

# **NEW COVENANT CHRISTIAN ACADEMY**



## **FAMILY-SCHOOL HANDBOOK**

*Working Together For Wonderful Results*

2008-2009

### Important Information at a Glance

Please Note: Sections of the Family-School Handbook are subject to change during the course of the year via **Addendums to the Family-School Handbook**. NCCA recommends that all such Addendums be retained by the family and kept with the Family-School Handbook.

School Hours: 8:30 AM – 4:00 PM

School Office Hours: 8:00 AM - 4:30 PM; Closed 12:00 Noon - 12:30 PM

School Address: 315 West Seventh Street, Plainfield, NJ 07060

School Phone Number: 908.756.3322

School Fax Number: 908.756.3302

Extended Care Phone Number: 908-917-5221

Website: [www.nccacademy.org](http://www.nccacademy.org)

Email: [nccacademy@verizon.net](mailto:nccacademy@verizon.net)

Head of School: Stephanie DeGeneste, M.Ed.  
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1-732-246-2879

**School Closings and early dismissals due to inclement weather or unforeseen circumstances will be announced via the school's website and outgoing message.**

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#### 21<sup>st</sup> Century Before and After School Program

Plainfield Community Outreach, Inc.  
600 Cleveland Avenue  
Plainfield, NJ 07060  
Program Manager: Dana Sharpe  
Office: 908-756-7897  
[dana@educateplainfield.org](mailto:dana@educateplainfield.org)  
[www.educateplainfield.org](http://www.educateplainfield.org)



## **Welcome to New Covenant Christian Academy**

Thank you for selecting New Covenant Christian Academy. We are honored to partner with you to foster an excellent Christ-centered educational experience for your child(ren). We believe that sound Scriptural, academic, athletic, artistic, and social training will help children achieve admirable results and in the process bring honor to God. The Lord has a perfect plan for every child enrolled in NCCA. We are all here to help equip our students for the rigors of life. The stability of the Word of God and sound educational preparation are assets that children need in today's challenging environment.

NCCA staff needs your prayers and cooperation as we seek to provide the best possible environment to help our students increase in wisdom and knowledge. We count it an absolute privilege to enter into this extremely important enterprise related to your child's education. There is no greater joy for concerned adults involved in education than to see children make progress in key areas of their lives. Our goal, as servant leaders, is to live out the precepts that we teach in such a way as to inspire the children in our care to love the Lord and love learning. Once again, thank you for entrusting your child to New Covenant Christian Academy. You have given us the privilege and responsibility of serving your child and your family and that is something we do not take for granted.

Together we'll be working for wonderful results. With God's help we expect a banner year accomplishing great things in His name. "Now unto Him who is able to do exceedingly abundantly above all that we ask or think, according to the power that works in us."

Sincerely,

***Stephanie DeGeneste***

Stephanie DeGeneste, M.Ed.  
Executive Director & Co-Founder

## TABLE OF CONTENTS

<b>1.0</b>	<b>LOCATION AND BACKGROUND</b>	<b>7</b>
1.1	Location	
1.2	Background	
1.3	Quick Facts	
<b>2.0</b>	<b>PHILOSOPHY AND MISSION STATEMENT</b>	<b>8 - 10</b>
2.1	Statement of Faith	
2.2	Philosophy of Christian Education	
2.3	Basic Educational Goals	
2.4	Mission Statement	
<b>3.0</b>	<b>ORGANIZATION AND GOVERNMENT</b>	<b>10 - 11</b>
3.1	Organizational Chart	
3.2	Executive Director	
3.3	Vice Principal	
3.4	Administrative Assistant	
3.5	Teachers	
3.6	Adjunct Staff	
3.7	Volunteers	
3.8	Academy Structure	
<b>4.0</b>	<b>ADMISSIONS AND FINANCE</b>	<b>12 - 14</b>
4.1	Admission Policy	
4.2	Non-Discrimination Policy	
4.3	Enrollment Procedures	
4.4	Re-enrollment Procedures	
4.5	Withdrawals and Dismissals	
4.6	Financial Information	
4.7	Additional Fees	
<b>5.0</b>	<b>ATTENDANCE REQUIREMENTS</b>	<b>14 - 15</b>
5.1	Attendance Policy	
5.2	Tardy Policy	
5.3	Early Dismissal	
5.4	Perfect Attendance	
5.5	Faithful Attendance	
<b>6.0</b>	<b>ACADEMIC INFORMATION</b>	<b>16 - 19</b>
6.1	Curriculum	
6.2	Assignments	
6.3	Exams	
6.4	Achievement Testing	
6.5	Cheating	
6.6	Progress Reports and Report Cards	
6.7	Grading Scale	
6.8	Honor Roll	

6.9	Academic Probation	
6.10	Retention/Promotion Policies	
6.11	Honors and Awards	
6.12	Graduation	
<b>7.0</b>	<b>CONDUCT AND DISCIPLINE</b>	<b>20 - 24</b>
7.1	Covenant Agreement	
7.2	Behavioral Standards	
7.3	Bullying and Harassment Policy	
7.4	Substance Abuse Policy	
7.5	Sexual Harassment Policy	
7.6	Corrective Discipline	
7.7	The Honor Code	
7.8	Grievance Policy	
<b>8.0</b>	<b>STUDENT LIFE</b>	<b>25 - 28</b>
8.1	Dress Code	
8.2	Books	
8.3	Assembly/Chapel	
8.4	Pledges	
8.5	Community Service	
8.6	Dating	
8.7	Note Passing	
<b>9.0</b>	<b>MEDICAL AND HEALTH</b>	<b>29 - 31</b>
9.1	Immunization and Physical Examination	
9.2	Policy on Illness	
9.3	Health Services	
9.4	Medication	
9.5	Abuse Reporting	
9.6	Change in Student Information	
<b>10.0</b>	<b>MISCELLANEOUS</b>	<b>32 - 41</b>
10.1	AM Arrival	
10.2	Birthday Celebrations	
10.3	Bus Safety	
10.4	Car Line Etiquette	
10.5	Class Parties	
10.6	Care of Property	
10.7	Communication with Students/Parents	
10.8	Communication Envelopes	
10.9	Electronic Devices	
10.10	Emergency Announcements	
10.11	Extended Care	
10.12	Field Trips	
10.13	Fire and Safety Standards	
10.14	Fundraising	
10.15	Gum	
10.16	Gym Standards	

- 10.17 Half-Day Dismissal Times
- 10.18 Hall Standards
- 10.19 Holidays and Vacations
- 10.20 Insurance
- 10.21 Leaving School Premises
- 10.22 Library
- 10.23 Lost and Found
- 10.24 Lunch Program
- 10.25 New Covenant Christian Association, Inc.
- 10.26 Open House
- 10.27 Parent Involvement
- 10.28 Parking
- 10.29 Phone Use
- 10.30 Physical Education
- 10.31 PM Dismissal
- 10.32 Prayer Guide
- 10.33 Questions
- 10.34 Recess
- 10.35 School/School Office Hours
- 10.36 Sending Money
- 10.37 Student Distributions
- 10.38 Transportation
- 10.39 Valuables
- 10.40 Visits to NCCA
- 10.41 Waiting Pool
- 10.42 Weapons

**11.0 APPENDIX**

**41 - 48**

- 11.1 ABC's of Safe & Healthy Child Care
- 11.2 Acceptable Internet Use Policy
- 11.3 Signature Page

## **1.0 LOCATION AND BACKGROUND**

### **1.1 Location**

New Covenant Christian Academy is located in one of Plainfield's signature buildings, First-Park Baptist Church. NCCA is excited about this educational venue for its independent K-8 Christian school. The historic legacy of First-Park's stately building is truly captivating. One of the pastors in the lineage of the 190-year ministry is the famed hymn writer, Dr. Robert Lowry. He composed countless tunes, among them the school hymn, "*Nothing But the Blood.*" Another excellent aspect of the school site is the fact that it is within walking distance of the Plainfield Public Library and other notable buildings like City Hall, the Fire Department, and the YMCA.

### **1.2 Background**

New Covenant Christian Association, Inc. was established for the purpose of opening New Covenant Christian Academy. Our association was incorporated in the state of New Jersey as a non-profit corporation on June 28, 2004. NCCA, Inc is a tax-exempt organization under section 501 (C) (3) of the Internal Revenue Code. Association members include concerned parents, staff, patrons, and clergy. NCCA, Inc. is governed by an elected Board of Directors who direct organizational policies and serve as trustees for New Covenant Christian Academy.

God miraculously opened the doors to New Covenant Christian Academy on September 14, 2006. The inaugural year was blessed with many milestone events, among them a generous grant from the Turrell Fund, a personal visit from Mayor Sharon Robinson-Briggs, and six 8<sup>th</sup> grade graduates.

