



# Parent & Student Handbook

## Preparing Students for College, Life, and Eternity

A Ministry of the National Church of God

Dr. Stephen L. Lowery, Senior Pastor

Andrew C. Stewart, Principal

NCA is consistently seeking to improve in every area. Therefore, the Student Handbook is subject to change since changes may occur during the school year.

*revised 2018*

This Handbook provides an overall view of the policies and procedures, for both our students and their parents. For more specific details regarding anything in this guide, please contact our principal.

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In 1982, the founder, Janice Lowery had a vision of providing a Christian education for her own children and the church community. As the doors to National Christian Academy opened the mission was to provide a safe and Christian environment for all students. Today the mission of the National Christian Academy is to lead students and families to a saving relationship with the Lord Jesus Christ and to prepare students for college, life and eternity through excellent academics while fostering Godly character.

Following the mission of NCA from its inception has provided a vision for students and families of NCA. The vision exemplifies students coming to know Jesus as Savior and the representing Christ in their homes, witnessing to their families which builds God's kingdom. AN NCA student is morally challenged to be Christ like which prepares them for life beyond the academic classroom and helps them to be community leaders.

National Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), which also certifies our faculty and affords National Christian Academy full accreditation with the state of Maryland.

## Accreditations

### **Association of Christian Schools International**

Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituent. Our program is a highly regarded Christian program for member schools. We have partnerships with all of the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting organizations.

### **Middle States Association Commissions on Elementary and Secondary Schools**

The *Commissions on Elementary and Secondary Schools* of the Middle States Association accredit early-childhood through post-secondary, non-degree granting public, private, faith-based educational institutions including special purpose schools, and learning services providers.

## Administration

### From Our Founders

Dear NCA Parents, Teachers, Staff and Administration:

Greetings in the Name of our Lord and Savior, Jesus Christ!

It has been over thirty years since Janice and I had a dream to bring a dedicated, professional, Christian-based academy to the Prince Georges County area. We approached my father, who was the senior pastor of National Ministries at that time and shared our vision of a Christ centered educational program. He agreed with our vision and from that moment, National Christian Academy has been a shining beacon of faith, hope and education in our community. Now, as senior pastor and Bishop for the last decade, our vision and resolve has not diminished, but continues to grow stronger with each passing year. Through the years National Christian Academy has trained doctors, school principals, teachers, civic workers and a host of highly motivated young men and women who have consistently taken their education, and their lives, to the next level.

From the first few hectic hours of the very first opening day over thirty years ago, until today, Janice and I have had a desire to see Godly men and women come together with one determined objective: to train up children in the way they should go, so that as they grow older and mature, they will not depart from that path. To accomplish this, we must constantly improve our skills, personnel, facilities, and resources, to maintain the vehicle and spirit of excellence. Visitors, as well as returning parents and students, are already seeing many changes and improvements, and have been expressing their overwhelming approval, to the administration, teachers, and other parents.

To train children in Godly values and morals, while demanding academic excellence, is no easy task in this day in which we live. But, for more than thirty years we have been determined that this will be achieved and NCA has acquired a reputation that has spread throughout the Washington, DC Metro area. Let's partner together to make this our greatest year ever. Remember, we are "National Christian Academy, Preparing Students for College, Life, and Eternity".

To God Be the Glory!

Dr. Stephen L. Lowery, Bishop National Ministries

Dr. Janice C. Lowery, Associate Pastor

### From Our Principal

Thank you for enrolling your most precious gift from God into National Christian Academy. National Christian Academy has been in the field of Christian education for over 30 years and our goal remains winning children to Christ and providing the best academic environment possible.

We have an excellent faculty and staff who are committed to Christ and the success of your children. Our staff is committed to partnering with you to make sure your child is provided the best opportunity for success. As the principal of National Christian Academy, I look forward to a great year and with your help we can have one of the best schools in the area. We know we will be successful because we have Jesus Christ as our guide.

We pray that our partnership together will help prepare your child for College, Life, and Eternity. May God continually bless us as we partner together for the success of our children.

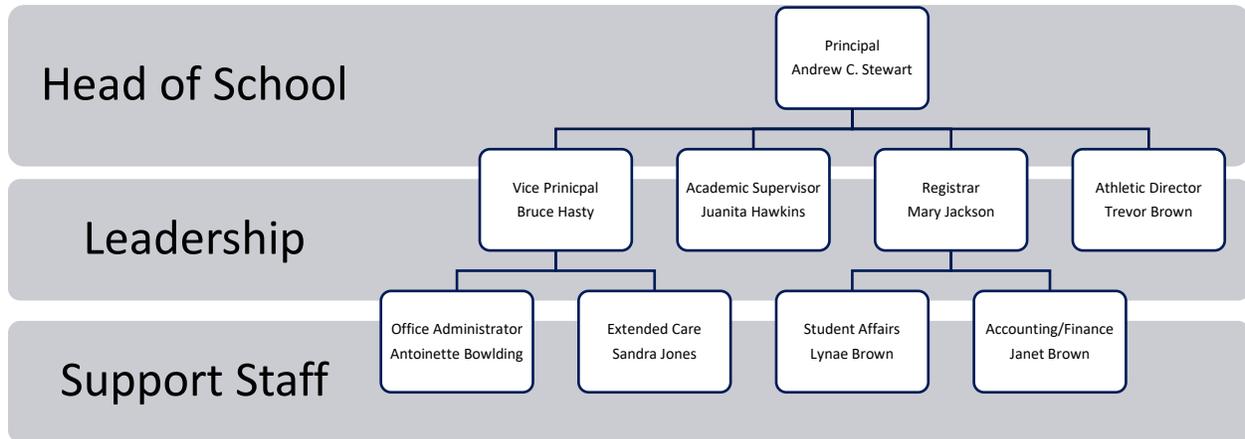
In the service of King Jesus,  
*Andrew C. Stewart, Principal*

## Our Administrative Staff

The Principal oversees the entire operation of National Christian Academy.

The Vice Principal oversees the academics and discipline of the entire school. He also oversees enrichment courses and assists in the matters of school safety and health issues. In the absence of the principal, the vice principal assumes leadership of National Christian Academy.

The Leadership and Support Staff helps coordinate and oversee the school office and student records.



