



2023

Family Handbook

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New Castle Christian Academy

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**“For no one can lay any foundation other than the one already laid, which is Jesus Christ.”
I Corinthians 3:11**

Dear School Families,

It is a pleasure to welcome you and your children to New Castle Christian Academy. We are thankful for the confidence you have shown in us by allowing us to teach and train your children.

Let me assure you that our faculty and staff will do their best to help your children grow spiritually as well as to work diligently to have them do their best in their schoolwork.

I trust this handbook will help you to understand the policies and standards of NCCA and I encourage both students and parents, to read it thoroughly and refer to it whenever a question arises.

We are looking forward to working with your children and pray that God will allow us to assist you in building godly principles and practices into their lives.

Sincerely,

Gary Heetzler
NCCA Principal

NEW CASTLE CHRISTIAN ACADEMY

VISION, MISSION & PHILOSOPHY OF EDUCATION

Vision

The vision of New Castle Christian Academy is to graduate confident scholars and leaders who love and serve God in thought, word and deed.

Mission

The mission of New Castle Christian Academy is to provide an excellent academic program in a Christian environment to the children of our community during their formative years. In addition to instruction in the traditional academic subjects, the school will introduce students to the basic concepts of the Christian faith that are found in God's Word, the Bible.

Philosophy of Education

According to the teachings of the holy Scriptures, parents are responsible for conducting the spiritual and educational instruction of their children (Deut. 6:6-9; Prov. 22:6). In addition to home life and church experiences, children are spending an excess of 1,200 hours in school each year. Therefore, the magnitude of choosing where and under whose authority a child will spend those hours is an enormous responsibility of care and stewardship facing the parent. New Castle Christian Academy is a viable training and educational resource for Christian parents and presents an alternative to the secular education provided by public schools.

The educational philosophy at New Castle Christian Academy is based upon a God-centered approach to truth (i.e. God's infallible Word--the Bible) and the maturation and development of the whole man (spirit, soul and body). New Castle Christian Academy takes the spiritual imperatives of II Tim 2:15 and II Timothy 3:16-17 as a mandate in the educational process:

“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.”

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.”

New Castle Christian Academy looks to Luke 2:52 as the divine example for education during the formative years:

“And Jesus kept increasing in wisdom and stature, and in favor with God and men.”

Because equipping the whole student involves the soul (i.e. mind, will, emotions, intellect) and body (i.e. physical) as well as the spirit, New Castle Christian Academy believes in educational excellence that is achieved through strong “core” academic disciplines, elective disciplines, life enrichment experiences (the arts), life skill experiences and extracurricular opportunities. New Castle Christian Academy focuses on these matters/topics/concepts in order to provide opportunities for well-rounded wholeness. These avenues of education are pursued through the diligent search for and active use of all appropriate and available resources in the educational, church and local communities.

Additionally, the integration of instruction and curriculum into biblical truth becomes the key to forming the world view each student is encouraged to adopt. In Christian education, the Christian perspective, based upon the Holy Scriptures, one's personal encounter with Jesus Christ and the reality of the Holy Spirit, establishes a world view which becomes the foundation of all instruction and learning. It is the focus and desire of New Castle Christian Academy to instill in the students enrolled at the school a world view developed from this Christian perspective, a perspective that boldly stands in contrast to the world view presented by public schools.

New Castle Christian Academy is purposed to encourage, equip, impart and release children into a Christian lifestyle that will positively impact the world. As Christ himself directed us to be salt and light (Matt. 5:13-14) and to make disciples of all men (Matt. 28:19), it is the purpose of New Castle Christian Academy to produce within students a servant's heart and Christ-like character that will enable them to fulfill His mandate.

Finally, Christian education must be real and practical. Knowledge without the wisdom of application has little life value. Learning needs to be experiential and experience needs structure to be profitable. Structure is the accepted boundaries established by order and authority. This phase of education is taught through appropriate example and discipline. The Holy Scripture is clear to point to the fact that discipline is vital to instruction and profitable for those who will heed its reproof (Prov. 3:11-12).

NEW CASTLE CHRISTIAN ACADEMY STATEMENT OF FAITH

We believe in one God, the creator of heaven and earth who eternally exists in three persons: Father, Son and Holy Spirit. (Genesis 1-2; Exodus 31:17; Deuteronomy 6:4; Isaiah 44:24; 48:16; John 1:3; 2 Corinthians 3:18; 13:14; Colossians 1:15; Hebrews 1:1-3).

We believe in Jesus Christ, the only begotten Son of God, the Eternal Word manifested in the flesh: both true God and true man. He was conceived by the Holy Spirit, born of the virgin Mary. He was crucified for us and was buried. On the third day he rose again, according to the scriptures. He ascended to heaven and is seated at the right hand of the Father. Jesus Christ is the head of the Church and shall come again with glory to judge the living and the dead. His kingdom will never end. (John 1:1-3, 14; John 17:1-5).

We believe that all of mankind is created by God, in the image and likeness of God. We also believe that through God's first created man, Adam, sin entered the world and, as a consequence, death spread to all mankind. Thus, sin rules and reigns in the heart of man and, apart from Jesus Christ, there is no freedom from its power. (Romans 5:12; John 8:34-36).

We believe that only through the death and resurrection of Jesus Christ may anyone obtain salvation. Through faith in Jesus Christ we are forgiven, reconciled to God, and are adopted as the children of God. One cannot earn salvation through good behavior, good deeds or by observing the sacraments; salvation is a gift from God. (Isaiah 7:14; John 1:14, 10:30, 14:6; Acts 1:9-11; Philippians 2:5-11; Colossians 2:9; Hebrews 7:25; 1 Peter 1:18-19; Revelation 19:11-16).

We believe that the Holy Spirit, being the Third person of the Godhead, convicts men of sin and regenerates sinners from death to life. We believe that He guides and transforms our minds and hearts

by the word of God so that we walk in a manner pleasing and honoring to the Son of God, Jesus Christ. (John 16:13-14; Romans 12:2).

We recognize the authority of the Scriptures in matters of faith. We believe that “all Scripture is inspired by God (God breathed) and is useful for teaching, rebuking, correcting, and training in righteousness,” so that God’s people may mature in the faith. They are of supreme and final authority in faith, life, and standards of education. (Psalm 12:6; 2 Timothy 3:16; 2 Peter 1:21).

We believe there is one universal church that is united by faith in Jesus Christ, our Lord and Savior. Even though the church has many different denominations with distinctive doctrines, we are united in our belief in the Lordship of Jesus Christ and his saving, atoning work accomplished on the cross. All who trust in Him for salvation are members of Christ’s universal church. (Romans 8:14-16; 1 Corinthians 2:7-14; 7:19-20; 12:13; 2 Corinthians 3:18; Titus 3:5).

PARTNERSHIP WITH LOCAL CHURCHES

NCCA supports the churches of our students. Training Christian leaders is one of the key goals of NCCA. Through Bible teaching, personal discipleship, character building, leadership opportunities and daily classroom activities, we seek to instill in our students the desire to live and serve in Christ’s name both now and in the future.

