

INTRODUCTION

Philosophy and History

New Castle Christian Academy is a ministry of First Baptist Church. Having ministry status, the school exists to serve those associated with First Baptist Church and to reach out to the community and beyond. New Castle Christian Academy began in September of 1965. It was called First Baptist Church Kindergarten with a small group of children. The kindergarten enrollment and programs grew each year through the mid-late 1970's. In 1977, first grade was added and, in 1978 second through sixth grade were added. The 1979-80 school year saw seventh and eighth grades added. The addition of ninth and tenth grades came in 1980-81; 1981-82 completed the school with the addition of eleventh and twelfth grades. In the spring of 1982, the school held its first graduation with eleven students receiving diplomas.

The number of Alumni has grown to over five hundred and fifty throughout the last twenty-six years. Our Alumni make us proud in the difference that they are making on their world. God certainly has blessed this ministry.

We also offer an excellent childcare program for ages six-weeks-old up to 3-years-old in our Kiddie Kollege. For more information call Karyn Price at 328-7026.

Eagle's Summer Camp is available from June-August. For more information call Lori Hilton at 328-7026.

What We Believe

- We believe the Bible is the inerrant, infallible and inspired Word of God.
II Timothy 3:16; II Peter 1:21
- We believe the Bible is the guide for all faith and practice.
II Timothy 3:16-17
- We believe that where the Bible is clear, we will be emphatic. Where the Bible is silent, we must allow people freedom.
II Corinthians 3:17; Romans 14:1-4
- We believe Jesus Christ was God Who became human flesh through His virgin birth.
John 1:1-4; Matthew 1:18-25
- We believe all people are eternally lost; salvation is by faith in Jesus Christ apart from human works.
Luke 19:10; Ephesians 2:8
- We believe Jesus Christ is the head and supreme authority of the church.
Colossians 1:18
- We believe that all ministry that is effective must be empowered by the Holy Spirit.
John 15:5; Acts 1:8
- We believe God moves in response to our united and personal prayer.
James 5:16
- We believe the glory of God is the motive of our ministry.
I Corinthians 10:31
- We believe that God expects every believer to be a fully devoted disciple of Christ.
John 15:16; Luke 14:33
- We believe in a literal heaven for those who trust and receive Christ as Savior and a literal hell for those who reject Christ.
John 3:14-18; 14:1-6; Luke 16:19-31

Mission Statement

The mission of New Castle Christian Academy is to lead students to love God and seek truth by educating them in a Christ centered environment that emphasizes moral and academic excellence and instills in them the desire to commit themselves to lives of Christian leadership.

ADMISSIONS POLICIES

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

New students are accepted on a six-month probationary period. This probation will include the academic standing and behavioral records. The parents of new students must complete the enrollment packet and interview with the administration. Both parent and child are to attend the interview. The enrollment packet is available in the business office and includes, but is not limited to, the following:

- A family application for admission
- Emergency information card
- Parent/Student Agreement
- Copy of the Parent/Student Handbook
- FACTS tuition application
- Student agreement card

All students must have a current medical record on file, including a state-required immunization form and a copy of their birth certificate.

An application for enrollment is properly made when the following forms are completed and returned to the school:

ADMISSIONS PROCEDURE

(All items must be completed in order.)

1. Submit an application with non-refundable fee.
2. Entrance testing may be required to establish proper grade level.
3. All applicants and at least one parent must meet with an administrator.

If you are applying during the school year for 6th-12th grade, prior to acceptance, your child must "shadow" another student for one day to allow for teacher input.

No further steps in the admissions procedure will be taken until the above forms and application fee have been received.

Once these items have been completed, the administration will review all of the information. The student is accepted or rejected based on all of the materials presented. The acceptance cannot be official unless all required documents are completed.

FINANCIAL POLICIES

All rates and payment schedules are stated in the Tuition Rates Sheet that is included in the Enrollment Packet. Occasionally rates change from year to year. The policy will always be to use the current Tuition Rates Sheet available in the school office. It is the parent's or legal guardian's responsibility to ensure the account is paid. Payments are made directly to FACTS. Please contact them with any questions.

All checks returned for insufficient funds will incur a \$25.00 fee.

Tuition Payments

We use the FACTS tuition payment plan. You may pay by credit card or choose for payments to be debited from your bank account. Classroom Materials Fee and Extended Care can be included with your monthly FACTS payments.

FACTS Tuition Management Fee: \$41 payable to FACTS through automatic debit upon enrollment in FACTS.

Late Payment

- Payments that bounce at our tuition management company will be re-attempted on the following 5th of the month if you are scheduled for the 20th. If you are scheduled for the 5th, it will be re-attempted on the 20th.
- A \$25 fee will be debited for bounced payments. If your payment bounces twice in a row, your child is subject to being withheld from school.
- You may request a payment deferral from the business office with four business days notice. No more than two deferrals will be allowed in a school year. Your final payment cannot be deferred.

Delinquent Accounts

When an account is thirty days past due, continued attendance will not be allowed until the account is current. In addition, there will be a \$100.00 reinstatement fee assessed to your account.

All accounts must be current by the end of the academic year; year-end report cards and yearbook will be held until payment has been made in full. School transcripts will not be mailed by New Castle Christian Academy until accounts are paid in full.

Extended Care

NCCA offers an extended care program for parents who need to drop children off early or pick them up late. Anyone who uses the extended care between 7:00 a.m. - 7:45 a.m. or 3:15 p.m. – 6:00 p.m. will be charged as stated on the most current Tuition Rates Sheet.

Anyone who picks up their child after 6:00 p.m. will be charged a late pick-up fee of \$2.00 for every minute late; payment is due when the child is picked up.

Any student on the property after 3:15 p.m. will be sent to aftercare. **Unless the student is participating in an extra curricular activity, the extended care fee will be charged.**

Extended Care Procedures

All students in 1st -12th grade will be asked to follow these procedures:

- Students may bring a snack to eat at the start of aftercare.
- The students will be asked to sit at their assigned table and complete their homework.

- Students will need to bring a book or other activity that they can do quietly at their table when homework is completed.
- Students will remain at their assigned table during their time in aftercare.
- On nice days, after 4:45, students may be taken out to the playground. Students will be allowed to change before going outside. (No tank tops, and shorts must be a modest length)

Withdrawals

ALL withdrawals from school MUST go through the school office. Financial obligations must be met in accordance with the contract agreement signed by all students' parents. NO records will be forwarded until ALL financial obligations at the school are met and all books are turned in to the office.

