



# **Nashua Christian Academy**

*Passion for God, Compassion for People*

**Family Handbook  
2016-2017**

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55 Franklin Street, Nashua, NH 03064

(603) 889-8892



Dear Families of Nashua Christian Academy,

It is a delight to have your family as a part of the Nashua Christian Academy community. NCA was established so that a K-12 Christian school could be brought to southern New Hampshire. We are honored to be a part of the educational process of your children and we see ourselves as an extension of your home “training up children the way they should go and not departing from it.” (Proverbs 22:6)

We believe we have received a mandate from the Lord to be a discipleship school. (Proverbs 17:16 LB) Just as Jesus differentiated between believers and followers, our desire is to challenge students to have a heart for God, training them to become followers of Christ that they would find God’s purpose for their life. (John 12:26)

It is our intent that this handbook will give you a greater understanding about our school and the policies and procedures that help it to function safely and efficiently. You are encouraged to become familiar with the contents of this handbook, and to contact the administration should any questions arise.

Again, we welcome you to our school community, and we look forward to working with you and your family!

In His Service,

Dr. Paul R. Berube, Chancellor NCA-ICLI  
Senior Pastor, Gate City Church

**TABLE OF CONTENTS**

**100 BACKGROUND** \_\_\_\_\_ **6**

101 Mission Statement \_\_\_\_\_ 6

102 Vision \_\_\_\_\_

103 Commitment \_\_\_\_\_ 6

104 Structure and Associations \_\_\_\_\_ 7

**200 NASHUA CHRISTIAN ACADEMY STATEMENT OF FAITH** \_\_\_\_\_ **8**

**300 ACADEMIC POLICIES** \_\_\_\_\_ **9**

301 Grading System \_\_\_\_\_ 9

302 Character Issues in Grading \_\_\_\_\_ 9

303 Homework Policy \_\_\_\_\_ 9

304 Make Up Policy \_\_\_\_\_ 10

305 Grade Reporting \_\_\_\_\_ 10

306 Achievement Testing \_\_\_\_\_ 10

307 Weighted GPA for Honors/AP Classes \_\_\_\_\_ 10

308 High School Independent Studies \_\_\_\_\_ 11

309 Promotion \_\_\_\_\_ 11

310 Retention in a Grade \_\_\_\_\_ 11

311 Remediation \_\_\_\_\_ 11

312 Christian Service \_\_\_\_\_ 11

313 Acceleration \_\_\_\_\_ 11

314 Extracurricular Participation Policy \_\_\_\_\_ 12

315 College and Career Guidance \_\_\_\_\_ 12

316 Credit Received for College Classes \_\_\_\_\_ 13

317 Internships \_\_\_\_\_ 13

318 Achievement Recognition \_\_\_\_\_ 13

319 Senior Status \_\_\_\_\_ 13

320 Academic Requirements for Graduation \_\_\_\_\_ 14

321 Missions Requirements for Graduation \_\_\_\_\_ 15

322 Financial Requirements for Graduation \_\_\_\_\_ 15

323 Outside Commitments for Students \_\_\_\_\_ 15

**400 REGISTRATION POLICIES** \_\_\_\_\_ **16**

401 Admissions \_\_\_\_\_ 16

402 Re-enrollment \_\_\_\_\_ 17

403 Conditional Enrollment \_\_\_\_\_ 17

404 Mid-Year Entrance Policy \_\_\_\_\_ 18

**500 ATTENDANCE POLICIES** \_\_\_\_\_ **18**

501 School Hours \_\_\_\_\_ 18

502 School Year \_\_\_\_\_ 18

503 Student Attendance Policies \_\_\_\_\_ 19

504 Chapels \_\_\_\_\_ 22

505 Church Attendance \_\_\_\_\_ 22

**600 SCHOOL CONDUCT POLICIES** \_\_\_\_\_ **23**

601 Commitment to a Christian Lifestyle \_\_\_\_\_ 23

602 NCA Honor Pledge \_\_\_\_\_ 23

603 Discipline Guidelines \_\_\_\_\_ 24

604	Suspension Policy _____	25
605	Study Hall Protocol _____	25
606	High School Hall Policy _____	25
607	Information Technology Resources Acceptable Use Policy _____	25
	Student Agreement _____	27
	Parent Agreement _____	27
608	NCA Cheating & Plagiarism Policy (drawn from that of Nyack College) _____	28
609	Mobile Phone and Electronic Devices _____	29
610	Social Media & Internet Guidelines _____	30
611	Weapons Policy _____	30
612	Protocol for Student Threats _____	31
613	Threat Types (from I80 Behavioral Health PLLC) _____	31
614	Hazing and Harassment Policy _____	32
<b>700</b>	<b>DRESS CODE POLICIES _____</b>	<b>33</b>
701	Purpose of Dress Code _____	33
702	Dress Code Details - Uniform Options _____	34
<b>800</b>	<b>COMMUNICATION _____</b>	<b>35</b>
801	Emergency Contacts _____	35
802	Parent/Teacher Communication _____	37
803	Parent/Teacher Conferences _____	36
804	Visiting the School _____	36
805	Resolving Grievances _____	36
806	Legal Obligations to Report Abuse/Neglect _____	37
<b>900</b>	<b>FINANCIAL POLICIES _____</b>	<b>37</b>
901	Tuition Payment for US Residents _____	37
902	Volunteer Service Requirement _____	38
903	Additional Fees _____	38
905	Late Payments _____	39
906	Non-Admission Due To Tuition Delinquency _____	39
907	Family Referral Discount _____	40
908	Textbook Policy _____	40
<b>I000</b>	<b>TRANSPORTATION GUIDELINES _____</b>	<b>40</b>
I001	Morning Carpool _____	40
I002	Afternoon Carpool _____	42
I003	Students Released to a Student Driver _____	41
I004	Walkers _____	41
I005	Parking _____	41
I006	Student Drivers _____	41
I007	Nashua Bus Transportation _____	42
I008	Severe Weather Information _____	42
<b>I100</b>	<b>HEALTH POLICIES _____</b>	<b>42</b>
I101	NCA School Nurses _____	42
I102	Student Health Records _____	44
I103	Health Policies _____	43
I104	Medication Administration _____	45
I105	Immunizations _____	44
I106	AHERA Inspections _____	46
<b>I200</b>	<b>EXTRACURRICULAR ACTIVITIES _____</b>	<b>46</b>

