



HANDBOOK
FOR
STUDENTS AND PARENTS
2009-2010

**NASHVILLE CHRISTIAN ADVANCEMENT ACADEMY
HANDBOOK
FOR
STUDENTS AND PARENTS**

MISSION STATEMENT: Nashville Christian Advancement Academy strives to give students the opportunity to reach academic excellence through individualized education, and to exalt the life and work of Christ, mentally, emotionally, physically, socially and spiritually.

The academy does not discriminate in any of its policies or programs on the basis of sex, physical handicaps, or national or ethnic origin.

The academy reserves the right to change any provisions in this handbook and other printed materials when it deems such changes necessary.

Nashville Christian Advancement Academy

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Hours of Operation

Monday thru Thursday

8:00am – 3:00pm

Friday

8:00am – 2:00pm

Beforecare 7:00am

Aftercare until 5:30pm

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SECTION I
PHILOSOPHY, GOALS AND GENERAL INFORMATION

STATEMENT OF FAITH & PHILOSOPHY

STATEMENT OF FAITH

The academy affirms and teaches:

1. The inspiration of the Holy Bible, infallible, authoritative word of God.
2. The one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. For salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. The one who physically dies in his sins without Christ is hopelessly and eternally lost in the lake of fire and has no further opportunity for repentance. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.
6. The act of Water Baptism which is by immersion and is a direct command of our Lord for believers.
7. The Lord's Supper (Communion) which symbolizes the Lord's death on the cross. The bread represents His body, the cup represents His Blood

PHILOSOPHY

Nashville Christian Advancement Academy philosophy as it relates to the . . .

Students - (*Ephesians 4:32*) "*And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.*" It is our conviction to teach our students to view life from God's point of view and to help each student live at peace with their fellow man, love their neighbor as themselves and find a personal relationship with Jesus as taught in the Bible.

Home - (*Proverbs 22:6*) "*Train up a child in the way he should go: And when he is old he will not depart from it.*" It is our firm conviction that proper training first begins at home. When a child is taught proper discipline and respect in the early years at home, that child is then ready to be educated and to develop the skills necessary to face life successfully.

Church - (*Isaiah 54:13*) "*All thy children shall be taught of the Lord.*" It is our conviction that God has also established His Church as the institution directly responsible for the winning of the unsaved to Christ and the exhorting and training of the saved.

School - (*Isaiah 26:3*) "*Thou wilt keep Him in perfect peace, whose mind is stayed on Thee.*" It is our conviction that an interrelationship of the home, church and school is a necessity for the betterment of the students to

ACADEMY GENERAL

INFORMATION

Conventional Teaching Methodology ...

Conventional curriculum takes the child's mind through a spiral of material while introducing him to new skills in sequence. Since the children are grouped chronologically, they are lock-stepped to pass through the same amount of material at the same time. However, children of the same age do not have the same level of ability or maturity, and their actual learning rate is not lock-stepped to the class. Therefore, as the group passes from skill to skill in the spiral, the children's actual learning is relative and their achievement varies. The result is: the above average child may master the skill the first time he is exposed, the average child may pick up some of it, and the below-average child will often grasp only a minimum or fail to understand the material.

Why choose Individualized Learning?

Our program is functional and affordable in comparison with the conventional system because our program does not require a high pupil teacher ratio at every grade level and does not require teachers to combine grades, reducing efficiency and effectiveness. Our greatest strength comes from the built in training in godly character, wisdom, and individual accountability.

HISTORY

Founded in 2001, Nashville Christian Advancement Academy continues to ceaselessly labor in order to keep our kids off the streets, in the classroom and on to college. Nashville Christian Advancement Academy is a non-profit organization, operated on several picturesque acres with a home-like character facility to house

approximately sixty students in our K3-K5, elementary, middle and high School. This is a purposeful choice, since we believe that learning takes place best in an informal, small but structured environment. Typically, over 95% of the graduating seniors continue their education at a college or university.

GENERAL INFORMATION (cont.)

TERMS OF ENROLLMENT

A non-refundable \$50.00 fee is due each year to maintain each student's enrollment in the academy.

A parent or guardian enrolling a student at NCA Academy acknowledges that enrollment is for a full academic year (or that portion of the academic year which remains for a student who enrolls after the opening day of classes), and that the tuition is non-refundable if a student should be dismissed or withdraws from school for any reason.

A parent or guardian enrolling a student at NCA Academy acknowledges that a student will be accountable for all rules and regulations, which the administration from time to time may deem necessary for the well-being of the academy.

The academy cannot assume responsibility for the loss or damage of a student's personal property. The parent or guardian should be certain that a homeowner's policy or other personal insurance insures the student's personal property.

Questions concerning any aspect of the financial responsibilities or arrangements should be discussed with the office.

DELINQUENT STUDENT ACCOUNTS

Academy staffs are to discuss financial arrangements with parents and not with students.

Parents whose accounts are not paid within **fifteen days** of the time designated by the enrollment contract will be mailed a letter from the business office indicating the account is past due and immediately payable. A late fee will be added to the account.

Parents whose accounts are **thirty days** late will be contacted by the business office to ask for payment and indicate the pending consequences for non-payment (withholding grades and reports and termination of enrollment).

Students represented by accounts that are **forty-five days** past due will have all records "frozen". The principal will withhold the corresponding records from students and parents.

Accounts that are **sixty days** past due may be terminated and corresponding student records will

be withheld from parents and other schools.

WITHDRAWAL FROM THE ACADEMY

A parent or legal guardian who may wish to withdraw his/her child from the academy should inform the administrative. An exit interview will be scheduled with the student and/or parent. A withdrawal form will then be completed.

FUNDS RAISED DURING THE FALL FESTIVAL

CLASSES

The funds generated by an activity booth or silent auction basket operated by or assembled by a team or other campus organization shall be deposited with the academy office in the respective account of the team or organization. These funds may be spent by the team or organization with the approval of the proper faculty/staff sponsor and the approval of the division administrator with supervisory responsibility over that club, team or organization.

SECTION II ACADEMIC LIFE

GENERAL ACADEMIC POLICIES

ATTENDANCE

Attendance at school is vital to the success of a student. The State of Tennessee has established school attendance laws that must be followed. Parents are responsible for the compliance of their children with these laws. Attendance at all classes is, therefore, expected. Students should be present and on time. Absences and tardies will be excused only for (1) personal illness, (2) family death, (3) an emergency, or (4) special occasions when arrangements have been made in advance and approved by the school director or principal, who will then determine whether the reason for the absence or tardy is excused or unexcused.

Parents are asked as a courtesy to notify the school between 7:45 and 8:15 a.m. if their child will be absent or tardy.

Day students who are returning to school following an absence or who are arriving late are to bring a written and signed note of explanation from their parent, guardian or doctor. This note is to be presented to the office. When a student accumulates more than three unexcused tardies in a semester, each three tardies will be treated as an unexcused absence.

If a student has excessive absences or tardies due to personal illness, the academy reserves the right to require a statement of verification of illness from a doctor.

It is the responsibility of the student, on the first day back after an absence, to ask each teacher for information about work missed. Class work missed because of an excused or unexcused absence or tardy is to be completed as soon as possible. Unless special arrangements have been made with the teacher, the deadline for completing make up work will be the number of days equal to the number of excused days absent. Class work missed because of an excused or unexcused tardy will be due at the discretion of the teacher.

Each unexcused absence will result in a loss of 3 percentage points from the student's final nine weeks average. A student may be allowed to recoup the points by attending an after school class. Additionally, beginning with the fourth unexcused tardy in a semester, every three unexcused tardies will result in an unexcused absence, which will also result in a loss of 3 percentage points from the student's final nine weeks average. Additionally, a student with an unexcused absence or unexcused tardy may face other disciplinary action. (See the Handbook section on "Student Conduct".)

Parents should note the beginning and ending dates of all vacation periods and make travel arrangements that will not interfere with class attendance.

