

INTRODUCTION

NEW CASTLE CHRISTIAN ACADEMY

It is the philosophy of the New Castle Christian Academy that an excellent academic program in a Christian atmosphere should be available to the children of our community during their formative years. It is our purpose to bridge the relationship between the educational experience and the dynamics of the Christian life and develop Christian leaders who will love and serve in thought, word, and deed, and impact the world around them.

- Academics** A quality program of academic excellence integrated with the biblical principles designed to meet the challenges of high school, college and beyond.
- Atmosphere** A disciplined and distinctively Christian environment that teaches respect for authority and biblical standards of morality.
- Action** A challenge to be involved in the activities of the school and the outreach of the local church to develop Christian leaders who will love and serve God.

LOCAL CHURCHES

NCCA supports the students' individual churches. Training Christian leaders is one of the key goals of NCCA. Through character building, leadership opportunities and daily classroom activities, we seek to instill in our students the desire to live and serve in Christ's name now and in the future.

The Academy is sponsored by the Greater New Castle Ministerial Fellowship which represents churches from nearly every denomination in the city. Our staff and student body are made up of representatives from many churches.

The Academy sees this representation as a sacred trust to the entire body of Christ in this community, and we do not take this responsibility lightly. Therefore, we make the following pledge:

1. The New Castle Christian Academy strongly **encourages its students and faculty to be faithful to the worship services and programs of their own churches.**
2. Among Christians, the area of mutual scriptural agreement is vast. By comparison, the area of doctrinal differences is small. **New Castle Christian Academy will respect the doctrinal distinctions of its students and faculty.** When such issues arise, the student will be referred to his/her church for scriptural explanation.
3. It is the hope of **the NCCA to be a blessing to the pastors and churches** in their ministry in this area. It is our dream to turn out young people who will be faithful servants of Jesus Christ and who will grow to be loyal members of their churches.

DOCTRINAL STATEMENT

New Castle Christian Academy is an interdenominational Christian school. Therefore, the school will introduce students to the basic concepts of faith (listed below) that are found in Christianity and will avoid teaching specific denominational doctrines. When a question regarding doctrine is raised, a child will be referred to his/her church for explanation. Bible reading, prayer, church history, and chapel services, which are conducted by the Greater New Castle Ministerial Fellowship, are a regular part of the school week.

BASIC CHRISTIAN AFFIRMATIONS OF NCCA

- We **confess our belief in the Triune God** – Father, Son and Holy Spirit. “We believe in one God, the Father Almighty, Maker of heaven and earth, of all that is seen and unseen” (The Nicene Creed).
- We hold to the belief that in and through **Jesus Christ all people may obtain salvation**. Through faith in Jesus Christ we are forgiven, reconciled to God, and are transformed into the children of God.
- We share the Christian belief that **God’s grace and loving redemption are realized in human life by the activity of the Holy Spirit**, both in our personal experience and in experiences found in the community of believers.
- We **recognize the authority of the scriptures** in matters of faith. We believe that “all Scripture is inspired by God (God-breathed) and is useful for teaching, rebuking, correcting, and training in righteousness” (2 Timothy 3:16), so that God’s people may mature in the faith.
- With other Christians we believe **there is one universal (Catholic) church and that oneness is found in Jesus Christ, our Lord and Savior**. Even though the church has many different denominations with distinct doctrines, we are all part of Christ’s universal church.

SPONSORING ORGANIZATION

The New Castle Christian Academy is sponsored by the Greater New Castle Ministerial Fellowship (GNCMF). GNCMF is a Pennsylvania non-profit corporation authorized to solicit tax-deductible donations under Section 501(c)(3) of the Internal Revenue Code. The GNCMF is governed by a Board of Directors comprised of clergy who represent numerous churches in Lawrence County.

NCCA BOARD OF DIRECTORS

The Board of Directors of the New Castle Christian Academy is comprised of ten members who serve three year staggered terms: typically, three Board members are clergy, three are from the field of education, and three are from the community at large. Appointments are made in May and the terms of office run from July 1 to June 30. A Board member may be reappointed to serve a total of not more than six years on the Board. If there is a vacancy created during the year, a new Board member may be appointed by the GNCFM.

The Board meets monthly at a regularly scheduled time and may schedule other meetings as necessary. The Board president is one of the three clergy directors, and is usually the senior clergy Board member. A quorum of five Board members must be present for any formal action to be taken.

