



**Parent / Student Handbook**  
**2023-2024**

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## INTRODUCTION

### **HISTORY**

In 2008, God laid a vision of a Christian school on the heart of founder, Pastor Scott Coghill. Nearly two years later that vision became something that not only needed to be fulfilled to address the attacks on political morals and values but also to fulfill the original calling that God had given.

Though never losing sight of the hope for a Christian school, in 2009 God began to rekindle the fire of this vision. In 2010, Pastor Scott began moving forward in the planning and development of its operations so that the vision would move beyond hopeful good intentions to becoming a manifest reality as a result of taking action through much preparation, faith and prayer. In 2011, New Bern Christian Academy opened its doors with an enrollment of 40 students in grades K5 through 6th.

As of the 2020/2021 school year, NBCA has grown to include over 340 students in Kindergarten through 12<sup>th</sup> grades. In June of 2016, NBCA graduated its first senior class which included 6 students.

### **MISSION STATEMENT**

**New Bern Christian Academy** exists as a ministry of New Life Free Will Baptist Church for the purpose of educating the minds of every young person with excellence while striving to cultivate in their hearts a passion for the Lord Jesus Christ and His work. These objectives are accomplished by providing quality spiritual, academic and social activities that encourage young people to achieve their individual best for the Glory of God.

### **SCHOOL VISION**

The vision of New Bern Christian Academy is to become a school of excellence by providing a structured atmosphere that will challenge and direct each student to reach their fullest potential both academically and spiritually.

### **STATEMENT OF FAITH**

- We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.
- We believe that there is one God, Eternally existent in three persons, the Father, the Son and the Holy Spirit.
- We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His victorious resurrection, His ascension to Heaven, and personal pre-millennial return.
- We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved.
- We believe in the present ministry of the Holy Spirit who enables the believer to live a godly life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16-17). Since the Holy Bible does speak to the nature of human beings

and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

- We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long standing principles of scriptural truth.
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex.
- We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

## **STATEMENT OF PHILOSOPHY**

New Bern Christian Academy seeks to minister to the intellectual, physical, spiritual, and social needs of its students (Luke 2:52). Recognizing that the primary responsibility for the education of children rests with their parents (Eph. 6:4, Deut. 6:6-7), the school seeks to work closely with the Christian home, and under the authority of New Life Free Will Baptist Church, to instill in students standards for life and learning that are consistent with the Scriptures which results in Christ-like character. The academy wishes to produce students with a Christian worldview and a discernment of right and wrong based on the clear precepts and principles of Scripture.

In addition, the school is determined to provide an academic program of high quality so that students may be prepared in a satisfactory manner for college, ready and able to perform God's will for their lives. We believe that God has instilled certain spiritual and natural gifts to every young person. This can be nurtured and fostered at NBCA with the offering of fine arts instruction and extracurricular activities that further develop the whole child. This will be accomplished by hiring and maintaining a faculty and staff who are committed to Christ, faithful church members, and who have a deep understanding of Biblical integration. By the direct teaching and godly examples of Christian faculty, students will be encouraged to live exemplary and Christ-like lives.

## **POLICY AS TO NOTICE OF NON-DISCRIMINATION**

NBCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs. Students who are accepted for enrollment are expected to be cooperative, obedient, well-mannered, and positive toward the school and its distinctives. We believe this policy to be consistent with the clear teaching of Scripture (James 2:1-9).

## ADMISSIONS

### **REQUIREMENTS**

Student applications may be completed on the school's website, [www.newbernchristianacademy.com](http://www.newbernchristianacademy.com). An interview with the prospective student and parents as well as approval from the administration is necessary prior to acceptance. Following the interview, students will be required to take an entrance test prior to acceptance.

New Bern Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set down in the Parent/Student Handbook or other rules of conduct as defined by the administration. The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted. It is understood that attendance at NBCA is a privilege, not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. The administration may request the withdrawal of any student at any time, who, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether or not he/she conforms to the specific rules and regulations of the academy.

### **ENROLLMENT PROCEDURES**

An application may be completed on the school's website, [www.newbernchristianacademy.com](http://www.newbernchristianacademy.com). Parents must have an interview with the administrator. When a parent completes and signs the application and pays the \$200.00 non-refundable registration fee, their child is considered provisionally enrolled. We accept students regardless of race, creed, or color if we are convinced the parents are seeking a Christian education for their children.

#### \*\*\*Observe the following procedures for enrollment:

1. Complete a student application at [www.newbernchristianacademy.com](http://www.newbernchristianacademy.com).
2. Attend a school tour and interview scheduled by NBCA.
3. Once the application has been provisionally accepted, NBCA will request the student's records from the previous school, schedule the student's entrance test and email instructions to complete the Enrollment Packet.
4. Students are not fully registered until all documents have been received and reviewed, the entrance test has been taken and the online Enrollment Packet has been completed, which will include setting up your FACTS financial account and your ParentsWeb account.
5. Students will be assigned to the proper grade and classes upon completion of the Enrollment Packet.

Completing an online application begins the enrollment procedure. Once the online application has been received an interview with an administrator will be scheduled. The appointment will include a tour of the facility and an examination of the student's academic and behavioral record. Parents should bring with them a copy of the student's latest report card or standardized test results. During the interview, an appointment to test the student should be scheduled. The administration will evaluate the test results and determine the academic status of the student.

Students entering kindergarten must be 5 years old before October 15<sup>th</sup>. Any kindergartner with a birthday after October 15<sup>th</sup> may still be enrolled for kindergarten knowing there is a good chance that the student may need to repeat kindergarten. Any exceptions to this policy must be approved by the administration.

\*\*\*Upon acceptance:

1. All families are required to setup a FACTS tuition management account.
2. The first month's tuition and all other necessary fees should be paid before the first day of school.
3. Immunization records must be delivered to the office before the first day of school.
4. Parents will also be required to attend the opening orientation night before the first week of school.

Students are not officially considered accepted to NBCA until all required documents and forms have been submitted and accepted. Once all documents have been received the student can then be assigned to classes at NBCA.

### **RE-ENROLLMENT**

Students who are currently enrolled in NBCA will be given an opportunity to re-enroll prior to the beginning enrollment date for new students. Re-enrollment will open in February to be completed online. **Beginning in March, enrollment is based on a first come basis.**

### **TRANSFER STUDENTS**

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, he may be placed in the grade best suited for his achievement.

### **TRANSFER GRADES**

NBCA will accept for full credit courses/grades from other approved educational institutions. If deemed adequate, any non-institutional courses/grades will be transferred into NBCA as standard grades/non-advanced courses. For HS Credits, please see Academic Policies.

### **IMMUNIZATIONS**

NBCA follows the North Carolina guidelines for immunizations. An up-to-date record of immunizations for each student should be submitted with application paperwork. Updated records should be turned in to the school office upon receipt of new immunizations.

## FINANCES

### TUITION/FEES

A Tuition and Fees Chart may be acquired from the school office or the school website.

### FINANCIAL POLICIES

A registration fee must be paid for each student application submitted. This fee is nonrefundable and is an annual fee.