All absences from a class in excess of ten (excused or unexcused) in one semester must be made up during the after school classes or summer classes before the student will receive credit for the class.

Consequences for Tardiness

For every unexcused tardy in each class:

- If the student is *less than 5 minutes* late and it is *unexcused* the student reports to the office for 30 minutes.
- If the student is *between 5 and 25 minutes* late and it is *unexcused* the student reports to the office for 1 hour
- If the student is *more than 25 minutes* late and it is *unexcused*, the tardy becomes an unexcused absence and the student may be assigned to In-School Suspension.
- Failure to report for backwork may also result in an After School Class or In-School Suspension.
- Beginning with the fourth unexcused tardy, every three unexcused tardies will result in an unexcused absence (e.g., 4th unexc. tardy = 1 unexc. absence, 7th unexc. tardy = 1 additional unexc. absence, etc.)

GENERAL ACADEMIC POLICIES (cont.)

GRADE POLICY (Middle & Upper School)

Grades are considered to be very important in the lives of NCA Academy students. Students are to work at their ability if they are to be admitted. Therefore, all students are expected to succeed. Effort is made to encourage students and motivate them to academic excellence.

The academic year is divided into two halves, or semesters. Each semester is divided into two grading periods of approximately nine weeks each.

A student's performance on homework, class work, check-ups, special reports, projects, and classroom participation may be included in the determination of the student's grade in each class. Most course work completed at NCA Academy will be graded by the teacher using a scale of 0 to 100. These numbers correspond to the following letter grades:

<u>Grading Scale</u>	A = 93-100	F = 0-69
(adopted Aug., 2006)	B = 85-92	N = Not For Credit
	C = 75-84	P = Passing (70-100)
	D = 70-74	

Teachers have the option of adapting the scale to meet a particular need, provided the principal approves the revision and it is communicated clearly to the students.

ACADEMIC HONORS

Honor rolls are established at the end of each semester. Students in Grades 9-12 who earn all A's receive *First Honors*. Students who earn all A's and B's receive *Second Honors*. Elementary and middle school students (Grades 1-8) may qualify for *High Honors* or *Honors*. *High Honors* are awarded to students who earn a grade of "A" in all core subjects and a grade of "E" or "S" in all other classes. Students receive *Honors* status by earning all "A's" & "B's" in core subjects and by having no grade below "S" in any other class.

ACADEMIC SUPERVISION AND SUPPORT SERVICES (Upper School)

An upper school student whose academic record prior to enrollment at NCA Academy reflects academic progress below a 2.0 grade point average (or the equivalent), or who is determined to be "at risk" academically may be placed on academic in-school suspension status until satisfactory improvements are made. Similarly, a currently enrolled student at NCA Academy whose cumulative or semester grade point average falls below 2.0 is considered to be on academic in-school suspension status.

Students placed on academic suspension status will meet with a teacher every day during lunch period. The teacher will provide individual educational

support for the student and will submit ongoing written reports of progress to the parent/guardian and the principal. The program will include regular monitoring of academic progress in all classes, study and test taking skills development, as well as special tutoring and support in weak academic areas.

Each student's status will be evaluated each semester. If the student is making adequate academic progress, as evidenced by a minimum 2.5 grade point average in core academic courses (language, math, science, social studies, Bible), the student will be elevated to clear academic status and may be removed from academic suspension status. A student who is not achieving significant academic progress or is not responsive to the academic support may be subject to academic dismissal.

GENERAL ACADEMIC POLICIES (cont.)

CONSULTATION PERIOD

Academy teachers are generally available in their classrooms for consultation between 3:05 p.m. and 3:30 p.m. Students who need extra help may choose to go to a teacher's room for assistance during that time. Similarly, a teacher may require a student making D's or F's to report to the classroom during the consultation period for extra help, or to make up missing assignments.

HOMEWORK

Academic courses taken at the academy generally require homework. This is a form of independent practice that is considered to be an important part of the learning process. All assignments are expected to be turned in at the time that is designated by the teacher. Assignments not completed on time may receive a grade of "0". Additionally, a student may be required to report to a teacher after school to complete assignments not turned in. Late assignments generally receive only partial credit. It is possible to fail a class by getting behind in homework assignments early in the semester.

LIBRARY BOOKS

Library books are owned by the academy and loaned to students. Books are not to be left outside or lying on the floor. Students will be held financially responsible for lost or damaged books, and may be charged a fine for not properly caring for school materials.

STUDENT RECORDS

The records of each student are confidential and open to review only by administration, the student's parents or legal guardians, and other staff members as authorized by the administration.

STUDENT DESKS

Students should demonstrate proper care of their desk space. "Sticky tack" only (no tape) may be used to attach pictures to the inside (nothing on the outside). No inappropriate materials should ever be attached.

BAD WEATHER DAYS

School closings will be posted on channel 2 and 5 and emailed.

GUESTS/VISITORS ON CAMPUS

Students who desire to have a friend or guest visit the campus must obtain permission from the office at least one day in advance of the visit.

TELEPHONE USE

During break time, lunchtime, and after school hours, telephone usage by students will be limited to school-related business. All calls are to be placed for students by a faculty/staff member.

Cell phone policy for upper school students. Cell phone use by students during the school day represents a significant distraction and disruption to the educational process. Because of personal safety issues these days, however, many parents want their children – particularly those that are driving – to carry a cell phone. Upper school students, therefore, are allowed to have a cell phone at school, but the cell phone must remain turned off and given to the homeroom teacher throughout the school day (8:00–3:00), including breaks and lunch. Students that need to contact parents during the school day may use the school phone. Additionally, in the event that parents need to contact students during the school day they may call the school phone at 615-860-3740. If a student has a cell phone turned on for any reason during the school day, the cell phone will be taken up and turned in to the office and parents will be notified. All phones taken up are subject to screening for inappropriate message communication. Students that violate the cell phone policy are subject to increasing disciplinary consequences: 1st offense – phone held for 24 hours; 2nd offense – cell held for 48 hours; 3rd offense – cell phone privilege revoked; 4th offense – subject to suspension.

ELEMENTARY & MIDDLE SCHOOL ACADEMIC POLICIES

GOAL CARDS

Elementary school students (grades 1-6) and their parents receive weekly goals. Parents will be expected to examine, and return to school the following day.

Middle school students (grades 7-8) and their parents receive academic weekly goals. These goal cards indicate the academic status of the student. A student that is behind one or more classes or making a D in two or more classes during any 4 week grading period may be restricted from athletic competition until the overall grades are satisfactory (no F's and no more than one D). The reevaluation of grades will be done on a weekly basis for the purpose of reinstatement. If a student is failing one or more classes or making a D in two or more classes at the end of a nine-week grading period he/she may be ineligible for the first three weeks of the next grading period.

PROMOTION TO A SUBSEQUENT GRADE LEVEL

At the conclusion of the school year, a student in Grades K-8 will be promoted to the next grade level if the following conditions are met: (1) The student must have earned passing grades for the year in three of the following four subjects: English, Math, Science, and Social Studies; (2) The student's teachers must favor the student's promotion; and (3) The student must demonstrate competency on a standardized achievement test. The principal must approve exceptions to this policy.

Elementary students will be promoted according to their classroom teacher's evaluation and principal's approval.