### **1.3 Quick Facts**

Some "Quick Facts" about NCCA include:

- School Scripture: Hebrews 12:22-24
- School Motto: Working Together for Wonderful Results
- School Colors: Red, Black, and White
- School Symbol: The Cardinal
- School Hymn: "*Nothing But the Blood*"
- NCCA is a member of the Association of Christian Schools International
- NCCA School Song written by 2006-2007 students: "Working Together for Wonderful Results"

## 2.0 PHILOSOPHY AND MISSION STATEMENT

### 2.1 Statement of Faith

- We believe all Scripture was given by inspiration of God and is therefore the supreme standard by which all conduct, creeds, and opinions should be tried. 2 Timothy 3:16-17; 2 Peter 1:19-21
- We believe in the triune God revealed to us as Father, Son, and Holy Spirit. God is Father in truth to those who become children of God through faith in Jesus Christ and reigns with providential care over His universe. Jesus Christ is the eternal Son of God, conceived by the Holy Spirit and born of a virgin. He was crucified, dead, and buried for our sin and on the third day arose victorious over death and appeared to many witnesses. He will return in power and glory to establish His kingdom forever. The Holy Spirit is the Spirit of God who convicts us of sin, draws us to God, dwells within us and empowers us for service. Matthew 1:18-25; John 1:12; John 4:23-24; John 14:6-26; Acts 1:8; Acts 1:11; Romans 8:14-15; 1 Corinthians 2:2; 1 Corinthians 15:3-8; Galatians 4:6, Ephesians 1:13-14, 20; Colossians 1:13-22
- We believe God created man/woman in His own image, without sin and having freedom of choice. By the disobedience of Adam and Eve, sin entered into the world separating all people from God. By the bloodshed of Jesus Christ, salvation is offered freely to all who accept Him as Savior and Lord. We are now a new creation because of God's work of regeneration (the new birth). Genesis 1:26-27; John 3:16; Romans 5:12-21; 2 Corinthians 5:17; 1 Peter 1:19; 1 John 1:7; 1 John 2:2
- We believe that the church is the body of Jesus Christ, consisting of all regenerated people of all time, and functions through local assemblies of believers. The local church is a community of believers with Spirit-given gifts that enable us to minister and to proclaim Christ to one another and to the world. Matthew 16:17-20; 1 Corinthians 12; Ephesians 4:1-16
- We believe in Christian baptism by the immersion of a believer in water. It is an act of obedience testifying to our faith in a crucified, buried, and risen Savior. It symbolizes our death to sin, the burial of our old life, and the resurrection to the new. Acts 2:41; Romans 6:3-5; Colossians 2:12
- We believe The Lord's Supper or Communion is an act of obedience, whereby we partake of the bread and cup remembering and proclaiming Jesus' death until he comes again. Acts 2:42; 1 Corinthians 10:16; 1 Corinthians 11:17-32
- We believe that all who are regenerated by God's Spirit are called to walk humbly with God in a life of service to their fellowmen. Because God has always been a God of justice, love and mercy, we who call ourselves by His name, should continually be seeking to establish justice and to be people of reconciliation and healing as we proclaim Christ to the world. Micah 6:8; 2 Corinthians 5:16-21

## **2.2 Philosophy of Christian Education**

New Covenant Christian Academy exists on the premise that only Christian education deals with all the dimensions of life from a Biblical perspective.

In order for our educational program to be spiritually relevant, academically sound, and instructionally effective, it must be founded upon Christian educational principles with cognizance of the academic requirements needed to function in today's challenging information based climate. An integration of Bible truth will be an inseparable and primary part of the total educational process at NCCA. Christian concepts will be unified with, inseparable from, and central to the academic offerings. Since impressionable youth need a steady influence while preparing to live in a complex society, and only the Bible has the answers to man's needs and longings, it will serve as the final authority for determining our guiding principles on all questions.

## **2.3 Basic Educational Goals**

1. To give God the glory in all things. (James 1:2-4)
2. To provide an educational experience that is designed to point the child to God. (Matthew 18:2-6)
3. To give the child a Christ-centered education. (Colossians 1:16-18)
4. To support the efforts of the parents/guardians as they accept and fulfill their responsibility to give their children a Christian education. (Psalm 78:1-7; Deuteronomy 6:7, Proverbs 6:20-23)
5. To encourage students to put their trust in Jesus Christ for eternal life. (Romans 10:13)
6. To train students to be able to recognize godly men and women who live their lives in obedience to God. (Philippians 3:17)
7. To equip children to view and evaluate all of life, experience, and knowledge from a Biblical perspective. (Isaiah 55:6-9; Proverbs 16:25)
8. To encourage students to have a personal relationship with God which manifests itself in knowing, loving, and fearing His authority. (Proverbs 2:1-5; Matthew 22:36-37; Proverbs 1:7)
9. To develop an understanding of one's unique responsibility to God and to one another. (Philippians 2:1-4; 1 Corinthians 13:1-7)
10. To help students realize their capabilities and limitations and how to make the most of them, toward growth and service. (2 Timothy 1:8-9; Ephesians 1:3-12)
11. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
12. To teach the fundamentals of Bible, language arts, mathematics, science, history, and geography.

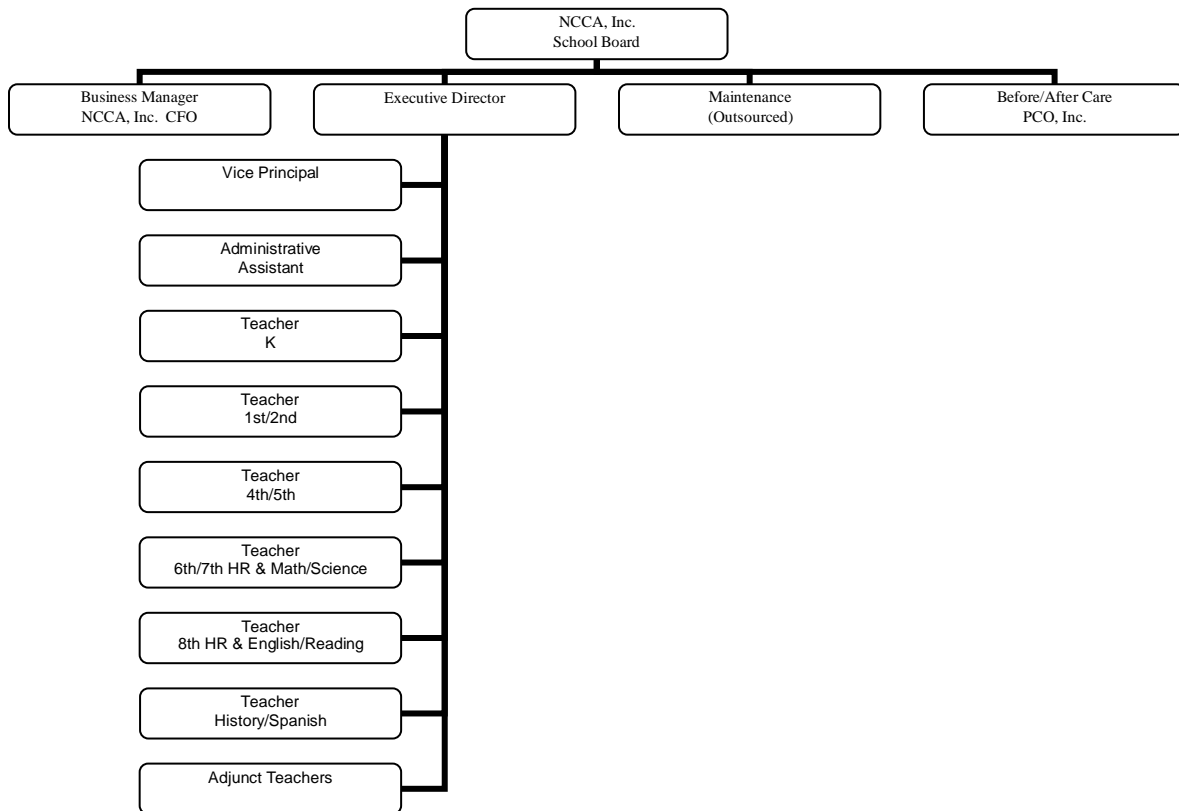
13. To teach the fundamentals of physical fitness, nutrition, and hygiene.
14. To encourage an appreciation of the arts.
15. To encourage creativity, curiosity, and critical thinking.

## 2.4 Mission and Purpose Statement

NCCA will partner with parents and other concerned adults to train our students in truth, righteousness, and educational excellence; helping them to achieve their God-given potential and instilling the excitement of lifelong learning and serving

## 3.0 ORGANIZATION AND GOVERNMENT

### 3.1 Organizational Chart



### 3.2 Executive Director

The Executive Director (school administrator) is the overseer of the school, spiritually, educationally, and administratively. That individual is the chief school administrator, serving under the designated leadership of the NCCA, Inc. Board of Directors. The Executive Director is accountable for all the school's professional and nonprofessional staff. The administration and supervision of the educational activities of the school are delegated by the Board to the Executive Director to carry out in accordance with the adopted operating policies.

### **3.3 Vice-Principal**

The Vice-Principal will assist the Executive Director in the administration of the school's day-to-day operation. That individual is the functional head of the school in the Executive Director's absence.

### **3.4 Administrative Assistant**

The Administrative Assistant is the liaison between the parents, academy staff, students and vendors. That person reports directly to the Executive Director, and is responsible for managing the school office.

### **3.5 Teachers**

The importance of the teacher in the learning environment is relatively undisputed. NCCA seeks to utilize state certified teachers where possible, but as an independent Christian school we are not mandated to do so. NCCA teachers are qualified to teach, but also, possess the following characteristics: godly character, leadership, servant-minded, loving, motivating, creative, challenging, compassionate, and resourceful, to name a few. All full-time and per diem teachers report to the Executive Director.

### **3.6 Adjunct Staff**

Some NCCA teachers are per diem employees, and in the case of YMCA staff, direct reports to the YMCA Management team. Adjunct staff is utilized to enrich the educational experiences of NCCA students. The 21<sup>st</sup> Century before and after school component is governed and managed by Plainfield Community Outreach, Inc.

### **3.7 Volunteers**

NCCA encourages volunteer service to augment the efforts of full time staff. There are numerous opportunities to assist the school. Parents, grandparents, retirees, and others are sought to fill regular and occasional needs.