Our school was created through the Greater New Castle Ministerial Fellowship which represents churches from nearly every denomination in the Lawrence County vicinity. Our staff and student body are made up of representatives from many of these churches.

The Academy sees this representation as a sacred trust to the entire body of Christ in this community. We do not take this responsibility lightly. Therefore, we make the following pledge:

- 1. NCCA will encourage its students and faculty to be faithful to the worship services and programs of their own churches.**
2. Among Christians, the area of mutual Scriptural agreement is vast. By comparison, the area of doctrinal differences is small. **NCCA will respect the doctrinal distinctives of its students and faculty that are consistent with our Articles of Faith.** When such issues arise, the student will be referred to his/her church for Scriptural explanation.
3. It is the hope of NCCA to be a blessing to pastors and churches in their ministry to families. We will do our best to turn out young people who will be faithful servants of Jesus Christ and who will grow to be loyal members of their churches.

NCCA is an interdenominational Christian school. Therefore, the school will introduce students to the basic concepts of faith that are found in Christianity and will avoid teaching specific denominational doctrines. When a question regarding doctrine is raised, a child will be referred to his/her church for explanation. Bible reading, prayer, church history, and chapel services, which are conducted by various pastors in the community, are a regular part of the school week.

BOARD OF DIRECTORS

The Board of Directors of New Castle Christian Academy is comprised of nine to eleven members who serve three-year staggered terms. The board will consist of members of the clergy, educators, business-people, parents, and the community at large. All members may be reappointed to serve a total of not more than six years on the board. Terms run from July 1 – June 30. If a vacancy is created during the year, a new board member may be appointed by the existing board members or/and the principal.

The board meets monthly at a regularly scheduled time and may schedule other meetings as necessary. A quorum of board members must be present for any formal action to be taken. General board meetings are closed to the public. Anyone wishing to address the board must direct a request to the principal to be placed on the agenda; and will have a limited time allotment. After presentations the person(s) will leave so the board can continue with its regular business.

NCCA FACULTY AND STAFF

School personnel, including administrators, teachers, and non-teaching staff, are all born-again believers in the Lord Jesus Christ. They subscribe to the school's Philosophy of Education and Statement of Faith and are active in a local church.

Faculty members are qualified and experienced within their area of teaching.

NCCA VOLUNTEERS

Volunteer workers are a very important part of the NCCA family. Volunteer participation helps keep the cost of tuition low. Some of the areas of volunteer service are:

- Lunchroom monitor
- Playground monitor
- Field trip driver / chaperone
- Hot lunch program
- Athletic team coach
- Room mother
- Library aide
- Carpentry, painting, etc.
- School office aide
- And more!

Parents are encouraged to be involved throughout the year. Opportunities to sign up for volunteer service will be given at our September parent information night, new family orientation, and through periodic teacher/office communications throughout the year.

Parents of students receiving financial assistance are expected to volunteer one hour of time for every \$100 of tuition assistance. Other family members or friends may also volunteer to help meet the required hours.

All volunteers are asked to set a proper example for the children by dressing appropriately and maintaining a proper attitude

NCCA believes that the safety of our children is of supreme importance. To that end, all volunteers must submit currently valid state mandated background checks, which will be kept on file in the office.

NEW CASTLE CHRISTIAN ACADEMY POLICY ON GENDER AND SEXUALITY

We believe that all matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God, which is our inspired, infallible guide. (2 Timothy 3:16–17). Since the Bible speaks to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. Our desire is to teach our students the truth of God’s Word, model Jesus in how we love and respect each other, and offer direction and compassion to any student that is struggling with reconciling the false message of our culture with the wisdom and truth of the Bible.

Gender Identity: We believe that God wonderfully and immutably creates each person as male or female (Psalm 139:13-16). These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Rejection of one’s genetically defined gender is a rejection of the image of God that God has lovingly and purposefully given to that person. This is an affront to God (Deuteronomy 22:5). Therefore, NCCA students, parents, employees, and school guests will be recognized and addressed according to their biological birth gender and will use restroom facilities designated for their biological birth gender. Employees and students must refrain from any and all attempts to physically change their biological sex, or visually alter their appearance in a way that would promote identification with the opposite biological sex.

Marriage and sexuality: New Castle Christian Academy is committed to unashamedly uphold the Biblical teachings that God created marriage between one man and one woman as a holy, sacred institution. We also uphold the sanctity of sexuality as designed and assigned by God (Mark 10:6-9). Same sex romantic relationships are identified by the Bible as disobedience to God, and therefore sinful. As such, romantic same sex student relationships will not be allowed at New Castle Christian Academy. (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9-11)

ADMISSIONS POLICY

NCCA admits students without regard to gender, race, national or ethnic origin or economic background. The Academy will make a conscious effort to appeal to students from a wide range of backgrounds in accordance with the belief that we are all God’s children and, as brothers and sisters, we need to learn to live with and love one another. However, as a private institution, NCCA has a selective admissions policy:

- 1. Due to limited resources, the Academy may not be suitable for those with serious emotional or behavioral issues or severe learning disabilities.**

2. NCCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. **The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition of the biblical lifestyle the school teaches.**
3. New students who have been suspended or expelled from a previous school will be admitted for a probationary term of three months. At the end of the probationary period the school principal and teachers will decide if the student may continue at NCCA. Students allowed to continue will have their probation removed; students not allowed to continue will be unenrolled immediately.

Parents and students are expected to support the Academy's Philosophy of Education and Statement of Faith,

Entrance Procedures and Requirements

Pre-application

1. Call the school office to schedule a time to visit the school.
2. During your visit, speak with the school principal, learn about the school and tour the facility.
3. Familiarize yourself with the NCCA mission, Articles of Faith and Philosophy of Education as outlined on the school's website (www.nccaed.org).

Application

1. The electronic application is accessed through the school's website (www.nccaed.org). Submit a completed application, the application fee and supporting documents:
 - a. child's birth certificate
 - b. most recent report card if applicable
 - c. students IEP if applicable
2. An appointment will be scheduled for the principal to meet the parents/guardians, and for the prospective student to receive an entrance screening.

Enrollment

1. Parents/guardians will be notified via email of acceptance into the school program and any conditions required for acceptance (if applicable).
2. Parents/guardians are given access to the school's Parent Portal.
3. Parents/guardians will create a username and password to access the portal. They will then complete the enrollment electronically from the Parent Portal.
4. As part of the enrollment process, parents will set up an electronic payment account through FACTS Tuition Management services.
5. Electronically submit the enrollment packet and any required enrollment fee.
6. Parents/guardians must attend the New Family Orientation held prior to the start of school.

The principal will review the results of the applicant's entrance screening, the parent/guardian interview, and the application to determine acceptance into the Academy.

The following age requirements must be met for admission to NCCA:

- Pre-K 3 year students must be 3 by September 1st

- Pre-K 4 year students must be 4 by September 1st
- High Fives! Students must be 5 by December 31st
- Kindergarten students must be 5 by September 1st
- First grade students must be 6 by September 1st

Each child is admitted on a yearly basis with an **opportunity for re-enrollment** before registration is opened to new students.

