

SCHOOL HISTORY AND PURPOSE

New England Christian Academy (N.E.C.A.), founded in 1983, is a co-educational Christian day school for students in pre-kindergarten through grade twelve who are of average to above-average academic ability and intend to follow a college preparatory track. Graduates of N.E.C.A. are accepted to virtually any institute of higher learning in the country.

The mission of New England Christian Academy is to train Christian young people to meet their full potential, both spiritually and academically. It is the goal of N.E.C.A. that each student comes to know and accept Jesus Christ as Lord and Savior, and to use his or her gifts and abilities to bring glory to Him.

STATEMENT OF FAITH

1. The Bible is the infallible Word of God. (2 Peter 1:21; 1 Kings 8:56)
2. God is Triune: Father, Son, and Holy Spirit. (Matthew 28:19; John 14:26)
3. Jesus Christ, the Son, is fully God and fully man, the only Savior for the sins of the world. (1 John 1:1-4; Matthew 3:3)
4. The Holy Spirit, who is the Lord and giver of life, convicts the world of sin, righteousness, and judgment, unites man to Jesus Christ in faith, and dwells within the regenerate believer. (John 3:5-6; John 16:8-11)
5. Man was created in the image and likeness of God. (Genesis 1:26-27)
6. Mankind has fallen from God, is unable to restore himself, and therefore needs a Savior. (Genesis 3)
7. Salvation, the gift of God, is provided solely by God's grace through faith in Jesus Christ. (Ephesians 2:8; Titus 3:5)
8. The baptism by the Holy Spirit (1 Corinthians 12:13) into the corporate Body of Jesus Christ takes place in every believer at the moment of Salvation.
9. There will be a Pre-tribulation Rapture. (1 Thessalonians 1:10)
10. After Christ brings an end to the great Tribulation, and the Anti-Christ, He will then set up His kingdom on earth for one thousand years. (Revelation 3:21)
11. There is a heaven for those who have accepted Christ, thus being redeemed by His blood. There is also a hell for those who reject the grace of God. Heaven and hell are both real and eternal. (1 Corinthians 2:9; Hebrews 9:11-15)
12. Satan is the adversary of God and His saints. He is a real personality who is deceiving multitudes against God. (Revelation 12:9-12; Job 1:6-12)

PHILOSOPHY OF CHRISTIAN EDUCATION

Church and School Philosophy

New England Christian Academy is an integral part of and inseparably linked with Grace Gospel Church. We believe it is a vital and necessary ministry. Because New England Christian Academy is a ministry of Grace Gospel Church, we espouse the same doctrinal position.

The Role of the Bible

We know God and Christ only through the Bible. This knowledge forms a foundation for the rest of life, which must be built upon knowing Christ. Bible is a required subject at New England Christian Academy in every grade. From its pages, we can gain a clear direction for everyday living as it reveals to mankind the only way to heaven and the only hope for eternity.

A God-Centered Curriculum

The Bible enhances and becomes the foundation for the study of all other subjects, such as English, History, Reading, Mathematics, and Science.

A Christian Staff

All N.E.C.A. teachers are qualified educators. Every staff member at N.E.C.A. has publicly professed his or her faith and trust in Jesus Christ as his or her personal Lord and Savior. Each staff member views his or her work at N.E.C.A. as a ministry, not just a job.

AFFILIATIONS

New England Christian Academy is a member of the Association of Christian Schools International (A.C.S.I.), an internationally recognized organization.

PARENT-STAFF RELATIONSHIP

We thank God for the opportunity to have a part in the education of your child. We do not take this responsibility lightly. The staff of N.E.C.A. is dedicated to the task of giving your child the best education possible.

The school is an extension of your home and we recognize the importance of the home and school working together for the spiritual and academic growth of the child. In light of this, we require one of the parents or guardians to be a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23). It is understood that the parent/guardian serves as a role model. The parent/guardian will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12, Luke 6:40). This includes, but is not limited to, the refraining from such activities as the abuse of alcohol, illicit drugs, and the use of vulgar and profane language. (Colossians 3:17, Titus 2:7-8, I Thessalonians 2:10, I Thessalonians 5:18, 22-23, and James 3:17-18). All parents/guardians must agree to accept the school's interpretation of Biblical standards for their sexual behavior, that any sexual

misconduct including but not limited to – premarital, extramarital, or homosexual activity; use or viewing of pornographic material or websites; violates the requirements of being a Christian role model. I agree that such behaviors may be grounds for immediate dismissal of my child(ren) from N.E.C.A.. The parent/guardian will faithfully attend a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 10:25)

Parent/Teacher Conferences are scheduled each semester for you to meet with the school personnel and discuss the needs of your child(ren). We ask that all students and parents participate in these beneficial conferences, which are scheduled on the school calendar.

We ask that parents respect the faculty's time at home with their own families. Please contact your child's teacher through the school rather than calling him/her at home unless requested to do so by the teacher. If a teacher is unavailable when you call, the school secretary will be more than happy to leave a message for the teacher to call you back. Every effort will be made to return your call as soon as possible.

As parent(s), you understand that the type of Christian education provided at New England Christian Academy requires cooperation and a partnership between the parents of the students and the school administration and faculty. As parents, you hereby pledge your full support and cooperation with N.E.C.A. and agree to withdraw your child(ren) if at any time you find that you cannot support school philosophy, policies, faculty, and administration. As parent(s) you further agree to abide by the Biblical principles of moral and spiritual conduct of Matthew 18:15, Galatians 6:1, Proverbs 15:1 and 1 Corinthians 6:1-6 in resolving any disagreement or dispute you may have with the school or its administration or faculty. You understand that your failure to abide by this agreement or violation of any current or future school policy or procedure may be grounds for dismissal of your child(ren) from school.

Matthew 18:15 -- "If a brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother."

Galatians 6:1 – “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”

Proverbs 15:1 – “A gentle answer turns away wrath, but a harsh word stirs up anger.”

1 Corinthians 6:1-6 – “If any of you has a dispute with another, dare you take it before the ungodly for judgment instead of before God’s people? ² Or do you not know that God’s people will judge the world? And if you are to judge the world, are you not competent to judge trivial cases? ³ Do you not know that we will judge angels? How much more the things of this life! ⁴ Therefore, if you have disputes about such matters, do you ask for a ruling from those whose way of life is scorned in the church? ⁵ I say this to shame you. Is it possible that there is

nobody among you wise enough to judge a dispute between believers? ⁶ But instead, one brother goes to law against another—and this in front of unbelievers!”

