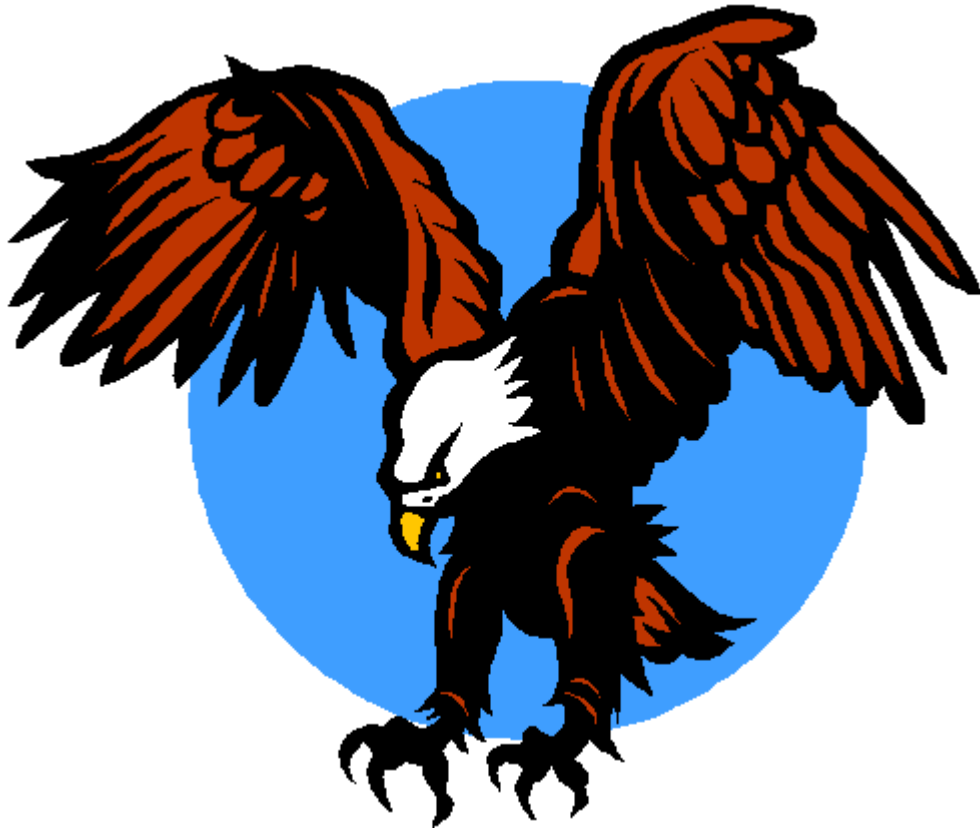


National Christian Academy

Student Handbook
2016-2017



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

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I. Our 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.

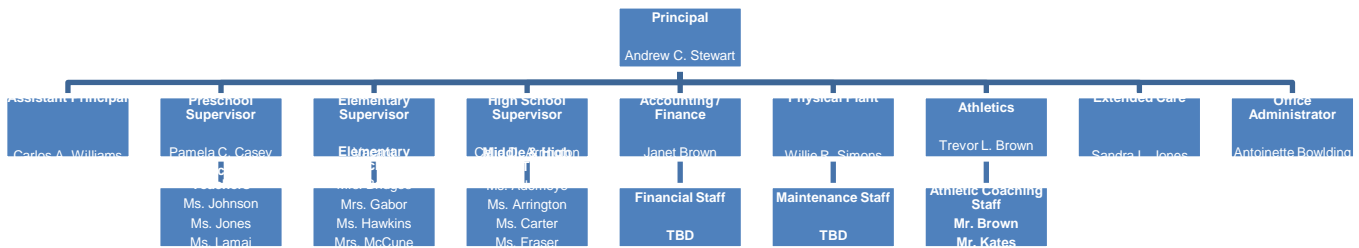
We have an excellent faculty and staff who are committed to Christ and the success of your children. Our staff is committed to partnering with you to make sure your child is provided the best opportunity for success. As the principal of National Christian Academy, I look forward to a great year and with 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 assistant principal assumes leadership of National Christian Academy.

Each school supervisor oversees the discipline of their department and the work of each staff member in their department.

The Administrative Assistant helps coordinates and oversees the school office.

The Director of Physical Plant oversees all maintenance of the facilities.

II. Our Foundation

Foundational Concepts for Education

- God is the Creator and Sustainer of all things and the Source of all truth
- God is in control of the entire universe
- Truth is understood and realized in the light of Christ and His redemptive purpose

Mission Statement

It is the mission of the National Christian Academy to train students by:

- Providing an environment conducive to learning and to the moving of the Holy Spirit
- Stimulating emotional, social, intellectual and spiritual growth in each student
- Leading them to a saving knowledge and relationship with the Lord Jesus Christ
- Fostering the development of Godly character
- Preparing them for college and the workplace through excellent academics

Purpose and Objectives

National Christian Academy offer families an environment where children can receive a quality Christian education.

Our objectives are to lead students to:

- Seek, find and maintain a personal relationship with Jesus Christ
- Study and live by the teachings of the Bible
- Surrender their lives to the will of God
- Develop a life of prayer
- Cultivate Godly character
- Excel in their academic pursuits

Declaration of Faith

The National Church of God is a Full Gospel, Pentecostal fellowship. We believe:

- In the verbal inspiration of the Bible.
- In one God existing in the three persons of God the Father, God the Son, and God the Holy Spirit.
- That Jesus Christ is the only begotten Son of God the Father, conceived of the Holy Ghost and born of the Virgin Mary; that Jesus was crucified, buried and three days later raised from the dead by the Supernatural Power of God; that He ascended to Heaven and is today at the right hand of God the Father as our Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded by God for all and is necessary for forgiveness of sins.
- That justification, regeneration and salvation are received 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 Spirit.
- That purity and holiness are God's standard of living.
- In the baptism of the Holy Ghost with the evidence of speaking in tongues.
- That divine healing is provided for all in the atonement.
- In the pre-millennial Second Coming of Jesus.
- In the bodily resurrection (rapture) and eternal life for all believers.

III. Admissions

Admission Procedures and Requirements

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 Requirements:

- Completed application and enrollment process and forms
- Schedule, pay for, and complete the entrance test (grades 1-12)
- Long form birth certificate, current health assessment record (physical), immunization records, Social Security number, recent report cards, student behavior assessment form, transcripts and recommendation letters (grades 5-12)
- Should re-testing be required, families may be assessed an additional testing fee.
- Pre-enrollment interview of the parents and student with an administrator
- Payment of all enrollment fees
- Arrange transfer of all records from previous school attended (complete student record release form)
- Complete all other necessary forms
- Sign the parent agreement and the tuition agreement
- Incoming students must have a minimum G.P.A. of 2.0 or agree to be placed on academic probation.

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.

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, it should be understood that 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.

Please bring a complete change of clothes (correct size and appropriate for the weather) and a small blanket and pillow for nap time. Please write your child's name on each item. Every Friday, all blankets for nap time should be picked up, and on Monday clean blankets should be brought in. Any soiled clothing should be taken home the same day and

replaced with a clean set the following day. Closed shoes with rubber soles (sneakers) are appropriate. Footwear such as sandals and flip-flops are not acceptable. Items that are removable, such as sweaters, hats, mittens, coats, boots, etc., must have the child's name on them. The Academy is not responsible for lost or missing items.

Withdrawing Students

Whenever possible, we expect a written notification of early withdrawal 30 days in advance. Parents must submit a formal, written request for withdrawing students. 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. 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.

