



**Parent / Student Handbook**  
**2016-2017**

2911 Old Cherry Point Road, New Bern, NC 28560  
Office: 252-637-2704 Fax: 252-637-0032

# ***TABLE OF CONTENTS***

<b><u>INTRODUCTION</u></b>	<b>3</b>
History, Mission Statement, School Vision, Statement of Faith, Statement of Philosophy, Policy as to Notice of Non-Discrimination	
<b><u>ADMISSIONS</u></b>	<b>4</b>
Requirements, Enrollment Procedures, Re-Enrollment, Transfer Students, Transfer Grades, Immunizations	
<b><u>FINANCES</u></b>	<b>6</b>
Tuition/Fees, Financial Policies, Scholarship Program, Withdrawal from School, Delinquent Accounts, Textbooks, Volunteer Fundraising	
<b><u>ATTENDANCE POLICY</u></b>	<b>7</b>
<b><u>SCHOOL HOURS</u></b>	<b>8</b>
<b><u>BEHAVIOR</u></b>	<b>8</b>
Parental Agreement, Standards of Conduct, Discipline Philosophy, Corporal Punishment, Discipline System, Demerit System, Expulsion, Probation, Appeals	
<b><u>DRESS CODE</u></b>	<b>13</b>
Philosophy of Dress, Dress Code, PE Requirements	
<b><u>ACADEMICS</u></b>	<b>15</b>
Curriculum, Grading Scale, Report Cards, Academic Eligibility, Graduation Requirements	
<b><u>TRANSPORTATION</u></b>	<b>16</b>
Field Trips, Dash Cards	
<b><u>DISMISSAL/SCHEDULES</u></b>	<b>17</b>
Weather Related Emergencies, Dismissal Times, Before/After Care Programs, Lunch Room Schedules	
<b><u>PARENT/STUDENT COMMUNICATION</u></b>	<b>17</b>
RenWeb, Parent/School Relationship, PTF	
<b><u>GENERAL INFORMATION</u></b>	<b>18</b>
Medications, Accidents, Withdrawal from School, Pets, Money, Parent Chaperones, Telephone/Cell Phones, Student Organizations	

## **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 2015/2016 school year, NBCA had grown to include over 160 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.

### **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 is consistent with the Scriptures and 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 purposes 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, members of New Life Free Will Baptist Church, 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 obtained in the school office or 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 obtained in the school office. Parents must have an interview with the administrator. When a parent completes and signs the *Student Enrollment Form* and pays the \$75.00 non-

refundable registration fee, their child is considered 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. Obtain an information packet from the office.
2. Schedule an interview with an administrator.
3. Give the pastor reference form to your pastor so it can be mailed or faxed to the school office.
4. Complete the application for admissions and sign the appropriate agreements.
5. Return the completed application, signed agreement forms with the registration fee to the office.
6. Schedule student's entrance test.

The interview with the administration begins the enrollment procedure. 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 birthdate 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 should 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.

### **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. A re-enrollment form must be turned in to the office and the re-enrollment fee must be paid before this date. **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.

## **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.

Resource fees are due each year. The resource 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.newbernchristianacademy.com](http://www.newbernchristianacademy.com). Click on the FACTS link 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 \$300 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.

### **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 need 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.

Participation is expected from each family. However, if a family chooses not to participate in a fundraising activity, a fee of \$15 per student will be charged to your account for each fundraiser.

### **ATTENDANCE POLICY**

Regular attendance is essential for successful class work. **A pupil who is absent must bring a written excuse to his/her teacher the day he/she returns to school.** Excused school absences will only be given for the following:

- Verified illness of the student
- Verified medical, dental or optometric appointments
- Bereavements

Students having an unexcused absence will receive a zero on missed homework assignments and 20% off of missed quizzes and/or tests. **Students having an unexcused absence must turn in homework assignments and take quizzes and/or tests the day they return to school.** Students are responsible for checking RenWeb for their missed assignments while absent from school.

**A student missing more than twenty-five days of school may be retained (at the discretion of the administration).**

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.

### **SCHOOL HOURS**

School hours for K5-8<sup>th</sup> grades are 8:10 AM to 3:10 PM. School hours for 9<sup>th</sup>-12<sup>th</sup> grades are 8:00 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 8:11 AM 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. When a student has been tardy three times or has left early three times for unexcused reasons in a grading period, he/she will be disqualified for perfect attendance. 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.

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 5:30 PM. There will be a charge of \$5.00 per hour beginning at 3:30 PM. Late charges of \$5 per 10 minutes will apply for students not picked up by 5:30 PM.

### **BEHAVIOR**

#### **PARENTAL AGREEMENT**

Because the Bible has given parents the mandate to rear their children (Duet. 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.

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. 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 New Bern Christian Academy. **Therefore, any student who breaches the Standards of Conduct will be disciplined through detention, suspension, or expulsion. 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 worldly communication. Students involved in activities that include alcohol, tobacco, or drugs will be expelled from the school.**

Public displays of affection (PDA) will not be tolerated at NBCA. This includes hand-holding, touching in an affectionate way, touching while sitting close or kissing. If a student is involved in any of the above PDA, an automatic suspension and/or expulsion will result. Students engaging in sexual activity of any kind on or off campus will be expelled immediately.