## Our Foundation

### Philosophy

National Christian Academy's philosophy is based upon the biblical fact that Jesus Christ is the Head of the Church and truth is founded in the Word of God. We recognize that wisdom and knowledge come through the Godhead (God the Father, God the Son, and God the Holy Spirit). National Christian Academy is dedicated to educational integrity and Biblical truth. Understanding our call as an academy, we are committed to providing Christian education based on the Word of God and sound doctrine (Proverbs 4:2). Our program of study consists of Bible, general education courses and electives. It is through these courses and programs that we help our students apply Biblical truth and knowledge to everyday living in an endeavor to prepare the students for college, life and eternity. National Christian Academy believes through the work and power of the Holy Spirit that each student deficiencies are addressed and ministered to. Through prayer these deficiencies are brought before God because in prayer all things can change and the impossible is made possible. God has the final answer. Upon graduation students should be able to find truth in the Bible, apply truth in everyday living and become disciples for their families and communities. Thanks be to God because in Him the mission, objectives, and purpose of National Christian Academy can be met to the glory of God.

### Mission Statement

It is the **mission** of the National Christian Academy to lead students and families to a saving relationship with the Lord Jesus Christ and to prepare students for college, life and eternity through excellent academics while fostering Godly character.

It is our **vision** to "Educate the whole child to grow God's Kingdom through Christian faith".

## Purpose and Objectives

### To Be Rooted in Christ

1. Students will be committed to a personal and growing relationship with Christ
2. Students will develop personally held beliefs and standards based on God's Word
3. Student will exemplify Christ-like character, living their lives according to biblical standards of virtue and ethics
4. Students will demonstrate their love of God through community service projects, missions, worship, and involvement in a local church
5. Students will know and articulate the difference between Christianity and other worldviews and be able to defend their own faith

### To Be Ready for Tomorrow

1. Students will demonstrate academic competency that is required for the next level of academic pursuit
2. Students will accept positions of leadership and influence to serve others readily
3. Students will utilize technology responsibly and effectively
4. Students will work well in the community, understanding that we are all created in God's image
5. Students will demonstrate a strong work ethic and a love for lifelong learning

## Core Values

The National Christian Academy core values are foundational beliefs that guide the operation of our institution. Our core values influence the activities of the institution and the conduct of faculty, staff, and student.

**Biblical Authority** The National Christian Academy (NCA) seeks to operate as an institution under the functional authority of the inerrant Word of God. NCA is committed to obeying the scriptures commands and applying its principles (*2 Timothy 3:16*).

**Integrity** National Christian Academy (NCA) seeks to live, teach, and develop lives that are not conformed to this world (*Romans 12:2*) Emphasis is placed on Christian growth and maturity that models after the life of Christ. NCA acknowledges the obligation of every Christian to live under the Lordship of Jesus Christ.

**Academic Excellence** National Christian Academy is committed to providing quality Christian education and academic programs that challenge and enable every student to fulfill their God-given destiny.

**Christ-centered Relationships** National Christian Academy is committed to building body of students that places Christ at the center of all relationships in order to promote strong churches, families, and communities.

**Dedicated Servanthood** National Christian Academy is dedicated to training Christian leaders who understand the importance of prayer, holy living, worship, giving, and effective ministry. NCA further seeks to cultivate the understanding that without the Holy Spirit, the true ministry will not take place in the student, community, or church.

## Declaration of Faith

We believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born to the Virgin Mary. That Jesus was crucified, buried, and raised from the dead; that ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ: through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for his people.
- In the baptism of the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the spirit give utterance, and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion and all that repent should be baptized in the name of Father, and of the Son, and the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the pre-millennial Second Coming of Jesus. First, to resurrect air. Second, to reign on the earth a thousand years.
- In bodily resurrection; eternal life for righteous and eternal punishment for the wicked. This event is the blessed hope set before us in Scripture, and for this we should be constantly looking (John 14:1-3; I Corinthians 15:51, 52; Philippians 3:20; I Thessalonians 4:13-18; Titus 2:11-14; I Thessalonians 1:10; Revelation 3:10).

# Admissions

National Christian Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy.

## Admission Procedures and Requirements

### **STEP ONE: APPLICATION INTAKE**

Submit your completed online application, including long form birth certificate, immunization records, custody documents (should a legal custody arrangement exist) and the parent service program statement. Students entering grades 1 should also submit a kindergarten report card, while those entering grades 2-12 must also submit the signed Authorization for Release of Information and a final official transcript from the previous school.

### **STEP TWO: APPLICATION COMPLETION**

Upon receipt of all required documentation, including certified official records from your student's previous school (if applicable), your application will be declared complete. Students entering K3-Kindergarten will then move to step 4, while those entering grades 1-12 will move to step 3.

### **STEP THREE: TESTING**

Entrance testing is administered to every prospective student entering grades 1-12. This testing allows us to assess your student's current knowledge set and their ability to perform satisfactorily at National Christian Academy. Testing is only scheduled on Saturdays.

### **STEP FOUR: ADMINISTRATIVE INTERVIEW**

Parents and the prospective student will be scheduled to meet with the principal or vice-principal to discuss the family's expectations for their student, as well as National Christian Academy's expectations of the family. Reports received from the previous school (if any), as well as those from the entrance test, will also be discussed at this time and a decision will be rendered with regards to your student's acceptance into National Christian Academy. Accepted families will then move to step 5.

### **STEP FIVE: ENROLLMENT**

Upon acceptance, the parent must complete the online enrollment. Your student will be enrolled at National Christian Academy upon completion of all pertinent financial documents and receipt of corresponding and required fees.

## Application Checklist

To complete the application process, please complete the checklist items listed below, including submission of all supplemental application forms via web application or in person at the front office.

1. Submit completed Online Application and application fee of \$30
2. Submit the following:
  - Long Form Birth Certificate
  - Previous Two Years Report Cards, 2nd - 12th graders
  - Authorization for Release of Information, 1st - 12th graders
  - Letter of Recommendation (Pastor, teacher, coach, etc. who is not a family member)
3. Schedule Entrance Testing, 1st - 12th graders
4. Attend Administrative Interview - parents and the prospective student will attend
5. Review the following:
  - Admission and Enrollment ABC's
  - History and Mission Statement
  - Uniform Requirements

The school must be informed of any medical problems a child may have and of any changes in address, telephone number, or guardianship. It is the parent's responsibility to ensure that the school has the most current information by updating their family's demographic information through their online school administration account (RenWeb). It is the parent's responsibility to keep the information current. Failure to do so may result in the child's dismissal.