V. Finances

Finance Office Hours

The Finance Office's hours are Monday and Friday from 7:30 a.m. to 9:30 a.m. and 3:00 p.m. to 6:30 p.m. Tuesday and Wednesday 3:00 p.m.-6:30 p.m. Finance office is closed on Thursday. Please note that the Finance Office and the School Office have different hours. There are also some days when the School Office is closed but the Finance Office may be open, such as non-Federal school holidays and closures due to inclement weather. Please call 301-567-9507 extension 8121 should you have other questions about these hours or to verify when this office is open.

If you have a special need to see Finance Office personnel at an alternate time, please call to schedule an appointment.

General Information

Children accepted for admission are expected to remain in school for the entire year. Parents or guardians are responsible for paying the entire year's tuition. A written request, including the reason for the request, must be submitted to the head of the appropriate grade-level department (preschool, elementary or high school) 30 days before the requested date of withdrawal. No withdrawal will be approved unless an exit interview is scheduled and conducted. 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.). Students receiving financial assistance will be required to pay full tuition should their academic level drop below a 1.5 GPA, or they accrue multiple or repeated disciplinary referrals.

Checks and Late Payments

A returned check is any check written to the National Christian Academy that is returned due to insufficient funds or stopped payment. A returned check fee of \$35.00 and any late fees due will be applied to the account for each check that is returned. Checks are deposited only once. If your account has either two returned checks or three late payments, you are required to pay your account balance for the year in full.

Expulsions

Parents are responsible for the tuition in full as per their contract, should their child be expelled. Expulsions are considered a breach of contract on the student's part and are not subject to refunds.

Registration, Tuition, Books and Other Fees

All payment dates refer to payments made in the Finance Office by the close of the business day on the specified date. All payments must be given directly to a finance office staff member only.

Enrollment fees as listed in the rate sheet for 2016-2017 are at the time of enrollment and are non-refundable. Additionally, after Aug 15th, there is a "rush order fee" of \$25 added to the book fees. (This fee is what National Christian Academy is charged by the textbook company.) Tuition and enrollment payments are due at the time of registration. Students may not begin classes until all fees and tuition payments are made. Parents may be required to order books for their child depending on the time of year. Should parents be required to purchase their child's textbooks directly, those book fees will be deducted from their enrollment fee.

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

Academic Rate - Tuition For K5 to 12th Grade

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

Daycare (K-3 and K-4)

Figures are calculated on a monthly basis with no deductions for holidays. During the Christmas and Easter Breaks, daycare may available at an additional charge. This fee must be paid in addition to the annual fees.

Extended Care Services (Before-care and After-care)

NCA requires all students who are on NCA property school, 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 our 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 the parents' account 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 are allowed to 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.

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. 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 their meal, 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.

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.

12th Grade Graduation

Twelfth grade graduation fees must be paid in full by December 15th 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 15th, November 15th, and December 15th. Payments are non-refundable.

Textbooks

All student textbooks must be purchased through NCA for August enrollment. All textbooks are distributed within the first week of school. Should a textbook be lost or need to be replaced, the parent must place an order through the school office or the books will be billed to the account after five days. Please see the "Financial Policies" for more information. Also, the complete, current schedule of textbook fees is found in the tuition agreement. Middle and High School textbooks that are left in classrooms will be secured in the High School Administrator's office and returned at a rate of \$1.00 per book per quarter. (e.g. Recovered book found in 3rd quarter will cost student \$3.00)

Please note: Parents enrolling their children after the school year has begun can expect a delay in their children receiving textbooks. We will make copies of the pages the child will need in each subject, but depending on the time of year the delay may up to three weeks.

Fund-raising and Gifts

Tuition and other fees do not cover all of 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

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.)

National Christian Academy's Uniform & Supply Policy

National Christian Academy is a uniformed school. Each student is expected to arrive in full uniform, including shoes. Students are not permitted to leave their clothing in their lockers overnight. Students are expected to be fully prepared with all supplies listed on their grade level supply list. Students are neither permitted to cut, wash, dry and/or style their hair at school nor are they permitted to do nails or any grooming.

V. Student Integrity and Responsibilities

Dress Code

All NCA students (K5 -12th grade) are required to be in the school uniform at all times including before and after school. NCA is a ministry wherein all students should be fully dressed prior to entering the facility. 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. There are times when we all face minor crises' and for one reason or another and may not have our proper uniform. We require that in those instances, the parent sends a written, signed note with their child. 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 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 dismissal.



K3 - 6th Grades Uniform Requirements 2014

	Boys	Girls
Chapel Top	White Oxford (buttoned-down) NCA logo shirt Solid (no designs) Navy blue 4-in-hand style tie. No bow ties. Solid white T-shirt (if undershirt is worn)	White Peter Pan collared shirt with Red or blue crossbow tie
Non-Chapel Top	White NCA Logo Polo shirt Solid white T-shirt (if undershirt is worn)	White NCA Logo Polo shirt, or White Peter Pan collared shirt
Sweater/Blazer	Navy or red NCA logo sweater required. Navy NCA logo blazer - optional	Navy or red NCA logo sweater required. Navy NCA logo blazer - optional
Bottoms	Navy uniform khaki pants with belt loops Solid black leather belt with simple buckle.	<u>Knee length</u> cranberry plaid (red, white, & blue) jumper Winter option (Dec. – Feb. only): Navy uniform belted pants Solid black leather belt with simple buckle No skorts or skirts at any time.
Hosiery	Solid color navy or black socks only	Solid red, or navy blue socks or tights only
Shoes	Solid black dress shoes only (regular, suede or patent leather) with military leather soles. Bucks or Penny loafers are also acceptable	Solid black dress shoes only (regular, suede, or patent leather). Mary-Janes or Penny Loafers are acceptable. Heels must be 1 inch or lower.
Gym Shoes	Predominately white with solid white laces	Predominately white with solid white laces
Hair	Standard hair cuts (no Mohawks, designs, spikes, dreads, twists, etc.) with natural hair color. No caps or hats. No cornrows	Standard hair styles with natural hair color only. No scarves, caps, etc. Solid navy or solid red hair bands or clips may be worn.
Accessories	No tattoos (either permanent or temporary). If student already has a tattoo it must be completely covered at all times. No piercings, gauges/expanders, grillz, sunglasses, or other non-prescription glasses. No earrings.	No visible tattoos (either permanent or temporary). If student already has a tattoo it must be completely covered at all times. No piercings, gauges/expanders, grillz, sunglasses, or other non-prescription glasses. Only clear nail polish. No tips or fake nails Single stud earrings <u>in ear lobe only.</u>
K3 & K4 Only	<ul style="list-style-type: none"> • Play clothes. No school uniform • Closed-toe and heel shoes only (No flip-flops, sandals, clogs, etc.) • No skull & crossbones or magic symbols or questionable advertisements or messages • Regular haircuts/styles with no coloration of hair. No spikes, Mohawks, etc. • Clear nail polish only for the girls • No piercings, gauges, or expanders allowed • No tattoos (temporary or permanent) 	

Students must arrive at school in proper uniform. They may not change out of uniform (other than at gym time) until they leave the property. The NCA logo blazer and/or logo sweater are the only items allowed to be worn in the classroom for grades K5 and above for additional warmth.