STUDENT-STAFF RELATIONSHIP

Teachers at N.E.C.A. strongly believe in training students academically and spiritually, instilling the need for knowledge accompanied by the values reflective of Christian character. The teachers guide students by giving them the background necessary to succeed in their education as well as in personal life decisions. We maintain an attitude of mutual respect between students and staff. Although an atmosphere of friendliness prevails, we require students to address staff members and their spouses as Pastor, Mr., Mrs., or Miss.

ENROLLMENT

New England Christian Academy seeks to serve students of average to above-average academic ability that intends to follow a college preparatory track. The school is not equipped to serve students who have significant learning problems or who would require major modifications to our standard programs. Applications for student enrollment at New England Christian Academy will be considered on the basis of the ability of the applicant to meet the entrance requirements regardless of race, color, or national origin. Application forms may be acquired through the school office. Prospective students will be tested prior to acceptance. A conference between the parent(s) and administration with the student present is necessary prior to enrollment of any student.

NONDISCRIMINATORY POLICY

New England Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic, and other school-administered programs.

TUITION POLICY

Tuition at New England Christian Academy may be paid in one of two ways:

- (A) Families wishing to pay the tuition for their children in full must do so prior to August 1st, and will thereby be entitled to a five percent (5%) discount from their annual total tuition. Prepaid discount will be computed on the remaining balance after all credits are applied
- (B) All other families are required to participate in N.E.C.A.’s automated tuition payment program, administered by the FACTS Management Company of Lincoln, Nebraska. Payments are made in 10 or 12 monthly payments via electronic funds transfer (an automatic withdrawal each month from a

family's checking account). There will be an annual one-time, non-refundable fee per family per school year to cover the costs of setting up and administering this tuition account. No interest or other charges will be assessed for this service. Signed agreements with FACTS Management Company must be received by FACTS three weeks prior to the first tuition payment date. Application forms and further information regarding our FACTS tuition payment program are available from the school's finance office.

All fees are required to be paid regardless of any prepay arrangements; all accounts must be current in order to re-enroll for the next school year. Senior students' account must be paid in full prior to graduation. All students, whether Dual Enrollment or not, need to pay full tuition.

All past tuition payments are non-refundable. Any future tuition payment obligations for the rest of the year must be paid regardless of continued enrollment.

In cases where a student has been expelled or has been asked to withdraw from school or a parent withdraws their child from the school, the person who signed the enrollment or re-enrollment form remains responsible for all financial obligations to N.E.C.A. for the remainder of the year.

In the case that tuition for a student(s) remains unpaid after attempting to collect it, N.E.C.A. will inform the IRS in January for the tax year ending in December that a debt has not been paid by filing a 1099-C for the amount of the unpaid tuition.

In the event that a parent/guardian gives N.E.C.A. a check that is returned for insufficient funds, that parent/guardian will not be allowed to use personal checks to N.E.C.A. for any fees or payments owed to N.E.C.A. after that point. Instead, they must get a money order or certified bank check for any fees owed to N.E.C.A.

TUITION AND FEE SCHEDULE (All fees are non-refundable)

TUITION:

Tuition Fee is per child, non-refundable, and must be paid regardless of continued enrollment. The fourth youngest child is free. If tuition is paid in full by August 1, subtract 5% on tuition only.

K4 through 4 th	\$3,860.00
5 th – 8 th Grade	\$4,010.00
9th through 12th Grade	\$4,600.00
4 th Child Administrative Fee	\$ 150.00

(Application, Enrollment, and Curriculum Fees are required)

Curriculum Fee:	\$150.00
Enrollment Fee:	
1 st Grade-11 th grade	\$150.00
Kindergarten	\$175.00 (Includes graduation fee)
12 th Grade	\$275.00 (Includes graduation fee and Senior Banquet)
Junior High/High School Electives:	FREE
Extracurricular Sports Fee (per child)	Varies
Note: After the first 2 weeks of the activity, the student will not be allowed to participate until the fee is paid in full.	
FACTS Automatic Payment Tuition Program for 3 to 12 payments	\$ Varies
Financial Aid Application (per family, per school year; non-refundable; see Financial Aid Policy below for further details)	See FFNA Packet
Fast Back Fax Service	\$40.00
Regular Processing	\$20.00
On-Line Application	\$30.00
Home Schooling Fees (if applicable; per child; as space allows)	
Phys Ed (1 day per week)	\$ 200.00
(2 days per week)	\$ 400.00

FINANCIAL AID POLICY

We at N.E.C.A. realize that tuition commitments can be burdensome for some families. It is our desire to make a Christian school education as affordable as possible, and we acknowledge that in some cases, a real need is present. In order to meet this need, and to provide financial assistance in an objective and confidential manner, N.E.C.A. has contracted with Family Financial Needs Assessment (F.F.N.A.) of Hernando, Mississippi, to process all requests for financial assistance.

To apply for financial aid, a family must:

- (1) Obtain an F.F.N.A. packet from the school finance office;
- (2) Complete the Assessment Form;
- (3) Enclose a copy of their most recent federal income tax return;
- (4) Pay a processing fee via a check or money order made payable to F.F.N.A.
- (5) Reference our School ID number – 1702

- (6) The deadline for mailing financial aid requests for current school families is August 20th. It is essential that you give this matter your highest priority.
- (7) Tuition payments must be kept up to date so that faculty payroll can be met. If tuition payments are not kept up to date, a student will not be allowed to continue to attend N.E.C.A..

Send all required information to F.F.N.A., P.O. Box 466, Hernando, MS 38632

F.F.N.A. applies objective and uniform methods of computation in determining their recommendations for financial aid. After a thorough analysis of a family's application, F.F.N.A. will generate a report and forward it to N.E.C.A., telling us the amount of financial aid they recommend to be awarded to that family. Utilizing those recommendations, the Principal will then award financial aid in the form of tuition assistance to qualified families, based on the amount of funds then available for that purpose.

Submitting an application to F.F.N.A. does not guarantee that financial aid will be awarded. Aid is granted based on assessment of need and availability of funds. An award by N.E.C.A. of financial aid is not automatically carried over from one school year to another. Requests for financial aid must be resubmitted each year.

More information regarding F.F.N.A. can be obtained by visiting their web site at www.ffnal.com.

