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OUR PURPOSE

The purpose of Northside Christian Academy (NCA) is to educate and train the whole student: socially, intellectually, and spiritually. Because the Lord requires a fit vessel, guidelines for personal habits, definite dress codes, and proper leisure time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect the individual's freedom.

Not only must our students have their appearance and actions reflect the Lord Jesus, but they must also acquire wisdom, knowledge, and understanding to serve the Lord. Therefore, the Bible is not substituted for any academic subject, but is integrated into the entire educational program. The Bible is taught so that the student will develop sound values that will govern every step of their life.

NCA desires to send young people into the world who will be lights in spiritual darkness. **Our purpose is to train young people to be full-time Christians with an emphasis on many being in full-time Christian service**, and our desire is that every student will seek God's perfect will for their life.

As a ministry of Shawnee Baptist Church (SBC), NCA holds, without apology, to the church's statement of faith. A copy is available upon request.

ADMINISTRATIVE TEAM

Since the school is a ministry of SBC, NCA incorporates Pastor Steve Frost as the President and Superintendent. The school board, which works in conjunction with Pastor Frost in policy determination, is comprised of men of the church elected by the administration.

FINANCES

Our school, an extension of SBC, is a non-profit organization. It is not designed for making money, which is noted in its restricted requirements for enrollment. Our teachers are hired on a ten-month basis and are dependent on the prompt payment of tuition from each school family.

FINANCIAL POLICIES

Tuition should be delivered directly to the school finance office or paid online. PLEASE DO NOT PUT TUITION PAYMENTS IN THE OFFERING PLATE AT CHURCH SERVICES. Tuition is due by the first of the month. There is a 5-day grace period for overdue tuition payments. A \$25.00 late fee (per child) will be charged if no payment is received by the 6th of each month.

A returned check will result in a \$25.00 charge. This applies to all checks related to the school (fundraisers, tuition, fees, etc.). A second returned check will result in a \$50.00 charge. Subsequently, the payment the check was intended for must be paid by cash or money order, and no checks will be accepted for the remainder of the

school year. Payments will then need to be paid via cash, money order, or online. If the monthly tuition is not received by the last day of the month in which it is due, your child will not be allowed to attend school on the first school day of the following month until the account is brought current. In addition, NCA does not “hold checks.”

Students attending one day or more of any month will owe the entire month’s tuition. If a student who previously paid tuition in full for the year is removed from school, a refund will be given for the remaining tuition of the year, excluding any pre-payment discount. Student discounts for multiple children will be adjusted if a student is removed from school. If a student has a sponsor for his tuition, it is still the responsibility of the parent/guardian to keep school account(s) current. Sponsored students must comply with the same payment criteria listed above for non-sponsored students.

If a student is financially withdrawn more than twice in a semester, they will not be able to return to school that semester and will lose credits for the current semester. Missed work due to financial withdrawal may be made up within the same number of days the student was absent. Absence policies for loss of credit will apply to financial withdrawals.

Report cards will not be released for any student who owes a balance. No student will be permitted to graduate from this school until all tuition and fees are paid up to date.

Fundraisers: NCA is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate two annual fundraising programs and anticipate each child and parent’s participation in helping raise the additional funds needed for designated school projects. The school receives no federal assistance, neither is it endowed or supported by any other organization. If you do not wish for your student to participate in a fundraiser, a \$100.00 fee will be applied to your account per fundraiser per child. Students who do participate are expected to raise a minimum of \$100.00 in profits for each fundraiser. If a student is unable to meet the \$100.00 profit limit, the remainder will be added to his school bill on the next payment.

Graduation Fee: Kindergarten and high school graduates will be charged a graduation fee that is due by April 1st. Graduation fees are as follows: kindergarten, \$75.00 and twelfth grade, \$125.00. Any late fees will be assessed an additional \$25.00 after April 1st.

Below are our tuition rates for the 2024-2025 School year:

K4 Preschool

Full Day Preschool

5 days a week	\$350 per month
3 days a week	\$300 per month
2 days a week	\$250 per month

Half Day Preschool (must be picked up by 12:15pm)

5 days a week	\$275 per month
3 days a week	\$225 per month
2 days a week	\$175 per month

K5-12th Grades

Member of SBC*: \$300	Non-Member: \$350
2 children: Member: \$575	Non-Member: \$675
3 children: Member: \$825	Non-Member: \$950
4 or more: Each additional child is \$150/child	

**SBC membership discount is due to their financial commitment, not simply attendance, to the church (thru tithes and offerings) which subsidizes the overall cost of NCA.*

Book Fees

Pre-School	\$175
Kindergarten	\$250
K-5 th Grade	\$300
Jr/Sr High	\$325

ADMISSION

Registration: Every student must pay the required registration fee for each year of school. Upon deposit of the non-refundable registration fee, a registration packet will be given to first-year students. The registration fee will only be refunded if the school is unable to accept the student. New students may be required to take an entrance exam for placement purposes.

Early Registration: (prior to March 31st) - \$150/child

Regular Registration: (April 1st – May 31st) - \$200/child

Late Registration: (After June 1st) - \$250

Interview: After receipt of registration forms and fees, our office will set an appointment date for an interview with the administrator and new students.

Tuition: See **Finances** section.

Signature of Forms: Before a child can be admitted into NCA, all necessary forms need to be signed by the parents and the student each year. This shows that they are in total agreement with the rules that have been established for NCA.

