

# Family and Student Handbook



## NorthPoint Christian Academy

8120 Kensington Dr.

Waxhaw, NC 28173

(980) 296-1640

*"Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is- His good, pleasing, and perfect will." Romans 12:2*

Dear NCA Families,

Welcome to Northpoint Christian Academy. It is truly a gift to see how God is working in this community, and we are humbled and excited to be a part of His work. NCA seeks to partner with families in fulfilling what God has ordained by taking the responsibility of training all children to be Christ-like. To train students in biblical truth where they will be known and loved, challenged and inspired, prepared for what's next, and become world changers.

As parents, we have a role in the education process. This includes helping our children build character in areas of work ethic, study skills, punctuality, dependability, and the desire to do all things for the glory of God. Teachers strive to provide a conducive learning environment that is loving and well-managed. This will foster a respect for learning and inspire students to grow. Students are encouraged to work diligently, be inquisitive and attentive, complete all assignments, and promote fellowship with their classmates. NCA does not require membership at a local church, but highly recommends each family to be involved in or seeking connection to a Christ-centered faith-based community. It takes all of these components in concert to develop a biblical worldview that in turn creates the foundation for Godly decision making throughout life.

This handbook is to communicate the purpose, procedures, and policies of our school. The expectation is that parents, students, and staff are familiar with the guidelines set forth and will follow these guidelines every day. Adherence to the guidelines that are put forth in this handbook will allow the NCA staff to focus on the major goals for our school, provide a solid foundation and supportive environment for our students to grow into the best versions of themselves, and foster a strong and caring NCA community as we collectively strive to grow closer to Christ. Please use this as a reference tool when questions arise.

Thank you for allowing us to partner with your family in the education of your children.

May God Bless You,

Mr. William F. Maslin  
Head of School

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## QUICK FACTS

### CONTACTING THE SCHOOL

NorthPoint Christian Academy

School Website: [www.northpointwaxhaw.com](http://www.northpointwaxhaw.com)

Office (980) 296-1640

Mr. William Maslin, Head of School

Mrs. Kim Goodman, Lower School Dean of Students

Mrs. Alison Earley, Office Administrator

Mrs. Kimberly Maslin, Director of Operations

[bmaslin@northpointwaxhaw.com](mailto:bmaslin@northpointwaxhaw.com)

[kgoodman@northpointwaxhaw.com](mailto:kgoodman@northpointwaxhaw.com)

[aearyley@northpointwaxhaw.com](mailto:aearyley@northpointwaxhaw.com)

[kmaslin@northpointwaxhaw.com](mailto:kmaslin@northpointwaxhaw.com)

### SCHOOL HOURS

Elementary School (JK-4) begins promptly at 8:15 a.m. and ends at 2:30 p.m. Drop off is from 8:00-8:15 a.m.

Middle School (5-8) begins promptly at 8:30 a.m. and ends at 2:45 p.m. Drop off is from 8:15-8:30 a.m.

High School (9-12) begins promptly at 8:00 a.m. and ends at 2:55 p.m. Drop off is from 8:00-8:15 a.m.

**\* Students not picked up at the end of the school day will go to after school care (charges apply).**

## **SCHOOL OVERVIEW**

### **MISSION STATEMENT**

NorthPoint Christian Academy is to provide a Christ-Centered environment built on Biblical truth to develop our students academically and spiritually, make a positive impact on our families and staff, and demonstrate strong leadership through service in our community.

### **VISION STATEMENT**

We will guide students and their families to discover their true purpose by using their God given talents to become strong leaders in our community.

### **CORE VALUES**

- Students Will Be Known and Loved
- Students Are Challenged and Inspired
- Students Are Prepared For What's Next
- Students Are Equipped To Change Their World

### **SCHOOL VERSE, COLORS, AND MASCOT**

- School Verse: "Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is- His good, pleasing, and perfect will." Romans 12:2
- School Colors: Black, Vegas Gold and White
- School Mascot: Nighthawk
- Nighthawk Code: I am a NCA Nighthawk. I will put on the whole armor of God to help me walk the path of righteousness. I will show love, honor, and obedience to God through my words, actions and attitudes.

### **The Nature of the Student**

The student is created by God in His image to have fellowship with Him, but is born in sin and separated from God. The student may be reconciled to God through faith in Jesus Christ and enabled by grace to learn and grow in truth. Each individual has gifts and abilities that need to be developed for God's own purpose. (Gen. 1:26-27; Ps. 51:5; Rom. 5:12; Eph. 2: 8-10)

### **The Nature of Truth**

All truth is of God and no truth exists apart from Him. The Bible is the God-given, unchanging standard by which all things are measured. Apart from spiritual regeneration, the student cannot fully know and understand truth. (Psalm 19:7-11; I Cor. 2:9-12)

### **The Nature of Christian Education**

Christian education is a process of presenting subject matter in a way that shows complete union with all of God's truth. It is a living demonstration of Biblical principles on the part of all personnel involved in the process. It has, as its goal, the application of meaning and purpose found in Jesus Christ to all of life.

### **The Role of the Parent**

The parent is the key responsible party to ensure the spiritual development of children. In partnering with NCA, the parent has agreed to support the policies and standards of this school ministry. The parent should foster student effort and encourage the application of spiritual motives for learning. (Luke 6:40) Support for the teacher is essential for the child to benefit from attending NCA.

### **Absolute Truth**

Students will be taught that the Bible is the ultimate and final authority in all decisions. Biblical principles will be integrated into every subject for the purpose of training students to develop a biblical worldview. Students will learn how to use this worldview as a lens through which to interpret events, set goals, and gain wisdom.

### **Excellence**

Students will be taught to pursue excellence in every aspect of their lives. Realizing that every work is to be an act of love and service to the Lord, mediocrity in attitude, work, or effort will not be accepted. This spirit of excellence will be seen in the students' relationships, use of resources, and acts of service, thereby developing a lifelong pattern of excellence.

### **Servanthood**

Students will be taught the importance of serving others. Just as God values all life, regardless of ethnicity, abilities, or age, so the students will learn to value all humanity as a gift from our loving heavenly Father. This attitude will be developed through learning effective and loving communication and by actively serving others.

### **Outreach**

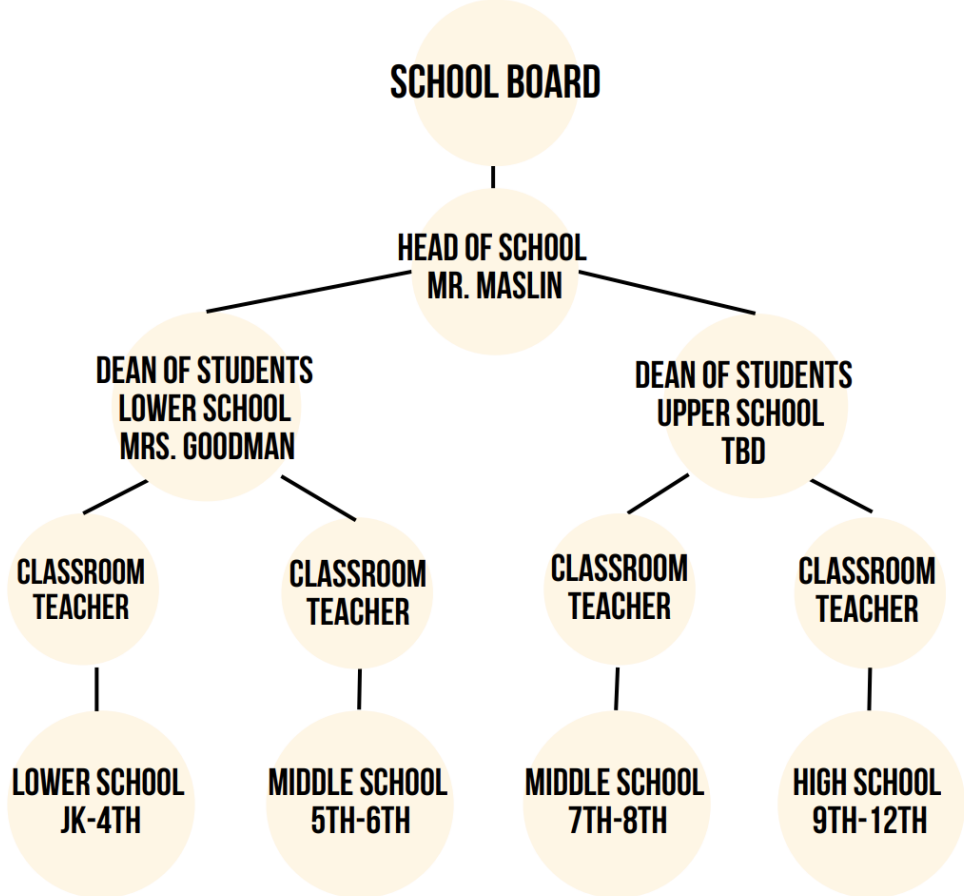
Students will be taught that people are created for the purpose of bringing glory and honor to God, that salvation through the blood of our risen Lord Jesus Christ is the only way to obtain eternal life, and that the message of salvation must be brought to a lost and dying world. Students will learn by example how to effectively communicate that message and to defend their faith in the world in which they live.