TEXTBOOKS

Student textbooks are purchased by N.E.C.A. and are on loan to the student. Students are responsible for their texts and, should damage or loss occur, they or their parents are accountable for damage or replacement fees. Some courses (e.g. Philosophy, Bible, Literature, etc.) may require textbooks to be purchased and retained by the student. All school-owned textbooks are to be appropriately covered at all times. Any student found with an uncovered school-owned textbook, or found misusing a text (e.g. defacing a book), will be subject to discipline. Under no circumstances will N.E.C.A. purchase teachers' materials for parents. All textbooks must be returned in the same condition and given to the teacher prior to final exam or final exam may not be administered.

PARENT ORIENTATION

Parent Orientation is scheduled in August at Grace Gospel Church. This time is reserved for parents to meet the teachers and review important school policies.

SCHOOL CALENDAR

A copy of the calendar for the entire school year highlighting important dates is posted on our website in addition to being sent home with your child on the first day of school. You can also view the calendar on Headmaster for daily updates. We suggest posting this in a convenient location for reference throughout the school year.

ARRIVAL / DEPARTURE /EARLY DISMISSAL

School begins at 7:50 AM. Any student entering the school after that time will be marked late and must receive a tardy slip. Students can be dropped off as early as 7:15 as there will be staff supervision. Please be sure that you see a staff member before leaving your child.

Pre-K through grade 4 students are to be dropped off at the back building according to instructions on the traffic map. Parents are to drop their child(ren) off in the church foyer or at the coned off playground area as shown on the traffic map. To avoid classroom interruptions, parents are not to take their child(ren) to the classroom as it disrupts classroom instructions. The students, weather permitting, will remain in the playground area until they are brought inside by their teacher. They can also enter through the front door and go outside after putting their belongings in their locker.

Dismissal is 3:00 PM. Students not picked up by these times will be placed in the After-Care Program (see further information below). The faculty and staff are required to be at the school until 3:30 PM for extra help and detention. Students remaining on school or church property after this time, unless authorized to be at an extra-curricular activity, MUST be in After-Care.

The dismissal policy for Pre-K through 4th is as follows:

A dismissal teacher will be in the church foyer at 3:00 p.m. Parents are to give the child's name to the teacher who will then call to the appropriate classroom to dismiss the child. Parents are to remain in the foyer while waiting for their child(ren). To avoid any interruptions, parents are not allowed upstairs at dismissal time. If a parent needs to speak briefly with their child(ren)s teacher, they can inquire with the dismissal teacher in the foyer who will then contact the teacher. If he/she is unable to meet on that day, the parent is to call the school office to schedule an appointment.

Early dismissal:

In the case of early dismissal, the parent must sign the child out at the High School building. At that time, they will be given a pass which they will then take to the church building to pick up their child(ren).

Early Dismissal Due to Extra-Curricular Events:

Students participating in sports or other extra-curricular activities are responsible to meet all original deadlines for assignments, quizzes, and tests. On the day of a

scheduled event, students must report to teachers of all classes that will be missed, to obtain homework/class work for the day.

Any missed quiz/test scheduled for the day of the event must be made up after school the next school day, unless the teacher has previously approved other arrangements.

Early dismissal by parent:

The student must present a written note to their teacher to be given to the office at the beginning of the day. Early dismissals should occur only for emergencies. Parents are encouraged to schedule appointments after school hours. When picking up a student, parents are asked to come to the office to sign out the child.

All students are to be picked up only by their parent or guardian. All other arrangements must be made prior to pick-up time with written notification and verbal confirmation.

Students who are participating in any events, practices, etc. are not allowed to bring any other students with them. All elementary and middle school students who are not participating in the event or practice must be in After Care between the hours of 3:00 and 6:00 p.m., unless accompanied by an adult. No student will be released during the school day to attend a school activity without adult supervision.

ATTENDANCE POLICY

Absences:

Excessive absence in a given semester and/or year is considered a serious matter. Students deemed to be excessively absent from school may, at the discretion of the principal, be subject to failure for the semester/year. Excessive absence is usually defined as 6 days per quarter, 12 days per semester not exceeding 24 days per year. If a problem arises in this area, such as 6 days absent per quarter, a conference with the principal, parent/guardian, and student will be required. A determination will be made whether dismissal is warranted due to lack of attendance.

Students absent are to obtain homework assignments by contacting another student. You may also review Headmasteronline.com as teachers utilize this website to list their weekly lesson plans which includes homework, quizzes, tests and other assignments. You will receive a Headmaster Online agreement with the first day of school packet indicating your user name and password.

As a general rule, a student returning after a verifiable medical absence will be allowed up to 3 days (at the teacher's discretion) for each day of absence to submit any missed work. A doctor's note must be presented in order for an absence of 5 consecutive days to be considered verifiable.

Students absent on a test or quiz day must report to the teacher on the day of return, to schedule a time after school to make up the missed test or quiz within

five school days. Exceptions may be made for students absent five or more consecutive days due to a prolonged illness, surgery, or hospital stay. A doctor's note is required for any student absent for more than five consecutive days. Students absent on a test or quiz day due to extra curricular activities must take the test or quiz the following day. All absences are considered to be unexcused.

Student Considered Dropped From Enrollment:

A student who has been absent for 15 consecutive days of school without legitimate written explanation, will be considered dropped from enrollment. A letter will go home to the parent/guardian to this effect. Before this occurs, the parent/guardian will be notified and a meeting will be held to try to resolve the attendance problem. If the problem persists, the student will be considered dropped from enrollment or asked to leave the school due to excessive absenteeism. Financial obligations will be addressed for anyone in this situation. The administration reserves the right to make the final decision in all matters. Please note that according to state regulations, we must keep a student's home school district notified of the student's status.

Tardiness to school (Grades K-4 –4)

All students arriving after 7:50AM are considered tardy. Parents are asked to drop off their children in the church building where a staff member will be available from 7:50 – 8:05 AM to sign in tardy students. If you bring your child to school after 8:05 AM, they will need to be signed in at the front building office or they will be marked absent.

Absences Due to Vacations Outside of Scheduled School Vacation Weeks:

The office requires at least two weeks notification, in writing, of any vacation scheduled outside of the usual school vacation weeks. A student must get all assignments from teachers prior to the vacation and must have all work done upon return to school.

Early dismissal by office:

When a student in school becomes ill, he or she should report immediately to the office who will then contact the parent or guardian.

Perfect Attendance:

An end of year Perfect Attendance certificate will be presented on Awards Day to a student who has had no tardies or absences.