Acceptance: Each student will be tentatively accepted into NCA based upon the previous academic, spiritual, and social records provided for our school. Acceptance of a newly enrolled student into NCA will not be considered final until the student successfully completes a 45-day probation period. The criteria for successful completion of the probationary period include the following:

- The student has a good attendance record.
- The student must be in good academic standing (must maintain a minimum 2.0 grade-point average).
- The student must have acceptable behavior/ discipline records

All new students and any student whose grade-point average falls below 2.0 will be placed on academic probation. This action will restrict a student's extra-curricular activities including field trips, class trips, sports, and other school activities to promote stronger study habits. Should the grade-point average NOT reach 2.0 or above within the semester, additional remediation will be required, or the student may not be allowed to continue attendance at NCA.

AGE REQUIREMENTS

NCA requires that a student entering kindergarten in the fall must turn five years of age by August 1st of that same calendar year. The same date will be adhered to for any Pre-K classes taught at NCA. Any child born in the month of August has the option of "testing into" that year's class. In addition, all children enrolled in our Pre-K program must be fully potty trained and capable of independently managing their personal hygiene needs, including cleaning themselves after using the restroom. This policy ensures the comfort and well-being of all students and helps maintain a clean and healthy environment for everyone.

SCHOOL HOLIDAYS

Labor Day	September 2
Veterans Day	November 11
Thanksgiving	November 25-29
Christmas Break	December 20 (at noon)-January 3
MLK Day	January 20
Presidents' Day	February 17
Spring Break	March 17-21

CHARACTER DEVELOPMENT

One of our chief goals at NCA is to encourage Christian character within each student that will be evidenced by their outward attitude, whether they are at home, school, or elsewhere. The character of a student should remain the same, regardless of their location. Emphasis at our school is on “What is my duty?” rather than “What can I get out of it?” This response prepares for a life of stewardship, and we remind students that “*whatsoever ye do, do all to the glory of God*” (1 Corinthians 10:31).

Classroom Behavior: Students are expected to respect the authority of teachers and adults at all times. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students may not leave their seats without permission. No disruptive behavior is tolerated.

Personal Behavior: Students are to be honest and to always exhibit kindness and respect for others. We expect our students to reply to adults courteously. They should behave as young ladies and gentlemen. Students are to use proper speech. Vulgarity, profanity, and lying shall have no place in this school. Students violating this policy will be dealt with by the administration.

DISCIPLINE

Biblical discipline provides lessons for life for the students both now and for the future. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand for righteousness (Proverbs 1:10-19, 29-33); teaching God’s laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 5:23-24; 18:15).

Purpose of Discipline: Our purpose in student discipline is to produce Christ-like character through the implementation of biblical principles of correction. According to God’s Word, obedience to authority is designed to protect a person for God’s best, rather than for a life of surrender to the world (Genesis 2:17; Romans 6:13).

Philosophy of Discipline: Our philosophy in the application discipline is to exhibit *concern & control*. Our concern is motivated by a desire for each student to travel in the direction God has for them. By God’s grace, our attitude of discipline is never carried out with a goal of hurting, but rather protecting students from unprofitable life decisions and directions. Classroom control is also very necessary in our teaching system. Our discipline is designed to be meted out with equality, based not on who the student is, but on the basis of what principle and policy the student has violated.

Goal of Discipline: Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will only be as public as necessary to resolve conflicts, with the ultimate goal of causing others to fear the Lord and walk in obedience to Him.

Procedures of Discipline: NCA expects full cooperation from both students and parents in the education of the student. If at any time the administration feels that this cooperation is lacking, the student may be requested to transfer to another school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, they may be requested to transfer to another school. **We believe that attendance at NCA is a privilege and not a right.** Students forfeit this privilege if they do not conform to the standards and ideals of work and life at our school.

Demerits or detentions result from acts of misconduct, and the number of demerits or detentions is assigned in proportion to the offense. All students are subject to the demerit system. We realize that there are unintentional or first-time offenses from an overlooked area, or an inadvertent policy misunderstanding; however, the consequences of demerits must still be applied to address the student's misconduct. Both part-time and full-time faculty members of NCA may issue demerits to any student, even if they are not their teacher at the time.

A student who is expelled will receive credit only for the portion of the semester prior to being expelled. They will not be allowed to take mid-term or final examinations or participate in any school-related activities. The student also may not re-enroll until the following school year or unless otherwise outlined by the administration based on the conditions of the expulsion. All students who re-enroll following an expulsion will remain on probation for six months. The requirements of the probation will be contingent upon the review of either the administration or the school board. If a student is expelled, our goal is to strengthen their walk with God, closeness to their parents, and a reengagement in their studies.

ELEMENTARY BEHAVIOR MANAGEMENT POLICY

The behavior management policy was established with the knowledge that children need clear limits which are set in ways that do not negatively influence their self-esteem, or keep them from developing to their full potential. We believe that all of our children should experience success. Our classroom environment provides the students with opportunity to explore, and learn with consistent, age-appropriate limits. In general, limits are set to keep a child from infringing on other property. Limits are set positively. If behavioral issues occur, our philosophy is to enable the child to learn biblical values, and take responsibility for their own actions. We strive to minimize behavioral issues while creating a positive learning environment for all of our children.

It is important that parents and teaching staff are on the same page as we move forward together. As the school year progresses, we believe that classroom expectations will be clear and understood by both the parents and the children. To make sure parents and teaching staff are on the same page, NCA will use the following guidelines for behavioral management.