### **3.8 Academy Structure**

NCCA is divided into two main divisions: the Lower School serves students in grade levels Kindergarten through 5, and the Upper School that services students in grade levels 6 through 8.

## 4.0 ADMISSIONS AND FINANCE

### 4.1 Admissions Policy

1. NCCA has an open enrollment policy. While NCCA prefers that students come from homes where at least one parent is a born-again believer who regularly attends church services at a local area Bible-believing church, un-saved, un-churched families will not be turned away. **However, to remain or be re-enrolled at NCCA, students and their families must comply with policies and procedures stipulated in the Family-School Handbook.**
2. Kindergarten children must be 5 years by October 1<sup>st</sup> of the starting year. A readiness test may be given to determine eligibility for admittance.
3. Any child applying to 1<sup>st</sup> grade must be 6 years old on or before October 1<sup>st</sup> of the starting year or have previous kindergarten experience. A readiness test may be given to determine eligibility for admittance.
4. All incoming students and at least one parent/guardian must be interviewed by administration as part of the registration process.
5. Relative to all grades, the school reserves the right, after testing the child and consulting with the parents, to determine proper placement of the child.
6. Final action on all applications is at the discretion of the Executive Director. The Executive Director, acting on behalf of the New Covenant Christian Association, Inc. Board of Directors, reserves the right to refuse admittance to any child. All new students should have at least a C- or 70% average. The school is not yet equipped for students with extreme, special, physical, academic or emotional needs.
7. All students attending school in the State of New Jersey must comply with the requirements for immunization. Verification of immunization must be in the student's cumulative folder before the student enters school unless otherwise indicated. If such proof has not been presented, a student may be required to withdraw from school until such proof is presented or tangible reason given.
8. NCCA also requires records of a physical examination of the child at the time of first admission to the school. Health Appraisal Forms are due September 1<sup>st</sup>, but an extension to October 1<sup>st</sup> may be given to accommodate backlogs in physician scheduling.
9. Parents must sign a Record Release Authorization so all student records may be released to NCCA upon admission, or released from NCCA upon graduation or transfer.

### 4.2 Non-Discrimination Policy

NCCA will not discriminate in its employment practices or student admission policy on the basis of race, color, nationality, ethnic origin, gender, age or disability.

### **4.3 Enrollment Procedures**

Parents may register students in the office any day, Monday through Friday. There are numerous components to the registration process and paperwork that must be completed before registration is deemed finalized.

1. Complete Application for Admission and submit required fee
2. Schedule interview (new students)
3. Complete all documents in acceptance package
4. Pay resource fee
5. Family orientation if enrolling after August “Succeed at School” orientation meeting
6. If registration paperwork is still outstanding after publicized deadlines, families are subject to a \$25.00 administrative management fee.

### **4.4 Re-enrollment Procedures**

Re-enrolling students must be students in good standing at the time of re-enrollment. Attendance at New Covenant Christian Academy is a privilege. The school reserves the right to refuse re-enrollment to any student or students of families who have demonstrated an uncooperative spirit regarding the mission and vision of the school, objectives, standards, policies and procedures, etc. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year and the student has acceptable behavior and academic progress.

### **4.5 Withdrawals and Dismissals**

When a student enrolls at NCCA, a place is reserved for the entire school year. We ask that parents make every effort to complete the year before withdrawing the student from NCCA. In the case of voluntary withdrawal, tuition must be paid through the quarter enrolled. Any family withdrawing before September will be responsible for one month’s tuition. The reason for voluntary withdrawal must be submitted in writing for addition to the student’s file. This information should not be communicated to children who may in turn openly discuss the family’s business to inappropriate individuals.

Student dismissals will not occur arbitrarily. Grounds for dismissal will be verified in writing.

### **4.6 Financial Information**

Tuition is computed on an **annual** basis and is pro-rated by month for a student enrolling after the start of the school year. Students starting after the 15<sup>th</sup> of the month have daily pro-rate tuition for that month. There are a variety of payment options from which to choose. ALL 10 month installment payments are made to the school by means of the tuition management company. There is an additional fee paid to the company for this service. Please see the current Tuition Schedule or contact the School Office regarding information about tuition, payment plans, and other relevant fees.

### **Other Important Details:**

- Falsification of records will be grounds for automatic dismissal.
- All payments due up to and including the dismissal date will be the responsibility of the parent and will be collected by NCCA.
- Any bounced checks will result in overdraft fees and future payments required in cash, cashier's check or by money order.
- **Tuition delinquency will not be permitted beyond the last school day of that month. The student will be required to sit out until the previous month's tuition is paid.**
- Report cards are held and records will not be transferred to a new school until **all** financial obligations are satisfied.
- A class spot is **only** secured when all registration and tuition fees are received before the start of the school year, or the student's first day.

### **4.7 Additional Fees**

Tuition does not include the following fees:

- Application/Registration Fee
- Diagnostic Testing
- Extended Care Program
- Late Student Pick Up Fees
- Late Tuition Payments
- Returned Check Fees
- Field Trips
- Lunch Program
- Uniforms
- Special Events

## **5.0 ATTENDANCE REQUIREMENTS**

### **5.1 Attendance Policy**

To be counted present for a school day, the student must be present four or more hours for that day. Absences fall into two categories: Excused and Unexcused: The following shall constitute a valid **excused** absence for non-attendance:

- Personal illness or injury
- Illness or injury in the household
- Death in the family
- Impassable roads due to weather, accidents, etc.
- Unavoidable family travel-related absences
- Unforeseen emergency circumstances
- Campus visits

### Guidelines:

- Make appointments after school hours.
- Obtain permission for absences in advance. Submit a note in writing, at least one week in advance, for matters such as educational travel, special demands in the home, court proceedings, Christian retreat, etc.
- Obtain doctor, dentist notes where indicated, especially in the case of extended illness, or communicable conditions.
- **A limit of 5 days** is given to parents to send a note or call the School Office to explain why a student has been absent.
- Absences caused by a student's participation in school-sponsored activities will not be counted as an absence.

The following shall constitute an **unexcused absence** for non-attendance:

- **6+ days elapse** without notification to school
- **Suspension** or Official Time Out (OTO)

**Excessive Absences** - Eighteen (18) absences in an academic year are considered excessive. Excessive absences (excused or unexcused) could jeopardize promotion or re-enrollment. Consequences for excessive absences may include: parent conferences, detention, suspension, expulsion, and/or grade retention.

### **5.2 Tardy Policy**

If your child arrives to school **after 8:30 a.m.**, s/he is deemed late. The child must report to the School Office for a Late Pass. **Twelve (12) tardies in an academic year are considered excessive.** Consequences for excessive tardies may include parent conferences, written assignments, or detention. Tardies may be excused due to mitigating unforeseen circumstances.

### **5.3 Early Dismissal**

A student is permitted to leave school early when a note signed by a parent is sent to school on the day s/he must leave early, or when the parent or authorized party comes to the School Office to sign the student out. Should the student return to school, the parent must follow sign-in procedures.

### **5.4 Perfect Attendance**

Perfect attendance is attained when there are no tardies, partial days, or days lost from school with the exception of school approved or sponsored activities.

### **5.5 Faithful Attendance**

Faithful attendance is attained when there are no tardies and no more than 3 total days of excused absences with the exception of school approved or sponsored activities.

## 6.0 ACADEMIC INFORMATION

### 6.1 Curriculum

NCCA's curriculum philosophy is as follows:

- Materials are selected based on the criteria of being Biblically based, rigorous, flexible, contemporary, and compatible with NJ Core Curriculum Content Standards
- Secular materials will be considered if there is no conflict with Biblical standards
- Textbook choices are made to facilitate the mission and purpose of NCCA according to our stated educational goals

Curriculum subjects taught at NCCA include Bible, English, Mathematics, Reading (phonics-based), Penmanship, Spelling/Vocabulary, Science, History, Spanish, Music, Art, PE/Health, and Computer. Refer to the NCCA website for further information.

### 6.2 Assignments

Assignments consist of class work, homework, and special projects. All work must be clear and legible. A teacher may refuse to accept sloppy work or require that it be re-done. Homework is all outside work that fulfills the following purposes: practice, drill, remediation, and enrichment.

**Homework is one of the components of the overall subject grade.**

#### Important Details

- Students are allowed to use a computer to complete assignments.
- Homework may or may not be graded.
- Homework should be complete before the start of the school day.
- Homework may be done during morning or afternoon care.
- Homework may not be done in class without the teacher's permission.
- 3 or more missed assignments result in 65% HW grade.
- No late assignments will be accepted without prior teacher approval.

To facilitate the homework process, teachers will copy assignments on the chalkboard or provide a handout. Whenever necessary the student is to copy the homework into the homework planner. Parents are asked review the planner or Monday Memo on a daily basis and **develop an age-appropriate accountability method to ensure homework is done.**

Parents must be involved in the oversight of homework and special projects. The school will honor an excuse note in emergency circumstances.

### 6.3 Exams

Regular weekly quizzes will be given in most subjects. Tests are given after larger portions of material are covered. Quizzes and tests help to assess the students' progress. Students will be informed in advance of tests and most quizzes. "Pop" quizzes may be given.

**Talking during quizzes and tests is strictly forbidden.** Consequences may include, but not be limited to: **up to a 5-point deduction, zero test grade.**

### 6.4 Achievement Testing

Stanford Achievement Tests are administered in the spring. NCCA considers standardized test scores an important element in the assessment process. The school will take steps to prepare parents and students for the implementation and interpretation of SAT's.

### 6.5 Cheating

There will be **zero tolerance for cheating**. A substantiated cheating incident will result in consequences that may include: a zero grade, a written disciplinary assignment, or detention. Cheating includes, but is not limited to, plagiarism and improper use of information obtained from the Internet, receiving test answers from another student or some sort of assist tool. Repeated offenses may result in termination from school.

