

NEUSE CHRISTIAN ACADEMY



STUDENT HANDBOOK

2011-2012

Adopted 7/28/11

(Student Handbook is subject to change. For current version, contact the school office.)

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Neuse Christian Academy

Student Handbook

Educational Philosophy

4.000-1

Neuse Christian Academy (NCA), an educational institution affiliated with Neuse Baptist Church (NBC) and Mount Vernon Baptist Church (MVBC), has been established to provide high academic standards in a totally Christian atmosphere. The purpose of Christian education is to develop an educational process that puts the Bible at the center of learning and asks the student and teacher to evaluate all they see in the world through the eyes of God – because God is truth.

We believe that the education of children is the **God-given responsibility of parents** and that our school functions to assist the parents in meeting their obligation. The school seeks to cooperate closely with parents in every phase of their student’s growth and development.

Realizing the differences in a child’s innate abilities, we encourage and expect each student to do their best. It is the desired goal of NCA that each student will learn not just “how to make a living” but, more importantly, “how to live.” Each student will be challenged to live a life that is pleasing to the Lord in all areas. To that end we commit ourselves.

Mission Statement

4.001-1

For the glory of God, Neuse Christian Academy is wholly committed to supporting families by providing a Christ-centered educational environment that prepares children for life as Christian leaders who choose character before career, wisdom beyond scholarship, service before self and participation as a way of life.

Admission Requirements

4.002-1

1. Submit an application with the proper fees and official transcripts/records.
2. All students are required to have a medical report on file. The new students must have the report on file before the start of school.
3. All prospective students must be interviewed by the appropriate school principal and if needed, one or more administration members, teachers or staff that are appointed by the administrator to determine if we meet the students needs and if they meet our school’s requirements.
4. All prospective students must be approved for acceptance by both the appropriate school principal and the school administrator.
5. New students may be required to complete an academic screening test.
6. All prospective students must submit a letter of reference from the applicant’s Pastor, or in lieu of a letter, interview with the admission committee appointed by the Board.

Each new student is accepted on a six-week trial basis (probation). Probation is based on previous academic and disciplinary performance. The student must maintain good behavioral and academic standing to be removed from probation. A signed pledge of conduct is required from all students and parents.

NCA follows the Kindergarten admissions policy adopted by Wake County Public Schools. Students must turn five by August 31 of the year they start school in order to enroll in Kindergarten.

Admissions Policy **4.002-2**

Parent(s)/guardian(s) must be supportive in having their child(ren) taught from a Christian perspective that reflects the Statement of Faith of Neuse Christian Academy. Parent(s)/guardian(s) of all students must sign the Pledge of Conduct, and students in grades 6-12 must sign the Pledge of Conduct.

Neuse Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission's policies, scholarship and loan programs, as well as athletic and other school-administered programs. Nevertheless, as a Christian school NCA reserves the right to deny entrance to any student (or refuse to accept an application from the parents of a student) who is not a professing Christian. Moreover, NCA reserves the right to deny entrance to any student (or refuse to accept an application from the parents of a student) who practice or endorse lifestyles that are inconsistent with Biblical teachings on sin, purity and morality.

Re-enrollment **4.002-3**

Students attending NCA and in good standing will be given the opportunity to re-enroll during the month of January. Beginning in February, enrollment will be open to the public and will be based on a first come/first serve basis.

Transfer Students **4.002-4**

Transfer students will be placed on academic probation for the first six weeks. If it is evident that the student is struggling academically, socially, or spiritually, probation may be extended or withdrawal may be recommended. If probation is extended, additional tutoring and/or counseling for social and spiritual issues will be required. Local transfer students are accepted only during the first term of school.

Bible Teaching/Chapel **4.003-1**

As a Christian School, daily Bible teaching forms the foundation of all education offered at NCA. The Bible course at the high school level is a core subject that must be passed to remain a student at NCA. We use the King James Version for scripture memorization.

Biblical integration is at the heart of all classroom activity at NCA. Biblical precepts are incorporated into classroom instruction and lesson plans at all grade levels. By structuring teaching and class activities around the Bible, students learn of the centrality of God's Word in all areas of life.

Bible teaching will also include scripture memorization by students.

Chapel services are held weekly, during which time the students sing hymns and choruses, hear testimonies, and are given character building messages from the Word of God.

Academic Information

4.004-1

Neuse Christian Academy provides a solid academic base that encompasses a traditional school setting. It is our goal to prepare children for success in all endeavors that God calls them to serve. A strong academic emphasis in a loving and Christian environment encourages an atmosphere of learning and respect.

Neuse Christian Academy is, in actuality, three schools in one.

Elementary – K5 through 5th grade

Middle School – 6th grade through 8th grade

High School – 9th grade through 12th grade

Grades K5-5 are basic foundational learning years. Reading, writing, math, and Bible are taught and re-emphasized until mastery of these major subjects is met. History, spelling, music, art, physical education, computers, and science are also taught from the traditional view.

Grades 6-8 are the middle school years as they prepare for high school. Instruction in basic subjects and the Bible are taught in a manner to build on the foundation that was given in the elementary grades, and advanced subjects are introduced to build our students' foundation for high school level courses.

Grades 9-12 are the high school years. All students entering 9th grade begin a college preparatory program designed to meet all University of North Carolina system college entrance requirements. Our comprehensive high school curriculum offers classroom instruction for core subjects, labs and/or demonstrations for biology, chemistry, physics and computer competency in addition to Bible. Select classes are taught at the Honors and Advanced Placement level.

Special Education students will be considered for enrollment based on an evaluation made by the administrator, principal, pertinent teachers and the parents. If NCA can meet the needs of students requiring special educational considerations, they may be considered for admission. NCA may allow only one to two students per grade level with special educational needs in the high school at a time.

NCA is approved by the Student Exchange Visitor Program to accept non-immigrant students.

Class Schedules

4.004-2

The elementary schedule is to be supervised by the elementary principal. The Administrator, Middle School, and High School Principals arrange the middle school and high school class schedules.

School Curriculum

4.004-3

School curriculum selection is supervised and administered by the respective department heads, principals, and the Administrator.

Core Courses

4.004-4

Elementary

Core courses: Bible, spelling, reading, history, language, math, and science.

Excluded courses: art, band, chorus, computer, library, P.E., Spanish, study hall, and electives.

Middle School and High School

Core courses: Bible, English, math, science, history/social studies, foreign language (HS only), and P.E./health. All honors and AP classes are considered core courses.

Excluded courses: Any subjects not specifically listed as core courses shall be excluded from honor roll calculations.

Only core courses are calculated into honor roll. If a class is taken more than once, it is only included in the honor roll calculations the first year.

Attendance Requirements

4.005-1

Regular attendance is necessary in order for students to fully benefit from being in school. Students who miss part of, or all of, a school day must bring a written excuse for the absence from their parents or guardians. A written excuse is required even if parents have talked with the principal or teacher. The following are legitimate reasons for missing school or being tardy to school:

1. Personal illness, accident, or a doctor's appointment.
2. Serious illness or death in the immediate family.
3. Absence/tardy approved in advance by the school administration.

Students in K5-8th grade must attend school for at least 3 hours to be counted present for that day. In accordance with North Carolina law, elementary and middle school, students that miss more than 20 days may be required to repeat the grade.

In high school, attendance is taken per class; therefore, perfect attendance is awarded to students based upon attendance in all classes. If a student misses more than 20 minutes of a class, they will be counted absent for that class period.

If any NCA student misses more than 20 days in a course/subject during the school year, they may not receive credit for the course/subject unless lost hours are made up with approval of the

administration.

School-wide, any extenuating circumstances may be reviewed by the administration.

Students must come to the office and get an admit slip, and they must have a written note for an excusable absence to be excused.

Elementary School Attendance **4.005-1.1**

Parents are expected to have their students on time for school each day. Students that arrive at school late must stop at the office with a written excuse to get an admit slip to enter class and to have attendance corrected. An unexcused absence will be given for every 5th tardy arrival. Students arriving after 8:02 a.m. are considered tardy.

Middle and High School Attendance **4.005-1.2**

Students are expected to be in class on time. If they arrive at school late, they must stop at the office with a written excuse to get an admit slip to enter class and to have attendance corrected. Upon every fifth unexcused tardy to homeroom, the student will be given a choice point. Tardiness to class during the school day will result in one choice point per three (3) unexcused tardies. Tardies reset to zero at the beginning of each semester.

Grading Scale **4.006-1**

NCA uses the following Grading Scale:

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

THE ELEMENTARY SCHOOL PROGRAM **4.100**

Classification Requirements **4.101-1**

A student will be promoted as he or she successfully advances in reading, language and mathematics, and has also demonstrated acceptable proficiency in all other subject areas. Students that fail mathematics or language arts may be required to repeat the grade. Decisions regarding promotion and retention will be made on an individual basis and in consultation with each student's parents.