Gifts

Since the tuition level does not cover the total cost of education, the school is dependent on the gifts it receives from parents, churches, businesses, and friends. All gifts made to New Castle Christian Academy are tax deductible and will be acknowledged with a receipt. New Castle Christian Academy also has established procedures for memorial gifts for those who would like to contribute gifts in memory of a loved one.

Parents that currently work for companies such as Bank of America, Solomon Smith Barney, or Dupont may qualify to make a donation to NCCA, and your company will match that donation. Through volunteering your time to NCCA throughout the year, various companies will give a cash donation for your time.

ATTENDANCE POLICIES

Hours of Operation

School begins for all grades at 8:35 a.m. Students are to be in their classrooms, seated, and quiet by 8:35 a.m.

Students in K-3 through 12th grade arriving prior to 8:25 a.m. should go to the cafeteria and remain there until the 8:25 a.m. bell rings.

Students arriving after 8:35 a.m. must sign in at the receptionist window. The student must be signed in by a parent or have a note from a parent to be "excused." (See Tardiness.)

Classes conclude at 3:00 p.m. Students not participating in organized after school activities are expected to leave the property by 3:15 p.m. Students are not permitted to leave and then re-enter the school buildings. After 3:15 p.m., students who are not involved in organized school activities will be taken to extended care where a fee will be charged.

Half Days

The school day will end at 12 noon. There will be NO extended care and NO lunch on half days. Parents who pick up children after 12:15 p.m. will be assessed a \$2.00 per minute late fee.

Dismissal

Dismissal of students is to be done decently and in an orderly fashion. The K3 through 5th grade students are to be signed out from a designated room on the kindergarten hall by a parent/guardian or designee by 3:15 p.m. The middle and high school students will be dismissed at 3:05 and are to be picked up at the school entrance.

Tardiness

When a student arrives after 8:35 a.m., he must go to the receptionist window to sign in. A student will be marked "unexcused" unless he has a note from a parent, doctor, dentist, or orthodontist. Students who are tardy and fail to check in at the office are counted absent for the day.

Absences

Regular attendance is essential to successful schoolwork. Absences are classified as either excused or unexcused. Students are excused for absences due to personal illness (as long as a note is provided), serious illness in the family, death in the immediate family, and absences coordinated in advance with the school office.

When a parent needs to take a child out of class, the release of the child must be made through the school office. The child should bring a note from home to the school office in order to receive permission to leave school. The person authorized to pick up the student should then meet the student in the office at the designated time and sign the student out. If the student returns later the same day, he should report to the office and sign in.

In case of absence, a parent should write a note to the school office upon the return of the student explaining the reason for the absence. A doctor's note should be provided if applicable. **Students failing to bring a written excuse will receive an unexcused absence until such documentation is provided. Two (2) days will be allowed to provide an excuse.** Students with unexcused absences will not be allowed to make up missed work. Excessive absences affect the student's grade and will jeopardize promotion to subsequent grade levels.

Any student that has been absent due to a communicable disease must bring a written doctor's certificate to be readmitted to school.

A student must not be absent for more than thirty-six days in a school year. Any student absent from school thirty-six days or more will be retained for that year unless a doctor's certificate has been presented and special remedial studies, arranged and approved by the school administration, are successfully completed.

Student Visitors

Student visitors must fall within one of three categories:

- An NCCA alumnus
- A prospective NCCA student
- A family relative visiting the area

Student visitors must be assigned to an NCCA student and follow that student's schedule. Visitors must adhere to all NCCA rules and regulations including dress code and classroom behavior. Visitors who do not cooperate will be asked to leave.

Fundraising

Students are not allowed to do any personal fundraising here at the school

Lunch Program

NCCA offers a well balanced hot lunch program daily. Students can buy lunch cards through the office. Students may also bring in their own lunch. **Microwaves are available for student use, however the use of microwaves may give your child less time to eat their lunch.**

DISCIPLINE POLICY 6th – 12th

"Let not your good be evil spoken of." (Romans 14:16)

"Let no man despise thy youth, but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity." (I Timothy 4:12)

***Grace is always taken into consideration before these decisions are made.
The overall good and growth of NCCA and each individual student are
also major contributing factors as these issues are decided.***

New Castle Christian Academy expects its students to live honorably, showing respect to God, country, family, faculty, and fellow students. The discipline system is designed to provide teachers and students with a code of behavior and to generate timely communication with parents when needed. The policies of New Castle Christian Academy are reasonable; therefore, compliance to them is required. Students are expected to conduct themselves properly in school and at school functions. If any student is found to have an undesirable influence on other students, appropriate means of disciplinary action will be taken. Suspensions and expulsions are actions used in accordance with the seriousness of the offense and are **made at the discretion of the administration.**

Students are to maintain a spirit of proper conduct even when not at school.

Please note, the school will not allow a dance to be held in conjunction with any school-sponsored functions, but it is not the intent of NCCA to regulate this activity in the privacy of your own home. Attendance at New Castle Christian Academy is a privilege, not a right. **Anyone who will not cooperate spiritually, morally, scholastically, or behaviorally will be required to withdraw.**

The school expects cooperation in obedience to the enforcement of policies. Shielding of another student involved in wrong doing is a serious offense and will be dealt with according to the **administration's discretion.**

Disorderly conduct is not conducive to Christian character and leads to the destruction of property. It is impossible for teaching or learning to take place in the classroom unless there is order. All students are reminded to adhere to the code of good behavior for their own benefit and for the benefit of others. **A student will not be retained at New Castle Christian Academy if he refuses or resents correction.**

These five fundamental rules must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and respond to teachers and staff with utmost respect.
4. Students will face forward in their seats and give attention to learning.
5. Students will always address and respond to other students with utmost respect.

The following five graduated measures will be used to enforce disciplinary actions at NCCA:

Silent Lunch Detention (SLD) – This is when a student will serve their lunch with a teacher in the classroom during lunch time. There will be NO TALKING during this time. If you talk during this time, you will receive a detention.

Detention - a 90 minute period after school that is served once a student reaches the fifth SLD. Students serving detentions are required to complete various service projects around the school buildings. The detention number is wiped clean at the beginning of each marking period. Every student begins at number one on the first day of a marking period.