Additional annual fees include items such as the cost of books, facility fee (facility fee waived for church members), activity fee, yearbook fee, etc. **Book fees are due by the first day of school.** Other fees may be distributed equally throughout tuition payments.

Parents may opt to pay tuition in 10 or 12 installments. The 10 month plan is August through May. The 12 month plan is August through July. All payments are due on the scheduled FACTS due date and are considered late if not paid by that date. Late fees will accrue to payments not paid on date due.

Late charges, at a rate of \$25.00, will be applied to each child. If all delinquent accounts have not been paid and brought up to date after a total of 30 days have lapsed from the due date, the student will be suspended until payment is made in full.

Any returned checks carry a \$15.00 charge (plus current late fees). If two checks are returned for insufficient funds within one school year, future payments must be made in cash or money order. Should a student withdraw or be dismissed during the school year, he will be charged the full month's fee for the month in which he withdrew or was dismissed. Should a student enter school during any part of the month, the payments will be prorated so that the fair amount of tuition is paid.

Discounts that are applicable should more than one child from the same family be enrolled.

<i>1st student</i>	<i>standard tuition rate</i>
<i>2nd student</i>	<i>15% off tuition (not including fees)</i>
<i>3rd student</i>	<i>25% off tuition (not including fees)</i>
<i>4th student</i>	<i>50% off tuition (not including fees)</i>
<i>5th student</i>	<i>free tuition (must still pay fees)</i>

### SCHOLARSHIP PROGRAM

A scholarship program has been set up through New Life FWB Church. These gifts can be given as offerings but not designated to a particular student. Recipients of scholarship monies will be determined by the NBCA School Board under the direction of the administration. Interested parents need to apply online at [www.factsmgt.com](http://www.factsmgt.com).

Click on the Parent Login, then select Payment Plans/Financial Aid. You will be required to create a FACTS account and submit an application to be considered for scholarship funds.

### **WITHDRAWAL FROM SCHOOL**

Should it be necessary to withdraw a student from school for any reason, parents must notify the office directly as soon as possible. A fee of \$500 will be charged for early withdrawal, unless it is a job-related transfer. Tuition will be pro-rated and is due on the day of withdrawal. All fees, tuition, and charges (lunch, library, etc.) must be paid before school records will be released.

### **DELINQUENT ACCOUNTS**

If a student has more than a \$500 balance from a previous school year, he/she will not be permitted to re-enroll for the next school year until arrangements have been made with the NBCA administration and finance team. FACTS accounts more than 30 days past due and/or more than a \$500 balance due will not have access to RenWeb until the accounts are brought current.

### **TEXTBOOKS**

A book fee is charged annually to cover the cost of textbooks and workbooks supplied by the school. Care and possession of textbooks are the responsibility of the student. These books must be replaced by the student if the books are damaged or lost. Some textbooks will remain the property of the school at the discretion of the administration, such as reading books. These books may be signed out and reused.

### **VOLUNTEER FUNDRAISING**

Our tuition is kept low in part by our fundraising projects. We strongly encourage every family to participate. Each year we promote special times of accepting designated gifts into our school ministry through the efforts of voluntary fundraising. This is an opportunity for parents and children to give of their time in a constructive effort to help their school.

### **ATTENDANCE POLICY**

Regular attendance is essential for successful class work. With any absence, students will be given equitable number of days to make up all missed work. Any work not completed in a timely manner will result in a zero. Teachers will setup a schedule for making up missed work. Please work with teachers and administration to plan for any pre-planned absences.

**A student missing more than twenty days of school may be retained (at the discretion of the administration). Upon an accumulation of 10 absences per semester the administration will have the discretion to contact the Department of Social Services, per the NC Truancy Law.**

Students having a verified illness during the school day will be asked to leave school. Parents will be called to pick up their child for one of four reasons:

- Temperature of 101 degrees or higher
- Temperature of 100 degrees or higher when accompanied by other indicators of illness, such as:



known exposure to communicable illness; extreme malaise; headache; nausea, vomiting and/or abdominal pain; symptoms of upper respiratory infection.

- Vomiting without the presence of fever
- Head lice (Must be nit free and checked by our staff).

It is the policy of New Bern Christian Academy that a child may return to school having been without fever for 24 hours without the aid of medication. **Due to illnesses, New Bern Christian Academy does not recognize perfect attendance.**

### **SCHOOL HOURS**

School hours for elementary students are 8:00 AM to 3:00 PM. School hours for MS/HS students are 8:10 AM to 3:10 PM. Being absent and/or tardy will impair a student's academic progress. It can also be an inconvenience to the teacher while causing class disruptions. Students arriving at 8:01 AM (elementary) or 8:11 AM (MS/HS) or later will be considered late for school. If they are late, they should not enter the classroom until they have first checked in at the office and received a tardy slip. Students will receive an absence for every 5 tardies in a quarter. Parents must sign out their child in the office when picking them up early. Early dismissals will be counted in the same manner as tardiness. Excused reasons for arriving late or leaving early must include sickness, uncommon traffic, medical appointments, unforeseeable emergencies, and family bereavement.

Elementary students will be considered absent if they arrive after 10:30 AM or leave before 12:00 PM. Middle school and high school student's attendance is taken on a class to class basis. Middle School and high school students are considered late if arriving to class after the bell and absent if tardy more than 20 minutes.

Before school care will be provided beginning at 7:30 AM. There is no charge for this service. ***Children should not be left on campus before doors are opened at 7:30 AM.***

After school care will be provided until 5:45 PM for students in Kindergarten through 8<sup>th</sup> grade. There will be a charge of \$5.00 per hour beginning at 3:00 PM. Late charges of \$5 per 10 minutes will apply for students not picked up by 5:45 PM.

### **BEHAVIOR**

#### **PARENTAL AGREEMENT**

Because the Bible has given parents the mandate to rear their children (Deut. 11:9), the Christian school should assist the parents, not replace the parents. Students will not excel academically or develop spiritually without parental involvement. Therefore, parents should actively supervise their students in the areas of homework completion and test preparation. With parental reinforcement, discipline problems may be kept to a minimum. Parents may receive occasional phone calls from teachers or the principal; this is to ensure adequate communication between the school and the parents in order to quickly alleviate problems that would otherwise persist. Throughout the year, students will bring home tests, forms, and notes to be signed; all papers should be signed and returned within two days.

Parents may also be asked to help with school functions (field trips, fundraisers, etc.). Their help will be appreciated on a volunteer basis. Whenever parents attend school activities, they are asked to abide by school dress policies. Contact your child's teacher to be placed on the list of parent volunteers.

Parents should contact teachers first on all class concerns. Parent/teacher conferences may be requested by either the parents or the teacher. Parents and teachers should work together to resolve problems. Parents who have a problem with a teacher should contact the administration; all matters should be handled in a Christian manner void of slander and gossip.