## **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.

When the administrator deems corporal punishment to be necessary, **a parent will be asked to come to the school and administer corporal punishment.** School staff will not administer spankings. If, however, parents choose not to administer corporal punishment, parents are asked to take the child home for disciplinary actions. The pastor and the administration of NBCA believe in corporal punishment/spanking as a Biblical form of discipline, but recognize and respect a parent's decision in discipline as the final authority in their home.

**Love is the basis for all discipline at New Bern Christian Academy.** Discipline without love is child abuse. Physical, corporal discipline is not child abuse, contrary to popular opinion. 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.

### **CORPORAL PUNISHMENT**

There are four reasons for which the academy will ask parents of elementary students to come in to discipline their child for the first occurrence. They are as follows:

1. Fighting, hitting, or other aggressive behavior toward another student
2. Willfully being disrespectful, defiant, or continually disobedient to a teacher
3. Willfully being destructive of the church's property or another child's property
4. Cursing or using language in such a way that it is off-color or suggestive

In K5 through 5th grade all discipline problems will be handled as follows:

1. **All corporal discipline will be administered by parents.**
2. All corporal discipline will take place in the privacy of an office or secluded area - not in classrooms, hallways, or restrooms.

Discipline should be administered in love, using the following steps:

1. Explain to your child the wrong committed.
2. Administer the corporal discipline to your child.
3. **Pray with your child.**
4. Encourage and reaffirm your love to your child.
5. Escort your child back to the teacher to give an apology to the other parties involved.

### **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.

## DEMERIT SYSTEM FOR 6TH-12TH GRADES

### General Offenses

#### 1 Demerit

- Disorderly conduct
- Dress code violation
- Eating in class
- Inattention in class
- Unprepared for class
- Excessive tardiness
- Entering restricted areas

#### 3 Demerits

- Disrespect
- Disobedience
- Unauthorized use of church property

#### 5 Demerits

- Defacing school property
- Destroying another student's property (demerits plus cost of replacing item)
- Fighting
- Lying, forgery (notes, test, demerit, etc.)
- Skipping class

#### 10 Demerits

- Cheating / Plagiarism
- Immoral language / Profanity
- Social media violation
- Public display of affection (PDA) (w/ administrative discretion)

#### 25 Demerits

- 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*.

**If a student is in violation of any 3 of these offenses in a 1 day period parents will be called and asked to pick up the student.** The rest of the classes missed for the day will be counted unexcused (see unexcused absence policy).

Students receiving 45 demerits throughout the school year will not be allowed to attend field trips or extra-curricular activities.

#### 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 1 hour detentions.

#### Suspension / Expulsion

- 20 Demerits = 1 day of in school suspension
- 30 Demerits = 2 days of in school suspension
- 45 Demerits = 2 days of out of school suspension (cannot make up work missed)
- 60 Demerits = 5 days of out of school suspension (cannot make up work missed)
- 75 Demerits = 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. 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**

Any student accumulating 60 demerits in a school year will be on automatic probation period the 1<sup>st</sup> semester of the following year. Students on probation two consecutive years will not be allowed to return to NBCA.

Students on probation cannot receive more than 20 demerits in one quarter. Students on probation cannot be failing more than one class because of academic apathy, inattention to studies or lack of effort.

Students on probation must complete 10 hours of community service. Community service must be served on campus, 5 hours per quarter. 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 administrator 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 attire is altered. The decision will be made prior to the activity.

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. **If the student is found wearing the same article of clothing the student will receive an automatic detention. Upon the third offense in the same article of clothing the student will receive an automatic suspension.**

#### Girls:

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

- Khaki, black or navy uniform style pants may be worn every day except on chapel dress days. We are also allowing our girls to wear jean skirts every day except chapel dress days. *Khaki, black and navy jumpers are permitted for elementary girls on any day.* All girls clothing must be modest and loose fitting. Skirts must come to the middle 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.
- Girls are asked to wear shorts under their skirts when playing outdoors.

##### **Shirts:**

- Polo shirts must have the school logo and must be purchased through New Bern Sporting Goods only. The colors are red, black, navy, royal blue, light blue, and purple. Elementary girls are to wear school logo uniform polo shirts everyday. Middle school and high school girls must wear school logo uniform polo shirts every day except Tuesday when chapel dress rules apply.

**Chapel Days:**

- **Tuesday** is chapel dress day for middle school and high school students. Girls in middle school and high school may wear skirts and blouses or dresses on Tuesday chapel day only. All clothing should abide by the NBCA guidelines (no spaghetti straps, no see through or low cut tops).
- **Wednesday** is chapel dress day for elementary students. Girls in elementary may wear khaki, black, or navy skirts on Wednesday. Uniform polo shirts with the school logo must be worn.