Demerit - a written form regarding a serious discipline problem with a student. This form is issued by the Teacher or Administration and signed by the student. Students are required to take the form home for signature by their parents and it **must be returned** as soon as possible to the **school**. If a student accumulates five demerits, he must serve a one-day in-house suspension; if ten demerits are accumulated, a two-day in-house suspension will be served. These suspensions will be served in-house under ministry supervision and will result in the student receiving zeros for all missed work except for major tests and projects. **Fifteen demerits result in expulsion.**

Suspension - a period of one day or longer spent in-school (out of classes) as a result of a disciplinary infraction. Infractions that may result in suspension are outlined in this handbook. **There will be a \$30.00 Suspension Fee for all In School Suspensions. This fee must be paid on the morning of the suspension. If the fee is not received on suspension morning, the child will be sent home, and their suspension will be served the next day.** A conference between the student, a parent, and an administrator must take place before the student will be readmitted to school. The students will receive zeros for all class work missed except for tests and major projects.

Expulsion - permanent removal from New Castle Christian Academy as a result of: an accumulation of demerits, one major disciplinary problem, an attitude that is deemed to be detrimental to the student body after counseling has been administered, or a constant disruption in the classroom. **This decision is made at the discretion of the administration.**

Silent Lunch Detention

The following system is designed to record disobeying the 5 fundamental rules, provide the student and parent with information regarding student misbehavior, and provide communication between the school and the parent when misconduct threatens to become a problem. This system is used for students in 6th through 12th grade.

SLD is given for the following:

1. 2 Missing homework assignments.
2. Signed papers not returned with signature.
3. Running or yelling in the hallways.
4. Misbehavior during chapel.
5. Second offence of retrieved electronic device (see Electronic Devices).
6. Gum Chewing.

Correcting Student Behavior (CSB)

The following system is for behavior that is not corrected in SLD. When a student is in violation of CSB they are to be sent to the office for correction. They will receive zeros for their class work except major tests or quizzes. The student will be sent back to class for their next scheduled class.

- **Receiving 2 CSB's in one day, the student will be sent home for the remainder of that day.**
- **Acting inappropriately in CSB & SLD, the student will be suspended for 1 day.**

Student sent to the office for CSB:

1. Late to class without a pass from a teacher or the office.
2. Horse playing in the building.
3. Disobeying the 5 fundamental rules

The following information includes all grades K3 – 12th.

Demerits

Automatic Demerits

1. Offensive touching
2. Public display of affection, too close, hands on, any physical contact
3. Reckless driving on or near school property
4. Damaging school/church/another person's property (responsible for the cost of the damage)
5. Being in a car during the school day without permission (8:35 a.m. to 3:05 p.m.)
6. Going to an off-limits area (any room without a teacher present, the teachers' lounge, etc.)
7. Leaving campus without signing out in the office
8. Possession of matches or a lighter
9. Inappropriate behavior, lying, cheating, or stealing
10. Forgery on grade card or any other item requiring a parent's signature
12. Throwing food in the lunchroom
13. Bullying/Intimidation of a student by a student
14. Hitting another student
15. Dress Code, 2 repeated violations
16. Disrespect or direct disobedience to staff member
17. Repeated violations of the five fundamental rules

Accumulated Demerits

- | | |
|-------------|---|
| 5 demerits | will result in a parent/administrator conference and a one-day suspension |
| 10 demerits | will result in a parent/administrator conference and a two-day suspension |
| 15 demerits | will result in expulsion |

Automatic Two-Demerit and Three-Day Suspension Offenses

Stealing, possession of offensive materials (pornography, demonic, anti-Christian), fighting—fist to head, ignition of any fire of any size, use of vulgar language, use of tobacco and second offense for cheating.

Automatic Expulsion

- Any situation or involvement with drugs: possession, use, or under the influence
- Any situation or involvement with alcohol: possession, use, or under the influence
- Any weapons brought onto the property, including knives, firearms, ammunitions, or explosive devices (In addition, a call will be made to local law enforcement.)
- Any situation that involves normal heterosexual expressions of intimate affection toward members of the same sex
- Terroristic threatening will not be tolerated.

Please note: At the end of each semester, the faculty will have an opportunity to suggest to the administration students that they feel should not return to the Academy because of an attitude deemed detrimental to the overall student body. If two or more teachers suggest the same person, the parents of that student will be notified that their child's attendance at NCCA will be terminated. All final decisions will be made by the administrative team.

Boy/Girl Relationships

1 Peter 2:11 "Dearly beloved, I beseech you as strangers and pilgrims, abstain from fleshly lusts which war against the soul."

1 Corinthians 6:19-20 "What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."

New Castle Christian Academy believes that it is wholesome for young people to develop friendships during this important developmental time of their lives. These friendships should be with members of the same sex as well as the opposite sex.

Any student involvement with **any** immoral behavior (i.e. fornication, petting, homosexuality)—on school property or off, during school hours or not—will be considered grounds for disciplinary action. The action taken will be at the **discretion** of the administration. The ultimate goal of discipline is to reach the hearts and minds of the young people for the Savior, our Lord Jesus Christ. This can be done if there is a repentance of heart.

Gum Chewing

First offense: One dollar (\$1.00) is to be paid to the designated teacher within twenty-four hours of the offense. If the \$1.00 fine is not paid *within twenty-four hours*, the student will receive an SLD.

Second offense: One dollar (\$1.00) is to be paid to the designated teacher within twenty-four hours of the offense AND the student will receive demerit.

Third offense: One dollar (\$1.00) is to be paid to the designated teacher within twenty-four hours of the offense AND the student will receive two demerits.

Vandalism

NCCA students are expected to show utmost respect for the property and facilities entrusted to us. Willful abuse of property will be dealt with strictly and may be cause for dismissal from the school. The cost of the damage will be assessed to the parents of the offending student(s).

Electronic Devices

Electronic devices of any kind are not permitted at NCCA. NCCA requests that there be no electronic devices brought to school. If they are brought to school, these items must remain in the student's locker for secondary students and book bags for elementary student during the hours of 8:25 am -3:05 pm. If students are using or listening to these items **FIRST OFFENSE-** the item will be collected and brought to the school office where it can be picked up by the parent. The student will receive an SLD for the first offense. **ANY OFFENSE after** the first will result in the item being collected and brought to the school office; where it will remain until the end of the current marking period.