Testing **4.102-1**

No formal program of semester testing is given to elementary school students. Student achievement and progress for students in grades 1 thru 5 is measured through the administration of Stanford Achievement and OLSAT tests.

Homework

4.103-1

NCA requires that students in elementary grades perform study at home. This is not only necessary for accomplishing classroom goals but also is helpful establishing good study habits for learning at higher grade levels.

Homework assignments at the elementary grade levels are designed to be closely monitored and supervised by each student's parents. Home assignments for elementary grades 4 and 5 should not exceed 45 minutes, and grades 1-3 should not exceed 30 minutes. Each student is expected to complete homework assignments.

All students in K5 through 5th grades are required to keep an assignment notebook. Each student's assignment notebook is to be signed by a parent daily.

Each classroom teacher will be certain that each home assignment is topical with classroom teaching and serves to reinforce classroom instruction.

To encourage family participation in mid-week worship services, no homework will be given on Wednesday nights.

Make-up Work

4.104-1

Homework assignments required to make up missed classroom activities due to absence may be required by the classroom teacher. Parents should consult with their student's teacher immediately following missed school days to obtain make-up materials.

Students who are absent and receive an excused absence have as many days as they were absent plus one day to do their make-up work. For example, if a student misses one day, they have two days to turn in their make-up work. If they miss three days, they have four days to turn in their make-up work.

If possible, students who plan to miss class for vacations, trips, etc. should do their work in advance.

Elementary School Discipline Policy

4.105-1

While disciplinary procedures for the elementary school are less structured than those required for students in higher grades, general principles and objectives for discipline are described in Section 4.306-1 thru Section 4.306-3. These concepts serve as a guide for disciplinary policy in elementary school.

In order for our classrooms to run smoothly and effectively, it is necessary for students to make good behavior choices. Any student who behaves in such a way that interrupts teaching affects the learning opportunities and well-being of the entire class. The Conduct Point Discipline Plan will help teach responsible behavior and will assist students in making appropriate behavior choices. Additionally, the plan consists of rules, positive recognition, and consequences that are age and grade appropriate. Each child's academic progress is important to us, and we feel that this plan will help establish a classroom setting that is positive and conducive to learning.

The behavior categories and point system listed below will be discussed with students during the first week of school. Conduct points are set to zero for all students at the beginning of each semester.

First and Second Grade

Category 1: One Point

Repeated disobedience
Talking (3rd offense of the day)
Disrespect to teacher or classmates/rude behavior
Inappropriate language
Horseplay

Category 2: Two Points

Defiant behavior
Stealing
Cheating
Lying

Category 3: Three Points

Fighting
Bullying
Behavior that is harmful to self or others

Third through Fifth Grade

Category 1: One Point

Repeated disobedience
Talking (3rd offense of the day)
Disrespect/rude behavior
Horseplay

Category 2: Two Points

Defiant behavior
Inappropriate language

Category 3: Three Points

Stealing
Fighting
Bullying
Behavior that is harmful to self or others

Cheating is anything that is done by the student that is not his or her own work.
Bullying is taunting, threatening, frightening, or otherwise intimidating other students.

If a child receives 5 conduct points the following will occur:

Recess detention
1st-2nd grade: 20 minutes
3rd-5th grade: 25 minutes

If a child receives 10 conduct points the following will occur:

After-school detention

1st-2nd grade: 25 minutes

3rd-5th grade: 30 minutes

Mandatory conference scheduled with parents, teachers, and elementary principal

If a child receives 15 conduct points the following will occur:

½ day in-school suspension

If a child receives 20 conduct points the following will occur:

One day in-school suspension

Mandatory conference with parents, teacher, principal, and administrator

If a child receives 25 conduct points the following will occur:

Two days of in-school suspension

If a child receives 30 conduct points the following will occur:

One day out-of-school suspension*

Mandatory conference with parents, principal, and administrator

If a child receives 35 conduct points the following will occur:

Two days of out-of-school suspension*

Mandatory conference with parents, teacher, elementary supervisor, and administrator

Possible expulsion

A student with a yearly total of 35 conduct points or more will need administrator approval to return the next school year.

*All school work must be completed on the days missed from school. Credit for missed work will be at the discretion of the Elementary School Principal or the Administrator.

When a student is given a conduct point, a conduct slip will be sent home attached to the student's assignment notebook. This slip will need to be signed by a parent and returned the next school day.

A student with a yearly total of 50 conduct points or more will need administrator approval to return the next school year.

THE MIDDLE SCHOOL PROGRAM **4.200**

Classification Requirements **4.201-1**

A middle school student will be promoted if he or she satisfactorily completes coursework in the language arts and mathematics, and has demonstrated acceptable levels of proficiency in all other subjects. Decisions regarding promotion and retention will be made on an individual basis. Teachers shall keep parents, the Middle School Principal, and administrator advised on students experiencing academic difficulties.

Testing

4.202-1

Semester examinations are given at the discretion of middle school teachers.

Homework

4.203-1

The discipline of home learning is continued and reinforced through middle school years. Consequently, 6th, 7th and 8th grade students will be expected to study at home. This is not only necessary for accomplishing specific objectives in subject areas, but also is helpful in development and maintenance of good study habits for learning at the high school level.

Homework at these grade levels should be monitored and supported by each student's parents. Home assignments for Middle School grades should not exceed one hour nightly. Each student is expected to complete homework assignments.

All students in 6th through 8th grades are required to keep an assignment notebook. Each student's assignment notebook is to be signed by a parent daily.

Each subject teacher will structure all home assignments that are topical with classroom teaching and purposeful.

Students are required to have a Texas Instruments series graphing calculator without a CAS system: TI-83 or TI-83 Plus, TI-84 or TI-84 Plus, or TI-Nspire without a CAS system for Algebra I or higher math classes. Students should not purchase calculators with a CAS system (TI-89, TI-92 or TI-Nspire CAS) as they are prohibited on the ACT and many university's placement exams.

To encourage family participation in mid-week worship services, no homework will be given on Wednesday nights.

Make-up Work

4.204-1

Work assignments to make up missed classroom activities due to absence will be required. Each student is responsible for obtaining assignments from their teachers in each of their subject areas immediately following an absence from school. Students who are absent and receive an excused absence have as many days as they were absent plus one day to do their make-up work. For example, if a student misses one day, they have two days to turn in their make-up work. If they miss three days, they have four days to turn in their make-up work.

Whenever possible, students who plan to miss class for vacations, trips, etc. should do their work in advance.

Academic Probation

4.205-1

All students in grades 6-8 will be evaluated by the middle school principal at report card time. If a student is failing two or more courses, they are placed on academic probation until their grades improve. At this time, the principal will provide academic counseling. If a student stays on academic probation throughout the year, they may not be allowed to enroll for the following school year.

Middle School Discipline Policy

4.206-1

The administration of discipline followed in the Middle School will be as described in Section 4.306, High School Discipline Procedures, but with the following exceptions:

1. Middle school students committing infractions will receive Choice Slips. Refer to Section 4.306-4 for detail description of this system. Middle school students must have their copy of the Choice Slip signed by their parent(s) and returned to their homeroom teacher.
2. Failure to return a Choice Slip signed by a student's parent or guardian will also result in a call to the home from the school office.
3. Choice Points are assessed for each infraction according to policy described in Section 4.306-4. Accumulated Choice Points above specified limits will earn the student a Saturday Choice Point Session. Middle school students will not serve more than one session on any given Saturday.

THE HIGH SCHOOL PROGRAM

4.300

Classification Requirements

4.301-1

A student's grade level is determined by the number of credits he has earned through the previous year.

Completed Credits	Grade Classification
0	Freshman
6	Sophomore
12	Junior
18	Senior

If a student fails a required class, that class must be taken again.

Testing

4.302-1

Semester examinations are given in grades 9 through 12 in all core subject areas with the exception of Bible.

A student who has an 'A' average each term and no more than 6 absences for the semester will be exempt from taking semester and final exams.

No more than two tests will be given per day per grade level with the exception of final exams.

Other testing will be given during the year (i.e., ASVAB, SAT [Stanford Achievement Test], PSAT, and others as deemed appropriate).

Seniors are required to take the ACT as part of NCA graduation requirements.

Homeschool students that visit our campus for the purpose of testing will follow all of the guidelines at NCA including dress code (see section 4.016-2).

Homework

4.303-1

Completion of homework and special projects assigned by teachers is expected of all NCA students in the high school program. This is not only necessary for meeting instructional goals in subject areas, but also is a means by which students practice and refine home study techniques necessary for higher education.