### 6.6 Progress Reports and Report Cards

Students will receive report cards four (4) times per academic year. Interim progress reports will be issued at about the midway point of each marking period. The school calendar provides the issuance dates for progress reports and report cards.

Students who are absent for 10 or more consecutive days during a marking period will be given a report card grade of incomplete (I) until all required work is completed.

### 6.7 Grading Scale

A+ = 100+	B+ = 90-92	C+ = 78-79	D = 66-69
A = 95-99	B = 85-89	C = 73-77	F = 65 & below
A- = 93-94	B- = 80-84	C- = 70-72	

The components and related % values of a subject grade for students in the upper school division:

Tests– 50%  
Quizzes- 20%  
Projects – 20%  
Homework – 10%

## **6.8 Honor Roll**

Academic Scholarship is very important at NCCA. There is an Honor Roll each marking period, each semester, and at the end of the year. The end of the year Honor Roll will be determined by the year's final grades. Students may qualify for either one of the following two Honor Roll Categories:

**Scholastic Excellence**-awarded to students who receive A's with no more than one B+

**Scholastic Achievement**-awarded to students who receive B's or better with no more than one C+

A grade of Unsatisfactory (U) in any of the Attitudes and Actions characteristics will disqualify the student for Honor Roll.

A grade of Incomplete (I) in any subject will disqualify the student for Honor Roll.

## **6.9 Academic Probation**

A student will be placed on Academic Probation at the end of any of the first three marking periods, for a marking period, if s/he has a D or F in any of the following subjects:

Mathematics, English, Reading: Grades 1-3

Mathematics, English, Bible: Grades 4-8

Parents will be notified and asked to come in or participate in a phone conference to discuss the student's work. The conference is designed to identify specific suggestions to help the student improve to C- or higher.

Students on Academic Probation will not be permitted to participate in extra-curricular activities for that marking period.

Continued low achievement may require retention or dismissal from school.

## **6.10 Retention/Promotion Policies**

When a student fails Math and/or English or two or more subjects and/or lacks developmental social skills, retention should be explored. When retention may be necessary, the Executive Director will meet with the student's parents to discuss the standards for promotion, the parent's assessment of the child, and any other relevant factors. The final decision to retain a student is made by the Executive Director.

Students who attain passing grades in all subject areas will be promoted to the next grade level. In instances where deficiencies are slight or isolated, a student may be promoted to the subsequent grade. The school may require a remedial course of action as a condition to promote the student.

## **6.11 Honors and Awards**

An awards assembly will be held at the end of the academic year. Students will receive recognition for outstanding work in various areas including: Bible, academics, fine arts, community service, and department.

All NCCA students will receive the God's Gift Award. This award recognizes the unique contributions of every student enrolled at NCCA.

## **6.12 Graduation**

Eighth (8<sup>th</sup>) grade students will be eligible to graduate from NCCA when the year-end average is D (66-69) or higher in all major subjects.

Students with conditional passing grades pending a final exam or submission of extra credit work will be allowed to participate in the commencement exercises. However, the diploma will be withheld until all conditions are satisfied.

### **Valedictorian**

A graduating class Valedictorian will be named when a student meets the following criteria:

- Qualifies for Scholastic Excellence or Scholastic Achievement Year-End Honor Roll
- Achieves the highest composite score of 90 or more Quality Points when the factors of GPA, Christian testimony, community service, written essay, and spoken presentation are considered

### **Salutatorian**

A graduating class Salutatorian will be named when a student meets the following criteria:

- Qualifies for either the Scholastic Excellence or Scholastic Achievement 4<sup>th</sup> marking period or Year-End Honor Roll
- Achieves a composite score of 80-89 Quality Points when aforementioned factors are considered

### **Timothy Award Winner**

A graduating class Timothy Award Winner will be named when a student displays the character qualities depicted in I Timothy 4:12. NCCA faculty will select the winner of the school's most prestigious award.

## 7.0 CONDUCT AND DISCIPLINE

### 7.1 Covenant Agreement

The Covenant Agreement provides the basis for an effective partnership between the home and school to help students develop high standards and develop Christ-like character. Harmony between home and school provides the best environment for Godly character development to take place. Biblical standards and Christian principles are evaluative tools that are used to determine breaches in conduct. Godly correction that yields the peaceful fruit of righteousness is NCCA's prime motivation.

### 7.2 Behavioral Standards

NCCA prohibits practices forbidden by the Word of God. We expect our staff and student body to exemplify Biblical standards in courtesy, kindness, morality, and honesty. The atmosphere at NCCA must be one that fosters the spiritual and academic well being of our entire community of learners.

Students are required to obey the rules and regulations of the school. Discipline teaches character and moral strength; something that will serve the student well in difficult circumstances encountered throughout life.

#### **Students at NCCA are not permitted to:**

- Show irreverence for the things of the Lord
- Disobey or disrespect staff members
- Disrespect, taunt, bully, or provoke other students
- Deface, destroy, or misuse school property
- Engage in hitting or fighting, **even if provoked**
- Run in classrooms, stairways, or hall corridors
- Jump down the stairs
- Talk without permission during instructional time
- Throw objects, with the exception of sports-related activities
- Loiter anywhere around the school building before or after school
- Chew gum on premises at any time
- Write and/or pass notes during instructional times
- Be in any room at any time without adult supervision or an appointed monitor
- Leave the premises during the day unless accompanied by the parent or a person authorized by the parent
- Bring toys, matches, CD players, electronic games, comic books, I-Pods, MP3 players, or similar questionable items
- Engage in inappropriate outward displays of affection between students
- Touch another student in an inappropriate manner
- Participate in questionable off-campus activities that could result in damage to the reputation of Christ or the school
- Engage in horseplay or other potentially unsafe behaviors. Students should respect the recommended "Arm's Length Rule".

- Possess any of the following: guns, weapons, narcotics, tobacco products, alcoholic beverages, pornographic or sexually suggestive material
- Engage in gambling, stealing, or extorting or obtaining money or favors from staff or another student by force or intimidation
- Forge anyone's signature
- Engage in any form of sexual harassment
- Exhibit unsafe behavior that endangers the health, safety, or welfare of students, faculty, volunteers, or visitors
- Use profanity or abusive language or gestures towards anyone
- Use written or spoken words that harm, have the potential to harm, or implies harm to staff and students
- Using outlawed materials that are dangerous to the health and safety of others
- Aid or urge another student to do something that is against the school regulations or against the law

Strict adherence to the aforementioned list is not all that is required to produce an acceptable environment for our learning community. Everyone must endeavor to engage in profitable positive behaviors as presented in Galatians 5:22-23:

- Love
- Joy
- Peace
- Longsuffering
- Kindness
- Goodness
- Faithfulness
- Gentleness
- Self-control

### **7.3 Bullying and Harassment Policy**

The policy of NCCA is to take positive action through education, discipline, guidance, and parental involvement to prevent bullying, intimidation, and harassment that may affect the educational process for our students. Bullying, intimidation, or harassment refers to any gesture, act, or statement, that is motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, or any other distinguishing characteristic that will have the effect of harming a student, damaging the student's property, or placing a student in reasonable fear of harm. A further component of this policy protects the student that reports the incident from retaliation, and protects students from false accusations of bullying, intimidation, or harassment.

NCCA has **zero tolerance** for **bullying, intimidation, rudeness, and harassment**. Students involved in a **substantiated** bullying incident will receive **at least a 1-day suspension and be placed on disciplinary probation**.

## 7.4 Substance Abuse Policy

Students suspected of using, possessing, abusing, or under the influence of dangerous substances will be subject to a complete assessment of his/her physical and/or mental condition. The administration will request that a student's parent/guardian arrange an alcohol or drug screening through urinalysis. A student may not return to school until a physician certifies in writing that s/he is physically and mentally able to return.

## 7.5 Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests, and/or any other conduct of a sexual nature. It can be written or spoken. It includes inappropriate touching, fondling, kissing, gesturing, or sexual innuendo. NCCA maintains a **zero tolerance policy regarding sexual harassment**.

The policy of NCCA is to take positive action through education, discipline, guidance, and parental involvement to prevent sexual harassment. Any student involved in a substantiated sexual harassment incident will receive **at least a 1-day suspension and be placed on disciplinary probation**.

### Guidelines:

- Incidents of sexual harassment, between students or from an adult, should be reported directly and immediately to the Executive Director so appropriate action can be taken.
- Staff or students who sexually harass others will be subject to disciplinary action and possible expulsion or termination.
- The target and perpetrator of the sexual harassment do not have to agree about what was intended. Harassment can be one time or multiple occurrences. It occurs when the behavior or material creates an uncomfortable and unacceptable environment for our learning community.

## 7.6 Corrective Discipline

Corrective discipline is administered when an individual's actions interfere with the right of the teacher to teach, and the student(s) to learn. The initial goal of correction is to change the student's outward behavior, but the ultimate goal is to target the inner attitudes of the heart. **Once expectations are taught or clearly explained, it is the student's responsibility to act appropriately.** The primary source of discipline in the classroom is the teacher; however, **any NCCA staff member may correct any student at any time.**

Teachers may use **several methods** to work with a student including but not limited to: glance, verbal warning, having student stand during portion of lesson, temporary isolation, loss of recess time, note or call to parent, extra assignment, Discipline Referral, Detention, sending student to the School Office, teacher conference, followed by administration if needed, sending student home for Official Time Out (OTO), in school and out of school suspension, disciplinary probation, and expulsion.