## **STANDARDS OF CONDUCT**

In order to develop the spiritual character of each student, Standards of Conduct have been adopted that will benefit each student's spiritual growth. Every student must adhere to these standards, whether they are on school property or away from the campus, during the school year or summer break. Maintaining a Christian environment can only be accomplished when students who would manifest poor testimonies or contribute negative peer pressure are disallowed the privilege of attending NBCA.

Therefore, any student who breaches the Standards of Conduct will be disciplined through suspension or expulsion. Students are expected to live according to the school's standards of conduct when school is in and out of session. NBCA students must consistently observe the following standards:

Faithful church attendance to a Bible-believing church.

- Refrain from all illegal activity.
- Refrain from all forms of alcohol, tobacco, drug abuse, and vaping.
- Refrain from listening to music and attending dances with violent or vulgar lyrics.
- Refrain from fornication, homosexuality, transgender activity, and immoral practice.

The following offenses may warrant immediate suspension or expulsion:

- Blatant disregard for the Standards of Conduct
- Fighting or harming students
- Willful disobedience, defiance, or disrespect to authority
- Willful destruction of another's property
- Indecent, inappropriate, or racist language
- Cheating, stealing, or dishonesty
- Provoking other students (Harassment or Bullying)
- Bringing a weapon to school
- Accumulation of demerits

**Students engaged in social media or other activities that are against our school's Christian values and standards or have a negative impact on the testimony of NBCA may be asked to withdraw from the academy. Social media violations include, but are not limited to, using immoral language, posting inappropriate pictures and participating in inappropriate communication. Students involved in or portraying activities that include alcohol, tobacco, vaping, or drugs will be disciplined, which may result in expulsion from the academy.**

**NBCA chooses to discourage social media access in accordance with the terms and conditions of those applications.** Most services prohibit access to students under the age of 13 and only allow access under 18 with parental guidance. We encourage all parents to guard the hearts and minds of their children, as commanded in Scripture. Since parental guidance cannot exist on campus, we discourage all use of these means while students are under NBCA care.

**Public displays of affection will not be tolerated at NBCA, on or off campus.** This includes handholding, touching in an affectionate way, touching while sitting close or kissing. Students engaging in sexual activity of any kind on or off campus will be expelled immediately.

**NBCA does not condone excessive piercings or tattoos.** While some students may have either prior to enrollment, those wishing to continue with NBCA should not engage in these practices. Due to the nature of these offenses, administration reserves the right to determine appropriate punishment per offense. Gaining a tattoo while enrolled at NBCA (including the summer months) will lead to administrative discipline.

NBCA intends to provide an environment that ensures respect, equity and safety for all. We expect all persons to treat each other with dignity because they are created in God's image. NBCA does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate faculty member, staff, or administrator. Students may report to a teacher, administrator, or staff member. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable whether intentional or unintentional.

## **DISCIPLINE PHILOSOPHY**

Discipline and order are vitally necessary to achieve the goals of Christian education. Students cannot effectively learn academic subject matter or spiritual values when discipline is disregarded. The administration and teachers administer discipline with love and instruction.

We believe that teachers should be respected by the students, and they have the authority to maintain classroom discipline and enforce school policy. Teachers also have the authority to determine specific classroom rules that fashion a classroom environment that is conducive to learning. When a student has a complaint or disagreement with the teacher, he should speak with the teacher privately after class, and in a respectful manner to avoid making a scene before his peers.

**Love is the basis for all discipline at New Bern Christian Academy. Discipleship is the goal of our discipline.** It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. Our discipline may include but not be limited to the following: counsel by the teacher, warnings, loss of certain privileges, change of seating, report to the parents, written work, detention, suspension, and other means as deemed necessary. If, in the opinion of the administration, all reasonable disciplinary actions are exhausted and the student continues the unacceptable behavior, the student will be expelled from the academy. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We look for full support from all our parents. When that support is not given, it is the right of NBCA to expel the student from the school.

## DISCIPLINE SYSTEM

### Elementary Discipline System:

- Cheating
- Lying
- Stealing
- Disrespect
- Excessive Horseplay
- Any problems in an extra-curricular class
- Being sent to the office for any infraction
- This list is not comprehensive in any way but is meant to be a guideline. Some disciplinary actions are left up to the administrators and/or the individual teacher's discretion.
- If problematic behavior continues without remedy it will be left up to the discretion of the administration if/when to dismiss the student from NBCA.

### GRADES 3RD -5TH "HOW I ACT"

1. Student will receive slips for infractions after sufficient warning or by merited actions.
2. Slips accumulated over the 9 week grading period will receive the following:
  - 5 slips - in class discipline (i.e. loss of recess, sentences)
  - 10 slips - detention until 3:45 and \$5 fine
  - 15 slips - detention + parent-teacher conference
  - 20 slips - detention + principal-parent-teacher conference
  - 30 slips - 1 day suspension
  - 40 slips - 2 days suspension
  - 50 slips - subject to expulsion
3. Any student receiving 10 slips in one week will automatically be sent to the appropriate supervisor.
4. Slips accumulated across the year will be evaluated as follows:
  - 50 slips per semester- student will be on \*\*Disciplinary Probation the following semester.
  - 50 slips per year- student will be on \*\*Disciplinary Probation the following semester.
  - 70 slips per year- student will be recommended for dismissal
  - 80 slips per year- student will be dismissed.

\*Any severe infraction (cheating, lying, etc.) may result in bypassing normal procedures and issuing a detention, immediate suspension or expulsion. Administration will assign additional slips based their discretion.

\*\*Disciplinary Probation- Once on Disciplinary Probation, students receiving 10 slips per grading period or 20 slips per semester will be dismissed.

Slips will be given for:

- H - dishonoring authority**
- O - disobedience**
- W - wasting time**
- I - irresponsibility**
- A - attitude**
- C - conduct**
- T - talking**

### **Consistent Excessive Behavior (5 slips)**

- Excessive disrespect to a teacher (after warning)
- Fighting
- PDA
- Social media violations
- Defacing school property
- Inappropriate language

### **Severe Infractions (10 slips)**

- Cheating
- Lying
- Theft
- Bullying
- Cursing
- Inappropriate conduct

Slips will be sent home daily by teachers through email. Teacher will contact parents if issuing students are not responding to classroom correction and may be sent home at administrative discretion. In all cases, NBCA seeks to work with parents to help correct and improve behaviors in the classroom.

## **DEMERIT SYSTEM FOR 6TH-12TH GRADES**

### General Offenses

#### 1 Demerit

- Disorderly conduct
- Dress code violation
- Eating in class
- Inattention in class
- Unprepared for class
- Entering restricted areas
- Cell Phone in class

#### 3 Demerits (minimum)

- Excessive tardiness
- Disrespect
- Disobedience
- Unauthorized use of church property

#### 5 Demerits (minimum)

- Defacing school property
- Destroying another student's property  
(demerits plus cost of replacing item)

- Rough housing or inappropriate conduct
- Lying, forgery (notes, test, demerit, etc.)
- Skipping class

#### 10 Demerits (minimum)

- Cheating / Plagiarism
- Immoral language (profanity, racially motivated remarks, etc.)
- Fighting
- Bullying
- Social media violation
- Public display of affection (PDA) (w/ administrative discretion)

#### 25 Demerits (minimum)

- Theft / Stealing
- Assault on another student
- Any type of smoking, vapes, e-cigs, etc.
- Pornography

## INCREMENTAL INCREASE OF DEMERITS

- Demerits will be doubled for the 2<sup>nd</sup> offense of same conduct.
- Demerits will be 5 times the original value for the 3<sup>rd</sup> offense.
  - If a student receives **1** Demerit for disorderly conduct on Monday and does the same thing on Wednesday, he/she will receive **2** Demerits.
  - If the student repeats the disorderly conduct again the next week, he/she will receive 5 demerits.
  - After that, for the **rest of the semester**, the student will receive **5** Demerits (automatic **detention**) for *disobedience*.