Persistent inappropriate behavior is any behavior that continues after the proper guidance steps have been performed. The following procedures will occur if the child continues to break the rules and guidelines of our school:

- Written observations and records of the child's behavior will be kept by the teacher and school office. Any demerits given will be available for the parents to see on our Gradelink app.
- Parent-teacher conferences will be conducted if the child's inappropriate behavior continues.
- For further guidance, the principal/teacher may suggest outside resources to help the child's behavior.
- If inappropriate behavior continues, the child will be placed on probation.
- If the inappropriate behavior still persists, the child will be placed on suspension. The parent will be asked to keep the child home for 1 to 5 days (administration decision).
- If the inappropriate behavior persists, after the child is sent home on suspension, we will request that the parents withdraw the child from NCA.

These procedures will be put into place for the betterment of every classroom. It becomes anti-educational for other children in the classroom for a teacher to continuously monitor the behavior of one child, over the rest of the children.

ACTIVITIES

Chapel: Chapel is held regularly for all students, at which time special speakers and music are presented. Chapel is held on Wednesdays for the elementary, junior high, and senior high.

Social Activities: There may be classroom observances of special occasions such as birthdays and holidays. There may be parties from time to time that have been approved by the administration. Parents who wish to attend class parties will need to call the office and set up a background check, at the parent's expense.

Programs: Students are expected to participate in school programs and they are expected to learn their parts and be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. All NCA students are **required** to attend each school program unless specially allowed by the administration. Specific clothing may be required for participants.

Graduation: At the end of the school year, a formal graduation will be held for students graduating from kindergarten and twelfth grade. Graduation is a dignified occasion. Clothing worn by graduates from each class must be approved by the administration. Attendance at each ceremony is **mandatory** for all NCA students unless specially allowed by the administration.

INTERSCHOLASTIC SPORTS

Our interscholastic sports program for young men consists of basketball, while volleyball is available for the young ladies.

It is a privilege for any student to be a member of our sports program, but a student will not receive special privileges for playing on the team. The privilege of participating may be restricted due to grades, behavior, attitude, accumulation of demerits, or any serious infraction of school rules. It is our goal to have athletes that possess character both on and off the court.

Each athlete must maintain a GPA of 2.0 or higher to participate. If the GPA drops below 2.0 during the season, he/she will be placed on probation. If a student is placed on probation, he/she will have two weeks to become eligible without missing any games. The student athlete will be reassessed two weeks after being notified about their GPA. If the student is still ineligible, he/she will become ineligible for two weeks, until the next eligibility assessment. If a student raises his GPA to 2.0 during an ineligibility period, he will remain ineligible until the next assessment.

All student athletes must be in attendance at school by 9:30 AM on the day of a sports activity or game to dress out and play for the team. All student athletes will also be expected to be present the day after mid-weekday games. Penalty for skipping school the following day will result in loss of playing privileges during the next game.

Each sport will have a separate code of rules that will be given out at the beginning of each season. An athlete will not participate in a sport until he/she has read and agreed to the rules.

GENERAL POLICIES

Building and Grounds: Staff will be on duty each day from 7:45 AM to 8:00 AM and 3:00 PM to 3:15 PM. The school is not responsible for students before 7:45 AM or after 3:15 PM (with the exception of the After Care Program). Students are allowed in the building 15 minutes before school begins and must be out of the building by 3:15 PM, unless participating in a school-sanctioned practice or activity. Prearrangements with a teacher must be made for any students staying after school or entering the building early.

Church Attendance: All students and families of NCA are encouraged to attend weekly church services. **All 6-12 grade students are required to attend a minimum of 1 church service per week.** This will be checked and verified weekly. Demerits will be given for failure to attend services weekly unless an absence has been approved. (5 demerits each week in which no service was attended)

Absence: In the case of an absence for sickness, or emergency, the school must be notified by 7:55am, or the student will receive an unexcused absence for any classes missed during the school day. Please notify the office, **not the student's teacher**, if/when your child is tardy or absent.

- a. School phone number (502)778-1113
- b. School email: info@northside.academy

Other Approved Absences include the following – (documentation required)

- a. Medical appointment
- b. Funeral services for member of immediate family

All other absences will be *Unexcused Absences* unless they meet **both** of the following criteria:

- a. A written request for the approval of the absence must be submitted to the school administrator at least **2 weeks** in advance.
- b. The school administrator approves the absence.
 - Please submit the request in writing to the office or:
 - Submit the request via the School Email: info@northside.academy

Unexcused absences are any absences that do not meet the above criteria. Unexcused absences include, but are not limited to:

- a. The missing of class or school without a pre-approved or warranted reason, whether the absence is student or parent-initiated.
- b. An absence for which advanced approval is necessary and approval was not obtained before the absence.
- c. Babysitting. This is not an excused absence.
 - Schoolwork missed during an approved absence may be made up within the same number of days the student has been absent.
 - A zero is given in every class missed during an unexcused absence.**Tests, quizzes, and assignments cannot be made up.**

All students and parents/guardians are expected to respect and adhere to the published school calendar. Parents/guardians are asked to avoid scheduling trips, vacations, or other activities that require a student to be absent from school. A student's attendance is extremely vital to his/her education process. We are a Christian school where the instructors, staff, and administration want students to attain academic excellence and spiritual development through the Lord Jesus Christ; attendance is extremely important for both spiritual and academic excellence. **Please do your best to assist us in the education process by having your student in school on all scheduled school days, except in case of illness.**

Vacation: Schoolwork missed due to a **school administrator-approved** vacation, must be completed **prior** to the vacation when applicable.