When the teacher writes or calls to request help with a disciplinary matter, please make every effort to cooperate in a timely fashion. **When a Detention is issued it is served with the party issuing the Detention, at the time and place specified on the written notice, unless other pre-approved arrangements have been made. Monday-Friday detentions shall not exceed 60 minutes. Parental support is vital to the disciplinary process.** Refrain from saying things to your child that will undermine the teacher's authority.

**Saturday Detentions** will be reserved for serious infractions or when other disciplinary measures have not yielded the desired result. A fee of \$20 will be charged for Saturday Detention. A parent or other designated adult will be required to attend detention with the child. **Saturday Detentions shall not exceed 90 minutes.**

**Same Day Detentions** will be issued when a flagrant violation of NCCA rules occurs, or a student had not heeded a previous written warning by the specified date. **The fee for Same Day Detention is \$5.00.** NCCA recommends that the student pay all detention fees.

Corporal punishment, administered by a member of staff or a parent, is **strictly forbidden** on NCCA's premises.

### **Suspension and Expulsion**

All acts considered serious enough to warrant suspension or Official Time Out (OTO) shall be documented in writing and remain in the student's file. In addition to the previously mentioned harassment incidents, other offenses that may result in suspension or OTO include:

- fighting, even if unprovoked
- insolence or disrespect to staff or students
- possession of forbidden items
- stealing and defacing school property
- perceived threatening or dangerous behavior

**A student dismissed for a suspension or OTO must be accompanied by the parent and meet jointly with the Executive Director before returning to class.**

**Two suspensions will automatically result in Disciplinary Probation.** Parents will receive written verification of the terms and conditions of Disciplinary Probation. Students violating Disciplinary Probation are candidates for expulsion.

Disciplinary Probation can also be enacted for the student who is a chronic disruption to the learning environment. **Administration reserves the right to expel a student for flagrant acts of violence, immorality, disrespect, danger or perceived threatening behavior without the benefit of a predetermined Disciplinary Probation period.**

Students placed on Disciplinary Probation will not be permitted to participate in extra-curricular activities for the duration of the probation period.

## **7.7 The Honor Code**

Because NCCA believes that honor towards God and man is essential, our school has an Honor Code in force. This code includes seven key areas:

1. lying
2. cheating
3. stealing
4. harming others' reputations
5. immorality
6. intentionally damaging the property of another person
7. remaining silent when one has knowledge of these actions

The Honor Code is violated when someone commits an offense in any one of these areas. Violations of the Honor Code impact the quality of our learning community.

Simply stated, the Honor Code is as follows: Because NCCA believes that honor towards God and others is essential, I promise not to lie, cheat, steal, injure another person's reputation, act immorally, purposely damage someone else's property, or remain silent when I have knowledge of these actions.

## **7.8 Grievance Policy**

Offenses will come about during the course of the year. NCCA requests the following policy be adhered to:

- Resolve conflicts in a God-honoring way
- Set a specified time to discuss the matter in question
- Conduct all discussions in private
- Use courtesy and respect during the discussion
- Speak directly to the person(s) involved rather than spreading criticism or developing negative attitudes
- Bring Administration in to mediate only as a last resort

## 8.0 STUDENT LIFE

### 8.1 Dress Code

NCCA firmly believes in the motto “dress to impress” or “dress for success.” The school’s dress code capitalizes on the benefits of school uniforms while providing some level of flexibility and individuality. School colors are red, black, and white.

#### Daily Guidelines:

- Monday:** White or Red blouses and shirts without logo permitted, with black skirts or pants. Lower School students must wear gym uniform to school. **Blouses and shirts must be tucked in at all times. Black belts are required with all pants and shirts with loops.**
- Tuesday:** White or red blouse and shirts without logo permitted, with black skirts or pants. No NCCA students in gym uniforms.
- Wednesday:** NCCA Logo shirts or sweaters **required** with black skirts or pants.
- Thursday:** White or red blouses and shirts without logo permitted, with black skirts or pants. Upper School students must wear gym uniforms to school.
- Friday:** Casual attire permitted. Shirts do not have to be tucked in.

\*Please note students who are unprepared for gym will not be permitted to attend the PE class at the YMCA.

#### Shirts/Blouses:

- White collared dress or oxford button-down shirts or blouses. \*6th-8th grade boys are required to wear red or black ties with shirts. Pattern ties are permissible only in school colors.
- White or red turtlenecks.
- White and Red NCCA logo (required) golf shirts to be worn on chapel or field trip days. Students are required to have 1 of each color.
- White or Red long sleeve twill shirt NCCA logo (required)
- **Undershirts must be white with no lettering on them.**
- Long sleeve shirts are not permitted under golf shirts.

#### Sweaters

- Red NCCA logo (required) V-neck with or without sleeves
- Red NCCA logo (required) cardigan
- No other outerwear is permitted to be worn inside the building during cold weather
- Students are required to have 1 of each type of sweater for special performances

### Blazers

- If adopted, may be worn any day, but are required on chapel days and as designated by Administration.

### Slacks/Skirts/Shorts

- Color-Black – **No pinstripes**
- Fabric may be twill, cotton, or corduroy
- Traditional straight leg slacks are required. Slacks may have pleated or non-pleated front and be cuffed. Cargo style pants and black denim are **not** allowed. Pants may **not** be baggy or tight fitting. Girls are permitted to wear slacks.
- Belts are **required** for pants and skirts with loops, and must be **black**.
- Skirt hemlines should reach no shorter than at the top of the knee when standing.
- Shorts may be worn in September, May and June.
- Shorts should be walking shorts ending just above the knee, but no shorter than 2 inches above the knee. Straight-leg pleated or non-pleated, cuffed or straight hemmed shorts are allowed. Cargo style shorts are **not** allowed. Shorts may **not** be baggy or tight fitting.
- Capri pants may be worn.
- No stretch or body fitting pants may be worn.

### Footwear/Hosiery

- When shoes are worn, **black is required**, with heels no higher than 2 inches for girls.
- Open-back shoes, open-toe shoes, sling backs, or sandals are **NOT** permitted
- Sneakers may be worn
- **NO HEELIES**
- Socks, tights, or stockings must be worn at all times
- Boys must wear solid colored black socks with shoes
- Girls' socks or tights are limited to red, black, or white
- Neutral colored stockings are permitted

### Coats/Outer Garments

- Coats, hats, jackets, and sweatshirts are not permitted to be worn in the classroom
- NCCA approved sweaters and/or blazers only may be worn in classroom

### Jewelry

- Girls may wear earrings that don't pose a safety hazard or a distraction as deemed by Administration
- Boys may **not** wear earrings or coverings over earrings
- Modest jewelry is permitted
- Visible body piercing and/or tattoos are **not** permitted

### Hair/Nails

- Hair must be neat and clean. Locks, dreds, or braids longer than shoulder length must be secured back.
- Fad or extreme hairstyles are not permitted
- Unnatural coloring is not permitted
- Nail length and designs should not pose a danger or distractions as deemed by Administration

### **Physical Education**

- PE uniforms ordered through The Bus Shop are the required apparel on gym days. No other items may be substituted without prior written Administration approval.

### **Friday Dress Down**

- Students have the privilege to “dress down” on designated Fridays. The dress code is in effect for hemlines, tight and loose fitting clothing, shoes, etc. However, students may deviate from the school colors and types of shirts and blouses that are worn. Solid and pattern golf shirts are permitted. Tee shirts are acceptable barring questionable slogans or pictures. Oversize tee shirts and “short” (those exposing skin) tee shirts are **not permitted**. Navy blue, khaki tan, gray, or other color bottoms may be worn.
- One Friday a month, the last Friday, unless otherwise noted by the Administration, is designated as denim day. Baggy jeans that fall below the waistline and tight fighting low rider jeans **strictly prohibited**. Sexually suggestive writing of any kind on the buttocks or chest areas is forbidden.
- Any final decisions regarding appropriate apparel will be at the discretion of the Administration. Administration reserves the right to call home for a change of clothing when something worn by a student is deemed unacceptable. Dress code violations will be instituted. Dress code violations will result in the loss of casual day privilege for a predetermined amount of time.

### **8.2 Books**

**All books must be covered at all times. Books are required to be covered within one day of receiving the book(s).** Any book sustaining damage as deemed by administration will result in a fine equaling the replacement cost of the book, plus shipping and handling fees.

Books lost or misplaced for more than one week will result in replacement cost of the book plus shipping and handling fees.

**\*Please place your child’s name on all books, articles of clothing, lunch bags, backpacks, and other personal possessions.**

### **8.3 Assembly/Chapel**

The day starts with a general assembly held in the Fellowship Hall from 8:30-8:45 AM. Students will participate in the pledges to the Bible, Christian Flag, and American Flag, a patriotic song, and 1 or 2 songs of praise. Students are required to say all pledges and participate in song time. Morning announcements will be given during the general assembly. Chapel is held once a week on Wednesday from 8:30- 9:10 AM. The Word of God is preached during chapel, usually by visiting ministers from local area churches.

**NCCA students in grades K-8 are required to have a New King James Version Bible.**

## 8.4 Pledges

- **To the Bible** - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its Word in my heart that I might not sin against God.
- **To the Christian Flag** - I pledge allegiance to the Christian Flag and the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.
- **To the American Flag (Pledge of Allegiance)** - I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

## 8.5 Community Service

In keeping with NCCA's mission and purpose statement, students will be asked to perform community service according to the following annual minimal time frames:

Kindergarten – ½ hour

First Grade – 1 hour

Second Grade – 2 hours

Third Grade – 3 hours

Fourth Grade – 4 hours

Fifth Grade – 5 hours

Sixth Grade – 6 hours

Seventh Grade – 7 hours

Eighth Grade – 8 hours

Community Service Forms are available in the School Office and should be requested by the student as needed and submitted to the School Office. Completed CSF's will be placed in the student's cumulative record folder.