The parent and student will sign an understanding of a repeated offense at the time of the first offense.

Corporal Punishment

Corporal punishment is not practiced at New Castle Christian Academy.

Addressing a teacher or staff member

Addressing a teacher is permitted during school hours, in an appropriate manner. Anyone that confronts a teacher or staff member in an inappropriate way by writing, phone, or in person will be subject to the child's immediate dismissal from NCCA.

Addressing another student

No parent is permitted to confront another student who is not their own child at NCCA.

Dress Code Standards

New Castle Christian Academy seeks to promote Godliness, appropriateness in decorum, good citizenship within our communities, as well as to provide a safe and comfortable environment conducive to learning. **We are seeking to prepare our young people for adult professional life.** Certain clothing types and styles are deemed not appropriate for this Christian school. In addition to this point, some clothing styles may not present a healthy or safe situation. **Appropriate and modest dress is expected of all students at all times. The responsibility for seeing that this is accomplished lies with the student and his/her parents or guardians.** The following guidelines are approved dress standards by the administration and faculty of NCCA.

God's Word tells us that man looks on the outward appearance, but that He looks at our hearts (1 Samuel 16:7). This fact does not exclude our Christian responsibility of modesty, moderation and good taste. As much as we believe that God looks at the spiritual condition of our hearts, the remaining aspect of this verse is just as true. The aspect that our fellow man looks at our outside should help us realize **the need to dress in a Christian manner following scriptural principles. The obvious purpose of this is to be an example of what Christ does in the heart of an individual who submits to His Lordship over his life.** Because man looks at us from the outside, we should have the desire to be pleasing to the Lord and be His awesome example to our world! Obedience is the outward action that God desires from children, and honor is the inward attitude that He wants (Ephesians 6:1-3). God desires both of these disciplines in our lives. Therefore, God uses His Scriptures and Spirit to transform us inwardly to produce a godly testimony in us outwardly for His glory!

Therefore, our prayer for our students is to grow and mature in Christ in order to make a difference in their world. In order for this to be accomplished, they must learn to formulate good manners, habits and decorum. These standards come to fruition through learning to obey rules and upholding Christian standards in their private and public lives.

We understand that modest, moderation, and good taste may mean different things to different people. For this reason, we have listed acceptable standards as the official dress code of NCCA. In addition, **it is the administration that will determine modesty and moderation.** We admit that there will be times that their decision is going to be subjective. Therefore, we reserve the right to amend, add to, and/or change the dress standards as the need arises. As a result, the opinion and decision of the administration will be final.

Enforcement of Dress Policies

The enforcement of dress code policies will be the responsibility and duty of the faculty and staff of NCCA. **Self-policing by parent and student will prevent dress standards from becoming an issue of significance.** Please remember, when in doubt, do not buy it and do not send your child to school in it.

If a student comes to school with a dress code violation that cannot be corrected, the parent will be called to bring proper attire, or the student will be asked to go home for the day. If a correction can be made, the student will remain in the office until the correction can be made. **If the same dress code violation occurs, the following will take place:** A **second offense** will require an SLD. For a **third offense**, the student will serve a one day in-school suspension. For a **fourth offense**, the student will serve a one-day out-of-school suspension. Should a **fifth offense** occur, the student will be asked to withdraw from New Castle Christian Academy.

STUDENTS MAY PURCHASE EAGLE WEAR FROM THE SCHOOL WEB SITE. EAGLE WEAR MAY BE WORN ON ANY DAY OF THE WEEK.

ALL GRADES – JEANS DAY – Students are allowed to wear non-form fitting jeans and pay \$1.00 as this is a senior class fundraiser. School dress code shirts must be worn.

Good Taste

- Clothes should be washed, neatly pressed, with no tears or rips.
- Clothes worn to any school function should be reflected in mainstream society. This means no extreme styles will be permitted at any time to any school function.
- Good body hygiene is demonstrated by keeping nails, hair, and the body clean.
- Hair should be neatly cut and combed.

The hair on boys must be neat, off of the eyebrows, no longer than the

bottom of the ear, and not over the collar. Hair must be naturally colored. This means that there is to be no unnatural coloring of hair. The hair on girls also must be naturally colored. Length is not an issue on the girls but must be out of the face as part of their natural hairstyle. No alternative hair styles are permitted. ("punk", "emo", etc.) This is at the discretion of the administration.

- Visible body piercing of any kind, except for earrings on girls' ears, is prohibited.
- Long, dangling/hoop earrings and spiked jewelry are not allowed for safety reasons.
- Senior guys are permitted to have facial hair under the following guidelines: mustaches and goatees are permitted but must be neatly trimmed. Sideburns must be neatly trimmed and no longer than the bottom of the ear.
- **Prohibited clothing and accessories are those that,**
 1. Are not acceptable to the work or learning environment.
 2. Pose safety or health hazards.
 3. Interfere with or disrupt the educational process.
 4. Advocate unsafe or inappropriate behavior.
 5. Are vulgar, obscene, revealing, or offensive to godly standards of conduct.
 6. Demean others on the basis of race, color, ethnicity, gender, disability, or other attributes.
 7. Promote the use of tobacco, drugs, or alcohol.
 8. Sagging or dragging pants.
 9. Versions of clothing such as see-through pants and "loungewear" such as pajamas, flannel sleepwear, or slippers.
 10. Shirts or tops where the stomach shows or the back is exposed when raising the arms, walking, or sitting.
 11. Shirts or tops with exaggerated necklines and arm openings. Hoods attached to tops may not be worn on one's head during school hours.
 12. Sleeveless tops of any kind for classroom attire.
 13. See-through or versions of mesh shirts/tops.
 14. Shirts or tops such as loungewear, pajamas, flannel sleepwear, and all fleeces for classroom attire.
 15. Clothing, jewelry, and overall appearance that exemplify skater, punk, emo or gang cultures are not allowed.
 16. Undergarments (including tank tops) of a darker color than the outer top.

Preschool – K3 & K4

The preschool dress code is of a casual nature. Jeans and sport/fleece sets will be acceptable. During our warm months, shorts and capri pants will be acceptable.

