

## **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.”

I 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? <sup>2</sup> 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? <sup>3</sup> Do you not know that we will judge angels? How much more the things of this life! <sup>4</sup> 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? <sup>5</sup> I say this to shame you. Is it possible that there is nobody among you wise enough to judge a dispute between believers? <sup>6</sup> 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/FEE SCHEDULE**

(All fees are non-refundable)

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 1<sup>st</sup>, 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:

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 <sup>th</sup>	\$3,860.00
5 <sup>th</sup> – 8 <sup>th</sup> Grade	\$4,010.00
9th through 12th Grade	\$4,600.00
4 <sup>th</sup> Child Administrative Fee (Application, Enrollment, and Curriculum Fees are required)	\$ 150.00
CURRICULUM FEE	\$ 150.00
ENROLLMENT FEE:	
1 <sup>st</sup> Grade-11 <sup>th</sup> grade	\$ 150.00
Kindergarten (Includes graduation fee)	\$ 175.00
12 <sup>th</sup> Grade (Includes graduation fee and Senior Banquet)	\$ 275.00
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 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..

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

More information regarding F.F.N.A. can be obtained by visiting their web site at [www.ffnal.com](http://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. We suggest posting this in a convenient location for reference throughout the school year. Any changes to the school calendar will be made to the parents by memo.

## **ARRIVAL / DEPARTURE /EARLY DISMISSAL**

School begins at 7:50 AM. Any student entering the school after that time will be marked late and must sign the tardy sheet in the main office. Students arriving early will have staff supervision beginning at 7:15 AM.

Students in grades 5 through 8 arriving before 7:50 AM should go directly to the recreation area behind the school building. In case of cold or inclement weather they should go into the lower level of the school building through the back door.

High school students (grades 9 through 12) arriving before 7:50 AM may choose to study or socialize in the upper level of the school building, or to remain outside in the recreation area, weather permitting. A teacher will be present in both areas. Dismissal is 3:00 PM. Parents are expected to pick up their children by 3:15 PM. 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 faculty and staff are required to be at the school until 3:30 PM for extra help and detention.

### Early dismissal:

Parents must sign the child out at the main office and a staff member will get the child(ren) from the classroom.

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 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 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 or calling the office who will leave a message for the teacher. Parents also have the option to come to the school at the end of the day and speak with the teacher(s) directly. You may also review [Headmasteronline.com](http://Headmasteronline.com) as teachers utilize this website to list their weekly lesson plan 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:

All students arriving after the 7:50 AM bell need to report to the office for a pass before going to homeroom and/or class. Being consistently tardy disrupts class procedure, and is a hindrance to academic progress. A student who is tardy to school 4 times within an academic quarter, regardless of the reason, will receive a detention.

Tardiness to Class:

Regardless of the reason, a student who is tardy to class without a pass will receive a detention from the teacher.

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. In addition, the student must make up all missed tests or quizzes within 5 school days from the day of return.

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. Previously assigned work due on the day of early dismissal must be handed in to all teachers prior to leaving, or it will be considered late.

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 homeroom 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.

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 and on half days from 12:00-6:00 PM.

Other than students in detention, extra help, or scheduled extra-curricular activities, all students remaining on the grounds after 3:15 PM will automatically be placed into the program. This applies to all grades. 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 1<sup>st</sup> 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 after 6:00. 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.

No electronic devices or cell phones are allowed to be used in After-Care. Any violation of will result in 1-5 detentions.

## **STUDENT DRIVERS**

A student with his/her driver's license will be allowed to drive his/her car to school. This is considered a privilege. Violations of any of the driving regulations stated herein may result in forfeiture of this privilege. Students must drive carefully on campus at all times; observe the posted speed limit, and use particular care when backing up, as small children may be in the area.

No student is allowed to go into any car during school hours without prior authorization from N.E.C.A. staff. Students are not permitted to drive between the school building and the chapel for lunch or Chapel during the course of the day.

The upper lot adjacent to the school building is reserved for faculty, office staff, security, and parents. Student parking is allowed in the spaces in the left corner of the entrance to the school building. Student drivers are expected to be in class on time and must take into account the time required to walk from the parking area to class.

## **STUDENT DRIVER POLICY**

All students who will be driving to and from school must have the following information in the N.E.C.A. office:

- A note signed by a Parent or Guardian which expresses permission for the student to drive the car to and from school
- A copy of the student driver's license
- Insurance policy Declaration sheet
- Copy of current registration
- A list of any passengers who will be riding in their car (The list should be revised at the office as necessary).
- A note from the passengers parents allowing their son/daughter to ride in the students' car.

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.

## **TRAFFIC PATTERN**

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

## **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 detentions 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.

## **PHOTOCOPIER USE**

The photocopy machine is for staff and faculty use 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 with a teacher after school, to avoid class interruption, please inquire with the office. If the teacher is unable to meet on that day, please schedule an appointment with the school office.
- 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 and/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.

## **SENIOR TRANSCRIPTS**

Students requesting transcripts to be sent to colleges must fill out a Transcript Request Form obtained at the school office. Please allow at least three days for the transcript to be processed.

Seniors are asked to notify the school office in writing upon college acceptance to ensure final transcripts are forwarded to the college.

## **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.

### **Grade 7**

HEP B	(3 DOSES)
Td BOOSTER	(1 DOSE)
POLIO	(3 DOSES)
MMR	(2 DOSES)
VARICELLA	(1 or 2 DOSES)*

\*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. Students will be allowed to carry their own medications in the original container and take medications on their own as needed. They will not be allowed to give any medications to another student. If they are caught handing out medications there will be a 1-day suspension and they will lose the ability to carry their own medications.

Any child requiring an inhaler will be allowed to carry his/her own at the discretion of the parent and teacher.

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. 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.

Self-Administration:

Students may self-administer prescription medications provided that certain conditions are met.

1. The student, school supervisor, and parent/guardian enter into an agreement which specifies the condition under which prescription medications may be self administered.
2. Written authorization from parent/guardian that states that the child is capable of self-administering prescription medications.

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, 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> 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. The sports physical form is a separate form and may be obtained in the school office. 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. They should wait until the end of the period or between classes. A pass from the teacher will be required for all visits to the office for illness/emergency that occur during class time. 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 who drive themselves to school are allowed to leave school if the parent has been called and permission has been given to the office. 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.
3. Children need to have rain gear or have an umbrella on rainy or snowy days as there will be no transportation from one building to another.