**Shoes:**

- Sandals with back straps, dress shoes, sneakers/tennis shoes, or boots are permitted.
- No flip-flop shoes are allowed.

**Socks:**

- Girls may wear solid color (white, red, navy, royal blue, gray, light blue, or black) ankle or knee socks. They may wear tights or ankle length leggings underneath skirts or jumpers. No mid-calf leggings. **Only specified solid school colors are allowed.** Girls in junior and senior high may wear panty hose with dress shoes.

**Boys:**

**Pants:**

- Khaki, black, or navy uniform style pants may be worn every day. Boys may also wear jeans every day except on chapel dress days. The jeans should not be torn or ragged.

**Shirts:**

- Polo shirts must have the school logo and must be purchased through New Bern Sporting Goods only. The colors are red, black, navy, royal blue, light blue, and purple. Elementary boys are to wear school logo uniform polo shirts everyday. Middle school and high school boys must wear school logo uniform polo shirts every day except Tuesday when chapel dress rules apply.

**Chapel Days:**

- **Tuesday** is chapel dress day for middle school and high school students. Boys in middle school and high school are required to wear a collared shirt and tie on Tuesday chapel days.
- **Wednesday** is chapel dress day for elementary students. Boys in elementary should wear khaki, black or navy pants and a school logo uniform polo shirt.

- **Shirt and tie** are required on specified days:

*Middle School & High School* – Tuesday

Shirts should remain tucked in all day on chapel day. Ties must be worn all day.

**Shoes / Socks:**

- Shoes and socks are required.
- Dress shoes or sneakers/tennis shoes are required.
- Sandals and flip-flops are not acceptable.

**Hair:**

- Boys' hair styles are to be cut off above the eyebrows, ears, and collar. It is not acceptable to have the hair tucked behind the ear. We do not allow bowl-cuts, surfer cuts or rattails. It is expected that parents and students regard and respect the hair code. It is the parents' responsibility to keep their child's hair cut to its proper length. When a haircut is needed, only 1 warning will be given with 48 hours to comply.
- Facial hair is acceptable if it is evenly trimmed and presentable.

**Jewelry:**

- Earrings are not acceptable for boys. One bracelet is acceptable. No necklaces on boys.

The administration reserves the right to disallow any hairstyle or dress that it deems as nontraditional and inappropriate in the church/school setting. **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>-9<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.

**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.

**GRADING 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

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

**REPORT CARDS**

Computerized report cards are issued every nine weeks through 12th grade. Students in grades K5-12th also receive progress reports every four weeks during the 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 letter averages on the report cards.

## **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 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.**

<b>Vocational Diploma, 22 Credits</b>	<b>General Diploma, 24 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 – 3 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
Speech – 1 credit	Speech – 1 credit	Speech – 1 credit
General Electives – 2 credits	General Electives – 2 credits	General Electives – 2 credits
	Foreign Language – 1 credit	Foreign Language – 2 credits
		Accounting – 1 credit

## **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 for grades K-5th, 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.

### **DASH CARDS**

Parents of students in K5-5<sup>th</sup> grades are issued “dash cards” to display in their dashboard when picking up their children. These dash cards are number coordinated with the student's classroom and ID number. If someone does not have a dash card displayed in their vehicle, they will be asked to come in to the office to show their identification and sign the student out. If a student is riding home with another student that is not on the approved pick up list, parents need to send in a permission slip to the school.



## 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 and WITN-TV. You may also check the website for periodic updates.

### **DISMISSAL TIMES**

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

- K5 – 2<sup>nd</sup>            2:50-3:00
- 3<sup>rd</sup> – 4<sup>th</sup>            3:00-3:10
- 5<sup>th</sup>                    3:10-3:20

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

- 6<sup>th</sup> - 12<sup>th</sup>            3:10-3:20

### **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 5:30 PM. There will be a charge of \$5.00 per hour beginning at 3:30 PM. Late charges of \$5 per 10 minutes will apply for students not picked up by 5:30 PM.

### **LUNCH ROOM SCHEDULES**

- 11:10-11:40    K5 - 2<sup>nd</sup> grades
- 11:20-11:50    3rd - 5th grades
- 11:55-12:25    6th - 12th 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.
- In order to get everyone through in a timely manner, we will need every class to be out of the cafeteria on time.
- Make sure tables are clean and floors are swept. Demonstrate how to clean in the first few weeks.
- A class that leaves the tables or floors a mess will lose P.E. or recess time.

## PARENT/SCHOOL COMMUNICATION

### **RENWEB**

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 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 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 athletic program of our school. 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. Students must be fever free for 24 hours before returning to school. 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.

### **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 and placed in labeled bags. 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.

## **STUDENT ORGANIZATIONS**

Students have opportunity to be involved in our Fine Arts Program by competing 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 and golf.

Elementary students have opportunity to sign up and participate in the Upward Sport Program hosted by New Life FWB Church.

Students have opportunity to minister to the hungry in the community through organizing and maintaining a food pantry that is a ministry of New Life FWB Church.

**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 signifies 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.

---