Student Dismissal

Attending NCCA is a privilege. Students and parents/guardians who are unwilling to cooperate with the Academy's rules and policies may be removed from enrollment. In the event this becomes necessary, the following procedures will be followed:

1. A conference will be held with the parents/guardians and problems/concerns will be discussed. A plan of action will be created in order for the child to remain at NCCA.
2. A probationary period will be established.
3. Follow up conferences will be held to evaluate progress, if any.
4. A recommendation will be made to the school Board of Directors for a final decision.

At times a student or parent's behavior may require immediate removal of the student from school and expulsion may follow. A parent/guardian conference will be held to outline the offense and parents/guardians will be given an opportunity to respond to the circumstances. The school Board of Directors will make the final decision on expulsion.

Policy on Late Enrollment

Students will be allowed to enroll until the end of the 2nd marking period. After the 2nd marking period, enrollment will only be allowed with the recommendation of both the student's prospective teacher and the principal. Exception is made for students moving from outside Lawrence County.

FINANCIAL POLICIES

Tuition/Fees

As a private school, NCCA's annual budget is based upon the projected cost to maintain the school. Most of this cost is covered by tuition. It is therefore imperative that tuition contracts are satisfied in full. This gives the Academy a revenue stream, making reporting and budgeting projections more accurate in all areas of financial management.

All families are required to enroll in FACTS Tuition Management Services (factsmgt.com) for financial transactions.

There are **two options** available for the payment of tuition:

1. Families may pay the entire annual tuition before July 20th of the upcoming school year.

2. FACTS may be used to make monthly, annual or semi-annual payments. This is an automatic debit from a checking or savings account.

New Castle Christian Academy will not accept cash or checks for regularly scheduled monthly tuition payments.

Other Financial Policies

- Children will not be admitted to school until financial arrangements are finalized.
- The FACTS program can be accessed from the school website (www.nccaed.org) under the 'resource' tab, or can be accessed directly through the Parent Portal. Enrollment takes less than five minutes.
- Payment through FACTS will be **paid over an eleven month period** – July through May. The payment date can be either the 5th or 20th of each month.
- Tuition for students enrolling after the first of the year will be **pro-rated on a per diem basis**.
- **If a child is withdrawn** from the school tuition will be charged for the entire marking period of withdrawal.

Delinquent Accounts

FACTS collects tuition on a monthly basis. If a payment is returned due to non-sufficient funds, (NSF) FACTS will email a notice of the missed payment. FACTS will make three attempts to collect a missed payment. FACTS will charge a non-sufficient fund fee for each failed attempt. The school is notified of delinquent accounts and will carefully monitor these accounts until they are made current. However, after three attempts, the money due must be brought directly to the school's bookkeeper in the form of cash or a money order.

When a student's account is delinquent two payments, the student will be subject to dismissal.

Additionally, report cards will not be issued or records released to another school or agency until accounts are current. All accounts must be current for any student in the family to return to school the following year.

Scholarships

Tuition assistance for the Academy is entirely dependent upon donations and varies from year to year in size and availability. Tuition assistance is awarded based upon financial need and is determined by a scholarship committee. **Proof of income must accompany the scholarship application.** All information is completely confidential.

If a student receives scholarship/tuition assistance, the family is expected to offer volunteer work to the school. For every \$100 awarded, one hour of volunteer work is expected. Volunteer opportunities include yard work during the summer, helping in the school office, at lunch and at recess, working on PTSF committees, and helping with school events and activities. All hours are due by June 1st.

Additionally, a hand-written thank you note should be submitted to the Foundation that awarded the scholarship. Notes may be sent to the school and will be forwarded to the proper Foundation.

SCHOOL POLICY REGARDING THE HANDLING OF PROBLEMS OR CONCERNS

It is our desire to handle concerns and problems in a scriptural manner at the lowest possible level and in accordance with Matthew 18:15-16.

“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.”

If a problem or difficulty arises, the concerned party should, first of all, examine themselves as taught in Matthew 7:1-5.

“Do not judge lest you be judged. For in the way you judge, you will be judged; and by your standard of measure, it will be measured to you. And why do you look at the speck that is in your brother’s eye, but do not notice the log that is in you own eye? Or how can you say to your brother, ‘Let me take the speck out of your eye,’ and behold, the log is in you own eye? You hypocrite, first take the log out of your own eye, and then you will see clearly to take the speck out of your brother’s eye.”

After this, the concerned party should privately contact the teacher or other person who is closest to the problem. In most cases, this will result in satisfactory resolution of the situation.

If, after contacting the teacher, the problem remains unresolved, the concerned party may go to the principal.

As a final step, after having done the aforementioned things, the concerned party may address their comments in writing to the school Board of Directors. The board will respond to concerns which are brought to their attention in the proper manner.

Please avoid discussing the situation in front of your children or with other parents. If there is a problem, contact the teacher to resolve it immediately.

STUDENT ATTENDANCE AND MEDICAL POLICY

Attendance

Students are expected to be both on time to school and regular in attendance.

- **A student must be present for at least thirty-five school days during a marking period to receive report card grades for that period.** Incomplete report card grades must be completed during summer school.
- **A student missing over twenty-five days of school (five weeks of school) will be required to attend summer school or repeat the school year, depending upon the teacher and principal’s recommendation.** The board of Directors may make exceptions, which are justified by circumstances.

- **If a student has excessive absences (more than 10 days: excused or unexcused), the school will require that a doctor’s excuse be provided for every subsequent absence in order to be considered an “excused absence”.**

Students who are present for a minimum of three hours of the school day shall be given credit for a half day of attendance. A student must be present for a minimum of five hours of the school day to be given credit for a full day’s attendance. Students present for more than three hours and less than five hours will be given credit for a half day of attendance.

Absences from school will be classified as either “excused” or “unexcused.”

Excused Absences

The following are acceptable excused absences from school:

- Personal Illness

There are times when parents/guardians need to keep children at home due to illness. However, if more than three consecutive school days are missed, a note from the child’s doctor stating the cause of illness is needed.

Communicable diseases require exclusion from school by regulation of the Pennsylvania Department of Health. Students must stay home from school if they have the following communicable diseases:

- Measles - six days from onset of rash
 - Whooping cough - four weeks from onset
 - Streptococcal sore throat with rash - not less than seven days from onset
 - Chickenpox - until scabs are dried and there is no danger of infection
 - Mumps - ten days or until swelling has subsided
 - German measles - three days or until rash has disappeared
 - Eye infection and pink eye - until inflammation is cleared
 - Skin rashes, head lice and impetigo - until medical treatment is administered or upon receipt of a doctor’s note giving permission to return to school
- Medical and Professional appointments which cannot be scheduled during non-school hours.
 - Family emergency.
 - Death of a relative

The absence arising from this situation is limited to three days, unless reasonable cause can be shown by the parent/guardian for a longer absence.

If a student misses one day, one day will be given to make up work; if two days are missed, two days will be given to make up work up to a maximum of three days. Any long-term projects of which the student is aware will be due on the due date regardless of absences.