## CHEATING

- 1<sup>st</sup> offense on homework will result in a zero for the assignment and a warning in RenWeb. Any additional cheating on homework will be given a zero and appropriate demerits.
- Cheating on tests or quizzes will result in a zero and appropriate demerits.

**If a student is in violation of any 3 separate demerit offenses in a 1-day period parents will be called and asked to pick up the student.** The student will receive absence in classes missed due to discipline.

**Students receiving 45 demerits throughout the school year will not be allowed to attend field trips or extra-curricular activities without administrative approval.**

For the discipline policy specific to athletes, please refer to NBCA Athletic Handbook.

## Merits

- Students can receive Merits for being “caught” displaying exemplary behavior by any teacher.
- Merits can cancel out Demerits.
- Merits will not be issued to students if they ask for them.

## Detention

- 10 Demerits = 1 hour of detention. 1 hour of detention is \$5.00 per student. In the event a detention is missed, the fee doubles to \$10.00 per student and the student will be required to serve two detentions. Detentions will be served for every 10 demerit increment (i.e.- 10, 20, 30, etc. until expulsion).

**Suspension / Expulsion:** Students will receive a 0 on assignments and a 20-point reduction on all quizzes/tests missed due to suspension.

- 10 Demerits = 1 hour of detention
- 20 Demerits = 1 day of out of school suspension
- 25 Demerits = 1 hour of detention
- 30 Demerits = 2 days of out of school suspension
- 40 Demerits = 1 hour of detention
- 45 Demerits = 3 days of out of school suspension

- 55 Demerits = 1 hour of detention
- 60 Demerits = 5 days of out of school suspension (plus Administrator Referral)
- 70 Demerits = Mandatory parental meeting
- 75 Demerits = Recommendation for expulsion

## **EXPULSION**

If a student is expelled from NBCA, it is up to the administration's discretion whether to allow a student to return to the academy. Students receiving 45 demerits in one quarter are subject to expulsion. Students receiving 60 demerits in one semester are subject to expulsion. Expelled students may return, with administration's approval after a specified time of expulsion, usually at least 1 full semester. Upon returning, the student will be placed on a strict probation period. **Any behavior that indicates an un-repentant heart will result in absolute expulsion. This is left to the administration's discretion.**

## **PROBATION**

**Level 1** - Any student accumulating more than 35 demerits in a school year will be on an automatic probation period the 1<sup>st</sup> quarter of the following year. Students on Level 1 probation cannot receive more than 20 demerits in the 1<sup>st</sup> quarter.

**Level 2** - Any student accumulating more than 50 demerits in a school year will be on an automatic probation period the 1<sup>st</sup> semester of the following year. Students on Level 2 probation cannot receive more than 10 demerits in the 1<sup>st</sup> quarter. Students on Level 2 probation may move to Level 1 after a successful quarter. However, students on Level 2 probation should not receive more than 20 demerits in the 1<sup>st</sup> semester.

Students on probation two consecutive years will not be allowed to return to NBCA. Students on probation cannot be failing more than one class because of academic apathy, inattention to studies or lack of effort. Students on probation not meeting or exceeding these terms will not be allowed to remain a student at NBCA.

## **APPEALS**

Written appeals contesting demerits can be made to the teacher and principal by the student. Further action will be determined upon the discretion of the NBCA administration.

## **DRESS CODE**

### **PHILOSOPHY OF DRESS**

New Bern Christian Academy will seek to follow the guidelines established in God's Word for His people. We believe the Bible establishes at least four minimum standards for Christian dress.

- **Modesty** (I Tim. 2:9, II Tim. 2:22)
- **Distinction** which involves men dressing like men and women dressing like women (Deut. 22:5, I Cor. 11:14-15)
- **Identification** with the Lord and not the world (I Tim. 4:12, Rom. 12:1-2 and I John 2:15-17)
- **Appropriateness** (I Cor. 10:31, I Thess. 5:22)

## DRESS CODE

Some of the world's styles are simply unacceptable to the Christian young person seeking God's best for his life.

For extracurricular activities, there may be occasions when normal school dress code is altered. The decision will be made prior to the activity. For athletics, please refer to NBCA Athletic Handbook.

Boys and girls alike are asked to dress in a neat manner at all times avoiding dress and casual wear that portrays a sloppy demeanor.

New Bern Christian Academy is a Christian School with emphasis on Christian. We fully expect our student body to act and dress as Christians should. The underlying principle is this: Christ should be seen in all I do, even in my dress and appearance. All students must abide by these standards at all school-related activities. Certain standards may be relaxed at the discretion of the administration for extracurricular activities. If so, announcements will be made to that effect.

Students found in violation of these standards will be dealt with in an appropriate manner. When a student is found to be in violation of the dress standards, they will be asked not to wear that article of clothing again in addition to the appropriate demerits.

NBCA chooses to limit additional, non-uniform attire based on design, neatness, excessive branding, or offensive messaging.

During Physical Education, students are to wear PE approved uniforms in cut & fits that adhere to NBCA dress code standards. Students will not be allowed to wear unapproved clothing during PE. Grades will be docked daily for students who do not have PE uniforms.

## GIRLS:

### **Pants/Skirts/Shorts:**

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- Black, navy, or gray uniform style pants may be worn every day. Pants must be loose fitting. Girls' uniform pants **MUST** be purchased **ONLY** through NBCA approved accounts with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com). Girls may not wear jeans of any color, leggings, jeggings, or yoga pants. Girls may also wear khaki, black, navy or gray uniform skirts to the top of the knee or jean skirts to the top of the knee. *Khaki, black, navy and gray jumpers are permitted for elementary girls on any day.* All girls' clothing must be modest and loose fitting. Skirts and dresses must come to the top of the knee in length.
- If a skirt has a slit in the hem, the slit must not extend higher than the required dress length (the top of the knee).
- Girls are asked to wear shorts under their skirts when playing outdoors.
- Elementary girls may wear khaki, navy, black or gray uniform style shorts every day. Shorts must be loose fitting. Girls' uniform shorts may be purchased through NBCA approved accounts with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com).