MIDDLE SCHOOL COURSE OF STUDY

The middle school course of study is built around the following core courses:

Bible
Word Building
Math
Reading
Science
Social Studies

Additionally, the students are engaged each week in study in some or all of the following areas:

Art
Computer Skills
Music
Wellness

REQUIRED COURSES DURING HIGH SCHOOL YEARS

Students who attend NCA Academy are expected to follow a rigorous academic track that meets or exceeds the requirements for admissions to most major universities. The minimum course requirements for graduation are:

	English	History	Math	Science	Foreign Language	Phys. Ed	Electives
9th	English I Elements of Literature	World Geography	Algebra 1	Biology		1/2 credit per year for Intramural Activities or Competitive Team Sport participation	At least one required each Semester: New Testament, Old Testament, Christian Service
10th	English II Literary Genres: Effective Writing	World History	Geometry	Physical Science I or II	Spanish I or French	1 credit for Health & 1 credit for Wellness	
11th	English III American Literature	U.S. History	Algebra II	Chemistry	Spanish II or French		Computer, Fine Arts, Home Economics
12th	English IV British Literature	Government & Economics	Business Math or Trigonometry (Honors)	Physics (Honors)			
	4 credits	4 credits	3 credits	3 credits	2 credits	2 credits	7 credits

1. Four years of secondary school study are required for a Diploma, during which time a minimum of 23 credits must be earned for a General Diploma, 25 credits for a College Preparatory Diploma and 27 credits for an Honors Diploma.
2. All students must carry a minimum of five academic classes each semester plus at least one elective.
3. The purpose of an Honors Diploma is to encourage and recognize outstanding academic achievement in the student body. In order to earn an Honors Diploma a student must meet a minimum of two advanced academic courses, 25 hours community service per year of attendance, and earn a 3.5-weighted grade point average (GPA). A student who meets each of these criteria and earns a 3.9-weighted GPA will graduate with Highest Honors.

* Honor classes may be taken as dual enrollment courses through a local college.

ENGLISH I

Grade 9

(Academic)

1 credit

Course Code: SOS 900L

Students learn comprehensive topics about drama, paragraphs, listening, visual aids, and reading to recognize patterns.

- The Structure of Language
- Nature of Language
- Words and Writing
- Language in Literature
- Reading with Skill
- Enhancing Reading Skills & Poetic Understanding
- The Library and Drama
- Studies in Novels

ENGLISH II – Literary Genres

Grade: 10

(Academic)

1 credit

Course Code: SOS 1000L

This course focuses on different literary genres, students will learn about the short story, the novel and novelist, drama development, and the meaning of poetry.

- Writing Effective Sentences
- Writing & Reading Skills
- Speaking & Listening
- The Development of English
- The Short Story
- Studies in the Novel
- Drama
- Poetry

ENGLISH III - American History

Grade: 11

(Academic)

1 credit

Course Code: SOS 1100L

While reviewing in-depth grammar rules, students will learn the uses and varieties of the English language. Grammar topics include: nonstandard English, clauses and phrases, verbal, participles, and conjunctions. Students will also be introduced to the drama and the novel as they explore American writing and other writing styles.

- The Uses & Varieties of English
- Writing Effective Sentences
- Sentence Workshop
- Why Study Reading?
- Nonfiction
- American Drama
- Studies in the American Novel
- Research
- Reviewing Communication Skills & literature

ENGLISH VI – British Literature

Grade: 12

(Academic)

1 credit

Course Code: SOS 1200L

Students will study cultivating and illuminating literature such as Beowulf, Canterbury Tales, Paradise Lost, Hamlet and sonnets: as well as dive into a diverse array of inspiring poems by Shakespeare, Tennyson, and other. Literary genres and creative writing techniques are also taught.

- The Worth of Words
- Reading, Researching, and Listening Skills
- Language; God's Gift to Man
- Medieval English Literature
- Elizabethan Literature
- 17th-18th Century English Literature
- Romantic and Victorian Poetry
- Creative Writing

ADVANCED ENGLISH

Advanced English is a reading-intensive course which focuses on the intensive interaction between students and texts of literary merit covering various genres and periods. This is a course for people who enjoy important (and sometimes difficult) literature and requires frequent student involvement. It is not a passive lecture class. Advanced English is a college-level course with a heavy workload. Success in the course will require students' being organized and able to meet deadlines. The class is *not* a creative writing class. While there will be opportunities for students to produce original poems or stories, the focus is on literary analysis. Ample opportunities will be provided for the student to provide literary analysis both orally and in written form.

WORLD GEOGRAPHY

Grade: 9

(Academic)

1 credit

Course Code: SOS 900H

Lessons connect students with far away lands and exciting places with informative and interesting geography studies. This course highlights civics by discussing U.S. government, state and local governments, and citizenship. Practical information such as being responsible, planning a career, and developing Christian character is also taught.

- The Earth and Man
- The Tools of the Geographer
- Regions of the World
- The Heritage of the United States
- Our National Government
- State and Local Government
- Citizenship
- Man's Responsibility
- Responsibility to the Future: Planning a Career
- Man in a Changing World

WORLD HISTORY

Grade: 10

(Academic)

1 credit

Course Code: SOS 1000H

Created to give students a rich and culture-filled understanding of the past, featuring major highlights in World History. Students learn facts from colorful lessons about early civilizations, the Middle Ages, and world empires. Students will also be intrigued by lessons about the English, French, and American Revolutions; the English and United States' Industrial Revolutions; the World Wars.

- Ancient Civilizations I
- Ancient Civilizations II
- The Medieval World
- Renaissance & Reformation
- Growth of World Empires
- The Age of Revolution
- The Industrial Revolution
- Two World Wars
- The Contemporary World
- Ancient Times to the Present

U.S. HISTORY

Grade: 11

(Academic)

1 credit

Course Code: SOS 1100H

Reviewing the basics of American History, while re-examining previous lessons in a broader application. With this course, students will review events such as World War OO, the Korean and Vietnam conflicts, Kennedy's assassination, and 9/11.. Valuable information about the Constitution, government parties, and American regions are also covered. Other topics include recent events like Hurricane Katrina, the War in Iraq and Saddam's Trial, updates on Pluto and the Space Shuttle program.

- Foundations of the American Republic
- Development of Constitutional Government
- National Expansion
- A Nation Divided
- A Nation Divided & United
- United States Involvement at Home & Abroad
- The Search for Peace
- A Nation at War
- Contemporary America

GOVERNMENT & ECONOMICS

Grade: 12

(Academic)

1 credit

Course Code: SOS 1200

Students are taught the basics of working and trading within an economic system, budgeting and financing, personal banking, currency terms, economic definitions, and how to interact in business and in the stock market.

- International Governments
- United States Government
- American Party System
- History of Government
- The Christian and His Government
- Free Enterprise
- Business and You
- The Stock Market
- Budget and Finance
- Banking
- International

ALGEBRA I

Grade: 9

(Academic)

1 credit

Prerequisite: Pre-Algebra

Course Code: SOS 900M

A study of the definitions of algebra, signs of operation, algebraic fractions, radical expressions, and graphing.

- Variables & Numbers
- Solving Equations & Inequalities
- Problem Analysis & Solution
- Polynomials
- Factors
- Algebraic Fractions
- Radical Expressions
- Graphing
- Systems
- Quadratic Equations

GEOMETRY

Grade: 10

(Academic)

1 credit

Prerequisite: Algebra I

Course Code: SOS 1000M

Students become acquainted with different shapes and focus on the deeper dimensions of their real-world use and purpose.

- Introductions
- Logic
- Angles & Parallels
- Congruent Triangles & Quadrilaterals
- Similar Polygons
- Circles
- Area & Volume
- Coordinate Geometry
- Transformations
- Geometry Review

ALGEBRA II

Grade: 11

(Academic)

1 credit

Prerequisite: Algebra I, Geometry

Course Code: SOS 1100M

An advance study in algebra covering exponential functions, counting principles, linear equations, quadratic relations, real numbers, and other algebraic concepts.

- Set, Structure, & Function
- Numbers, Sentences, & Problems
- Linear Equations & Inequalities
- Polynomials
- Algebraic Fractions
- Real Numbers
- Quadratic Relations & Systems
- Exponential Functions
- Counting Principles

ADVANCED MATH & TRIGONOMETRY

Grade: 12

(Academic - Honors)

1 credit

Course Code: SOS 1200M

This course will help students to grasp trigonometric functions, polar coordinates, quadratic equations, probability, and build a solid understanding of calculus to prepare students for college math.