*Note: Because National Christian Academy instructors are not trained in special education, we reserve the right to refuse admission to children with special needs such as:*

- Severe physical disabilities
- Severe learning difficulties
- Emotional disorders
- Attention Deficit Disorder (ADD), Attention Deficit-Hyperactivity Disorder (ADHD), Learning Disabilities (LD), and Severe Learning Disabilities (SLD)
- A history of unruly or disruptive behavior
- Dyslexia or other special education requirements.

## Immunization Requirements

The State of Maryland requires that we maintain current immunization records; therefore, a current immunization record for your child is mandatory for enrollment. The Health Department requires that the day, month, and year is recorded for all immunizations. Please check with the registrar to obtain the most current revisions to immunization requirements and health assessment for your child. Compliance with these regulations must be accomplished prior to entering school in the fall.

## Emergency Contact and Transportation List

Parents are required to provide a list of emergency contacts and transportation in case the parents are not able to be reached in an emergency. Anyone not listed on the transportation list will not be allowed to pick up a student or enter the building further than the front office. All unfamiliar family members or friends will be required to show ID at the front desk or security desk when arriving to pick up your student. Students leaving with classmates must bring a note giving permission for the student to leave with the parent (parent name and date).

Please communicate with the front office for any immediate changes to the emergency contact or transportation list.

## Preschool Information

Any child who has reached his/her 3rd birthday before September 30th of the current school year is eligible for enrollment. (The child must be toilet trained.) There is no entrance test for K3, K4 and K5. However, the program we offer is academically oriented. Students with late birthdays are not automatically advanced because of enrollment in a prior academic setting. The K5 curriculum is comparable to most 1st grade curriculum. The K3 and K4 curricula require that children be ready to respond to periods of instruction as well as to adjust to a structured routine. Please note: some children are not emotionally prepared for a structured academic setting away from their parents.

## Withdrawing a Student

Whenever possible, we expect a written notification of early withdrawal 30 days in advance. Parents must submit a formal, written request for withdrawing students. No withdrawal will be approved unless an exit interview is scheduled and conducted. You should expect that the new school will request official records from our school. Parents may request, in writing, copies of their child's unofficial transcript and records from the registrar's office. Records will not be released until after the exit interview is held. The specific reasons for the request should be stated (i.e., job relocation, layoff, unemployment, etc.). Should a child be withdrawn to avoid expulsion, a fee of upward to 50% of the remaining balance of the annual school tuition may be required.

Students on academic rate (K5-12th grade) must pay full tuition for the entire month, even if the student attends only a portion of the month. Otherwise, in accordance to the financial agreement, tuition is expected to be paid for the full year.

## Finances

### Finance Office Hours

All financial matters are handled through our Finance Department. Although they do not have an in-school office presence, you may reach them directly on 240-724-1740.

### Registration, Tuition, and Other Fees

Tuition and enrollment payments are due at the time of enrollment. *Students may not begin classes until all fees and tuition payments are made.*

**Please note** that all rates are based on the total number of school days. Snow days and holidays, including Christmas and Easter break, have been considered in determining the rates for the year.

**10-month plan:** payable August through the following May.

**Two payment plan:** a discount of 5% is given if paid in August and December. The deadline to take advantage of this discount is August 15th each year.

**Full payment plan:** a discount of 10% is given if paid in full by August 15th.

**Monthly payments for the fall enrollment begin August 15th and end the following May 15th.**

**Those who enroll after September 15th:** Monthly payments will be determined by the number of months left in the cycle ending in May the following year.

**Those who enroll after school begins:** We DO NOT pro-rate our tuition.

**New Student Assessment Test:** \$40 (entering grades 1st-12th)

**New Student Application Fee\*:** \$30

### Academic Rate Monthly Plan – Tuition for K-5 to 12<sup>th</sup> Grade

The first month's tuition payment is due by August 15<sup>th</sup>. Beginning in September, all tuition payments are due on the 15<sup>th</sup> of each month and considered late on the 20<sup>th</sup>. After the 1<sup>st</sup> of each subsequent month, a late fee of 10% will be assessed on the outstanding balance due on your account. If the account is not paid in full by the 5<sup>th</sup>, your child will not be admitted to school until your account is cleared.

Grade	Tuition	Monthly Tuition
K3	\$7,587 (includes before/aftercare)	\$843
K4	\$7,587 (includes before/aftercare)	\$843
K5	\$8,450	\$845
1st-6th	\$8,450	\$845
7th-8th	\$9,576	\$958

9th-11th	\$9,576	\$958
12th	\$9,576	\$958

### Extended Care Services (Before & After Care)

NCA requires all students who are on NCA school properties, including all secondary students (grades 7 -12), to be in a designated area with proper supervision. Students who arrive at school before 8:00 a.m. are considered participants in before care service and the parents' accounts will be billed accordingly. Students who are not picked up immediately after school, or after an official after-school activity, will be considered a part of our after-care service and, again, the parents' accounts will be billed accordingly. The official list of students participating in official extra-curricular activities will be provided by the director of that after-school activity.

Extended care fees are due on the 15th of each month. You can make one change to your contract per year without charge. For any additional changes, an administrative fee of \$25.00 will be made to your account.

Before	After	Before & After
6:30am – 8:00am	3:45pm – 6:30pm	6:30am – 6:30pm
\$98.00 monthly	\$283.00 monthly	\$335.00 monthly

### School Meals

Chef Karen Gantt holds our contract for providing meals. Each family must enroll their child in the meal program via contract with Chef Karen. Contracts are to be completed in advance for meals for the upcoming month. Menu calendars and further information may be obtained from the school office and on our school website [www.ncaeagles.org](http://www.ncaeagles.org). In the event of weather related or unscheduled school closing; Chef Karen Gantt will not provide refunds for meals not obtained.

Parents may opt to send lunch from home with their children. We strongly discourage parents from sending food items that require heating. We do have microwave ovens which are accessible to the students, however considering the time allotted for consuming meals, this may not be the wisest option as the microwaves are used on a first come-first served basis. Due to the class and lunch schedules, extra time is not given to students to consume their lunch. Actual time for students to consume their lunch may be 20-25 minutes.