7th - 12th Grades Uniform Requirements 2014

	Boys	Girls
Chapel Top	White Oxford (buttoned-down) NCA logo shirt Solid Navy (no designs) blue 4-in-hand style tie. No bow ties. Solid white T-shirt (if undershirt is worn)	White Oxford (buttoned-down) NCA logo shirt Solid red or blue crossbow tie (optional)
Non-Chapel Top	White Oxford (buttoned-down) NCA logo shirt w/navy tie <u>or</u> NCA Logo Class Color Polo shirt as follows: 7 th & 8 th graders – White 9 th & 10 th graders – Navy Blue 11 th & 12 th graders – Red Solid white T-shirt (if undershirt is worn)	White Oxford (buttoned-down) NCA logo shirt <u>or</u> NCA Logo Class Color Polo shirt as follows: 7 th & 8 th graders – White 9 th & 10 th graders – Navy Blue 11 th & 12 th graders – Red
Sweater/Blazer	Navy or red NCA logo sweater required. Navy NCA logo blazer	Navy or red NCA logo sweater required. Navy NCA logo blazer
Bottoms	Navy pleated or flat front twill trousers (Recommended brands IZOD or French Toast) Solid black leather belt with simple buckle.	Knee length solid navy or cranberry plaid (red, white, & blue) skirt or skort. Winter option (Oct. – Feb. only) : Navy pleated or flat front twill trousers ONLY . (Recommended brands IZOD or French Toast) and solid black leather belt with simple buckle. No khakis, jeans, cargo pants, low riders, shorts, or form fitting styles. Skirt or skort must be worn on winter chapel days.
Hosiery	Solid color navy or black socks only	Solid navy, or blue stockings, tights or socks
Shoes	Solid black dress shoes only (regular, suede or patent leather) with military leather soles. Bucks or Penny loafers are also acceptable	Solid black dress shoes only (regular, suede or patent leather). Mary-Janes or Penny Loafers are also acceptable. No high heels.
Gym Shoes	Predominately white with solid white laces	Predominately white with solid white laces
Hair	Standard hair cuts 1/2" or shorter (no Mohawks, designs, spikes, dreads, twists, etc.) with natural hair color. No caps or hats. No cornrows or high-top fades. No visible tattoos (either permanent or temporary). If student already has a tattoo it must be completely covered at all times.	Standard hair styles with natural hair color only. No scarves, caps, etc. Solid navy or solid red hair bands or clips may be worn. No visible tattoos (either permanent or temporary). If student already has a tattoo it must be completely covered at all times. No piercings, gauges/expanders, grillz, sunglasses, or other non-prescription glasses.
Accessories	No piercings, gauges/expanders, grillz, sunglasses, or other non-prescription glasses. No earrings.	Nail polish must either be all on or all off. Any color may be worn except black. No inappropriate nail polish designs. Maximum of two (2) studs or small (quarter-sized) loop earrings in ear lobe only . Maximum of two (2) single-strand chain necklaces with Christian or other morally aright pendants may be worn outside the shirt.

Students must arrive at school in proper uniform (other than at gym time) until they leave the property.
The NCA logo blazer and/or logo sweater are the only items allowed to be worn in the classroom for additional warmth.

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 the light of Christian principles of discipline as set forth in the Scriptures. 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, and lunch or after-school detention.

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 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, Pokemon & Yugi-oh cards, and all electronic devices 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 it is on file at the Academy. Keeping this pledge 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 do urge and must require, however, 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. Mondays – Thursdays.

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 or not 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 9th through 12th grades must observe the following locker policy. Permitted locker access times other than before and after school and lunch may be found on their class schedule. Students below grade 9 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. They are not permitted to be out or used during the academic day. 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 a cell phone to school.

Cellular Phones

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 possession of cellular phones during the academic day will not be permitted. Students who are found with cell phones on their person (including in purses, backpacks, etc.) during the academic day should be aware that that device will be confiscated. 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 communication purposes, not for playing music or watching videos. 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

Discipline Policy

Discipline at National Christian Academy is for correction. Discipline must begin in the home. Teachers and/or Administration will communicate to parents when their child is not being a "blessing."

There are various methods we use to bring about correction with our students. They vary from written assignments to suspensions. We neither use nor permit corporal punishment to be exercised at our school (whether by parent or staff member). No student will be permitted to stay in class if they are unruly. If a student is repeatedly sent out of class, they will more likely than not be sent home for the day. Should a student forfeit his or her privilege to be in the classroom, they may be required to stay after school for detention. Parents will be required to promptly pick up their student from school after they serve the detention. Should a student be required to serve detention, they may not participate in any extra-curricular activities including team practices and/or games.

Pre-School & Elementary Departments

Teachers will communicate concerns with parents. The teacher is the Shepherd of their classroom. Issues that cannot be resolved between the teacher and student may require the assistance of the Supervisor. Parents will be notified when there are concerns of behavior. Unresolved issues will be referred to the Dean. It is our desire to provide an environment that is conducive for all students to learn.

Suspension/ Expulsion on First Offense

- Arson
- Bullying
- Cheating
- Criminal Activity (On or Off School Property)
- Destruction/Misuse of School Property
- Disorderly Conduct in Cafeteria
- Driving violation
- Entering an Unauthorized Area
- Failure to appear for detention
- Fighting
- Forgery
- Immodest behavior
- Inappropriate language
- Leaving School Grounds without permission
- Lying
- Possession of Alcohol or Drugs
- Possession/use of weapon
- Profanity
- Sedition
- Sexual harassment
- Sexual misconduct
- Stealing
- Threatening Behavior
- Truancy
- Vandalism

Appeal Process for Suspensions and 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, rescind, or extend the disciplinary action given. A written decision will be provided to the parents in a timely manner. (Usually within 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 are 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 Team 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, nursing and office staff.

Students 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 school 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 at all times.
- A vehicle must never exceed 5 miles per hour on school grounds.
- 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
- 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.

N.C.A. Vehicle Registration Form

Date: _____ Parking Permit # _____ (Displayed in front window)

Student's Name: _____ D.O.B. _____

Vehicle: Year: _____ Make: _____ Model: _____

Tag: _____ State: _____ Color: _____

Ins. Broker Phone Number: _____ Agent: _____

Insurance Policy Number: _____

Parent's Name: _____

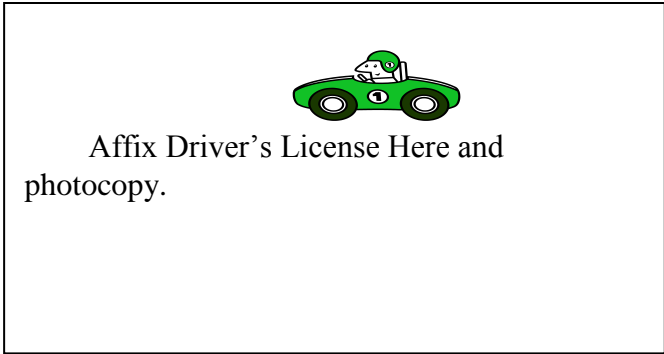
As a parent of an N.C.A. student, I authorize my child, _____ to drive to and from school. I understand and agree that for the safety and well-being of all, my child will not transport any other student in a vehicle. Driving is a privilege that I feel my child can handle and I take full responsibility of his/her actions. Should my child be found to be negligent or found driving in an unsafe manner, (on any public or private street, road, or lot) N.C.A. reserves the right to suspend driving privileges for students on N.C.A.'s property. Only vehicles with full coverage/comprehensive provision are permitted to be driven by students on the property of N.C.A. This information will be verified. A copy of my child's license and proof of insurance will be affixed to this form and filed in the school records. A parking permit will be assigned to the vehicle on file. Any and all vehicles driven by a student must be registered.

Parent's Signature

Date

Student's Signature

Administrator Signature



It should be noted that NCA is not responsible for loss, theft, or vandalism of any vehicle. There is Designated Parking for students. Students must have permission to vacate premises. Students are not permitted to hang out in their car during the school day.

Student Pledge of Cooperation

For all high school students (grades 7 – 12)

I understand that NCA is a Christian school operated by Biblical principles.

I pledge to strive for excellence in all subjects, activities and in all areas of my life.