AFTER-CARE PROGRAM

The After-Care Program is a supervised program for N.E.C.A. students only, available to parents for a reasonable fee, held in classroom number 3 on the lower level of the school building. When the group is not in the classroom, a sign will be posted on the door to indicate whether the group is in the recreation area or in another room. Both children and teens will have the opportunity to do homework as well as artistic and/or recreational activities when scheduled. All school rules

apply during the After-Care Program. Children who are enrolled in the program on a regular basis may bring a change of clothes and will be allowed to change to casual clothes after school is over. It is recommended that you provide your child with extra snacks and drinks if they are going to After-Care.

The After-Care Program is held on days when school is in session, Monday through Friday from 3:15-6:00 PM. The After-Care Program will be offered on half days from 12:00-6:00 PM.

No students are allowed to be in the buildings or on the grounds unsupervised. If a parent is in the building after 3:00 PM for an appointment or other activity, the child(ren) must be either with the parent or in After-Care. Any student, including athletes, will be placed in After-Care if found wandering the building or grounds. (See section on Athletic Policy for details on student attendance at after-school games.) Coaches are responsible to stay with students until the parent arrives.

The cost for After-Care is \$5.00 per hour per child for any part of the 1st hour, plus \$5.00 for any part of an hour through 6:00. All children must be picked up from the After-Care Program by 6:00 PM. A late fee of \$10.00 per 15 minutes late will be assessed. Payment is to be made in cash or by check payable to New England Christian Academy and is due the day of service. Advance payment by check is optional; credit will be given each day until the amount of the check is exhausted.

Parents must see the After-Care supervisor to sign their child(ren) out. All other arrangements must be made prior to pick-up time with written notification and verbal confirmation.

TRAFFIC PATTERN

Drivers are requested to follow drop-off and pick-up procedures as shown on the traffic map in the Appendix.

New England Christian Academy is not responsible for student drivers riding with another student in their vehicle on or off school property. This is the sole responsibility of the parent or guardian.

SCHOOL CANCELLATIONS

On several occasions throughout the school year, it may be necessary for N.E.C.A. to cancel school or open late due to inclement weather conditions.

It is recommended that you view either our website for any cancellations or your local television/radio stations website. The websites announce the information immediately after posting. It is at the stations discretion as to when they announce it on the air. We will also have cancellation/delay information on the school answering machine.

New England Christian Academy will NOT dismiss students early when there is inclement weather. Parents may at their discretion, sign their child(ren) out if they feel the weather warrants this.

TELEPHONE USE

Parents are asked to refrain from calling their child at school unless it is an absolute emergency, or concerns a car pool situation. Cell phones are not allowed to be used in any way on the school property during school hours. All cell phones must be shut off and kept in the school locker during school hours. Cell phone usage of any kind, will receive two demerits and the phone will be confiscated until a parent can pick it up at the school office. You may use your cell phone before and after school only.

VISITORS/PARENTS/BUILDING SECURITY

For the safety of our students, the following security procedures have been established:

- Students are discouraged from bringing friends, houseguests, etc. to school during the regular school day.
- Any request to do so must be in writing from the parent at least two days in advance of the visit and approved by the administration prior to the visit.
- Parents are welcome to attend chapel (however, are asked to adhere to the visitor policies below).
- All visitors/parents must report to the school office before going to a classroom or speaking with a child or teacher. If a parent wants to meet briefly after school with a teacher, please inquire with the dismissal teacher after school hours. If the teacher is unable to meet on that day, please call the school office to schedule an appointment.
- All visitors must sign in.
- Upon leaving, the visitor must sign out at the office.
- Former students that may be picking up a sibling are required to either remain in their car or wait in the foyer. They are not allowed to walk around the school visiting classrooms or other students.

STUDENT RECORDS

Please keep the office informed of any change of address, telephone numbers, places of employment of both the mother and the father, and current name, number, and address of persons to be called in case of an emergency. Appropriate custody documentation and information is required in cases of divorce. It is also necessary at the beginning of the school year to inform the school of the person(s) responsible for picking up your child at the end of the school day. . Alternative after-school transportation for any given day should be cleared through the office. The school will keep all student records on file and up-to-date, including transcripts, standardized test scores, attendance records, and health records. If a

parent wishes to review or discuss his or her child's record, the parent must contact the principal.

Transfer of records to another school is provided by mail directly to the receiving school only. Records will be transferred after receipt of written authorization by the parent/guardian while attending New England Christian Academy or by a former student after he/she has reached his or her 18th birthday.

HEALTH OFFICE REGULATIONS

Medical Appointments:

If it is necessary for a child to leave the school early for a medical/dental appointment, the school office must be contacted in advance. Children will be released only to those authorized by the parent. Please note that the student retains the responsibility to obtain the required homework.

Communicable Childhood Diseases:

Upon diagnosis of any of the following diseases/illnesses or being absent from school for five consecutive days, a child must have written consent from either a physician or the Health Department before returning to school:

Streptococcal Infection (Strep Throat)	Pin Worms	Pneumonia
Conjunctivitis (Pink Eye)	Measles	Whooping Cough
Chicken Pox	Scabies	Impetigo
Mononucleosis	Mumps	Ringworm

Immunizations and Dosage Requirements for entrance to school: **In accordance with state regulations, no student will be permitted to attend N.E.C.A. until the school has received written documentation of the required immunizations (unless exempt waiver is completed), Health Interval History form and physical exam within 12 months of enrollment.** Failure to comply with this policy will cause a child to be excluded from school until the necessary immunization(s) and/or documentation are provided.

<u>Pre-K</u>		<u>Kindergarten</u>	
HEP B	(3 DOSES)	HEP B	(3 DOSES)
DPT	(4 DOSES)	DTP	(5 DOSES)
POLIO	(3 DOSES)	POLIO	(4 DOSES)
MMR	(1 DOSE)	MMR	(2 DOSES)
VARICELLA	(1 DOSE)*	VARICELLA	(1 DOSE)*

*One dose of varicella vaccine or physician-certified reliable history of chicken pox disease will be required for all susceptible students entering kindergarten and seventh grade and upon enrollment.

MEDICATION POLICY:

NO PRESCRIPTION OR OVER THE COUNTER MEDICATIONS WILL BE GIVEN AT SCHOOL.

The school will no longer provide any over the counter medications.

Children in grades Pre-K – 4th will give their teacher their inhalers and they will be locked up in their own classroom.

Epi-pens- No teacher that has not been trained in the administrations on an epi-pen will be authorized to give it. No epi-pen will be given to a child who has not provided their own.