### **Integrity**

Students will be taught by example how to live a consistent Christian life, both on campus and off, showing integrity in all areas of their lives.

### SCHOOL ORGANIZATION

An organizational chart for the management and operation of NorthPoint Christian Academy is presented below:



## **BOARD OF DIRECTORS**

The NorthPoint Christian Academy School Board is a self-supporting body composed of board members who donate their time and talents to support the mission, vision and values of NCA. The Board meets regularly and is responsible for preserving the core principles of NCA, establishing policies, supporting long-term strategic planning and providing fiscal and organizational oversight. The Board is also responsible for providing encouragement and support to NCA.

**Board of Directors:**

Tommy Alvis, Treasurer

Jim Badolato, At Large Member

Devin Goodman, Athletic Director

Bill Maslin, Head of School

Frank Skinner, President of the Board of Directors

**Board email:** [board@northpointwaxhaw.com](mailto:board@northpointwaxhaw.com)



## STAFF DIRECTORY

### ADMINISTRATION TEAM

Mr. William Maslin	Head of School
Mrs. Kim Goodman	Lower School Dean of Students Upper School Dean of Students
Mrs. Kimberly Maslin	Director of Operations
Mrs. Sarah Gagne	School Counselor
Mrs. Alison Earley	Office Administrator
Mrs. Diane Wagner	Administrative Assistant

### LOWER SCHOOL TEAM

Ms. Kathryn Borecky	JK Teacher
Mrs. Annette Marin	K Teacher
Mrs. Jeri Lynne Porter	K Assistant
Mrs. Hannah Green	1st Grade Teacher
Mrs. Laurie Knauth	1st Grade Teacher
Ms. Karina Zolotarev	1st Grade Assistant
Ms. Christa Thomas	2nd Grade Teacher
Mrs. Beth Ballantyne	2nd Grade Assistant
Mrs. Jameela Fullwood	3rd Grade Teacher
Mrs. Carolyn Slover	4th Grade Teacher
Ms. Kimberly Perry	5th/6th Grade ELA Teacher
Mrs. Ashley Pizarro	5th/6th Grade Math Teacher
Mrs. Rina Samuel	5th/6th Grade Science Teacher
Mrs. Charlene Plyler	Resource Teacher (4-8)

### UPPER SCHOOL TEAM

Mr. Devin Goodman	7th Grade Science Teacher/PE Teacher/Athletic Director
Mrs. Amber Huntley	7th/8th Grade ELA Teacher
Mrs. Evalyn Benton	7th/8th Grade History Teacher
Mr. Kenneth Fullwood	8th Grade Science Teacher/PE Teacher
Mr. Zac Gorley	7th/8th Math Teacher
Mrs. Jennifer Gregory	HS ELA Teacher
Mr. Neal Huntley	HS History Teacher
Mrs. Savannah Fulford	HS Science Teacher
Mrs. Christy Penner	HS Math Teacher
Mrs. Melissa Harding	HS Bible Teacher
Mrs. Amy Attieh	Upper School Assistant

**SPECIALS TEAM**

Mrs. Melissa Pugh

Mrs. Debbie Allen

Mrs. Claudia Zelaya

Mrs. Sandra Bell

Art Teacher

Music Teacher

Lower School Spanish Teacher

HS Spanish Teacher

## **GENERAL SCHOOL POLICIES**

All NorthPoint Christian Academy (NCA) policies are created to provide an orderly, healthy, and happy school environment that promotes the general welfare, safety, and learning environment of each student. Parents and students are expected to support and comply with these policies.

### **NONDISCRIMINATION POLICY**

NCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

NCA does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with the NCA administration and abide by its policies.

### **ACCREDITATION**

NCA is a member school of the Association of Christian Schools International (ACSI). NCA will seek accreditation through the Association of Christian Schools International (ACSI).

### **PROMOTIONAL PERMISSION**

Your child's image as captured during school activities may be used in promotional material by NCA, including social media accounts (e.g., sports Instagram page, Facebook page). Please inform NCA via email by contacting [admin@northpointwaxhaw.com](mailto:admin@northpointwaxhaw.com) no later than September 1st, if you do not grant permission for your child to be included in photos or videos depicting chapel, sports, classroom interactions, school plays, etc. for promotional use by NCA.

### **FINANCIAL POLICY**

NCA does not seek any federal or state funding. We are solely dependent on the financial commitment of our families since we operate on a tuition-based budget. Tuition covers the cost associated with the education of our students. However, there may be instances of additional fees that need to be assessed to each student that will be treated as required fees in addition to tuition. Every effort will be made to avoid these fees and keep any additional fee that is deemed necessary as minimal as possible.

Please note that class events and field trips may arise during the year that are "extra" and not included in the tuition. The cost of these events will be as economical as possible. Students will not be allowed to attend class unless tuition payments are current or payment arrangements have been made with NCA. Debts may also lead to the withholding of academic records (i.e., transcripts or report cards). Lunch and After School Care, and various clubs, sports, and

activities that are offered after school are optional services that are offered to our families. As such, each service has a separate cost and is not included in the tuition payment.

If you are interested in any financial assistance, NCA accepts the NC Opportunity Grant and ESA+ Grant through NCSEEA. For more information please visit:

<https://www.ncseaa.edu/k12/opportunity/>

### **WITHDRAWALS AND DISMISSALS**

An atmosphere of unity must be in place to have a successful learning environment. NCA reserves the right to dismiss a student for the following reasons:

- Failure of any family to meet financial obligations. For example, tuition payments which are in arrears or more than 30 days late.
- Failure of NCA to meet a student's academic, emotional, social or spiritual needs.
- Failure of a student to correct inappropriate behavior when discipline is administered.
- Engagement of parents in behavior that dishonors, disrespects, or seeks to discredit any parent, teacher, administrator, or NCA. When a child is accepted as a student at NCA, a one-year financial commitment is made between the school and the student family. However, if a student withdraws for any reason, the withdrawal must be handled formally through the NCA Office Administrator. The request must be in writing and state the reason for withdrawal.

The following items apply to withdrawal and dismissal.

- Tuition must be paid for the month of withdrawal and the month following withdrawal.
- The accounts must be current with a (0) zero balance BEFORE report cards or transcripts will be released to parents or other schools.

### **COMMUNICATION POLICY**

NCA strives to maintain high standards in all areas of communication to the NCA family.

Any communication, written or oral, mailed or hand-delivered, emailed, shared via Facebook, Twitter or on any blog must be submitted to Mr. Maslin for approval. The information will then be sent out via NCA communication channels. We reserve the right to modify, amend, supplement, and delete any part of the information prior to distribution.

NCA employees are not allowed to distribute outside materials such as invitations, flyers, advertisements, etc. without approval of NCA administration. All incoming communication should be directed through email or by a phone call to the front office. Please allow staff members 24 hours or one school day to respond. Please do not initiate any cell phone communication to staff members during the instructional day unless you have been requested by a teacher or administrator to do so.

## **STUDENT CONDUCT**

NCA expects students to behave in a way that is consistent with biblical standards and promotes a healthy educational environment. Students are expected to comply with the rules and regulations of NCA with a positive attitude. When corrected by a teacher, a student must comply immediately, with respect and without argument.

### **THE HONOR SYSTEM**

Christian education promotes a higher standard of personal behavior. All NCA students are honor bound to refrain from lying, cheating, stealing, bullying, intentionally damaging the property of another student and/or remaining silent when having knowledge of these actions by another student. The following are examples of ways in which the Honor System may be broken. These behaviors will not be tolerated for any reason:

1. Lying is an intentional misrepresentation of the truth. Lying may include giving false impressions or breaking a pledge to another person.
2. Cheating is giving, receiving, or attempting to give or receive unauthorized help on a test, assignment, or submitting another's work as one's own.
3. Stealing is taking anything that belongs to someone else without the consent of the owner.
4. Bullying is using the words or physical force with malicious intent to intimidate another student.
5. Intentionally damaging the property of NCA, faculty, staff, administration, or another student.
6. Withholding information when a student has personal knowledge of an Honor Code violation.

### **STUDENT EXPECTATIONS**

These expectations take into consideration that students understand that each student is an important part of the whole of our student body. As we train in Godly living, it is hoped that each student will continue to grow in their understanding of how they should conduct themselves in any given situation.