All work must be clear and legible. A teacher may refuse to accept any work that does not meet these two standards.

Students are required to have a Texas Instruments series graphing calculator without a CAS system: TI-83 or TI-83 Plus, TI-84 or TI-84 Plus, or TI-Nspire without a CAS system for Algebra I or higher math classes. Students should not purchase calculators with a CAS system (TI-89, TI-92 or TI-Nspire CAS) as they are prohibited on the ACT and many university's placement exams.

Homework assignments are to be limited to no more than twenty minutes daily for each subject on the high school level. The teacher for each student's subject area will structure homework and project assignments to be reasonable and purposeful.

To encourage prayer meeting attendance, no homework will be given on Wednesday nights.

Make-up Work

4.304-1

When students are absent, it is their responsibility to find out what they have missed and to make up the work. If possible, students who plan to miss class for vacations, trips, etc. should do their work in advance. Students who are absent and receive an excused absence have as many days as they were absent plus one day to do their make-up work. For example, if a student misses one day, they have two days to turn in their make-up work. If they miss three days, they have four days to turn in their make-up work.

A student who is absent will be expected to take missed tests on the day he/she returns to school if they were present for the review. If the student was not present for the test review, they will be expected to take the test the day following their return to school. If a student misses work or a test and the absence is unexcused, the teacher may decide whether or not to allow them to make-up a test or quiz.

All high school homework, quizzes, projects, papers, and tests are expected to be completed and turned in on the due dates assigned by the teacher. Late work for homework assignments is NOT allowed and any homework for any class in the high school that is not turned in on time will receive a grade of "0". The only exception is for excused absences. With excused absences, the student will follow the procedures stated in the test makeup section as stated above. Projects and papers will be penalized 10 points per school day that the assignment is late up to a maximum of 10 days.

Grade Point Average (GPA):

GPA is calculated on a 4.0 scale as follows:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

GPA Credits:

All core courses and elective courses will be given credit toward GPA. GPA credit will not be given for teacher's aides, study hall, or a course that is not completed for the entire year. Home-school courses do not receive credit towards GPA.

Policy for Honors Courses:

Participation in an honors course is a privilege extended to NCA students who demonstrate academic proficiency in a particular course of study and model outstanding classroom behavior. Invitation to participate in honors classes is extended to individual students by the faculty or administration of NCA. The following criteria must be met by each student to be considered for attendance in an honors class:

- a.) A final grade of 90 or greater in the same course of study completed prior to the honors class.
- b.) Fewer than ten (10) Choice Points received by the student per semester in the prior school year.
- c.) Less than twenty (20) unexcused absences or tardies documented by the student in the prior school year.

Each student in an honors class agrees to complete all required material and additional projects, homework, exams, and other requirements as assigned by the teacher.

Honors GPA is calculated as follows:

A	5.0
B	4.0
C	3.0
D	2.0
F	0.0

Policy for Advanced Placement (AP) courses:

1. Students are allowed to participate by teacher invitation only. Invitations are issued to students earning a 95 average or better the prior year in the subject area.
2. Written parental and student acceptance of the invitation and payment of the course fee and test fee are required prior to the first day of class.
3. Students must agree to complete all requirements of the course as outlined in the course syllabus, including taking the AP exam at the end of the year.

4. An AP course and test fee will be assessed to all students that participate in the class. The course fee is **non-refundable**. The test fee is **non-refundable** if the test has been ordered and taken by the student.
5. The student must take the Advanced Placement (AP) test if they take an Advanced Placement (AP) course.

AP GPA is calculated as follows:

A	6.0
B	5.0
C	4.0
D	3.0
F	0.0

Policy for Dual Enrollment for High School and College Courses 4.305-2

1. The student must be 16 years old.
2. The student must have earned at least a 3.0 cumulative average.
3. The student must meet/pass all entrance requirements for the Dual Enrollment program.
4. The student must be enrolled in at least four classes at NCA.
5. The student must have fulfilled all other requirements for graduation.
6. The student may take a maximum of two classes at an approved college/university/technical school.
7. The student must show proof of enrollment, attendance record, and semester grades for courses taken at the college.
8. The student may not leave before 11:45 a.m. (after 4th hour).
9. The student understands that high school credit will be earned for courses taken at NCA and that college credit will be earned for courses taken at the college (credits do not overlap).
10. The student must receive written parental and counselor approval.

Policy for Tracking into Honors Math – Summer School 4.305-3

1. The student must earn a 90 or above average in all four quarters of prerequisite math.
2. The student must receive written teacher recommendation, administration, and parental approval.
3. The student agrees to participate in honors math courses throughout high school.

Policy for Summer School Credit:

Students who fail a course during the regular school year are encouraged to retake the course in summer school. Summer school will be offered on an as needed basis. A student in need of summer school should not presume that classes will be offered, as NCA cannot guarantee course offerings over the summer. In order for summer school credit to be granted, a student must do all of the following:

1. Receive advance written permission from the high school principal, the teacher who will be teaching the course, and the parents.
2. Be responsible for payment of the \$500 fee for elementary or \$750 per course fee for middle/high school for summer school at NCA.
3. Successfully complete all assignments, quizzes, tests, and exams in the summer course and earn a minimum of a “C”.

The original grade as well as the summer course grade will be recorded on the transcript. If a student takes a summer school course at another school, advance approval must be granted by the high school principal.

Course Drop/Add **4.305-4**

The principal and/or administration during the first two weeks of school must approve any course drop/add. A high school student may request to add, drop, or change a class within the first two weeks of school. However, a schedule change slip must be obtained from the office and signed by the parent, counselor, and student. Teachers will not permit any student to leave one class for another one without the signed schedule change slip. Any exceptions to this policy will only be made at the discretion of the principal and administration.

Requirements for High School Diploma **4.305-5**

A total of 25 units are required for graduation.

Bible	4	Foreign Language	2
English	4	PE/Health	1
Math	4	Electives	2
Science	4		
Social Studies	3		
Speech	1		

Additionally, all students must take and pass a computer competence examination. Students who are unable to obtain a passing score after two attempts must take a computer elective.

In accordance with our Mission Statement, "... participation as a way of life.", it is required that all junior and senior students complete a total of 24 hours of documented community service prior to graduation. Community service may include volunteer work in church, school, or your local community. The high school principal will provide documentation forms.

Honor Roll **4.305-6**

The honor roll is published each term to recognize a student's academic achievements. A student must be on the honor roll at least three terms during the year to receive a certificate at the end of the year. Students are eligible according to the following criteria:

1. Principal's List – Any student qualifies who has straight A's on the report card.
2. "A" Honor Roll – Any student qualifies whose academic courses average a 93 or higher.
3. "B" Honor Roll – Any student qualifies whose academic courses average between 85 and 92.

A "D", an "F", or an "I" (incomplete) on the report card causes the student to be ineligible for the honor roll for that term.

Awards and Honors **4.305-7**

Valedictorian
Salutatorian
Honor Society
National School Choral Award
Junior Marshals

The administration will determine the Valedictorian each year based on academics and a Christian character assessment. The Valedictorian is the senior student with the highest cumulative GPA based on core courses during grades 9-12. If there is a tie between two or more students, the administration will then look at the numeric average. If there is still a tie, the administration will look at the quality points. Home school grades count toward the total credits required for graduation but not in the GPA. Students who transfer to NCA for their senior year are ineligible for Valedictorian. The Valedictorian/or Salutatorian will be disqualified if he/or she is suspended during the senior year.

Academic Probation **4.305-8**

All students in grades 9-12 will be evaluated by their respective principals at report card time. If a student is failing three or more courses, they are placed on academic probation until their grades improve. The student will be encouraged to obtain a tutor. The principal will provide parent and student academic counseling. If a student stays on academic probation throughout the year, they may not be allowed to enroll for the following school year.

High School Discipline Policy **4.306-1**

Discipline Guidelines **4.306-2**

The purpose of discipline is to encourage students to develop biblical self-control in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his or her responsibilities and to accept the consequences for their actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Any conflict that interferes with the authority of parents or school staff will ultimately prove to be harmful to the student, and should be resolved at all costs. Discipline is not a panacea, but is indispensable in the teaching-learning process when implemented in Christian love, with reason, and with consistency. While having no life of its own, discipline is most effective when it is integrated in the environment and way of life of the school and the classroom.

There are a number of priorities met through the exercise of good discipline. Rules are in fact very clearly stated in God's Word that point to God's perfection, teach us to be in submission to our Creator, and provide the basis for healthy human relationships. Other rules adopted by NCA are to promote an environment in which we are able to live and learn together as a school body in harmony and in consideration of others.