Prescription Medication Administration:

Please make every attempt to schedule prescription medications around school hours. When a child needs to take a prescription medication during school hours, and is not able to self-administer, a parent must come in and administer the prescription medication to the child. Students in grades Pre-K through 4th are not allowed to self administer any medication at any time. If any prescription medication needs to be given, it must be by a parent or guardian only. There should also be a list of side effects that the teacher must be made aware of by the parent in case the child has an adverse reaction. This can be completed on our Health Interval History which will be sent home on the first day of school. Please note that changes can be made to the form at any time. For students in grades Pre-K through 4th, no prescription medications can be brought or carried in school by a student (this excludes inhalers).

Physical/Health Forms:

For new enrollments, physicals are required no less than 12 months prior to admission to NECA. Physicals will then only be required in K, 3rd, 6th and 9th grades. All student athletes must have a sports physical on record before participation in a school sport including practices. A sports physical is required annually. Students will not be allowed to participate in athletics without the completion of the sports physical form.

Limitations on Physical Activity:

With a written note from a parent or guardian, a student may be excused from Physical Ed (Gym) participation no longer than one week. Long term chronic conditions exceeding one week in length require a physician's note in which the student's limitation and expected duration thereof are specifically stated.

Illness and Emergency Contacts:

Unless there is an emergency situation, students will not be permitted to visit the office during class. Please keep your child home if he/she shows signs of illness or has a fever over 100 degrees. If a child comes to the office with a complaint,

the parent will be notified. It is mandatory that the school office has a current home and work number on file, as well as designated emergency contacts. If your child is sick or injured and it is determined that he/she should be dismissed to seek medical attention, it is important that the child be picked up promptly. Students are not allowed to call home on their cell phones for dismissal relating to illness without first being evaluated by the office.

Note: If there is a medical emergency the staff is authorized to initiate emergency medical attention.

DRESS CODE

Romans 12:1-2; I Corinthians 6:19-20; I Corinthians 10:23-11:1

We believe that it is the parents' responsibility to ensure the proper attire of their children. Each day, the homeroom teacher or elementary classroom teacher will carefully check the dress code first thing in the morning. If a student is out of dress code, the following steps will be taken:

1. The parent/guardian will be called by the appropriate supervisor to either bring proper clothing or to take the student home for the day. Until the student is in dress code the student will not be allowed to attend class. The student will receive a detention to be served the following day.
2. Determinations of dress code violations are at the discretion of the N.E.C.A. administration.

Pre-K

- Uniform is optional
- Neat and comfortable clothes
- Elastic waist pants
- No cartoon imaging
- No sleeveless
- No Sandals

GIRLS GRADES K-4

- Students will wear only uniform specified for their particular grade. They are not allowed to wear uniform clothing from another grade.
- Girls must wear white blouse with jumper and knit shirt with pants.
- Only plain white undergarments can be worn under uniform.
- All required shirts, pants, belts, socks, etc. are on your specific class sheet in the office and at Harvey Uniform.
- Socks with pants can be white (if wearing sneakers) or solid dark colors.
- Shirts must be tucked in.
- Girls will wear maroon or white tights or knee socks with school uniform jumper. These will be opaque, not transparent nylons. They are sold at

Harvey Uniform. You may purchase them elsewhere only if they match the tights at Harvey Uniform. Other colors are considered out of dress code.

- Jumper length is to the knee!
- Students will not be allowed to wear any ripped, tattered, or torn clothing, or clothing with holes.
- Pants will fit properly. Pants may not drag on the floor and must fit waist properly.
- Students are not allowed to wear any jacket in a classroom except that which is purchased at Harvey Uniform. During cold weather a student may wear a long sleeve N.E.C.A. shirt, N.E.C.A. sweater or N.E.C.A. swishy jacket.
- Girls may wear solid white canvas sneakers with the uniform. Velcro is permissible. No cartoon imaging or other coloring is permitted; no platforms. Students may also wear shoes as described below.
- Shoes will be black or brown tie shoes, buckle shoes or saddle shoes. No platforms, no clogs, no boots, no sling backs, no open toes or sandals.
- Students must wear a complete N.E.C.A. gym uniform from Harvey Uniform. Tee shirts, shorts, pants, or tops must be from Harvey Uniform.
- Shorts may be worn during gym class only; pants are to be worn during other school hours.

BOYS GRADES K-4

- Students will wear only uniform specified for their particular grade. They are not allowed to wear uniform clothing from another grade.
- Only plain white T-shirts are to be worn under uniform.
- All required shirts, pants, and belts are on your specific class sheet in the office and at Harvey Uniform. Belts are not required for Pre-K through 2nd.
- Shirts must be tucked in and only the top button may be unbuttoned.
- Students will wear solid navy blue or white socks with sneakers. You may purchase these socks elsewhere, but navy blue socks must match the socks sold at Harvey Uniform.
- Students will not be allowed to wear any ripped, tattered, or torn clothing, or clothing with holes.
- Pants will fit properly. Pants may not drag on the floor and must fit waist properly.
- Students are not allowed to wear any jacket in a classroom except that which is purchased at Harvey Uniform. During cold weather a student may wear a long sleeve N.E.C.A. shirt, N.E.C.A. sweater or N.E.C.A. swishy jacket.
- Boys may wear solid black sneakers with their uniform. Students may also wear shoes as described below. No cartoon imaging is allowed and no platform shoes. Velcro is permissible.
- Shoes will be black or brown tie shoes, "Docksiders," or loafers. No platforms, and no boots.
- Students must wear a complete N.E.C.A. gym uniform from Harvey Uniform. Tee shirts, shorts, pants, or tops must be from Harvey Uniform. Shorts may be worn during gym class only; pants are to be worn during other school hours.

OVERALL APPEARANCE

GIRLS

- No more than 2 earrings
- Make-up must be modest
- No unnatural hair colors or extreme hairstyles.
- No body piercing
- No black or almost-black nail polish
- Jewelry must be subtle and modest
- No tattoos may be visible
- The Administration reserves the right to define any of the above

BOYS

- No body piercing
- Hair must be neat and professional looking. Half the ear should be showing, cannot go below the eye brow, must be off the collar, with no unnatural colors or extreme hair styles (shaved head, "mohawks," initials or designs; no sideburns below the ear lobe, no corn rows, braids or pony tails. Short afros are allowed.
- One finger ring only; no other jewelry allowed (no necklace, bracelet, earrings, etc.)
- Must be clean-shaven; no facial hair is allowed
- No tattoos may be visible
- The Administration reserves the right to define any of the above

ACTIVITY/DRESS DOWN DAYS

Students occasionally have activity/dress down days. The dress code can be casual shoes/sneakers, blue jeans/athletic pants, capris for girls or long shorts for boys and loosely fitted athletic T-shirt that **completely** covers the top of the jeans. T-shirts cannot be low cut, tight fitting, have inappropriate sayings, musical groups or extreme fads. Jeans must fit appropriately and cannot be torn. N.E.C.A. reserves the right to make the final decision on questionable clothing. Any students violating the dress requirement will be out of dress code will not be allowed to participate in the activity, the parent will be called and the student will need to be sent home. CD players, iPods, cell phones, or any "personal music machines" are not allowed on field trips or activity days.