- Relations & Functions
- Functions
- Trigonometric Fractions
- Circular Functions & their Graph
- Identities & Functions of Multiple Angles
- Application of Trigonometric Function
- Inverse Trigonometric Functions & Polar Coordinates
- Quadratic Equations
- Probability
- Calculus

PHYSICAL SCIENCE

Grade: 9

(Academic)

1 credit

Course Code: SOS 900S

Students will learn key scientific concepts in a fresh approach to learning that will fine-tune their grasp of physics. Students will learn the laws of nature and experience a sense of accomplishment as they learn about body health, oceanography, and astronomy.

- Our Atomic World
- Volume, Mass, & Density
- Physical Geology
- Historical Geology
- Oceanography
- Astronomy
- Body Health (1)
- Body Health (2)
- Science & Tomorrow

BIOLOGY

Grade: 10

(Academic)

1 credit

Course Code: SOS 1000S

Students will gain a new understanding of Human anatomy and physiology, genetics, chromosomes, ecology, and cell reproduction.

- Taxonomy
- Basis of Life
- Microbiology
- Cells
- Plants: Green Factories
- Human Anatomy & Physiology
- Genetics: God's Plan of Inheritance
- Cell Division & Reproduction
- Ecology, Pollution, & Energy
- Principle & application of Biology

CHEMISTRY

Grade: 11

(Academic)

1 credit

Prerequisite: Biology

Course Code: SOS 1100S

Student will learn estimation, measurement, carbon chemistry, equilibrium systems, the periodic table of elements, and atomic structure.

- Estimate & Measurement
- Elements, Compounds, & Mixtures
- Gases & Moles
- Atomic Structure & Periodicity
- Molecular Structure
- Chemical Reactions, Rates, & Equilibrium
- Equilibrium Systems
- Carbon Chemistry: Hydrocarbons
- Carbon Chemistry: Functional Groups

PHYSICS

Grade: 10

(Academic - Honors)

1 credit

Prerequisite: Biology, Chemistry, Algebra II

Course Code: SOS 1200S

This course will spark students' imaginations and expand their scientific understanding. Topics range from static electricity, to magnetism, to atomic and nuclear physics.

- Kinematics
- Dynamics
- Work & Energy
- Introduction to Waves
- Light
- Static Electricity
- Electric Currents
- Magnetism
- Atomic & Nuclear Physics

SPANISH 1

Grade: 9-11

(Academic)

1 credit

Course Code: SOS SP1

Spanish I is an introduction to the basic patterns of spoken and written Spanish. This course emphasizes learning how to listen to a foreign language in order to understand it, learning to imitate the sounds of the language in order to develop accurate pronunciation and beginning to use the language as a means of communication.

- We're going to Mexico
- Personal Information
- Personal Information – Necessities
- Flight to Mexico
- What Happened
- We need Help?
- The Good Samaritan
- Let's Eat
- Are We there Yet?
- We Arrive at Last!

SPANISH II

(Academic)

1 credit

Grade: 9-12

Prerequisite: Spanish I

Course Code: SOS SP2

Spanish II presents a further development of the basic skills mastered in Spanish I. This course continues to emphasize the ability to understand and to speak Spanish; at the same time it focuses on increasing language skills by teaching advanced Spanish grammar, such as parts of speech. After completing this ten-unit course, students will be able to read, write, and listen to more complex structures.

- Study Spanish Everyday
- Those Were the Days
- Plan a Career
- Suddenly Everything Changed
- Tourism
- Cuisine
- Education
- How Do They Live?
- Health is Everything
- Contrasting Cultures

FRENCH

(Academic)

1 credit

Grade: 9-12

Course Code: SOS SFR

This course includes numerous interactive exercises to help students with pronunciation. This in-depth course teaches verb tense, pronouns, locations, plurals, action and auxiliary verbs, conjugations, irregular verbs and listening comprehension.

- Vocabulary
- Pronunciation
- Parts of Speech
- Sentence patterns
- Translation
- Listening Comprehension
- Speaking Fluency
- Reading Comprehension
- Vocabulary
- Verb Tenses
- Pronouns
- Locations
- Plurals
- Actions & Auxiliary Verbs
- Conjugations
- Irregular Verbs
- Listening and reading Comprehension

HEALTH

(Academic)

½ credit

Grade: 9-11

Course Code: SOS HH

With topics applicable for adulthood, this five-unit course interweaves practical lessons about proper eating habits, social health, home safety, burns, immunizations, drug use and abuse, tobacco, and sexually transmitted diseases with accountable Christian living.

- Body Essential
- Physical Health
- Social & Mental Health
- Preventative Healthcare & First Aid
- Responsible Living

HOME ECONOMICS

(Academic)

1 credit

Grade: 9-12

Course Code: SOS HE

This one-year course teaches about building Christ character, and relationships while giving students the homemaking skills they need along with an understanding of the importance of living a Christian life in the home

- Christian Character & Appearance
- What's Cookin'
- Let's Eat
- The Clothes You Wear
- The Clothes You Sew
- Interior Decorating
- Your Hoe and You
- Financial Freedom
- Children Development and care
- Relationships

COMPUTER LITERACY

(Academic)

1 credit

Grade: 9-11

Course Code: SOS SP1

This course is designed to give high school students achieve the basic keyboarding competency necessary. In addition to learning the keyboard students will progress through Excel 2000, PowerPoint and Windows XP.

CHOIR

(Fine Arts)

½ credit per semester

Grade: 9-12

This group of students will rehearse and perform at various functions and churches.

SEWING

(Fine Arts)

½ credit per semester

Grade: 9-11

This group of students will learn hand sewing, machine and surging. They will be responsible for designing and sewing all school performance attire.

CHEERLEADING

Grade: 9-11

(Elective)

½ credit per year

This group of students must be committed to attend all sporting events.

ART

Grade: 9-11

(Elective)

½ credit per semester

In this course emphasis will be on learning to draw what we see in various styles including contour, gesture, and value modeling.

PHYSICAL EDUCATION

Grade: 9-11

(Required Elective)

½ credit per year

Physical Education classes promote learning through movement experiences which directly influences individual self-confidence and provides a foundation for a healthy life. One half credit must be earned through participation in intramural or competitive sports yearly.

NEW TESTAMENT

Grade: 9-12

(Required Elective)

1 credit

Course Code: SOS 900B

Students will get an intuitive look at the Bible by studying its writers, and the sufferings of Christ.

- Introduction to The New Testament
- The Gospels
- The Acts of the Apostles
- The Revelation of Jesus Christ
- Biblical Literature
- How to Share Christ with Your Friends
- God's Will for Your Life

OLD TESTAMENT

Grade: 9-12

(Required Elective)

1 credit

Course Code: SOS 1000B

Students will strengthen their Bible knowledge by re-examining stories and reiterating past lessons. This course also gives student a firm foundation for Christ-centered living.

- Creation to Abraham
- Abraham through Joseph
- The Exodus & the Wilderness
- Israel in Canaan

- The Judges & Spiritual Decline
- The Kingdom
- The Divided Kingdom
- The Remaining Kingdom
- The Captivity
- The Restoration

CHRISTIAN SERVICE

Grade: 9-12

(Required Elective)

1 credit

Course Code: 1200B

Students will glean from captivating lessons about the attributes of God, world religions, spiritual gifts, and practical Christian living.

- Knowing Yourself
- Knowing about Christian Ministries
- Making Your Choice of a Christian ministry
- Godhead
- The Attributes of God
- The Epistles of James and John
- Biblical Literature
- Comparative Religions
- Wisdom for Today's Youth
- Practical Christian Living

SCHEDULE CHANGES

Once a student has been registered for classes, a student request to change enrollment from one class to another should include input from a parent/guardian and the teachers of the classes involved. Factors to be considered in this decision include the student's progress in relation to the class work, the ability of the student to succeed in the class, and the appropriateness of the student's placement in the class. Before the decision is made to change a student's schedule, several options may be considered.

GRADE POINT AVERAGES (GPAs)

Another academic matter a student should keep in mind at NCAA is his or her grade point average (GPA). A student's GPA will be extremely important when applying for admission to a college or university. The GPA is also used when a student applies for some scholarships, when a student is being considered for certain honors and awards, and to determine if a student is eligible to participate in sports and other extracurricular activities.