- We anticipate that students will treat each other the way they would like to be treated.
- Students are expected to take personal responsibility for their own behavior and property. It is expected that if an incident occurs, either because of immaturity or foolishness, and there is damage to property belonging to NCA and/or the Forest Hill campus, the student will report it to the administration and that the student or student's parents, would assume liability for damages incurred.
- Students are expected to come to school each day completely dressed in the appropriate clothing. It is further expected that each student will be clean and neat, having taken care of routine personal hygiene.

### **STUDENT DRIVERS**

It is expected that students who drive a vehicle to school will obey safety rules in the parking lot and follow traffic patterns. Having a car on campus is a privilege and students are asked to keep their music down low as a courtesy. Loitering in cars during school is not allowed. Violation of this policy can result in the loss of driving privileges on campus.

### **PROPERTY DAMAGE**

If a student damages or loses any property belonging to NCA (i.e., library book, curriculum book, chair or desk, PE equipment, computer, etc.), his/her parents are responsible to pay for or replace the damaged or lost item.

### **INAPPROPRIATE ITEMS FOR SCHOOL**

#### **Personal Items**

There are many things that may be used at home but are inappropriate for use at school. The following is a partial list of things not permitted at school:

- Personal electronics
- Toys (IE: fidget spinners)
- Wheelies, skateboards
- Gum or candy
- Personal hand sanitizer

These items may be taken by a teacher and returned only to the parent. We are not liable for the loss of any of these items. Toys may be brought to school only when requested by your child's teacher for a special occasion or project.

#### **Prohibited Items**

- Students may not possess, display, or use any tobacco products including but not limited to electronic cigarettes at any time on school premises, including school vehicles, or while participating in school-sponsored events. This restriction applies on all school property including sporting venues that we use or lease and applies at all times, even when the student is on the school grounds as a visitor or spectator.
- Students are also expected to demonstrate the Christian standards of our school outside the normal school day. In the event that a student is found to be using tobacco, e-cigarettes, drugs, alcohol, vaping or other such products outside the norm of the NCA school day or activities, NCA administration reserves the right to investigate those matters and if appropriate rescind the privilege of NCA enrollment.
- NCA administration reserves the right to prohibit trendy items that can become a distraction or danger to students.

#### **Weapons**

Students are NOT allowed to bring weapons to school or onto school property. Any weapon will be confiscated, and parents will be called immediately. Students who do not comply with this

rule may be suspended or expelled. Depending on the severity of the violation, police may be called. Weapons may include but are not limited to guns, knives, or martial arts weapons.

### **CHEATING**

Cheating is a very serious offense. The consequences for cheating on an assignment will include a zero on the assignment, plus possible other disciplines. If the individual who supplied the information to another student did so willingly, then that individual will also receive the same consequence. This policy applies to cheating on any assignment.

Cumulative infractions may also lead to being asked to withdraw from NCA. The following are considered cheating:

- Use of any electronic device during a test or quiz.
- Using unapproved resources such as notes or cheat sheets during a quiz or test.
- Any instance of a student taking any measure to gain an unfair advantage on a test.
- Looking at, receiving, or copying from another student or their work.
- Purchasing answer keys or test booklets online.
- Plagiarism is “taking ideas or writings from another person and offering them as your own.” The student who leads readers to believe that what they are reading is the student’s original work, when it is not, is guilty of plagiarism. Credit should always be given to the person who created the article or the idea. Be careful when you are using the Internet. Any time you use ideas or direct quotes from somebody else, you must give proper citations. This way your teacher will know ideas are yours, and you won’t be guilty of plagiarism.

### **Plagiarism**

NCA recognizes three levels of plagiarism.

- Level 1: Mostly original work, but a few ideas, phrases, or sentences are used without proper citation.
- Level 2: A large portion of the paper is not the student’s work and is not cited. This can include both copying large portions of someone else’s work or ideas without proper citation.
- Level 3: Very little of the paper is the student’s work. Most of the paper consists of either directly copied or slightly modified words or ideas created by another.

The penalties for plagiarism depend on the level of plagiarism.

- Level 1: 1st Offense in middle or high school – Conference with teacher, parents informed, possible grade reduction.
- Level 2: 1st Offense in middle or high school – Conference with teacher, parents informed, grade reduction on the rewriting of the assignment.
- Level 3: 1st Offense in middle school – Conference with teacher and parents, grade reduction on the rewriting of paper, possible zero on assignment.
- Any offense in high school or additional offenses in middle school – Zero on assignment.
- Plagiarism offenses do not reset by year or between middle school and high school.

## SCHOOL DISCIPLINE POLICY

A well-disciplined life is one that is effective and productive. Discipline is not given to make our lives unpleasant, but to help our students develop good character and a Christian witness. Discipline helps students to be obedient, respectful, and responsible citizens. In an environment that is based on love, discipline, and happiness, all students can achieve excellence. It is our desire to help each NCA student develop his or her God given abilities. Teachers will handle all incidents of misbehavior in the classroom. NCA classes utilize a classroom management system. Rewards and consequences are at the discretion of the teacher. Teachers will communicate with parents when there is a pattern of disruptive behavior. Administration will be involved in student discipline when necessary.

Discipline is determined according to the severity of the incident. For example, discipline by a teacher may include: time out, loss of privileges at school, loss of other class activity for a brief time, loss of “minutes” during recess, or making an apology to another person. In unusual cases an out-of-school suspension or request to withdraw the student may be required. When a student's behavior and/or attitude are in conflict with our expectations, it may become necessary to take further action. This may involve staff, administration, and parents meeting to develop a plan to encourage the student to comply with school policy and procedures. If the behavior continues, school administration will determine if further steps are necessary. A probation period may be initiated for 3-4 weeks before a student is expelled after the probation period, the situation will be re-evaluated.

### **To ensure a fair discipline policy, the following steps will be taken:**

- First offense: A written communication will be made to parents. (Appropriate consequence will be administered)
- Second offense: Parents will be phoned. (Appropriate consequence will be administered)
- Third offense: Parents will meet with the teacher for a conference. (Appropriate consequence will be administered)
- Fourth offense: Student will serve an out-of-school suspension.

If there is an offense that involves physical or verbal conflict of a severe nature, NCA reserves the right to suspend or expel a student when deemed necessary. If an expulsion occurs for safety reasons such as threats, or serious issues like bullying, all tuition and fees will be forfeited.

### **Dismissal Criteria**

- NCA does not allow continued misbehavior that disrupts class.
- Once all intervention measures with the teacher and administration have been exhausted, the child may be dismissed from NCA.
- Any misbehavior that affects the well-being of the other students or teachers is deemed to be detrimental to the school.



## **Suspension Guidelines**

### **Out of School Suspension**

- Any out of school suspension, students must communicate with teachers to complete all assignments.
- Any out of school suspension will be served the day after the offense, regardless of school events, tests, or other inconveniences.
- Students who receive more than one out of school suspension will also be removed from any sports team.

### **Suspension Offenses**

- Fighting (provoking a fight or failure to take reasonable steps to avoid a fight)
- Leaving the school premises without permission from the office.
- Possession of weapons, chemicals, or explosives (possible expulsion). Any object used with the intent to injure or harm may be considered a weapon.
- Willful misuse of or damage to computer hardware/software.
- Inappropriate use of social media.

### **Suspension or Expulsion**

- Dispensing or offering prescription drugs.
- Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possession or use of tobacco products
- Possession or viewing of pornographic material.
- Stealing.
- Publicly and knowingly disparaging the testimony of NCA either by word or deed.
- Repeated or severe bullying.
- Using the internet for blasphemy, pornography, inappropriate language, or harassment.
- Fighting, provoking a fight, failing to take steps to avoid a fight, or communicating threats.

### **Automatic Expulsion Discussion**

- Any illegal or criminal behavior.
- Use, distribution, or possession of alcoholic beverages.
- Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- Use, distribution, or possession of tobacco, e-cigarettes, or vape paraphernalia.
- Drugs and alcohol: NCA believes that buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students.
- Participation in sexual or suggestive activities.
- Possession of a firearm on school property is a felony and will result in dismissal.
- A student who has been expelled must have prior administrative approval to be on campus.

- For the safety and welfare of others, reasonable suspicion of any of the activities mentioned gives the school the right to examine lockers and any other school-owned property.

### **Desire for Reinstatement**

- If expelled, a student cannot come back within the same school year and must sit out one semester.
- Any readmission is contingent upon the parents and student first meeting with the school administrator to evaluate the student's standing and attitude.
- Based on the student's standing, the school administrator may recommend that the student and the parent(s) write a request for readmission to the Head of School.
- If reinstatement is granted, the student will be under a probation period that is determined by the school administration based on the severity of the situation. The probation standards are determined solely upon the discretion of the administration.

### **Specific Limitations**

As Christians, we are ambassadors of Christ, and our actions affect the body of Christ. The choices students and staff make, on and off campus, have an impact on the school's testimony. NCA reserves the right to give consequences for defiance during on-campus or off-campus activities that bring discredit to our testimony.