#### Lunch Schedule

K3 & K4

K5-6<sup>th</sup> Grade

7<sup>th</sup>-12<sup>th</sup> Grade

### Textbooks

All student textbooks must be purchased through our online bookstore. All textbooks are shipped directly to the family through Follett bookstores. Should a textbook be lost or need to be replaced, the parent must place another order through the online bookstore.

Please note: Parents enrolling their children after the school year has begun can expect a delay in their children receiving textbooks. We will not make copies of the pages the student will need in each subject.

## Fundraising and Gifts

Tuition and other fees do not cover all the expenses of National Christian Academy. Therefore, it is necessary to employ other means to meet the school's financial needs.

- Fund-raising programs will be conducted during the year. Parents and students are expected to participate and support the programs
- Tax-deductible contributions to National Christian Academy are encouraged. A living memorial offering for a special loved one may also be given.

## Financial Assistance & Discounts

Limited student financial assistance may be available. Students who receive financial assistance must maintain acceptable grades and conduct. Failure to do so makes all tuition and fees the responsibility of the parent or guardian from the time of the infraction until they have reached satisfactory academic/disciplinary standing. (National Christian Academy reserves the right to require proof of financial need before assistance is given.)

## Arrival, Dismissal, Pick Up & Drop Off

### Arrival

National Christian Academy students are to be in class (in their seats and ready for the academic day) at 8:20 am. Parents should arrange their departure time so that students arrive to school no earlier than 8:00 am. Students arriving before 8:00 am will be charged for Before-Care. Students arriving after 8:15 am must stop by the front office for a tardy slip to give to their teacher upon entering the classroom. **Students in K3-1<sup>st</sup> grade must be escorted in and out of the building by an adult.**

Once the academic day has started, late arriving students are not permitted to go to their lockers. They need to report directly to class to avoid disturbing the learning environment. A student who is tardy or absent because of an appointment should bring in a note from the doctor with a date, time, and signature indicated. Students who are tardy or absent for any other reason must bring in a detailed note from a parent.

### Dismissal

NCA Pre-School and Elementary students are dismissed at 3:00 pm. NCA Middle and High School students are dismissed at 3:25 pm. Early dismissals (12:00 pm) are scheduled on specific days throughout the year. All students from K3-12<sup>th</sup> grade who are on school property after 3:45 pm will be charged for After-Care unless they are in extra-curricular activities, sports, or tutoring. If you are unable to pick up your child by 3:45 pm, please plan on having someone else pick them up. **Any student still on school property after 7:00 pm or after the end of any school activity or event is considered neglect and NCA is required to report to the authorities.**

Parents who wish to pick up their child early are required to sign them out on the Early Dismissal form in the front office.

**Parents are not allowed to drive up to the playground and pick up their child.**

### Student IDs

Students are provided Student ID cards at the beginning of each school year. They are required to have their current year IDs on them at all times. These IDs are used to scan students in and out of the building. If a student has lost their ID, a replacement ID can be purchased for \$10 at the front office.

### Vacations/Extended Absences

If a student will be gone for 5 or more days, an Extended Absence Permission/Contract must be filled out by the parent and submitted to the registrar's office before the vacation dates. You can find this permission/contract on the school website <http://ncaeagles.org/student-life.html> . All school work must be completed and returned to the child's teacher within the allotted time frame after the vacation. (5 day vacation=5 day make up time)

## Parking/Kiss & Ride Policy

In order to maintain safety of our students, the NCA parking lot is a **ONE WAY** lot. All cars should be coming in on Bock Road and out on Saint Barnabas Road. Parents who are parking can continue traffic flow through the parking lot on the right-hand side. Kiss & Ride is on the left curb side **ONLY**. Please be mindful of the speed limit and watch out for children, parents, and staff. Do not leave your double-parked car unattended. Sitting in the kiss & ride line does not warrant an excused tardy.

Parents, we know that pick up and drop off times can be stressful. Please be sure to model respect and kindness to other drivers.

**Violation of these parking policies will result in a \$25 fine.**

## Graduations

### K5 Graduation

A non-refundable graduation fee must be paid by the end of the first week of April and will cover the following:

- cap and gown (which you may keep for a memento)
- invitations
- graduation celebration

In the spring, K5 students are photographed in their cap and gown and in dress clothes with their teacher. Pictures must be prepaid.

### 8<sup>th</sup> Grade Graduation

A **non-refundable** graduation fee must be paid by the end of the first week of April and will cover the following:

- graduation celebration
- class outing

### 12<sup>th</sup> Grade Graduation

Twelfth grade graduation fees must be paid in full by December 15<sup>th</sup> and will cover the following:

- cap and gown (which you may keep for a memento)
- invitations
- graduation celebration
- commencement speaker honorarium

Should you require a payment plan for the senior graduation fee, those payments are due October 19<sup>th</sup>, November 16<sup>th</sup>, and December 21<sup>st</sup>. Payments are non-refundable.

## Parent Service Program

National Christian Academy pledges to provide its students with an enriching educational experience, as well as a true sense of community. In order meet these goals, NCA depends upon the participation of its families to support academic, extracurricular, and fund-raising activities. As with many private schools, NCA tuition alone is not sufficient to fully cover all financial expenses or provide for all school related activities. To ensure the best quality of education for its students, NCA requires each family to volunteer 15 hours of service to the school each year. These invaluable service hours enable NCA to finance its operations, as well as to foster the rich sense of community achieved by direct parental involvement in the children's educational experience. The NCA Parent Support Group (NCAPSG) is committed to facilitating the active, yearlong involvement of families in essential volunteer services activities. A broad range of opportunities exists, enabling family members to choose activities that best utilize their talents, and the NCAPSG encourages families to participate in developing new alternatives as well.