To calculate a grade point average, grades are assigned quality points on a scale of 0 to 4 (A=4.0, B=3.0, C=2.0, D=1.0 and F=0). Honors courses are given an additional 0.5 point. All classes taken during the high school years (grades 9-12) will be included on the transcript, however, the GPA will be calculated on courses taken at NCAA .

UPPER SCHOOL ACADEMIC POLICIES (cont.)

VALEDICTORIAN/SALUTATORIAN

The highest academic honor that can be awarded to a high school student is to be named the valedictorian of his or her graduating class. The valedictorian is the graduating senior with the highest grade point average (GPA) in the class. The salutatorian has the second highest GPA in the class. To be named valedictorian or salutatorian, a student must have attended NCAA his or her complete junior and senior years and have an acceptable behavioral record as determined by the academy administration.

All grades in the student's high school record, through the first semester of the senior year, are included when the GPA is calculated. The valedictorian and salutatorian will be named shortly after the beginning of the spring semester.

ACADEMIC AWARDS/SPECIAL HONORS

The academy believes in recognizing student achievement. Many opportunities throughout the year are taken to recognize individuals and groups for their accomplishments. The highlight of this effort is the annual Honors and Awards Day chapel at the end of the school year. Parents are invited to join the NCAA family in celebrating student effort and accomplishment.

COLLEGE VISITATION DAYS FOR JUNIORS AND SENIORS

Juniors may take two days of excused absences and seniors may take three days of excused absences during the school year to visit colleges, provided the conditions below are met.

- ✓ The student must not be on academic or social supervision status.
- ✓ The student must have a good attendance record.
- ✓ The student must make prior arrangements with teachers for making up assignments.
- ✓ The student must work through the guidance office to make necessary arrangements two weeks before the scheduled visit. Applications for college visitation days should be completed no later than April 15.
- ✓ The student must have at least a "C" average in all current classes.
- ✓ The student must have taken the ACT, SAT, etc

JOB SHADOWING PROGRAM

Sophomores, juniors, and seniors may take one day excused absence during the school year to spend a day with someone in a career field/profession in which they are interested.

- ✓ The student must not be on academic or social supervision status.
- ✓ The student must have a good attendance record.
- ✓ The student must make prior arrangements with teachers for making up assignments.
- ✓ The student must have at least a "C" average in all current classes.
- ✓ The student must work through the guidance office to make necessary arrangements two weeks prior to the anticipated job shadowing day.
- ✓ The student may choose someone in the community they are familiar with or the guidance office can help match the student with an appropriate professional in their field of interest.

UPPER SCHOOL ACADEMIC POLICIES (cont.)

COLLEGE PLANNING GUIDES

This booklet helps with the college planning process that can seem overwhelming at times. Each entering freshman is given a free copy. Extra copies may be purchased later for a nominal charge.

Contents include:

- Getting prepared for college- what different colleges require of incoming students
- Tips for being a successful student including in-depth study skills
- Test preparation- tips for taking ACT and SAT
- Choosing a college
- College applications, essays, interviews, campus visits, etc.
- Financial aid information- federal financial aid, state aid including the HOPE or lottery scholarship, scholarships offered by different Tennessee colleges and different companies and organizations

Presidential Educational Awards

Achievement: Given to seniors who (1) show tremendous growth & (2) demonstrate unusual commitment to learning in academics despite various obstacles.

Excellence: Given to seniors who (1) have earned a grade point average of 3.5 on a 4.0 scale & (2) scored in the 85th percentile in math or reading on a nationally recognized standardized achievement test or have received the recommendation of faculty for academic excellence.

Upper School Scholar Awards

The student in each upper school grade who has the highest numeric average for the academic year, and if a different individual, to the student who has the highest weighted grade point average for the year. These are calculated through the third quarter grading period.

Salutatorian

The senior with the second highest GPA in the graduating class, with an acceptable behavioral record as determined by academy administration

Valedictorian

The senior with the highest GPA in the graduating class, with an acceptable behavioral record as determined by academy administration

Upper School Ambassador Awards

To a male and female student in each of grades 9, 10, & 11 who represent well the qualities of a scholar, citizen, & servant. These students have been characterized throughout the year by a commitment to learning, personal integrity, exemplary behavior, a positive attitude, extra-curricular involvement, compassion for & service to others, & a strong commitment to Christ.

SECTION III STUDENT LIFE

SPIRITUAL LIFE AND STUDENT LIFE PHILOSOPHY

SPIRITUAL LIFE

The spiritual growth of academy students is vital to the development of a sense of Christian community within the academy family.

Intertwined with the academy's activities program is a series of planned experiences designed to heighten the spiritual awareness of students and foster their spiritual growth.

Devotions are scheduled each school day. This provides a time for inspiration and offers an opportunity to share concerns and good news with others. Prayer is a vital part of this daily discipline.

Chapel programs are planned each week. They feature academy personnel and students as well as local personalities and special guests.

Generally, two weeks each year (once in the fall and again in the spring) are set aside as times of spiritual emphasis with special guests conducting a weeklong series of chapel services.

Christian Student Council

The central student organization on campus is the **Christian Student Council (CSC)**

All upper grade students are members of the CSC.

The student body elects the CSC officers (President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms & Pastor).

The purpose of the CSC is:

- to develop leadership within the student body

The goals of the CSC are:

- to build community among the students, faculty and staff
- to encourage the involvement of students in the total academy program
- to facilitate communication between students and faculty and staff

STUDENT LIFE (cont.)

CHRISTIAN STUDENT COUNCIL

Strives to:

- Establish and maintain programs consistent with Christian standards
- Influence peers intellectually, physically, socially, and spiritually
- Support a climate that is free from excessive anxiety and conducive to growth
- Provide opportunities for students to be reflective and introspective
- Provide experiences which help peers to clarify their interests and integrate Christian values
- Provide experiences for peers that aid them in making good choices

Duties of Council Officers and planned activities:

President

- *Presides at regular general meetings*
- *Reports to student council sponsor*
- *Reviews year's activities*
- *Organize community service events*
- *Review classroom policies & enforce them.*

Vice-President

- *Acts in the absence of the President*
- *Keeps a record of committees assignment*
- *Assist with the organization of fundraisers.*
- *Organize community service events*

Secretary

- *Keep accurate minutes of meetings.*
- *Meet with the President to prepare agenda.*
- *Keep a master calendar.*
- *Take roll call.*
- *Write thank-you notes and letters.*

Treasurer

- *Keep track of expenditures and sales.*
- *Attend agenda meetings for expenditures update.*
- *Prepare monies for deposit.*

Sergeant-at-Arm

- *Arrange furniture before and after meetings.*
- *Keep order at council meetings.*
- *Oversee equipment needed for activities.*

Pastor

- *Pray to open and close meetings.*
- *Participate in chapel (short devotionals.)*
- *Responsible for introduction of speakers.*

Field Trips

Many field trips are scheduled by teachers to enrich the experiences of students throughout the year. All students are encouraged to work hard to participate.

Spiritual Retreats

Retreats are mandatory events for students to have an opportunity to learn outdoor skills and each other.

- Canoeing
- Climbing
- Hiking
- Backpacking
- Camping

Mission Trips

An effort is made to organize a major educational, service, and recreation trip each year for our upper school class. Recent destinations have included Mexico, Costa Rica and Chile.

Note: In order for a student to participate in an upper school class trip, all school tuition and fees must be current at the time of the initial date of commitment for the trip.

STUDENT LIFE (cont.)

ATHLETICS

Depending on sufficient student interest, sports may include:

Boys

Basketball
Bowling
Track
Football
Soft Ball
Soccer
Tennis

Girls

Basketball
Bowling
Track
Volleyball
Aerobics
Soft Ball
Tennis

All students are encouraged to be involved actively in the athletic program throughout the year. The small size of the school provides an excellent opportunity for student-athletes who otherwise may not be able to participate in larger schools. There are also positions for statisticians, student-managers, and student trainers.