- a. The request must be submitted at least two weeks prior to the date of the absence.
- b. Please submit the request in writing to the office, or:
- c. Submit the request via the school email: info@northside.academy

Questionable/Excessive Absenteeism: In case of questionable or excessive absenteeism, or when a student's total number of absences is in excess of 10% of his enrollment of the current school year, NCA may require a variety of reasonable methods for verification of illness, including documentation from a physician or other health providers. If any child is absent due to sickness for a minimum of three (3) consecutive days, a doctor's note is **required** upon return to school.

A student with more than five(5) unexcused absences during one quarter will be subject to academic review with the likelihood of losing credit for that quarter. Any student who misses more than 20 days of school during the school year - **whether excused or not** - will either be retained in the same grade level the following year at NCA or be required to complete a summer school course to make up the absences. Excessive absenteeism may result in removal from the school.

Arrivals after 10:00 am will be counted absent as a half day. Leaving school at any time before 1:00 pm will result in the student being counted absent for a half day.

After Care: NCA does provide, for an additional cost, after school care from 3:15pm until 5:30pm. This service will be a \$10 flat rate fee for the first child (\$5 for every additional child in the same family) for every day that the child attends the After Care Program. After 3:15pm every student who is not picked up will be sent to After Care and attendance will be taken. If a student is not picked up by 5:30pm there will be an additional charge of \$5 for every 10 minutes following. Students in After Care must remain in school uniform until they are picked up, and they also are not permitted to be on their phones during this time. You can sign-up for After Care in the school office. No After Care will be provided the day before a holiday/school break, or when there is a noon dismissal.

Tardies:

Please note that the **ONLY** acceptable excuse for arriving past 8:00 am is a note from a doctor or a condition of unusual circumstances, in which a parent must explain in writing to their child's teacher. For every 5 tardies, a student will also accumulate one day of absence towards their allowed total for the quarter. Students must go to the school office to be admitted to school if tardy.

Truancy Policy

If a student accumulates six (6) unexcused absences during the course of the school year or is absent or tardy for three (3) days in a row without a valid excuse, he/she is considered to be truant by Kentucky state law. If a child is considered to be truant, appropriate disciplinary action will be taken.

Grading: Report cards are issued every quarter to indicate to the parents and students the progress that is being made. In addition to grades for subjects, students will also be evaluated on attitude and effort. Parents can check their student's grade at any time using our online portal through the Gradelink app.

Progress Reports: Progress reports are available through our online grading portal (Gradelink). Parents may personalize how often they are notified with progress reports. Access to this software will be given by the administration at the beginning of each school year.

Illness: For the welfare of your child and others in the school, all children who are sick must be kept at home. Students that become ill at school may be released from school only after permission is obtained from the parent or guardian and school administrator. It is vital that students do not attend in person if they meet any of the following conditions:

- Fever greater than 100.4 within the previous 24 hours
- Persistent Cough / Sore Throat
- Vomiting/Diarrhea
- New Rash
- Swollen, Inflamed Eyes

Parent-Teacher Conferences: Please feel free to consult with the school office regarding any questions concerning your child. It is the desire of the administrator and the faculty to be of service to both parents and student, and each teacher welcomes a conference with any parent. However, such conferences must be made by definite appointment with the teacher at a convenient, off-school hour. The administrator may be present at the conference if requested. We organize two days each year set aside for parent-teacher conferences. Please do your best to make these meeting times. A student may communicate with a teacher concerning schoolwork only during school hours or after school until 3:30 PM and only on school property.

School Visits: School visits are for school-aged students only and are to be arranged through the administrator and the school office at least 24 hours in advance. Consideration will be given to alumni.

Parents and guests are not allowed to remain on campus without a visitor's pass issued by the school office. Parents and guests are requested to report directly to the office to obtain a visitor's pass. If parents choose to attend field trips, they will need to have a background check completed, at their expense, through the school office. Parents and guests are to dress appropriately when visiting the school.

Birthdays/Celebration Policy: If the school office and the teacher are notified in advance, parents of elementary students may bring refreshments for the class on a child's birthday. If you are planning a party for your child outside of class time, please only send invitations to school if every child in the class is being invited. If not every student is being invited, please make other arrangements to distribute invitations.

Telephone: Students are asked not to use the telephone during school hours. Please do not expect to call a teacher or student during the hours of our school day. In case of emergency, a message may be left with the school office.

Cell Phone/Electronic Policy:

All cell phones must be powered down during school hours. In the Elementary, all cell phones must be turned into the student's homeroom teacher every morning before school begins and it will be returned to the student at the end of the school day. No students will be permitted to use their phone AT ANY TIME without a teacher or administrator's permission. They can have their phone with them between classes for emergency purposes only, but they MUST stay powered down. During class time phones are to be turned in to their teacher. Personal laptops/tablets, etc. should not be brought to school, unless pre-approved by their teacher for a specific project. Personal telecommunications devices shall not be used, turned on, or activated by students: (1) during the instructional day, or (2) while attending school-sponsored or school-related activities that are held during the instructional day. Teachers may give permission to utilize personal devices in the classroom for special educational projects. The instructional day begins when a child is dropped off and ends when they are picked up.

Students should turn off their phones when leaving the morning arrival area and not turn them back on until they have left the building (unless approved by the Administration for special activities or events). For elementary students, failure to turn-in devices to homeroom teachers will be considered a form of lying on the part of the student. As such, discovered use of devices during school hours, either through observation or implication via online presence, will result in consequences for both violations simultaneous as listed in the handbook.

If a phone or other electronic device is discovered or is being used by a student during the school day **IT WILL BE CONFISCATED BY THE TEACHER**. If parents choose to allow their students to bring cellphones to school, they must bear in mind that NCA will not be held liable for cell phones.