Unexcused Absences

The following are examples of unexcused absences from school:

- Remaining at home to do school work
- Parental neglect, babysitting, overslept, needed at home, missed bus
- Visiting, shopping, fishing or hunting
- Truancy
- Suspension
- Vacation (not approved beforehand by school authorities)

When an absence is unexcused, the student may be allowed to make up missed work, at the teacher's discretion. In all cases, the student will be held accountable for material covered during the unexcused absence.

After three (3) unexcused absences, a letter from the principal will be sent to the parents.

After six (6) unexcused absences, a conference with the parents/guardians, student, teacher and principal will be scheduled.

Further unexcused absences may result in a referral to Children and Youth Services and/or charges to be filed with the local magistrate.

Family Vacations

Student absences because of family vacation will be excused based upon approval of the principal. Family vacations of more than three consecutive days will be excused based upon approval from the school Board of Directors. **The board will approve no more than a five-day vacation for the school year.** The criteria considered in making this decision will be the student's academic standing, their attendance record to that point, and the anticipated length of the vacation.

Written notification must be made at least one week prior to the date of a vacation so that teachers will have time to prepare work for the student. Assigned work must be completed upon returning after a vacation. **NO STUDENT SHALL BE ALLOWED TO MISS STANDARDIZED TEST WEEK OR FINAL EXAMINATIONS.**

Vacation time should not exceed five days during the school year. Any vacation time beyond five days will be considered an unexcused absence and all missed work will receive zeros.

Tardiness

It is important for students to be punctual when arriving at school. Any student arriving after the start of class will be counted as tardy. Parents must accompany the student into the office to be signed in. A tardy slip must be obtained from the office staff.

Unexplained or habitual tardiness is unacceptable. Tardiness in excess of one hour will be counted as a half-day absence.

Tardiness will be classified as excused or unexcused. Acceptable reasons for tardiness (excused tardy) are limited to:

1. School bus arriving late to school
2. Weather-related travel delays

3. Car problems and/or accident
4. Student's illness
5. Family emergency

In the event that five (5) unexcused tardies occur, the school will contact the parent/guardian encouraging punctuality.

When ten (10) unexcused tardies occur, a meeting involving the parent, principal, and teacher will be required.

After ten (10) unexcused tardies, further action may result in after-school detention for each additional tardy, a \$15 fine for each additional tardy, or charges of truancy to be filed with the local magistrate.

Absence Reporting

If a student is absent, parents/guardians should:

1. Call the school before 9 a.m. the day of the absence to let the school office staff know your child will not be attending school. This procedure is a courtesy to the teachers. During this call you may request that your child's classwork/homework be sent to the school office for you to pick up.
2. Upon your child's return to school, you must submit a written excuse indicating the reason for the absence. **A phone call or other verbal conversation does not qualify as a written excuse.**

The written excuse must include the student's name, dates of the absence, the reason for the absence, and the parent/guardian signature. If a written excuse is not submitted within three days of the absence, the absent day will be considered an unexcused absence.

A written excuse for any absence longer than three days must have a doctor's note attached. If there is no doctor's excuse, all days beyond three will be considered unexcused.

3. **If you are submitting a doctor's note as an excuse, the doctor's note must be submitted within three days of the absence.**

The written excuse must be presented to the school office.

Immunizations

All students are required by law to have the basic immunizations to childhood diseases. Proof of immunizations must be on file in the school office. If a child does not have current immunizations, by state law, he/she may not attend school. The state allows for a waiver of the immunization requirement based on religious beliefs. Please contact the school office for information on how to acquire this waiver.

Medical Policies

A completed medical form for each student will be kept on file to assist us in dealing with a student's medical needs. It is important to keep emergency file cards updated. Any change of residence, phone, employment or emergency numbers should be reported to the school office immediately.

- When a student becomes ill during school, he/she is to report to the nurse's office. If a student is too ill to remain in school, the parents/guardians will be notified and they should, if possible, arrange transportation home. A student who shows signs of illness should not be sent to school but referred to their family physician.
- If a student has a fever or a stomach virus (vomiting, diarrhea), parents/guardians will be notified and should arrange transportation home. The child should be fever free (without being medicated) or stomach virus free for twenty-four hours before returning to school.
- Children who show skin blemishes believed to be contagious will be sent home.
- Accidents in school are to be reported to a teacher. The Academy will not assume responsibility for treatment of accidents that occur outside of school hours.
- **All prescription drugs and over-the-counter medicines are to be brought to the school office by the student's parent/guardian. All prescriptions must be in the original prescription bottle.** Medications will be kept in a locked file cabinet and will be administered either by the school nurse or the school office staff. A written permission slip from the parent/guardian must accompany any drug to be administered. **At no time should a student have a drug in his/her possession.**
- Prescription drugs must NOT be brought to the school by a student either riding on a school bus or being dropped off by a guardian.
- Asthma inhalers will be kept in the nurse's office and administered by the school nurse or school office staff. Written permission from the parent/guardian must accompany inhalers.

ADMINISTRATIVE POLICIES

Visitors

Anyone visiting the school for any reason is to report directly to the school office. This procedure protects the students and prevents classroom disruption. Messages, forgotten lunches, books, homework, etc. are channeled through the school office.

Classroom Visitation

NCCA strives to operate on a policy of openness when it comes to parent/guardian visitation and observation of classrooms; however, it is also necessary to maintain an atmosphere that minimizes classroom interruption in order to give every student an optimum learning experience. Occasional observations by a parent/guardian of their children's classrooms will be permitted based upon the following:

- Both the classroom teacher and the principal must be aware of a parent's/guardian's request prior to observation.
- The classroom visit must be scheduled through the school office at a time mutually agreed upon with the teacher.
- Upon arrival, the parent/guardian must sign in at the school office.
- Observation will not be permitted during tests or times when students are being graded on specific assignments (i.e. oral book reports, etc.).
- The observation should coincide with the area of parental/guardian interest

Transportation

By state law, the local school district in which a child resides is required to provide transportation to and from a private school within a ten-mile radius. The Academy works with local school districts to set up the busing schedules.

If your child will not be riding the bus on any given school day, parents should inform the bus garage so unnecessary trips are not made.

The Academy makes every effort to coordinate our school calendar with the surrounding school districts. However, there will be times when your school district and the Academy will differ. We ask that you initiate the responsibility of seeing that your child is in school, whether you personally provide transportation or car-pool with others.

Records

1. NCCA shall follow the Pennsylvania School Code in reference to Pupil Records sections 12.31, 12.32, 12.33
2. Records will be mailed or faxed directly to another school when a student transfers.

Gifts and Donations

Gifts of equipment or supplies to the Academy become the property of the school to be used at the discretion of the principal, unless designated projects have been pre-approved.

USE OF NCCA'S ONLINE FAMILY PORTAL

In an effort to streamline communication and to increase administrative and educational efficiency, NCCA uses an online family and student portal. New and returning families will be given access to the family portal; age-appropriate students will be given access to the student portal. From the portal parents may:

- Enroll or re-enroll a student
- Create an application for a new child
- Apply for financial aid
- Access and make payments to tuition accounts
- Make payments to pre-pay lunch accounts
- View student grades and behavior
- View homework assignments
- Order hot lunch
- See school and class announcements
- View classroom pictures
- See calendar events
- Download important documents
- Communicate with teachers
- Fill out online forms and questionnaires

Students using the Student Portal will be able to view homework assignments, upload completed homework and access online instructional videos.

