Tuition Assistance Programs and Discounts

Limited student financial assistance may be available through our FAST application. Students who receive financial assistance must maintain acceptable grades and conduct. Failure to do so makes all tuition and fees the responsibility of the parent/guardian from the time of the infraction until they have reached satisfactory academic or disciplinary standing. National Christina Academy reserves the right to require proof of financial need before assistance is given.

**Two Payment Plan Discount:** 5% discount is given if paid in August and December. The deadline to take advantage of this discount is August 15<sup>th</sup>

**Full Payment Plan Discount:** 10% discount is given if paid in fully by August 15<sup>th</sup>

**Family Discount:** Families with more than one student enrolled will automatically receive a 10% discount on the base tuition of the second child.

**Tithers Discount:** Families that are members of National Church of God and are regular tithers are eligible to receive a 10% discount on the base tuition (MUST BE VERIFIED).

**Alumni Discount:** Scholars who have a parent who is a graduate of NCA are eligible to receive a 20% discount on the base tuition (MUST BE VERIFIED).

# National Christian Academy

## Student Pledge of Cooperation

I understand that NCA is a Christian school operated by Christian principles.

I pledge to strive for excellence in all subjects, activities, and in all areas of my life.

I pledge to show respect for myself, teachers, administration, staff, and other students of NCA.

I pledge to follow the student conduct and dress code standards.

I pledge to study and follow the teachings and values of the Bible.

I pledge to treat others as I want to be treated.

I pledge to follow all the policies and guidelines of NCA.

I pledge to avoid any expression of verbal or physical violence.

I pledge to avoid any use of alcohol, tobacco, or illegal substances.

I pledge to abstain from profane language and immoral behavior.

**I have read the above pledge and agree to abide by it. I realize that if my behavior is not consistent with this pledge, I forfeit my privilege to be enrolled as a student at National Christian Academy.**

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Student's Printed Name

Grade

Date

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Student's Signature

## Parent Pledge of Support

I/we pledge to fully support the above student pledge by instructing our child to follow it fully and faithfully. I/we realize that if our child's behavior is not consistent with this pledge, they will forfeit the privilege of being enrolled as a student at National Christian Academy.

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Parent's Printed Name

Signature

Date

# National Christian Academy

## Parent Agreement

I agree with the statement of faith, philosophy, purpose, objectives and discipline of National Christian Academy and make NCA my glad-hearted choice for the coming school year.

I agree to support the spiritual principles and purposes of Christian education. In accordance with our view of the Bible as the supreme and final authority on all matters pertaining to faith and life, we believe that marriage is the exclusive, covenant relationship between one man and one woman. We believe that marriage is an illustration of the mysterious union between Christ and the church (Ephesians 5:25-33). Though sexual intimacy within the marriage relationship between one man and one woman is approved and even celebrated in Scripture, we believe that any sexual intimacy outside of this covenant relationship falls short of God’s standard and is prohibited. Further, we believe that God wonderfully and immutably created each person as male and female and that these two distinct, complementary genders together reflect the image and nature of God. We believe any attempts to alter or change one’s birth gender fall short of God’s standards and are prohibited. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of National Christian Academy faith, doctrine, practice, policy, and discipline, the Pastor, Principal, and School Board are the National Christian Academy’s final interpretive authorities on the Bible’s meaning and application.

I agree with and will abide by all the rules and stipulations of the Parent/Student Handbook.

I agree to give my full and loyal support to National Christian Academy publicly and privately – in my words and in my actions.

I authorize the school to discipline my child as necessary, and I agree to support school discipline in my home. I understand that corporal punishment is never administered by any NCA staff member, nor is it ever permitted on school grounds by anyone, including parents.

I agree to pay tuition and other charges according to the financial policies. I understand that school records will not be released unless the account is current.

I agree to pay the charges for any damages to school property caused by my child.

I agree that I am responsible for making sure my child is brought to school on time and picked up on time. This includes picking my child up immediately (within 30 minutes) when medical or disciplinary reasons arise.

I agree to conduct myself in a reasonable, polite and respectful manner at the facilities or functions of National Christian Academy and with the NCA staff. I understand that National Christian Academy is willing to discuss any matter with me, but that it must be done in a reasonable, polite, and respectful manner.

I agree that my relationship with National Christian Academy is a partnership in the education of my child and I will fully cooperate with and support the NCA staff. I will work closely with my child’s teachers, department supervisor, assistant principal and principal. I agree to follow this chain of command in dealing with concerns, and will not enlist any outside assistance until I have worked with the NCA staff and have allowed them adequate time and opportunity to deal with my concerns.

I agree that if my child does not respond favorably to the school in academics or behavior, I will not try to change the school but will try to help modify my student’s behavior, and if this fails, I will withdraw my student without dispute or delay.

I agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against National Christian Academy or any employee or agent thereof on my child’s behalf, and the school or its agent not be found at fault, we agree to pay any and all attorney fees, court fees, damages or other costs that National Christian Academy or its agents should incur to defend itself against such action.

I give my agreement and support to each item listed above.

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Parent’s Printed Name	Signature	Date
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Parent’s Printed Name	Signature	Date
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