Elementary – K5 to 5th Grade

The students are required to wear a school uniform. The following items can be purchased from a uniform supplier such as Rush Uniform, J.C. Penney, Wal-Mart, K-Mart, Sears, etc. The following is a list of uniform items that are to be worn for these grades:

1. Solid colored polo shirts or turtlenecks.

2. Sweaters with our crest can be purchased through Rush. (optional)
3. Khaki, stone, navy blue, or black pants are our choices for guys and girls.
4. Khaki, stone, navy blue, black, or plaid skirts / jumpers cannot be shorter than the top of the girl's knees.
5. Please consider purchasing soft rubber soles on your child's shoes. This will help us with our floor maintenance on a daily basis. Sneakers are permitted in these grades.
6. K5 students only may wear the long uniform shorts and skirts during the warmer months.
7. Boy's shirts must be tucked in.
8. Proper undergarments must be worn.
9. Solid colored button up blouses or oxford style shirts may be worn.
10. There are several events throughout the year that require dressy attire, such as the Christmas program, the spring program, and certain off -site trips. You will be notified when this attire is expected. The boys will be required to wear a shirt and tie with dress shoes and dress pants. The girls will be required to wear a nice dress and dress shoes.
11. Students may wear printed long sleeve shirts under their solid color polo shirts during cold weather months.

Secondary School – 6th Grade – 12th Grade

Students need to arrive and leave campus in dress code attire and remain in dress code throughout the day unless instructed by the administration. The dress code policies covering modesty will always be enforced at all school functions. Coats, jackets, windbreakers, fleeces, and any garment designed for outside use will be kept in the student's locker during school hours. Hats, bandanas, scarves, and sweatbands are not to be worn in school. Items that may be used as weapons or represent a danger to self or others, such as chains, spikes (including spiked collars), wrist bands or bracelets, rings, sticks, wires, ropes, or clubs are not permitted.

Guys

- Modest dress is required at all times.
- All shirts must be tucked into pants. **All shirts must be polo shirts. T-shirts may be worn only with a regular polo (example of shirt styles are Tommy Hilfiger, South Pole). These shirts may be any color or design.**
- **Docker style pants are the only pants allowed. The only color pants are khaki, blue, brown, and black.** Pants are to be worn at the guy's natural waistline. Pants must be worn so that no underwear is visible. Therefore, pants cannot be baggy, oversized, or sagged at any school activity. No flared, bell-bottom, torn, overly faded, frayed, ripped, or jeans are permitted. Pants cannot be too tight. Jeans will be allowed on special days approved by the administration.
- Writing on shirts may only be that of a name brand, emblems of a brand or a sports team, college, etc. The writing may be no larger than a pocket. Writing that covers the entire shirt, front or back, is not permitted. No offensive writing is allowed.
- Shorts can only be worn to athletic events or other events that are approved by the administration. Shorts must be within 3 three inches from the top of the knee.
- Flip-Flops, strapless/backless shoes, clogs, and sports sandals are not permitted. Sneakers or athletic footwear are allowed under the following conditions: There is to be no writing or design on the shoes except for brand names or logos. Shoes are not to have holes, rips, or alterations of any kind. Socks are to be worn at all times.
- Earrings on guys are not permitted at any school function. Normal-size necklaces and bracelets are permitted. Exposed tattoos will not be permitted. Existing tattoos before enrolling in NCCA will be taken into consideration as long as they meet the other rules under "good taste." This will be done by the discretion of the administration.
- Physical Education class attire will be the regular school PE uniform. Religious objections to the uniform will be taken into consideration and may allow for change on an individual basis.
- Hats are not to be worn in the building and must be removed before entering.

- For formal occasions such as ring day, homecoming, graduation, and Junior/Senior Banquet, **dress shirts with ties, suits, or a sport jacket** will be the required attire for the evening. Certain activities away from school will also require this kind of attire.
- The following items may not be worn to any school function: earrings, other body piercing, heavy chains, armbands, pocket chains, neck lanyards, or large, gaudy jewelry that is excessive in nature.
- Clothing must be gender appropriate.

Girls

- Modest dress at all times is required. Girls' dresses and tops must have sleeves. They must not be sheer or see-through, and must include a high neckline with no cleavage showing.
- Appropriate under-garments must be worn at all times to all school functions.
- **All shirts must be polo shirts. All tops should extend at least four inches below the waistline or four inches longer than the top of your pants.**
- **During cold winter months sweaters may be worn; any V neck sweater must have a crew neck or polo shirt underneath.**
- Modest dresses and skirts may be worn. The length must be no shorter than the top of the knee. If the dress or skirt has a slit, the slit is not to be higher than the top of the knee in a standing position.
- Shorts are not allowed as regular classroom wear. Shorts worn to sports and cheerleading practices will meet the guidelines under the physical education requirements.
- **Docker style pants are the only pants allowed. Docker style pants cannot be tight fitting, extremely form-fitting, or made of stretch material. Pants must be in the color of khaki, blue, brown, and black. Pants may not hug any part of the body.**
- **Slacks may not be overly faded, frayed, torn, ripped, oversized, or sagged.**
- Physical Education class attire will be the regular school PE uniform. Shorts are to have an inseam of at least ten inches, or no more than three inches above the knee. Students must change back into classroom attire after class. Religious objections to the PE uniform will be taken into consideration and may allow for change on an individual basis.
- Shoes or sandals are to be worn at all times. Flip-Flops, strapless/backless shoes, clogs, and sports sandals are not permitted. Sneakers or athletic footwear are allowed under the following conditions: There is to be no writing or design on the shoes except for brand names or logos. Shoes are not to have holes, rips, or alterations of any kind. Boots are allowed, but your pant-leg must be worn on the outside of the boot.
- Hairstyles should be conservative, neatly cut, combed, and feminine in appearance. Extreme make up, jewelry, or hairstyles are not permitted.
- Hats are not normal classroom attire and will not be allowed.
- Jewelry, of course, is permitted but may not be large, gaudy, or such as to draw attention to one's self. Pierced earrings are permitted. No other exposed body piercing jewelry or exposed tattoos will be permitted.
- Formal occasions such as ring day, homecoming, graduation, and Junior/Senior Banquet, also certain activities away from school should **include dress or skirt with proper dressy tops and dress shoes.** Formals worn should follow these guidelines: a modest neckline with no cleavage showing. You may have open backs but open only to the "normal" bra line. Slits or hemlines should be no shorter than top of the knee. Spaghetti straps may be worn as long as they are attached and that there is support in the bra area. **All homecoming and banquet dresses must be approved by the office.**

"And I want women to be modest in their appearance. They should wear decent and appropriate clothing and not draw attention to themselves by the way they fix their hair or by wearing gold or pearls or expensive clothes. For women who claim to be devoted to God should make themselves attractive by the good things they do." (I Timothy 2:9, 10 New Living Translation)

"Don't be concerned about the outward beauty that depends on fancy hairstyles, expensive jewelry, or beautiful clothes. You should be known for the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God." (I Peter 3:3, 4 New Living Translation)

The purpose of the dress standard is to clarify a standard of appearance that will encourage our students to bring glory to God (I Corinthians 10:31).