### **GIRLS**

- Students will wear only uniform specified for their particular grade.
- Only white undergarments can be worn under uniform.
- All required shirts, pants, etc. are on your specific class sheet are available at Harvey Uniform. You can visit their website for an order form.
- Girls in grade 5 have the option of wearing either the plaid jumper or the plaid skirt or kilt. They may also wear navy or khaki pants.
- Girls in grades 9-12 must wear a N.E.C.A. collared shirt under all sweaters and vests.
- Girls will wear socks with pants.
- Shirts must be tucked in, not folded over, and only the top button may be unbuttoned.
- Girls will wear solid maroon or white tights or knee socks with school uniform skirts. These will be opaque, not transparent nylons. No nylons are allowed. The tights are sold at Harvey Uniform. If you choose to purchase them elsewhere you may, but if they are not solid or do not match the tights sold at Harvey Uniform, you will be out of uniform.
- Minimum skirt length is to the knee!
- Students will not be allowed to wear any ripped, tattered, or torn clothing, or clothing with holes.
- Pants must 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.
- Shoes will be black or dark brown tie shoes, loafers, or buckle shoes. The heel can be no more than 3 inches high, no platforms, no clogs, no sling backs, and no boots. No sandals, open toe or sneaker type shoes. Girls in grade 5 can wear sneakers with their jumper.
- Students must wear a complete N.E.C.A. gym uniform from Harvey Uniform. Pants should not drag on the ground and must fit the waist. No grinding shoe, platforms, brown hiking-style shoe, or cleats will be allowed. All sneakers must have non-marking soles. On gym days you must wear N.E.C.A. athletic T-shirt, swishy jacket, or sweatshirt purchased from Harvey Uniform.
- Shorts are to be worn in gym class only.
- Juniors and seniors will not need a gym uniform.
- Ties are not part of the uniform for girls and are not allowed to be worn.

## BOYS

- Students will wear only uniform specified for their particular grade.
- Only plain white T-shirts are to be worn under uniform.
- All required shirts and pants are on your specific class sheet in the office and at Harvey Uniform.
- Shirts must be tucked in, not folded over, and only the top button may be unbuttoned.
- N.E.C.A. shirts must be worn under all sweaters and vest.
- 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 must wear all black or dark brown belts.
- Shoes must be black or dark brown. Boys in grade 5 can wear sneakers with their uniform.
- 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.
- Students must wear a complete N.E.C.A. gym uniform from Harvey Uniform. Pants should not drag on the ground and must fit the waist. Proper sneakers must be worn on gym day. Sneakers will be an athletic type. No grinding shoe, no platforms, no brown hiking-style shoe, no cleats will be allowed. All sneakers must have non-marking soles. On gym days students must wear N.E.C.A. athletic T-shirt, swishy jacket, or sweatshirt purchased from Harvey Uniform.
- Shorts are to be worn in gym class only.

- Juniors and seniors will not need a gym uniform.

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

Girls: Wear any colored socks  
Any shoes  
Shirts untucked

Boys: Modest jewelry  
Any shoes  
Shirts untucked

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

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. The shirt can be a dress, gym, or NECA sports uniform shirt. If the sports shirt is sleeveless, a T-shirt must be worn underneath it. Nothing besides a NECA swishy jacket or NECA sweatshirt can be worn over a shirt.

Please see Mrs. Correll in the office if you have a question on what is appropriate to be worn. If you are out of dress code on either “Wacky Wednesday”, a detention will be issued and you will not be allowed to participate in the following one.

The dates for the above will be listed on the website under the calendar heading (not the 2009-2010 calendar) as well as on the Headmaster calendar. It will also be posted in the foyer at the upper building as well as the display board in the church foyer.

If at any time the administration feels that this privilege is being abused it will be revoked.

### **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 30<sup>th</sup> of each month. Any items still remaining will be donated to local charities. Any large bags or backpacks that cannot fit in a locker must be placed a bin located in the back of the school building. Items are not to be left in the hallway or on top file cabinets. Items that are found in areas other than lockers or bins will be confiscated and the student will receive a detention for disobedience.

### **LOCKERS**

Lockers will be assigned to all students and they are not allowed to change them without permission. Students may go to their lockers before 7:50 AM, between classes, and after 3:00 PM. Students must have a pass from a teacher

to go to their lockers at other times during the day. Coats and other items unrelated to class should be left in the student's locker. Students may bring in a combination or key lock for their lockers. A duplicate key and/or combination should be given to Mrs. Correll in the office in case of loss. If a student loses their key or combination and there is no duplicate, maintenance will need to cut the lock off in order to gain access. Lockers are property of the school and are subject to periodic inspection by the administration. Students are not permitted to put stickers and/or other permanent material on the lockers. Lockers should not be stuffed causing them to break. If a student stuffs their locker and breaks the locker, the student will be responsible for payment to get the locker fixed. All students' belongings should be stored in their locker. Any oversized sports bags can be stored in the bins provided in the back of the school (Upper Level) or in the bin provided in their homeroom (Lower Level). Items are not to be left in the hallway, on top file cabinets, stored on top of or hanging from lockers. Items that are found in areas other than inside lockers or bins will be confiscated and the student will receive a detention for disobedience.

While in the hallway or at lockers, students should be respectful of the other classes being conducted and are asked to be quiet. Students are not to loiter in the hallways.

Students are advised that N.E.C.A. reserves the right to search a locker, book bag, personal belongings or vehicle if warranted.

## **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.
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. In the middle school and high school building, students and parents are required to use the front door when entering and exiting the building during school hours.
5. Smoking is not allowed in any school building or property during school hours, whether student, 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.

### **END OF DAY PROCEDURE FOR STUDENTS**

The following are the things to be done during the last five to ten minutes of the school day:

1. Students will move chairs to the front of the room near the chalkboards in three stacks.
2. Students will close the windows downstairs in the school building.
3. Students will pick up papers, wrappers and trash on the floor and in the desks.

### **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 not permitted to swear, smoke, use alcoholic beverages, use drugs, and behave indecent or disorderly.
2. Students are to conduct themselves in a respectful and friendly manner. Courteous speech and prompt, cheerful obedience are expected.
3. Students must respect the rights and property of others.
4. an attitude of respect for the authority of the administration, the teachers, parent volunteers, and student leaders (Romans 13:1-6).
5. Students must conduct themselves in a Christ-like manner at all times and are expected to refrain from any inappropriate behavior which may be considered sexual harassment (as defined by law) to other students or staff members. Violators are subject to suspension and possible expulsion, and will be required to apologize to the student and his or her family.
6. 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.
7. Students must not yell, run, or be rowdy in the buildings.
8. 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 detentions will be issued; the item will be confiscated, and must be picked up by a parent or guardian.
9. 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.

10. 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.
11. No eating is allowed in classrooms without permission. Food or drinks must be consumed either in the lunchroom or playground areas after school. All trash must be placed in proper receptacles.
12. Students must respect church and school property. The student or family, whether caused willfully or accidentally, must pay for all damaged property.
13. Students are not allowed to bring in role-playing games or playing cards to school unless allowed by the teacher for academic purposes.
14. 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.
15. 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 detentions. 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 who, 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.