The following disciplinary action will take place if an elementary student is found with any unauthorized electronic device (including cell phones, air pods, smart watches, tablets, etc.) during school hours:

1st offense: The student's device will be confiscated until the end of the school day. A parent may pick up the confiscated device at the end of the school day. (5 demerits)

2nd offense: Same actions as outlined above in first offense, and an administrative conference will be held with the student's parents. (10 demerits)

If Jr. High/Sr. High students are found USING a cell phone, without permission (a teacher/administrator must be present anytime they use their phone) they will receive 10 demerits, and their phone will be confiscated until the end of the school day.

Any further offenses will be discussed with the administration with consequences applied that may include suspension and/or expulsion.

ALL CONFISCATED ITEMS WILL BE LOCKED UP, BUT NCA WILL NOT BE HELD LIABLE FOR CONFISCATED ITEMS.

Lunch: Students are not permitted to leave unless special permission has been granted by the administration. If permission is granted, the student may be gone only for the scheduled lunch time, and must remain in KY.

Textbooks: Each student will be supplied with the appropriate textbooks with a paid curriculum fee. In case of loss of any furnished textbooks, students will be charged for the total price of replacement. Damaged books will be assessed accordingly.

Early Dismissal: If it is necessary for a child to leave school early, an email must be sent to the school email, or a call made to the school office.

- a. If a student is to be picked up by someone other than a parent or guardian with whom he is living, arrangements must be made in advance. Written verification must be obtained to guarantee the individual's identity.
- b. School info hotline (502)778-1113
- c. School info email: info@northside.academy

Closed Campus: Students are expected to remain on the school grounds during school hours. During the lunch hour, they should not invite friends to come and visit them. No guest should be on the premises during the school day unless they have business that has been approved by the school office. During lunch hours, students may not be in any area except the designated lunch area. All other parts of the property are strictly off limits. Anyone desiring to enter a school building during the school day must first check in with the school office.

Medication: Any student requiring medication (including aspirin and vitamins) during the day may take the medicine only after seeing the administrator and producing written or verbal permission from his parent or guardian. Any prescribed medicine will need to be accompanied by a note from their physician.

STUDENT AUTOMOBILE POLICIES

It is a privilege to be able to bring a car to school. Any student desiring to drive to school must strictly adhere to the following guidelines or lose all driving privileges on campus. Any reckless driving or excessive speeding of a vehicle on school grounds will result in immediate suspension of all driving privileges, as well as the issuance of demerits.

1. No student may drive on the campus without a valid driver's license.
2. Students must submit parental permission and proof of insurance in written form.
3. No student may leave the campus at any time during school hours without permission from his parent or guardian and the administration.

- No student may transport another student in his car unless each student's parent or guardian has granted written permission and the school office has been notified.
- Parents and administration must approve student carpooling.
- Students may not be alone in a car at any time with a member of the opposite gender (except in the case of relatives).

PARENT ORIENTATION

Parent Orientations are scheduled on the school calendar. Every parent is asked to attend each meeting for the benefit of their child and to obtain pertinent information concerning the school program. At this meeting, families will be given their Gradelink login information and instructions.

GRADING SCALE

A	92-100
B	84-91
C	75-83
D	65-74
F	0-64

HIGH SCHOOL COURSES

RECOMMENDED FRESHMAN YEAR UNITS

Bible	1
English 9	1
Algebra I	1
World Geography	½
Health	½
Physical Science	1
Physical Education	½

RECOMMENDED SOPHOMORE YEAR UNITS

Bible	1
English 10	1
Algebra II	1
World History	1
Biology	1
Foreign Language	1
Physical Education	½

RECOMMENDED JUNIOR YEAR UNITS

Bible	1
English 11	1
U.S. History	1
Geometry	1
Chemistry	1
Computer Skills	1

RECOMMENDED SENIOR YEAR UNITS

Bible	1
English 12	1
Government and Economics	1
Fine Arts/ Speech	1
Consumer Math/Pre-Calculus	1
Elective	1

POTENTIAL ADDITIONAL ELECTIVES

Typing	Spanish II
Speech	Physics
Teacher Assistant	Home-Economics
Yearbook	Shop
Band	Choir

JUNIOR HIGH SCHOOL COURSES

Bible	Mathematics
English	Physical Education
History	Science
Literature	Choir/Music

GRADUATION REQUIREMENTS

Twenty-two units (22) are required for graduation¹ in the state of KY (subject to credit review). Through our curriculum Abeka, twenty-four (24) credits are required to graduate. Students attending our school from 9-12 grade will be required to have 24 credits to graduate. Students who transfer in from other schools may graduate with 22 credits (subject to review from administration). The required units are as follows:

SUBJECT UNITS

Bible	4
English	4
Mathematics	4
History	3.5
Science	3.5
Physical Education	1
Foreign Language	1
Electives	3

DROPPING AND ADDING UNITS

Permission from the school administrator is required for juniors or seniors to drop or add a course after enrollment. **Dropping and adding units may only be done during the first two weeks of a semester.** There are no refunds on class fees if a course is dropped, and the student will be responsible for any additional book fees incurred for the class change.

BIBLE

Bible study is recognized at NCA as fundamentally important. It augments the study of English, history, geography, and science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as “the Book of books.”

Knowledge of the Bible is one of the greatest educational assets any person can have, in addition to the moral and spiritual values resulting from the study of the Bible. Character development is the most important work of a school. No other subject offered in the school affords the great opportunities for laying the foundation for Christian character.

The only version of the Bible used at NCA is the King James Version.