## 8.6 Dating

NCCA disallows dating relationships on campus and disallows conversations about boyfriend and girlfriend issues. Parents of all involved parties will immediately be notified when this matter is brought to the attention of the Administration.

## 8.7 Note Passing

Students are not allowed to write notes during class or pass previously written notes to other students before, during, or after school hours.

## 9.0 MEDICAL AND HEALTH

### 9.1 Immunization and Physical Examination

Students attending NCCA must comply with NJ requirements for immunization and physical examination requirements. New Jersey State Law NJAC 6A:16-2.2 requires that every student have a physical examination upon admission. A physical exam performed within 365 days prior to admission date will fulfill this obligation. Verifications of immunization must be in the student's cumulative folder before the student enters school. If such proof has not been presented a student may have to withdraw from school until such proof is presented.

### 9.2 Policy on Illness

Prudence dictates that students and employees with acute symptoms of communicable disease stay home when ill. Keep your child(ren) home if they have any of the following:

- A fever in the last 24 hours
- Vomiting or diarrhea in the last 24 hours
- Frequent or excessive coughing and/or runny nose (anything other than a clear discharge)
- Discharge around the eyes (e.g. pink eye)
- Questionable rash
- Any communicable disease

**NOTE:** A child being treated with an antibiotic must have received treatment for at least **24 hours** before returning to school. Children must have a written note from their physician to be readmitted after having any of the following diseases: Hepatitis, Mononucleosis, Rashes, Ringworm, Scarlet Fever, Strep Throat, and Tuberculosis.

\* See Appendix for other recommendations from the Center for Disease Control's ABC's of Safe and Healthy Child Care.

The following symptoms will result in the removal of a child from the classroom:

- Fever of 100 degrees F or higher
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever and swollen glands
- Severe coughing
- Eye discharge-thick mucus or pus draining from the eye, or pink eye
- Yellowish skin or eyes
- Extreme irritability, continuously crying, requiring more attention than the teacher can provide without hurting the health and safety of other children in the class

NCCA will call the parent and ask that the child be removed from school. Emergency contact information should be updated **immediately** when a change occurs.

**In the event of extensive staff and student illnesses, NCCA reserves the right to close school to institute a wellness day.**

### **9.3 Health Services**

NCCA is entitled to health services provided by Union County. The level of service is dictated by NJ State law and the number of students enrolled at NCCA. Typical services include: screening in the following areas: height/weight, hearing test, vision, blood pressure, and scoliosis screening beginning in grade 5. Parents will be notified, as these services take place at various times of the year.

### **9.4 Medication**

- As a general rule, **NO** medications, prescription or non-prescription, are to be given to children during school hours
- NCCA staff are **not permitted** to dispense medications
- The Health Department requires the school nurse to have the written permission of the child's parent to administer a prescribed medication
- This request will give permission for such administration and relieve NCCA and its employees of liabilities due to the administration of medication.
- In addition, a written note from the prescribing physician is required and shall include the following:
  1. The purpose of the medication
  2. The dosage of the medication
  3. The time or special circumstances for administration of medication
  4. The length of time for which medication is prescribed
  5. The possible side effects of the medication

The medication must be given to the nurse in a pharmacy labeled container which includes:

1. The name and phone number of the pharmacy
  2. The prescription number
  3. The student's name
  4. The name of the medication
  5. Directions for administration
  6. The name of the prescribing physician
- Only those medications that meet the student's health needs for a specific period of time may be given during the school day.
  - All non-prescription drugs are to be handled in the same manner as prescribed drugs. Therefore, the nurse will administer drugs such as Tylenol, aspirin, antihistamines, or non-prescription cough syrup only upon receipt of written notes from the doctor and parent or guardian.
  - To eliminate the possibility of children finding and taking medication intended for someone else, students are **not permitted** to carry medications with them.
  - The nurse should be made aware of any medication a student is taking on a regular basis, even if it is not administered during school hours.

## **Self-administration of medication**

Self-administration of medication is permitted for asthma or other potentially life threatening illness by students in grades 2 - 8. This applies to students when they are on school premises during regular school hours, as well as off-site during a field trip or other school sponsored extra-curricular activity.

Parents or guardians must meet the following conditions for self-administration to be allowed:

- Submit written authorization to the school nurse that allows the student's self-administration of medication.
- Submit written verification from the student's physician that the student has a potentially life-threatening illness and is capable of, or has been instructed in the proper method of self-administration.
- Submit a signed statement from parents or guardians acknowledging that NCCA or any of the staff shall not be liable as a result of an injury arising from the self-administration of medication by the student.
- Any self-administered medication must be supervised by an NCCA staff member or parent.

Furthermore, the parents or guardians shall hold harmless NCCA and its employees or agents against any claims arising out of self-administration of medication by the student.

## **Emergency Care**

In the event of a medical emergency, the school will attempt to contact the parents for instructions. The school will administer first aid should it be required. In critical emergency, the services of the local rescue squad will be utilized, and the parents, or if necessary, other designated persons will be contacted immediately. Should it be impossible to contact an appropriate person, the school will have the authority to have the child treated by a licensed physician and/or surgeon who may perform such procedures or administer appropriate medications as the emergency dictates for relief of pain or to preserve life and health.

### **9.5 Abuse Reporting**

In accordance with NJ state law and school policy, school staff is obligated under penalty to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, NCCA will not contact the parents, which would usually be the procedure in other legal matters. NCCA staff shall make reports in the interest of the affected child. Should reasonable suspicion be established, NCCA is obligated by law to report the matter to the proper authorities for their investigation and review.

### **9.6 Change in Student Information**

It is imperative that NCCA be notified **immediately** of a change of address, home, office or cell phone number, or emergency contact information during the school year. **NCCA must have a working number to reach parents or other designated parties at all times.**

## 10 MISCELLANEOUS

### 10.1 AM Arrival

NCCA's day starts at 8:30 AM. Students are asked to arrive at 8:15 to unpack, copy homework, and prepare for the general assembly, which starts promptly at 8:30 AM. Parents should remember that during AM arrival a **Right In-Right Out Rule** applies to the parking lot. Turn right into the lot from Central Avenue, yielding to cars pulling out of parking spaces. Left turns out of the lot are **not permitted** during peak traffic times of **8:00 – 9:00 AM and 4:00 – 4:30 PM**. Cars entering the lot must follow the traffic pattern indicated by the cones when dropping off students. Drop off zone is parallel to the school entrance. Students should disembark on the passenger side. After the student disembarks, the car should proceed **slowly** and make a right only out of the parking lot. **PLEASE REFRAIN FROM USING A CELL PHONE WHILE DRIVING THROUGH THE PARKING LOT. PARKING IS LIMITED TO THE FIRST 8 SPACES IN THE MIDDLE LANE NEAR THE FRONT OF THE LOT (CENTRAL AVENUE).**

### 10.2 Birthday Celebrations

NCCA students may have birthday celebrations at school. The exact parameters of the party are stipulated by the classroom teacher. Communicate with the teacher in advance. Parents may furnish refreshments and/or favors for the party and are welcome to be in attendance to help serve the students. Invitations for outside parties may **not** be handed out at NCCA when the whole class is not invited. Invitations to private parties must be distributed by the classroom teacher.

### 10.3 Bus Safety

Students are to follow these rules:

1. Greet the bus driver
2. Get on and off the bus without running or pushing
3. Wait for their teachers to lead them to the bus
4. Those not boarding the bus will wait for parents in assigned areas
5. Be seated in the bus before the bus is in motion
6. No talking on the bus without permission
7. Be on time and do not fool around while waiting
8. Wear seat belts when available
9. No eating or drinking on the bus without permission
10. Keep the bus clean at all times
11. Treat bus and equipment properly
12. No electronics on the bus
13. Silence when announcements are being made

14. Keep head, hands, and arms inside the bus
15. Remain seated until the bus comes to a full stop
16. Cross in front of the bus at the driver's signal.

#### **10.4 Car Line Etiquette**

Drivers are asked to:

- Be patient, careful, watchful
- Go slowly
- Display student name card for PM Dismissal
- Stay in line – no cutting in front of stopped vehicles
- Face forward when moving
- Wait for the door to be opened and closed by NCCA personnel
- Back into spaces parallel to building for any quick consultations or extended waiting
- Refrain from cell phone usage while moving through parking lot

#### **10.5 Class Parties**

Teachers have the discretion to hold class parties for special holidays and celebrations. The teacher will contact class parents with the party information.

#### **10.6 Care of Property**

Willful damage to or destruction of school property will not be tolerated. **Restitution must be made for all damage, whether accidental or willful.** Staff and students are expected to immediately report any damage to furniture or school property to the School Office.

#### **10.7 Communication With Students/Parents**

Should a parent need to get a message to a student, it should be left with the School Office to be delivered to the child. Except for emergencies, students will not be allowed to come to the phone. A message may be given to call a parent during a convenient break in the school day (i.e. lunch, recess, etc.).

#### **10.8 Communication Envelopes**

Communication Envelopes will be used to distribute important information. These envelopes are typically used on Fridays or the last day of the week, but may be used more frequently. Parents are asked to read information, return signature or other requested items on the date specified. Lost or badly damaged envelopes will result in a \$1.00 replacement fee.