## **DETENTION SYSTEM**

Teachers are given full authority over their classrooms. Should a student require discipline, teachers may use various forms of corrective measures, including removal from the classroom and/or detentions, as they deem necessary. Discipline issues will be handled within the classroom. If a situation warrants further attention, the matter will be brought to the principal's attention.

Parents of students who are issued a detention will receive an email notification that the detention can be viewed on Headmaster. The student will no longer need to return a signed slip. Feel free to contact the teacher if you have any questions or concerns as soon as possible. Detentions will be served promptly at 3:10 -3:35 PM in the detention room. Students arriving late to detention will not be allowed to serve and another detention will be issued. No excuses will be accepted for a student missing a detention. This includes scheduled extra-curricular events or practices. Detention has priority. Any missed detention results in the detention being doubled. Students will not be permitted to work on other subjects (example taking a test) during detention. The student is responsible to notify his or her parents of the upcoming detention and make transportation arrangements accordingly.

Students in detention who are not picked up by 3:35 PM will be escorted by the teacher to After-Care.

Students who are assigned detentions should be aware of the following:

Level I	5 detentions	Parents will be alerted by mail.
Level II	10 detentions	Principal will call parents. Student has one-day suspension from school and all school related activities* and a five page hand written paper.**
Level III	15 detentions	Principal will call parents; student has two-day suspension from school and all school-related activities* and a ten page hand written paper.**
Level IV	20 detentions	Principal will meet with parents and student; student has three-day suspension from school and all school-related activities* and a fifteen page hand written paper.**
Level V	25 detentions	Principal will meet with parents and student; expulsion for remainder of school year. Continued financial obligations must be paid by parents for any student being expelled.

\* School-related activities include, but are not limited to, sports practices and or games, field trips, etc. It is the students' responsibility to hand in the

writing assignment to the office first thing in the morning. Students will not be allowed to return to school until the assignment is completed.

### DETENTION VALUES

Gum Chewing, eating food or candy, drinking soda	1 detention	
Cheating/ plagiarizing* on homework/daily quiz	2 detentions	Plus a zero on the homework/quiz and 1 day out of school suspension.
Cheating/plagiarizing* on schoolwork/test	2 detentions	Plus 1-day out-of-school suspension, a zero on the exam/schoolwork and 5 page writing assignment.**
Cheating/plagiarizing* on a mid-term or final exam/research paper/project	2 detentions	Plus 2 day out of school suspension, a zero on the exam/research paper/project and 10 page writing assignment.**
Cell phone or electronic device possession and/or usage of any kind	2 detentions	Plus the item will be confiscated. Parent is required to pick it up in the school office.
Climbing/playing on snow bank	1 detention	
Direct disobedience	1-5 detentions	
Disrespect	1-5 detentions	
Dress code violations	1 detention	
Fighting or horseplay	1-5 detentions	
Forgery	1-5 detentions	
Gossip/Meanness	1-5 detentions	
Inappropriate behavior/conversation	1-5 detentions	
Inappropriate threats (kidding or not)	1-5 detentions	
Listening to unapproved music	1-3 detentions	
Lying	2 detentions	
Not returning any form requiring parent signature ex.: Discipline/Academic Report, Student work, etc.	1 detention	
Profanity or vulgarity	2 detentions	
Passing, writing and/or reading notes	1 detention	
Possession of non-approved material	1 detention	
Possession of lewd or indecent material	3 detentions	
Rowdiness in class/halls/lunchroom	1 detention	
Shaved head	3 detentions	Plus 3-day out-of-school suspension and 15 page writing assignment.**
Skipping school without permission	1-5 detentions	Plus 3-day out-of-school

Skippping class without permission	1-5 detentions	suspension and 15 page writing assignment.** Plus 1-day out-of-school suspension and 5 page writing assignment.**
Talking during fire drill	1 detention	
Tardiness to school per quarter	1 detention	Every 4 <sup>th</sup> tardy (N/A grade 5)
Tardiness to class without a pass	1 detention	Regardless of the reason
Throwing things inappropriately	1 detention	
Trash cluttered lockers or desks	1 detention	
Vandalism	1-5 detentions	
Video/board games w/out permission	1 detention	

Above offenses are not all inclusive

**MAJOR OFFENSES LEADING TO SUSPENSION FOR 1-5 DAYS AND 1-5 DETENTIONS, AND POSSIBLE EXPULSION**  
(Incidents that may result in suspension include but are not limited to):

Possession and or use of alcoholic beverages  
 Racial Slurs  
 Possession and or use of drugs  
 Immoral activities  
 Blatant disrespect and or open defiance of authority  
 Gossip/Meanness  
 Smoking  
 Stealing  
 Vandalism  
 Failing to avoid the appearance of evil  
 Excessive detentions  
 Inappropriate threats (kidding or not)  
 Weapons of any kind (As determined by the Administration)

\*Plagiarizing – To steal and pass off (the ideas or words of another) as one’s own; use (another’s production) without crediting the source.

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.

A handwritten paper is required for all suspensions. 1 day suspension = 5 page paper, 2 day suspension = 10 pages, 3 days = 15 pages, etc.

**\*\*Handwritten paper must be on college ruled paper, single-spaced (every line) and five words minimum per line. If the papers are returned not according to the guidelines, the student will be sent home and cannot return to school until the paper is completed properly.**

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, who, 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.

### **NO TOUCH AND DATING POLICY**

1. While we acknowledge that I Corinthians 7:1 deals with sexual sin and sanctity of marriage, the word "touch" (Greek: haptomai) means to touch in order to manipulate for one's own benefit or advantage. For this reason, New England Christian Academy believes that a "no-touch" policy is Biblical and appropriate for our school. Dating or not, NECA does not allow kissing, handholding, hugging or inappropriate touching. This would be defined as inappropriate behavior and will follow the discipline code.
2. This would include hugging, kissing, rough-housing, or person to person contact. The reason for the policy is to have students be aware that physical contact can be misconstrued as being mean (rough-housing) or sexual (hugging, kissing). According to I Corinthians 6:19-20, our bodies are the temples of God the Holy Spirit and the expressed possession of the Lord Jesus Christ. In accordance with this great precept, N.E.C.A. will seek to create an atmosphere in which God is glorified not only in our minds and words but through our bodies as well. If a student does not abide by the "no touch" policy, a detention will be issued.
3. We believe that dating is designed as preparation for marriage and is inappropriate and counter-productive both to the mission of our school and to the students involved. When a couple spends time alone together, an atmosphere of temptation to immorality and/or emotional possessiveness may be fostered. Such behavior is indicative of immaturity and is counter-productive to Christian growth.