WORLDLY PHILOSOPHIES

Students of NCA must refrain from following and participating in worldly philosophies, such as but not limited to: cursing, indecent or sexual language; body piercings or tattoos (this would also include temporary tattoos and/or drawing on skin); vaping, smoking, possession of or use of alcoholic beverages, drugs or tobacco; gambling, stealing, pornography.

This also includes premarital sex, homosexuality, or supporting the gay, lesbian, homosexual, or transgender lifestyles outwardly, or on social media posts. Although we will continue to love these individuals as Christ would, we will stand with the Bible against these alternative lifestyles. Failure to comply will be addressed by the administration, and could lead to expulsion.

DRESS STANDARDS

The purpose of these guidelines established by the administration for the appearance of each student is not to legislate morality, which must come from the heart, but to encourage Christian young people to be concerned with the biblical principle of modesty. Proper dress also encourages and compliments a serious approach to academic subjects. We should ask ourselves the following questions regarding dress:

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with a rebellious element of society that is contrary to God and the Gospel of Jesus Christ?

Each student should exemplify in conduct **and** appearance what the model NCA student should be. Even in casual settings, the requirements of modesty and avoidance of worldly appearance should be maintained. Parents who exit their cars on the campus or who attend school activities should follow the casual attire dress code at a minimum.

We encourage maintaining the same dress code at home as well as at school to prevent the effects of hypocrisy: “A double minded man *is* unstable in all his ways.”—James 1:9. We believe in the principle that a threefold cord is not quickly broken—the home, the church, and the school. (Ecc. 4:12)

NCA is not assuming authority over the home. This handbook reflects the standards of the school and what will be taught and expected in the lives of our students. Parents are encouraged to enroll their children into this school because it reflects the standards of their home and not contradicts them. A child who grows up in a double standard is at a great disadvantage in life!

The school board of NCA has established rules and regulations based upon biblical principles designed to protect the Christian student from wrong. If a student does not observe these regulations, he will be made aware of his offense and corrected accordingly. The school may expel any student who does not fit the spirit and purpose of NCA.

Students must meet dress code requirements while attending a school sporting event. Appropriate attire is required at all games—both home and away. Failure to meet the dress code will result in dismissal from the game and school correction.

A student may receive 5 to 10 demerits for violating the dress code. If the problem cannot be corrected immediately, the student will not be permitted to attend classes, and time missed will be considered unexcused. The dress code is in effect while on school property. The school administration reserves the right to be the final judge of whether or not clothing or fashions are inappropriate for the occasion.

NCA SPORTING EVENT ATTIRE

Girls—Skirt that covers the knee or culottes; modest and appropriate shirt or school polo; casual shoes or athletic shoes.

Guys—Jeans, sweat pants (maintaining with the dress code), or knee-length shorts; appropriate shirt, casual, or athletic shoes.

CHAPEL ATTIRE

Girls—Khaki skirt that covers the knee, black school polo, appropriate shoes that follow the dress code

Guys—Khaki pants, black school polo, appropriate shoes that follow the dress code

SCHOOL ATTIRE

Elementary

Girls—Jean/casual (navy, khaki, black) skirt that covers the knee, NCA polo, casual/tennis shoes

Guys—Jeans/casual (navy, khaki, black) pants, (belt required in 2nd – 12th grades), NCA polo shirt, socks, and tennis/casual shoes

Middle School/High School

Girls—NCA polo; navy/khaki/black skirt that covers the knee; dress, casual, or tennis shoes.

Guys—NCA polo; navy/khaki/black casual pants with belt; socks; dress, casual, or tennis shoes

ALL STUDENTS

- Shirts or blouses with words or worldly pictures printed on them are not permitted at any NCA events.
- Mod, unisex, and gang-related clothing is not permitted. (“Mod” refers to current fashion trends which reflect a worldly attitude as determined by the school administration).
- Denim clothing is not to be worn during school hours unless otherwise announced by the administration(6th-12th).
- No heavy winter coats may be worn inside of the classroom.
- No hoodies can be worn in class at any time.

- Along with their uniform polo, students may wear an approved light zip-up NCA jacket, a quarter zip NCA pullover, or an NCA pullover. The approved apparel is solely available thru Shaheens.
- Caps and hats are not to be worn indoors. (classrooms, gym, etc.) *When hats are worn for extra-curricular activities, they are to be worn with the bill in front, and never during the National Anthem.
- Backpacks and lunchboxes with words or worldly pictures printed on them are not permitted.

Students are to leave school dressed as they were dressed upon arrival (except those in physical education classes at the end of the day). Any article of clothing in question should be brought to a school administrator prior to being worn. In general, if clothing must be questioned, it should probably not be worn. It would be well to remember the saying, “When in doubt, leave it out.”