I pledge to show respect for teachers, administration, staff, and other students of NCA.

I pledge to follow the student conduct and dress code standards.

I pledge to study and follow the teachings and values of the Bible.

I pledge to treat others as I want to be treated.

I pledge to follow all the policies and guidelines of NCA.

I pledge to avoid any expression of verbal or physical violence.

I pledge to avoid any use of alcohol, tobacco or illegal substances.

I pledge to abstain from profane language and immoral behavior.

I pledge to abstain from all sexual behaviors and activities.

I have read the above pledge and agree to abide by it. I realize that if my behavior is not consistent with this pledge, I forfeit my privilege to be enrolled as a student at National Christian Academy.

Student's Printed Name

Grade

Date

Student's Signature

VI. Academics

Conferences

Teachers or parents may initiate conferences. Parents who have questions or concerns regarding their child's education are encouraged to call the office to set up an appointment for a conference with the teacher. 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 Thursdays.

Department Supervisors, the Assistant Principal and the Principal are also available for conferences by appointment.

Grades and Reports

The report card describes the student's progress in school and is prepared at the end of each nine-week period. The quality of the student's work is indicated by the use of letter grades. These reports are available online. Each family; both parent and child has an account. Please ensure that you have activated your 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	Elementary/Middle School 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	60 - 65
F	0	60 – 0	64 - 0
I	0	Incomplete	Incomplete

Any student with an annual GPA below 2.0 may be ineligible for re-enrollment into National Christian Academy.

Progress reports are available for all students after every three weeks of academics. These are scheduled in the fourth and seventh weeks of every quarter. 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 grade level occurs in any subject (An “A” – “C”).

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. The scores also aid in evaluation. A profile and home report will be sent home to help guide parents with interpreting the various scores. The Stanford Achievement Test is administered to all students in grades K5 - 6th. 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
Physical Education	1
Foreign Language	2
Electives	2
Technology/Computer Education	1
*US History and American Government required	
**Biology required	

Extra-Curricular Activities (Athletics, Performing Arts and School Sponsored Clubs)

Athletic Program Profile

Athletic Director: Trevor Brown
League Affiliation: Independent
School Colors: Red, White, and Navy
School Mascot: Eagles
Programs Offered:

High School Sports

SPORT	GRADES	SEASON	SIZE
Basketball – Girls Varsity	9-12	Nov. – Mar.	10-15
Basketball – Boys Varsity	9-12	Nov. – Mar.	10-15
Football – Boys Varsity	9-12	Aug. – Nov.	Unlimited
Cheerleading – Girls Varsity	9-12	Aug. – Mar.	10 - 15
Basketball – Girls Junior Varsity	9-12	Nov. – Mar.	10-15
Basketball – Boys Junior Varsity	9-12	Nov. – Mar.	10-15
Football – Boys Junior Varsity	9-12	Aug. – Nov.	Unlimited
Cheerleading – Girls Junior Varsity	9-12	Aug. – Mar.	10 - 15

Middle School Sports

SPORT	GRADES	SEASON	SIZE
Basketball – Girls Middle School	7-8	Nov. – Mar.	10-15
Basketball – Boys Middle School	7-8	Nov. – Mar.	10-15
Football – Boys Middle School	7-8	Aug. – Nov.	Unlimited
Basketball – Boys Elementary School	4-6	Nov. – Mar.	10-15

NCA Student Extracurricular Activity Guidelines

National Christian Academy Character and Sportsmanship Standard

Our Relationships with Opponents

- Demonstrate self control and respect for others.
- Avoid words or actions that offend opposing teams, players, coaches, or spectators.
- Treat opponents as we would like to be treated.
- Avoid booing, taunting, and personal comments.
- Accept victory with grace and defeat with dignity.

Our Relationships with Officials

- Learn the rules of the game in order to be a more intelligent spectator.
- Accept and respect the integrity and authority of the officials.
- Avoid personal comments and sarcasm towards officials.
- Have your goal to make the official's work a joy, not a burden.

Our Relationships with Competitors and Coaches

- Encourage our athletes.
- Do not expect athletes to be perfect. They are not professionals.
- Keep a proper perspective. Remember that our children's spiritual and academic progress is much more important than their athletic achievement.
- Respect the integrity and judgment of the coaches. If you have legitimate concerns, deal with them in proper forum and manner, as would be appropriate between fellow Christians. Before, during, and after a game is not an appropriate time.

Forward:

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

The responsibility of the athletic department and other extracurricular activity organizations at National Christian Academy is to provide an environment in which all students have the opportunity to develop educational and spiritual values. It exists as a part of the overall ministry of National Christian Academy and promotes both its' mission and objectives. The following represents the core principles driving the athletic department and extracurricular activity organizations:

- We believe extracurricular activities are an integral part of the educational system
- We believe student participants to be an integral part of the student body
- We believe students must be the focus of all extracurricular activities
- We believe in the character building qualities of the extracurricular teams and clubs
- We believe in the ability to share and model Christ through participation

This manual attempts to outline basic policy and procedures that govern the athletic department and the other clubs and activities at National Christian Academy as it strives to model its' above mentioned principles. Changes to current policy and the addition of new policy will be made as the need arises.

Philosophy of Athletics:

To place Christ at the center of our lives both on and off the field of play

"For physical training is of some value, but Godliness has value for all things, holding promise for both the present life and the life to come" – I Timothy 4:8 (NIV)

Recognizing extracurricular activities as part of the ministry at National Christian Academy is key to understanding its' role. Participation is of some value, but if our time in athletics is without training in Godliness, it has failed to function effectively.

"Whatever you do, work at it with all your heart, as working for the Lord, not for men." – Colossians 3:23 (NIV)

The athletic department, clubs, and teams at National Christian Academy desire to present itself to God and not to man. Our coaches, staff, and student participants should strive to give their all as they represent National Christian Academy and Jesus Christ. Whether in the classroom or in competition, all abilities mental; emotional, physical, and spiritual; should be used for the Lord. This requires a commitment to excellence in all we do.

Objectives:

The following represent the objectives of the athletic department, clubs, and teams at National Christian Academy. The objectives involve all student participants, coaches, and staff members of the program.

- To model Christ in both actions and words.
- To strive to grow in our relationship with Christ through times of devotion and prayer.
- To use the God given talents and abilities, not for personal glory, but for His glory.
- To develop and nurture the God given talents and abilities.
- To develop socially as we interact with both our teams and other teams.
- To take seriously the life lessons found in athletics and extracurricular activities such as responsibility, commitment, dedication, adversity, and honest play.
- To strive for excellence while competing.
- To recognize and seize the opportunities to share Christ by word and example.
- To develop the program as part of the overall ministry of National Christian Academy.
- To develop community awareness of National Christian Academy and its' mission.
- Encourage spiritual growth of coaches and student athletes.
- Oversee academic policies for student athletes.
- Report results and accomplishments of the teams to the media.
- Maintain an effective rapport with local sportswriters and news media.
- Attend all meetings involving the school in athletics or appoint a representative.
- Arrange for adequate professional staff coverage at all home games, contests, and meetings.
- Secure officials for all home athletic contests.
- Report to appropriate building administrator any unsafe conditions existing within areas used during athletic activities.
- Schedule practice areas for athletic activities.
- Stimulate interest of students, staff, and community in the athletic program.
- Implement procedures for hosting visiting teams.
- Arrange for all athletic transportation.
- Supervise or oversee all intramural programs.

