



Parent / Student Handbook
2014-2015

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Introduction

HISTORY

In 2008, God laid a vision of a Christian school on the heart of founder, Scott Coghill. Nearly two years later, this vision has clearly become something that not only needs to be fulfilled to address the attacks on political morals and values that are infiltration the current secular educational system in America in an attempt to sway the hearts and minds of students, 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, Scott began moving forward in the planning and development of its operations that the vision would move beyond hopeful good intentions and become a manifested reality as a result of taking action through much preparation, faith and prayer. In 2011, New Bern Christian Academy opened its doors to an enrollment of 40 students in grades K5 through 6th.

MISSION STATEMENT

New Bern Christian Academy exists as a ministry of Pleasant Acres 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, a school that first of all shines bright as a testimony for the Lord Jesus Christ and secondly, prepares the next generation for a life of service for Him. In doing so, the desire is to offer an academic plan that will challenge and direct each student to reach their fullest potential both academically and spiritually. There are further plans to develop a program that will reach students with learning disabilities.

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 Pleasant Acres 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 with 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 Pleasant Acres 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, and 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. An interview with the prospective student and the parents and board approval are necessary prior to acceptance. Students will also 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 and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the Institution. The Academy may request the withdrawal of any student at any time, who, in the opinion of the Academy, 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.

PROCEDURES

An application may be obtained in the school office. Parents must have an interview with the principal.

A list of what should be brought to the interview with the principal is given on the back of the enrollment form. When a parent completes and signs the *Student Enrollment Form*, pays the registration fee and the \$50 non-refundable entrance testing fee, his 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 a principal.
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.

The interview with the principal 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 principal will evaluate the test results and determine the academic status of the student.

***Upon acceptance:

1. The first month's tuition and all other necessary fees should be paid before the first day of school.
2. Immunization records should be delivered to the office before the first day of school.
3. 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 have a seat reserved until the first Monday in March. 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 with full credit courses/grades from educational institutions. If deemed adequate, any

non-institutional courses/grades will be transferred into NBCA as standard grades/non-advanced courses.

IMMUNIZATIONS

State law requires a booster dose of T-dap vaccine for all children entering 6th grade if five years or more have passed since their last dose of tetanus/diphtheria toxoid. T-dap is a combination of three vaccines that provide protection against tetanus, diphtheria and pertussis (whooping cough).

RE-ENROLLMENT

Current students will be given an opportunity to re-enroll prior to the beginning enrollment date for new students. After the re-enrollment period ends, present students are accepted on a first-come, first-served basis if space is available.

FINANCES

TUITION/FEEES

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. Resource fees are ***due by the first day of school.***

Parents may opt to pay tuition in 10 or 12 installments. If you choose the 10 month plan, the first payment is **due August 1st**. With the 12 month plan, the first payment is **due June 1**. All tuition and fee payments are due by the 1st of each month and are late after the 15th of the month.

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 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>

3rd student 25% off tuition (not including fees)

4th student 50% off tuition (not including fees)

5th student free tuition (must still pay fees)

SCHOLARSHIP PROGRAM

There will be a scholarship program set up through Pleasant Acres 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 principal and the pastor. Interested parents need to apply online at www.newbernchristianacademy.com. Go to the “FACTS” icon.

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 NBCA admin and finance team.

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 will be charged to your account for each activity.

ATTENDANCE/ABSENCES

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

A student missing more than twenty-five days of school will be retained.

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:
 - a. Known exposure to communicable illness
 - b. Extreme malaise
 - c. Headache
 - d. Nausea, vomiting, and/or abdominal pain
 - e. Symptoms of upper respiratory infection
- Vomiting without the presence of fever
- Head lice

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 are 8:10 a.m. to 3:10 p.m. 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 8:16 a.m. 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 form. 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 be counted as absent (unexcused) on the 5th tardy day in a quarter. Students must be signed out in the office when picking up a child 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, or family bereavement.

Students will be considered absent if they arrive after 10:10 a.m. or leave before 12:00 p.m.

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

After school care will be provided until 6:00 p.m. There will be a charge of \$5.00 per hour beginning at 3:20 p.m.

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.), and 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. 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 principal 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 principal 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 parent's decision in discipline as the final authority in their home.

CORPORAL PUNISHMENT

There are four reasons in which the academy will ask parents 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.

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.