- The following behaviors are not permitted any time and can be grounds for immediate expulsion: continued disrespect toward a faculty/staff/administrator member, carrying or using firearms on school property, using alcohol, stealing, possessing or using pornography, or engaging in any form of sexual activity.
- We have a zero-tolerance policy for illegal drug use. Possession or use of illegal drugs and vaping will result in expulsion.
- Using tobacco, including e-cigarettes, in any form
- Students may not bring anything to school that directly or indirectly opposes God's standard. This includes: lewd/inappropriate music, magazines, CDs, DVDs, or accessing such on the Internet containing material that is ungodly or pornographic.
- Inappropriate use of digital images taken by students that result in bringing discredit to our testimony will result in discipline of students involved and possible withdrawal from NCA.
- The following items are not to be brought to school or to school functions: fireworks, lighters, matches, pets (without administrative permission), or any similar items.
- Students involved in fighting, extremely disruptive arguments, intimidation, and/or damaging horseplay will be escorted directly to the office.
  - Students can be suspended based on the circumstances.
  - Suspension allows for a "cooling off period," and it gives the administration time to gather the facts and evaluate the situation.
  - Consequences will depend on the severity or nature of the incident.

### **BULLYING/HAZING/RACISM/HARASSMENT**

- Bullying, hazing, and/or use of racism will not be tolerated at NCA and is punishable by detention and/or suspensions.
- Bullying is defined as any repeated aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others.
- Bullying occurs when a person or group is intentionally intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others.
- Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:
  - Repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures.
  - Posting inappropriate pictures, videos, or comments (bullying) on social media sites like Facebook, Instagram, Twitter, etc. can be devastating to students and faculty alike and as such will be dealt with according to NCA discipline policy up to, and if needed, including requesting the parents/guardians withdraw the student.

The following issues of bullying may become a legal matter and will require immediate notification of the Waxhaw Police Department. Additionally, Students committing these acts are also subject to IMMEDIATE suspension.

- Credible threats of repeated violence made in any way, shape, or form verbally, written, or via social media.
- Forcing any sexual contact on another person.

Sexual harassment/contact, including but not limited to, sexual innuendo, inappropriate physical contact, referencing or requesting sexual acts, unwanted and repeated sexual advances done by either male or female will be dealt with according to NCA Discipline Policy.

### **DISCIPLINE FOR ATHLETES AND STUDENTS IN EXTRACURRICULAR ACTIVITIES**

Standard of Conduct for Off-Campus, School-Sponsored Sports Activities:

- Students who have a trend of disciplinary issues may forfeit the privilege of participating in athletics, fine arts opportunities, being a member of the homecoming court, or representing the student body.
- Whether on or off campus, athletes are to demonstrate integrity in their actions and in their speech.
- All rules that apply to campus life at NCA are applicable when off campus.

## **ADMISSIONS**

### **ADMISSION POLICY**

- NCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accepted or made available to students at the school.
- All incoming students to NCA are considered to be on probation during their first quarter at NCA.

### **ACADEMIC REQUIREMENTS**

NCA admits students that we feel will be successful in our academic program. We assess this using previous grades, teachers recommendations, and standardized test scores.

New students must meet the following criteria to be enrolled in the next successive grade level:

- Have documentation showing successful completion of the previous grade by a demonstrated proficiency in the core areas of reading, math, English, science, and social studies (history and/or geography) within the previous grade.
- High school students must show proficiency in all high school years they have attended in previous schools.
- Recognizing that many public schools (and some home schools) do not use letter grades (A-F) or percentages to indicate academic proficiency in the elementary grades, a mark of satisfactory in core subjects on the student's transcript report card will be acceptable.
- The result of any in-school testing will be combined with a new student's report card and any previous standardized testing scores to determine the best grade level for that student to enter at NCA. If there are any doubts as to the student's abilities or the quality of the curriculum used previously, the student and family will be required to participate in a family interview with the Head of School.

### **BEHAVIORAL REQUIREMENTS**

- Students must be in good standing with their current school (attendance, discipline record, etc.)
- Students with a history of self-destructive behaviors (drugs, alcohol, violent behavior, etc.) must not have any suspensions for at least a full semester in another school program prior to being considered for admissions to NCA.
- Students must have a spirit of cooperation and effort towards success in NCA.
- All Junior Kindergarten and Kindergarten students entering NCA must be fully potty trained.
- Children must turn 4 prior to August 31st prior to entering JK and 5 prior to August 31st prior to entering Kindergarten.

### **LIFESTYLE POLICY**

- NCA is a religious, non-profit Christian school representing Jesus Christ throughout Union and surrounding counties of the Charlotte region of North Carolina.
- A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior.

### **CARE OF STUDENTS**

In order to ensure the safety and care of its students, NCA adheres strictly to the law in regards to reporting to Union County Department of Social Services all claims of child abuse brought to our attention.

### **ANNUAL RE-ENROLLMENT**

- In January of each school year the administration will open the online Enrollment Application for each family. Families intending to return to NCA the following school year will submit the re-enrollment fee, which is non-refundable. If a student's sibling is enrolling for the first time, the sibling must complete a new student application online.
- NCA reserves the right to not re-enroll a student based on parent's or student's inability to comply with any school policy, and/or outstanding tuition payments.

### **LEARNING SUPPORT PROGRAM**

- NCA desires to serve students with learning difficulties. However, we understand our limitations as a small ministry and realize we cannot provide services needed for every need level. Test scores, current IEPs and 504 Plans will be reviewed to determine if we are capable of meeting a student's needs prior to acceptance. Failure to submit prior testing/special education records upon admission may result in immediate student dismissal. NCA will only admit students we are capable of serving.
- If a parent or teacher recognizes a possible learning difficulty, the administration should be notified. The administration will work with the teacher and parent to determine appropriate next steps including recommendations for testing and accommodations/modifications in the classroom as appropriate. A Student Support Plan(SSP) may be developed to provide these accommodations, as needed.
- Modifications are indicated on the report card along with a brief explanation.

### **ACADEMIC GUIDELINES**

#### **Achievement Test**

- NCA uses the IOWA test to assess student progress. These tests are nationally normed achievement tests. The Iowa Standardized Achievement Test is administered every year to students in grades K through 12. The test is designed to measure a sampling of skills that students in each grade level are expected to acquire. Test results are used to make inferences about overall achievement and also aid in planning for the following school year.
- The IOWA test is administered once a year; please see the school calendar for specific testing dates.

## ACADEMIC CALENDAR

The NCA year is divided into four nine-week grading periods or quarters and/or two semesters.

### Grading Periods

1st Quarter Ends	October 10th
2nd Quarter Ends	December 19th
3rd Quarter Ends	March 8th
4th Quarter Ends	May 15th

## GRADING SCALE

Numerical grades used for 3rd through 12th grade:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Letter grades used by Kindergarten through 4th grade

(Students in 3rd and 4th grade will receive both letter and numerical grades)

- E Excellent
- S Satisfactory
- P Progressing
- N Needs Improvement

If a student is not making satisfactory progress, a conference will be held with his/her parents and the classroom teacher. At the recommendation of the teacher and discretion of the Head of School, a student who is not progressing may be advised to enroll in a school that better serves his/her needs.

## SCHOOL LATE WORK & MAKE UP ASSIGNMENTS

Students are expected to turn in all assignments on time. A late assignment will be given a 10% grading penalty for each day late, up to three days. After three days, the assignment will be counted as a zero. If a student misses class, they are responsible to get the assignment from teachers, and make up the missing work. They will have two days to complete the work from the date of their absence. Major projects and papers will not be accepted late. **We do understand extenuating circumstances may occur. Please notify teachers if you believe one of these has occurred.**

### **STUDENT AGENDAS**

Each student will be required to purchase a school agenda. Students will be expected to keep track of their daily assignments and schedule. They will be coached on how to properly use this tool.

### **VIDEOS AND DVDS**

A video or DVD may be watched at school during recess on a rainy day or as a special class reward. The videos are screened, age appropriate, and may have a “G” rating. If the rating is “PG”, permission will be requested from the parent. If possible, they will relate to themes and/or curriculum being studied in class.

### **HOMEWORK PHILOSOPHY AND GUIDELINES**

Homework is an integral and important component of our academic program. Homework assignments include various types of learning. Students are expected to complete all assignments. Homework is used to expand classroom activities, prepare a student for future assignments, verify learning, reinforce concepts being taught, and promote interest in a subject. When a special project is assigned as homework, the student should complete the project independently with minimal parental assistance.