Board meetings are closed to the public. However, anyone wishing to address the Board must request the opportunity to do so through the Administrator of the NCCA. If the Board grants the request, the matter will be placed on the agenda and the requesting party's presentation is limited to five minutes. After the presentation, the Board continues with its regular business.

STUDENT POLICY INFORMATION

Attendance

Students are expected to be both prompt to school and regular in attendance.

Students who are present for a **minimum of three (3) hours** of the school day shall be given credit for a half day of attendance. A student must be present for a minimum of 5 hours of the school day to be given credit for a full day's attendance. Students present for **more than three hours and less than five hours** of the school day will be given credit for a half day of attendance. Medical or professional appointments are not counted against school attendance.

Students who exceed nine (9) days of **unexcused absences** in two (2) grading periods may be asked to leave the school. Students whose absences exceed the above number because of major medical reasons (determined by parent, administrator and doctor involvement) may be allowed to make up work and time lost, with these absences not counting toward the nine days. (Major illnesses include the flu, chicken pox, measles, strep throat, various viruses and illness or injuries involving hospitalization or quarantine.) *After three unexcused absences*, a letter from the Administrator will be sent to the parents; *after six unexcused absences*, a conference with the parent, student, teacher, and administrator will be scheduled, and *after nine unexcused absences* a student may be asked to leave the Academy.

The following are acceptable **excused absences** from school:

1. **Personal Illness** – There are times when parents need to keep children at home due to illness. However, if more than three consecutive school days are missed, a certificate from the doctor stating the cause of illness is needed.

Communicable diseases require exclusion from school by regulation of the Pennsylvania Department of Health. Students must be excluded from attending school if they have the following communicable diseases:

Measles	6 days from onset of rash
Whooping Cough	4 weeks from onset
Streptococcal Sore Throat with Rash	not less than 7 days from onset
Chickenpox	until scabs are dried and there is no danger of infection
Mumps	10 days or until swelling has subsided
German Measles	3 days or until rash has disappeared
Eye Infection and Pink Eye	until inflammation is cleared
Skin Rashes, Head lice and impetigo	until medical treatment or with the doctor's permission

2. **Death of a relative** – the absence arising from this situation is limited to three (3) days, unless reasonable cause can be shown by the parent or guardian for a longer absence.
3. Student absences because of **family vacation times** of more than three consecutive days will be excused based upon approval from the Board. The criteria used to make this decision will be the student's academic standing, the attendance record to that point, and the anticipated length of the vacation. Days lost due to vacationing do count against the number of absences allowed.

Written notification must be made at least one month prior to the date of a proposed vacation so that teachers will have time to prepare work for the student, and the Board will have be able to meet during its regularly scheduled meeting time and discuss the absence. Assigned work is due the day of return from the vacation. **NO STUDENT SHALL BE ALLOWED TO MISS STANDARDIZED TEST WEEK OR FINAL EXAMINATIONS.** Parents will be notified of standardized test dates in September of the school year.

Additionally, **the first ten (10) days of each semester, and the last 10 (ten) days of each semester may not be missed except in cases of EXTREME emergency or illness.** Family vacations scheduled during this time will be considered unexcused absences.

Dentist and doctor appointments should be made after school hours whenever possible. If appointments must be made during school hours, the appointment should be made as late in the afternoon as possible.

Excused absences:

If a student misses one day, one day will be given to make up work; two days absent, two days to make up work. **Any long-term projects of which the student is aware will be due on the due date regardless of absences.**

Tardy Policies

Three (3) unexcused tardies for any grading period is unreasonable. Being tardy is harmful for several reasons:

1. It is poor training.
2. It starts the student's day with an embarrassing situation.
3. The student misses the beginning of the day.
4. It distracts the class.

- **First tardy** results in a warning.
- **Second tardy** results in a parent phone call.
- **Third tardy** results in a half hour **after school** detention.
- **Each tardy after that** results in a one hour **after school** detention until the fifth tardy is realized. After the fifth tardy, a conference will be held with the student, parents and administrator in an attempt to remedy the situation.

Every tardy not accompanied by a written excuse will be considered unexcused.