Parents are expected to utilize the services of the Parent Portal. Paper documents will not be substituted for documents accessible on the portal; paper forms will not be substituted for electronic forms on the portal.

HOURS OF ARRIVAL AND DISMISSAL

Instructional Hours

Three year old morning pre-school	Tue & Thu 9:00 a.m. – 11:30 a.m.
Three year old afternoon pre-school	Tue & Thu 12:30 p.m. – 3:00 p.m.
Four year old half day pre-school	Mon, Wed, Fri 9:00 a.m. – 11:30 a.m.
Four year old full day pre-school	Mon, Wed, Fri 9:00 a.m. – 2:00 p.m.
High Fives!	Mon – Fri 8:25 a.m. – 1:20 p.m.
Kindergarten – 8 th grade	Mon – Fri. 8:10 a.m. – 2:45 p.m.

Arrival (K to 8)

Doors open to receive students at 7:50 a.m. Students will proceed to their homeroom class. **If a student arrives after 8:10, their parent/guardian must sign in the student at the school office.**

Dismissal (K to 8)

Bus students are dismissed from the gym and parent pick-up students are dismissed from the foyer. Buses will be loaded under the supervision of teachers. Parents/guardians who pick up their children must park their car and come to the front door of the school. Students will not be dismissed to meet their parents/guardians in the parking lot or roadside. Parents/guardians may not pick up their children in the classroom.

Any variation in normal dismissal patterns must be communicated to the school office in advance. This can be done by sending in a written note with the student or by calling the school office. If calling, please call before 2:00 p.m. No changes to dismissal will be made based only on the word of a student.

Parents/guardians who need to pick up students early must report to the school office and wait there for their child. A note in advance from the parent/guardian is desired. Parents/guardians are required to sign out any student who departs prior to 2:40 p.m.

School Closing or Delayed Opening

There may be times when it is necessary to close school or delay opening due to adverse weather or road conditions. The announcement of a closing or delay will be made as early as possible through robo-phone/text/email services. If a delay is announced, check your messages for possible further changes.

For students being transported by bus, parents should consult with their district bus company to ascertain pickup times if their district is operating on a delay and NCCA is opening at the regular time.

STUDENT LUNCH

The Academy offers hot lunch to families who choose to participate. Advance orders are taken at the beginning of each month. This helps the kitchen staff to plan how much food to prepare daily. Please make every effort to purchase hot lunch in advance on the Parent Portal. We cannot guarantee the availability of hot lunch for students purchasing a lunch on the day it is served. Students may also bring their lunch to school. Drinks, chips and ice cream may be purchased to supplement a student's lunch.

Parents can pre-pay funds into their child's lunch account through the Parent Portal. When the pre-pay account nears \$0, an email reminder to replenish the pre-pay account will be sent. When pre-pay accounts fall below \$0, students may not be allowed to purchase hot lunch. Pre-pay accounts cannot be used to purchase snacks or drinks.

Lunch periods are supervised, and students are expected to exercise proper manners and courtesy when eating and socializing. Students are also expected to conserve food by consuming it or taking it home. Food should not be wasted.

Due to food allergies, students may not share their lunch items with other students. If a student forgets his/her lunch, school office personnel will call home to have a lunch brought to school, or the kitchen staff will provide the student with a lunch and payment will be deducted from the student's pre-pay lunch account. Students should not share their lunch money with other students; this can be a source of conflict and misunderstanding.

ACADEMIC HONORS

The Bible states that we are to give honor to those to whom honor is due (Romans 13:7), and NCCA believes in the importance of recognizing the accomplishments of its students. Students are recognized for academic achievement and improvement, and in the demonstration of Christ-like characteristics.

Honor Roll and High Honor Roll

At the end of each marking period, students in grades 4 through 8 with qualifying report card grades will be placed on the honor roll. Grades for academic and special classes as well as a student's character/behavior grades are used to determine if a student should be placed on the honor roll. Honor roll students are recognized during chapel, in the school newsletter and in the New Castle News.

High Honor Roll Qualifications

- Set a good example of Christian character.
- Earn a grade average of 95 or higher.
- Have no unsatisfactory marks in character or conduct, or special subjects.
- Have no grades below 85.

Honor Roll Qualifications

- Set a good example of Christian character.
- Earn a grade average of 90 or higher.
- Have no unsatisfactory marks in character or conduct, or special subjects.
- Have no grades below 80.

President's Award for Educational Excellence and Achievement

Students in grades 5 – 8 that maintain a grade point average of at least 90 (or an A-) for all four marking periods are eligible to receive the President's Award for Educational Excellence at NCCA's awards ceremony at the end of the year.

Students in grades 5 – 8 who are not eligible for the Award for Educational Excellence but who demonstrate tremendous academic growth, commitment or intellectual development may be eligible to receive the President's Award for Educational Achievement. Recipients of this award are determined by the teachers and principal. The award is presented at NCCA's awards ceremony at the end of the year.

Graduation

- Kindergarten
A graduation ceremony for students in kindergarten is held at the end of the school year. The date for graduation can be found on the school calendar. All students in kindergarten are expected to attend and participate.
- 8th Grade
Formal graduation exercises are held for students who successfully complete the 8th grade. Graduating students are required to attend. The date for graduation can be found on the school calendar. A reception will be held after the ceremony.

COMMUNICATIONS

NCCA strives to maintain clear and open communication between home and school. Parents/guardians and teachers may use any of the following means:

- Report Cards – Academic progress, Christian character and conduct will be reported to parents/guardians quarterly.
- Progress Reports – At the midpoint of each quarter, teachers may choose to report any academic or other difficulties encountered by students.
- Telephone – Parents/guardians or teachers may contact one another by phone to discuss matters of mutual concern. Parents should NOT call teachers on their home phones or cell phones unless the teacher has given them permission to do so.
- Email and Written Notes – May be used to pass information or request help as needed.
- Mandatory Meetings – There will be a mandatory meeting at the beginning of the school year that must be attended by at least one parent/guardian from each family.
- Conferences – Parent-Teacher conferences are scheduled in January. This is an excellent opportunity for face-to-face communication on school matters.
- Newsletters, Letters, Fliers – Parents should carefully read all written communications sent to them. Some of these communications may require a response.

DISCIPLINE POLICY

Overview

NCCA views discipline not as punishment, but as training in righteousness, with the goal of godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4).

It is up to the parents/guardians to ensure that their children behave properly. Parents/guardians do not relinquish their responsibility to the school. Rather, the school is here to support parents/guardians in their discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While the Academy employs various disciplinary methods, the responsibility for student compliance ultimately rests with the parents/guardians, not with the school.

Attendance at NCCA is a privilege, not a right. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will face dismissal.

Teachers are the front-line enforcers of the school's rules and standards. Most offenses requiring correction or disciplinary action are minor and happen in and around the classroom. Therefore, the teacher has the primary responsibility to enforce both classroom and school-wide rules and to apply corrective measures to students who disregard the rules. This can often be accomplished with a gentle word or glance but at other times teachers must resort to more stringent corrective measures (see Rules and Consequences below).