WACKY WEDNESDAY DRESS DOWN

The **2nd Wednesday** of the month, students that have had no dress code violations are allowed to **“Jazz up”** their uniform using the following guidelines:

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Girls: Wear any colored socks
Any shoes

Boys: Modest jewelry
Any shoes

The **4th Wednesday** of the month, students that have had no dress code violations are allowed to **“Dress Down”** using the following guidelines:

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Jeans, Capris for girls, long shorts for boys (only during the months of Sept., Oct., May and June). Clothing cannot be ripped, torn or have any inappropriate sayings, musical groups, fads, etc. Any shoes can be worn; however, you must wear a NECA shirt. It can be a dress or gym shirt.

PERSONAL PROPERTY

N.E.C.A. is not responsible for personal property left in the building or on the premises. All books, book bags, sweaters, coats, hats, etc. should be well marked with the child's name and grade. This will aid in the return of lost articles to the appropriate person. Any lost articles will be placed in “Lost and Found,” located in the library. “Lost and Found” will be cleaned out on the 30th of each month. Any items still remaining will be donated to local charities.

LUNCHES

Students are required to bring their own lunch and drink. The soda/water machine will be available. The microwave will no longer be available for reheating.

Lunchroom Guidelines: We realize that lunchtime is a time during the day that students have to socialize with one another. However, while in the lunchroom, students are asked to observe the following guidelines:

1. All students must report to the café for their assigned lunch period.
2. No shouting, screaming, or unruly behavior.
3. Students are not allowed to leave the lunchroom without permission from a supervising teacher.
4. Students may not take any food or drinks out of the lunchroom with the exception of water.
5. Students are responsible for all trash and belongings at their own table. Two students will be assigned to wash down the tables each week.
6. Unfinished soda and juice containers are to be brought to the counter while empty cans/bottles should be placed in the recycling bin.
7. Students are responsible to pick up papers and belongings on the floor area around them.

8. Any inappropriate behavior (such as throwing food) will result in disciplinary action as described on page 24.
9. No boiling water will be given to any student for soup, coffee, tea, cocoa etc.

SCHOOL AND CHURCH BOUNDARIES

Children are to stay within the boundaries of the school grounds and classrooms at all times during the scheduled day's program. Permission cannot be granted for a child to leave for any reason unless request from the parent has been received and approved.

SCHOOL AND CHURCH PROPERTY

Our property was provided through the sacrificial gifts and labors of many people. Therefore, we need to maintain the property. Any damage is to be reported promptly. Help us by doing the following:

1. Protect the shrubbery by not running through it.
2. Place all trash in trashcans. We ask everyone to pick up trash and dispose of it even if someone else threw it down.
3. Stay off lawns.
4. Smoking is not allowed in any school building or property during school hours, whether staff or parent.

PLAYGROUND RULES

1. Fighting is not permitted.
2. Tag games are not permitted without teacher supervision.
3. The playground equipment is to be used properly. Improper use will result in a detention or demerit.
4. Students are responsible to help keep the playground neat and clean at all times. Students are asked to place trash in trashcans.
5. There will be no adult supervision of students until 7:15 AM. Students are not to use the playground without adult supervision.
6. No one is allowed in the playground area from 3:00-3:30 PM. After 3:30 PM, no one is allowed in the playground or pavement area without adult supervision.
7. Students must stay within fenced-in area.
8. Students are not permitted to go into the parking lot to retrieve playground equipment. Should a ball go over the fence, students are asked to notify a teacher.

CONDUCT OF PUPILS

Students represent N.E.C.A. 24 hours a day. It is vital that a student's conduct be above reproach and honoring to Christ and to the reputation of N.E.C.A. on and

off school grounds. It is with this in mind that the following standards have been set and are subject to disciplinary action:

1. Students are to conduct themselves in a respectful and friendly manner. Courteous speech and prompt, cheerful obedience are expected.
2. Students must respect the rights and property of others.
3. Students must maintain an attitude of respect for the authority of the administration, the teachers, parent volunteers, and student leaders (Romans 13:1-6).
4. Students must conduct themselves in a Christ-like manner at all times.
5. Verbal abuse and/or the use of profane or obscene language (spoken or written) including racial, sexual or ethnic slurs, is prohibited within the school building, on school grounds, and during school-related activities.
6. Students must not yell, run, or be rowdy in the buildings.
7. Cell phones, radios, CD players, iPods, or any personal music machines with headsets are not allowed to be used during school hours on school property, field trips or activity days . This policy also includes “beepers,” pagers,” “laser pointers,” “palm pilots”, portable DVD players, lap-top computers, electronic games and other similar electronic devices. Two demerits will be issued; the item will be confiscated, and must be picked up by a parent or guardian.
8. Students are not permitted to bring inappropriate books, magazines or other material to school(i.e., Teen, Glamour, Guns, etc.). Such questionable material will be taken from the student and discarded.
9. Students are not allowed to chew gum on church or school property at any time before, during, or after school. Additionally, students are not permitted to chew gum on school field trips or activities.
10. Students must respect church and school property. The student or family, whether caused willfully or accidentally, must pay for all damaged property.
11. Students are not allowed to bring in role-playing games or playing cards to school unless allowed by the teacher for academic purposes.
12. Students are not allowed to bring in Swiss Army knives, lighters, or other such items that may be considered dangerous. Such items will be confiscated.
13. Students are not allowed to bring skateboards, rollerblades or other similar items on the school property at any time.

DISCIPLINE CODE

The school personnel are dedicated to the training of boys and girls in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order,” and that our boys and girls should be taught to feel a God-given responsibility to “walk honorably before all men.” Our aim is to encourage good habits of self-discipline in all students. New England Christian Academy does not practice corporal punishment. Corrective measures such as the school deem necessary shall be taken for infractions. Teachers maintain standards of behavior in the classroom through kindness, love, and genuine regard for their students. Thus, N.E.C.A maintains discipline tempered by love.