## NCAPSG VOLUNTEER SERVICE PROGRAM GUIDELINES

- The mandatory service requirement for each family is 15 volunteer service hours annually. Hours are credited from July 1st through May 30th each year, and accumulated hours may not be credited to the following year. Families of seniors must complete their service hours by May 1st of their graduating year. For families that have more than one child enrolled at NCA, the mandatory requirement is 15 hours per family, not per child.
- Although NCA prefers direct family involvement in activities, each family has the option of paying a fee of \$10 per mandatory service hour instead of providing volunteer service. Each family's service hours and/or payments are recorded throughout the year by NCA administrative staff. Families that have not completed the mandatory service hours by April 1, will be billed at the end of the school year in April at the rate of \$10 per hour for all hours due.
- In addition to parents, all adult family members are welcome to participate in volunteer service hours, and any family member's contributions are applied to the family's mandatory annual hours. Teen family members of NCA students may also participate with approval by that activity's sponsor (the NCA teacher or staff member overseeing that activity).
- Families may find out about volunteer service opportunities by the following means:
  - Volunteer Service Program Opportunities List
  - Upcoming activities will be posted in the school lobby
  - The NCA monthly e-mail announcements will include upcoming activities
  - Fliers for upcoming activities may be sent home with children
  - Parents may contact the PSG Volunteer Service Program Chairperson or activity sponsor, as well as their child's teacher, to find out about upcoming activities

A Service Program Log is maintained at the front office, for parents and family members to review and select activities in which they wish to participate, then register for those activities in person or by e-mail to the school administrator. Volunteers then contact the sponsor designated for that activity to find out the details of their involvement. At annual school registration, parents and guardians have the option of submitting their contact information to the PSG Directory. This directory greatly facilitates communication about volunteer service program activities.

Parents and family members must record their hours on the NCAPSG Service Hours Reporting form in order for the family's account to be properly credited. The form is included in the parent handbook, copies may be obtained at the front office, and the form is available electronically at the NCA website. Once service hours are completed, the form may be submitted to the NCA Service Program mailbox in the front office, or by e-mail via the NCA website.

At the end of the first semester, notices will be sent to all families giving their current tally of service hours worked, and/or payments made. Parents may also go online to the NCA website to obtain a current tally of their service hours.

## Birthday Policy

National Christian Academy recognizes that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all students. Parents are more than welcome to do one of the following to celebrate a birthday:

**Eat lunch with your child:** Parents and visitors are required to sign-in at the main office and eat lunch with their child on his or her birthday.

**Celebrate:** Parents, visitors, staff, and students are allowed to distribute store bought cupcakes, donuts, treats, goody bags, or gifts to other students. When purchasing sweets, please be mindful of all possible allergies (dairy, peanuts, etc) Celebrations should be scheduled with the teacher in advance.

**Reminder: When sending birthday invitations to the classroom be mindful to include all students.**

## Student Integrity and Responsibilities

### Dress Code

All NCA students (K5-12<sup>th</sup> grade) are required to be in an NCA uniform at all times including before and after school. NCA requires all students to be fully dressed prior to entering the facility. That includes belts, socks, and shoes. The dress code is strictly enforced. A neat and tidy appearance is expected at all times. Parents are expected to monitor and ensure that their children are complying with the dress code.

**All student polos, oxford tops, PE uniforms, sweaters, jackets, or blazers must be embroidered with the NCA Crest, no other options will be accepted. Undershirts should be solid white t-shirts only.**

If your child is not in proper uniform due to backordered items or doctor's note, the parent is required to send a signed note with their child and an expected date of compliance. This common courtesy will ensure that the student does not miss class time, quizzes or tests.

Students who report to school out of uniform, without a signed note may be dismissed for the day or a parent may be required to bring necessary items to bring the student into compliance with the Dress Code policy. Students out of dress code may be prohibited from attending classes.

**Repeated dress code violations are grounds for disciplinary action up to and including expulsion.**

<b><u>K3-6<sup>th</sup> Grades Uniform Requirements</u></b>		
	<b><u>Boys</u></b>	<b><u>Girls</u></b>
<b>K3 &amp; K4 ONLY</b>	Play clothes. No school uniforms. Closed toe and heel shoes only (no flip-flops, sandals, clogs, etc.) No skulls, crossbones, magical symbols, or questionable advertisements or messages	
<b>Chapel Top</b>	White Oxford (buttoned-down) Solid (no designs) Navy Blue tie. <b>No Bow Ties</b>	White Peter Pan collared shirt with Red or Navy crossbow tie
<b>Non-Chapel Top</b>	White Polo Shirt	White Polo shirt or white Peter Pan collared shirt
<b>Sweater/Blazer</b>	Navy or Red Sweater or Sweater vest required Navy Blazer – optional	Navy or Red Sweater required Navy Blazer – optional
<b>Bottoms</b>	Navy uniform khaki pants with belt loops Solid black leather belt with simple buckle	Knee length cranberry plaid (red, white, and navy) jumper Cranberry plaid or navy skirts or skorts Winter Option: (Oct – Feb. only) Navy uniform khaki pants with belt loops Solid black leather belt with simple buckle <i>*Skirts must be worn on winter chapel days</i>
<b>Hosiery</b>	Solid color navy or black socks only	Solid color red or navy socks or tights only
<b>Shoes</b>	Solid black dress shoes only (regular, suede, or patent leather)	Solid black dress shoes only (regular, suede, or patent leather)
<b>Gym Shoes</b>	Predominately white with solid white laces	Predominately white with solid white laces
<b>Hair</b>	Hair is expected to be neatly groomed. Standard hair styles with no extreme variations in length and designs that cause a distraction while in school (no extremely high mohawks, spikes, designs, lettering) with natural hair color. No caps or hats.	Hair is expected to be neatly groomed. Standard hair styles with no extreme variations in length and designs that cause a distraction while in school (no extremely high mohawks, spikes, designs, lettering) with natural hair color. No caps or hats.
<b>Accessories</b>	No piercings, gauges/expanders, grillz, sunglasses No earrings	No piercings, gauges/expanders, grillz, sunglasses Single stud earrings in ear lobe only.