Corporal Discipline **4.306-3**

Corporal correction is a biblical method of discipline as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). However, out of concern for current societal/governmental pressures, and our belief that this form of discipline is best exercised by parents, school personnel are not permitted to administer this type of discipline procedure upon our students. NCA believes that it is the prerogative of each child's parents to administer this form of discipline in appropriate measure as a response to misbehavior while at school.

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable; in addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school rules. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian to confront again. We suggest that students invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he has invited to intercede, should go to responsible school authorities. In this way, we seek to encourage students to stand for righteousness.

High School Discipline Procedures**4.306-5**

Enforcement of discipline is the responsibility of all NCA staff members and staff members of MVBC who are vested with authority over students while on campus. When a student is seen violating an established policy of NCA, the employee, from the grounds keeper to the pastor, will confront the student with the infraction or personally refer the student to a competent school staff member.

A Choice Slip will be completed to document the infraction (sample on next page). Three copies of the Choice Slip are created for each infraction. One copy (pink) will be given to the student by the responsible staff member at the time of the infraction. This copy is for the student. The remaining copies will be submitted to the appropriate school principal or be placed in the Choice Slip box in the High School hallway. All choice slips will be reviewed weekly and assessed points (see the categories and associated points below). After points are assessed, the second copy (yellow) will be given to the student, including points given for this infraction and total accumulated points, and will require a parent's or guardian's signature. The yellow copy must be returned to the principal or the choice slip box within the time frame specified on the choice slip. Failure to return the signed copy will result in another choice slip and the assessment of additional points. The third copy (white) will be placed in the student's cumulative file.

Each Semester: If a student receives up to four choice points nothing happens. On receipt of the fifth point, the student will have to attend a mandatory Saturday morning Choice Point Session for two hours at the school. The student and parent will receive notification of the scheduled date. If the parents have a **justifiable** reason to have the student miss the normal scheduled Saturday (i.e., a vacation was planned, death in the family), and **if they inform the principal before that date in writing**, then a different date **may** be scheduled by the principal. Students will be expected to comply with all instructions during the session. Disciplinary activities will include various writing assignments. The parent's account will be charged \$8.00 per hour for the sessions. Students who remain beyond the two hour session will incur a late fee.

Choice slips given the last week of semester one will be included in the next semester's totals.

NOTE: When a student fails to make the scheduled Choice Point Session without a valid reason, the parent's **account will still incur charges**. Parents will also receive a letter advising of the charges for the missed session and the penalty for missing a second session. Students who miss two Choice Point Sessions will receive an in-school suspension.

If a student receives choice points 6, 7, 8, 9 nothing happens. A period of grace ensues. Upon receipt of the 10th point the student will attend a four hour Choice Point Session. In addition, the principal will contact the parent to discuss the consequences of additional points.

As a student receives choice points 11, 12, 13, 14 nothing happens. Another period of grace ensues. Upon receipt of the 15th point, the student will attend a six hour Choice Point Session. At the conclusion of the school year, the administration team will determine whether or not the student may enroll for the following year.

Upon receipt of the 16th Choice Point, a student will no longer be able to participate in extracurricular activities.

If a student receives Choice Points 16, 17, 18, 19 no additional punishment occurs. Another period of grace ensues. Upon receipt of the 20th point, the student will serve a two day in-school suspension.

A student may accumulate Choice Points 21, 22, 23, 24 without incurring additional penalty. Upon receipt of the 25th point the student will be expelled.

A written appeal may be submitted to the principal by the **student**. This must be done within two weeks of the date the choice slip was written. If the principal agrees that an adjustment is merited, points may be waived or lowered.

The total number of accumulated choice points assessed for a student will be included with each term's report card.

CHOICE SLIP

Date: ___/___/___ Time: ____:___ AM/PM

Student Name: _____

Noted behavior needing attention: _____

Employee's name: _____

Principal review: ___/___/___

Number of points this infraction: _____

Total number of points accumulated: _____

Saturday Choice Point Session Required: Yes/No

Parent signature required by: ___/___/___

Parent Signature _____

Comments: _____

Principal Signature: _____

Comments: _____

The Principal will assess the choice points according to the following:

Category A:

From 0 to 2 points,

Unexcused tardy (Every five unexcused tardies to homeroom will result in a choice slip. Every three unexcused tardies to class will result in one choice slip)

Gum chewing

Passing notes

Talking in class

Dress code violations (with the exception of tattoos and body piercings which carry higher penalties as determined by the school administration)

Being in the wrong place at the wrong time

Physical contact

Minor inappropriate computer usage

Cell phone use during school hours

Other

Category B:

From 1 to 3 points,

Talking back

Disrespect/attitude

Foul language

Horseplay

Theft

Lying

Inappropriate music

Skipping class (unexcused absence is considered skipping)

Inappropriate computer usage

Other

Category C:

From 5 to 10 points,

Cheating

Fighting

Theft

Vandalism

Overt or willful acts of disrespect or disobedience

Other

According to our pledge of conduct and because of its seriousness, the following items will not fall under the above discipline scheme: drugs, use of tobacco products, drinking, sexual misconduct, weapons (of any kind) on the school grounds, threats to students or staff (verbal or written), and major theft. They will require a minimum of an in-school suspension to a maximum of expulsion. The administration will determine the outcome on a case-by-case basis. Counseling may be required as part of the disciplinary measures given. Due to the serious nature and our need for safety, driving infractions will also not fall under the above scheme.

Dismissal from School

4.306-6

When in the estimation of the administration a student commits a serious or repeated violation of the rules or policies of the school, that student may be suspended or dismissed. The length of suspension will depend upon the seriousness of the violation. In all cases of suspension, the student's parents must confer with the administrator before their son or daughter returns to school. Arrangements to make up major tests or exams must be made with the teacher(s).

Any student who has been dismissed from NCA may apply for enrollment the following year provided the student has repented for his actions and has apologized to the offended parties. The student **must have received counseling and his or her counselor's written recommendation must be submitted for re-admission.** They also must have abstained from participation in the offense during the dismissal period.

EXTRA CURRICULAR ENRICHMENT

4.400

Athletic Philosophy

4.400-1

“Doing our best as we strive to be the best.”

What We Believe

We believe that the principles and lessons learned in the classroom, at home, and through the local church, can be put into practice through athletics. As a microcosm of society, athletics allow the student to develop and use his or her God given ability to glorify God. Because the arena of competition is usually surrounded with pressure, the athlete is tested, and the true character revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition. Therefore, athletics at Neuse Christian Academy is considered an integral part of a student athlete's school curriculum though it is a voluntary extracurricular activity.

Our Commitment to Excellence

We believe as Christians that we are commanded by Scripture always to do OUR best. As believers, we are not to waste the talent God has given us by giving anything less than total commitment though participation and maximum effort. We also believe we should STRIVE to be THE best at what we do. Being the best at anything, whether it is a national merit scholar or a state champion in basketball is a worthy and admirable goal of any Christian. Becoming THE best may not always be the result of our athletic program; however, doing OUR best for God's glory must be.

Our Programs

We believe each individual sport at NCA should be developed into “a program” which honors our Lord Jesus Christ. The athletic director and his designee shall be responsible to provide leadership, a consistent structure, and ensure that philosophies are implemented at all levels of the program. The program should build pride among the participants and support among the student body. Parents are valued as partners in this process of athletic education. Off-season conditioning, camps and/or any program that help the maturing process for the athlete is encouraged. College bound athletes and their parents should receive sound counsel on their potential and options. All activities within an individual sports program should exemplify the school’s commitment to a Christ-like witness and clearly reflect the athletic department and school policies, procedures, and philosophy.

The NCA Athlete

We believe all NCA athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence both academically and athletically. These characteristics should be displayed regardless of the score, opponent, referee, time, pressure situation, or classroom condition. First and foremost, NCA athletics are a ministry to those we come in contact with on the court and the field. Proper attitude from our student athletes will be conducive to team motivation and unity, fan support and encouragement, and ultimately, non-believers will get to see a true reflection of Jesus Christ and be drawn to Him.

The Bottom Line

Because a student’s participation in athletics often helps foster a pattern of how to approach difficult tasks, major challenges, and intense pressure, athletics should be viewed as crucial for developing Christian character. In order for the NCA athletic program to be successful, we equip our student athletes for a life following Christ.

Athletic Guidelines

4.400-2

Attendance

Athletes must attend school the full day of a game/practice, unless they have a well care appointment with a dentist, doctor, etc. Exceptions to this policy may be made by the administration on a case by case basis. They must also be in attendance on time the day following a game unless approved otherwise by the administrator.