### Shirts:

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- Polo shirts must have the school logo and **MUST** be purchased through Advanced Signs **ONLY**. The colors available are red, black, navy blue, royal blue, light blue, gray, light pink and purple. Elementary girls are to wear school logo uniform polo shirts or school logo uniform dresses every day (dresses are also available to purchase through Advanced Signs **ONLY**). Middle school and high school girls must wear school logo uniform polo shirts every day. A web link for purchasing through Advanced Signs will be available for two weeks in June, two weeks in July and one week at the beginning of each month during the school year.

### Special Events:

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- **Special Events** such as choir performances may require a separate dress code. Skirts and blouses or dresses must abide by NBCA guidelines (no spaghetti straps, no see through materials or low cut tops). Skirts and dresses must come to the top of the knee.

### Shoes:

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- Sandals with back straps, dress shoes, sneakers/tennis shoes or boots are permitted.
- Flip-flops and slides are not acceptable.

### Socks:

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- Girls may wear solid color (white, red, navy, royal blue, gray, light blue, light pink or black) ankle or knee socks. Girls may wear tights or ankle length leggings (white, red, navy, royal blue, gray, light blue, light pink or black) underneath skirts or jumpers. No mid-calf leggings. **Only specified solid school colors are allowed.**

### Jewelry:

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- Earrings are permissible for girls. Nose rings are allowed; 1 stud no larger than 2mm. No other piercings allowed.

## BOYS:

### Pants/Shorts:

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- Khaki, black, navy or gray uniform style pants may be worn every day. Boys' pants must be loose fitting. Uniform pants may be purchased through NBCA approved accounts with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com).
- Boys may also wear jeans every day. The jeans should not be torn or ragged.
- Elementary boys may wear khaki, black, navy or gray uniform style pants every day. Uniform shorts may be purchased through NBCA approved accounts with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com).

### Shirts:

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- Polo shirts must have the school logo and **MUST** be purchased through Advanced Signs **ONLY**. The colors available are red, black, navy blue, royal blue, light blue, gray, light pink and purple. Boys are to wear school logo uniform polo shirts every day. A web link for purchasing through Advanced Signs will

be available for two weeks in June, two weeks in July and one week at the beginning of each month during the school year.

### **Special Events:**

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- **Special Events** such as choir performances may require a separate dress code. Many special events will require boys in middle school and high school to wear a button-up shirt and tie and uniform style pants in khaki, black, navy or gray.

### **Shoes / Socks:**

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- Shoes and socks are required.
- Flip-flops and slides are not acceptable.

### **Hair:**

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- Boys' hair styles are to be cut and styled as to not hang below the eyebrows, over the ears, or on the collar; hair height must not exceed 3 inches upward, as styled. We do not allow faddish styles (i.e., ponytails, mullets, etc.). Any student with hair over the eyebrows, over the ears, or on the collar will be asked to get their haircut within 48 hrs. Demerits will be issued after one written warning. It is the parent's responsibility to keep hair trimmed and styled before coming to school.
- Facial hair is acceptable ONLY if it is evenly trimmed and presentable.
- For extracurricular activities, there may be occasions when normal school dress code is altered. The decision will be made prior to the activity. For athletics, please refer to NBCA Athletic Handbook.

### **Jewelry/Accessories:**

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- No piercings allowed for boys. One wrist band is acceptable.
- Hats and hoodies are not to be worn in buildings or on campus.

The administration reserves the right to disallow any hairstyle or dress that it deems as nontraditional and inappropriate. Student's hair must be a natural color. No unnatural coloration due to hair dye or other methods. **Students coming to school improperly dressed will be sent to the office or home immediately.** They will not be admitted to classes until they conform to the above standards. Students may return to class the same day if they are properly attired.

### **P.E. REQUIREMENTS**

P.E. classes are taught in 6<sup>th</sup>-8<sup>th</sup> grades. All students are required to dress out unless they have a written excuse from a doctor. Grades will be lowered accordingly if a student decides not to dress out without a doctor's excuse or allowed cut. Grades can be based on objective skills criteria, as well as written academic work. Students may wear athletic pants or shorts for P.E. Shorts must be at or near the top of the knee for both boys and girls. T-shirts worn for P.E. should adhere to NBCA Dress Code Guidelines. NBCA chooses to limit attire based on design, neatness, excessive branding, or offensive messaging. Students are expected to wear shoes that allow them to fully participate in the P.E. class.

## ACADEMICS

### **CURRICULUM**

The ministry of Christian schools is to lead students to Christ and teach them Bible truths, Christian character, and traditional subject matter. Coordinating teacher materials assist teachers in presenting lessons that are lively, memorable, and Christ-centered.

### **REPORT CARDS**

Report cards are issued every nine weeks through RenWeb, delivered via email. Students in grades K5-12th also receive progress reports midway through each nine weeks. The school calendar notes the day that the report cards and progress reports are to be issued. Grades will be based on daily assignments, quizzes, and test averages. Grades will be designated as numeric averages on the report cards.

### **GRADUATION REQUIREMENTS**

\*In accordance to the regulations set by the North Carolina Board of Education.

**\*\*All tests, research papers, and projects required by the teacher are required to pass high school classes.**

New Bern Christian Academy recognizes that God has created all men uniquely for the path He has prepared. While all students need a high school diploma, New Bern Christian Academy developed three diploma options as follows:

<b>Vocational Diploma, 22 Credits</b>	<b>General Diploma, 25 Credits</b>	<b>College Prep Diploma, 28 credits</b>
Bible – 4 credits	Bible – 4 credits	Bible – 4 credits
English – 4 credits	English – 4 credits	English – 4 credits
Math – 3 credits	Math – 4 credits	Math – 4 credits
Science – 3 credits	Science – 3 credits	Science – 4 credits
History – 3 credits	History – 4 credits	History – 4 credits
Computer – 1 credit	Computer – 1 credit	Computer – 1 credit
Health/PE - 1 credit	Health/PE – 1 credit	Health/PE – 1 credit
General Electives – 3 credits	Speech – 1 credit	Speech – 1 credit
	General Electives – 2 credits	General Electives – 3 credits
	Foreign Language – 1 credit	Foreign Language – 2 credits

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## **Vocational Diploma, 22 Credits**

### **Bible – 4 Credits**

- All students at NBCA must complete 1 Bible credit per year at NBCA.

### **English – 4 Credits**

- All students must complete English I, English II, English III, & English IV.
- English III & English IV may be completed through the appropriate dual enrollment courses.

### **Math – 3 Credits**

- Students must complete Algebra I, Geometry, & Algebra II or Math 1, Math 2, & Math 3.

### **Science – 3 Credits**

- Earth Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Physical Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Biology: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

### **History – 3 Credits**

- Government/Economics: Students must complete a class or classes covering founding principles, civics, and economics. When these courses are offered separately, a separate Economics class is not required
- American History I or American History II: These credits may be earned in middle school or through the appropriate dual-enrollment courses.
- World History: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

### **Computer – 1 Credit**

- Students must complete a course that introduces typing skills and basic computer systems.

### **Health/PE – 1 Credit**

### **General Electives – 3 Credits**

- Students may complete on campus or dual-enrollment courses for elective credits.
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**General Diploma, 25 Credits and GPA 2.5+ (Must take ACT or SAT)**

**Bible – 4 Credits**

- All students at NBCA must complete 1 Bible credit per year at NBCA.