<u>7<sup>th</sup> – 12<sup>th</sup> Grades Uniform Requirements</u>		
	<u>Boys</u>	<u>Girls</u>
<b>Chapel Top</b>	White Oxford (buttoned-down) Solid (no designs) Navy Blue tie. <b>No Bow Ties</b>	White Peter Pan collared shirt with Red or Navy crossbow tie
<b>Non-Chapel Top</b>	7 <sup>th</sup> & 8 <sup>th</sup> White Polo Shirt 9 <sup>th</sup> & 10 <sup>th</sup> Navy Blue Polo Shirt 11 <sup>th</sup> & 12 <sup>th</sup> Red Polo Shirt	7 <sup>th</sup> & 8 <sup>th</sup> White Polo Shirt 9 <sup>th</sup> & 10 <sup>th</sup> Navy Blue Polo Shirt 11 <sup>th</sup> & 12 <sup>th</sup> Red Polo Shirt
<b>Sweater/Blazer</b>	Navy or Red Sweater required Navy Blazer – optional	Navy or Red Sweater required Navy Blazer – optional
<b>Bottoms</b>	Navy uniform khaki pants with belt loops Solid black leather belt with simple buckle	Knee length Navy or Cranberry plaid (red, white, and navy) skirt Winter Option: (Oct – Feb. only) Navy uniform khaki pants with belt loops Solid black leather belt with simple buckle <b>*Skirts must be worn on winter chapel days</b>
<b>Hosiery</b>	Solid color navy or black socks only	Solid color red or navy socks, stockings, or tights only
<b>Shoes</b>	Solid black dress shoes only (regular, suede, or patent leather)	Solid black dress shoes only (regular, suede, or patent leather)
<b>Gym Shoes</b>	Predominately white with solid white laces	Predominately white with solid white laces
<b>Hair</b>	Hair is expected to be neatly groomed. Standard hair styles with no extreme variations in length and designs that cause a distraction while in school (no extremely high mohawks, spikes, designs, lettering) with natural hair color. No caps or hats.	Hair is expected to be neatly groomed. Standard hair styles with no extreme variations in length and designs that cause a distraction while in school (no extremely high mohawks, spikes, designs, lettering) with natural hair color. No caps or hats.
<b>Accessories</b>	No visible tattoos (either permanent or temporary) <b><u>If student already has a tattoo it must be completely covered at all times.</u></b> No piercings, gauges/expanders, grillz, sunglasses No earrings	No piercings, gauges/expanders, grillz, sunglasses Maximum of two (2) studs or small hoop earrings in ear lobe only. Maximum of two (2) single strand chain necklaces.

## Student IDs

Students are provided Student ID cards at the beginning of each school year. They are required to have their current year IDs on them at all times. These IDs are used to scan students in and out of the building. If a student has lost their ID, a replacement ID can be purchased for \$10 at the front office.

## General Conduct Guidelines

The goal of National Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she believes is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scripture. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle

*“Do unto others as you would have them do unto you.”*

When misconduct does occur, corrective measures will be used to help students change their behavior and attitude. In addition to teacher-directed in-class discipline, examples of other corrective measures are student and parental conferences with teachers or administrators, restriction of privileges, written assignments, lunch or after-school detention, Saturday detention, suspension, and expulsion. We neither use nor permit corporal punishment to be exercised at our school (whether by parent or staff member). Should a student be required to serve detention, they may not participate in any extra-curricular activities including team practices and/or games.

**Students may be suspended or expelled for disrespecting any staff member,** excessive accumulation of detentions or for failure to report to detention. Actions that threaten or harm another individual's ability to function in a safe and proper manner will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, using foul language, cheating, vandalism, teasing, or other social misconduct. The foregoing list of infractions is not exhaustive, it is, however, representative of some of the most common types of behaviors that are not acceptable at the National Christian Academy.

The Academy has adopted a **“zero tolerance”** policy toward violence, bullying, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Student's lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. **This includes but is not limited to cell phones or other electronic devices in book bags or purses during the academic day.** Any student refusing to surrender non-permitted items to any staff member is subject to expulsion. Our staff will not argue with students or answer questions as to the consequences of violating school policy.

Prohibited items include gum, trading cards, playing cards, and any electronic devices that are not being used for academic purposes during the academic day. **Should a student challenge the authority of a staff member, refuse to comply with directives, or become argumentative when caught in violation; they will be deemed as combative and will be subject to immediate suspension for the remainder of that day.**

All students are expected to abide by the standards of conduct throughout their enrollment at National Christian Academy. Students in grades 7 to 12 will not be admitted to class until they have signed the **Student Pledge (most recent version) and the Computer/Electronic Usage Agreement (most recent version)** and they are on file at the Academy. Keeping this pledge and agreement is necessary to remain a student at National Christian Academy. Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both the parent and the student. Each teacher welcomes a visit from any parent. We require that such visits be made by appointment with the teacher at a convenient after-school hour. **Most appointments are held between 3:00 and 4:00 p.m. Monday – Thursday.**

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be required to withdraw from the Academy. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of National Christian Academy, whether there is any definite breach of conduct, he/she may be required to withdraw.

National Christian Academy is above all else a Christian institution in both philosophy and practice. **We firmly believe there is no place at the Academy for worldly practices or divisions so common among other institutions.** National Christian Academy has the reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, web pages, social networking, writings, flags, banners, slogans, or any divisive activism that is out of harmony with the standards and Christian philosophy of National Christian Academy may be withdrawn or refused re-enrollment at the discretion of the administration.

**Attendance at National Christian Academy is a privilege,** not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at National Christian Academy.

## Locker Policy

Students in 9<sup>th</sup> through 12<sup>th</sup> grades permitted locker access times other than before and after school and lunch may be found on their class schedule. Students in 3<sup>rd</sup> through 8<sup>th</sup> grades will observe the policy set by their homeroom teacher. Students may not share, nor store other student's belongings in their lockers. All electronics are brought at the risk of the student. We strongly suggest electronic devices not be brought to school, unless they are being used for academic purposes. They are not permitted to be out or used during the academic day, unless they are being used for academic purposes. They must be stored in the locker during the academic day. Violations will result in confiscation of items and are subject to the cell phone violation policy.

**Please note: Students without locker privileges may not bring electronic devices to school.**

## Cell Phone Policy

**Students enrolled in the Pre-school or Elementary school are not permitted to bring cell phones to school.**

Since National Christian Academy has an open communication policy for students and their parents through the school office, the use of cellular phones during the academic day will not be permitted. Students who are found with cell phones on their persons (including in purses, backpacks, etc.) during the academic day should be aware that that device will be confiscated if not being used for academic purposes. Cell phones are to be turned off and kept in the locker during the academic day. While on campus, cell phones are to be used strictly for academic purposes, not for playing music, watching videos, texting, or making phone calls. Violation of the cell phone policy will result in the following consequences:

- 1st offense – Returned to student at end of day
- 2nd offense – Confiscated until administration has conference with parent
- 3rd offense- Confiscated for 30 days and/or student suspension

## Communication Policy

Teachers will communicate behavior concerns with parents immediately. Issues that cannot be resolved between the teacher and student may require the assistance of the administrative staff, vice principal, or principal.