The school colors are blue, white and gold. The grizzly bear is the school mascot.

It should be noted that athletic involvement is contingent upon successful academic progress. Students should consult the eligibility standards if they plan to participate in any of the athletic activities mentioned above.

ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

In order for a student to be eligible to participate in interscholastic athletics, the student must be making satisfactory progress toward graduation. For further information, students and parents should consult the athletic director or guidance office.

A student who misses the day of school due to illness or physical complaint will not be eligible to participate in any athletic practice or contest that day. Exception may be granted for routine dental or medical appointments scheduled in advance.

The academy administration reserves the right to restrict any student's participation in athletics if the student's academic or behavioral status is unsatisfactory. A student that is failing one or more classes or making a D in two or more classes during any three-week grading period may be restricted from athletic competition until the overall grades are satisfactory (no F's and no more than one D). The reevaluation of grades will be done on a weekly basis for the purpose of reinstatement.

LUNCHES

All students are expected to abide by the academy NO PORK policy. Lunches are catered and available to all students daily. Payment for meals should be made weekly.

LOST AND FOUND

A lost and found department is located in both the elementary and upper school offices. Students are to report all "found" items to the appropriate office as soon as it is practical to do so. To fail to report such items and to keep a "found" item is equivalent to theft.

STUDENT LIFE (cont.)

STUDENT INSURANCE

If a student is not covered by any other medical plan, the academy business office will supply a policy and the cost of the policy will be charged to the student's account.

REQUIRED MEDICAL EXAMINATIONS AND IMMUNIZATIONS

1. Physical examinations by qualified medical personnel are required annually of students participating in any sport. This examination must take place after May 1 preceding the school year in which the participation occurs, and must be completed before any athletic participation (practice or games) occurs.
2. Immunizations are a requirement of Tennessee state law. All students must comply with state regulations regarding immunizations

HEALTH ISSUES AND MEDICATION

A student who is taking a doctor-prescribed medication during school hours is to bring the medication in a labeled container, along with written directions, to the appropriate academic office. The student will be required to report to the academic office to take the medication at the prescribed time.

Students will not be given aspirin, acetaminophen, or other medicines by academy personnel unless provided by parents or guardians with specific written authorization.

If a student becomes ill or injured during the school day, the student is to report the illness or injury to the office immediately. Students are not to leave campus without notifying the academic office.

The academy does not have sufficient staff or facilities to allow sick students to remain at school. If a student's illness or injury necessitates that he or she misses more than one class period, parents or guardians will be notified to pick up the student.

MOTOR VEHICLES

Students who drive to school must supply a copy of drivers license and insurance to the office. Day students who drive to school must park at the bottom of the hill. Vehicles should be parked and left within one minute of arrival on campus. Vehicles are considered "off limits" until school is dismissed. Students should leave campus within one minute of returning to their cars. Day students may not transport other students without staff permission.

PAL COMMITTEE

The efficient operation of the academy requires the cooperation and participation of all members of the school family. The Headmaster may appoint faculty, staff, students and parents as needed. The PAL committees are given some of the responsibilities for school life and operations.

SECTION IV STUDENT CONDUCT

EXPECTATIONS

All members of NCA Academy are valuable, worthwhile individuals with different learning styles, different achievement levels, different likes and dislikes, unique values, and their own ways of seeing, doing and dealing with things. Respect for these differences is essential in a productive growing community. Also, in a successful community, all members must be willing to adjust and adapt to being with other people. The standards below are designed to promote a healthy environment and foster respect for God and others as well as self.

Although NCA Academy recognizes the futility in attempting to regulate behavior off campus, it realizes that the behavior of each member reflects upon the character and integrity of NCA Academy and, as a result, the academy will confront modes of behavior that are inconsistent with its purpose, on and off campus. NCA Academy has ethical commitments to its constituency and to the surrounding community and will strive to honor these commitments.

Realizing that attitudes influence behavior, NCA Academy places great emphasis on the student's attitude. The desire is that if correction is needed, the change will take place in the attitudinal stage as well as the behavioral stage. Believing that attitudes affect students and also peers, NCA Academy reserves the right to dismiss a student for negative attitudes if counseling and discipline have failed to make a positive change.

DISCIPLINE

The academy desires to be redemptive as opposed to punitive in its approach to discipline. A change in attitude and/or behavior is the desired goal when expectations for students' conduct are not met.

The academy's position is that self-discipline is of greater value than one's compliance with the rules of others. As an incentive for young people to take full responsibility for their attitudes and behaviors, the academy encourages its students to acknowledge problematic areas, which may exist in their lives (alcohol, tobacco, psychological issues, etc.), and to share this information with academy personnel, seeking their assistance in correcting the problems.

When students initiate the approach to academy personnel to share this information and to ask for help, the standard disciplinary procedures are set aside and appropriate help is sought for the student. This process will not apply to a student who is trying to avoid consequences of his or her behavior. Parents hold legal rights of confidentiality for students and will be informed of any relevant concerns.

The academy may establish criteria as conditions for continued enrollment (professional treatment for substance abuse, counseling, etc.) and may ask the student to leave the school for a period of time. The intent of these criteria is to assure that the student gets whatever help is needed. In such cases, the academy will strive to help a student avoid a disruption of his or her academic program.

Incidents of inappropriate behavior will be evaluated individually. The academy staff will determine the most appropriate and logical consequences for the student involved. Severe offenses involving drugs (use or possession, including alcohol), theft or sexual activity may result in immediate dismissal. Less serious offenses may accumulate to the point that dismissal would be warranted. The academy staff will determine the degree of seriousness of any violation and the corresponding consequences.

STUDENT CONDUCT (cont.)

POLICY ON ACADEMIC DISHONESTY

Homework and class work are typically designed for independent and individual practice. All homework and class work are intended for the student to practice alone, except when a teacher specifically states that students are to work in teams on a particular assignment or project.

With homework, students may get help from someone else, if help is needed on a particular problem. However, students are cautioned to be aware of the difference between getting help and getting answers. Getting help means finding out how to get an answer and this is acceptable. Getting answers from someone else without doing the work individually is not acceptable.

Copying another student's work, allowing another student to copy one's work, taking answers from someone else and giving a student answers are all serious, inappropriate behaviors.

Failure to give proper acknowledgement of an author when using the author's language, ideas, thoughts, etc. is defined as academic dishonesty, or plagiarism (American College Dictionary).

Academic dishonesty of removing school's property may result in suspension and even expulsion.

POLICY ON SUBSTANCE ABUSE

Substance abuse is defined as the use (possession and/or consumption) of controlled substances (including tobacco, alcohol, marijuana, narcotics, inhalants, hallucinogens, look-alike or bogus drugs, drug-associated paraphernalia, and the inappropriate use of prescribed and non-prescribed medications) on the academy campus or at academy-related events or activities, and the recreational use of the same at any location and at any time off campus between the time a student has been admitted to the academy and the time the student has graduated or terminated enrollment.

Consequences:

Tobacco:

First Offense. For offenses occurring on campus or associated with academy-related events or activities, the student will be assessed a \$25.00 fine which will be used for student activities. Also, there will be a written assignment designed to help the student understand the dangers associated with tobacco. For other offenses, there will be a disciplinary assignment.

Second Offense. The student must complete a work detail. There will be an assessment to attempt to determine if the student may need additional assistance to refrain from future use.

On-campus and academy related activity offenses will result in an additional \$50.00 fine.

Third offense. The student is subject to dismissal from school.

Alcohol and all other substances:

The academy maintains a strong position regarding alcohol and other substances as defined above. Violations may result in immediate dismissal.

STUDENT CONDUCT (cont.)

SEARCH AND SEIZURE POLICY

The academy reserves the right to search a student's, vehicle, and/or person at any time there is a reasonable cause to suspect an academy regulation has been violated and that a search will provide evidence to that effect. The search is to be conducted with two staff members present. Prohibited items that are confiscated from a student will not be returned directly to the student, and may, in some cases, be destroyed.