**English – 4 Credits**

- All students must complete English I, English II, English III, & English IV.
- English III & English IV may be completed through the appropriate dual enrollment courses.

**Math – 4 Credits**

- Students must complete Algebra I, Geometry, & Algebra II or Math 1, Math 2, & Math 3.
- Students must complete an additional math credit of their choice.

**Science – 3 Credits**

- Earth Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Physical Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Biology: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

**History – 4 Credits**

- Government/Economics: Students must complete a class or classes covering founding principles, civics, and economics. When these courses are offered separately, both courses must be completed for standard graduation requirements.
- American History I and American History II: These credits may be earned in middle school or through the appropriate dual-enrollment courses.
- World History: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

**Computer – 1 Credit**

- Students must complete a course that introduces typing skills and basic computer systems.

**Health/PE – 1 Credit**

**Foreign Language- 1 Credit**

- Students must complete one year of a world language (other than English).
- These credits may be earned through appropriate dual-enrollment courses.

**Speech – 1 Credit**

**General Electives – 2 Credits**

- Students may complete on campus or dual-enrollment courses for elective credits.
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**College Prep Diplomas, 28 Credits and GPA 2.8+ (Must take ACT or SAT)**  
**(Minimum SAT 1100 and ACT 22 will take effect for Class of 2025)**

**Bible – 4 Credits**

- All students at NBCA must complete 1 Bible credit per year at NBCA.

**English – 4 Credits**

- All students must complete English I, English II, English III, & English IV.
- English III & English IV may be completed through the appropriate dual enrollment courses.

**Math – 4 Credits**

- Students must complete Algebra I, Geometry, & Algebra II
- Students must complete a 4th math credit with Algebra II as a pre-requisite. This credit may be completed through the appropriate dual-enrollment courses as well.

**Science – 4 Credits**

- Earth Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Physical Science: This credit may be earned in middle school or through the appropriate dual-enrollment courses.
- Biology: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

**History – 4 Credits**

- Government/Economics: Students must complete a class or classes covering founding principles, civics, and economics. When these courses are offered separately, both courses must be completed for standard graduation requirements.
- American History I and American History II: These credits may be earned in middle school or through the appropriate dual-enrollment courses.
- World History: This credit may be earned in middle school or through the appropriate dual-enrollment courses.

**Computer – 1 Credit**

- Students must complete a course that introduces typing skills and basic computer systems.

**Health/PE – 1 Credit**

**Foreign Language- 2 Credits**

- Students must complete two year of a world language (other than English).
- These credits may be earned through appropriate dual-enrollment courses.

**Speech – 1 Credit**

**General Electives – 3 Credits**

- Students may complete on campus or dual-enrollment courses for elective credits.

## GRADING SCALES

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### K5- 2<sup>nd</sup> GRADING SCALE (7-point Scale)

A+	99-100	A	94-98	A-	93
B+	92	B	86-91	B-	85
C+	84	C	78-83	C-	77
D+	76	D	71-75	D-	70
F	0-69				

### 3<sup>rd</sup> - 12<sup>th</sup> GRADING SCALE (10-point Scale)

A+	98-100	A	94-97	A-	90-93
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	0-59				

- PRINCIPAL'S LIST: Students who have earned all A's on all quarterly report cards for the entire year.
- A HONOR ROLL: Students who have earned all A's on the final report card.
- A/B HONOR ROLL: Students who have earned all A's and B's on the final report card.

### ACADEMIC ELIGIBILITY

Students wishing to participate in extra-curricular activities must meet the following guidelines:

- Must maintain a C average, with only one F.
- In the event a student has one F, the student will be placed on academic watch. Administration will check student's grade every two weeks to verify progress is being made in subject with failing grade.

### GRADUATION HONORS

New Bern Christian academy seniors are eligible for graduation honors based on their weighted Grade Point Average (GPA). The student with the highest weighted GPA is named Valedictorian\* while the student with the second highest weighted GPA is named Salutatorian\*\*. Students must complete a minimum of 28 credits to qualify for valedictorian and salutatorian honors while earning a College Prep diploma endorsement. In the event of an exact numerical tie (calculated to two decimal places), co-valedictorians and/or co-salutatorians are chosen. Students who achieve a weighted GPA at the following levels are designated as honor graduates\*\*\*:

Summa Cum Laude:	Magna Cum Laude:	Cum Laude:
4.0+	3.75+	3.5+

\*NBCA's Valedictorian must be a full-time student for 4 consecutive semesters prior to graduation while earning at least 14 credits through NBCA. Students who reclassify for a fifth year of high school are ineligible for Valedictorian honors.

\*\*NBCA's Salutatorian must be a full-time student for 2 consecutive semesters prior to graduation while earning at least 7 credits through NBCA. Students who reclassify for a fifth year of high school are ineligible for Salutatorian honors.

\*\*\*NBCA Honor Graduates receive the appropriate honors based on all courses completed for high school graduation.

## **HIGH SCHOOL EXAMS**

All high school classes will have final exams. Final exams comprise 20% of each semesters average. For year-long classes, midterm exams will cover the semester and be weighted as 20% of first semesters grade. Final exams in year-long classes will be comprehensive while focusing on second semester. Students may exempt exams if they earn a 95% or greater in all 9-week terms. Exemptions only apply to final exams.

High School students may earn exam exemptions for Final Exams by earning an A in all 9 weeks with a combined average of 95 for the class prior to Final Exam. Grades will not be rounded to earn an exemption. If a student chooses to take a Final Exam to improve their grade, that grade will remain official. As a part of completing the class, students who earn exemptions must still participate in exam review.

## **DUAL ENROLLMENT**

NBCA and Craven Community College have worked to provide advanced courses for NBCA students through Career & College Promise Program. Through this legislation, NBCA students are eligible to take College classes in order to meet NBCA graduation requirements. While a student may take any class within their chosen track at Craven Community College, NBCA has developed "*NBCA Course for Credit*" to address which courses must be taken to satisfy High School requirements. "*NBCA Course for Credit*" has been formulated in compliance with NBCA Curriculum and NCDOI standards for NC Graduation. While not exhaustive, it seeks to address common courses that align with classes offered by Craven Community College.

Policy CCRE-001 set forth by the North Carolina State Board of Education states:

"2.4 Students may earn dual credit for any high school course and meet graduation requirements using an appropriate college course or combination of college courses. Principals shall award dual credit according to the Career and College Promise program guidelines established by the Department of Public Instruction (DPI). For courses not addressed by DPI guidance, a principal may award dual credit for a college course if an evaluation of the course content against NC Standard Course of Study requirements demonstrates that the college course offers substantial coverage of the high school course standards."

Additional classes may be taken to satisfy elective credits up to 30 total High School Credits. NBCA transcripts will denote Dual credit classes as DUAL and college only credits as COLL. All dual enrollment credits must be approved by an NBCA Academic Advisor before enrolling in college classes. Students must complete "Course for Credit Request Form" prior to taking courses each semester. Courses not approved in advance may not count toward NBCA graduation requirements.