4. High school students were not designed to handle this type of relationship because it often results in possessiveness, jealousy, and emotional manipulation, thereby eclipsing the role of Christ in the students' lives.
5. While there is nothing wrong with teens getting together in a group social setting, such an event should be monitored to insure that the students are involved in a healthy social outlet, such as Teen Church and other church-sponsored activities.
6. N.E.C.A will not sponsor any social activities that promote couple dating. N.E.C.A does not sponsor any proms/dances (I Corinthians 8:9 & 12).
7. A boy is not permitted to be in an automobile with a girl alone on campus. If mature leaders in church must take precautions to avoid all appearance of evil and temptation when relating to the opposite sex, what would make one think that a young student is better able to face such temptation?
8. According to I Corinthians 6:19-20, our bodies are the temples of God the Holy Spirit, and the expressed possession of the Lord Jesus Christ. In accordance with this great precept, N.E.C.A will seek to create an atmosphere in which God is glorified not only in our minds and by our words, but through our bodies as well.

## **SEXUAL IMMORALITY DISCIPLINE POLICY**

### **BACKGROUND**

Sin is always serious. The Ten Commandments remind us of the full scope of sin as well as its effect on our relationship to God and to our neighbor. The school, through its code of discipline, attempts to point students toward a life of obedience and away from sin. This is done through admonition, example and negative consequences. When discipline is needed the school applies it in a Biblical manner, and seeks to balance the needs of the individual with that of the group as it applies to the consequences of sin.

All sins are forgiven in the manner according to the Scriptures. However, all sins are not the same. The consequences of sexual immorality that results in a pregnancy have two particular differences associated with it. The first is that it has public consequences. Public disobedience needs a public response. The second is that the consequences of such disobedience are life long. A child that has been conceived needs on-going care and continued responsibility. This is unlike the results of other sins. Because of these facts, it is appropriate for the school to have specific guidelines for disobedience resulting in pregnancy.

### **POLICY**

1. Any student whether male or female, participating in sexual immorality that does not result in a pregnancy will be disciplined according to the guidelines in the Student Handbook.

2. Any student whether male or female, participating in sexual immorality that results in a pregnancy whether aborted (which is an even more serious matter in light of Scripture and is not recommended), or carried to full term, will be required to leave the school within one week of this information being brought to the attention of the administration. (Please refer to #3 below.) The student will be required to pay the tuition for the remainder of the year.
  - a. The time of the student's separation will be determined by the administration. In the event of a pregnancy that includes 2 academic years (i.e. knowledge of conception to birth) please refer to #3.
  - b. The student may be permitted to maintain an academic relationship with the school for the balance of the current school year under a signed contract if the administration approves.
  - c. If the situation arises during the student's senior year, a NECA diploma will be granted when the required credits are completed under a valid, school approved, educational program.
  - d. Any student whether male or female in this situation may not be allowed to participate in school activities for the remainder of that school year.
3. Re-admission to NECA may be considered after the birth of the child for an unmarried student upon the recommendation of the administration.
4. To avoid distraction, the student's child will not be permitted to be at school.

### **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 10:25).

### **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.

### **SENIOR PRIVILEGES**

When a student becomes a senior at N.E.C.A., certain privileges are given. These include the Senior Trip, Senior Breakfast, Senior Skip Day after the Senior Banquet, Senior Lunch off campus, and Senior A-average exemption from the final exam. Seniors are reminded that these are granted as special privileges, which may be revoked as deemed necessary.

Seniors leaving the school for off-campus lunch must have the transportation form with parental permission on file at the office. He/she must sign out each time prior to leaving and sign in upon return. If they return to school late, a detention will be given as they are now tardy to class as indicated in the detention policy. Any abuse of this privilege may result in Senior Lunch being revoked.

### **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 are expected to use an assignment notebook, and therefore are required to have it in class (planning notebooks are provided for grades 5-12). 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 the case, the teacher will communicate this at the beginning of the year. In that case, if the assignment notebook is not signed, the appropriate disciplinary action will be taken as per the Student Handbook.

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. Homework will account for a minimum of 20% of the student's over-all quarterly grade.
4. 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.
5. Excluding absences, no homework assignment will be accepted late. At that point, the student will receive a zero.
6. 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.
7. Parents have the option to come to the school at the end of the day and speak with the teacher(s) directly or contact another student. You may also review [Headmasteronline.com](http://Headmasteronline.com) as teachers utilize this website to list their weekly lesson plan which includes homework, quizzes, tests and other assignments.

## **REPORTS AND TERM PAPERS**

Reports and term papers will be required of all students in grades 5-12. High school students will have the following minimum guidelines in addition to those stated below:

### **RESEARCH / TERM PAPERS**

Grades 9-10: 2 papers for English (5 pages for Honors, 4 pages for College, and 3 pages for General tracks).

Grades 11-12: 2 papers for English (6 pages for Honors, 5 pages for College, and 4 pages for General Tracks).

### FOR HISTORY

Grades 9-10: 1 paper (10 pages for Honors, 8 pages for College and 6 pages for General Tracks).

Grades 11-12: 1 paper (14 pages for Honors, 12 pages for College, and 10 pages for General Tracks).

Grades 9-12: Minimum of 1 report for each grade.

### ENGLISH BOOK REPORTS:

Grades 9-12: (Honors 4 book reports; 4 pages each, College-3 book reports; 3 pages each, and General Track-2 book reports; 2 pages each).

The number of pages listed in parentheses corresponds to typed papers, except where otherwise indicated. Reports and term papers by students in grades 5-8 are not required to be typed, however, it is recommended. High school papers must be typed. The stated number of pages refers to the body of the paper only and does not include bibliography, table of contents, or footnote page. Typed papers are to use a 12 font and double-spaced. Use of MLA is encouraged.

Note: Grades 9-12 will also have the following guidelines concerning the content of the research paper:

General Track will address knowledge and comprehension

College Track will address knowledge, comprehension, application and analysis.

Honors Track will address knowledge, comprehension, application, analysis, synthesis and evaluation

All reports, term papers, and projects must be submitted on date due. No paper or project, regardless of the reason, will be accepted late.

### **NOTEBOOKS**

Notebooks are required at N.E.C.A.. Students must bring their notebooks to each class and are responsible for keeping them up-to-date and in good condition. Students are to be sure their notes are clearly written and understandable. Review your notes before you start your homework. Notes taken in September will have to be reviewed during the final exam period in June. Repeated failure to keep a notebook may result in disciplinary action.