The teacher is given the responsibility to maintain discipline and control in the classroom through use of time-outs, loss of privileges, and demerits. A situation that becomes chronic, flagrant or otherwise worthy of special handling will be referred to the administration. If necessary, the situation will be referred to the parent and may lead to early dismissal, suspension, probation, or expulsion.

It is understood that attendance at N.E.C.A. is a privilege and not a right. Any student who does not conform to the school's standards and regulations may forfeit this privilege. Those in authority realize that good behavior cannot be legislated and must come from within. The administration may request withdrawal of any student at any time that, in the opinion of the administration, is not in keeping with the Christian goals of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the school. The parent/guardian is responsible for all financial obligations in all cases of withdrawal or expulsion.

Regulations contained herein are not all inclusive.

DISCIPLINARY SYSTEM – PRE-K THROUGH 4

Teachers are given full authority over their classrooms. Should an elementary student require discipline, the teacher may use various forms of corrective measures, as he or she deems necessary such as time-outs, loss of privileges, staying in from recess, etc. Discipline issues will be handled within the classroom. Should it become necessary to send the student to the office, the parent will be called to remove the child from school and a meeting between parent and teacher will be scheduled. If a situation warrants further attention, the matter will be brought to the principal's attention.

Students should:

1. Follow directions the first time they are issued.
2. Control behavior
 - A. Keep hands, feet, and objects to oneself
 - B. No talking without permission
 - C. Walk quietly, orderly and politely when moving through the hallways
3. Respect the property and feelings of others
4. Be prepared for class with necessary supplies, books, and signed forms
5. Should not violate the dress code
6. Be honest – lying, forgery prohibited.

However, if a student chooses to break a rule, the following steps will be taken:

1-Verbal Warning

2-Time Out or Separation in the Classroom

Some students need a temporary respite from those factors stimulating misbehavior, a “cooling off” to regain control. A temporary period of isolation

and silence, normally not to exceed fifteen minutes, can provide this “cooling off” opportunity. On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class.

3-Demerit Report

A Demerit Report is a written communication by the teacher or principal to identify the nature of the offense, and it serves as official documentation of misconduct. This demerit report may be accompanied by a writing assignment. A phone call by the teacher to the parent will be made. The Demerit Report does not need to be signed and returned as it will be posted on Headmaster.

Students who are issued a demerit report should be aware of the following:

Level I	5 demerits	Parents will be alerted by mail.
Level II	10 demerits	Child loses recess for three (3) days. (Not including gym days)
Level III	15 demerits	Child loses recess for five (5) days. (Not including gym days)
Level IV	20 demerits	Child gets suspended for one day. The parent will be notified before the suspension date is due.

Suspension and Expulsion is at the discretion of the Administration.

Please be aware, if the student is expelled from NECA, the parent is responsible for the tuition through the end of the year.

Note to parents: Discipline at school will be most effective if God’s wisdom and authority unite families and faculty over every circumstance that arises. We realize that total agreement in every situation is unrealistic, but if we agree to pray over every situation, discipline will have a positive impact. All disciplinary actions will be redemptive in nature.

DEMERIT VALUES

Gum chewing, eating food or candy	1 demerit	
Cell phone/Electronic Device	2 demerits	Plus the item will be confiscated until picked up by a parent
Cheating on homework	2 demerits	Plus a zero on assignment
Cheating on quiz	2 demerits	Plus a zero on quiz
Cheating on test	3 demerits	Plus a zero on test
Cheating on class work	2 demerits	Plus a zero on assignment

Climbing or playing on snow bank	1 demerit
Damaging school property	1-5 demerits
Direct disobedience	1-5 demerits
Disrespect	1-5 demerits
Dress code violation	1 demerit
Fighting or horseplay	1-5 demerits
Gossip/Meanness	1-5 demerits
Inappropriate behavior/conversation	1-5 demerits
Not returning signed form	1 demerit
Passing and/or reading notes	1 demerit
Possession of non-approved material	1- 5 demerits
Rowdiness in class/halls/lunchroom	1 demerit
Throwing things inappropriately	1 demerit
Trash cluttered desk	1 demerit
Unprepared for class	1 demerit

*All offenses are not all inclusive

MAJOR OFFENSES LEADING TO SUSPENSION FOR 1-5 DAYS AND 1-5 DEMERITS, AND POSSIBLE EXPULSION

(Incidents that may result in suspension include but are not limited to):

- Blatant disrespect and or open defiance of authority
- Gossip/Meanness
- Stealing
- Vandalism
- Failing to avoid the appearance of evil
- Excessive demerits
- Inappropriate threats (kidding or not)

Determination of other offenses, which result in suspension, is at the discretion of the administration.

Suspension:

Suspension out of school means the student will not be allowed back into school until the suspension is over and may not participate in any school-related activities including athletics. The student is required to complete all class work and homework given during the days of suspension. The student will receive credit for this work, and the work must be turned in on the day the student is accepted back.

Expulsion:

The parents are obligated to pay any remaining tuition in the event of an expulsion. The administration reserves the right to make the final decision in all cases of disciplinary action, including suspension or expulsion. The parents are responsible to make academic arrangements for the remainder of the school year. Grades to date will be forwarded per the parents' written request.

The administration may request withdrawal of any student at any time, which, in the opinion of the Administration, is not in keeping with the Christian goals of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the school. The parent/guardian is responsible for all financial obligations in all cases of the withdrawal or expulsion.

CHURCH ATTENDANCE

Believing that our role at N.E.C.A is to assist the home and the church in the task of training young people, we feel that it is of the utmost importance for all of our students, with their families, to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in church (Hebrews 10:35).

EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

It is considered a privilege to represent New England Christian Academy individually or with a group; therefore, this privilege is reserved for those students who maintain a good Christian testimony and meet an acceptable level of academic performance. Acceptable academic performance is based on individual abilities as determined by the administration in conjunction with the parents. After being accepted in any extra curricular activity, the student must maintain acceptable grades as determined by the administration.

While students are on a field trip, it is of utmost importance that they conduct themselves in a godly, polite, and courteous manner. Students will be respectful and obedient to authority and refrain from any inappropriate behavior. The school dress code applies to all field trips unless otherwise specified by the teacher. Students are not permitted to chew gum on field trips and other school activities. Because students are representing N.E.C.A, all school rules apply while on field trips.

If a student travels to an event (athletic, field trip, etc.) by school-provided transportation, he/she must return by that same transportation, unless picked up by one's own parent/guardian.