**Communication Envelopes are always due back to the school on the next school day.**

## **10.9 Electronic Devices**

Students should not bring electronic devices: CD players, video games, I-Pods, beepers, MP3 players, etc. unless requested by the child's teacher. Electronic devices will be confiscated. Parents will be required to pick up the student's item from the School Office.

**A Saturday Detention may be imposed for repeat offenders and/or the item confiscated for the remainder of the school year.**

## **10.10 Emergency Announcements**

In case of emergency due to snow, ice, or other conditions that would make driving hazardous, the school will be closed. Announcements will be made on our website: [www.nccacademy.org](http://www.nccacademy.org) or through an outgoing message on the school's phone, starting at 6:00 a.m.

## **10.11 Extended Care**

Extended Care is provided through Plainfield Community Outreach, Inc. Visit the website at [www.educateplainfield.org](http://www.educateplainfield.org) and/or call 908-756-7897 for details.

## **10.12 Field Trips**

NCCA encourages field trips to enhance classroom learning. They will be included during the year as extensions of the curriculum to broaden our student's exposure to people, places, and things that stimulate learning and intellectual curiosity. All students must return a permission slip **signed** by a parent before participating in a field trip. There may be additional charges to students for admission and transportation to certain activities. There will be at least one teacher or another adult chaperone per 6 students on all field trips. Students with recurring behavioral issues will be asked to have one-on-one supervision, provided by the parent or a parent approved adult.

## **10.13 Fire and Safety Standards**

The safety of every student is a matter of utmost importance to NCCA. Therefore, we take every precaution to insure safety during school hours. Periodic fire drills are executed to ensure students learn proper evacuation procedures and adhere to all safety guidelines. Talking, playing, or any other inattentive behavior is not permitted on a fire drill. Offenders will be assigned a Same Day Detention.

## **10.14 Fundraising**

NCCA fundraising events are sponsored by its umbrella organization, New Covenant Christian Association, Inc., to supplement the school's regular budget. There are four (4) anchor events, each one corresponding to a particular season of the year. Other ancillary fundraising activities like product sales, donate your vehicle, vendor affinity programs, and the like will be available to NCCA to help raise funds for the school. Participation in NCCA fundraising events is vital. **Each school family is required to raise at least \$400 annually to help close the revenue gap.**

Announcements of events will be sent home to parents by way of the Communication Envelope, or be posted on our website. We ask that NCCA students not be allowed to go door-to-door fundraising without adult supervision.

### **10.15 Gum**

Gum chewing is not permitted at NCCA under any circumstances.

### **10.16 Gym Standards**

On the day Physical Education is scheduled, students are to come dressed in the official NCCA PE Uniform for the day. Students will not be allowed to participate in gym without a uniform and sneakers. Lack of preparation will affect the gym grade. Students are not allowed to eat, drink, and chew gum in the area(s) used for gym at any time. Students are expected to participate in the class to the best of their ability as taught by the instructor. Bottled water is permitted and will be dispersed at the teacher's instruction.

### **10.17 Half Day Dismissal**

Time shall be at **noon** unless otherwise noted by the Administration. There is **no Extended Care and no lunch served on scheduled half days**.

### **10.18 Hall Standards**

Students are required to pass through the corridor silently and to be considerate of others in the halls and classrooms. No trash is to be discarded, other than in receptacles provided. It is the responsibility of everyone in the school to keep the common areas clean by picking up paper or other forms of garbage from the floors. Students are not allowed to run, scream, jump down the stairs, or in engage in any other form of disruptive or dangerous behavior while moving through the halls.

### **10.19 Holidays and Vacations**

School holidays and vacations are established by NCCA, Inc. and are listed on the school calendar. Contact the school office for a copy of the calendar or go on-line to our website.

### **10.20 Insurance**

NCCA provides supplemental accident insurance for students while attending school or involved with school-sponsored activities.

### **10.21 Leaving School Premises**

**Under no circumstances** will students be released to anyone whose name does not appear on the authorized pick-up list without written authorization. Changes or additions to the form can be made at any time. It is the parent's responsibility to keep the form updated with current contact information. Changes can be made in person or by means of a written note signed by one parent whose signature is on his/her child's registration application.

If a parent needs someone to pick up the child whose name is not listed on the authorized pick-up list, s/he can send in a signed note to that effect to the School Office on the day the special pick up arrangement will be in effect. The party picking up the student should be prepared to present a valid photo i.d., if requested to do so.

Parents who wish to check their child out early must do so through the School Office. No student will be dismissed from school other than at the regular time **without** adult supervision.

If a child is being picked up by a **taxi or car service**, the following information will be requested:

- Company name
- Driver's name
- Taxi ID #
- Driver's license #
- Time of pick up
- Signature

Children who are regularly picked up by a private bus company must have an information form on file. When a student leaves school other than the usual dismissal time, it is the parent's responsibility to notify the bus company.

Student's who are permitted to walk or take public transportation to another destination after regular dismissal time must have a note on file to this effect.

### **10.22 Library**

Students use the library supervised by the teacher and/or the volunteer librarian. The Lower School collection is located in the 2<sup>nd</sup> Floor Multi-purpose room. The Upper School collection is located in the first floor small library. Additionally, NCCA's close proximity to the Plainfield Public Library affords our students access to that excellent collection. Specific Library Guidelines will be sent home in the Communication Envelope. Students are responsible for all books checked out in their name. Outstanding book fines will result in the report card being held in the office until the fine is paid.

### **10.23 Lost and Found**

Bins are located in the School Office. Students are encouraged to retrieve lost items immediately as the bins will be cleared on a regular basis and the contents sold, given to charity or discarded. Valuables, i.e. jewelry, glasses, wallets, etc. will be held by the Administrative Assistant.

### **10.24 Lunch Program**

Students must bring their own lunch until the vendor program is established. **No glass containers permitted.** **No soda is permitted.** Should microwave privileges be arranged for students, that announcement will be made via Communication Envelope. Students are asked to refrain from bringing peanut butter sandwiches or snacks, or clearly mark items and notify staff, as there are children enrolled who have severe peanut allergies. **No lunch credits will be issued.**

### **10.25 New Covenant Christian Association, Inc.**

NCCA, Inc. is the 501 (C)(3) umbrella organization that is responsible for operating the school. **All parents are required to become members of NCCA, Inc. to have an active voice in the governance of the school and provide vital fundraising support.** Members elect the Board of Directors who serve as trustees for the school.

**Membership dues are \$25.00 for the year** for a single parent household and **\$35.00 per year** for a two-parent family, if both parents are going to be members. Association meetings are held **the second Saturday of the month from 10:00 a.m. – 12 noon.**

### **10.26 Open Houses**

NCCA will conduct periodic Open House events to present the school's program. Dates for Open House events will appear on the website and monthly calendar. Flyers announcing the event will be distributed via the Communication Envelope.

### **10.27 Parent Involvement**

Parent involvement will help to make our learning community more effective. There are certain meetings, i.e. "Succeed at School Orientation", Parent-Teacher Conferences, and "Back to School Night", that are mandatory. Parents are strongly encouraged to volunteer as chaperones, school aides, room parents, etc. NCCA is interested in parent input and welcomes your suggestions. We seek to work together for wonderful results for the benefit of our children. NCCA will host adult education workshops during the course of the year. These workshops are not only offered for the benefit of NCCA parents, but parents in the community at large. We encourage all parents to be involved in NCCA events. Activities will be announced via our website, School Calendar, and Communication Envelope.

### **10.28 Parking**

**Do NOT park in any First-Park designated space. These spaces are located to the right of the walkway, and include the first four spaces to the left of the walkway.**

When stopping in the school during AM arrival or PM dismissal time, parking is the first 8 spaces in the middle lane near the front of the lot (Central Avenue) or parallel to the building so as to not impede the traffic flow. Please exercise **extreme caution** pulling in and out of parking spots.

### **10.29 Phone Use**

School Office telephone use for students is limited to extreme emergencies only. Parents should not call to speak to their children except in the case of extreme emergencies. **All cell phones should be off during the school day.** Students are permitted to contact parents after school hours while awaiting pick up at the end of the day or during AM care. Cell phone use for casual calls or text messages to friends will not be permitted during these times. Phones will be confiscated if the rules are violated.

### **10.30 Physical Education**

Physical education is an important part of the student's overall education. The Physical Education experience is a place to learn and develop an appreciation of sports, movement, health, wellness, and fitness. Supervised physical activities are often the springboard for great character building exercises. NCCA will work in concert with the Plainfield YMCA to provide a developmental experience designed to build knowledge and skills in the area of sports and leadership development. Dress requirements for PE Day are sneakers, the school approved uniform (both to be worn from home), no jewelry.

### **10.31 PM Dismissal**

Weather permitting, students will gather near the entrance path to await pick up. Following the same queuing system in effect for morning arrival, parents or authorized parties stop at the pick-up/drop-off zone. NCCA personnel or volunteers will call your child to the car. Please proceed to the parking lot exit making a **right only out of the lot**. If your child has forgotten an item, pull into the middle row of parking spaces and wait for the end of PM dismissal before accompanying the child back into the building. When coming in for forgotten items, report to the School Office or if closed, Extended Care, for a visitor's pass. During inclement weather, students will wait in the vestibule area to await dismissal to the parents.