### **STUDY HALL**

Study halls are designed to provide students with the opportunity to work on their homework assignments and/or study for an upcoming test/quiz. Students should use this time to the fullest potential. The following guidelines have been set up and apply to all study halls:

1. Students must arrive to study hall prepared with homework and materials for studying or, if the student does not have homework, a reading book or acceptable newspaper/magazine.
2. Study halls are to be silent and academically productive.
3. Students must observe the instructions of their study hall teacher.
4. Students must maintain an attitude of respect and cooperation with the authority of the administration, the teachers, parent volunteers, and student leaders at all times.
5. Students in study hall must remain in the assigned room regardless of the weather, unless authorized to go elsewhere.
6. Should a student leave study hall for any reason, a pass must be filled out completely including the time, destination, and teacher's signature.
7. Eating is not allowed in the study hall.
8. Students are not permitted to bring inappropriate magazines or other questionable material (i.e. Teen, Glamour, Guns, etc.) Such material will be taken from the student and discarded.
9. Students are not permitted to use Walkmans and/or CD players at any time during school.

### **REPORT CARDS**

Quarterly report cards are issued for all grades and will be sent home. The report cards can also be viewed on Headmaster. 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:

<u>Letter</u>	<u>Number</u>	<u>GPA</u>
A+	97-100	4.00
A	94-96.99	3.99
A-	90-93.99	3.75
B+	87-89.99	3.50
B	84-86.99	3.00
B-	80-83.99	2.75
C+	77-79.99	2.50
C	74-76.99	2.00
C-	70-73.99	1.75
D	65-69.99	1.00
F	0-64.99	0

## EXTRA CREDIT GUIDELINES

While not required to offer extra credit, teachers may choose to do so. They may spell out options for earning extra credit in the course syllabus, award via bonus questions on tests, etc.

Students **must** complete all work for a course first before extra credit is offered. Such extra credit will be made available to everyone. Students may earn extra credit only for academic work and not for attending games, helping teachers, bring food, etc. Extra credit will not amount to more than a minimal amount of the total credit for a course.

Extra credit is not to be confused with enrichment (i.e. student being allowed to retake a test, rewrite an assignment or redo a lab) whereby a student can learn the material through the correction of mistakes. Such a student will not be given the same amount of credit as the student who finished the work on time or mastered the material correctly on the first attempt.

A maximum of 5% of the quarter's total points can be earned with Extra Credit points.

### ACADEMIC TRACKING (GRADES 9-12)

There are three tracks available in high school. They are honors, college, and general. All students are initially considered to be in a college track. Midway through the first quarter an academic tracking form will be sent home with all students to select the academic track they want to remain in for each class.

Students may request to go down a track at any time throughout the school year, with the necessary form and parent signature. It is not possible to go up a track after the end of the first quarter. In fairness to the students in the upper track, a weighting system is in place for valuing grades in each track. Weighting affects the computation of the GPA; however, it has nothing to do with credits that are earned. In other words, a student taking a course in the General track receives the same credits for the course as a student taking the same course in the Honors track. This is how the weighting system affects a student's GPA. A student who earns an 80% in an Honors class will have the GPA impacted with a grade of an  $(80 * 1.1)$ . However, the grade on the report card remains an 80. A student in college track would have an 80% weight in his or her GPA as well as on the report card. A student in the general track would have a 72  $(80 * 0.9)$  weight in their GPA, however the report card would show an 80 on their report cards. Weighting only affects the GPA.

Grade values are recorded on student transcripts as follows: Honors weighted 1.1, College weighted 1.0, and General weighted 0.9

## SPECIAL TRANSCRIPT DESIGNATIONS AND WEIGHTS

Special Transcript Designations for weighting purposes:

Math	General	College	Honors
Pre-Cal	N/A	1.2	1.3
Calculus 1	N/A	1.4	1.5
Science	General	College	Honors
Chemistry	1.1	1.2	1.3
Physics	N/A	1.4	1.5
Spanish	General	College	Honors
Spanish 3	N/A	N/A	1.3

Dual Enrollment At Local Colleges

Level Courses:

100 Level	1.4
200-400 Level	1.6

## ACADEMIC HELP

After-school tutoring is available for students desiring academic help or enrichment. Mandatory extra help must take precedence over after-school employment and or 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.

All subjects failed at year-end must be made up over the summer. If a student fails two or more subjects, the student will not be promoted to the next grade. However, for high school, the student may be promoted after successful completion of the course(s) during summer school. A decision may be made to retain a student if the teacher and administration feels it is in the student's best interest.

## RETENTION AND SUMMER SCHOOL

Any student earning a final grade of 49 or below must repeat that course the following school year in order to receive credit.

If a student is unable to attend summer school class, a certified teacher approved in writing by the N.E.C.A. Guidance Department may tutor him or her for no less than 30 hours using the N.E.C.A. curriculum. The tutor will establish tutoring fees. For each book used from N.E.C.A., a \$50.00 security deposit must be left with the office. The number of credits required for advancement is as follows: entering 10<sup>th</sup> grade 36 credits; entering 11<sup>th</sup> grade 75 credits; entering 12 grade 111 credits.

No more than two failing grades may be made up in summer school. 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 classes will result in a passing grade of 65 on the student's transcript regardless of the actual summer school grade. Students lacking enough credits to advance to the next grade will receive credit for the courses they did pass.

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade who fail one or two major classes must attend summer school and receive a passing grade to be promoted to the next grade. If they fail three subjects they will be held back.

Major classes for all grades are: Arithmetic/Math 7/Pre-Algebra, Bible, History, Language/English/Reading/Literature, Science.

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

### **BIBLE CLASS**

Students 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 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 1<sup>st</sup> to either the elementary or high school 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.

### **FINAL EXAMS**

All students are required to take a final exam in every subject. These exams, given during exam week in June, are cumulative in nature and can cover all the

facts, skills, and concepts learned during the year. Each final exam will count for 10% of the student's grade for the year. The score earned on the exam shall be recorded as a separate grade but is averaged with the preceding four quarterly grades in order to determine the final grade for the year.

On final exam days, high school students are only required to be at school if they have an exam scheduled. Students will not be allowed to take a make-up final without a doctor's note, if there was a death in the family, and/or the approval of the Teacher and Administration in the case of a senior. If a student does not have an exam on a given day of exam week, he or she does not have to come to school that day. Students are required to be at school on time for all exams and may leave immediately after their last test session of the day is dismissed. If a student arrives to school late for their exam they will not be allowed to take the exam.

Students are not allowed to hang around the school building after their last test. Any student waiting for a ride must wait in the foyer.