Please remember, when in doubt, do not buy it, and do not send your child to school in it. Common sense and discretionary practices will be applied.

ATHLETICS POLICY

Our Goal

It is the goal of the Department of Athletics to produce young people that will compete to the best of their ability while maintaining a sound Christian testimony. In addition, we challenge our student athletes to be spiritual, academic and social examples to all that they encounter.

Commitment

It is important for all students to realize that if they choose to participate in athletics here at NCCA then they are committing themselves to all practices and games throughout the year. Practices are essential for player development and team continuity and therefore each session needs to be attended. Playing time is impacted by missed practices, and frequent absence may result in removal from the team.

Player Conduct

The student athletes of NCCA are responsible for their conduct at all times. As representatives of New Castle Christian Academy we represent, not only the school, but also our administering church, First Baptist Church, and most importantly, our Lord Jesus Christ. As Christians, we have a duty to hold our coaches, players, and spectators to a higher standard of behavior.

Suspension

A student may be held out one or more games for the following:

- Negative comments to coaches, players, officials, or spectators
- Receiving discipline as a result of violating school policies
- Cursing
- Altercation with another player or teammate
- Any conduct deemed detrimental to the team

Student athletes failing to comply with these guidelines may be removed from the team at the discretion of the administration.

ACADEMICS

Curriculum

Day Care—Kiddie Kollege’s main objective is to provide a positive, Christian atmosphere which promotes the social, physical, intellectual, and emotional growth of children. Learning experiences, appropriate to the developmental age of each group, are provided daily. Large and small group interaction helps stimulate cognitive growth and creativity. Outdoor activities help develop large and small motor skills. The goal of each task is to promote the emotional and social development of each child.

Preschool—New Castle Christian Academy offers a full day preschool for grades K3, K4, and K5. Instruction in phonics and math begins in our preschool with the use of the A Beka curriculum and interspersed themed activities.

Elementary—New Castle Christian Academy’s elementary program offers a traditional, self-contained classroom for grades K5 through 5. The Bob Jones curriculum is used extensively in the elementary department.

Middle school and high school—A traditional schedule of classes is offered in our middle school and high school. A mixture of the A Beka and Bob Jones University Press curriculums are used. The core classes are enhanced by electives we offer.

Requirements for high school graduation

General Course Credits

Course	Credits	Course	Credit	Course	Credits
Bible	4	English	4	Math	4 (must include Alg. I)
Social Studies	4	Science	3	Health	.5
Physical Ed.	1	Electives	2.5	Computer Literacy	1
				Foreign Language	2

Total credits required 26

College Course Credits

Course	Credits	Course	Credits	Course	Credits
Bible	4	English	4	Math	4
Social Studies	4	Science	4	Foreign language	2
Health	.5	Phys Ed	1	Electives	3
				Computer Literacy	1

Total credits required 27.5

*If you elect to take choir, you must attend the Christmas and spring concert in order to pass the class.

* Upon completion of the season, you will receive .5 credit for Physical Education for each sport the you join as a team member here at NCCA. You can accumulate up to one full credit.

Grading Scale

The following is an interpretation of the grading scale for K3 & K4.

Letter Grade	Points	Meaning
E	5	Excellent
CP	4	Commendable Progress

S	3	Satisfactory
MP	2	Minimal Progress
NI	1	Needs Improvement

Students in kindergarten through high school employ a uniform grading scale that is as follows:

A	100-93
B	92-85
C	84-77
D	76-70
F	69-0

Report Cards

- Second marking period, we will send the report card home with your child and you may schedule a conference with your child's teacher if you wish.
- First marking period there will be a mandatory parent/teacher conference where you will be issued your child's report card.
- Third marking period, we will send the report card home with your child and you may schedule a conference with your child's teacher if you wish.
- Fourth marking period, the report cards will be mailed to your home.
- Student's progress can be viewed anytime through TeacherEase.com. You must have an account set up for you by your child's teacher.
- Letters of recommendation must be done through the school office with a 1 week notice. Letters will be sent directly to the requesting school. The parent requesting must supply a stamped addressed envelope.

Academic Probation

New students enrolling in New Castle Christian Academy will be placed on academic probation for the first marking period. Probation will be removed based on appropriate performance at child's grade level.

Other students will be placed on academic probation for the following reasons:

- Poor past academic performance
- Low scoring on the entrance test - below the norm of 80%
- Present students in middle school and high school earning two or more F's during any nine-week marking period
- Disciplinary action for academic probation will be at the discretion of the administration.

The following recommendations will be made at the time of academic probation review:

- Academic probation will be lifted for those students who earn no F's.
- Academic probation will be extended for those students who earn 1 or 2 F's.
- Attendance at New Castle Christian Academy may be terminated for students who have earned three or more F's or have been on Academic Probation for two more or successive grade periods.

Retention

Retention for high school students is decided by the number of credits the student needs toward graduation.

- If the student is seven credits or fewer away from graduation, he is classified as a senior.
- If the student needs between fourteen and eight credits for graduation, he is classified as a junior.
- If the student needs between twenty-one and fifteen credits, he is classified as a sophomore.
- If the student needs more than twenty-one credits to graduate, he is classified as a freshman.

Remediation and/or retention in the middle school and elementary will result for failure of two core subjects. The core subjects are

- Mathematics
- Social Studies (history, geography, world cultures)
- Science (earth science, life science)
- Language Arts (reading, grammar, phonics, handwriting, literature, and spelling)

School administration must approve the remediation of a failed subject. Approved programs include summer school, private tutors, or tutoring centers.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. *For reinforcement* - We believe that most students require adequate review to master material essential to their educational process.
2. *For practice* - Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. *For remedial activity* - As instruction progresses, various weak points in a student's grasp of subject become evident. Homework following instruction is given to overcome such difficulties.
4. *For special projects* - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently included in homework.