When a student doesn't respond positively to corrective measures or if the behavior problem is more serious, the principal will assume the role of disciplinarian. Principal-level corrective measures include all methods employed by teachers as well as the following:

- Administrative counseling
- Friday detention from 3:00–5:00 p.m.
- Suspension (in-school suspension for 1 to 3 days, or out of school suspension from 1 to 5 days)
 - During a suspension, the student will not be permitted to participate in nor attend any school activity
- Disciplinary probation
- Expulsion from school by the school board

Parents/guardians may be required to come to school to help enforce disciplinary procedures. In all cases of student discipline involving the principal, the student's parents/guardians will be contacted.

Corporal punishment is not used at NCCA.

Behavior Standards

Generally, students should abide by these basic guidelines:

1. Immediate obedience – Students should respond positively to any instruction given by those in authority (Ephesians 6:5-7).
2. Honor authority – Students are expected to give honor to all those in authority in both attitude and action (Romans 13:1-2).

3. Absolute honesty – Students should never lie, deceive, mislead, or fail to tell the truth (Romans 13:13).
4. Christ-like behavior – In all attitudes and actions, students should live according to biblical principles and values (Ephesians 2:10, 5:1).
5. Complete dependability – Students should keep their word and accept their necessary responsibilities (Matthew 5:34-37).

Rules and Consequences

School rules and the discipline required for rule violations are divided into three levels:

- **Level 1 – Basic Classroom and School Rule Violation**
 - Violation of classroom, lunchroom or recess rules
 - Minor misbehavior on a school bus
 - Minor hallway misbehavior
 - Chewing gum
 - Littering on campus
 - Failure to complete reasonable assignments
 - Failure to follow Faculty/Staff directions

Disciplinary action – Level 1

The teacher is generally responsible for Level 1 discipline and may implement any of the following:

- Separate of the offender from the group (time-out)
 - Counsel the student
 - Withhold the student's privileges
 - Withhold recess time
 - Require a teacher-parent conference
 - Administer lunch detention or after school detention
- **Level 2 – Disruption of Educational Process**
 - Fighting
 - Bullying
 - Cheating
 - Profanity – written or spoken
 - Chronic misbehavior on a school bus
 - Misuse/abuse of school property
 - Leaving school grounds without permission
 - Minor theft
 - Disrespect/insubordination to a teacher or the principal
 - Lying or deceitful behavior
 - Behaving disruptively, thus endangering the safety of personnel and students and/or interrupting the academic schedule of the school.
 - Intimate physical contact between couples on campus or at school functions
 - Flagrant or continual dress code violations

Disciplinary Action – Level 2

Offenses, depending on the nature and frequency of the offense, will be dealt with through lunch detention, after school detention or suspension. Level 2 disciplinary action may be administered by teachers or the principal but only the principal may impose a suspension. Flagrant, repeat violations may be deemed Level 3 and handled accordingly.

- **Level 3 – Behavior Incompatible with NCCA**

The following are prohibited at all times at NCCA and at school related activities both on and away from campus:

- Explosive materials including fireworks
- Weapons-- knives, firearms, other dangerous weapons
- Arson/fire extinguisher tampering
- Bomb threats
- Drug, alcohol or tobacco possession or use
- Harassment, assault, battery, or extortion
- Sexual harassment
- Pornographic or profane music, videos, magazines, or books
- Vandalism/theft
- Continuation of threats (especially those threats which deal with inflicting bodily harm)
- Use of any human body irritant which may lead to discomfort or asphyxiation
- Intentional acts causing bodily harm
- Any act which could result in violence or pose a direct threat to the safety of others within the school

Disciplinary Action – Level 3

Offenses may call for immediate expulsion and, in some circumstances, require notification of local law enforcement.

Pennsylvania State School Law, 1997- Zero Tolerance—weapons of any kind brought into the school means immediate expulsion. Any illegal drugs brought into the school means immediate expulsion.

Detailed Description of Behavior Violations

- **Inappropriate Display of Information or Pictures on a Social Media Site**
NCCA students are expected to model Christ-like behavior and honor school authority both in and out of school. This includes student use of social media sites including but not limited to Facebook, Instagram, and Tik Tok. Students who post inappropriate, profane or pornographic information or pictures on any social media site are, for all intents and purposes, publicly displaying ideals which are contrary to the behavior expected of NCCA students. Students will be required to immediately remove any such posting. Depending upon the severity of the posting, discipline may range from a warning to detention, suspension or expulsion. Some circumstances may require notification of local law enforcement.
- **Inappropriate Language**
Students must avoid the use of profanity and abusive language. Lying, name-calling, extreme sarcasm, taunting, ridicule and similar verbal abuses have no place at the Academy. Children

should be taught to recognize the truth of Matthew 12:34, “For out of the abundance of the heart the mouth speaks.” Violations of the language policy may result in detention or suspension. Continual violations may result in expulsion from school.

- **Bullying and Harassment**

Jesus tells us that the greatest commandments are to love God and to love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are his disciples by our love for one another (John 13:34-35). NCCA’s task is to challenge students to love. There is no room for bullying or similar actions at NCCA, but rather the devotion to loving each other. This compels us to protect and support victims, strongly discipline abuse of power, and help all students and parents/guardians be a part of creating an atmosphere of care which is free from intimidation, harassment, harm or threat.

Bullying is the intentional harassment, intimidation, humiliation, ridicule, defamation, threat or incitement of violence by a student or group of students against another student by any intentional written, verbal, electronic, or physical act, when that act:

- Physically or emotionally harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it has an intimidating or threatening emotional effect upon the student or upon the educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Examples of bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, and/or belittling
- Non-verbal threats and/or intimidation
- Demeaning humor relating to a student’s race, gender, ethnicity, or personal characteristics
- Blackmail, extortion, demands for money, involuntary donations or loans
- Blocking access to school facilities
- Deliberate physical contact or injury to a student’s person or property
- Stealing or hiding books or belongings
- Threats of harm to student(s), possessions, or others

Students who engage in bullying while at school, at any school function, while in route to or from school or on social media are subject to disciplinary action, up to and including suspension or expulsion.

School employees, students or parents/guardians who witness bullying, or any student that has been bullied should report the incident to the principal. The principal will follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the principal will set up a meeting with the victim, the bully and their parents/guardians with the goal of using partnership to change behavior and encourage reconciliation.

Depending upon the severity of the bullying, discipline may range from a detention to suspension or expulsion. Repeated instances of bullying or retaliation for reporting bullying will result in expulsion.

Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, students will on occasion be mean to each other or physically hurt each other. We do not consider this occasional misbehavior “bullying”. In these instances, the teachers and staff will work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

INSTRUCTIONAL POLICIES

Grades Offered

NCCA offers classes for 3-year pre-school through 8th grade.

Teachers and Staff

NCCA’s academic teachers are all certified educators. All staff members are enthusiastic, qualified individuals with upstanding backgrounds, and a deep commitment to children.