Students are required to maintain quiet during an entire exam session, even if they finish early. Students may not talk in the hall or go to lockers. The dress code still applies on exam days and for the remainder of the year. Any student violating the dress code will not be allowed to take his or her exam on that day. He/she will have to make up the exam on the scheduled end-of-year field trip day. Junior high students who are taking a high school course (such as Algebra I) are required to take the final exam for that subject. Any student who is taking an independent study class must speak to his or her teacher to arrange a testing time. Seniors who have an A average (90-100) for the entire school year in any given subjects are exempt from the exam. If the teacher allows it, and the student has a note from their parent, they will be allowed to leave the premises. The students must leave the building to maintain a quiet atmosphere for those students still testing. They are not allowed to use the office phone for permission to be dismissed; however, they can be dismissed with written notification from their parent.

The following procedures are to be followed relative to the return of student books.

- (1) Students are not allowed to take the final exam unless subject book is returned to subject teacher.
- (2) Students who have not returned subject book(s) on date of subject exam(s) will be sent home.

## **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**

An Awards Day assembly at the end of the school year is aimed at rewarding students for both academic and spiritual achievements along with many school activities and competitions 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.

### **REQUIREMENTS FOR SENIOR HIGH GRADUATION**

Graduation is the culmination of many years of hard work. To receive a diploma from N.E.C.A., every student must accumulate a minimum of 156 credits during his or her freshman through senior years. A student will be allowed to graduate with his or her class at the school's commencement exercises only when all graduation requirements have been met. Students graduating with a 3.75 (A- average or higher or 90 or higher) or greater GPA at graduation will receive a gold tassel. A senior failing any subject at year-end will not receive his or her diploma until the requirement is met. The student must complete his or her requirements in summer school. In addition to fulfilling academic requirements, all financial obligations must be met prior to graduation.

<u>Course</u>	<u>College Prep (4 year College)</u>	<u>College Prep (2 year College)</u>
English	24 Credits (4 years)	24
Math	18 Credits (3 years)	18
History	24 Credits (4 years)	24
Science	24 Credits (at least 3 years)	15 (at least 2 years)
Foreign Language	12 Credits (2 years)	
Bible	24 Credits (4 years)	24
Physical Education	06 Credits (2 years)	06
Electives	24 Credits	45

It is important to understand that most colleges require the completion of Algebra 1, 2 and geometry for all fields of study and Physics for students considering a profession in science and math fields.

Students who elect to do paces must pay for the paces, which usually cost \$50 per course.

Students wishing to withdraw from a class before the end of the first quarter must have written parental permission and approval by the administration. Students may not withdraw from a class after the start of the second quarter.

### **EARLY GRADUATION**

In order for a student to be considered for early graduation, that student must have a cumulative high school GPA of 3.0 or better. Also, that student must need no more than three classes that are over and above a full schedule. Students considering this option should schedule an appointment with Mrs. Pratt, the guidance counselor no later than October 1<sup>st</sup> of the student's junior year.

Tuition for New England Bible Institute is free for students in grades 11 and 12. Students in 9<sup>th</sup> and 10<sup>th</sup> grade may be allowed to take NEBI classes on a case by case basis.

\*\*Students must maintain passing grades in each subject and have minimal to no discipline issues to receive full credit. Should a student at any time become ineligible, credits will not be issued.

### **DUAL ENROLLMENT**

Junior's and Senior's can participate in dual enrollment. Credits received and grades earned will be transferred to the student's transcript. Students interested in dual enrollment should contact Mrs. Pratt in the N.E.C.A. Guidance Department for qualifications. All dual enrollment students must arrive to school in their uniform. They are not allowed on school property out of dress code or a detention will be given.

The following rules must be followed for all dual enrollment students:

1. All dual enrollment students must take a minimum of five courses per semester between N.E.C.A. and their dual enrollment college or university. Students may not drop a dual enrollment course without permission from Mrs. Pratt.
2. All dual enrollment students must take Bible at N.E.C.A. even if they are taking a N.E.B.I. class.
3. All dual enrollment students must submit their semester grades upon completion of courses to Mrs. Pratt in a timely manner. If grades are not submitted by the first day of the next semester, that student is

ineligible to participate in extracurricular activities until the grades are submitted.

4. All dual enrollment students must submit their dual enrollment schedules to Mrs. Pratt in a timely manner. If the schedules are not submitted to Mrs. Pratt by the first day of the semester, it will be assumed that the student is a full-time N.E.C.A. student and student is expected to be at N.E.C.A. daily by 8:00 a.m.

5. All dual enrollment students must pay full NECA tuition.

### **CREDIT FOR COLLEGE COURSES**

Juniors and seniors who would like to take a New England Bible Institute course may do so for free in lieu of an elective course. All the New England Bible Institute courses are offered at night or on Saturday. This would be a dual enrollment situation where the credits count not only at N.E.C.A., but also in the Bible Institute. Students who elect to do this may either have a study hall at N.E.C.A. or be allowed to leave the campus with parental permission. Again, remember these courses would be at no additional cost to N.E.C.A. students.

Students interested in taking a pace as an elective may do so. Please realize however, that we will not be having a pace room or a pace class. These would be done in addition to your regular course work. The paces available are: Life of Christ, Etymology, New Testament Survey, Old Testament Survey, General Business, New Testament Church History, Intro to Christian Counseling, History of Civilization I & II, Accounting, and Health. Students would be assigned to a teacher who is the "expert" in that subject and the student would be responsible to report to that teacher on a regular basis to monitor progress and answer questions. Students must complete each course in one academic year. Paces will not be carried over to the next academic year. Students who elect to do paces must pay for the paces, which cost \$45.00 per course.

### **COLLEGE VISITS**

Students who wish to visit post secondary institutions that they are considering applying to for admission after high school, may do so with the approval of their parents/guardians. Up to three excused absences will be allowed per year for juniors and seniors wishing to visit colleges. In order to be excused the student has two responsibilities:

1. Give advance notice to his/her teacher of the college visit.
2. Provide documentation that validates the college visit to Mrs. Pratt the following day.

All schoolwork missed needs to be made up immediately upon return to school. Parents are asked to call the school on the morning of the visit to inform the office that their son/daughter will be absent from school.

## **ACHIEVEMENT TESTING**

The PSAT will be offered this year at N.E.C.A. in October. There is a cost for this exam (usually about \$10.00). This test is intended for sophomores and juniors. By taking this test, juniors are automatically entered into the N.M.S.Q.T. (National Merit Scholarship Qualifying Test) competition. We strongly recommend that students take the PSAT at least once before taking the SAT (Scholastic Aptitude Test). This provides students with the opportunity to practice taking this type of test, as well as providing him/her with the opportunity to measure personal strengths and weaknesses.