## 10.32 Prayer Guide

**CALL UNTO ME, AND I WILL ANSWER THEE, AND SHEW THEE GREAT AND MIGHTY THINGS, WHICH THOU KNOWEST NOT. JEREMIAH 33:3**

### NEW COVENANT CHRISTIAN ACADEMY DAILY PRAYER GUIDE

- 01 Pray that people would be drawn to Jesus through the testimony of NCCA.
- 02 Pray for God's continued protection, provision, and wisdom as we move forward.
- 03 Pray that Board and Assoc. members would be united and intent on God's purposes.
- 04 Pray for God's glory to be marvelously seen in His choice for our school's location.
- 05 Pray for NCCA's testimony in the community as a responsible neighbor.
- 06 Pray for open doors to present the ministry of New Covenant Christian Academy
- 07 Pray for an increase in Association members who will share our educational vision.
- 08 Pray that NCCA will operate our ministry to the honor and praise of God.
- 09 Pray that funding requests to various sources would meet with success.
- 10 Pray for God-honoring fundraising events that promote Christian education.
- 11 Pray for God's guidance as we confront various problems and challenges.
- 12 Pray for effective and efficient completion of curriculum content.
- 13 Pray that NCCA, Inc. will forge successful partnerships with those who can help us.
- 14 Pray for wisdom in the selection of curriculum enhancements.
- 15 Pray that God would raise up core donors to regularly support the ministry.
- 16 Pray for the children in our care to catch a vision of serving God with their lives.
- 17 Pray that God will provide competent, compelling, compassionate staff for NCCA.
- 18 Pray for the health and safety of everyone associated with our ministry.
- 19 Pray that NCCA, Inc. will have willing volunteers to augment efforts as needed.
- 20 Pray that God will provide scholarship money for needy families.
- 21 Pray that NCCA students will develop caring hearts toward needy people.
- 22 Pray for a strong, cooperative partnership between homes, local churches, & NCCA.
- 23 Pray that God will help NCCA prepare class of 2009 and alumni for on-going challenges.
- 24 Pray that New Covenant Christian Academy will be a beacon of God's grace and truth
- 25 Pray for wisdom in the development of Association and school programs.
- 26 Pray that we would be ever mindful of Satan's schemes and keep on the full armor.
- 27 Pray that our parent education workshops would be well attended and very useful.
- 28 Pray that students at NCCA will work to their God-given potential with great results.
- 29 Pray for God to be exalted in all we say and do as we seek to bless Him and others.
- 30 Pray for the continued freedom to educate our children under God and for His glory.
- 31 Pray that God's grace will prevail so we can work together for wonderful results.

### **10.33 Questions**

NCCA welcomes your questions on various matters. Direct your question to the person most likely to have the answer. If that person can't help you, we're committed to finding out the answer and getting back to you in a timely fashion.

### **10.34 Recess**

All students will be given a recess or some downtime during the course of the day. Recess is a time to interact with others in focused conversation, play, etc. Recess may also be used to read.

### **10.35 School/School Office Hours**

NCCA's regular school day is 8:30 AM - 4:00 PM. The School Office hours are 8:00AM - 4:30 PM. The School Office is closed daily from 12:00 Noon - 12:30 PM

### **10.36 Sending Money**

Please send money to school in a sealed envelope with the following information on the outside: child's name, amount, purpose, teacher, and room number.

### **10.37 Student Distributions**

**NCCA does not permit the distribution of invitations to personal parties.** Distributions of books, flyers to various events, etc. may occur, but only with prior approval from Administration.

### **10.38 Transportation**

During the enrollment process parents will fill out the B6T transportation form. These are required to receive bus service or aid-in-lieu. The decision to provide bus service to NCCA is predicated on a municipality's policy and certain factors relative to student enrollment, school hours, bus contractors, and so on. Several municipalities provide bus service or aid-in-lieu to non-public schools, among them: Plainfield, South Plainfield, Franklin Township, and Edison. Parents are required to fill out and submit to our school the B6T's for district student accountability. For those districts with bussing programs, reimbursement may be available based on the following criteria:

1. The district must provide bussing for public school students
2. The family must live 2 or more, but less than 25 miles from NCCA
3. The child must be at least in K5
4. Proper forms are submitted in a timely fashion

The School Office will endeavor to help families regarding transportation issues, but ultimate responsibility for getting the student to and from NCCA rests with the family.

### **10.39 Valuables**

Students are discouraged from bringing valuables to school. Large sums of money, expensive jewelry, delicate family heirlooms, etc. have no place in school. Please refrain from sending such items unless stipulated by the Administration or individual teacher.

### **10.40 Visits to NCCA**

Our learning community is open to visits by parents, donors, clergy, etc. We request that appointments be made in advance. This is done to minimize disruptions to the learning environment. We will make every effort to accommodate requests, however, no appointments will be granted when testing is in progress. All visitors must sign in at the School Office and obtain a visitor's badge. Homework, sneakers, lunches, books, messages, etc. for the students should be left at the School Office.

### **10.41 Waiting Pool**

When class sizes have reached the established limit, NCCA will form a waiting pool for that class. When an opening arises, NCCA will review the applications of all waiting students to make a selection that is best suited to the current class configuration.

### **10.42 Weapons**

Guns, knives, box cutters, razor blades, etc. are strictly forbidden on the school premises. Possession of any one of the aforementioned items will automatically result in suspension and possible expulsion.

## **11 APPENDIX**

### **11.1 ABC's of Safe & Healthy Child Care**

### **11.2 Acceptable Internet Use Policy**

### **11.3 Signature Page**

**\*One to remain in Handbook and one for submission to School Office**

**Center for Disease Control's  
ABC's of Safe and Healthy Child Care**

<b>DISEASE/CONDITION</b>	<b>RECOMMENDATION</b>	<b>WHEN STUDENT MAY RETURN TO SCHOOL</b>
Chickenpox	Exclusion	Readmit to class 6 days after the rash begins or when blisters have scabbed over.
Bacterial Meningitis	Exclusion	Readmit to class after cleared by the Health Department.
Diarrheal Disease	Exclusion	When the child no longer has diarrhea unless the diarrhea is caused by bacteria or a parasite. If caused by bacteria or parasite, (shigella, campylobacter, E. coli, Cryptosporidium, salmonella, or giardia) readmit when cleared by the Health Department.
Diphtheria	Exclusion – Contact Health Department	Readmit to class after cleared by the Health Department.
Epiglottitis	Exclusion – Contact Health Department	If not due to H-flu – readmit when cleared by treating physician. If due to H-flu – readmit when cleared by Health Department.
Hand/Foot/and Mouth Disease	Exclusion if child has open, draining lesions on hand or has lesions in the mouth and is drooling.	Readmit when lesions heal or drooling ceases.
Head Lice	Exclusion	Readmit 24 hours after treatment (School will verify removal of nits.)
Hepatitis A	Exclusion – Contact Health Department	Readmit when cleared by Health Department.
Influenza	Exclusion if exhibiting symptoms.	Readmit when child has been free of fever and vomiting for 24 hours.
Measles	Exclusion – Contact Health Department	Readmit 5 days after rash appears and cleared by Health Department.
Mumps	Exclusion – Contact Health Department	Readmit 9 days after swelling begins.
Pertussis (Whooping Cough)	Exclusion – Contact Health Department	Readmit 5 days after antibiotics are begun and when cleared by Health Department.
Pinworms	Exclusion	Readmit 24 hours after treatment and bathing.
Pneumonia	Exclusion	If not due to H-flu – readmit when cleared by treating physician. If due to H-flu – readmit when cleared by Health Department.
Ringworm	Exclusion	Readmit after treatment is begun if lesions are covered. If lesions cannot be covered, readmit after treatment is begun and lesions begin to shrink.
Rubella (German or 3-day measles)	Exclusion – Contact Health Department	Readmit 6 days after rash appears and when cleared by Health Department.
Scabies	Exclusion	Readmit 24 hours after treatment has begun.
Strep Throat	Exclusion	Readmit 24 hours after antibiotics are begun.
Tuberculosis	Exclusion – Contact Health Department	Readmit after treatment has begun and when cleared by Health Department.

## Acceptable Use Policy

### STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY PROCEDURE

Students are encouraged to use New Covenant Christian Academy (thereafter NCCA) computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege and/or, disciplinary action, and/or civil criminal liability. Prior to accessing the Internet at school, student must sign the Student Network and Internet Acceptable Use and Safety Agreement. **Parent/Guardian permission is required for minors.** Smooth operation of NCCA relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that Users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Network/Internet account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their accounts.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Network/Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or District policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through NCCA's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent/guardian approval.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate or contrary to NCCA's Code of Conduct, are also prohibited.
- I. Malicious use of NCCA's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use NCCA's computers/network in such a way that would disrupt their use by others. Students should refrain from intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto NCCA's hard drives is prohibited. Downloads should be to floppy disk. If a student transfers files from information services and electronic bulletin services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational.

- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, NCCA reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using NCCA's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the student's own risk. NCCA is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. NCCA is not responsible for the accuracy or quality of information obtained through its services.
- N. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- O. Disclosures, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

**Student Network and Internet Acceptable Use and Safety Agreement Form**

I have read the Student Network and Internet Acceptable Use and Safety Procedure. I agree to comply with the guidelines set forth in NCCA's Acceptable Use Policy.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed NCCA's Acceptable Use Policy and will support the school's efforts to ensure compliance.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*RETURN THIS FORM TO THE SCHOOL OFFICE\***

## **Student Network and Internet Acceptable Use and Safety Agreement Form**

I have read the Student Network and Internet Acceptable Use and Safety Procedure. I agree to comply with the guidelines set forth in NCCA's Acceptable Use Policy.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed NCCA's Acceptable Use Policy and will support the school's efforts to ensure compliance.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the contents and agree to cooperate with the guidelines set forth in the NCCA Family-School Handbook.

Parent \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

**\*RETURN THIS FORM TO THE SCHOOL OFFICE\***

I have read the contents and agree to cooperate with the guidelines set forth in the NCCA Family-School Handbook.

Parent \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_