Dress Code

School dress code is the minimum. The coach of each team may set a higher standard with the approval of the athletic director. For certain sports, teams may wear their uniforms. Neatness is always a requirement: Student athletes are to change after games into activity dress.

IMPORTANT NOTE: In an effort to avoid being a stumbling block or cause offense when attending games at other schools, student athletes will be required to follow the dress code of the school they are visiting.

Courtesy

All student athletes are required to treat visitors, employees, parents, and opposing players with respect at all times. By the same token, all NCA students, parents and visitors that attend NCA athletic events are required to be courteous and respectful to those in attendance, employees,

coaches, opposing players, and referees, etc. The administration, athletic director, and coaches maintain the authority to remove any spectator at any time for any action(s) deemed inappropriate at any time.

Practice

All student athletes are required to attend practice and be on time in the sport to which they have committed. If for some reason they cannot be at a practice or will be late, they must:

1. Notify their coach before hand, either by phone or note, unless it is an emergency,
2. Or, if their coach cannot be reached, a written excuse from a doctor or a detailed excuse from a parent must be submitted to the athletic director.

Each coach will establish a dress code and team rules to handle infractions in these areas.

Quitting Teams

Any player who quits a team will be permanently removed from that team and may not be allowed to participate in any other sport that school year. Each case will be reviewed, and the athletic director will make the final determination.

Travel Rules

Team members will travel together to the sporting event by school approved transportation. Athletes may ride home with their parents; however, they may ride home with someone else only if the parents give written permission to the head coach.

Physicals and Release from Liability

A Physical Form and a Liability Release Form signed by the student athlete's parent or guardian releasing the school and coach(s) of all responsibility for existing health problems, injuries, or accidents is required for participation in all athletic events. A Permission to Treat a Minor form is also required. The athletic department will provide these forms.

These forms shall be completed annually if a child is to compete in any athletic activity. These forms will be maintained in each student's school information folder.

Injuries

We pray for the safety of our athletes but realize that on occasion injuries do take place. To be prepared, it is our school's policy for each coach to be CPR certified whenever possible. Each team will have their assigned medical kit with them at all times. It is also NCA policy that all coaches are to have Permission to Treat forms for all team members available at each game. If a student is seriously injured, students will be transported to medical facilities for treatment, and parent/guardian will be informed immediately by the coach.

Try-Outs

Try-outs will be conducted at the beginning of each season unless otherwise specified by the athletic director. After conferring with the athletic director, the coach will determine how many he/she will carry on that team. As a result, CUTS may have to be made (we are not a recreational program). Any student that meets the age and eligibility requirements may try out.

Sports Offered

GIRLS

BOYS

Revised 07-28-11

27

Volleyball
Basketball
Cheerleading
Soccer

Soccer
Basketball
Baseball

Athletic Academic Eligibility Policy **4.400-3**

It is the goal of NCA that young people excel in the areas of Christian character, academics, fine arts, and athletics. Therefore, the following eligibility policy will be instituted for the student athlete to ensure their highest level of performance.

While participating in a sport, all student athletes must maintain a **77 average** in all core curriculum courses (math, science, foreign languages, English, Bible, computers, history). Absolutely no 'F's' will be allowed in any course during any term. Students that fail to meet these standards will be suspended from team activities for three weeks.

If a student athlete fails to maintain a 77 average or has an 'F' in any course, then he/she will be removed from the team until the student has a passing grade. The principals will monitor the student's grades every three weeks to ensure each athlete's success in the classroom. If grades do not meet the stated requirements by the end of a semester, the student is removed from the team roster indefinitely, pending administration review.

Suspension: The student athlete will not be allowed to participate in any game or any practice during the time of suspension.

Choice Points: All student athletes will be expected to portray Christ. Therefore, any student athlete receiving 16 choice points will be removed from the team from which they are presently participating.

Music Philosophy **4.400-4**

We believe that fine arts are a vital part of a well-rounded Christian life and give an opportunity for the student to develop and express God-given talents.

Band is offered to 5th-12th grade students. Chorus is offered to all students. General music is taught to elementary students as part of their curriculum.

Private Music Instruction **4.400-5**

Private music instruction is available at the school during school hours. Parents desiring instruction for their children should contact the fine arts director.

DRESS **4.500**

The Bible states, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of

God.” This statement covers so many things but has special reference to our attitudes related to dress and appearance.

General Dress Code Guidelines

4.500-1

We believe that God is glorified when our dress is appropriate for the occasion and free from distracting or offensive peculiarities or extremes. Therefore, NCA has adopted a selective dress policy. All students attending NCA are required to wear clothing from the following selective dress list:-

K5-8th Grade Boys:

Khaki or Navy pants or shorts.

Solid-colored short and long sleeved Polo Shirts.

K5-8th Grade Girls:

Khaki or Navy skirts, skorts, pants or shorts.

Solid-colored short and long sleeved Polo Shirts.

9th-12th Grade Boys:

Khaki or Navy pants

Solid-colored short and long sleeved Polo Shirts.

9th-12th Grade Girls:

Khaki or Navy skirts, pants or capris

Solid-colored short and long sleeved Polo Shirts.

- Skirts, skorts, and shorts may be no more than one (1) inch above the knee.
- Leggings may only be worn under skirts.
- Shirts may have a small logo as long as it is not contrary to Christian beliefs (e.g. a skull and cross bones).
- Only NCA hoodies/sweatshirts are acceptable.
- Jackets/Coat must be solid colors with no printed words or pictures (may have a small logo).
- PE uniforms will be required for all PE classes.
- Students may still wear NCA or Neuse apparel.

Additional information regarding selective dress options may be obtained in the school office.

Students shall dress in modest, clean, neat clothing appropriate for the activities in which they are involved.

Please note the following:

- Shirts should always be neatly tucked in (boys only). The very top button of oxford shirts may be left undone, and polo shirts should be buttoned at a modest level.
- White T-shirts with no logos may be worn underneath the uniform shirts.
- Shoes should be worn at all times. Flip Flops are not permitted.
- Boys in high school must wear a belt.
- Extremes in styles that call undue attention are not appropriate and should be avoided.

Examples of calling undue attention, which will not be allowed, are the piercing of body parts other than ears (girls only) and having tattoos, etc. **Any pre-existing tattoos and/or piercings must not be visible.**

- Pants must be worn at the waist and length appropriate.
- Hair, for boys, is to be trimmed and neat, above the ears, off the collar and above the eyebrows. No dreadlocks.
- Extreme coloring of hair (blue, purple, etc.) is not acceptable.
- Boys must be clean-shaven.
- No camouflage attire is allowed.

NCA reserves the right to disallow any dress or adornment that does not reflect the Christian image.

Our culture has grown increasingly permissive in the acceptance of permanent body markings (tattoos) and body piercings. We believe that these types of physical markings are manifestations of worldly influences and are not consistent with a Christian testimony and witness. With the exception of pierced ears in girls, NCA students who obtain tattoos or body piercings of any form while enrolled at NCA will be subject to disciplinary action by the School Administrator up to and including expulsion from school.

Dress Guidelines for Non-uniform Events **4.500-2**

There will be occasions for students to wear clothing other than the selective dress items. Below are the guidelines for non-uniform school events.

Boys: Boys may wear pants or blue jeans worn at the waist and length appropriate when worn correctly or shorts that come at least to the knee. Baggy, frayed, un-hemmed, ragged, sloppy, or oversized pants are not appropriate. Sweats, fatigues, and camouflage clothing are NOT allowed. Exceptions for special events will be made by the administration.

No T-shirts with offensive logos, tank tops or undershirts.

Girls: Girls may wear modest jeans, slacks, or capris that are appropriate in size and fit. Pant styles to be avoided include slim fit or boy cut, low cut waist, hip huggers, low riders, pajama style, sweat pants, and fatigues. Elementary students may wear appropriate length shorts.

Girls' shirts and or sweaters must have a non-revealing neckline. Sleeveless shirts may be worn but must be appropriate and modest. Spaghetti straps or tank tops must be worn under another shirt or covered by a shirt. Shirts should not be made of see-through material. Open backed or low-neck shirts or dresses are inappropriate. Any shirt that leaves any part of the midriff bare, whether a student's arm is raised or not is inappropriate and unacceptable.

Casual Day: Students are required to follow the above non-uniform dress guidelines with the exception that high school students are not allowed to wear shorts.

Fabrics to be avoided include stretch, Lycra, and leather. Leather jackets are acceptable.

Girls are not to wear camouflage, Lycra, or spandex clothing.

As with uniform wear, shoes should be worn at all times. Flip Flops are not permitted.

Fund Raising by Student Organizations**4.600-1**

All fundraisers have to be approved by the administration via the Calendar Event form.