Absence Reporting

If a student is absent, a parent can do one of two things:

1. The preferred method of reporting is to **call the school** before 9:00 am the day of the absence and give the reason as well as the number of days the student may be absent. This call is especially important for the younger grades so we know your child is safe. If the parent calls the school, the call will act as the needed excuse.
2. If a call is not made, the parent or guardian must **write an excuse** and send it on the day of the child's return to school, which includes the student's name, dates of absence, reason for absence, and a parent or guardian signature. The excuse must be given to the classroom teacher.

Failure to call or send a note the day of return will result in an unexcused absence.

Medical Policies

All students are required by law to have the basic immunization to childhood diseases including four shots of DPT (Diphtheria-Pertussis-Tetanus), three oral polio, two of the MMR (Measles-Mumps-Rubella) combination shot, and three shots for Hepatitis B. Proof of the shots must be on file in the school office.

The Academy requires a completed medical form on each child to be kept on file to assist us in dealing with students and in contacting parents when necessary.

Health Services

1. When **a child is ill**, he/she is to report to the school office. If any child is too ill to remain in school, the parents will be notified and they should, if possible, arrange transportation home. A child who shows signs of illness should not be sent to school but referred to the family physician.
2. **Accidents** are to be reported to a teacher. The school will not assume responsibility for treatment of accidents that occur outside of school hours.
3. It is important to keep **emergency file cards** updated. Any change of residence, phone, employment or emergency numbers should be reported to the office immediately.
4. **All prescription drugs and over-the-counter medicines** are to be brought to the office to be administered. A written permission slip from the parent must accompany any drug to be administered. At no time should a child, K-8, have a drug in his/her possession. All prescriptions must be in the original prescription bottle.
5. **Asthma inhalers** will be kept in the teacher's possession and administered by the teacher. Written permission from the parent must accompany inhalers.
6. Children who show **skin blemishes** believed to be contagious may be sent home.

Discipline

At New Castle Christian Academy, our purpose is to bridge the relationship between the educational experience and the dynamics of the Christian Life. Therefore, all students are to display courtesy, kindness, morality, honesty and obedience.

It is essential for students in NCCA to be well disciplined if the school is to run smoothly. Teachers, the administrator and parents are jointly responsible for the behavior of students. We believe that it is essential for the student's moral and ethical development that inappropriate behavior be corrected. Misconduct will be handled primarily by the teacher.

At the beginning of each year, the teacher will inform students of the Academy discipline rules. Each new student to the Academy must also be informed of the Academy discipline rules as they are stated in the Academy handbook.

If a child is causing a discipline problem, the teacher, after informing the administrator, will call the parent of guardian to report the matter and the consequences

In cases of persistent or serious offenses, the administrator will contact the student's parent or guardian and, in consultation with them, decide on the appropriate way to handle the situation.

The following are examples of behavior that will not be tolerated at NCCA:

- A. **Fighting**—Students involved in a fight (physical contact with another person) or who provoke a fight on school property or at any school activity may be suspended. Other disciplinary measures may be used at the discretion of the administrator.
 - ❖ Parents or guardians of students involved in a fight must be notified immediately.
 - ❖ Automatic three (3) day suspension will result if there is a second offense.
 - ❖ Repeated offenses can result in a child being expelled from the Academy.
- B. **Disrespect**—Disrespect will not be tolerated.
- C. **Profanity or Abusive Language**—Students using profanity at school or school events will be disciplined.
- D. **Insubordination**—Students must comply with any directive from a school employee. Students must act in an orderly manner.
- E. **Possession of Drugs, Alcohol, Tobacco, Weapons or Fireworks**—Any student found possessing any of these items at the Academy or school events will be expelled from the school.

DISCIPLINE CODE

LEVELS OF MISBEHAVIOR

LEVEL I:

Level I offenses are minor misbehaviors on the part of the student which impede orderly classroom procedures or interfere with the orderly operation of the school.

Level I offenses will include, but are not limited to, the following:

- ❖ Minor classroom disturbances
- ❖ Disruptive behavior on school bus (minor)
- ❖ Non-defiant failure to complete reasonable assignments or carry out responsible directions
- ❖ Cafeteria misbehavior
- ❖ Hallway misconduct

Suggested remedial action for Level I offenses include the following:

- ❖ Verbal reprimand
- ❖ Parental conference
- ❖ Special non-homework assignments
- ❖ Teacher detention
- ❖ Counseling
- ❖ Behavioral contract
- ❖ Withdrawal of privilege
- ❖ Demerits
- ❖ Office detention

LEVEL II

Infractions in this category may be defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Misbehaviors at this level always require intervention by the administrator.