MALE/FEMALE RELATIONSHIP POLICY

Developing healthy relationships with members of the opposite sex is an important part of becoming adults. The academy encourages relationships and acknowledges the need for guidelines to help young people in compatible developmental stages make good decisions within these relationships.

Public Display of Affection. The academy does not want to prohibit natural and healthy communication. However, it has an obligation to ensure that members of the academy community and visitors to campus do not feel uncomfortable because of the behavior of others.

Exclusive Relationships. NCA Academy has an obligation to monitor relationships between students and to provide intervention when the relationships are developing in an unhealthy manner. NCA Academy will provide guidance and direction for students who need assistance in managing this time wisely.

LEAVING CAMPUS

Students are not to leave campus during the school day without parental/guardian permission. In addition, students must always check out with the proper personnel in the appropriate academic office.

HAZING

Students are not to engage in the “hazing” of another student in any form. “Hazing” includes the intimidation or harassment of another individual verbally or physically, or the exacting of work from another student without proper authority. “Hazing” has no place in a Christian community and will not be tolerated.

GENERAL EXPECTATION

Students are expected to uphold the name of Christ and NCA Academy wherever they go. Students are not to go any place that would result in this reputation being damaged.

STUDENT CONDUCT (cont.)

LEVELS OF DISCIPLINE

Inappropriate student behavior may be categorized in Levels A, B and C, with C representing the most serious offenses. An explanation of these levels is provided below.

"A" Category Offenses:

These are considered to be minor violations. However, "A" offenses will be considered "B" or even "C" level violations if the student does not respond to discipline at the lower level.

Dress Code. All students should be within the proper dress code at all times. See the Dress Code for more information. Students out of dress code will not be allowed to attend classes.

Classroom Behavior. Sleeping in class, non-participation, not dressing in appropriate clothing for Wellness class and not having appropriate class materials (as specified by the teacher) is unacceptable. Students should not have radios, tape players, CD players or other music listening devices, at school during the school day or on day field trips.

Day-to-Day Guidelines. Students are expected to comply promptly and in a respectful manner with the instructions and directives of NCA Academy and staff. Students are expected to be in the classroom, chapel, or other assigned area ready to begin work at the designated time or when the teacher starts class (or chapel). Students who are not where they are supposed to be in school are expected to have a hall pass. Teachers and other authorized persons issue such passes. Any student who is out of area during class or chapel time without a hall pass will be considered tardy or truant. Students who are late should report directly to the office.

Appropriate Areas. All students that arrive before 7:45 should wait in before care until 7:45. Students are not to be in any other area of the main buildings before 7:45 a.m. unless a faculty member is present.

Other. Additional "A" level offenses include public displays of affection; horseplay; scuffling; throwing objects and pushing; music or paraphernalia that are not supportive of Christian standards.

STUDENT CONDUCT (cont.)

LEVELS OF DISCIPLINE (cont.)

"B" Category Offenses:

"B" offenses are moderately serious violations of academy policies.

Failure to comply. A student who fails to resolve "A" level matters will be moved to "B" level.

Unauthorized Area. Under no circumstances are students to open a teacher's compartment or any other academy storage compartment, or disturb materials on a teacher's or other staff member's desk. Unauthorized entry of or presence in any academy facility or part thereof is forbidden. The unauthorized possession of any key to any academy facility or property is forbidden.

Other. Additional "B" level offenses include various forms of dishonesty; inappropriate language or gestures, including vulgar and profane remarks, racially derogatory remarks, sexual remarks and threatening statements; gambling; misdemeanor violations of public law; and visitors invited or brought to campus without staff permission.

"C" Category Offenses:

"C" level offenses are considered serious and place the enrollment of the student at NCA Academy in jeopardy. "C" level offenses may result in dismissal.

Failure to Comply. A student who fails to resolve "B" level matters will be moved to "C" level.

Substance Abuse. See "Policy on Substance Abuse."

Weapons/Explosives. Possession or use of a gun, knife, or any other object used as a weapon, or explosives, including fireworks and hazardous materials (Pocketknives should not be brought to school.)

Assaultive Behavior. The threat of or the actual physical abuse of any person, or conduct which threatens or endangers the health and/or the safety of any person

Theft. Including theft with intent to temporarily deprive the owner of possession of property, failure to seek the owner of "found" property, or unauthorized possession of property belonging to the academy or others

Academic Dishonesty. See "Policy on Academic Dishonesty."

Disorderly Conduct. Including lewd, indecent, or obscene conduct

Sexual Misconduct. Including the possession of sexually explicit material, and homosexual behavior

Obstruction or Disruption. Of any aspect of the academy program

Verbal or Non-Verbal Abuse. Of any NCA Academy employee; or any "hazing" of other students

False Reports. Of the presence of an unlawful explosive or incendiary device, a fire or other emergency, including the setting of a false fire alarm

Arson or Tampering with Fire Extinguisher. Or the removal of a fire extinguisher from its proper location in the absence of a real need for such equipment

Vandalism or Damage of Property.

Occult Items. Or items related to witchcraft

Felony Violation of any Local, State, or Federal Law. (Law violations that come to the attention of the academy will be reported to legal authorities.)

STUDENT CONDUCT (cont.)

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

"A" level violations will generally begin with any of the items "a" through "g" listed below.

"B" level violations may result in the inclusion of any of items "a" through "k".

"C" level violations may result in dismissal, depending on the severity of the offense.

Potential disciplinary actions include but are not limited to the following:

- a. **Conference.** A discussion may be held with the student about his or her behavior and options for different choices. This discussion may include parents, teachers, the guidance counselor, and the upper school director or elementary school principal.
- b. **Logical Consequences.** A consequence related to the inappropriate behavior will be assigned.
- c. **Work Detail.** The student may be asked to complete a constructive manual labor work project.
- d. **Social Restriction.** The student may best learn the cause-and-effect nature of behavior by experiencing the loss of a privilege related to the inappropriate behavior.
- e. **Disciplinary Assignment.** A written report or other similar project, usually requiring some reflection by the student, may be assigned.
- f. **Restitution.** The student will be expected to pay for any damages caused by his or her inappropriate behavior.
- g. **Detention.** Students may be detained during breaks, lunch, after school or on Sunday. Students are to report to detention on time with work to be done. The staff members monitoring detention have the option of having the student do other assigned work, including manual labor. Students must follow directions and serve the entire time.
- h. **Sunday School.** If a student displays, in the administration's opinion, chronic defiance of authority, or lack of effort or cooperation, that student will be required to attend school on Sunday. Naturally, the academy will incur the additional expense of supervision of the Sunday session; therefore, the student will be charged \$45.00 to defray these costs.
- i. **Social Supervision.** The student on social supervision will be required to meet regularly with the upper school director or elementary school principal and to participate in a program designed to help the student achieve success at the academy. This program may include limited privileges, involvement in a social skills developmental program and logical consequences. Social supervision may be assigned to a new student whose prior record does not clearly predict success at the academy.
- j. **In-School Suspension (ISS).** A student may be assigned to an isolated, but monitored, room on campus during school hours for a specific number of days. In ISS, the student continues the academic program but is denied the social interaction with other students.
- k. **Out-of-School Suspension (OSS).** A student may be asked to leave campus for a specified number of days resulting in a loss of 3 points per day for each class missed. A parent conference may be a prerequisite for resuming attendance.
- l. **Dismissal.** This is the immediate revocation of a student's enrollment. The student is to leave campus with personal belongings as soon as arrangements are made with parents. The Principal must approve this action and a written summary of the situation is to be sent to the Executive Board. A student who is dismissed during the fall semester (prior to January 1) may request readmission to the academy fall semester of the following year. A student who is dismissed during the spring semester (after January 1) may request readmission to the academy spring semester of the following year.

STUDENT DRESS STANDARDS

PURPOSE: At all times and in all places, students are expected to dress modestly and to represent the academy in a positive manner. At all times on campus, and whenever a student's presence off campus is related to the student's identity as an academy student, the student is expected to be in compliance with these standards.