All money that is raised for a particular class or group through fundraisers belongs to the class or group account. This money is **non-refundable** and **non-transferable to other students**. Fundraising money may be used for that student's expenses toward the designated trip (senior trip, chorus trips, and mission trips).

Cash raised from fundraising events shall be turned into the NCA business manager daily. Separate accounts for student organizations are not allowed.

Money that is paid by the student or his/her parents towards that student's class or group activity may be refunded if that student does not participate under the following conditions:

- A. Any money paid by the school on behalf of the student by the class or group will be deducted from the amount the student or his/her parent has paid before a refund is made.
- B. The School Administrator or the class or group sponsor approves the reason that the student is no longer participating.

Fund Raising by Parent Organizations**4.600-2**

All fundraisers by parent organizations must be coordinated with and approved by the School Administrator.

Funds raised from events by parent organizations shall be turned into the NCA business manager in a timely manner. Separate accounts for parent organizations are not permitted.

All funds raised by parent organizations shall belong to NCA and shall be nonrefundable to any individual under any circumstances.

Funds raised by the parent organization may be dedicated for specific purposes established by the organization with the consent of the school administration. NCA shall exercise proper fiduciary responsibility in the application of these funds toward their designated purposes.

School Property**4.600-3**

All students will be expected to exercise proper care and consideration in the use of all school/church property.

Textbooks

4.600-4

Textbooks and other instructional materials will be issued to students at the start of each school year. All textbooks must be returned to the classroom teacher at the end of the school year or immediately prior to a student's withdrawal from school. Since textbooks are reused from year to year, students should not write in or highlight textbooks.

Students must furnish covers for all hard cover textbooks. All soft covered textbooks are to be covered in clear Contact paper.

Care of Property

4.600-5

Willful damage to, or destruction of, school or church property (including books) will not be tolerated. The responsible party must pay for all damage, willful or accidental. All students are expected to report any damage to furniture or other school property immediately.

Communications & Media

4.600-6

Edline

4.600-6.1

Parents may access their children's grades, attendance, class calendars, etc. via the Internet. Family codes to access this information will be available at the school office after school starts. The site is located at www.edline.com.

Website

4.600-6.2

You may access school information at our school website: www.neusechristianacademy.com

Phone

4.600-6.3

You may contact the school office at (919) 844-6496.

E-mail

4.600-6.4

General updates and information will be available via Edline, SchoolCast and the school's website. You may contact the school faculty by email, using their first initial, last name and neusechristianacademy.com (ex. jcouch@neusechristianacademy.com).

Parent Communication to School

4.600-6.5

Parents may address concerns, offer suggestions, etc. in a written letter to the administration. If needed, the administration will then forward the letter to the school board for consideration.

Campus Telephone Policy and Procedures

4.600-6.6

Cell Phone: Students' personal cell phones are to be turned off while on campus during school hours. Elementary students may keep cell phones in their back packs. MS/HS students must keep cell phones in their locker, back pack, or purse. Students may not use a cell phone during the instructional day unless it is used to call 911 for a medical emergency or by permission of the teacher. Cell phone use will not be permitted during lunch or at break.

Cell Phone for Extra-Curricular Activities: Cell phones may be used during these times to assist with contacting parents and family.

School Phone: Personal calls are not to be made by students on school phones unless it is an emergency.

Parent calls: In the event that it is necessary for a parent to call the school to speak with their child, unless an emergency exists, a message will be taken and given to the student/teacher during their break or lunch period.

Computer Use on Campus **4.600-6.7**

NCA computers may be used by students for schoolwork only. Students may not use computers anywhere on campus for personal/private use.

Cumulative Records **4.600-7**

Cumulative records are the property of NCA and are kept in a secure location. Cumulative records are comprised of the student's application, report cards, school photo, discipline record, parent communication forms, immunization records, and copy of birth records, testing, and any other records pertinent to the student's welfare at school.

Personal Property **4.600-8**

Effort is made to be consistent with our convictions concerning a Christian lifestyle and to demonstrate to our students the proper standards of separation from worldliness. Therefore, we ask them not to bring items to school that portray entertainment, media, or instructional themes and heroes that are inappropriate and contrary to the Biblical standards set by MVBC and NBC. Toys and electronic devices are not allowed during school hours. Students are responsible for their own personal property.

Students are to have their supplies and are not to borrow from each other unless there is a good reason. All supplies should have the student's name on them. Items found in the halls or restrooms will be taken to lost and found.

NCA Health Policies **4.600-9**

Illness **4.600-9.1**

If a student becomes ill or is injured at school, an attempt will be made to notify parents immediately. In elementary, an emergency card should be filled out by each parent naming their physician and an alternative adult to call should we be unable to reach the parent. Parents are asked to complete an emergency form which will release the school of any legal responsibilities and at the same time give permission for us to obtain medical treatment for the child in case of an emergency in which the parents cannot be reached.

It is the policy of the school not to give medication to students whose parents have not turned in a permission to medicate form to the school office outlining what they are permitted to take and the dosage. If they have completed the form, a student may take medication in the presence of an office staff person, and it is then posted on the daily log sheet what medication was taken.

Prescription medicine will be administered only if the parent furnishes it along with a physician's form that gives specific direction for use.

If your child cannot participate in our P.E. classes due to an injury or illness, a parental note is required. If participation will be affected over an extended period of time, then a physician's excuse may be required.

Students that have evidence of head lice and/or nits will be sent home and MUST stay home until they are lice/nit free or have a note from the doctor saying they may return to school. Students will be checked for evidence of lice before they are allowed to return to the classroom.

Immunization/Physical **4.600-9.2**

A current physical and a current immunization record are required of each student upon initial enrollment at NCA. An annual sport's physical is required of all athletes. According to state law, elementary and middle school students that do not have up-to-date immunizations will not be allowed to attend school until the immunization records are updated.

The Wake County Department of Health gives an optional visual test once per year to kindergarten students.

Infectious Diseases **4.600-9.3**

Teachers are trained on the handling of body fluids and blood-borne pathogens. Teachers are required to wear gloves when coming into contact with blood or bodily fluids. Staff members that work in the lunchroom must have a TB test every seven years. Hepatitis B vaccinations are offered to those who desire them.

If a student is identified with a communicable disease, the student is not allowed back into school without a doctor's note stating that the student is not contagious. We also send a notice to the needed classrooms to let the parents know.

Insurance **4.600-9.4**

NCA carries a secondary insurance policy to help with the medical expenses for injuries that occur on campus or during a school function or event. This coverage will only cover expenses not covered by the parent's primary insurance. When treatment is completed and the primary insurance company has settled, parents should submit all bills, explanation of benefits, and the accident report to the insurance company for reimbursement for non-covered expenses. The address may be obtained from the school office.

Medical Emergency Procedure **4.600-9.5**

Teachers have the opportunity to be trained and certified in first aid. In the case of serious injury, we will attempt to contact parents or guardians immediately and arrangements will be made for transport to the nearest hospital.

Medication Policy for Non-Prescribed Drugs

4.600-9.6

It is the policy of the school not to give medication to students whose parents have not turned in a permission to medicate form to the school office outlining what they are permitted to take and the dosage. If they have completed the form, a student may take medication in the presence of an office staff person and it is then posted on the daily log sheet what medication was taken.

Non-prescription medications are kept in the school offices and students must sign for them when administered.

Medication Policy for Prescribed Drugs

4.600-9.7

Prescription medicine will be administered only if the parent furnishes it along with a physician's form that gives specific direction for use. Prescription medicines will be kept under lock and key, and will be administered by an employee.

Leaving School Grounds

4.600-10

Students are not permitted to leave school grounds without written parental and school permission. Skipping school/class and/or leaving campus without permission places a student in a potentially dangerous situation where no responsible adult knows where they are and cannot help if any situation gets beyond the control of the student. Any student who leaves the school grounds without written permission and **signing out** will receive a choice slip. Habitual offenders will face suspension and/or dismissal.

Seniors

4.600-10.1

Seniors with a Senior Privilege Permission form (on the bottom of the Senior Driving Covenant) on file are the only students allowed to leave campus at lunch without daily permission from the parent; **however, they still must sign out at the office before leaving campus and must return on time for their next class.**

Work Release

Students under the age of 18 are required by law to obtain a work permit. Seniors whose family financial need requires them to work may do so after the school receives a written parental request to leave campus before 3:05 p.m.

College/Career Days

Juniors and seniors may take two academic days during the school year to visit colleges and/or universities.

Underclassmen

4.600-10.2

Any trips, lunches, bonding events, etc. for other students must be coordinated by the appropriate staff member.

End of Day Dismissal Procedures

4.600-10.3

Students are to leave the building by 3:15 p.m. unless they are in aftercare, *WITH* their parent, or in an administration approved activity. Students should exit the buildings as soon as possible without running, yelling, or horseplay.