Level II offenses will include, but are not limited to, the following:

- ❖ Continuation of unmodified Level I misbehavior
- ❖ Chronic or continuing disruptive behavior in school or on bus
- ❖ Leaving school grounds without permission
- ❖ Possession and/or use of tobacco
- ❖ Fighting (simple)
- ❖ Willful destruction of school property
- ❖ Minor theft
- ❖ Disrespect/insubordination to teacher or administrator
- ❖ Truancy

Punishment at this level is out-of-school suspension (not to exceed three days). The days must be consecutive school days. **During the suspension, the student will not be permitted to participate in nor attend any school activity.**

LEVEL III:

Infractions at this level might include acts directed against persons or property. In some cases it may be necessary to involve the proper law enforcement agency or officer.

Level III offenses include, but are not limited to, the following:

- ❖ Continuation of unmodified Level I and Level II misbehavior
- ❖ Actions in opposition to the standards set by the NCCA
- ❖ Arson/fire extinguisher tampering
- ❖ Bomb threat
- ❖ Possession, use, transfer of a dangerous weapon
- ❖ Extortion
- ❖ Assault—Battery
- ❖ Disruptions of a serious or frequent nature
- ❖ Serious or frequent interference with the educational process
- ❖ Vandalism (major)
- ❖ Theft—possession—sale of stolen property
- ❖ Furnishing, selling, possession, or under the influence of unauthorized substances (alcohol or drugs)
- ❖ Persistent incorrigible behavior or willful violation of school rules
- ❖ Fighting (chronic)
- ❖ Continuation of threats (especially those threats which deal with inflicting bodily harm)
- ❖ Harassment
- ❖ Use of any human body irritant which may lead to discomfort or asphyxiation
- ❖ Intentional acts causing bodily harm
- ❖ Unauthorized use of fireworks
- ❖ Any act which could result in violence or pose a direct threat to the safety of others within the school

Suggested actions for Level III offenses include the following:

- ❖ Referral to agency outside of the school
- ❖ Restitution for damages and out-of-school suspension
- ❖ Full suspension from school (not to exceed 10 school days)
- ❖ Expulsion by action of School Board

Pennsylvania State School Law, 1997-0 Tolerance—weapons of any kind brought into the school means immediate expulsion. Any illegal drugs brought into the school means immediate expulsion.

DETENTION POLICY

Students may receive detentions that are either behavioral or due to missing homework. The behavioral detention is cumulative throughout the year, and the homework detention policy begins again with each semester. The following procedure will be enacted for each:

Behavioral detention:

- A behavioral detention will be assigned upon the teacher's discretion. A note explaining the cause and time will be sent to parents.
- The detention will be served after school in the classroom for an amount of time determined by the teacher.
- After two behavioral detentions, a parental conference is required with the teacher(s) and administrator.
- If a third detention occurs, a behavioral contract will be signed by the student and parent. If the contract is not adhered to, the student may be asked to leave the Academy.

Homework detention:

- A first missed homework slip will be sent home and a parent's signature is required.
- When homework is missed a second time, the teacher will telephone the parent.
- The third missed homework slip will result in a parent/teacher conference and an after-school student detention, time determined by the teacher.

Lunch Policy

The Academy has a hot lunch program on Wednesday and Friday. Students are required to bring a package lunch from home on other days. Lunch periods are supervised and are expected to be a productive time for fellowship and relaxation.

No one is allowed to share his or her lunch. Too many viruses and the intolerance of peanuts to some children are reasons not to share food. If a child forgets his/her lunch, she may call her parents. The parents must bring the lunch to the office. If no one can be reached, the child will be given a choice of cheese and crackers or other available snacks.

Classroom Visitation Policy

New Castle Christian Academy strives to operate on a policy of openness when it comes to parental visitation and observation of classrooms; however, it is also necessary to maintain an atmosphere that minimizes classroom interruption to give every student an optimum learning experience. Occasional observations by parents of their children's classrooms will be permitted on the following bases:

1. The classroom teacher and administrator must be aware of a parental concern prior to observation;
2. The classroom visit must be scheduled through the office at a time mutually agreed upon with the teacher;
3. Upon arrival, parents must register per existing guidelines;
4. Observation will not be permitted during testing times or times when students are being graded on specific assignments (i.e. oral book reports, etc.);
5. The observation should coincide with the area of parental interest, and
6. Classroom observation should be limited as to the time in the classroom so as not to disrupt the entire day.