## Causes for Immediate Suspension/Expulsions

Arson	Leaving School Grounds w/o permission
Bullying	Lying
Cheating	Possession of Alcohol or Drugs
Criminal Activity (On or Off School Property)	Possession/Use of Weapon
Destruction/Misuse of School Property	Profanity
Disorderly Conduct (On or Off School Property)	Sedition
Driving Violations on School Property	Sexual Harrassment
Entering an Unauthorized Area	Sexual Misconduct
Failure to Appear for Detention	Stealing
Fighting	Threatening/Aggressive Behavior
Forgery	Truancy
Immodest Behavior	Vandalism
Inappropriate Language	

## Appeal Process for Suspensions & Expulsions

To appeal a suspension or an expulsion, parents must first write a letter to the Assistant Principal requesting a Formal Disciplinary Review. The letter should state why they feel their child should not have received the suspension or expulsion. It should also include the desired outcome the family is seeking. The Assistant Principal will provide in writing the specific reason(s) as to why the student received the level of disciplinary action. This will help the family prepare for the hearing without concern of outside factors being brought into question. Upon reviewing the appeal letter, the Formal Disciplinary Review will be scheduled and then held with the Principal, the Assistant Principal, the student and his or her parents. No outside parties are permitted in this hearing. The Principal will listen to all parties present and may question the student and family for clarity. At this time, the student is encouraged to share from their heart the facts pertinent to the alleged events. The Principal will review the facts of the matter and will either uphold, withdraw, or extend the disciplinary action given. A written decision will be provided to the parents in a timely manner (72 hours). The Principal's decision is final.

Students who are suspended will receive zeros for all class assignments missed during their suspension and are not permitted to participate in any school related activity until re-instated in good standing by letter.

Students who were previously expelled must be in good standing with another school for no less than one academic year and provide stellar recommendations, along with meeting with the administrative staff for reconsideration to return to National Christian Academy. The student would be required to present a speech explaining their growth and maturity and must be able to explain why they desire to return.

**No appeals will be given for students who are disrespectful to staff members and/or visitors. This includes, but is not limited to maintenance, security, parent volunteers and office staff.**

## Student with Driving Privileges

Operating a motor vehicle is very serious, whereas parents are entrusting their child at a greater level of responsibility. Driving for some is a rite of passage, and as partners in education, we do not interfere with a parent's decision to relinquish their keys and vehicles to their minor children. We do reserve the right to impose certain "reasonable" guidelines for the safety and welfare of all including but not limited to the following:

- All vehicles must be registered with the registrar's office.
- A copy of the student's license must be on file.
- Any vehicle that a student is driving must carry insurance to protect both the driver and the other vehicle. (Proof required to be on file)
- Speed limits must be obeyed always.
- A vehicle must never exceed 5 miles per hour on school grounds.
- A vehicle must never exceed 25 miles per hour in the school zone.
- No student may transport another student without the expressed written consent of both their and the other student's family. Dated, written consent must be on file from both families. This includes rides to and from school practices and events.
- A student may never have other student's loitering around their vehicle.
- Students may not frequent the parking lot to sit in their vehicle during the academic day.
- Students may not blast their vehicle's radio on school grounds.
- Students may only park in designated student parking spaces.
- Students may not leave the school grounds to purchase food for themselves or other students during the academic day.
- Once a student vacates the premises, they may not return unless attending to school related business, practices, or events.

**Note:** All student drivers are required to complete a Student Driver Form and submit a copy of their driver's licenses to the Registrar's Office before driving to school.

It should be noted that NCA is not responsible for loss, theft, or vandalism of any vehicle.

Note: You can find all required forms on the school website. <http://ncaeagles.org/student-life.html>

## Academics

### Conferences

Teachers or parents may initiate conferences. Parents who have questions or concerns regarding their child's education or behavior are encouraged to contact the teacher via email or phone to set up a parent-teacher conference. All conferences will be made in accordance with the teacher's class schedule but will normally be scheduled after 3.30p.m. on Monday through Thursday. The Assistant Principal and the Principal are also available for conferences by appointment.

## Grades, Progress Reports and Report Cards

Students grades are posted daily by the teacher. Progress reports are sent out at the end of the report card describes the student's progress at the end of each four-week and seven-week of the quarter and is prepared at the end of each nine-week period. Additional reports may also be given at other times for those whose average grade is below C, or if a drop of more than one letter grade occurs in any subject (An “A” to “C”). The quality of the student's work is indicated using letter grades. These reports are available online through RenWeb. Each family; both parent and child (7<sup>th</sup> – 12<sup>th</sup> grades) **must** have an account. Parents are encouraged to communicate with their teachers and monitor classroom assignments through RenWeb. The grading scale is as follows:

Letter Grade	Grade Points	E.S./M.S. Scale	High School Scale
A	4	90-100	90-100
B	3	80-89	80-89
C	2	70-79	70-79
D	1	60-69	65-69
F	0	59-below	64-below
I	0	Incomplete	Incomplete

### Incomplete Grades

Teachers may assign “Incomplete” grades in instance where the required assignments have not been submitted due to unusual but excused circumstances. In such cases, the teacher shall assign a deadline for makeup of the work; however, the work must be completed by the end of the following grading period. Incomplete grades may not be carried over from one academic year to another.

### Full-Year Courses

Students receive one standard unit of credit for each full-year course successfully completed.

### One-Semester Courses

Students receive one-half unit of credit for each semester course successfully completed.

### Non-Credit Activities

A student who serves as a teacher’s aide does not receive a credit for that class. The student receives a Pass (P) or Fail (F) grade.

### Credits from Middle School

Students who complete Algebra I; Geometry; Algebra II; and/or the 1<sup>st</sup> or 2<sup>nd</sup> year of a high school level foreign language in middle school earn a high school credit. Each credit counts toward graduation requirements and is included in the grade point average as well as class rank.

Any student with an annual GPA below 2.0 in ineligible to participate in any after school activities or sports and may be ineligible for re-enrollment in National Christian Academy.

## Testing Information

Various tests are used by the National Christian Academy to help evaluate and improve the efforts and programming for the entire school.

All students in K5 through 11th grade take Achievement Tests each spring to inform the students, parents, and teachers of their progress with respect to the national percentile norms and serve as an aid in evaluating students and the curriculum. A profile and home report will be given to each student to help guide parents with interpreting the various scores. The Stanford Achievement Test is administered to all students in grades K5 – 6<sup>th</sup> grades.

Standardized testing from the American College Testing (ACT) organization is administered to Middle and High School students through 11th grade.