Guidelines:

1. Students should stay on the sidewalk or in designated areas. Elementary students are not allowed to find brothers, sisters or friends.
2. Students are not to sit on the curb with their feet on the street or throw things.
3. Elementary students are to wait in line until someone comes for them. They are not to walk across the driveway to the parking area. Parents are to wait in the carpool line to pick up students.
4. Elementary faculty members are to escort their class to the carpool line.
5. Faculty members are responsible for the safety of their classes and all students who are in the area.
6. Students who are not picked up by 3:15 p.m. are **required** to go to aftercare.
7. MS/HS athletes must either go to aftercare or supervised study hall until their scheduled practice.

Loitering

4.600-11

Loitering anywhere on campus during and after school hours is not allowed. Students are expected to be under adult supervision while on the school grounds.

Lost and Found

4.600-12

The lost and found is for articles left in inappropriate places by the students. It will be maintained to give each student opportunity to retrieve his misplaced items. The unclaimed items are regularly donated or discarded.

Lunch

4.600-13

The lunch program for the 2011-2012 school year will include a program of catered lunches as well as a prepared meal program. Soft drinks are available for the middle school and high school students during designated times only. Milk, juice, and snacks are available in the lunchroom for every student. Lunches, snacks, and beverages are to be paid for at the time of purchase. **STUDENTS WILL NOT BE PERMITTED TO CHARGE ITEMS OR BORROW FROM THE CAFETERIA.**

All food and beverages must stay in the cafeteria unless approved by a faculty member.

Mascot, Color, Scripture Verse

4.600-14

Mascot: Lion
Colors: Red, Black and Gold
Scripture Verse: I Corinthians 10:31

Parent/Teacher Conferences

4.600-15

At least once each semester teachers should contact parents of each student to discuss the progress they see the student making academically, spiritually, socially, and physically.

Conferences may be required during the year. Contact will be made with the parents if these are needed. All conferences should be scheduled directly with the teacher.

If a parent needs to discuss a matter with a teacher, please call the office to schedule an appointment. Teachers are normally available between 3:10 p.m. and 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Teachers may also be contacted through the school office or by email. Other staff members are typically available from 7:30 a.m. until 3:30 p.m. Please refrain from calling teachers/staff during the evening or on weekends unless there is an emergency.

Pledge of Conduct

4.600-16

Students are to sign the Pledge of Conduct. Refer to Appendix 4 for the NCA Pledge of Conduct.

Parent Pledge

4.600-17

Parents are to sign the Parent Acknowledgement Statement. Refer to Appendix 4.

Payment Policy

4.600-18

Tuition Payment Policy

4.600-18.1

Student accounts must be current at all times. Payment for tuition and fees will be arranged prior to the start of school. Payment for fees that are incurred during the school year will be due upon receipt of a statement from the school.

Tuition is paid through FACTS or in full. The options are still available as listed on the Payment Options Information Sheet.

The following policy applies to all tuition, fees, etc. due to NCA:

Registration Fees: This **non-refundable** fee is due upon submittal of registration for enrollment. Students are not officially enrolled without registration fee or written agreement to roll fees in with their tuition. Drafts must begin in June or July.

Resource Fee, Music/Band Fees, Kindergarten Fees, and Advanced Placement Fees: These **non-refundable** fees are due on or before August 5th of the upcoming school year. If the fees are not paid by the first day of school, the student will not be allowed to attend. In some cases, the fees may be included with the FACTS draft if drafts begin in June or July.

Tuition: Tuition is paid through Electronic Funds Transfer (EFT) by FACTS unless paid in full by August 1st. Should the account have insufficient funds for the scheduled transfer, a NSF charge will be drafted by FACTS, and a letter will be sent to the school and the parent. FACTS will automatically reattempt any missed payments two weeks later. Missed payments may be

made directly to the school, but it must be paid before **5 working days** of the next scheduled draft date. Any other changes made to FACTS accounts must be made two weeks prior to the next draft date.

Morning care and Aftercare: Fees for Morning care and Aftercare are due by the 5th of each month for monthly users and the day of use for drop-in users. Monthly Morning care and Aftercare may be added to the tuition and paid through FACTS. If a parent fails to pay for Morning care or Aftercare, the student will not be allowed to stay in Morning care or Aftercare until the balance is paid. Drop-in aftercare charges will be assessed by the hour at exactly 3:15, 4:15 and 5:15.

NOTE: Any changes/requests made to billing issues or student/parent information must be submitted in writing to ensure that they are correctly made.

Returned Check Policy: A \$25 returned check fee will be assessed on an account when a check is returned for the second time.

End of Year Balance Due: If you have a balance due at the end of the school year, you will not be permitted to re-enroll at NCA for the upcoming year unless enrollment is approved by the Administrator and the Board. Students shall not receive report cards, diploma, or test scores until the outstanding balances are satisfied. Records will not be transferred, and students may not return for the next school year until the balance is satisfied.

Non-payment Procedures

1. Balance due information will be included each month in the parent letter with a due date for payment.
2. If an account is past due 30 days, a letter will be sent home informing the parent that they have 15 days from the date of the letter to resolve the balance before the account is turned over to a collection agency.
3. If the parent does not resolve the balance within the 15 days mentioned in point two (account will then be 45 days past due) the student may be withdrawn from NCA.
4. If an account is turned over 60 days past due, the child(ren) will be withdrawn from NCA. The collection process will continue and the account will be reported to the credit bureau.
5. Release of student records for those with overdue accounts will be in compliance with Section 4.600-19.

Student Records 4.600-19

Student records are kept in a locked, fireproof filing cabinet. Only the administrator, guidance counselor, principal, office personnel, and teachers are allowed access to student records. Records are only released when we receive an official request from another school provided that the student's account is paid in full and all school property is returned.

Report Cards/Progress Reports 4.600-20

The purpose of our report system is to give parents and students an indication of the progress being made. NCA has a four term grading period. Progress reports will be provided at mid-term and a report card will be issued at the conclusion of each term. **Final report cards will be available at the school office one week from the last day of school and may be picked up**

between 9:00 a.m. and 1:00 p.m. *All accounts and school related charges must be paid in full and school property returned to receive the final report card or release transcripts.* All school related charges not paid in full will be added to the account statement.

School Calendar **4.600-21**

The administration shall establish an annual school calendar that shall meet or exceed the requirement of the State of North Carolina.

School Trips **4.600-22**

The same standards of conduct and dress required of students at school are also required of students at school-sponsored activities. The required dress for special events will be announced prior to the date of the event.

When possible, transportation will be provided by the school with licensed and insured drivers.

Senior Trips **4.600-23**

Trips may be scheduled for up to a maximum of five school days. All senior trips will be subject to approval by the School Administrator under the advice of the Board as current conditions may dictate. All money raised for the trip is the property of NCA and is held in trust for the class as a whole. In the event that a student is unable to participate in the senior trip for any reason, any fundraising money remains with the school. If the student is not able to participate in the senior trip and is involved in another NCA trip, fundraising money may be transferred to another NCA trip for that student upon approval of the class sponsor and administration. Fundraising money is not transferable to another student. If money is paid by the student or on behalf of the student, the money may be refunded minus any penalties or non-retrievable money (deposits, tickets, etc.) already spent on behalf of the student with administration approval.

Student Driving **4.600-24**

Students with their driver's license are afforded the privilege of driving to and from school. They are required to sign a driver's covenant before they begin driving to school. Refer to Appendix 4 for the Student Driving Covenant. They are expected to abide by all the rules of this covenant. All students must park at the back of the parking lot.

After-School Supervision **4.600-25**

After school care is available for all students. For information regarding specific details, please contact the school office. There is an additional charge for this service. The following guidelines apply:

- A. Hours are from 3:15 p.m. – 6:00 p.m.
- B. Students who are not picked up by 3:15 p.m. are automatically placed in aftercare on a segment basis. A charge of \$7.25 per segment or any part of a segment, per student is assessed for this service. When the parent picks the student up from aftercare, they MUST

sign the aftercare sheet with their name (not ‘mom’ or ‘dad’, etc.) Charges will be assessed whether a signature is present or not.

- C. Students who are not picked up by 6:00 p.m. will be charged \$1 per minute (per student) as a late pick up charge payable to the aftercare worker when the parent arrives to pick up the child. Our aftercare workers are supposed to be off duty at 6:00 p.m. and when a student is not picked up on time, it forces our workers to stay late.
- D. If you realize that you will be later than 6:00 p.m. picking your child up, you should call the aftercare worker and notify them. A late charge will still be assessed.
- E. Drop-in charges are due at the time you pick your child up. You may pay in cash or with a check. Make your check payable to NCA.
- F. Unpaid aftercare charges will be added to the account statement, and the parents will be responsible for paying this charge in a timely manner.