Transportation

By state law, the local school district in which a child resides is required to provide transportation to and from a private school within a 10-mile radius. The Academy works with local school districts to set up the busing schedules.

The Academy has attempted to coordinate our calendar with the New Castle School District and other area districts. However, there will be times when your home school district and the Academy will differ. We ask that you initiate the responsibility of seeing that your child is in school, whether you personally provide the transportation or car pool.

Students licensed to drive (16 or older) are not permitted to drive to school.

Records

1. The NCCA shall follow the Pennsylvania School Code in reference to Pupil Records sections 12.31, 12.32, 12.33
2. Records will be mailed directly to another school when a student transfers.

Gifts and Donations

Gifts of equipment or supplies to the Academy become the property of the school to be used at the discretion of the Administration, unless designated projects have been pre-approved.

INSTRUCTIONAL POLICIES

Grades Offered

New Castle Christian Academy offers classes for three year pre-school through eighth grade.

Teachers and Staff

New Castle Christian Academy has all certified teachers on its staff. All staff members will be enthusiastic, qualified individuals with upstanding backgrounds, high credentials and deep commitments to children.

Accreditation

The Academy is fully registered and recognized by the state and follows all the guidelines established by the state Department of Education regarding hours, days and subject matter to be taught at each grade level.

Curriculum

The A Beka Curriculum series is the primary curriculum for the school. The A Beka approach to education is an excellent integrated approach, which will provide students with a solid academic background and, at the same time, guide them in the establishment of moral values and social graces. Curriculum will be reviewed by the teachers and administrator by the end of March of each school year. Scott Foresman math curriculum is also used to meet Pennsylvania standards.

Homework

We believe that homework is an integral part of the school program. A sincere effort should be made to insure that homework is not excessive so as not to intrude on vital family time. However, each teacher will give homework to aid the students to advance in their studies. **EACH STUDENT IS REQUIRED TO COMPLETE HOMEWORK ASSIGNMENTS.**

Homework should be given for these reasons:

1. For **DRILL**: Students require solid drilling to master material essential to their educational progress
2. For **PRACTICE**: Following classroom explanation, illustration and drill on new material, homework is given so that the material will be mastered.
3. For **REMEDIAL ACTIVITY**: As instruction progresses, if weak points in a student's grasp of a subject become evident, homework following instruction should be given to help the student overcome these difficulties.
4. For **SPECIAL PROJECTS**: Book reports, compositions, special research assignments and projects are some of the activities that a teacher should assign as homework to enhance learning.

Students have one day when they are absent to make up work. For example, if a student were absent two days, he/she would have two days to turn in the make-up work, along with staying up with the daily homework. **Any term papers or major projects must still be sent in to the teacher by 10:00 a.m. of the day it is due if the student is absent.**

It is the student's responsibility to find out what make-up assignments are due. Assignments left undone will be reflected in the student's grade.

Grade Scale

The following grade scale will be used by the NCCA:

A	92—100%
B	83—91%
C	74—82%
D	65—73%
E	0—64%

Report Cards

Report cards will be distributed every nine weeks to keep parents informed of their child's progress. Report cards will be sent home on Monday, Wednesday or Friday, five (5) days after the grading period ends.

Report cards will give the percentage the student has earned in a subject. This will let parents know exactly how their child is progressing in a particular subject. Grades for special classes (Music, Computer, Spanish, Skills for Life, and Gym) will be included for Honor Roll computation for grades 4—8.

Report cards are due back the following morning bearing the parent's signature. It will be necessary to pay a \$3.00 replacement fee for a lost report card.

Retention Policy

While the goal of the New Castle Christian Academy is for students to succeed academically and socially, we recognize that, in some cases, retention is both necessary and advisable. The following guidelines will apply:

1. A student will be retained if the end of the year average is an E in two or more major subjects. A major subject is defined as Math, History, Science or Language.
2. A student may be retained if he/she is absent 30 or more days during the school year after a consultation with teacher(s), parent(s) and administrator.
3. If a student has a D average or less in the major subjects combined, the advisability of being promoted to the next grade will be decided in consultation with the classroom teacher(s), parent(s) and administrator.
4. If a parent requests that his/her child be retained, the decision will be made in consultation with the classroom teacher(s), parent(s) and administrator.