- The assignments given as homework are designed to develop initiative, responsibility and self-learning.
- Homework provides an opportunity to practice and apply concepts learned within the classroom.
- Average homework assignments per night are:
  - Kindergarten-1st Grade will be approximately 10–20 minutes
  - 2nd-3rd Grade will be approximately 20-30 minutes
  - 4th-6th Grade will be approximately 40-60 minutes
  - 7th-12th Grade will be approximately 15 minutes per Core class
  - Honors or other advanced classes may require an additional homework load.
  - (Students in 7th-12th grade will have Study Halls built into their weekly schedules.)
- Times will vary if the child does not make efficient use of time, or has not mastered a specific skill. For example, a student who has mastered his/her math families will complete his/her assignment more quickly than a student who is struggling in that area.
- Parents are encouraged to send a note to the teacher if their child is habitually taking longer than recommended to complete the homework assignments.

### **PARENT/TEACHER CONFERENCES**

If an issue regarding your student comes up that needs immediate attention, please email your child's teacher to arrange a conference. Please allow 24 hours or one school day for your teacher to respond to your request. Time to meet and talk during the day is very limited. Therefore, it is preferable to schedule a meeting time outside regular school hours or during special classes. Morning and afternoon carpool times are a part of the instructional day and should not be used as conference time.

We believe that students benefit from the coordinated efforts of the Parent/Teacher team. Communication is paramount to students' success in and out of the classroom.

- A Parent/Teacher conference will be required for all elementary parents by the end of the first grading period.
- Parents of middle and upper school students may schedule a conference as needed throughout the year.
- Parents may email their child's teacher any time to discuss concerns or questions they may have.
- Conferences may be scheduled via email to the student's teacher.



## **ATTENDANCE**

School attendance is essential and necessary for academic growth. Successful students attend school regularly and are punctual. Class time is valuable and when absent, students miss instruction/material presentation as well as explanations given by the teacher. Every NCA student is expected to attend school assemblies/programs and other activities unless properly excused. Students must remain on campus until either excused or officially dismissed.

### **ARRIVALS AND TARDINESS**

JK-4th: Drop off 8:00-8:15

5th-8th: Drop off 8:15-8:30

9th-12th: Drop off 8:00-8:15

- JK-4th and 9th-12th students arriving in class after 8:15, will be marked tardy.
- 5th-8th students arriving in class after 8:30, will be marked tardy.
- All students that arrive after 8:30 must be signed in using the Atrium Entrance. Parents must park and escort students in.

### **LATE ARRIVAL/EARLY DISMISSAL**

A student is counted present for the day if he/she checks in before 11:30 AM or checks out after 11:30 AM. A student may not participate in any after school activities unless he/she has attended at least a half-day of school. A child must be picked up by 1:45 PM for an early dismissal. If you are unable to get to NCA before 1:45 PM, please follow normal dismissal procedures. Please do not come to the office after 1:45 PM to get your child. It is unsafe for you and your child to cross traffic during carpool pickup. If your student must leave school early for an appointment, please send a note to your child's teacher on the day of the early dismissal. A parent must come to the office to sign his or her student out for the day. A student may not sign himself/herself out of school.

### **DISMISSALS**

JK-4th: Dismissal 2:30

5th-8th: Dismissal 2:45

9th-12th: Dismissal 2:55

### **GENERAL CARPOOL PROCEDURES**

No cell phones should be used during pickup or drop off times to ensure the safety of all students, staff, and parents. Children may only be loaded and unloaded from the right-hand side of your vehicle for their safety. Please adjust car seats/seating arrangements accordingly. A carpool sign must be visible in the front window. A student cannot be released without the school issued sign or without prior authorization from the parent.

### **PICK UP AUTHORIZATION**

NCA cannot release a student to anyone who is not on the students Pick Up Authorization form for safety and security reasons. Please inform your teacher or the office in advance when you are not picking up your child from school. You may make additions or deletions to the form by notifying the NCA front office. **Note:** *An unfamiliar person will be asked to show a valid driver's license to our staff before the child is released to the person.*

### **EXCUSED/UNEXCUSED ABSENCES**

Excused absences include days of school missed from sickness or injury, doctor/dental appointments, funerals, graduations, weddings of family members, school approved educational events, and prior approved planned absences. Please schedule appointments outside of school hours whenever possible. This allows your student to be present during valuable instructional time. Absences from school for any reason other than those listed are considered unexcused. A student will be given the opportunity to make up missed work when he or she returns to school. Also, all absences are considered unexcused unless the office receives a note, phone call, or email within three days of an absence.

- Each teacher will keep an attendance record for each student at the start of each school day.
- Upper School attendance is taken during each class (a student will be considered absent if he/she misses one half or more of that class period). It is expected that teachers will keep attendance for their class.
- If a student will miss consecutive days, the teacher may prepare work to be ready for pick up as arranged with the parents through the front office.
- Students who fail to complete classwork or testing during a given grading period will receive an "I" (incomplete) until the classwork or testing is completed.
- More than five absences in a semester require professional documentation.
- Excessive absences per semester will trigger a conference with administration to determine how to best support the student. (10 or more absences)
- Both public and private school students are subject to NC Truancy Laws.

### **AFTER SCHOOL CARE PROGRAM**

***\*\*This program will only be offered if enough interest is generated.\*\****

After School program is an additional service provided to NCA families and students Monday through Friday from dismissal time until 5:30 PM. Students must be registered for the after school program before they can attend. Pricing and paperwork can be obtained from the front office.

## **SCHOOL TECHNOLOGY POLICIES**

At NCA, we believe technology and the resources of the Internet play an important role in the education of our children. It is our goal to educate our students in the efficient, ethical, and appropriate use of these resources. We also utilize these resources to enrich our curriculum and enhance student learning.

All students, grades 5th & up, are required to bring your own device of your choice. Student's will need a device Wi-Fi enabled to connect to NCA's Wi-Fi. NCA has filtration devices in place to control the internet access points that students will use with their laptops/tablets. Mobile hotspots (usage or devices) are not needed nor permitted. Students and parents will be required to sign a technology use agreement.

### **SAFEGUARDING STUDENTS WITH TECHNOLOGY**

We strongly suggest that parents safeguard their students' use of social media and the Internet by having access to their students' email accounts, text messages, and social networks (Tik Tok, Twitter, Snapchat, Facebook, Instagram, etc.). At NCA, students are held accountable for how they represent themselves, their families, and NCA in the world through technology.

### **GUIDELINES FOR TECHNOLOGY USE AT SCHOOL**

1. Students will only use technology resources with the teacher's permission and for classroom assignments monitored by the teacher.
2. Students will demonstrate digital citizenship by using good manners and appropriate language in showing respect.
3. Students will keep all passwords private.
4. Students will practice Internet safety at all times.
5. Students will tell the teacher immediately if they feel threatened or uncomfortable at any time.
6. Students will be gentle and take good care of the technology equipment.
7. Students will not look at nor search any website without a teacher's permission.
8. Students will not share any personal information on the Internet. This includes address, phone number, photos, etc.
9. Students will not be allowed to send anything from the computer or Internet (email) while at school without a teacher's permission.
10. Students will use the Internet for appropriate learning activities only.

### **CELL PHONES AND SMARTWATCHES, OR SIMILAR MOBILE DEVICE**

- Cell phone/smartwatches are permitted on campus provided that they are stored out of sight during the school day in a backpack and must be turned off rather than in silent or vibrate mode from 8:00am-3:00pm.
- Students are not allowed to text or call parents without teacher or staff permission during the school day.

- Students may use their cell phones at any time by coming to the office with staff permission.
- All student phone calls, incoming or outgoing, should be made through the school office unless otherwise authorized by NCA staff.
- Parents, please know that you may call the office and leave a message at any time if you need to get in touch with your child. Please do not call or send text messages to your student during the day expecting them to reply during the school day.
- Students remaining at NCA after school for school activities are required to obtain permission from the teacher, coach or extended care personnel prior to using their mobile device.
- Students or volunteers are not permitted to video or audio record at any time on school property unless it is authorized by a teacher/administrator as part of a class project or school activity. Violation of this standard will result in the student or volunteer losing the privilege of bringing electronic devices on campus.
- Smartwatches may be worn by students but must have notifications turned off and be removed during assessments. At any time, teachers may instruct students to remove a watch and put it away.

\*PARENTS PLEASE TRY TO REFRAIN FROM USING YOUR CELL PHONE WHILE ON CAMPUS AND KEEP IT ON SILENT MODE.\*

#### **CONSEQUENCES FOR MISUSE OF TECHNOLOGY**

- First Offense: The student will receive a verbal warning (depending on severity of misuse). The parent will be notified of misuse.
- Second Offense: The student will receive a verbal warning (depending on severity of misuse), the device may be confiscated for the remainder of the day, the student must discuss and review the cell phone policy with a staff member. The parent will be notified of misuse.
- Third Offense: The student will not be allowed to bring it on campus for a period of 2 days consecutive days.
- Fourth Offense: The student will not be allowed to bring it on campus for a period of 5 consecutive days.
- Fifth Offense: The student will not be allowed to bring it on campus for the remainder of the semester.

\* Parents will be notified of each offense as they occur.