**Freshman, sophomores and juniors** take the Preliminary Scholastic Aptitude Test (PSAT) in the fall. The purpose of this test is to provide an indication of national placement when compared with college-bound sophomores and juniors in the United States. Taking this test is good practice for the Scholastic Aptitude Test (SAT).

**Seniors** take either the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT) in the fall and/or spring. This test provides an indication of national placement for college-bound students. Many colleges use these tests as one factor in determining acceptance. Students have a greater likelihood of being accepted at the college of their choice if they score well on these standardized tests. The standardized tests may be taken more than once, and most students improve their scores on subsequent tests.

## Graduation Requirements

Subject	Units
English	4
Bible	4
History *	3
Mathematics	4
Science **	4
PE	1
Foreign Language ***	2
Elective	2
Computer Education	1
Total	25

\* American History required

\*\* Biology required

\*\*\* Two (2) of the same foreign languages

### Principal's Honor Roll

Students achieving a 90(A) average or above are included on Principal's Honor Roll.

### Dean's Honor Roll

Students achieving an 80 (B) or above average are included on the Honor Roll.

### Valedictorian and Salutatorian - 12th Grade Only

1. The student with the highest accumulative grade point average who is in good social and spiritual standing will be the valedictorian
2. The student with the second highest accumulative average who is in good social and spiritual standing will be the salutatorian
3. Must have attended NCA High School for at least two full years.

### Scholarships

When students receive financial assistance in any form, it is expected that they exhibit exemplary character. Should a student be repeatedly cited for dress code violations, become a disciplinary challenge, or refuse to complete assignments, their financial assistance may be revoked. Parents will receive a written warning if their child is not conforming to the Student Pledge of Cooperation.

### Christian and Community Service Requirements

Middle and high school students are required to complete a minimum amount of community service hours a year (June-May). Community service opportunities can be found on our school website: <http://nca eagles.org/student-life.html>

7 <sup>th</sup> – 9 <sup>th</sup>	10 hrs a year
10 <sup>th</sup> – 12 <sup>th</sup>	15 hrs a year
National Honor Society Students	10 hrs additional upon membership per year
Student Government Association	5 hrs additional during leadership per year

**Transferring Students**

A student transferring to National Christian Academy is responsible for meeting the Academy’s graduation standards only for the years they attend our High School. It is expected that each student has successfully met the requirements of the school last attended. Should scheduling permit, any deficiencies must be made up. If a student fails to meet the required academic standard, they may be placed in the lowest grade where there is documented evidence of completion in for the full English and Math credits. (For example: A student is transferring from “Hawk Christian Academy” as a tenth grader, however he failed 9th Grade English and failed to attend or pass Summer School. National Christian Academy may require the student to repeat the 9th grade based upon several factors.)

New students will not be admitted into 12th grade without the permission of the Principal. Parents are required to provide all documentation supporting the student’s eligibility for grade 12. No student will be classified as a “Senior” unless there are official transcripts in the academic record to support the same. All students must have a Bible credit for each year in attendance at National Christian Academy.

**Dual Enrollment**

National Christian Academy encourages students who are excelling academically to enhance their academics by beginning their college career early. With our dual enrollment program, students can take class and receive college credit on the local community colleges and university campuses.

**Scheduled Early Dismissal**

All students are to be enrolled in school for a full day. Students enrolled in cooperative education programs, internships, or other programs approved by National Christian Academy may be granted an early dismissal in their Junior or Senior Year as long as they meet the academic requirements for graduation.

**Summer School**

Whenever a subject (course) is not completed or is failed during the regular school year, students will be required to attend summer school to make up these subjects. Only two subjects may be taken in our summer school, which is held for a six-week term. Dates for summer school vary each year but usually begin the third Monday in June. Elementary school students must make up language or math, if failed, and may be recommended for summer school if the basic material has not been mastered in these subjects.

National Christian Academy offers summer school at an additional cost. Students in 9th -12th grade who fail Bible are required to make up the Bible through a pre-approved Bible course from [www.christiancourses.com](http://www.christiancourses.com). It must be a course that is taken for academic credit.

Special help and encouragement will make summer school an enjoyable experience and any student who so elects may attend regardless of academic standing.

**Retention Policy**

It is our goal at National Christian Academy to teach each child according to their individual ability. Grade placement is made according to the results of standardized testing and evaluation so that each child can be expected to do well.

Students receiving a failing grade (“D” or “F”) in two or more subjects will be considered for retention. Students having more than eight unexcused absences in a quarter will fail that quarter. Every three unexcused tardies equals one unexcused absence. However, should a student not be progressing according to our expectations, he/she may be retained.

Parents will be notified in advance of this possibility and will be asked to meet with the Principal or Assistant Principal to discuss what is best for the student and for the school. Summer school or other remedial work is always a primary consideration before a student is required to be retained. It should be noted however that attendance in summer school does not guarantee advancement.

## Extra-Curricular Activities

Please see the Athletic Handbook for all Extra-Curricular Activity Guidelines

### Activities & Athletic Participation

To be eligible to participate in any competitive sport, a student must be currently enrolled in at least a half-a-days schedule, grades cannot drop below a 2.0, and cannot have more than one (1) F on a progress report or report card.

Students who are planning to participate in Division I or II sports in college should see the athletic director and/or coach to learn about National Collegiate Athletic Association (NCAA) regulations. These rules require certain high school courses, minimum grade point averages, and minimum college admissions testing scores before a student can be found eligible for participation.

## Student Life

### Chapel

At National Christian Academy, chapel is a great worship experience designed to help students connect with God. It occurs weekly for all grade levels. Many students participate in chapel by using their talents to lead students in praise and worship, behind the scenes in the sound booth, instruments, and/or delivering their testimony.

### Clubs

Students are encouraged and guided on creating a club that they wish to see at National Christian Academy. Each club is required to have a student leader and a faculty/alumni/parent leader.

### Field Trips

In addition to our academic classes, students benefit from “out of the classroom” learning experiences. National Christian Academy students go on 3 to 4 field trips a year. One of those field trips is our family fun day at Kings Dominion at the end of the academic year.

### National Honor Society

The National Honor Society (NHS) is the nation’s premier organization established to recognize outstanding high school students. NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. National Christian Academy students are required to have a 3.2 GPA. Students are inducted in the spring. NHS students at NCA are required to do an additional 10 hours of community service a year.