Home School Enhancement Policy

Parents of K-8 home school children can enroll their child at NCCA for selected classes.

After meeting the required administrative interview and entrance assessments, completing the registration procedures and paying the appropriate fees, home school students may attend NCCA on a part-time basis and be eligible to participate in an athletic program.

Extracurricular/Athletic Participation Fees:

Extracurricular Participation	\$60.00
Enrollment Fee	\$65.00
Tuition	One Class \$250.00
	Two Classes \$350.00

Physical Education, Computer, and Spanish—two days a week.

Art and Music—one day a week.

FINANCIAL POLICIES

Tuition/Fees

Tuition for the Academy will be based on projected cost for the coming year and should be determined by April 30.

Tuition may be paid annually or over an 11-month period. Tuition is due the 5th or 20th of each month. Tuition rates will be lower for the second, third and fourth children from the same family.

A non-refundable, one-time enrollment fee is required with each child's registration.

Payment of tuition will begin in July and continue through May. This will assist in keeping the monthly payments at a reasonable amount.

Delinquent Payments

The following is a summary of procedures related to account delinquencies. Please read these procedures carefully so that you fully understand the consequences of overdue accounts. Any questions or discussions related to delinquent accounts must be directed to the bookkeeper.

1. In the event **a regularly scheduled payment is returned unpaid**, the payer will receive notification from FACTS stating the missed payment will be reattempted, the specific date of the reattempt, and a reminder that a FACTS Returned Payment Fee will be processed automatically within 20 days of the return.

NCCA will watch the account to determine whether the second attempt is paid.

2. If the **missed payment is again returned unpaid**, the payer will receive another notification explaining that the missed payment will be reattempted on their next regularly scheduled payment date along with any regularly scheduled payment and a reminder that another FACTS Returned Payment Fee will be processed automatically within 20 days of the return.

*If the FACTS Returned Payment Fee is returned by the payer's financial institution unpaid, it will be reattempted as well.

NCCA will continue to monitor the account.

3. If **the third attempt** does not result in a payment, the account will become part of the Unresolved Balance on the Risk and Retention Report which is available online and will be faxed to the school twice a month. A letter is sent to the responsible party asking them to contact the school immediately to resolve the unpaid balance. A FACTS Returned Payment Fee will be processed again within 20 days of the return. (One will be assessed for the regularly scheduled payment as well.)

4. NCCA will contact the responsible party once two consecutive payments have been missed (third attempt). Options for resolving the missed payments include:

- a. Recalculate the remaining payments to include the missed payment amounts.
- b. Require the responsible party to pay the unresolved balance directly to the school. The school must then notify FACTS immediately to ensure the payer's account can be credited properly.

5. If the agreed upon payment is not made directly to NCCA by the date set, or the recalculated payment is missed through the FACTS system, the student or students will be dismissed and FACTS will be notified to remove the account from the system.

Tuition for students enrolling after the start of the school year will be pro-rated on a per diem basis.

Any student from a school district on strike who enrolls after September 1 must pay for the full year upon enrollment.

As a private school, the annual budget is based upon projected cost and covered entirely by tuition. Therefore, **no refunds for tuition received will be given unless a child moves out of the community making it impossible for him/her to attend the Academy.**

Report cards will not be issued at any grading period unless tuition payments are up-to-date, unless prior payment agreement has been made with the Board.

Records will not be released to another school or agency unless all tuition and fees have been paid.

Scholarships

Scholarship assistance for the Academy is dependent entirely upon donations and varies from year to year in size and availability. Scholarships are based entirely upon financial need and are granted by a scholarship committee, which is independent from the Academy staff. Those who are in need of financial assistance should contact the school office to be placed on a scholarship information list. **All scholarship information is confidential.**

If your child receives a scholarship, for every \$50 awarded, two hours of **volunteer work** will be expected. Some examples of volunteer needs are: kindergarten aides, office aides, recess aides, school and PTSE activities. Failure to complete the expected hours may result in not being considered for scholarship money the following year.

In addition to the volunteer hours, **a thank you note** should be sent to the Caroline Knox Foundation for your scholarship grant. Notes may be sent to the school and we will forward them to the proper people.