\*\* Depending on the severity of the misuse, NCA Staff may confiscate the cell phone or Smartwatch for the remainder of the day.

## DRESS CODE

NCA believes a dress code is an intentional opportunity to promote modesty and self-confidence and simultaneously teach students about discipline and responsibility within their community. An aspect of that discipline is helping our students understand shared standards and the value of conformity at appropriate times. Our goal is to build an environment where students are strengthened as individuals and engaged in an aligned supportive community, as they grow closer to Christ.

Students are expected to dress neatly, modestly, in a non-distracting manner for the learning environment and does not draw extra attention to themselves. We appreciate that each student is a unique individual. During each student's time on campus and involvement in school activities, our desire is for each student's individual qualities to shine through their personality and engagement with their classmates, NCA staff and NCA families. We acknowledge that there is not a perfect dress code, the following guidelines are designed to establish our NCA community standards in order to provide a positive learning environment, enable enforcement consistency, promote student responsibility and honor Christ in all that we do. Our dress code is based on the following key guiding principles described below.

### **Key Guiding Principles:**

1. Modesty and Inner Beauty (1 Peter 3:3-4 NIV): "Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."
2. Unity within our Community (Philippians 2:2 ESV and Romans 15:5 ESV): "Complete my joy by being of the same mind, having the same love, being in full accord and of one mind"; "May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus,"
3. Order, neatness and cleanliness (1 Corinthians 14:40 KJV, 1 Corinthians 14:33a KJV, and 1 Thessalonians 4:7 AMP): "Let all things be done decently and in order"; "For God is not the author of confusion"; "For God has not called us to uncleanness, but to holiness."

Every Monday will be a School Spirit Day. This means that students can wear any top that has a NorthPoint Christian Logo and athletic shorts/joggers that are in compliance with below guidelines. This apparel can be found on our NCA gear store and Land's End accounts.

Any changes can be made at the discretion of the administration and will be communicated in writing.

### **Lower School Guidelines (JK-4)**

- Khaki/Black/Grey/Navy Button Shorts, Skorts, Pants, or Capri Pants. Girls may wear Khaki/Black/Grey/Navy solid color skirt with or without tights underneath. Leggings may

be worn as long as they are covered by skirts or shorts. Jeggings, Yoga pants and Tennis Skirts are not permitted.

- All shorts, skorts, or skirts must extend past the fingertips when the student is standing with their hands by their side. Pants and shorts should not be form fitting.
- Students may wear blue jeans with no rips, tears, or holes.
- Boys: Collared button-down/Polo Shirt.
- Girls: Collared button-down/Polo shirt or sleeved blouse (collar not required). Tops should not be form fitting. No tank tops or spaghetti straps allowed.
- Hooded Sweatshirts/Sweatshirts/Zip-up Sweatshirts/Half-zips/Pullovers may be worn but must have NorthPoint Christian Logo and students need to have an approved shirt on underneath.
- Sweaters may be worn but must have approved shirt on underneath.
- No slogans are permissible on shirts.

**General:**

- Shoes must be closed-toed and closed-heeled (e.g., sandals, flip flops, athletic slides are not permitted.) Crocs are not permitted.
- No hats or hoods may be worn inside the building.
- No artificial hair colors, make up, or piercings that would be distracting for other students. \*This is completely at the discretion of the NCA Administration team.\*

**Middle School Guidelines (5-8)**

**Pants, Shorts or Skirts**

- Boys: Khaki/Black/Grey/Navy Button Shorts or Pants; or blue jeans with no rips, tears, or holes.
- Girls: Khaki/Black/Grey/Navy Button Shorts, Skorts or Pants. Girls may wear Khaki/Black/Grey/Navy solid color skirt with or without tights underneath. Girls may wear blue jeans with no rips, tears, or holes. Leggings may be worn as long as they are covered by skirts or shorts. Jeggings, Yoga pants and Tennis Skirts are not permitted.
- All shorts, skorts, or skirts must extend past the fingertips when the student is standing with their hands by their side. Pants and shorts should not be form fitting.
- Gym shorts, sweatpants and other athletic wear is not permitted outside of P.E. class. or Spirit Day.

**Shirts:**

- Boys: Collared button-down/Polo shirt.
- Girls: Collared button-down/Polo shirt or sleeved blouse (collar not required). Shirts with loose fitting armholes or sheer fabric must have a dress code approved shirt underneath.
- Shirts must cover both shoulders at all times. No tank tops or spaghetti straps allowed.
- Necklines may not be plunging or revealing. Tops should not be form fitting.
- Undergarments must not be visible.

- Hooded Sweatshirts/Sweatshirts/Zip-up Sweatshirts/Half-zips/Pullovers may be worn but must have NorthPoint Christian Logo and students need to have an approved shirt on underneath.
- Sweaters may be worn but must have an approved shirt on underneath.
- No slogans are permissible on shirts.

General:

- Shoes must be closed-toed and closed-heeled (e.g., sandals, flip flops, athletic slides are not permitted.) Crocs are not permitted.
- No hats or hoods may be worn inside the building.
- No artificial hair colors, make up, or piercings that would be distracting for other students. \*This is completely at the discretion of the NCA Administration team.\*

School PE days will require:

- Athletic shorts (beyond the fingertips) or athletic joggers.
- Leggings may be worn as long as they are covered by shorts.
- NorthPoint Christian Athletic/Spirit Shirt.
- Athletic Shoes.

**Upper School Guidelines (9-12)**

Pants, Shorts or Skirts

- Boys: Any color button Shorts or Pants, or blue jeans with no rips, tears, or holes.
- Girls: Any color button Shorts, Skorts or Pants. Girls may wear any solid color or any patterned skirt with or without tights underneath. Girls may wear blue jeans with no rips, tears, or holes. Leggings may be worn as long as they are covered by skirts or shorts. Jeggings, Yoga pants and Tennis Skirts are not permitted.
- All shorts, skorts, or skirts must extend past the fingertips when the student is standing with their hands by their side. Pants and shorts should not be form fitting.
- Gym shorts, sweatpants and other athletic wear is not permitted outside of P.E. class. or Spirit Day

Shirts:

- Boys: Collared button-down/Polo shirt.
- Girls: Collared button-down/Polo shirt or sleeved blouse (collar not required). Shirts with loose fitting armholes or sheer fabric must have a dress code approved shirt underneath. Tops should not be form fitting.
- Shirts must cover both shoulders at all times. No tank tops or spaghetti straps allowed.
- Necklines may not be plunging/low-cut or revealing.
- Undergarments must not be visible.
- Hooded Sweatshirts/Sweatshirts/Zip-up Sweatshirts/Half-zips/Pullovers may be worn but must have a NorthPoint Christian Logo or on Fridays only, a College team logo is allowed. Students need to have an approved shirt on underneath.
- Sweaters may be worn but must have an approved shirt on underneath.

- No slogans are permissible on shirts.

General:

- Shoes must be closed-toed and closed-heeled (e.g., sandals, flip flops, athletic slides are not permitted.) Crocs are not permitted.
- No hats or hoods may be worn inside the building.
- No artificial hair colors, make up, or piercings that would be distracting for other students. \*This is completely at the discretion of the NCA Administration team.\*

School PE days will require:

- Athletic shorts (beyond the fingertips) or athletic joggers.
- Leggings may be worn as long as they are covered by shorts.
- NorthPoint Christian Athletic/Spirit Shirt.
- Athletic Shoes.

**Special Occasion Expectations**

On certain days such as award ceremonies and other announced occasions, students will be expected to dress in a more formal fashion which will be communicated in advance.

**Special Costume Day/Theme Dress-up Day Expectations**

There may be certain designated days where students will be allowed to wear special costumes or to dress according to a certain theme with teacher/administrator approval. Certain aspects of the dress code may be modified on these days. The specific days and any modifications to the dress code for these days will be communicated in advance.

**Formal Event Expectations**

Students and their guests are required to abide by the expectations listed on any event specific documents and which will be communicated in advance.

**DRESS CODE ENFORCEMENT**

We encourage parents to support these guidelines with your students and request your assistance since the burden of supervision rests with the parents. The dress code is a set of guidelines, which parents are called to support and students are called to adhere. However, the final decision about the appropriateness of clothing or dress code interpretation for school or school functions rests with NCA staff - regardless of whether it is specifically noted in the dress code. It is our desire to be as consistent as possible in the enforcement of the school dress code. However, it should be noted that the guidelines do not change because a student was not cited when wearing inappropriate clothing.

**Enforcement of Dress Code Violations**

- First Offense in the Quarter
  - Lower and Middle school - Counsel is given by the teacher to the student and the teacher communicates to the parent through email or written note.