Parents and students should expect homework each evening with the exception of Wednesday, due to the fact that NCCA promotes attendance at the local church. Therefore, teachers will not assign homework on Wednesday evening to allow families to attend church together.

Times required for homework could vary significantly due to skills possessed and degree of concentration. Each student is expected to complete successfully the homework assignment each day.

Make-up Work

Students who have excused absences are required to make up work missed in each class. It is the student's responsibility to obtain all make-up work from the teachers immediately upon his return to school. Failure to obtain make up work is no excuse for not doing work missed. A student has the return day plus the same number of days absent to make up all missed work. For example, absent one day = return day plus one day to make up all missed work; two days absent = return day plus two days to make up all missed work. Parents may call the school office for homework if more than one day will be missed. When calling for homework, please call before 9:30 a.m. so it may be included on the morning announcements. Assignments can be picked up at the school office after 3:30 p.m. Please come to the receptionist window at the school entrance, not to the classroom to request or pick up missed work.

Final Exams

Students from ninth through twelfth grade will be required to take a final exam at the end of each semester. The exams will be given during the final week of each semester. **Students will not be admitted late into any exam for any reason. Make-up exams must be taken after school dismisses for the day.** Parents will be required to pick-up their young person at the end of their last final of the day. Any student that has an "A" *average* for the semester/year will be exempt from taking these exams.

Testing Program

New Castle Christian Academy administers the Stanford Achievement Test. Results are provided with the student's final report card. Test results may be used in student evaluation and placement.

- All students grades 9-11 will take the PSAT test in November.
- All college-bound students should take the S.A.T. or A.C.T. in the spring of their junior year. Seniors are allowed to re-take these tests in an effort to improve their scores.

Textbooks

Textbooks are the property of New Castle Christian Academy. Students are required to take good care of them. Unless textbooks are consumable, students should not write in them. Damaged textbooks must be paid for by the parent. If a student loses a book or damages it to the point that it is not reusable, the parent will be required to purchase a new one at the replacement cost.

Field Trips/Classroom Parties

Throughout the school year, students may go on field trips or have special activities that will be purposeful extensions of the classroom. A permission slip is sent to the parents giving details of the event. By signing the permission slip, the parent is giving NCCA the authority to include the child in that event. Attendance, at most activities, is required. These activities are considered to be an integral part of the curriculum. Parents who still choose not to have their child participate will need to keep their child at home; there will be no alternate classroom activity available, and they will be counted absent for the day. (This includes holiday parties.)

School dress code is required for all activities unless otherwise specified. **We ask that ALL chaperones be dressed according to our school's dress code.** We ask parents acting as chaperones to bring younger siblings along, as this would distract the parents from their primary responsibility of supervising the children assigned to them. **Chaperones** are also asked to follow and comply with **ALL** school rules while attending any event.

HEALTH POLICIES

Health Records

All students enrolling in New Castle Christian Academy for the first time, at the age of three, four, or five, must provide a report of a current physical examination. The Delaware Public Medical Form will be used to provide this documentation.

Current immunization must be shown and maintained for all students. Delaware law stipulates that without a current immunization record, a student may not enter NCCA.

NCCA athletes are required to have a current physical on file in order to participate in a sports program. Physicals need to be dated after **June 1** to participate in the upcoming school year's programs.

PLEASE KEEP CHILDREN HOME THAT EXHIBIT ANY OF THE FOLLOWING SYMPTOMS:

Student Health Policies*

1. **Chicken Pox** (Varicella) – Student will be excluded until all lesions have dried and crusted. Student must be evaluated by school nurse before readmission to school.
2. **Coughing** – Student will be excluded with severe coughing associated with difficulty breathing, sore throat, fever, or difficulty concentrating and performing at school; untreated wheezing.
3. **Diarrhea** – Child will be excluded from school if stool contains blood or mucus, if child has acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency within a period of 24 hours.
4. **Eye Discharge** – Child will be excluded if purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved for readmission, with treatment started (24 hours after eye drops are started).

5. **Impetigo** – Child is excluded until 24 hours after treatment has been initiated.
6. **Jaundice** (Yellow skin or yellow eyes) – Child will be excluded until physician documents that the child poses no serious health risk to himself or other children.
7. **Lice** (Pediculosis) – Child will be excluded for:
 - evidence of live louse found on child's head
 - evidence of eggs (nits) are found within ½ inch of scalp
 - if a child has not been treated with an OTC pediculocide
 Child may return after over-the-counter pediculocide is used and nits removed.
8. **Pain** – Child will be excluded for severe pain or discomfort, particularly in joints, abdomen, and ears.
 - Sprains: injured joints with swelling will need physician's note to be excused from activities and care at school if condition persists for more than three days.
 - Broken bones: Must show physician documentation of injury and instructions prior to returning to school.
9. **Rash** (Skin that is infected; untreated skin patches or lesions) – Child will be excluded if rash accompanies fever or behavior change until physician has determined the illness not to be a communicable disease.
10. **Scabies** – Child will be excluded until after treatment has been completed.
11. **Strep Throat** – Child diagnosed by physician with streptococcal pharyngitis will be excluded until 24 hours after treatment has been initiated and until the child has been afebrile for 24 hours.
12. **Temperature/Fever** – Child will be excluded with oral or axillary temperature of 100.5 degrees or over, accompanied by behavior changes and/or other symptoms. Child will not return to school until fever has subsided below 100.5 degrees without antipyretics (i.e. Tylenol or Advil). Child must be fever-free for 24 hours.
13. **Vomiting** – Child will be excluded after an episode of acute vomiting not related to coughing. Child should remain at home until child has retained a bland diet and has resumed normal activities for 24 hours (a full day).

*Policies extracted from the 1997 Red Book: Report of the Committee of Infectious Diseases, 24th Edition, by the American Academy of Pediatrics and Indicator Manual (DeLaCare: Requirement for Day Care Centers).

Communicable Diseases

New Castle Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of specific infectious agent that may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

A teacher or school official who reasonably suspects that a student or an employee has a communicable disease shall immediately notify the school administrator. The student or employee may be asked not to attend for a period of time. This will be at the discretion of the administration.