Coaches and Sponsors

General Description:

- Coaches and sponsors are appointed by the school administrators and the athletic director, and shall be responsible to the athletic director who shall, with the school administrator decide on continuance or removal of that coach.
- Coaches and sponsors shall be contracted annually and must sign the contract including the responsibilities outlined in the contract.
- Coaches and sponsors should consider the sport as an integral part of the overall ministry of National Christian Academy and should employ sound educational principles, ensuring all athletes feel a worthwhile part of the overall National Christian Academy program.
- Coaches and sponsors should employ sound Biblical principles to train their players to be Godly men and women as they compete.

Responsibilities:

- Determine personnel of the team.
- Have control of the team in all matters pertaining to coaching and athletic discipline (any supplementary procedures must be approved by the athletic director).
- Be present at all practices and contests or be represented by an approved substitute when necessary; this includes bus rides to and from away games.

- Submit to the athletic director a team roster for eligibility certification at least one week prior to the first contest.
- Attend all appropriate meetings.
- Be responsible for the distribution and collection of school athletic equipment, including uniforms before, during, and after the season.
- Be responsible for all team equipment used during practices and contests.
- Submit a written uniform inventory at the conclusion of the season.
- Be responsible for team members at all contests, whether at home or on the road. Provide the athletic director all requested information for official use.
- Give personal support to the entire athletic program.
- Be responsible for the selection of team captain(s).
- Organize and conduct practice sessions for the sport.
- Appoint and train any managers for the sport.
- Fill out injury report forms and see that all injuries are cared for.
- Instill spiritual leadership in the team: devotions, prayer, and counsel.
- Set an example by dressing properly for coaching at practices and contests.
- Be on time for practices and contests and, if delayed, notify the athletic director when possible.
- Be responsible for appropriate statistics being taken and that any reports are submitted in a timely manner.
- Be required to enforce the rules to local news and media in a timely manner.
- The athletic director and coaches share responsibility for preparation and clean up of the facility for each contest; specifics should be worked out for each sport.

Policies and Procedures

The following policies and procedures have been established to govern the affairs of the National Christian Academy athletic program.

Athletic Eligibility for Tryouts and Participation Policy:

Students wishing to try out for an athletic team must be enrolled at National Christian Academy:

- Or are home instructed pursuant to the requirements of COMAR 13A.10.01 and represent a nonpublic school or church organization as described herein, and pursuant to the requirements of the school. Have a National Christian Academy approved athletic physical form on file in the athletic office **prior to the first scheduled practice date**.
- Students involved in multiple sports through the year will need a separate National Christian Academy sports physical form conducted within six weeks of the beginning of the sport season.
- Forms can be obtained through the athletic office and are available online on the National Christian Academy school website.
- Have demonstrated academic eligibility.
- Students must maintain an overall grade point average of 2.00.
- Students carrying an overall grade point average above 2.00 and failing one subject will be considered on **restrictive eligibility**, but will be eligible to practice and travel with the team.
- Students carrying an overall average below 2.00 or failing two or more subjects will be considered **ineligible** and will not be permitted to play in games, practice, or travel with the team.
- At the time an **ineligible** student becomes eligible to play, they will be considered under **restrictive eligibility** for their first game back.
- Academic eligibility will be determined at the end of each quarter on Friday and determines eligibility for practices and games played thereafter.

Once eligibility has been determined a student may, by their own initiative, improve the quality of their work to the level specified above. The player would be reinstated under the above mentioned guidelines by word from the school administrators.

Initial fall sports, clubs, or team's academic eligibility will be based on the grades earned in the final quarter of the previous year.

- Submit a signed Health Record and Travel Waiver form to the Athletic Director **prior to the first scheduled practice date.**
- Adhere to any published pre-season criteria established for the sport by the coach, sponsor, or athletic director.
- Pay the designated athletic, team, or club fee. Athletic fees are non-refundable and **are due prior to the first scheduled practice date.**

Students must adhere to the following to remain eligible for participation:

- Maintain academic eligibility.
- Adhere to any school policy governing participation.
- Student must arrive at school by 9:00 am to be eligible to participate in games or extracurricular activities that day or evening.
- Students not able to arrive at school by the designated time or leave school early due to an approved college visit, physician appointment, or school approved event are still eligible to participate in a game that afternoon or evening with prior consent from school administration.
- Students leaving school due to an illness cannot return for participation in any game that afternoon or evening.
- In case of a snow day situation when National Christian Academy has school but a students' school district is closed and no transportation is provided by the district, they may still participate in a game that afternoon or evening.
- Any student disciplined in other areas of school life is subject to suspension from the athletic program to be determined by the athletic director, club sponsor or the school administrators.
- If a student receives a detention of any kind, the serving of that takes precedence over attendance at practice and/or games.
- Students serving suspension will be **ineligible** for any practice or game held on that day.
- Any student using profanity or abusive language, or demonstrating unacceptable behavior will be subject to suspension to be determined by the Coach, Athletic Director, and Administrators.
- Any student found to be using tobacco, alcohol, or drugs will be automatically subject to dismissal from all athletic teams for the current academic year.
- If a player earns a position on the team, they are expected to remain on the team throughout the season.
- If a player experiences some difficulty which affects them remaining on the team, a conference with the coach, the parents, and the player must be held prior to the players' leaving the team.
- In the event of an unexpected medical condition which impacts a players' ability to participate, a conference with the coach, the parents, and the player will be held to identify the level of participation which is reasonable.
- Players must participate in any fundraising done for the athletic program.

The players are strongly encouraged to participate in off-season workouts, clinics, and camps to improve their skills.

Practice Policy:

- Attendance at practices is required for participation.
- Coaches will be constantly adding and adjusting team strategies during practice sessions. Missing practice may result in students being unprepared for game situations.
- Missed practices will be classified and handled under the following two guidelines.
 - Unchangeable family commitments
 - Defined as an absence outside of the control of the player due to family commitments.
 - These absences should be kept to an extreme minimum and will result in no mandatory loss of playing time.
 -
- Player Chosen Activity
 - Defined as an absence from practice due to a player's deliberate choice.

- These absences will result in a loss of playing time during the next scheduled game, the minimum being defined by **restrictive ineligibility**.
- Injured players are expected to attend practice to observe and learn new team strategies.
- Practice and event schedules will be provided by the athletic director and may be held on Saturdays or school holidays. Thursday practices will end by 6:30 pm.
- If a student is participating in a practice not held directly after school and wishes to remain on campus, they must remain in a supervised study room until practice begins.

Uniform Policy:

Uniforms will be distributed to athletes prior to their first game.

Athletes are responsible for the maintenance of their uniform throughout the season.

Uniforms must be turned in, to the coach or athletic director, no later than two (2) weeks after the last game of the season.

If no arrangements have been made directly with the athletic director, a \$10.00 late fee will be charged after that date plus the charge of the uniforms. All records and transcripts will be held until uniforms are turned in.

Any damage, outside of normal wear and tear, will be the responsibility of the athlete.

Uniforms or uniform parts are to be worn ONLY during athletic games or approved athletic events, not for gym or general wear.

Travel Policy:

The following guidelines govern transportation:

- Students are expected to ride the bus to and from all away games unless prior arrangements have been made with the coach.
- A parent who is attending an away game must make verbal arrangements with the coach concerning transportation home.
- No student may take a ride with another parent or student unless written permission has been given to the coach prior to the game, identifying the person who will be giving the ride.
- The following guidelines govern travel conduct:
- Athletes must adhere to any seating arrangement designated by the coach; however, boys and girls should remain in separate sections.
- Travel dress will be designated by the coach, yet should always be within the school dress code.
- No trash is to be left at the bench, in the locker room, or on the bus; be sure to place all trash in the receptacle on the bus, or take it with you.

Playing Time Policy:

Playing time is an earned privilege.