- Upper school - Counsel is given by the teacher to the student.
- Second Offense in the Quarter
  - Lower and Middle school - Counsel is given by the teacher to the student, the dress code is reviewed together, and the teacher communicates to the parent through email or written note.
  - Upper school - Counsel is given by the teacher to the student, the dress code is reviewed together, and the teacher communicates to the parent through email or written note.
- Third Offense in the Quarter (lower, middle and upper school) - a written citation will be sent home. Both the parent and student must sign the citation and return it to school the next day.
- Fourth Offense in the Quarter (lower, middle and upper school) – A parent will be called and must bring replacement clothing to the school.
- Repeated violations – A meeting with parents, teacher and Lower or Upper School Dean of Students will be scheduled to determine parent support for NCA policies and programs at which time an action plan will be developed. Parents will need to pick up the student immediately for that day.

## LUNCH AND SNACK POLICY

Students are not allowed to share food as some students have severe food allergies. Please discuss the importance of this with your child. Please send appropriate food containers and include condiments and utensils as needed. Teachers or staff members may not microwave food for students.

NCA requests that each student have one healthy snack option every morning. A small bottle of water may accompany the snack. Snack and restroom time is limited to 10 minutes. For younger children, please pack snack in a separate bag. The following items are not acceptable for snack or lunch: candy, gum, or sodas.

- Students are not permitted to have energy drinks on campus.
- There is no refrigeration available for student lunches; please plan accordingly.
- Lower School students will not be permitted to heat up food; please pack lunches accordingly.
- Various lunch options will be offered throughout the week for parents who choose to order.
- Students do not have lunch on early release days.
- Teachers may have a special snack brought in or set aside time for a celebration where students are permitted to have snacks in the classroom.
- All students are required to have a packed lunch from home. NCA students will have the opportunity to order lunch out on designated days.

### LUNCH VISITATION

Parents are always welcome to come and eat lunch with their children. Parents must refrain from using their cell phone during lunch time with their child. Visitors will not be permitted access to students until they have signed in and are cleared to enter the building.

### FOOD ALLERGIES AND RELATED HEALTH CONDITIONS

- A parent or guardian is responsible for notifying NCA of any allergies or health conditions from which their child may suffer. If your student is severely allergic to any contagion, the NCA office should have a record on file. Allergies may include peanut or other food allergies, bee stings, or fire ant bites. If necessary, medication may be stored in the office in the event a student accidentally is exposed to the known allergen.  
***(PLEASE SEE ADDITIONAL INFORMATION IN THE STUDENT HEALTH MATTERS AND ALLERGIES SECTION REGARDING DOCUMENTATION AND MEDICATION.)***
- Parents should keep open communication with their student's teacher if their child suffers from extreme allergic reactions to any item.
- NCA will make every effort possible to meet the needs of a child who has specific food allergy such as nuts, sugars, glutens, etc. We cannot promise a facility free from ALL such items since the facility is used by a wide variety of people and groups. Therefore,

NCA cannot guarantee that a child will not come into contact with something that may be life threatening.

- The parents of other children in a classroom should be notified of food allergies within the classroom by the classroom teacher.
- Parents may bring in special treats for students' birthday celebrations. All treats must be store bought and labeled.
- Please share in advance with the classroom teacher if you plan to bring treats for any occasion.

## **STUDENT HEALTH MATTERS AND ALLERGIES**

### **HEALTH STATEMENTS**

The North Carolina Department of Health and Human Services **REQUIRES** that all school age children have immunizations to prevent certain childhood illnesses. Student records must be up-to-date at all times. If your child gets a new vaccine, please bring a copy of the updated record to the office. All students attending NCA must have on file with the school office all medical reporting forms required by North Carolina state law.

Families seeking exemption from state immunization requirements must complete and submit a copy of the exemption documents for the state of North Carolina. A student may be exempt from the required immunizations for either medical or religious reasons. An exemption letter must be on file in the NCA office. A student's pediatrician should provide a letter for medical exemption and a student's parents must write a letter of religious exemption. These forms must be updated yearly.

If health forms are not turned in to the school by September 15th, students will not be allowed to attend class until they are turned in.

### **HEALTH AND STUDENT ILLNESS**

- Children are to be kept at home when they show any of the following symptoms:
  - Fever higher than 100.4
  - Fever with a body rash
  - Diarrhea and/or Vomiting
  - Strep or sore throat
  - Pink eye
  - Severe cold symptoms
  - Ringworm
  - Lice
- If your child is sick in the evening, please do not bring him/her to school the following day. Please do not give your child medication and send him/her to school. He/she is most likely still contagious.
- It is mandatory to wait 24 hours after symptoms pass before returning your child to school.
- Students must be lice and nit free before returning to school. Please notify the office if your child has lice. Students who have been home because of lice will be checked upon return to school and must be nit-free before returning to the classroom.

It is the goal of NCA to maintain a safe environment for students and to avoid students having to miss class work due to an illness or injury. Every effort is made to ensure the children are playing in a kind and safe manner and are not exposed to contagions. However, there are times when students may inadvertently sustain an injury or become ill at school.

- NCA provides CPR training for its teachers. When a student is injured while at school, the teacher will respond in accordance with the training they have received. Parents will be notified of the injury in a manner deemed appropriate by the type of injury sustained, temperament of the student and any other mitigating factors. Notification will include one of the following: a note home, a phone call, or an in-person conference. In all cases, a copy of the incident report will be sent home for the parent to sign and return.
- If a child complains of feeling ill at school, the teacher will send the student to the school office. If there are no apparent signs of illness (rash, vomiting, diarrhea, etc.) the administration will take the child's temperature to determine whether a fever is present. If there is no fever present in addition to no apparent signs of illness, the administration will encourage the child to return to class. Parents may be called for consultation depending on the circumstances. If there is a fever or apparent signs of illness, parents will be called immediately.

## **MEDICATIONS**

- The Student Medical Release Form must be completed and submitted at the beginning of each school including all medical information requested.
- All medication taken by students should be administered by the parent(s) of the student.
- Students needing emergency medication (i.e., epipen, inhaler, etc.) during the school day must have a School Medication Authorization Form on file with both parent and physician signature.
  - No medications will be administered without physician authorization.
  - This is in compliance with NC state law and there are no exceptions.
  - The required School Medication Authorization Form is available at the main office.
- Students are not allowed to have any medications (cough drops, eye drops, Aspirin, etc.) in their possession. If medication needs to be given, NCA requires a parent to come on campus to administer the medication.
- All medications must remain in the possession of the school office in a locked cabinet.
- Students are not permitted to have medication in their possession on school grounds including in lockers, lunchboxes, book bags, desks, etc. with the exception of students required administered through an inhaler or Epi-Pen (see the following item).
- No student will be permitted to administer any form (prescription) of medication to himself/herself or any other student, except, students who require medication through the use of an inhaler or Epi-Pen if the following conditions have been met.
  - A physician has determined that the student should carry the medical inhaler or Epi-Pen on his or her person and self-administer the medication.
  - Physician's orders need to be on file with the school office along with a Self-Carry Form.
- The classroom teacher or front office staff will, in case of emergency or exceptional circumstance, administer the inhaler, Epi-Pen, or other necessary medication in an

effort to protect the student from imminent or life-threatening conditions. If the situation permits, parents will be called before any medication is administered. All parents will be immediately notified if the teacher has to administer medication due to exceptional circumstances.

### **ALLERGIES AND MEDICAL CONDITIONS DOCUMENTATION**

Parents or guardians are responsible for notifying the NCA office of any allergies or health conditions from which their child may suffer. If your student is severely allergic to any contagion, the NCA office should have a record on file. Parents should also keep open communication with their student's teacher if their child suffers from extreme allergic reactions to any item. Allergies may include peanut or other food allergies, bee stings, or fire ant bites.

Allergy and medical conditions should be noted on the registration form as well as the Emergency Card. This information must include: allergic triggers, reaction, and treatment. We must also have Emergency contact numbers and order of contact to be made.

It is the responsibility of a parent/guardian of a child with life-threatening illness or allergy (Diabetes, asthma or food allergies) to provide medicine or antidote to the classroom and/or office for his/her child's condition. If necessary, medication may be stored in the office in the event a student accidentally is exposed to the known allergen.

### **Food Allergy Reminders**

- NCA will make every effort possible to meet the needs of a child who has specific food allergy such as nuts, sugars, glutens, etc. We cannot promise a facility free from ALL such items since the facility is used by a wide variety of people and groups. Therefore, NCA cannot guarantee that a child will not come into contact with something that may be life threatening.
- The parents of other children in a classroom should be notified of food allergies within the classroom by the classroom teacher.
- Parents may bring in special treats for students' birthday celebrations. All treats must be store bought and labeled.
- Please share in advance with the classroom teacher if you plan to bring treats for any occasion.

### **HAND SANITIZER AND CHAPSTICK**

The North Carolina Health Department does not permit students to have personal hand sanitizer. Please do not allow your child to bring these to school. Students may have a ChapStick for personal use. It may not be shared with other students. If this happens, the student will be asked to leave the ChapStick at home.