Those students who are staying after school under supervised activity such as sports may stay on campus. However, all students who are not so involved will be placed in aftercare (study hall for 6th – 12th grades) unless they leave the campus by 3:15 p.m.

Student Sexual Harassment Policy

4.600-26

For the purposes of this policy the following definition of harassment is used:

Harassment: Unwelcome advances, requests for sexual favors and other verbal, visual or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age made by someone from or in the work or educational environment.

Conditions that indicate possible harassment are:

1. If a student is given explicit or implicit indication that submission to the defined conduct is a term or condition of their academic status or progress.
2. If submitting to or rejecting the defined conduct is used as a basis of academic decisions, benefits, services, honors, programs, or activities available at or through the school that affect the student.
3. If the defined conduct has a negative impact on the student’s academic performance or creates an intimidating, hostile, or offensive educational environment.

Unwelcome conduct can cover a wide range including verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Because it is sometimes difficult to accurately determine sexual harassment, we are providing some examples below.

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-student and student-student sexual harassment is prohibited. Should a student experience or observe sexual harassment they are encouraged to promptly report the incident to one of the school officials. They are listed below. We will immediately investigate all reports.

The officials listed below are available should you need to report an incident of harassment:

Mrs. Karrie Martin, Elementary Principal

Mrs. Cheryl Asato, Middle School Principal

Mrs. Penny Hill, High School Principal

Pastor Joe Easterling, Associate Pastor Mount Vernon Baptist Church

When an official as listed above receives a complaint, the administrator will be informed immediately, and will then begin an investigation. If the allegations are proven through the investigation, corrective action will be taken promptly. The administration will inform the student that suffered the harassing conduct of the outcome of the investigation and the corrective action taken. Individuals found responsible for harassing conduct will be subject to disciplinary action. This may include expulsion or termination, the severity of which will be based on the circumstances surrounding the infraction and will be determined by the administrator.

We will make every effort to keep student harassment reports confidential and protect the privacy of the individuals involved in any complaint; however, NCA reserves the right to investigate all complaints and contact appropriate government or law enforcement officials as warranted. Additionally, the school will not tolerate discrimination or retaliation against students that file a complaint concerning harassment or those who testify, assist or participate in an investigation of a complaint regarding harassment.

Tutorial Help

4.600-27

Arrangements for tutoring will be made through the respective principal. There is a charge of \$25 per hour or each part of an hour for these services.

Visitors

4.600-28

All visitors are expected to comply with the standards that NCA has for dress and behavior. Visitors are limited to guest faculty, speakers, family members, NCA alumni, and/or clergy. Visitors must receive teacher and administration approval prior to visiting classes.

Campus Visitor Procedures

4.600-29

To help make our campus a safer place, the following visitor procedure MUST be followed.

Regular volunteers wear a "Volunteer" pass. Visitors are to report to the school office to sign in and receive a visitor badge. No individual without a pass should be allowed on the campus. If you see someone other than students, school, or church staff on campus without a visitor badge, you must ensure that they go to the office to get a visitor badge (i.e., call the office). Students should not be out of class without a pass. Parents should not "just drop off a lunch" or go anywhere on campus without first getting a visitor's badge at the office. Once their business is complete, they must return to the office and sign out.

Faculty/Staff Visitors: When a visitor, prior student, or an Alumni of NCA wishes to visit a faculty or staff member, the employee will be called and they or an appointee will be required to come to the office to sign in the visitor and accompany the visitor while they are visiting until the time that they sign out and leave the campus.

Weather Closing Announcements **4.600-30**

In the event of inclement weather, information regarding closing/early dismissal will be announced via a SchoolCast message. Additionally, we will attempt to list our closing information on WRAL and WTVD. Please note: we do not follow the public school closing schedule.

Please note that these policies are subject to change without notice or distribution by the Neuse Christian Academy School Board and their designees.

Covenants **Appendix 4**

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STUDENT DRIVING COVENANT

Neuse Christian Academy

The following requirements must be met for students to drive to and from school and park on campus:

1. Evidence of a valid license and insurance must be given to the school.
2. A signed driving covenant on file in office.
3. Parking is only in the designated areas established by the administration.
4. The student must lock their car during the school day.
5. There is to be no loitering in a car before, during, or after school.
6. The student must enter and leave the grounds in a cautious and careful manner. Any speed above ten MPH is unacceptable. Any students who are speeding, squealing tires, or playing music that can be heard outside their car will lose their driving privileges.

First offense – 1 week

Second offense – 2 weeks

Third offense – permanent suspension of privileges for remainder of year.

The administrator may suspend privileges at ANY TIME an infraction is severe.

THERE WILL BE NO WARNINGS.

1. Students are not to bother, damage, or tamper with any other vehicles in the parking lot. Anyone caught violating this rule will be dealt with according to the choice point system guidelines for vandalism and theft immediately.
2. Students are not to leave the grounds during the school day without **written or verbal** permission from parents and **approval from a member of the administration with the permission to leave campus slip** (obtain from the office). You must sign out at that point.
3. **Students may not transport other students without written permission from all involved parents.**
4. The administration of NCA maintains the right to revoke or deny this privilege at any time if deemed necessary.

I have read all the conditions and will accept the responsibility of these conditions.

Parent's signature _____ Date _____

Student's signature _____ Date _____

Insurance policy # _____ Company name _____

License plate # _____ Driver's license # _____

SENIOR DRIVING COVENANT

Neuse Christian Academy

The following requirements must be met for students to drive to and from school and park on campus:

1. Evidence of a valid license and insurance must be given to the school.
2. A signed driving covenant on file in office.
3. Parking is only in the designated areas established by the administration.
4. The student must lock their car during the school day.
5. There is to be no loitering in a car before, during, or after school.
6. The student must enter and leave the grounds in a cautious and careful manner. Any speed above ten MPH is unacceptable. Any students who are speeding, squealing tires, or playing music that can be heard outside their car will lose their driving privileges.

First offense – 1 week

Second offense – 2 weeks

Third offense – permanent suspension of privileges for remainder of year.

The administrator may suspend privileges at ANY TIME an infraction is severe.

THERE WILL BE NO WARNINGS.

1. Students are not to bother, damage, or tamper with any other vehicles in the parking lot. Anyone caught violating this rule will be dealt with according to the choice point system guidelines for vandalism and theft immediately.
2. Students are not to leave the grounds during the school day without **written or verbal** permission from parents and **approval from a member of the administration with the permission to leave campus slip** (obtain from the office). You must sign out at that point.
3. **Students may not transport other students without written permission from all involved parents.**
4. The administration of NCA maintains the right to revoke or deny this privilege at any time if deemed necessary.

I have read all the conditions and will accept the responsibility of these conditions.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Insurance Policy # _____ Company Name _____

License Plate # _____ Driver's License # _____

SPECIAL PERMISSION: As a privilege, seniors are allowed by the administration to leave campus for lunch. We also recognize that some seniors need to leave school early to go to work. Additionally, there may be times that a senior needs to leave campus for some purpose other than lunch or work. *Your signature below indicates your approval of this privilege.* Please note that leaving campus for purposes other than lunch or work will still require written or verbal permission from the parent each time **if you do not sign the appropriate line below.**

_____ I give permission for my senior to leave campus for lunch and work **ONLY**.
Parent's signature/date

_____ I give permission for my senior to leave campus for lunch, work, and other purposes that are deemed acceptable by the administration of NCA.
Parent's signature/date

NEUSE CHRISTIAN ACADEMY

STUDENT PLEDGE OF CONDUCT

As a student at Neuse Christian Academy, I agree to uphold the school's standards of behavior and maintain Christian standards of honesty, courtesy, morality, and respect for authority. At school or away, I will not use tobacco products, use narcotics, or abuse other similar substances, nor drink alcoholic beverages. I will not cheat, swear, or use indecent language. I will dress and act in a decent and respectful manner at all times. I realize failure to uphold these standards may be grounds for dismissal. Additionally, I agree to support the decisions and policies of the teachers and school administration and will strive to speak positively about my school at all times.

Student Signature: _____

Date: _____

Grade: _____

PARENT'S PLEDGE

As parent or guardian of a student at NCA, I certify that I have read and understand NCA policies detailed in the Student Handbook. I agree with the above Student Pledge of Conduct and will require consistent behavior from my child in accordance with these standards. I will support the efforts of faculty and administrative staff in any corrective or disciplinary actions needed to promote a healthy learning environment at NCA.

Parent or Guardian's Signature: _____

Date: _____

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