Playing time will be distributed at the discretion of the coach using the following guidelines based on level of competition:

For junior high teams, coaches are instructed to give each team member opportunity to play, based on practice attendance, effort, and attitude.

For high school teams (including junior varsity), there is no guarantee of playing time.

- Coaches are instructed to use ability, effort, and attitude, to distribute playing time.
- Evaluation of ability and game strategy is at the coach's discretion.

Movement of players will be at the discretion of the athletic director and the coaching staff, and will take place for the following reasons: depletion of a roster due to injury or ineligibility, changes in ability level, and team strategy.

Gym and Playing Field Policy:

Athletes are expected to respect the facilities and fields afforded them for practice and competition.

- Athletes are responsible for all trash and equipment after games and practices
- All trash should be placed in proper receptacles.
- Proper shoes should be worn at all times. Non-marking shoes only should be worn on the gym floor. No cleats should be worn in the school building at any time.
- Locker rooms should be kept clean at all times.
- Athletes should report any damage as soon as it occurs.

Athletes are not to be in the gym without proper adult supervision or approval.

Appendix: Forms

The forms on the following pages need to be completed and turned into the coach or athletic director before participating in any sport affiliated with National Christian Academy's Athletic Department.

Consent & Release Form

I. STUDENT ACKNOWLEDGMENT AND RELEASE CERTIFICATE

- A. I have read the National Christian Academy (NCA) Student Athlete Handbook and know of no reason why I am not eligible to represent my school in athletic competitions.
- B. I agree to follow the rules and abide by the decisions of administrators at NCA.
- C. I know that athletic participation is a privilege. I know of the risks involved in athletic participation, understand that serious injury, and even death, is possible in such participation, and choose to accept such risks. I voluntarily accept any and all responsibility for my own safety and welfare while participating in athletics, with full understanding of the risks involved, and agree to release and hold harmless my school and other schools involved of and from any and all responsibility and liability, including any from their own negligence, for any injury or claim resulting from such athletic participation and agree to take no legal action against my school or other schools involved because of any accident or mishap involving my athletic participation.
- D. I consent to the exclusive jurisdiction and venue of courts in Prince George's County, Maryland for all claims and disputes between and among NCA and me, including but not limited to any claims or disputes involving injury, eligibility or rule violation.
- E. I give NCA and its assigns, licensees and legal representatives the irrevocable right to use my picture or image and any sound recording of me, in all forms and media and in all manners, for any lawful purposes.

I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE PROVISION. (to be signed by student)

Date: _____ Student Signature: _____

II. PARENT/GUARDIAN/EMANCIPATED STUDENT CONSENT, ACKNOWLEDGMENT AND RELEASE CERTIFICATE

- A. Undersigned, a parent of a student or a guardian of a student hereby gives consent for the student to participate in one of the following interschool sports: **Boys Sports:** Basketball or Football and **Girls Sports:** Basketball or Cheerleading
- B. Undersigned understands that participation may necessitate an early dismissal from classes.
- C. Undersigned consents to the disclosure, by the student's school, of all requested, detailed financial (athletic or otherwise), scholastic and attendance records of such school concerning the student.
- D. Undersigned knows of and acknowledges that the student knows of the risks involved in athletic participation, understands that serious injury, and even death, is possible in such participation and chooses to accept any and all responsibility for the student's safety and welfare while participating in athletics. With full understanding of the risks involved, undersigned releases and holds harmless NCA or other schools involved of and from any and all responsibility and liability, including any from their own negligence, for any injury or claim resulting from such athletic participation and agrees to take no legal action against NCA or other schools involved because of any accident or mishap involving the student's athletic participation.
- E. Undersigned consents to the exclusive jurisdiction and venue of courts in Prince George's County, Maryland for all claims and disputes between and among NCA me or the student, including but not limited to any claims or disputes involving injury, eligibility, or rule violation.
- F. Undersigned gives NCA and its assigns, licensees and legal representatives the irrevocable right to use any picture or image or sound recording of the student in all forms and media and in all manners, for any lawful purposes.
- G. Please check the **appropriate space:**
 - The student has school student accident insurance.
 - The student has football insurance through school.
 - The student has adequate family insurance coverage.
 - The student does not have insurance.

Company: _____ Policy Number: _____

I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE PROVISION. (to be completed and signed by all parents/guardians, emancipated students; where divorce or separation, parent with legal custody must sign)

Date: _____ Parent/Guardian Signature: _____

Date: _____ Parent/Guardian Signature: _____

File In Office of the Athletic Department. Separate Form Required for Each School Year.

National Christian Academy Concussion Information Sheet

Concussion Information for Parents and Student Athletes

The Maryland General Assembly and Maryland Department of Education (SB 771 & HB 858) have recently enacted laws and guidelines which require all schools to provide information on concussions to student athletes and their parents. This is in response to increased evidence that concussions, if not treated properly, can result in a prolonged recovery or possibly premature mental difficulties. The following information is provided so that you can:

1. Recognize the significance of concussions
2. Know the common signs and symptoms
3. Understand the proper treatment
4. Understand return to play criteria.

What is a concussion?

A concussion, or mild traumatic brain injury, is a disturbance in brain function caused by direct or indirect forces to the head. These forces disrupt normal brain metabolism and function. Signs and symptoms may occur immediately, or can develop hours or days later. A working diagnosis of concussion is any head injury associated with one or more of the symptoms outlined below.

What are the signs and symptoms?

Signs: Things observed by others

- Dazed or stunned appearance
- Vacant stare
- Confusion
- Forgets sports plays
- Memory loss
- Unsure of surroundings
- Answers questions more slowly
- Shows behavior or personality changes
- Balance problems
- Loss of consciousness (infrequent)
- Amnesia (unable to recall events surrounding the injury)

Symptoms: Experienced by athletes

- Headaches
- Dizziness
- Difficulty concentrating and/or focusing
- Nausea and/or vomiting
- Visual Problems
- Balance Problems
- Sensitivity to light/sound
- Memory loss
- Sleep disturbances
- Feeling slowed down
- Drowsiness
- Irritability
- Sadness
- More emotional than usual

If a student athlete experiences any signs or symptoms of a concussion or head injury, it is the responsibility of that student athlete to immediately inform the athletic trainer and his/her coach.

How is the concussion managed?

The goal of concussion management is to allow the brain to heal. This requires the following steps:

Physical Restrictions – Recovery requires limiting physical activity, especially practice, conditioning, drills, games and physical education classes.

Mental Restrictions – In athletes with significant symptoms, mental activities should also be limited to allow the brain to heal. School attendance, homework, quizzes/tests and projects may need to be modified. Texting, surfing the internet, playing video games and watching television may need to be curtailed until symptoms subside.

Neuro-cognitive Testing – The ImPACT test is a computerized test that documents an athlete's cognitive and speed skills. The test has been validated as an accurate measure of brain function and helps one to diagnose a concussion and know when the brain has healed following a concussion. All athletes must have a baseline test prior to participating in practice. Should an athlete sustain a concussion, a post-injury test can be performed and compared to an individualized baseline. The post injury test must be performed in the office of a MD trained in sports concussion management.

Consequences

Post -Concussion Syndrome – The majority of concussed athletes recover fully. However, some athletes that experience ongoing symptoms that last for weeks or months after the injury. These symptoms include: persistent headache, dizziness, trouble concentrating, or depression.

Second Impact Syndrome – This complication is unique to high school aged athletes, and may occur when an athlete is allowed to return to play before the brain has been completely healed. A repeat head injury, even minor in nature, may cause brain death.

What are the criteria for return to play?