Accreditation

NCCA is fully registered and recognized by the state of Pennsylvania and follows all the guidelines established by the state Department of Education regarding hours, days and subject matter to be taught at each grade level.

Curriculum

The program of studies at NCCA has been developed from a combination of Christian and secular resources. Textbooks are reviewed by the faculty, principal and the school Board of Director’s Curriculum Committee to ensure consistency with the school’s purpose and philosophy.

Elementary grades are taught in self-contained classrooms, with special teachers for art, music, computer, Spanish, library and physical education. Upper grades are departmentalized.

The curriculum is augmented by weekly chapel services, periodic fieldtrips, twice yearly concerts, and an extracurricular sports program.

Textbooks

Textbooks are procured by the Academy and provided to students for their use. The cost of textbooks and most other educational materials is included in tuition.

Textbooks, which are reusable, are loaned to students and must be returned in good condition at the end of the school year. These books must be covered with a durable cover and given due care while in

use. No writing is allowed in or on books except at the teacher's direction. Students will be held financially accountable for lost or damaged textbooks (outside of normal wear).

Chapel

Chapel services are conducted weekly throughout the school year. **All students are required to participate.** Chapel services include a variety of activities, including opening exercises, praise and worship, messages by local pastors or special speakers, and student-led programs. Parents are welcome to attend Chapel services.

Homework

We believe that homework is an integral part of the school program. A sincere effort should be made to ensure that homework is not excessive so as not to intrude on vital family time. However, each teacher will give homework to aid students in the advancement of their studies. **EACH STUDENT IS REQUIRED TO COMPLETE HOMEWORK ASSIGNMENTS.**

Homework is given for the following reasons:

1. **For practice:** Students may require practice in certain areas to master essential material.
2. **For remedial activity:** As instruction progresses, if weak points in a student's grasp of a subject become evident, homework following instruction should be given to help the student overcome these difficulties.
3. **For special, project-based assignments:** Book reports, compositions, special research assignments and projects are some of the activities a teacher will assign as homework to enhance learning.

Students have one day for each day absent, to make up classwork and homework. For example, if a student were absent two days, he/she would have two days to turn in the make-up work, while staying current with the daily homework. **If a student is absent on the day a long-term assignment is due, the assignment must be brought into the teacher by 10 a.m. on the due date.**

When a student is absent, parents/guardians may call the school office to arrange for the student's homework to be picked up. Such requests should be made by 12 noon.

It is the student's responsibility to find out what make-up assignments are due. Assignments left undone will be reflected in the student's grade.

We strongly encourage parents/guardians to allow their children to do their homework independently. This will give the teacher an accurate assessment of the students' understanding and progress.

Grade Scale

The following grade scale will be used by NCCA:

A	92—100%
B	83—91%
C	74—82%
D	65—73%
E	0—64%

Report Cards

Report cards will be distributed after each nine-week marking period to keep parents/guardians informed of their child's progress. Report cards will be sent home the week after the marking period ends.

Grades for special classes (music, art, computer, Spanish and gym) will be included in Honor Roll computation for grades 4—8.

Report cards are due back the following week bearing the parent/guardian's signature. A \$3.00 replacement fee will be charged for a lost report card.

Student grades can also be accessed on the Parent Portal.

Retention Policy

While the goal of the NCCA is for students to succeed academically and socially, we recognize that, in some cases, retention is both necessary and advisable. The following guidelines will apply:

1. A student will be retained if two or more major subjects have an end-of-the-year average of an E. A major subject is defined as Math, History, Science or Language Arts.
2. A student may be retained or may be required to attend summer school if he/she is absent twenty-five or more days during the school year.
3. If a student has a combined D average or less in the major subjects, promotion to the next grade will be determined by the classroom teacher(s) and principal.
4. If a parent/guardian requests that their child be retained, the decision will be made in consultation with the classroom teacher(s), parents/guardians and principal.

Homeschool Enhancement Policy

Parents of K-8 homeschooled children can enroll their child at NCCA for selected classes.

After meeting the required administrative interview and entrance assessments, completing registration procedures and paying the appropriate fees, home school students may attend NCCA on a part-time basis and be eligible to participate in an athletic program.

Physical education, computer, and Spanish meet two days a week; art and music, one day a week.

Dress Code

Our philosophy of dress is to build character through respect for authority, to be a testimony through modesty, and to create an atmosphere appropriate for a Christ-centered education. Students should wear clothing that is neat, clean, **and does not disrupt the educational process.**

The Academy uniform (school polo shirt, khaki pants, shorts or skirt) will be worn on chapel days and on field trips when appropriate. On other days, students may dress according to the following guidelines:

- Footwear must be worn at all times. Shoes are not to have cleats.
- Any garment with a design, wording or advertising in poor taste may not be worn.
- Shorts must be of reasonable length – Shorts should be at least finger-tip length when a child’s arms are relaxed at their side.
- Lengths of skirts should be reasonable and appropriate for school wear.
- Leggings and Jeggings may not be worn as pants (clarification: any skin-tight, form-fitting pants). If they are worn, they must be worn with shorts, skirt/skorts, or the child must have a shirt/sweater that completely covers their “back side.”
- Shirts should be comfortable but modest. Shirts should not be revealing – no tank, halter, or sheer tops or those that bare midriff.
- Winter outerwear may not be worn in the classroom.
- Pierced ears are acceptable, but any other piercing is not.
- Tattoos that are a distraction to the learning process must be covered by an article of clothing.
- Hats may not be worn in the building except when given permission for special event days.
- No ripped clothing is permissible.
- Hair styles or dying must not be a distraction to the learning process.

Students in violation of the dress code may be sent to the office to wait for a parent/guardian to bring in proper attire.

Attire for Physical Education Class

Students must wear laced or Velcro sneakers for physical education class.

- Students in grades 5-8 are required to wear a gray NCCA t-shirt and navy-blue mesh shorts for participation.
- Students in grades K-4 are encouraged to wear clothing that will allow them to participate comfortably for both indoor and outdoor physical activities. If PE days coincide with chapel days, NCCA uniforms are acceptable. However, if a student wears a skirt, please make sure shorts/leggings are worn underneath.

ENRICHMENT ACTIVITIES

New Castle Christian Academy regularly provides students with enrichment activities during the regular school day and after school. Some activities require mandatory participation and other activities are optional. Extra-curricular sports and student clubs meet after school hours and may be offered to students in specific grade levels. Participation in these clubs is voluntary. Field trips, assemblies and “theme” days/weeks provide all students with the opportunity to actively learn in a non-traditional educational setting during the school day. Students are expected to participate in enrichment activities occurring during the school day. All students are required to participate in holiday programs and school concerts.

Athletic Eligibility Policy

1. A student must maintain a C average in every subject to remain eligible to participate in team sports.

2. If a student falls below a C average, he/she will be ineligible to practice or play the following week. Weekly progress reports will be shared with the coaches to determine weekly eligibility.
3. A student receiving an after-school detention or suspension will be ineligible to practice or play for one week.
4. Students who are absent for more than half of the school day may not participate in after-school practices or games.