DISCIPLINE SYSTEM

- ▶ Our desire is to develop students that are obedient, responsible, and strong in godly character. A well disciplined life will result in an effective and productive life. This program is being used successfully in other Christian schools for **grades 1st through 5th**. It is designed with the understanding that children need rewards as well as consequences for their actions.
- ▶ We call this program ***The Star Student Program!***
- ▶ Each student begins each new quarter with a clean slate and twenty stars.
- ▶ Each student can lose his or her stars at any time, but if ***more*** than five stars are lost, that student will be ineligible for the ***Star Student Party*** which will take place at the end of the particular quarter.
- ▶ To be eligible for the Star Student Party, students will have to keep at least 15 of the 20 stars.
- ▶ If a student falls below 15 stars for the quarter, they will be ineligible to attend the Star Student Party.
- ▶ Zero to five stars lost *will* have a party and several other rewards.
- ▶ If ***more*** than five stars are lost, the child will remain in a classroom on the day of the party with one of the elementary teachers and will be given extra work which they will be expected to complete. If the student is absent on the day of the Star Party, they are required to complete the extra work before returning to school.

Automatic star loss:

- ▶ Cheating
- ▶ Lying
- ▶ Stealing
- ▶ Disrespect
- ▶ Horseplay
- ▶ Any problems in an extra-curricular class
- ▶ Being sent to the office for any infraction

Warnings that may lead to star losses:

- ▶ Not having supplies or books
- ▶ Not having planner or folder signed
- ▶ Not participating in class
- ▶ Having a bad attitude
- ▶ Talking without permission
- ▶ Taking in the hallways
- ▶ Misbehavior on field trips
- ▶ Not following the playground rules
- ▶ 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.

Numbers of Star Losses (For any reason)

- ▶ 6-9 / Students will remain under supervision at school during the Star Party to complete assignments given by the teacher. Student will serve a 30 minute detention on the Tuesday

following the 5th Star Point loss and for every Star Point loss thereafter, until he reaches 10 Star Point losses.

- ▶ Example: Sally received detention with star loss 6. When she lost star 7, she serves another detention, and again when and if she loses star number 8 and 9 (4 detentions).
- ▶ 10-12 / Students in 4th and 5th will receive a **one day in-school suspension**. He must make up all assignments for the day. The assignments are due within 2 days of the date of suspension.

- ▶ Students in 1st and 3rd grades will receive silent lunches and separated recess time for a period of 5 days.
- ▶ 13-15 / If a student (4th-5th grades) loses more than 13 stars, he will receive a **three day suspension** from school. He must make up all assignments and he will receive no more than a 75% on any missed tests or quizzes during the time of suspension.
- ▶ The student will remain on behavioral probation for the remainder of the quarter.
- ▶ The decision to allow the student to return to NBCA the following semester will be based on the student's overall change in attitude, responsibility, behavior, and their desire to attend NBCA.
- ▶ (Grades 1st-3rd will have a three day in-house suspension)

DEMERIT SYSTEM FOR 6TH-10TH GRADES

General Offenses

1 Demerit

- Disorderly conduct
- Dress code violation
- Eating in class or hallways
- Inattention in class
- Unprepared for class
- Tardiness
- Homework planner not signed (repeatedly)

2 Demerits

- Entering restricted areas
- Passing notes
- Running in the buildings
- Misuse of property
- Disrespect

5-10 Demerits

- Cheating
- Defacing school property
- Fighting
- Lying, forgery (notes, test, demerit, etc.)
- Immoral language
- Profanity
- Skipping class

- Violation of “hands off” policy...5 demerits up to expulsion

25 Demerits

- Theft / Stealing
- Smoking
- Pornography
- Public Display of Affection (PDA) (w/discretion)

Other Demerits

- Disobedience = 5 Demerits
- Offenses of similar nature that are not covered on the previous pages will be assigned 1 Demerit.
- Assault on another student = 40 Demerits

Double Demerits

- Demerits will be doubled for each of the same offense.
- If a student gets **1** Demerit for disorderly conduct on Monday and does the same thing on Wednesday or next week, he/she will receive **2** Demerits.
- If the student repeats the disorderly conduct again the next week, he/she will receive **4** Demerits.
- After that, for the **rest of the quarter**, the student will receive **5** Demerits (automatic **detention**) for *disobedience*.

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.

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-repentive heart will result in absolute expulsion. This is left to the administration’s discretion.**

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

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.

Specific:

Girls:

Pants/Skirts:

–All girls must wear loose fitting khaki, navy blue, or black uniform **pants**. (**Everyday except Tuesday**) *No jeans* Tight fitting pants are not allowed, and discretion is left to the administration. Skirts are also permitted on these days as well.

–**Tuesday** is Chapel day. All girls will wear khaki, navy blue, or black **skirts**. Skirts are to be mid-knee or longer.

–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 with the school logo may be purchased through the office. The colors are white, red, black, and navy. They are to be worn with the Friday attire as well.

~No spaghetti straps are allowed, as well as any open-back shirts.