Before the concussed athlete can return to play, the most current standard of care includes the following:

- The athlete must be symptom-free at rest, including going through normal school days without symptoms
- Normal neurological examination administered in the office of an MD trained in sports concussion management
- Post-injury neuro-cognitive test (ImPACT) results have returned to baseline levels
- The athlete must be symptom-free with supervised exertion gradual return to play protocol. The progression will be supervised by a National Christian Academy Certified Athletic Trainer.
- Must receive **written** clearance from Doctor trained in sports concussion management which includes the use of neuro-cognitive testing. For further information, a list of specially trained physicians can be found by going to www.mpssaa.org.

National Christian Academy administration and coaches are striving to keep your student athlete's health and safety at the forefront of the student athletic experience.

National Christian Academy Sudden Cardiac Arrest Information Sheet

Sudden Cardiac Arrest Information for Parents and Student Athletes

The Maryland General Assembly and Maryland Department of Education (HB 0427) have enacted laws and guidelines which require all schools to provide information on sudden cardiac death to student athletes and their parents. The following information is provided so that you can:

1. Recognize the significance of sudden cardiac arrest
2. Know the common signs and symptoms
3. Understand how this can be prevented
4. Know what to do if the student exhibits signs and symptoms

Facts

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac death can affect all levels, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused inflammation of the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

Warning Signs

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing). Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

Emergency Signs - Call EMS (911)

If a person experiences any of the following signs, call EMS (911) immediately:

- If an athlete collapses suddenly during competition
- If a blow to the chest from either a ball, or another player, precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest.
- If an athlete does not look or feel right and you are just not sure

How can sudden cardiac arrest be prevented?

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, you can assist by:

- Knowing if you have a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age.)
- Telling your healthcare provider during your pre-participation physical about any symptoms of chest discomfort, shortness of breath, racing or irregular heartbeat, or feeling faint, especially if you feel these symptoms with physical activity
- Taking only prescription drugs that are prescribed by your healthcare provider
- Being aware that the inappropriate use of prescription medications or energy drinks can increase your risk
- Being honest and reporting symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

What should you do if signs of cardiac arrest develop?

- Tell your parent or guardian, your coach and your athletic trainer

- Stop exercising until seen by health care provider

Consent and Release Form

To be read and signed by the parent or legal guardian, and student athlete

- A. I/we authorize responsible school personnel to oversee or provide emergency medical care to participant in the event of serious injury. I/we further consent to certain health information being disclosed to school personnel, including but not limited to, coaches, school administrators, and/or staff, as necessary.
- B. Concussion and Sudden Cardiac Arrest Information Acknowledgement (HB 0427)

Parents and Students - Please read the documents titled “National Christian Academy Concussion Information Sheet” and “National Christian Academy Sudden Cardiac Arrest Sheet”. After reading these fact sheets, please acknowledge such by reading the following and signing below.

Student: As a student athlete, I have read both fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussions and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

Parent: I, as parent or legal guardian, have read the fact sheets regarding concussion and sudden cardiac arrest. I understand the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury, and the symptoms of sudden cardiac arrest.

- A. I/We understand the school has supplemental insurance to help cover the costs of an athletic injury. The cost for this insurance is included in student fees and is collected by the Business Office at the beginning of the school year. The insurance may cover costs not covered by the primary insurance. (Forms should be obtained through the Business Office.) Parents must initiate the process.
- B. I/We authorize and consent to the release by law enforcement and/or juvenile court authorities to school officials of records or other information, which pertain to the undersigned student, regarding an act that would be in violation of any of the rules and regulations of National Christian Academy and recognize that such records and information may be considered by school officials in determining a student’s eligibility to participate in the athletic program.

Parent/Legal Guardian Signature:

Student Signature:

Date: _____

Academic Restriction

Any student earning a D or F in a subject may not be excused from required courses or student periods to run errands or help on special projects except as the school administration directs. This restriction is in effect for three weeks after report cards, or progress reports are issued, or when a teacher requests that a student be restricted.

Academic Probation

Any student who receives more than one "F", or if their combined average falls below a C (2.0), will be ineligible to participate in any extracurricular activities and/or interscholastic athletics including practices. Any student placed on academic probation will not be reinstated until the next nine (9) week report card academic requirements are met, including the following school year.

Students on academic probation may be required to retain a tutor outside of National Christian Academy and submit progress reports to the Supervisor of said department. Parents need to be proactive in this regard. Parents should know that they are welcomed to conference with the Academic Dean, Supervisor, and or counselor to discuss aid and assistance for their child. Students must complete homework assignments daily and maintain notebooks in every class.

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 been in attendance at 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

60 Service hours are required of all students for graduation.
All Service hours must be pre-approved for credit to be given.

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.

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. 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 at the goal of 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 times tardy 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.

VII. General Information

School Office

The school office hours are 8:00 am until 6:30 p.m. Monday through Friday, except holidays.

When visiting the Academy for any reason please sign in at the office and receive a visitor's pass. Lunches, books, homework, etc. may be left at the school office for delivery to your child.

The school office will also maintain a "Lost and Found." Items found will be kept for thirty days, during which time students or parents may claim them. After thirty days all unclaimed items will be donated to the needy or discarded. Please label all clothing and personal items. Labeling will help teachers and others determine proper ownership.

National Christian Academy will not be responsible if your child brings an inappropriate item to school (including cell phones or other electronics) and the item is stolen or lost. Should an item be confiscated, a parent will be notified; however the item may be subject to disposal by the school.

Arrival and Departure Procedures

The school day officially begins at 8:25 a.m.; however, students should arrive no later than 8:15 a.m. All students need to be *in complete uniform prior to entering the school*. No child is permitted to use our restroom facilities for personal hygiene maintenance or grooming prior to the start of the academic day. It is imperative for students to be in their seats before 8:25 a.m. so that instruction may begin on time.

All children of pre-school age must be accompanied into the building.

Dismissal Times

Preschool - Elementary	K3 - 6th	3:05 pm
High School	7th - 12th	3:25 pm

Only parents or those designated by the parents will be able to pick up students. Please do not send someone else to pick up your child unless you have notified the school office in writing in advance and you have recorded that person's information in your RenWeb account. A valid government ID will be required. Children will only be released to their parents or to those named on the emergency card and your RenWeb account. All children must be signed/scanned out prior to the close of the academic day. If it is necessary to pick up your child during the school day, please make arrangements through the school office.

Parking is only permitted in designated parking areas and spaces. Parking is not permitted in the drop off/pickup areas for any reason.

Students may not loiter in the front of or around the school. All students should be picked up or off of school property by 3:45, unless they are involved in an after-school activity. Students remaining after 3:45 and not in an official after school activity will be sent to aftercare and the parent's account will be billed accordingly. Students must be under adult supervision at all times.

Absences

Prompt and regular attendance is necessary for children to maximize the benefits of their academic experience. Any absence not absolutely necessary will be documented as unexcused and the child will receive a zero. The only absences that will be excused are:

1. Sickness
2. Death in family

3. Medical or dental appointments
4. Court appearance
5. Special Circumstances pre-approved by Administration in writing.

Only an administrator may determine if an absence or tardy is excused. Parents must provide written documentation on the same morning the child returns for every absence. There are no tuition refunds for absences.

Students are allowed the same number of days to complete missed work, as they were absent. For example, a student will have three (3) days to make up all work (homework, quizzes, and tests), if he/she was absent for three (3) days. If work is not made up within the allotted timeframe, the student will receive a zero for each of those days.

Any student absent more than twenty-four days of school in one school year may be required to repeat the grade. Any student absent more than eight (8) unexcused days per quarter may receive a grade of an F for that quarter.

Any voluntary absences not previously approved by the school are unexcused. A grade of zero will be given for work missed during unexcused absences. Please schedule medical and other appointments during vacations or after school when possible.