Any fliers to be distributed or posted on campus must be approved at the office prior to use. Parents are asked to refrain from sending in birthday party invitations to be distributed in classrooms.

HOMEWORK POLICY AND TESTING SCHEDULE

Homework is part of N.E.C.A.'s efforts to set high expectations and to ensure success for all. Homework is important; it complements classroom instruction, extends students' learning time, and helps develop students' sense of responsibility. Additionally, homework provides an opportunity for parents to be actively involved in their child's learning.

Students should expect to be assigned homework each night in any class. Students in grade 4 are expected to use an assignment notebook, and therefore are required to have it in class (planning notebooks provided). The assignment notebook is also a useful communication tool, and often, when a child is having difficulty, the parent and teacher will be required to sign the notebook to ensure all homework is complete. If this is necessary, the teacher will communicate this with the parent.

As a general rule, a student returning after a verifiable medical absence will be allowed up to 3 days (at the teacher's discretion) for each day of absence to submit any missed work. A doctor's note or parent's note must be presented in order for the absence to be considered verifiable.

Students absent on a test or quiz day must report to the teacher on the day of return, to schedule a time after school to make up the missed test or quiz within five school days.

Homework policy:

1. The completion of homework assignments will be recorded by the instructor and included in the evaluation of the student's progress.
2. A student will be assigned at least 3 days of homework per week, per subject. Teachers will limit the time required for a student to complete a written assignment to thirty minutes unless it is part of an extended assignment (e.g. an English paper). Deadlines for extended assignment and projects may be lengthened only at the discretion of the principal or vice principal. .
3. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed through completing homework as assigned. Therefore, failure to complete homework assignments is viewed as being both academically and spiritually counter-productive.
4. Please note that participation in athletic practice or games does not excuse a student from meeting the original deadlines set for tests and/or homework assignments.
5. In case of absences, homework can be obtained by contacting another student or review Headmasteronline.com.

REPORT CARDS

Quarterly Report cards are issued for all grades and will be mailed home. If you have any questions or concerns, please call the school office.

GRADING SYSTEM

Academic grades are reported on a quarterly basis in the form of a report card. The grade scale is as follows:

Pre-K through Grade 4

A+	97-100	B-	80-83.99
A	94-96.99	C+	77-79.99
A-	90-93.99	C	74-76.99

B+	87-89.99	C-	70-73.99
B	84-86.99	F	0-69.99

A student must be passing 5 major subjects per quarter to participate in ANY extracurricular activity such as athletics, student council, etc. If the student is not passing 5 major subjects for the quarter they will not be allowed to participate until the next quarter only if the grades are brought to passing

ACADEMIC HELP

After-school tutoring is available for students desiring academic help or enrichment. Mandatory extra help must take precedence over sports or extra-curricular activities.

INCOMPLETE GRADES

Should a student receive an incomplete on his or her report card for marking period one, two, or three, he/she will have two weeks in which to complete the work and submit it to the teacher to receive a grade for that marking period. Students must have all work-completed prior to the end of the school year. Should the student fail to complete the work within the allotted time, the student will receive zeros for all work missing and that grade will be entered on the report card. Students will be required to stay after school to make up missed tests or quizzes. Arrangements should be made with the teacher and with the parent/driver.

If a student fails two or more subjects, the student will not be promoted to the next grade. The student may be promoted after successful completion of the course(s) during summer school. However, a decision may still be made to retain a student if the teacher and administration feels it is in the student's best interest.

RETENTION AND SUMMER SCHOOL

Students in grades 4th or below who fail two or more major subjects will repeat the grade. Students who fail classes in 4th grade and below must attend summer school or be tutored for no less than thirty (30) hours in each subject they fail. Students must achieve a grade of 50 or better in order to be eligible for summer school in that particular subject. Successful completion of summer school will result in a passing grade of 70 on the student's transcript regardless of the actual summer school grade.

Summer school students are responsible to have summer school grades sent Mrs. Pratt in the school office.

BIBLE CLASS

Students in grades K-4 must pass Bible every year in order to graduate from N.E.C.A. This requirement is waived for each year that a student has attended another school. Students in grades K-4 who fail Bible during the academic school year will be given a summer Bible assignment which will be completed and returned postmarked no later than August 1st to the elementary supervisor.

PARENT AND TEACHER CONFERENCES

The school is an extension of the home and therefore we recognize the importance of the home and school working together to nurture spiritual and academic growth for the child. Parent/Teacher Conferences are scheduled each semester for the parent to meet with the school personnel and discuss the needs of their child(ren). We ask that all students and parents cooperate in these beneficial conferences. If a parent is unable to attend Parent/Teacher Conferences, a phone conference can be held at the parent's request.

HONOR ROLL

Requirements for the Honor Roll at the end of each grading period are as follows:

Pastor's Honor Roll: no grade below 90

Principal's Honor Roll: no grade below 80

Teacher's Honor Roll: an overall average of at least 80 no grade below 70.

End of year Honor Roll for Awards Day is as follows:

Pastor's Honor Roll: Must have earned Pastor's Honor Roll all 4 quarters.

Principal's Honor Roll: Must have earned Principal's or Pastor's Honor Roll for all 4 quarters.

Teachers Honor Roll: Must have earned Pastor's, Principal's or Teachers Honor Roll for all 4 quarters.

AWARDS DAY

In addition to quarterly awards an Awards Day assembly at the end of the school year is aimed at rewarding students for both academic and spiritual achievements and many school activities for the entire year. It is important that every student be present not only to receive their award but to also support and honor each others achievements.

Students must be present and in uniform to receive the award. The award cannot be mailed or sent home with a sibling or friend.

VOLUNTEER POLICY

All volunteers should follow this procedure:

All communication/notices to parents must be sent to the elementary and school office and be approved before they are sent.

All volunteers must complete the following forms:

- CORI (It is a MA state law that all personnel who are working with children must complete a CORI. These are available in the school office.
- CONSENT FORM This form gives N.E.C.A. permission to use your photo name, etc. in any advertisements for the school.

If an event is planned after school hours in the school building or at any time in Grace Gospel Church, especially the Chapel, a Facility Request Form must be

completed. These forms are kept in the school office. These forms should be completed at least 2 weeks prior to the date of the request.

All volunteers or parents who use their personal vehicles(s) for school business of any kind must give the office a copy of the front page of their auto insurance policy (Declaration Sheet).

Although we try very hard to make things as fair and objective as possible, the administration reserves the right to make the final decision regarding all school matters.