Registration forms for taking the SAT (Scholastic Aptitude Test) or the ACT (American College Testing Program) are available from the Guidance Department. The SAT and ACT tests are intended for juniors and seniors. The results of these tests are used as part of the college application process. ACT and SAT tests may be taken as often as they are offered, but they are not administered at N.E.C.A.. The school code for N.E.C.A. is 222106.

The ASVAB (Armed Service Vocational Aptitude Battery) is usually given once per academic year. Armed Services personnel administer ASVAB at N.E.C.A.. This test measures aptitude in various careers and skills. It is available to sophomores, juniors, and seniors and it is free of charge. This test in no way obligates a student to the military. N.E.C.A. conducts Stanford Achievement and Otis Lennon Testing on alternate years for grade K-10. DAT (Differential Aptitude Test) is available for grades 11 & 12.

## **SPORTS AND ACADEMIC REQUIREMENTS**

It is the desire of N.E.C.A. that all qualified students be allowed to participate in our athletic program. We will continue to follow the guidelines stated below. We see athletics as an avenue for positive growth and achievement for the individuals involved as well as for the entire school community. However, it is necessary to develop academic expectations for our student athletes. Our goal is to have our students realize the importance of their academics and to avoid academic ineligibility.

There are times when the athletes will be dismissed early from school for a game. Athletes are responsible for all class work assignments, homework, and any tests or quizzes missed by early dismissals, as described elsewhere in the N.E.C.A. Student Handbook. No student will be dismissed from class until a coach signs them out.

All students must meet these N.E.C.A. requirements:

1. A student athlete cannot at any time represent a school unless that student is taking courses equivalent to five major classes earning 6 credits or more per year.

2. For a student athlete to be eligible for the fall marking period, students cannot fail more than 1 major class earning 6 credits or more.
3. Students who were ineligible to participate at the beginning of any quarter will be re-evaluated at the midpoint of that quarter to determine eligibility for the remainder of said quarter.
4. Students ineligible to play may practice with the team providing they attend extra help in the failing subject(s) at least once per week for a minimum of one-half hour which must be documented by that particular teacher. Students are responsible to attend extra help and keep and procure documentation showing they did attend.
5. Students ineligible to play may not play in any official games or leave school early with the team for any reason.
6. Students ineligible to play must serve any detention earned before attending extra help or practice.
7. Academic eligibility of all students shall be considered as official and determining only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.
8. A student's incomplete grades may not be counted toward eligibility.
9. A student athlete who repeats work in which he/she has once received credit cannot count that subject a second time for eligibility.
10. A student athlete cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.
11. A student athlete shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8<sup>th</sup> grade. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.
12. A student athlete must 19 years of age or younger.
13. The student athlete must not use, provide for others, or possess illegal drugs and have not violated the school's policies regarding alcohol and tobacco.
14. Student athletes at N.E.C.A. must also pass Bible during the last quarter preceding the contest.
15. These rules for eligibility apply to all extra-curricular activities at N.E.C.A. ex: Drama, Music. (Extra-curricular refers to any activity or club that occurs after the normal school day.)
16. 5<sup>th</sup> – 12<sup>th</sup> grade home schooled students are accepted to play on sports teams if their academic credentials show they are in good standing. Priority will be given to N.E.C.A. students. A fee for each sport will be applied to these home schooled athletes which is determined each year by the school.
17. Those taking courses at NEBI or college level courses, can participate in one sport for one year. This will be at the discretion of the Athletic Director and the Director of NEBI if the student is in good standing.

## CODE OF CONDUCT FOR ATHLETES IN GRADE

Student athletes are subject to school rules and regulations governing student behavior as cited in the N.E.C.A. Student Handbook. All participants are reminded that they must be good school citizens in order to represent their school and community in the athletic program. Violations of school rules resulting in suspension from school will automatically preclude student involvement in the athletic program for the length of the suspension.

I. All student athletes must be in school uniform the day of any game unless a special day has been designed by the Principal for “Sports Spirit Day”.

II.

A. Physical Health

All participants in athletics must have a sports physical on file in the Health Office. According to state law, this physical must be done on a yearly basis. No student will be allowed to participate in practices or games until the school nurse receives proper documentation of a sports-physical.

B. Chemical Health

During the season of practice or play, regardless of the location of the violation, a student athlete will not, regardless of the quantity, use or consumption, possess, buy, sell, or give away any tobacco product, any marijuana, steroid, any other controlled substance, or any beverage containing alcohol. A drug specifically prescribed for the student's own use by his or her physician must be kept and administered by school personnel.

Possession is defined as being anywhere (such as an automobile) where alcohol is present which is not under the control of a person 21 years of age or older or being used by a person 21 years or older; being in an automobile that contains drugs.

1. First Violation:

The student athlete will lose eligibility for the next four (4) consecutive weeks of the participation periods (i.e., will extend to the next season if necessary). No exception is made for a student who becomes a participant in a treatment program.

2. Second Violation:

The student athlete will lose eligibility for the next 12 consecutive weeks of the participation period (i.e., will extend to the next season if necessary). If after the second or subsequent violations, the student willingly becomes a participant at his or her own expense, in an approved chemical dependency program or treatment program. The student may request reinstatement in the athletic program for a minimum period of 6 consecutive weeks. Requests for reinstatement must include certification by

the director or a counselor of a chemical dependency treatment center to the principal.

### C. Miscellaneous

1. An athlete missing practice or a game for a non-academic reason without the prior approval of the coach or athletic director will be subject to the discipline choices of the A.D. or the coach.
2. Any student athlete exhibiting abusive or profane language toward anyone who has designated authority, while under the coach's supervision will be suspect for suspension.
  - a. First Offense: Pray with person in authority for thirty (30) minutes.
  - b. Second Offense: Suspended for one (1) game.
3. Any student athlete possessing property stolen from N.E.C.A. or from any school visited will be suspended for the season.
4. Student athletes must travel to and from games by transportation provided by the school. It is recognized that there are occasions when parents will need to take students to or from games. For liability reasons, no student will be transported home by anyone other than his or her own parent or guardian, coaching staff or a "designated driver" approved by the parent.
5. A student athlete may not participate in any athletic practice or event on a day when he/she was absent from school unless the principal makes exception.
6. A student athlete must be recorded as present before 11:30 AM, and he or she must remain in school for the day in order to participate in an athletic contest or practice unless excused by the principal. Dual enrollment students must be at school at the agreed upon time if after 11:30 or the above applies.
7. A student athlete who is dismissed from school may not participate in any athletic practice or contest unless he/she returns to school with written proof of the reason for the early dismissal, ex: doctor's note, or is excused by the principal.
8. A student athlete suspended from school will not be allowed to practice or play. This includes the afternoon or the evening of the suspension and the weekend, if the suspension occurs on or includes a Friday.
9. A student athlete who violates Category A (Rule 60) of the Code of Conduct will be removed from his or her position as captain by the coach.
10. A Student athlete who is involved in fights during games will have the incident reviewed by the athletic director or head coach to insure that proper disciplinary action is taken.
11. The student athlete will be held accountable for all materials issued and must return any equipment not returned. A student athlete who does not meet his or her responsibility in this area will be denied awards and further participation in the athletic program until all obligations have been met. A student athlete shall not wear his or

her uniform except during practice or games unless given permission by the coach.