GOALS:

1. To create a sense of unity, belonging and pride among students,
2. To reduce competition in appearance that commonly is a distraction for today's children and youth,
3. To promote a safe educational environment by making students readily identifiable,
4. To reduce distractions from the teaching/learning process,
5. To make selection of clothes less of a burden for students and their parents, and
6. To reduce inappropriate behavior associated with clothing and appearance.

CATEGORIES: There are four (4) categories of dress standards for NCAA students. For special programs and trips, the administration will determine the appropriate student dress and announce this information to the students.

- 1 . Uniform Attire – Monday to Friday 8:00 am to departure
- 2 . Formal Dress – On special occasions as announced, when business or formal attire is appropriate.
- 3 . Relaxed Dress – Acceptable for athletic events and field trips. Announced by teacher

CATEGORY 1. UNIFORM Attire

GENERAL: All clothing must be properly fitted and hemmed; students may not wear either tight fitting or baggy clothing. Shirts must be tucked in at all times. Tails of shirts should be long enough to remain tucked. Clothing that calls attention to itself or is distracting is not allowed. Hats and caps should not be worn during the school day (8:00 a.m. to 4:00 p.m.).

Clothing must be clean, neat (not excessively wrinkled), and in good repair with no holes, cut-offs, frayed hems, etc.

Undershirts (t-shirts, etc.), if worn, must be solid white with no lettering. Long-sleeve shirts or undershirts should not be worn under short sleeve shirts. No more than the top two buttons should be unbuttoned on shirts.

MALES:

OXFOR SHIRT: COLOR: Plain light blue (may be with or without logo) from endorsed vendor.
SLACKS AND SHORTS (SUMMER): COLOR: Navy blue
STYLE: With belt loops and belt. (Grades K3-6 may wear slacks with elastic waistbands without belt loops.) Pleated or plain front; Shorts hemline (including top of slits) must be at or below the knee.
TIE: School Tie
BELTS: COLORS: Solid black, brown or matching pants color, **with standard belt buckles (no die-cut style oversized buckles)** and no excessive metal trim (must be worn with slacks, shorts except as noted for grades K3-6).

GIRLS:

OXFOR SHIRT: COLOR: Plain light blue (may be with or without logo) from endorsed vendor. Peter pan collars are acceptable for K-3-6
SKIRTS and JUMPERS: COLORS: Navy blue or official NCA Academy plaid. (Plaid items must be Purchased from endorsed vendor) (
STYLE: May be pleated or plain front; Hemline (including top of slits) must be at the knee.
VEST AND SWEATER: Navy blue or official NCA Academy Plaid
TIE: Plaid

FOOTWEAR: SOCKS Solid black, brown, navy blue or white socks required; Girls may wear hosiery in these solid colors.

DRESS OR CASUAL SHOES

STYLE: Slipper height and ankle height

COLORS: Black, dark brown, tan, cordovan, or navy

ATHLETIC SHOES

COLORS: Solid color shoes may be black, white, gray or navy blue. Other athletic shoes may be any combination of black, white, gray and blue. Stripes and other distracting patterns and bright colors are not appropriate.

NOT ALLOWED: Open-toes, open heels, high heels, sandals, clogs or metal trim

OUTERWEAR: COATS/JACKETS

STYLE: Square cut; Full zipper, or full button, front; Polar fleece pullovers with partial zip fronts are allowed; or official NCAA fleece or polar fleece

NOT ALLOWED: Plaid patterns; metal trim; denim material; trench coat styles

SWEATERS

STYLE: Cardigan, V-neck or crewneck pullover, or V-neck or crewneck vest; acrylic/knit material

COLOR: Navy blue

APPLICATION: Must be worn over a shirt listed above; may be worn in classrooms

NOT ALLOWED: Fleece material, turtlenecks

SWEATSHIRTS

STYLE: NCAA-logo sweatshirts and hoodies approved and purchased through academy-endorsed vendors

APPLICATION: Must be worn over a shirt listed above.

CATEGORY 2. FORMAL DRESS

GIRLS: Dresses, or skirts and blouses, or formal suits that meet the following guidelines are acceptable. Hemlines of dresses and skirts must come at or below the knee. The midriff should always remain covered. Backs should not be cut below the bottom of the shoulder blades. Necklines should be modest (no more than three inches below the collarbone). Outfits should be of opaque fabric and not inappropriately tight. Dress shoes are to be worn. Open-toe, open-heel styles are acceptable; flip-flops, athletic or other casual shoes are not acceptable.

BOYS: Dress pants, dress shirts, dress shoes, dress socks, dress belts and ties are to be worn. Flip-flops, athletic or other casual shoes are inappropriate.

CATEGORY 3. RELAXED DRESS

When announced by teachers (typically Fridays) may designate a “jeans day” at a cost of \$1.00.

GIRLS: Tops should not have spaghetti straps, nor be strapless; no halter-tops or tube tops are permitted. Necklines should be modest (no more than 3 inches below the collarbone). The midriff should always remain covered. Dresses and skirts should come to the top of the knee or below. Backs should not be cut below the bottom of the shoulder blades. Outfits should be of opaque fabric. In the swimming pool area, bathing suits should be modest (no string bikinis or French-cuts). Cover-ups must be worn to and from the pool.

BOYS: Shirts must be worn, except in the pool area. Undershirts (“A” shirts) are not acceptable. Casual and swim shorts must be modest.

ADDITIONAL GENERAL GUIDELINES APPLICABLE TO ALL CATEGORIES

BOYS’ HAIR: Unusual hairstyles and cuts are to be avoided. Hair should be neatly trimmed, brushed and combed. Hair should not be cut shorter than 1/16 inch, and should not be long enough to extend below the eyebrows. Hair should not in any way cover the eyes or interfere with vision. Boys may grow neatly trimmed facial hair. Sideburns should not be longer than the bottom of the ear lobe. Hair should not be long enough to extend below the shirt collar or below the middle of the ears. Ponytails and braids are not allowed. Hair is not to be dyed, bleached or colored in any way.

GIRLS’ HAIR: Extremes in hairstyles are to be avoided. Hair should be neatly trimmed, brushed and combed, without unnatural dyes (including extreme variations) or unusual cuts. Hair should not in any way cover the eyes or interfere with vision.

NO JEWELRY: Piercing of body part is not acceptable.

MISCELLANEOUS ATTIRE: The academy recognizes its responsibility in providing a campus environment consistent with the Christian values expressed in the academy’s philosophy and purpose. Students are to refrain from wearing any attire (jewelry, t-shirts, hats, etc.) that advertises, displays or promotes a symbol, motto, belief, product, person, image or philosophy which is associated with non-Christian ideologies, promotes non-Christian values or promotes any religion other than Christianity. Additionally, students should not draw or otherwise mark on their bodies. Tattoos are not permitted.

DRESS CODE VIOLATION CONSEQUENCES

- Offense #1 Warning – The student receives a copy of the infraction consequences, which must be signed by the parent/guardian, and returned to school the following day.
- #2 Parent Notified – The parent/guardian must sign the infraction copy and return it to school the following day.
- #3 Parent Notified – The student must stay 1 hour after school and write the dress code section related to the infraction multiple times and/or do assigned work duties.
- #4 Parent Conference Scheduled – The student will write the entire dress code from the student handbook.
- #5 The student will receive 1 day of in-school suspension, do required class assignments, and write the entire dress code from the student handbook.
- #6 The student will receive 1 day of out-of-school suspension and an unexcused absence. The student will receive a 3 point deduction from his/her six weeks grade average in each class missed. The student will be required to complete all missed assignments and make up tests. The student will be required to write the entire dress code from the student handbook.
- #7 There will be a \$50.00 fine.

*Note – The student will face consequences for EACH infraction accumulated during the course of the day. Example...If the student had a warning (#1), and received 3 infractions in one day, he/she will be held accountable for consequences #2, #3, and #4.

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