Dress Code

All students are encouraged to be appropriately dressed and groomed in order to promote pride in oneself and the Academy. Each student should exhibit a willingness to be neat, clean, and wear clothing that is not disruptive to the educational process, or that constitutes a threat to the purpose of education, safety and health.

Uniforms will not be a part of the Academy. We do expect parents and students to make every effort to help us establish and maintain an atmosphere of dignity and propriety with regard to dress. Toward that end, the following standards will be strictly maintained:

- Skirts and shorts must be at least mid-thigh when the student is seated.
- All shirts must have sleeves and can not be low cut or revealing. Thus, tank tops are not allowed for grades 4-8. **Girls' tops must be long enough so no midriff is exposed when both arms are raised in normal activity above the head.**
- Jeans and pants can not be frayed or ripped where skin is showing through. They must be worn at the waist, not sagging to the point of immodesty. When students bend over, undergarments should not be seen.
- Pajamas are not school attire except on special days designated by the school.
- Tennis shoes for gym/recess must be worn for grades K-3. They do not have to be worn to school, but shoes must be available at school.

Cell phone/electronics policy:

- If any teacher or other staff member sees a cell phone or other electronics, it will be taken from the student.
- The electronic will be given to the administrator and it can be retrieved only by a parent. It will not be given back to the student, only the parent.

Chapel

Teachers and their students are expected to attend the weekly chapel services.

PHYSICAL EDUCATION POLICY

Students will be evaluated in three areas:

1. **Effort**—an honest attempt to play the game or exercise
2. **Promptness**—being on time for class
3. **Conduct**—following school policies concerning behavior

Dress—the physical education teacher will designate the appropriate clothing at the beginning of the academic year. If an activity requires particular dress, notice will be sent home in writing. Students in grades 6-8 are required to wear a blue t-shirt and mesh shorts for participation.

Missed classes—Re: excused for appointments, health reasons, other activities, absent from school—

- 1, 2, 3 misses/grading period—no points off
- 4, 5, 6 misses/grading period—5, 6, 7 points off respectively
- 7, 8, 9 misses/grading period—8, 9, 10 points off respectively
- 10 or more misses/period—20 points off

Students may be given extra points for extra effort. All units will have an opportunity for students to receive extra points.

Any student receiving a medical excuse for a period of longer than two weeks will meet with the physical education teacher and the administrator to plan a program for meeting the physical education requirement. Students with unusual circumstances will be considered individually by the teacher and administrator.

ATHLETIC ELIGIBILITY POLICY

1. A student must maintain a “C” average (2.0 GPA) in all subjects, including all special classes (i.e. computer, Spanish, art, etc.)
2. If a student falls below 2.0 GPA, he/she will be ineligible to play that week. Weekly progress reports will be shared with the coaches to determine weekly eligibility.
3. A student receiving an after-school detention or suspension will be ineligible for one (1) week.
4. Students who are absent from school may not attend after-school practices or games. A student attending half day may participate.

ENRICHMENT ACTIVITIES

Students are expected to participate in enrichment activities such as swimming, field trips, and holiday programs. Failure to participate will result in a lowered grade in the corresponding class.

Class trips:

Students (grades 6-8) will not be allowed to attend class trips if they are failing the year.

NCCA BOARD FIELD TRIP POLICY

During the year PTSF provides money for two field trips for students at NCCA. We try to take one in the fall and one in the spring. Sometimes other free field trips may be planned especially in the lower grades. Swimming lessons, ballet performances, Leadership Conference, Spelling Bee, Math Olympics, etc., are all considered field trips. For most of the field trips a bus is provided for transportation. A bus is by far the safest way to transport children on field trips. At times, parents are asked to chaperone, but most of the time the teacher and the aides are enough.

- In order for a child to go on any field trip, the Academy must have a **signed permission slip** from the child's parents.
- At times, it may be necessary to ask **parents to drive small groups**. Parents drive at their own risk.
- At **no time should younger siblings** be allowed to accompany a parent on a field trip.
- **No parent is to follow the school bus** in his or her car on a field trip.

If a child does not go on a field trip, he/she will remain at school and have work to do. Students not attending school on the day of the field trip may not participate in after school activities that evening.

NEW CASTLE CHRISTIAN ACADEMY POLICY FOR INTERNET ACCESSIBILITY

The New Castle Christian Academy is now offering Internet access for student use. This document is the Acceptable Use Policy for your use of the NCCA system. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. It has not been established as a public access or public forum and the NCCA system has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed the system, and enforce all rules set forth in the school code and the laws of the state of PA. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee.