12. Any coach who wishes to have additional rules and regulations for his or her sport must submit the rules to the athletic director for approval. These rules will be in concert with the N.E.C.A. Student Handbook and approved by the athletic director and the principal. They must be reviewed with the athletes and signed by the athlete and parent before they can be implemented.

### III. Spectator Behavior Standards:

All spectators attending N.E.C.A. sponsored athletic contests are expected to:

- a. Remain in assigned area of game site at all times during the game. Spectators may not wander around the building or grounds.
- b. Keep off the playing area during or immediately after the game.
- c. Refrain at all times from inflammatory, obscene, or obnoxious calls, yells, and gestures toward officials, coaches, players, or opposing fans.
- e. Abstain from rowdy or obnoxious acts, including throwing objects of any sort.
- f. Show respect for property of schools, game sites, and communities. Vandalism will not be tolerated.
- g. Cooperate with security at all times.
- h. Refrain from carrying or using any horns or noisemakers of any kind at the game site. Such articles will be confiscated.
- i. Observe with dignity and attention the playing of the "National Anthem."
- j. Any spectator under age 12 must have adult supervision.

The N.E.C.A. Discipline Code will be applicable to all inappropriate behavior in addition to MIAA guidelines.

### **ATHLETIC FEES**

Sports fee schedule per season (Fall, Winter, or Spring).  
Per student for 1, 2 or 3 Sports                      \$100.00\*

\*Athletic scholarships will be given out to cover all or part of this fee if an athlete qualifies as a "NECA –Pro" or "Semi-Pro". See school office for a description of those potential scholarships.

Fall Sports – Boys Soccer      Girls Field Hockey

Winter Sports – Boys and Girls Basketball

Spring Sports – Softball, Baseball

### **WORKING PERMITS**

According to law, any person under the age of eighteen (18) must have a working permit whenever he or she takes a job for the first time or makes a

change in employment. Permits are obtained from the office of the Superintendent of Schools in the student's hometown

### **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.

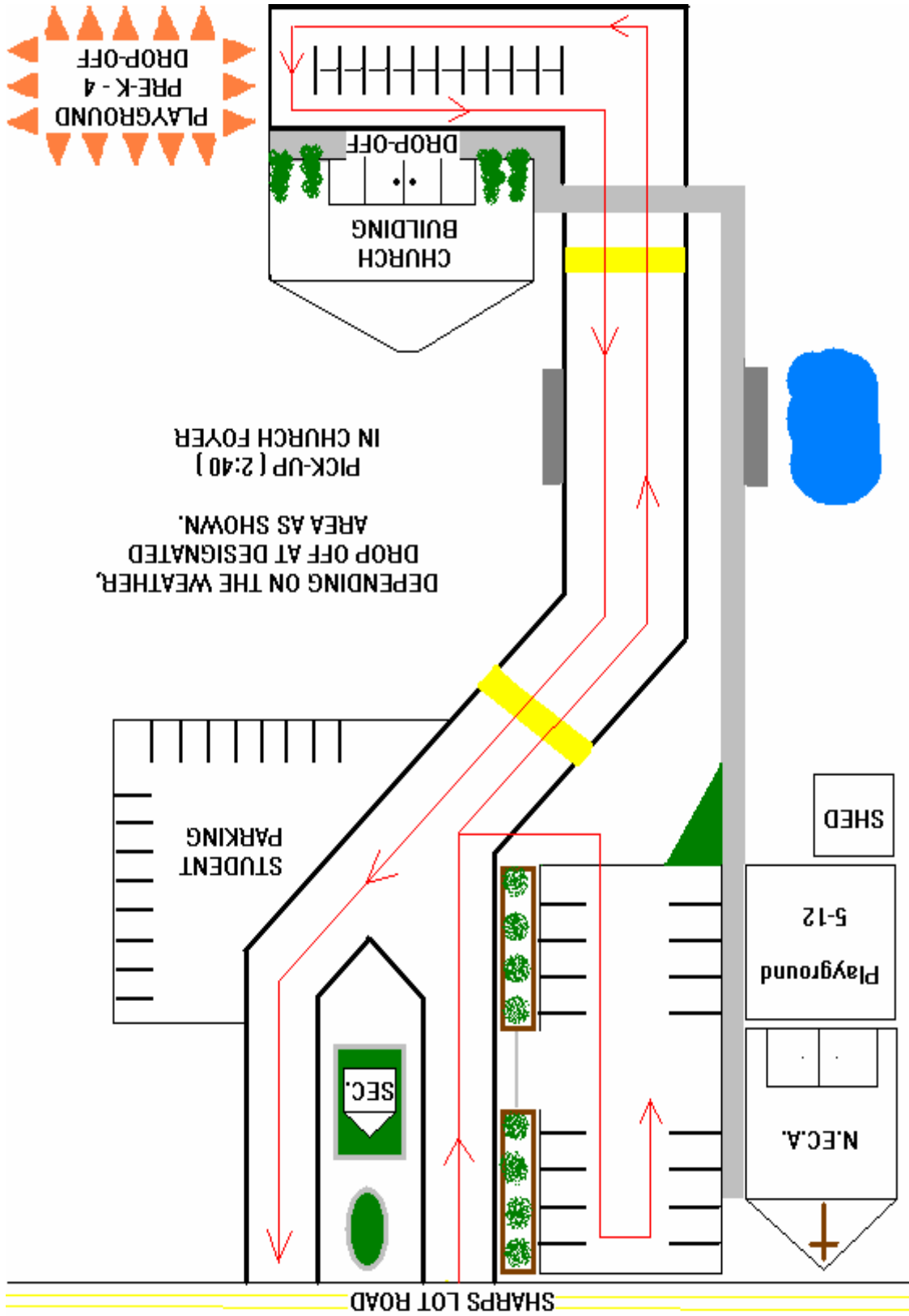
All volunteers must complete the following forms:

- **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).

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IN CHURCH FOYER  
 PICK-UP (2:40)  
 AREA AS SHOWN.  
 DROP OFF AT DESIGNATED  
 DEPENDING ON THE WEATHER.

PLAYGROUND  
 PRE-K - 4  
 DROP-OFF

SHED

5-12  
 Playground

N.E.C.A.

SEC.

SHARPS LOT ROAD