Tardiness Policy (Excused = Sickness/Dr. or Dental Appt. or Administrative)

Students may arrive for school as early as 8:00 a.m. without being charged before care fees. They are escorted from the multi-purpose room by their teacher or a staff member at 8:15 a.m. Students are considered tardy at 8:25 if they are not seated and prepared for the day. Students arriving after this time must report to the school office, sign in, and obtain a late pass. All students who are tardy are considered unexcused (see below). Late arrivals are a disruption to students and teachers, so please be considerate of others. Students may be required to stand quietly outside of the class until the teacher permits entrance if they are late. Students who arrive late should move as quickly and as quietly to their desk as possible so as not to disrupt the class.

Arriving late to school:

For the 8:25 a.m. arrival time, students are permitted to be tardy (4) times per quarter.

- a) On the fifth (5) tardy and each subsequent tardy a conference with the Department Supervisor will ensue and the student will drop one letter grade.
- b) Excessive tardiness is reviewed by the Department Supervisor, which may result in a suspension.

Arriving late to class:

- a) On the third unexcused tardy and each subsequent tardy in any single class, an after school detention will be administered. Five unexcused times tardy will result in the student's grade being dropped one letter grade.
- b) Excessive tardiness is reviewed by the Department Supervisor, which may result in a suspension and/or failure of that class.

Sickness and Emergency

Please do not send a child to school that is sick. There should be no less than a 24 hour period before returning to school in cases where a child has a fever, vomits and/or has diarrhea. Children with elevated temperatures of 100 degrees or greater will not be admitted to class. If a child has been out sick with a contagious disease, he/she will not be permitted to return to school until he/she is no longer contagious and brings a doctor's note stating that the contagion has passed. If a child becomes ill during the day you will be notified by the school office and must make arrangements to pick the child up immediately.

Emergencies: The school must always be kept informed of the location and phone number of at least one parent and two (2) emergency contacts. Be sure to enter this information into your RenWeb account.

Medications: Medication will only be given to a child with a written note signed by a physician. This also includes over the counter medication such as cough medication and children's aspirin. The doctor's note must include the scheduled times and dosage to be administered. Any student found possessing any non-prescribed medication, will be subjected to disciplinary action.

Injuries: Any serious injury that occurs at school will be reported to parents immediately. Minor injuries that occur at the school will be reported to the parents on an accident report form that will be placed with your child's daily papers which you collect at the end of each day.

School Closings

National Christian Academy follows the Prince George's County School System regarding weather related school closings, early dismissals or late openings only. This policy is inclusive of K3 through 12th grade. Before-care normally begins at 6:30 a.m. A one-hour delay means a 7:30 a.m. opening and a two-hour delay means 8:30 a.m. Please listen to radio stations for these announcements. On days when National Christian Academy is in session and the public schools are closed, listen to radio stations WTOP (103.5 FM) or WMAL (630 AM), or watch local television stations for specific announcements regarding National Christian Academy. Every parent is responsible for providing an email address and/or mobile telephone number so that we may reach you in the event of a school closure emergency through our Parent Alert system.

If an event occurs in the future that closes the county schools but not National Christian Academy, the Academy will announce on local radio and television stations that we are open with liberal leave. (Some stations may call this simply "liberal leave.")

"Open with liberal leave" means that if you have been affected by the problem that closed the county schools and you cannot make it to the Academy that day, your child will have an excused absence and will be able to make up any work missed on that day without penalty.

Fire Drills

Fire drills will be held on a regular basis. No one is to tamper with or set the fire alarm box. Everyone is to evacuate the building when the fire alarm sounds or when a fire drill is conducted, unless previously informed not to do so.

Everyone must follow fire drill rules and regulations, vacating building quickly, but in an orderly fashion. Lights should be turned off, windows and doors shut upon leaving. No pushing or shoving. Students are to stay on right side of the hall in passing, and remain with their class at all times.

Roll will be taken when the students arrive at their designated safety area.

Classroom Observation/Visitation:

In order to provide a stable learning environment for all students, National Christian Academy limits disruptions to its classes and students. Therefore, parents are not free to visit or observe in a child's class at their leisure.

If a parent needs to see his/her child, a request must be presented to the Department Supervisor. The Supervisor will arrange for the child to be excused from class to visit with the parent, and the student will then be returned promptly to the class. In order to limit disruptions to classes and students, parents are not permitted to go to the classroom (except to pick up their children after school) unless accompanied by the Department Supervisor.

There are some special events, such as birthday celebrations, when parents are encouraged to participate with their children in the class. (These are planned and pre-approved by the teacher and the department supervisor.) This visit is for a limited period of time so that the students may return to regular school-work and activities.

Arrangements must be made to schedule a birthday party for your child. Please be mindful that we have an aggressive curriculum that must be observed. The following must be observed:

- ❖ A written request must be submitted to the teacher no later than two weeks prior to event.
- ❖ There shall be no activities, which are contrary to Biblical teachings, the teachings and philosophy of NCA. (i.e. **magic acts in any form**)
- ❖ No gifts or toys brought to school that have magical undertones (i.e. Pokemon, Yugi-oh or other such cards.)

IT SHOULD BE NOTED THAT ANY VIOLATION OF THE AFOREMENTIONED POLICY MAY RESULT IN CANCELLATION OF THE PARTY AND YOU BEING ESCORTED FROM THE BUILDING.

Parents may request to observe their child's class. The written request from the parent must indicate the reason for the observation and the date requested. The Department Supervisor will respond to the request. If it is granted, the Supervisor will make the arrangements and will inform the parents accordingly.

Any questions or issues concerning the policies or procedures within this handbook should be addressed to the school Administration. Please be advised that throughout the year, observations may be made for future changes in the handbook. Notifications or pending amendments are sent to the parents in writing.

Parent Support Group

The parent support group is active and needs your assistance. This group assists and supports the Administration, staff and students of the National Christian Academy. They are quite active in boosting the morale of all the above named. Please consider becoming a part to help continually grow your child's school.

SERVICE PROGRAM STATEMENT

National Christian Academy needs help each year to support various academic, extracurricular, and fund-raising activities. Since the total sum of tuition does not cover all of the financial expenses of the school, each family is expected to help defray these expenses by donating fifteen (15) hours of service to the school each year. These hours not only help National Christian Academy finance its operations; it also helps foster parent participation and involvement in the life of their children's school community. All school families are required to participate in the service program, since all students reap the benefits.

GUIDELINES

- Each family is required to donate fifteen (15) hours or \$150.00 each year. Hours are credited for July 1st through May 30th of each year. Families of seniors must fulfill their credit hours requirement by May 1st of their graduating year.
- Accumulated hours may not be carried over for credit to the next school year.
- The report of your earned credit hours must be submitted on the Service Program Reporting Form. The record of your family's service hours is readily available on your RenWeb account. Be sure to constantly monitor your account and report any discrepancies immediately.
- Service hours are not restricted to parents. Any other adult family members are welcome to participate. In some cases, teen family members of NCA students may also participate with the prior approval of staff.
- Families may choose at any time to pay the fee instead of working the hours. Incomplete service hours will be billed to each family at the rate of \$10.00 per hour not served. Billing will be applied to the April 25th billing date.

Contact Information

Address: 6700 Bock Road
Fort Washington, MD 20744

School Office: 301- 567- 9507
Facsimile: 301- 567-7332
Email: officeadministrator@nationalministries.com
Web: www.ncaeagles.com

Principal: ext. 8113
Vice Principal: ext. 8112
High School Supervisor: ext. 8163
Elem. School Supervisor: ext. 8116
Pre-School Supervisor: ext. 8122