1. Purpose

The NCCA Board of Directors recognizes that as telecommunications and other new technologies change the way information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students and staff to rich information resources and developing the necessary skills to analyze and evaluate such resources.

The networked information system is the property of the New Castle Christian Academy and is to be used solely for school purposes. Hence, the users of the system have no expectation of privacy because NCCA will regulate and monitor the system to ensure compliance with this policy. When a user accesses this system, the user is consenting to the Board's regulation and monitoring.

1. Authority

It shall be the policy of the Board that in order to use NCCA's facilities to access networked information resources; it will be necessary for students to agree, in writing, to the following regulations for accessing networked information resources:

REGULATIONS FOR NETWORKED INFORMATION RESOURCES

The NCCA Board provides access to networked information resources including the Internet. The Internet is an electronic information and communications network connecting millions of devices and millions of people all over the world. Authorized users of networked information resources may, if needed, have access to any or all of the following:

1. Electronic mail (E-mail) communications with people all over the world.
2. Information and news from a wide variety of sources and research institutes.
3. Public domain and shareware software of all types.

4. Discussion groups on a wide variety of topics.
5. Access to many educational institutions and libraries.

With access to computers and people all over the world also comes the availability of some material that may not be considered of educational value within the context of the work setting or educational setting. The following are regulations to establish parameters for use of this resource:

I. Acceptable Use:

The purpose in providing access to networked information resources is to support research and education among schools, academic institutions, and other users by providing access to unique resources and the opportunity for collaborative work. The use of networked information resources must be in support of education and research consistent with these objectives. Other non-educational personal use of the system is prohibited. The transmission of confidential school records is also prohibited. This includes, but is not limited to: copyrighted material, threatening material, obscene material, harassing messages, or material protected by trade secret. Also, transmitted material must not discriminate on the basis of race, creed, color, gender, religion or disability.

II. Privileges:

Inappropriate use of networked information by an individual user will result in suspension and/or cancellation of his/her privileges to access networked information resources through NCCA facilities and any other disciplinary action in accordance with our school discipline policy.

III. Network Etiquette:

The use of networked information resources requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not send abusive messages to anyone.
- b. In all messages use appropriate language; do not swear, use vulgarities or inappropriate language.
- c. Illegal Activities. Anything pertaining to an illegal activity is strictly forbidden. (Note that e-mail and access to other information resources are not guaranteed to be private. People who operate the system do have access to all mail and other resources.)
- d. Privacy: Do not reveal the personal address or phone number of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute any e-mail message without permission from the author.
- e. Connectivity: Do not use the network in such a way that would disrupt others' use of the network.
- f. All users should remember that deleted information can, in many instances, be retrieved.

IV. Services:

The New Castle Christian Academy is not responsible for any damage that may result from the staff and/or student use of NCCA's networked information resources. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or interruptions. Use of any information obtained through NCCA's networked information resources is at your own risk. The New Castle Christian

Academy denies any responsibility for the accuracy or quality or information obtained from networked information resources.

V. Security:

Security on any computer system is a high priority, especially when the system involves many users. Any user who feels they have identified a security problem with the network must notify the administrator immediately. The user must not demonstrate the problem to other users. Users are not permitted to share their access code with other users, to access another user's material or work, to use any other user's account, give out their own account password, forge messages, pretend to be another user, or post anonymous messages. Attempts to log in as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of violating policies with regard to other computer systems will be denied access to NCCA's networked information resources. The academy will maintain a file of all access codes and will employ these codes, when necessary to regulate and monitor our system.

VI. Vandalism:

Vandalism by any individual user will result in cancellation of privileges and/or criminal prosecution. Vandalism includes, but is not limited to, hardware vandalism, contamination of data, deletion of data, reconfiguration of data, degradation of system performance, distribution of unsolicited advertising, harassing of others, propagation of computer worms, and propagation of computer viruses.

The administrator will develop appropriate written permission agreements for student use of networked information resources through NCCA.

An IU technical person or the Academy's computer teacher will conduct training programs with staff members on appropriate use of networked information resources. No student will be provided access to networked information resources until he/she has received training by a staff member and has agreed in writing to this policy.

All staff members will be responsible for monitoring student use of networked information resources to ensure that they comply with this policy.