LADIES’ DRESS

1. Hair must be clean and styled neatly. Faddish or unisex hairstyles (including unnatural coloring or bleaching) are not permitted. Hair should be of one natural color and not two different colors on top and on bottom. Hair should not be in the eyes. The face should be fully visible at all times.
2. Make-up may be worn with discretion. It should be light and natural looking.
3. Clothing for all NCA events must not be tight-fitting or otherwise immodest. This includes low or plunging necklines or low-cut backs. Generally, a neckline should be no lower than three finger widths below the collarbone and no wider than the collarbone.
4. Blouses for all NCA events are to be modest—All bottom hems of blouses, sweaters, and shirts must extend to the waistline.
5. Skirts (for classroom wear) and culottes (for Physical Education) must touch the floor in the front and back when in a kneeling position.
 - a. The kneecaps should be covered by the skirt when the student is seated.
 - b. Skirts with slits may be worn if the slit is sewn from the bend of the knee up.
 - c. Straight skirts must be loose and not be form fitting.
6. No pants, slacks, capris, or shorts (including walking and basketball shorts) are permitted. (Girls can wear shorts under their skirts).
7. Earrings are allowed for girls in moderation, and students may not have more than two earrings (pierced and/or clip-on) in each ear at school.
 - a. No piercing on any area of the body other than the bottom earlobe is permitted to be worn during school (pierced or clip-on).
 - b. Female students may have no more than two pierced holes in each ear. Jewelry, in general, should not reflect a worldly style.
 - c. Nose rings, spacers, ear gauges, and lip piercings are not permitted.
8. Open-toed shoes (for junior high and senior high students) or shoes without backs or straps (all students) are not permitted. The heel of the shoe should be no more than 3” tall.
9. Crocs, slippers, flipflops, or slides will NOT be permitted as appropriate shoes for school.

10. All leggings must be one solid color (acceptable colors: black, white, royal blue, gray, or navy blue). No pajama bottoms, or loose-fitting sweatpants are allowed under skirts.

MEN'S DRESS

1. Hair must be clean and cut so that it is at least one finger width above the eyebrows on the forehead, and sideburns should be no longer than the middle of the ear opening. If a student's hair cut is not in compliance with our handbook, they will be given a notice and it must be fixed within 3 days.
 - a. Hair is to be off the ears and off the collar.
 - b. Spiked hair, clean shaven (to the skin), dyed, or colored hair is not permitted.
 - c. Hair must be combed neatly.
2. No mustaches or beards are permitted by students. When applicable, secondary students must be clean shaven each day.
3. Baggy, sagging, wide-leg pants, "skinny" pants or (for Jr/Sr high) pants with elastic ankles are not to be worn.
4. Shorts are permitted to be worn only by male students taking physical education classes and athletic team members at practice or scheduled games. All shorts must be to the knee for all activities, practices, and games. If this is not followed the student may be asked to change back into uniform and forgo ball practice that day.
5. Belts must be worn with all pants that have belt loops.
 - a. The end of the belt should not hang down below the rest of the belt when worn.
 - b. Belts should be solid and dark colored. Patterned belts are not permitted.
6. Necklaces, bracelets, rings, or earrings are not to be worn on school property. This will result in a dress code violation, and the student will be asked to remove the jewelry completely for the day.
7. Crocs, slippers, flipflops, or slides will NOT be permitted as appropriate shoes for school.
8. Pajama pants are never acceptable to wear as clothing on the school property.
9. Polo shirts must be tucked in throughout the school day.

Dress code violations will result in the following penalties:

First offense	5 demerits
Second and consecutive offenses	10 demerits per violation

We will be implementing a 3-strike policy to effectively maintain our dress code during the school year. A letter will be sent home for the parents to sign for every dress code violation. If a student receives a dress code violation for the same thing 3 times, they will not be allowed to attend school until this is taken care of. Please help us, help your child to succeed by sending them to school in the proper dress and not violating any of the above-mentioned rules.

DEMERIT SYSTEM

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and fellowship. If at any time a student manifests a detrimental influence, or spirit of controversy at the school, or displays a spirit contrary to the purpose and principles for which the school stands--they are subject to expulsion, even though they may not have breached any specific rule or regulation. **We expect our students to abide by the spirit of the law, as well as to abide by the letter of the law.**

The demerit system is designed to give the student and parents an objective picture of the student's general behavior. When a student reaches 75 demerits a meeting will be REQUIRED before the student will be permitted to return to class following their suspension. Demerits will reset at the beginning of the second semester. Students who receive less than 50 demerits in the 1st semester will reset to zero. Students who receive more that 50 demerits in the 1st semester will reset to half of their 1st semester total.

25 Demerits	Letter sent home, 1 day of in-school suspension
50 Demerits	Letter sent home, 2 days of in-school suspension
75 Demerits	Letter sent home, 3-days of at-home suspension (parent/administration meeting)
100 Demerits	Letter sent home, expulsion

"He that walketh with wise men shall be wise: but a companion of fools shall be destroyed."—
Proverbs 13:20

SUSPENSION

At-home suspension absences are unexcused absences and will be treated as such in regards to grading. If a student is suspended, they will serve their suspension beginning on the day following the infraction. In some cases, the child may be sent home immediately for the day, with their suspension beginning the next day.

EXPULSION

Students who are expelled from NCA can re-apply for enrollment during the following year. If the student is allowed to re-enroll, they will be subject to a probational period. Admission is not guaranteed and will be determined by a review from our principal and administrator.

BEHAVIOR

All issues concerning demerits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of correction, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.

Classroom: When an invited adult enters the classroom, the teacher will announce the guest and every student is required to stand. Students may be seated when the teacher gives them permission. Misbehavior in the classroom or at any school activity will result in demerits, which will be recorded and available for parents to

see on the Gradelink app. The infractions listed on following page are among those considered to be misbehaviors for which students are given demerits:

Infraction	Demerits
• Attending class unprepared (no textbook, paper, pen, or any other required materials). <i>A student's grade is docked when homework is not finished.</i>	2
• Failure to return notices, tests, or notes from a teacher or the office (that require a signature by a parent or guardian) on time.	2
• Chewing gum inside any school buildings	2
• Tardy to class (Jr High & High School)	2
• Untidy appearance of desk, book bag, locker, etc.	2
• Passing and/or reading notes	3
• Possession of and/or riding a bicycle or skateboard on school property without permission	3
• Unnecessary talking or noises	3
• Working on unrelated material	3
• Stalling to return to class	3
• Eating in an off-limit area	3
• Sleeping in class	3
• Out of seat without permission	3
• Littering or leaving an area unkempt	3
• Inappropriate behavior. (Running indoors, wrestling, boisterous, throwing items, etc.)	5
• Dress Code violation	5
• Negativism, worldly conversation, griping, insulting, or excessive teasing of another student	10
• Being in an off-limit area (in a room without the permission or presence of a teacher)	10
• Using the office phone for non-emergency purpose without permission	10
• Lying or any form of withholding the truth	10
• Skipping class (late 10 minutes or more)	10
• Accessing the internet or email without permission and with a teacher present	10
• Possession of, or using, a cell phone during school hours without permission	Pg. 14
• Possession of an unapproved electronic device (earpods, smart watch, etc.) game console, or computer games at school without administrative permission.	Pg. 14

SCHOOL PROPERTY

Damage to school property, whether willful or due to negligence, will result in the student receiving up to 25 demerits. The student will also provide cost of restoration.

The administration reserves the right to review individual cases which may have occurred under extraordinary circumstances. The penalty for these individual cases will be an administrative decision.

Lockers may be issued to junior high and high school students the first week of school. Students should not change or switch lockers without permission from the administration. Students may not write on or place stickers on lockers. Students are not permitted to place anything in a locker that may prevent it from locking or closing. The lockers are the property of NCA and may be checked by the administration, faculty, and staff at any time.

MISCELLANEOUS REGULATIONS AND PENALTIES

- Cheating – including plagiarism (Penalty: 25 demerits)
- Disrespect and insubordination to teachers (Penalty: 25 demerits to expulsion)
- Leaving the campus without permission (the campus is defined as the elementary, junior high school, and high school buildings) (Penalty: 25 demerits)
- Fighting (Penalty: administrative decision)
- Bullying of other students (Penalty: administrative decision)
- Any manner of inappropriate touching between opposite genders (holding hands, kissing, hugging, caressing, etc.) (Penalty: administrative decision)
- Fornication (Penalty: expulsion and administrative review)
- Homosexual acts (Penalty: expulsion and administrative review)
- Possessing vulgar literature at school. (Vulgar literature is defined as that which is coarse, morally crude, offensive, obscene, or profane.) (Penalty: 25 demerits to expulsion)
- Vulgar language, notes, gestures, or profanity (Penalty: minimum of 25 demerits, could result in immediate 1 day suspension or expulsion)
- Possession of knives, guns, or any other weapon (Penalty: suspension to expulsion)
- Smoking or possessing smoking materials or tobacco products of any kind (Penalty: expulsion)
- Stealing (Penalty: 25 demerits to expulsion)
- Gambling (Penalty: 25 demerits and administrative decision)
- Listening to secular music while at school (Penalty: 25 demerits)
- Hacking into a school computer or using a school computer without permission (Penalty: 25 demerits to expulsion)

- Posting any NCA or related material or media on the internet for public consumption, posting offensive or inappropriate content while wearing or displaying NCA apparel or property. (Penalty: administrative decision)
- Being sent home from school due to uncontrollable outburst and/or behavior (Penalty: 25 demerits)

All above penalties are subject to administrative decision.

INTERNET USAGE POLICY

The Internet is a wonderful tool that can greatly enhance the quality of instruction at NCA. It also can be a distraction and harmful to the student and the educational environment when misused. These guidelines are to protect the student and the learning environment. The following are not permitted while using any school or personal device:

1. Downloading and/or installing software of any kind on any school computer
2. Sending or displaying pornography, explicit material, or other offensive messages or pictures
3. Sending or displaying violent and/or threatening material
4. Using obscene language, harassing, insulting, or attacking others
5. Damaging computers, computer systems, or computer networks
6. Violating copyright laws and/or plagiarism
7. Using others' passwords or identity
8. Knowingly trespassing in others' folders, work, or files
9. Using email, chat rooms, real time messaging of any kind during school hours which have not been authorized by a teacher
10. Publicizing hurtful or slanderous information about anyone
11. Using "Facebook", "Twitter", and other personalized websites during class time
12. Playing computer games without authorization from the appropriate teacher
13. Accessing "proxy" websites which limit our school's ability to monitor student use of the Internet
14. Attempting to fix or repair malfunctioning school devices
15. Installing and/or using VPNs on any school devices

Personal Internet Use

Students' home and personal Internet use can have an impact on the school, staff, and other students. Social media such as Facebook, Twitter, YouTube, LinkedIn, Instagram, personal texting, and others are powerful tools of communication that have significant impact on an individual's personal reputation as well as the reputation of NCA. If students' personal Internet usage – such as a threatening

message to another student through social media or text messages – creates a likelihood of disruption of the school’s operations, students may face school discipline and if applicable the proper authorities will be notified. Parents are asked to help our students maintain an online presence that reflects Christ and honors the leaders that God has placed in their life. If a student’s social media profile reflects negatively on the testimony of our school, we reserve the right to ask for such content to be removed or an administrative review will be initiated.

DATING RULES

Though we strongly discourage young people from involving themselves in dating during junior high and high school, we understand that this is a family decision. Our emphasis at NCA is on the education of young people both academically and spiritually. Therefore, we have implemented the following rules for our students:

1. No man and lady may ever be alone in a room.
2. No man and lady may leave the school property together alone.
3. Holding hands, kissing, embracing, or physical contact of any kind is not permitted. (Penalty: administrative decision)