Field Trip Policy

All classes participate in at least two field trips per year. For most field trips, a bus is provided for transportation. At times, a limited number of chaperones are needed, and parents/guardians are asked to chaperone a field trip. Teachers will make every effort to be equitable in their selection of parent/guardian chaperones. The number and selection of chaperones is left to the discretion of the teacher.

- A permission slip must be signed by a parent in advance/guardian in advance for the student to participate in the field trip.
- At times, it may be necessary to ask parents/guardians to transport students to and from a field trip. Parents driving must have a valid driver's license and must pass the Pennsylvania-required background checks for school volunteers. Drivers must adhere to the driving directions given by the teacher and must obey all traffic ordinances. Failure to do so will jeopardize further opportunities for the parent to chaperone field trips.
- At no time should younger siblings be allowed to accompany a parent on a field trip.
- Parents/guardians are not to follow the school bus in their car on a field trip unless they are a designated chaperone and are directed to do so by the teacher.
- If a student does not go on a field trip, the he/she will be required to stay home that day. Students will NOT be supervised at school.

TECHNOLOGY AND ELECTRONIC MEDIA

Cell Phone and Personal Device Use

Many parents provide their children with cell phones and, for safety purposes, encourage their children to bring them to school. Although cell phones can provide a means of immediate contact with parents/guardians, they can often be a distraction to a student's learning. Students are required to adhere to the following usage rules:

- If a student brings a cell phone to school, the cell phone must remain in their coat, book bag or locker throughout the day.
- Students must not have a cell phone in their possession at their desk, in the hallways, in the bathroom, at lunch, or at recess.
- If a student needs to make a call on their cell phone, they may use their cell phone in the school office only.
- Students may check their phones for text messages immediately before or after lunch, but they must put their phones back after checking messages.

- If a student is caught using his/her cell phone without permission during the school day, the teacher will confiscate the student's phone.
 - First violation: the phone will be given back to the student's parent at the end of the day.
 - Second violation: the student will be given after-school detention and the parent/guardian can pick up the phone after the detention has been served.
 - Third violation: the student will serve Friday detention (from 3:00 p.m. to 5:00 p.m.), and the parent/guardian can pick up the phone at the end of the day.

If you have an emergency and must reach your child, please call the school office and we will have your child come to the office to talk with you.

Cameras, personal music players, hand held video games and similar devices are also not allowed to be used during school hours. Students caught using such devices will have the device confiscated as mentioned above.

NCCA is not responsible for electronic devices that a student brings to school that are damaged, lost, or stolen.

Internet Accessibility Policy

NCCA offers students WiFi internet access solely for classroom instruction or research. This Internet system has been established for limited educational purposes including classroom activities, career development, and limited high quality, self-discovery activities. It has not been established for public or recreational access. The technology committee, principal and computer teacher have the right to place reasonable restrictions on the material a student accesses or posts, and to require student training before system access is granted. The principal and teachers will enforce all rules set forth in the school code and the laws of the state of Pennsylvania. Furthermore, a student may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the school network is available only with permission of the principal.

- Purpose

As telecommunications and other new technologies change the way information is accessed, communicated and transferred by members of society, those changes will also alter instruction and student learning. Students will be afforded limited, monitored access to information resources and will develop the necessary skills to analyze and evaluate such resources.

The networked information system is the property of the NCCA and is to be used solely for school purposes. The system is regulated and monitored to ensure compliance to this policy, therefore, the users of the information system should have no expectation of privacy. When users access this system, they are consenting to the regulation and monitoring of their network activity.

Regulations for Network Information System Use

The Academy provides access to networked information resources including the internet. Authorized users of networked information resources may, if needed, have access to any or all of the following:

- Electronic mail (E-mail) communications
- Access to the Student Portal
- Information and news from a wide variety of sources and research institutes
- Public domain and shareware software of all types
- Discussion groups on a wide variety of topics
- Access to many educational institutions and libraries

With access to computers and people all over the world also comes the availability of some material that may not be considered to have educational value within the context of the educational setting.

- Acceptable Use

The purpose in providing access to networked information resources is to support research and education among schools, academic institutions, and other users by providing access to unique resources and the opportunity for collaborative work. The use of networked information resources must be in support of education and research consistent with these objectives. Other non-educational personal use of the system is prohibited. The transmission of confidential school records is also prohibited. This includes, but is not limited to: copyrighted material, threatening material, obscene material, harassing messages, or material protected by trade secret. Additionally, any transmitted material must not be derogatory, or defamatory particularly on the basis of race, creed, color, gender, religion or disability.

- Privileges

Inappropriate use of networked information by an individual user will result in suspension and/or cancellation of his/her privileges to access networked information resources through NCCA facilities and disciplinary action will be taken in accordance with the Academy discipline policy.

- Use of Personal Devices

Student use of the Academy's networked information system is limited to school devices. **Students will not be granted network access for their personal devices or cell phones.** Students caught using the network on their personal devices will face disciplinary action.

- Network Etiquette

The use of networked information resources requires that each student abide by the following rules of network etiquette.

- Students will not send abusive messages to any person.
- Students will use appropriate language when sending messages. Swearing, vulgarities and inappropriate language are unacceptable.
- Anything pertaining to an illegal activity is strictly forbidden. (Note that e-mail and access to other information resources are monitored by the system administrator.)
- Students must not reveal their personal information (address, phone number, family members, etc.) or another person's personal information over the system network.

- All communications and information accessible via the network should be assumed to be private property. Such information must not be copied or distributed without permission from the author.
- Students must not use the network in such a way that would disrupt others' use of the network.
- All students should remember that deleted information can be retrieved by law officials, the network administrator and even computer hackers.

- Services

NCCA is not responsible for any damage that may result from faculty, staff, or student use of NCCA's networked information resources. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or interruptions. Use of any information obtained through NCCA's networked information resources is to be used at each individual's own risk. NCCA denies any responsibility for the accuracy or quality of information obtained from networked information resources.

- Security

Security on any computer system is a high priority, especially when the system involves many users. Any student who feels that he/she has identified a security problem with the network must notify the computer teacher or principal immediately. The student must not demonstrate the problem to other users. Students are not permitted to share their access code with other students, to access another student's material or work, to use any other student's account, give out their own account password, forge messages, pretend to be another user, or post anonymous messages. Attempts to log in as a system administrator or any other form of unauthorized access will result in immediate cancellation of student network privileges. Any student identified as a security risk or having a history of violating policies with regard to computer systems will be denied access to NCCA's networked information resources. The Academy will maintain a file of all access codes and will employ these codes, when necessary to regulate and monitor our system.

- Vandalism

Vandalism by any student will result in cancellation of privileges, disciplinary action in accordance with the Academy discipline policy, and/or criminal prosecution. Vandalism includes, but is not limited to, hardware vandalism, contamination of data, deletion of data, reconfiguration of data, degradation of system performance, distribution of unsolicited advertising, harassing of others, propagation of computer worms, and propagation of computer viruses.

No student will be provided access to networked information resources until he/she has received training by the computer teacher or other faculty member.

All faculty and staff are responsible for monitoring student use of networked information resources to ensure that they comply with this policy.