Any student that has been absent due to a communicable disease must bring a written doctor's certificate to be readmitted to school.

Accidents or Injuries

The school will administer basic first aid in the case of minor accidents, cuts, bruises, etc. Serious accidents will result in immediate notification of parents.

Illness at School

In case of minor discomfort, pain medication is available for dispensing, **provided that parental permission has been granted in writing**. The parent will be informed when a child gets sick or has a fever during the school day, and the student will be released from school via the normal sign-out procedure by the parent. **The parent has 1 hour to pick up the child from the time contacted by the office staff.**

Medications

The dosage schedule for any medication should be planned so that it can be given outside of school hours. If medications must be given during school hours, the parent must fill out a state required form for each medication with specific details and provide a doctor's note. Medications will not be administered unless written consent is given.

PARENT/SCHOOL COMMUNICATIONS

Parental Attitudes

It is important that parental attitude toward the school and its program be wholesome and constructive. Positive and constructive criticism is accepted by the school. A cooperative spirit is demonstrated when parents abide by the school's dress code at the school or at New Castle Christian Academy sanctioned activities.

Negative and disruptive attitudes that result in personal expression and misbehavior are not tolerated by New Castle Christian Academy. Parents who are not in compliance with administration and school policy will be asked to withdraw their child from the school. Any parent who is rude or attempts to harass a teacher in a personal confrontation or on the telephone may lose the privilege of his child attending New Castle Christian Academy. This decision will be made at the discretion of the Administration.

Our school reserves the right to dismiss any student where parental actions and attitudes are considered to be out of harmony with the school. There are proper channels and procedures to settle any matter which is discussed throughout this handbook. However, once a final decision is made, the Administration requests parental support of that decision.

New Castle Christian Academy Policy on Child Abuse or Neglect

Any person who knows or reasonably suspects child abuse or neglect (the "Observer") shall immediately contact and inform the Administration who shall immediately contact and inform the Pastor. If the Administration is not available, the Observer shall contact and inform the Pastor immediately. The Observer, Administration, and Pastor (collectively the "Individuals") together, if all are available, shall immediately investigate the suspected child abuse or neglect and, if there is knowledge or a reasonable suspicion of child abuse or neglect, the Individuals shall immediately make an oral report to the Division of Child Protective Services of the Department of Services for Children, Youth and their Families (the "state").

This procedure is not established to interfere in any way with the Observer's obligation to immediately report knowledge or a reasonable suspicion of child abuse or neglect, but instead is to reflect the belief of this institution that there is wisdom in the midst of many counselors.

If the Observer does not agree with the conclusion of the Individuals as to whether there is reasonable suspicion of abuse or neglect, that individual has the duty to report his reasonable suspicion of abuse or neglect to the state immediately.

Parent/Teacher Conferences

At least two parent/teacher conference days will be scheduled during the school year. During the remainder of the year, teachers are available to discuss pertinent matters. The procedure for setting up conferences is as follows:

1. Parents should call the school and leave a message for the teacher.

2. The teacher will return the parent's call to schedule a conference.
3. Following a parent-teacher conference, if a parent feels an administrative conference is needed, the parent should call the school office to schedule this meeting.
4. Please do not come to the school and attempt to call the teacher out of the classroom for a conference. This is not permitted.
5. Teachers are tentatively available after school on Monday, Tuesday, Thursday, and Friday until 3:30 p.m.
6. Report cards will be given to the Parent/Guardian during the conference for the first and second marking periods.

Parental Custody Policy

NCCA is not responsible for honoring any one parent's requests regarding their children in the issues dealing with the child's other parent.

NCCA will follow any and all signed and relevant court orders concerning custody issues.

Parent/Grandparent Visitors

Parents or grandparents may visit the classroom to observe on occasion if they desire. It should be understood that a visit is NOT a conference with the teacher. The teacher will be teaching the class, and visitors may only observe the classroom activities. Such visits must be arranged at least one day in advance with the classroom teacher. Visitors are required to conform to the school dress code and all other school rules. Please do not use the drop off and pick up time to meet with your teacher. This disrupts the normal flow of the day and classroom activities.

Changes in Student Transportation

Should someone be picking your child up from school that is not the child's normal transportation, you must notify the school in writing. The note must include: child's name, teacher, grade, parent's name, daytime phone number, and the change that is to be made. When we receive the note we will contact the phone number provided to verify the change. We must receive this in writing; a phone call is not sufficient. **NO EXCEPTIONS.** This procedure is for everyone's safety and protection.

Front Door Policy

For everyone's safety our doors remain locked during school hours. When you come to the school, ring the bell, and the receptionist will let you in.

- Students in K4-12th grade will need to go to class on their own after 8:40 AM. No parents will be allowed in the classroom after this time, unless previously arranged with the teacher or school office.
- If you arrive before 2:50 you will need to sign your child out with the receptionist, and your child will be called down for early dismissal.
- The students are in transition between 2:50 & 3:00 and no one will be permitted to enter the building until 3:00 pm.
- All parents that are here for regular dismissal will need to wait outside or in your car until the doors have been opened by the administration.

School Closings

Any emergency closing of the school will be announced on local radio stations **WDEL (1150 AM)** as well as TV stations **Channel 6, 10 and Fox 29**.

Please do not call the home of the faculty to ask about closing.

CONCLUSION

New Castle Christian Academy is dedicated to providing a quality education in a Christian atmosphere. Our student body will be protected from offensive, adverse conditions; therefore, all students are required to comply with regulations while on campus or at any school activity.

Compliance, not necessarily agreement, with these rules and regulations is required during the entire school year. Rules and regulations will also be in effect during any pre/post season school activities, summer athletic camps, and school-sponsored trips. Any serious misconduct during the summer vacation may be considered grounds to deny admission/readmission.

The preceding policies have been established to protect the rights of individuals, both students and faculty, and to insure that New Castle Christian Academy is truly a Christian school.

New Castle Christian Academy retains the right to make changes, amendments, and corrections, as deemed necessary, to these rules and policies at any time, with or without prior notice.

NCCA ADMINISTRATIVE DIRECTORY

For your convenience, the administrative phone extensions are listed.

Superintendent/Pastor	115
Administrator of Secondary	101
Administrator of Elementary	110
Athletics	111
Administrative Assistant	107
Billing	123
Registrar	108

*But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint. **ISAIAH 40:31***