College credit is determined by the course credit value indicated officially by the college system. College class hours and lab hours cannot be combined to equal high school course credit.

When multiple classes are required to satisfy a HS Credit, a new DUAL class will be keyed as DUAL: "CCP: HS CREDIT" (i.e. CCP English III will be keyed for completion of ENG 111; ENG 112; and ENG 231 or ENG 232.)



**NBCA Dual Credit Allowances**

<b>HS Requirement</b>	<b>Require Courses</b>	<b>Credit Earned</b>
<b>English III</b>	ENG 111 Writing & Inquiry <b>and</b>	1 Credit for English III
	ENG 112 Writing & Research <b>and</b>	
	ENG 231 Amer. Lit I <b>or</b>	
	ENG 232 Amer. Lit II	
<b>English IV</b>	ENG 111 Writing & Inquiry <b>and</b>	1 Credit for English IV
	ENG 112 Writing & Research <b>and</b>	
	ENG 241 Brit. Lit I <b>or</b>	
	ENG 242 Brit. Lit II	
<b>4<sup>th</sup> Math Credit</b>	MAT 143 Quantitative Literacy <b>or</b>	1 Credit for 4 <sup>th</sup> Math  (additional credits will satisfy elective credits)
	MAT 152 Statistical Methods I <b>or</b>	
	MAT 171 Pre-Calculus Algebra <b>or</b>	
	MAT 172 Pre-Calculus Trigonometry <b>or</b>	
	MAT 263 Brief Calculus <b>or</b>	
	MAT 271 Calculus I <b>or</b>	
	MAT 272 Calculus II	
<b>Physical Science</b>	CHM 151 General Chemistry I <b>and</b>	1 Credit for Phy Science
	CHM 152 General Chemistry II; <b>or</b>	
	PHY 151 College Physics I <b>and</b>	
	PHY 152 College Physics II	
<b>Biology</b>	BIO 111 General Biology I <b>and</b>	I Credit for Biology
	BIO 112 General Biology II	
<b>American History I</b>	HIS 131 American History I	I Credit for Am His I
<b>American History II</b>	HIS 132 American History II	I Credit for Am His II
<b>World History</b>	HIS 111 World Civilizations I <b>or</b>	I Credit for World His.
	HIS 112 World Civilizations II	
<b>Spanish I</b>		I Credit for Spanish I
<b>Spanish II</b>		I Credit for Spanish II

## **CREDITS EARNED OUTSIDE OF NBCA HIGH SCHOOL**

NBCA students may earn High School Credits through alternative means. In order to be considered full-time at NBCA, a student must earn at minimum 5 classes per year through NBCA. The following guidelines address how NBCA counts non-NBCA courses for credit.

- Students may complete English I, Algebra I, Earth Science, American History I, Spanish I, or Health/PE in the 8<sup>th</sup> grade. Such course(s) shall count toward meeting graduation requirements, the number of credits required for graduation, and shall appear on high school transcripts. These courses shall not be included in the calculation of students' high school Grade Point Average (GPA). All HS credits awarded in Middle School must be clearly noted by the issuing institution, vouching that it met the NC Standard Course of Study for High School Credit.
- Students may complete any high school credits through a homeschool established by their parents. Homeschool Credits shall count toward meeting graduation requirements, the number of credits required for graduation, and shall appear on high school transcripts. These courses will be calculated as transfer credits to be counted into a student's official GPA. These courses will be excluded for all academic awards at NBCA.
- Students may satisfy high school credits through approved Dual Enrollment courses. Please see "NBCA Course for Credit" to determine high school equivalency.

## **HIGH SCHOOL ENROLLMENT GUIDELINES**

NBCA exists to provide options for meeting student needs towards graduation. Due to the varying natures of individual student needs and parent desires towards graduation, NBCA Administration has setup three options for enrolling in NBCA.

- Full-time Student- In order to be considered a full-time student at NBCA, a student must be enrolled and receive 5 classes\* at NBCA that year. Additional credits may be earned through approved Dual-Enrollment courses, NC Virtual Public School, or homeschool credits setup by parents. Full-time students are eligible for NBCA graduation and all academic awards applicable for that school year.
- Dual Enrollment (part-time)- Students desiring to take additional classes through Dual Enrollment may opt to take less than a full schedule with NBCA. In order to be considered part-time, a student must be enrolled in at least 4 classes\* at NBCA classes each year. Part-time students must be enrolled in at least two additional classes through Dual Enrollment or NC Virtual Public School. Part-time students will still be eligible for graduation from NBCA; however, they will not be eligible for NBCA academic awards applicable for that school year.
- Homeschool- Homeschool students may take up to 3 classes through NBCA while primarily enrolled through a parent established homeschool. NBCA will provide end of year report card and transcripts upon request. Homeschool students are not eligible for graduation or academic awards at NBCA.

\*Students eligible for Dual-Enrollment Courses may substitute 1 approved Dual-Enrollment course to satisfy minimum NBCA class requirement.

## **TRANSCRIPTION FOR COLLEGE COURSES (DUAL ENROLLMENT):**

College courses will be keyed as DUAL if the course satisfies a High School Graduation requirement. DUAL classes will count to High School GPA. Any additional college courses will be keyed as COLL and not affect High School GPA.

## **REPEATING OF COURSES**

The following guideline applies to continuing and transfer students: If students have failed to successfully complete prior courses for credit, they may repeat the course for credit. Additionally, if students desire to repeat a course to earn a higher grade, they may repeat the course if scheduling allows. The highest grade for the course will be recorded on the student's transcript.

## **TRANSPORTATION**

### **FIELD TRIPS**

Field trips allow students to experience history, understand culture, and build lasting memories. We encourage our teachers to utilize resources available for field trips, including trips locally and within a few hours' drive. Notices will be sent home prior to the field trip and a permission slip will be provided. Details, including the cost of the trip will be given. All students are required to ride the school van to and from field trips. A student may ride home with a parent when the field trip is over. No student may ride in another parent's personal vehicle unless their parent is in the vehicle. Parents must abide by the dress code of NBCA when attending field trips.

Middle school and high school students that have received 45 or more demerits throughout the school year will not be allowed to attend field trips. Students will be required to come to school and will have assignments to be completed in the classroom during school hours.

### **PROPOSED FIELD TRIPS**

K5:	Fall – Briley's Farm	Spring – Creekside Park
1 <sup>st</sup> :	Fall – Neuseway Park	Spring – Kirkman Farm
2 <sup>nd</sup> :	Fall – Simply Natural Creamery	Spring – Pine Knoll Shores Aquarium
3 <sup>rd</sup> :	Fall – Simply Natural Creamery	Spring – It's a Zoo Life
4 <sup>th</sup> :	Fall – Wilmington Battleship	Spring – Tryon Palace
5 <sup>th</sup> :	Fall – MacDaddy's	Spring – Myrtle Beach Wonderworks

Students in middle school & high school will attend one field trip in the fall and one field trip in the spring. The MS/HS teachers will work to schedule those and announce the scheduled trips to parents with sufficient notice.