## **EMERGENCY MANAGEMENT AND INCLEMENT WEATHER**

### **EMERGENCY CARDS**

An emergency release form for every student at NCA must be completed and on file in the NCA office. This form includes emergency contact information and phone numbers. It also allows NCA to obtain medical treatment for a student. Please notify the front office as soon as possible in the event of any change of address, telephone number, or email address for your family.

### **EMERGENCY AND SAFETY PROCEDURES**

The safety of each NCA student is important to our faculty, staff, and administration. Children are not allowed to walk out of the building or in the parking lot alone. All doors into the school are locked at 8:30 AM and remain locked throughout the day. If you visit NCA during school hours, you must enter through the Atrium entrance and you must sign in.

### **FIRE, TORNADO, AND LOCKDOWN PROCEDURES**

Fire and tornado drills are held throughout the school year. Each classroom has a fire evacuation route posted near the door. Students will practice this route with their class each month to learn the proper way to evacuate the building should a fire occur. If a dangerous situation should occur on or near campus, NCA will initiate lockdown procedures. No one will be allowed to enter or leave the campus until the situation is over. Students will practice these procedures at least once a semester. All emergency procedures are explained to students in an age appropriate way and practiced regularly to ensure the safety of our students.

### **INCLEMENT WEATHER**

NCA is not required to follow the UCPS policy regarding inclement weather. If school is delayed or closed due to weather, this information will be available on WBTV, WSOC, or WCNC. You may check their websites. An email blast will be sent to all families as soon as the decision is made regarding the status of the school for the day. If we should announce a one-hour delay, NCA will open at 9:00 AM. If operating on a 2-hour delay, NCA would open at 10:00 AM. Our priority is to ensure the safety of our students, families, faculty and staff. We reserve the right to decide if days missed for inclement weather will be made up at a later time.

## **VISITORS, VOLUNTEERS, FUNDRAISING AND CELEBRATIONS**

### **VISITORS AND VOLUNTEERS**

All visitors must check in at the Atrium Entrance regardless of the reason for the visit. This policy includes those helping with a classroom party or event. Any visitors, including parents, must sign in with the front office and receive a visitor badge. Any person in the building without a badge will be asked to go to the front desk and receive a badge.

### **FUNDRAISING**

NCA is a non-profit entity and does not receive financial support from any source. In order to keep tuition costs low, we rely on fundraising to provide our school with extra resources. NCA clubs and other school organizations may hold small events during the year with pre-approval of the Head of School. Donations may be made to the school for such events and are tax deductible.

### **ROOM PARENT**

Every classroom will have a room parent. The room parents are responsible for working with classroom teachers to plan class events as well as enlist volunteers to help with each school wide event. All families are encouraged to be actively involved in the life of NCA.

### **BIRTHDAY CELEBRATIONS**

Parents may contact the classroom teacher to determine when and how to celebrate student birthdays. As a parent, you may send in a treat for the children in your child's class or you may join your child for lunch and bring a treat for the class. Please check with your child's teacher regarding any special allergies or dietary needs of classmates. Teachers and staff are not allowed to distribute invitations for any birthday party held outside of school. Students may bring birthday party invitations to distribute themselves at NCA, only if every child in the class is invited. Parents must refrain from using their cell phone during this special time with their child. Teacher birthdays are celebrated in the same manner as student birthdays. The room mom or another parent may provide a treat for the class.

### **HOLIDAYS**

There are many holidays during the year that are celebrated in a variety of ways. We celebrate the major Christian holidays -Christmas and Easter. We emphasize autumn and harvest time in the fall. On certain holidays, students may be allowed to wear special attire to celebrate. Teachers will communicate any such days in advance with parents.



## **PARENT TEACHER FELLOWSHIP**

### **PARENT TEACHER FELLOWSHIP OVERVIEW**

Every parent, teacher, staff member, and administrator is a member of NCA's parent teacher fellowship. We encourage all to be involved. The PTF'S role is to support the mission of NCA and to help foster a biblical partnership between parents, faculty, and staff in the education and training of our students. The PTF assists school leadership in various fundraising and social activities as needed throughout the year. The PTF is chartered by the board of directors of NCA and functions under its supervision.

### **PTF EXECUTIVE BOARD**

An executive board of PTF members exists to provide leadership and direction for the committee. Any parent can join and attend monthly general meetings.

## MISCELLANEOUS POLICIES

### LOST AND FOUND

In NCA is not responsible for the loss of personal property. All clothing, especially sweaters, jackets, sweatshirts, coats, lunchboxes, and backpacks should be clearly labeled with your child's name using permanent marker. If your child loses something, these items are placed in the lost and found bucket. At the end of each quarter, unclaimed items will be donated to a local charity.

### FIELD TRIPS

Field trips will be taken throughout the year for community service projects, education purposes, and classroom activities. Permission forms will be sent home for each event. Forms and payment should be submitted to the classroom by the date listed on the form. Payment for field trips should be submitted by check or by cash in the exact amount of the cost of the trip. All field trips will require parent transportation to and from location.

### OUTREACH

Service outreach opportunities will occur throughout the school year. All service learning projects will be age appropriate and parents will receive advance notice.

### GRIEVANCES

When questions, problems, or grievances come up, we recommend speaking directly to the person (teacher, administrator, or Head of School) concerned. The following guidelines should help clear up any misconceptions or problems.

- If the problem originated in the classroom, go to the student's teacher and seek to resolve the problem.
- If the problem is not resolved to your satisfaction, take the concern to the appropriate administrator.
- If the problem is not resolved to your satisfaction, take the concern to the Head of School.
- If grievance is not resolved, you or administration may recommend it be taken to the NCA Board of Directors.
- \*As we seek to resolve a problem or issue, we must remember to be Christ-like with our words and actions. The faculty, staff, and administration of NCA are available to assist you with any issues or concerns that you may have.

## **NIGHTHAWK CODE**

What is your “True North”?

**T** – Thoughtful (Someone who is caring, kind, and compassionate)

**R** – Reliable (Someone who is dependable and trustworthy)

**U** – Unwavering (Someone who is faithful and loyal)

**E** – Enduring (Someone who does not give up and persists)

**N** – Nurturing (Someone who is patient and willing to listen)

**O** – Obedient (Someone who is self-disciplined and self-controlled)

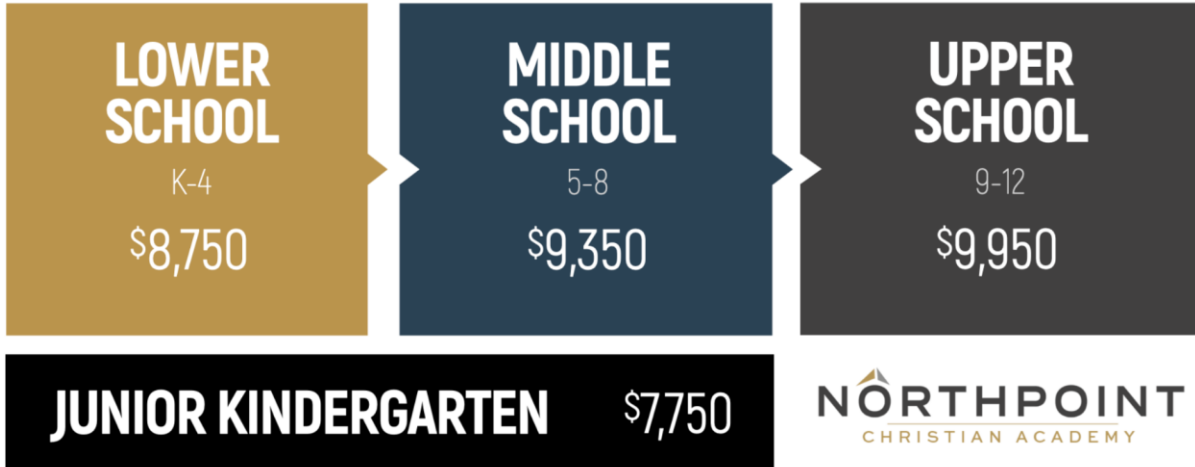
**R** – Responsible (Someone who is accountable for their own actions)

**T** – Tenacious (Someone who is determined and firmly purposed)

**H** – Humble (Someone who is respectful and rooted in Christ)

# TUITION RATES

2023-2024 SCHOOL YEAR



## FAMILY ACKNOWLEDGEMENT

I acknowledge that I have read and understand the NCA Family and Student Handbook.

Student Name:

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Student Grade:

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Parent Name: (please print)

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Parent Signature:

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## TECHNOLOGY/CELL PHONE USAGE & AGREEMENT

Your signature validates that you and your family have read, understand, and agree to abide by the technology/cell phone usage agreement in the Family Handbook.

Please refer to pg. 27-28

Student Name:

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Student Grade:

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Parent Name: (please print)

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Parent Signature:

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