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. 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, navy blue or black pants with belt loops (no belt loops are fine for K5) are required. Boys in 1st through high school must wear a belt. No cargo pants.

~Boys may wear blue jeans on Fridays. No tight or baggy jeans are acceptable, and discretion is left to the administration.

Shirts:

~Polo shirts with the school logo may be purchased through the office. The colors are white, red, black, and navy. Boys are required to button their shirts and wear them neatly tucked inside their pants.

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

Jr./Sr. High - Tuesday

~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.

¬Earrings are not acceptable. One bracelet is acceptable.

¬P.E. uniforms are required for physical education classes. (6th-10th grades)

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 grades 6-9. All P.E. students in grades 6-9 will be responsible to purchase a uniform. Uniforms will be worn each time the student is required to dress out. 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

NBCA will use *A Beka Curriculum* for all classes. The ministry of Christian schools is to lead students to Christ and teach them Bible truths, Christian character, and traditional subject matter. With a traditional, Christian approach to education, *A Beka Book* supplies Christian schools with the materials they need to reach and train students for Christ. *A Beka Book's* experienced writers and researchers conduct primary research in their fields to provide superior knowledge from a Christian perspective. Coordinating teacher materials assist teachers in presenting lessons that are lively, memorable, and Christ-centered.

GRADING SCALE:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	88-90
B-	85-87
C+	83-84
C	78-82
C-	75-77

D+	74
D	72-73
D-	70-71
F	0-69

–PRINCIPAL’S LIST: Students who have earned all A’s for the entire year.

–A HONOR ROLL: Students who have earned an “A” average, having no grades below a “B”.

–A/B HONOR ROLL: Students who have earned all A’s and B’s, having no grades below a “C”.

REPORT CARDS

Computerized report cards are issued every nine weeks through 10th grade. Students in grades K5-10th also receive interim grade reports every four weeks during the nine weeks. The school calendar notes the day that the report cards are to be issued. Grades will be based on daily assignments, class participation, and test averages. Grades will be designated as letters and numeric averages on the report cards.

AWARDS

A Honor Roll - given each eighteen weeks in chapel to students who have earned all A’s during a semester grading period.

A/B Honor Roll - given each eighteen weeks in chapel to students who have earned all A’s and B’s during a grading period.

Perfect Attendance - given to any student who has been present all 180 days of the school year, and has had five or fewer tardies during the year. Students arriving after 10 A.M. or leaving before 1:30 P.M will be considered absent for half a day.

Citizenship Certificate - given to each student in grades 1-5.

TEXTBOOKS

A book fee is charged annually to cover the cost of textbooks and work books 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.

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.

CAR POOLS

Parents of students in grades K-5th are issued "dash cards" to display in their dashboard when picking up their children. These dash cards are color and 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.

DASH CARDS

Parents of student in grades K-5th are issued "dash cards" to display in their dashboard when picking up their children. These dash cards are color and 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.

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DISMISSAL / SCHEDULES

SCHOOL DISMISSAL

Bad Weather Conditions

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 2:50-3:00
- 1st 2:50-3:00
- 2nd & 3rd 3:00-3:10
- 4th –6th 3:10-3:20
- 7th-11th 3:10-3:20

Before/After Care Program

- Before school care will be provided beginning at 7:30 A.M. There is no charge for this service. Children should not be left on campus before doors are opened at 7:30 A.M.
- After school care will be provided until 6:00 P.M. There will be a charge of \$5.00 per hour beginning at 3:30 P.M.

Lunch Room Schedules

- 11:25-11:55 K5 and 1st grade
- 11:55-12:25 2nd - 6th grades
- 12:05-12:35 7th - 11th grades
- Schedule subject to change.
- 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.

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

PARENT-SCHOOL COMMUNICATION

PARENTWEB / RENWEB

Weekly announcements will be sent out through our ParentWeb 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 ParentWeb 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 division principal directly. If you are not adequately satisfied, you may contact the school administrator. 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 area principal will meet with the teacher or parent.
- C. Please, do not smoke in the building or on the property.
- D. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

PARENT-TEACHER CONFERENCES

Refer to the school calendar for the dates of these meetings. The nature of the meeting will vary from time to time but the general objectives are:

To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual and disciplinary needs of the child.

To provide an opportunity for parents and teachers to know and fellowship with each other through the PTF.

To provide parents an opportunity to see the achievements of the students.

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!

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.

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 students each morning and placed in labeled bags. Students may pick up their phone at the end of each school day.** 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.

Students have opportunity to sign up and participate in the Upward Sport Program hosted by Pleasant Acres Church.

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

STUDENT/PARENT SIGNATURE REQUIRED

Parents and students (grades 6 through 10) 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.