## DISMISSAL / SCHEDULES

### **WEATHER RELATED EMERGENCIES**

If New Bern Christian Academy closes due to emergency, hurricane or storm conditions, announcements will be made through the SchoolCast system (email, phone call, text alert), WITN-TV, WNCT, and Facebook.

### **DISMISSAL TIMES**

Pick up by 1<sup>st</sup> grade classrooms.

- K5 – 1<sup>st</sup>            2:30-2:50

Pick up in front of the old sanctuary / teen church building.

- 2<sup>nd</sup> – 4<sup>th</sup>            2:50-3:10

Pick up under the awning by the church/school office.

- 5<sup>th</sup>                    2:50-3:10

Pick up under the awning by the church/school office.

- 6<sup>th</sup> – 12<sup>th</sup>          3:10-3:30

### **HALF DAY DISMISSAL TIMES**

Pick up by 1<sup>st</sup> grade classrooms.

- K5 – 1<sup>st</sup>            11:30-11:50

Pick up in front of the old sanctuary / teen church building.

- 2<sup>nd</sup> – 4<sup>th</sup>            11:50-12:10

Pick up under the awning by the church/school office.

- 5<sup>th</sup>                    11:50-12:10

Pick up under the awning by the church/school office.

- 6<sup>th</sup> – 12<sup>th</sup>          12:10-12:30

### **BEFORE/AFTER CARE PROGRAMS**

- Before school care will be provided beginning at 7:30 AM. There is no charge for this service.  
*Children should not be left on campus before doors are opened at 7:30 AM.*
- After school care will be provided until 5:45 PM for students in Kindergarten through 8<sup>th</sup> grade. There will be a charge of \$5.00 per hour beginning at 3:00 PM. Late charges of \$5 per 10 minutes will apply for students not picked up by 5:45 PM.

### **LUNCHROOM SCHEDULES**

- 10:50-11:20    K5 – 2<sup>nd</sup> grades
- 11:25-11:55    6<sup>th</sup> – 8<sup>th</sup> grades
- 12:00-12:30    3<sup>rd</sup> – 5<sup>th</sup> grades
- 12:30-1:00     9<sup>th</sup> – 12<sup>th</sup> grades
- Schedule subject to change.
- Parents are welcomed to eat lunch in the cafeteria with their children. Please sign in at the school office and receive a Visitor's Tag before going to the cafeteria.

## PARENT/SCHOOL COMMUNICATION

### **RENWEB/FACTS**

Weekly announcements will be sent out through our RenWeb System. Parents are urged to check this often for up-to-date information and events.

If a student is sick, parents are asked to notify the school. If books need to be picked up or sent home, please allow sufficient time for the teacher to organize the material. Lessons and homework can be found on the RenWeb site.

## **PARENT-SCHOOL RELATIONSHIP**

To increase cooperation and the overall effectiveness of NBCA's educational efforts, parents are asked to carefully practice the following:

- A. If any question arises over a decision made or rumor heard, please contact the administration directly. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
- B. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the administrator will meet with the teacher or parent.
- C. Please, do not smoke or vape in the building or on the property.
- D. Parents are asked to abide by the NBCA dress code while on campus.
- E. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

## **PTF (Parent/Teacher Fellowship)**

Although often behind the scenes, NBCA's PTF sacrificially and diligently works to provide our school with a variety of items and services that enhances our student's education and support the quality of our athletic program. From playground equipment to library books and special meals, these members show their love and loyalty for New Bern Christian Academy. Thank you!

## **GENERAL INFORMATION**

### **MEDICATIONS**

First aid will be administered by the teacher or a staff member. **Prescription medication must be accompanied by Permission to Administer Medication Form.** The office will place the medication in a locked cabinet. Students will go to the office to take their daily medication.

Before returning to school, students must be fever free for 24 hours without the aid of medication. If a student becomes sick at school, the parents will be notified immediately.

### **ACCIDENTS**

If a student is involved in an accident, the teacher will notify the parent and fill out an Accident Report immediately.

### **COUNSELING / GUIDANCE**

All members of New Bern Christian Academy are dedicated to counseling faculty, parents, and students from God's Word. Counseling remains confidential unless a major breach of NBCA rules has occurred or the person is a danger to himself or others. NBCA teachers are expected to know the Word of God so that they can also give direct Biblically based counsel. Consistent Christian living is expected from every employee at NBCA so that each staff member's life provides a model and a pattern of guidance to the students.

### **PETS**

Children may not bring pets to school for extended periods of time. With teacher permission, a parent may bring the pet to the classroom, show it, and after a brief time, take it home.

## **MONEY**

When money is sent to school for book orders, field trips, lunches, etc., enclose it in a sealed envelope with the following information on the front:

\*Teacher's Name and Grade, Student's Name, Amount, Purpose

## **PARENT CHAPERONES**

There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services. Parents should observe the school dress code while serving as chaperones and be willing to abide by school policies.

## **TELEPHONES/CELL PHONES**

Students may use the office telephone for emergencies or sickness only. **Cell phones are collected from the elementary students at the beginning of the day. Elementary students may pick up their phone at the end of each school day. Middle school and high school students will turn in their cell phones at the beginning of each class and may collect the cell phone upon class dismissal.** If a student does not turn in their phone and uses it at any time throughout the school day, they will receive disciplinary measures including demerits and/or detention. In addition, headphones of any type are not permitted for use during the school day.

**Students are not allowed to take pictures, record video, or record audio on NBCA campus during school hours.** Any picture or recording must have the consent of all parties in advance alongside clear permission from a Teacher or Administrator. No pictures or recordings on NBCA campus can be disseminated via physical or digital means without written consent from parents. NBCA faculty and staff may do any of the following through consent issued upon application, for professional purposes only.

**For tests and quizzes, students must remove all devices for electronic communication (i.e.- cell phones, watches, Bluetooth headphones, smart glasses, etc.)** If present during a test or quiz, the student will be considered cheating and receive the appropriate demerits and a zero on the assignment.

NBCA chooses to use technologies for academic or emergency purposes only. With this in mind, we ask all students to refrain from social media and other peer-to-peer games and activities during school. We highly discourage students from bring additional game systems or electronic devices. NBCA will take no liability for any game system, cell phone, or other electronic devices brought on campus, unless it is required for academic purposes.

## **STUDENT ORGANIZATIONS**

Students have opportunity to be involved in our Fine Arts Program by participating in competition through NCCSA Fine Arts.

Middle school and high school students have opportunity to try out for NBCA's athletic teams. Girls teams include JV and Varsity volleyball, JV and Varsity cheerleading, JV and Varsity basketball and soccer. Boy's teams include soccer, JV and Varsity basketball, golf and baseball.

**STUDENT/PARENT SIGNATURE REQUIRED**

Parents and students (grades 6 through 12) must initial each page of this handbook and then sign on the following line. Your initials and signature signify that you have read and you understood the material in this handbook and agree to abide by NBCA’s policies and procedures set forth in this handbook.

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