I201	Sports Program _____	46
I202	Field Trips _____	46
I203	Class Trips _____	46
I204	Clubs _____	46
I205	Lunch Program _____	47
I206	Holiday Celebrations _____	47
I207	Parent Drivers _____	48
I208	Picture Release Policy _____	48
I209	Privacy of Information _____	48

## 100 BACKGROUND

Nashua Christian Academy, in association with Grace Fellowship of Nashua, Inc., is a regional, evangelical Christian school, serving the Gate City Church family and churches and families in the Merrimack Valley Region. Our high school program, the International Christian Leadership Institute, welcomes students from nations around the world. US and international students share their cultures and hearts for God, challenging one another to excel in both academics and in Christian service.

### 101 Mission

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#### *“Passion for God, Compassion for People”*

NCA’s mission is to instill *Passion for God and Compassion for People*, equipping every student for Christian leadership and service within the context of a rigorous college preparatory academic program.

*“Jesus said to him, ‘You shall love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself.’” Matthew 22:37-39*

### 102 Vision

In this world of confusion and conflict, Jesus’ call to righteousness and obedience is more important than ever. Our vision at NCA is to build Christian leaders boldly living for Christ and influencing their world for Him. Nashua Christian Academy’s discipleship focus addresses the whole student as we apply God’s Word to spiritual, intellectual, physical, social and emotional growth and development.

### 103 Commitment

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The NCA Commitment is that...

- Each of our teachers and staff affirm that he/she is a born-again Christian who knows and is following the Lord Jesus Christ as Savior and Lord.
- Each of our teachers and staff be an active member of a local Bible-believing church.
- Each of our teachers and staff be an example to students in the areas of professionalism, personal lifestyle and spiritual development as advocated by NCA and his/her local church.
- Each of our teachers and staff be committed at all times to love, appreciate, understand, and serve the pupils entrusted to him/her for instruction. To the best of his/her ability, each one provides for the students’ fullest spiritual, intellectual, physical, and emotional development.

- Each of our teachers give testimony that he/she has a sense of God's will, that teaching is his/her calling, and that teaching in this Christian school is God's direction.
- Each of our teachers manifest, by precept and example, the highest Christian virtues and personal decorum. Each serves as a Christian role model in judgment, dignity, and respect, both in and out of the classroom.
- Each of our teachers holds at least a Bachelor's Degree and be academically prepared to teach in his/her subject area.

#### 104 Structure and Associations

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##### **Grace Fellowship of Nashua, Inc.**

Nashua Christian Academy was established when Bethel Christian School of Hudson, New Hampshire was assimilated by Grace Fellowship of Nashua, Inc. in November of 1997. Church members and staff gave and volunteered sacrificially to build what we know today as NCA. It was only through their labor and sacrifices that a quality regional school could be built in an old 1800's mill building. In 2008, grades K-12 transitioned to our current, more modern facility at 55 Franklin.

From the beginning, the leadership team at Grace Fellowship was directed to establish NCA as a regional, evangelical Christian school. Currently, more than 60 churches are represented in the student body. With this bridging of churches and denominations, NCA remains an outreach ministry of Grace with a desire to maintain sensitivity to the educational needs of the region.

In ICLI this same outreach is expanded around the world on many levels. Required mission trips have long been a part of NCA. Now the ICLI program brings the world to us for long-term relationship and discipleship in Christ.

##### **NCA School Committee**

The NCA School Committee is made up of representatives from the Grace Fellowship Executive Board, the NCA administration and NCA families. The NCA School Committee is an advisory board put in place to establish policy and programs that will allow the school to function and grow in the wisdom of the Lord. The NCA School Committee is accountable to the Executive Board of Grace Fellowship, which acts as the official legal covering of NCA.

##### **Associations**

NCA is accredited by and a member of the New England Association of Schools and Colleges (NEASC). NCA is also a member of the Granite State Christian School Association in New Hampshire.

NCA voluntarily complies with requirements for preschool classes, staffing and facilities set forth by the Bureau of Child Care Licensing (BCCL) in our K4 program. In New Hampshire, state approved schools are not licensed by the BCCL but NCA always seeks to meet and exceed expectations in the interest of best serving your child!

**200 NASHUA CHRISTIAN ACADEMY STATEMENT OF FAITH**

We believe the Bible is the Spirit inspired, inerrant and wholly authoritative Word of God.

*2 Timothy 3:16*

We believe that there is one God who is eternally existent in the three persons of the Father, the Son and the Holy Spirit.

*1 John 5:4-7*

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary death on the cross, in His shed blood for the remission of sin, in His bodily resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.

*John 10:30; Luke 1:34,35; Hebrews 7:26; Acts 2:22; 2 Corinthians 5:21;*

*1 John 1:7; 1 Corinthians 15:4; Acts 2:33; Luke 21:27*

We believe that God created the heavens and the earth, light and darkness, the sky and waters, the sea and land, vegetation according to its various kinds, the day and night, the fish of the sea and the birds of the air, the creatures of the earth according to their kinds, and man in His image.

*Genesis 1:27*

We believe that man was created good and upright, and that by voluntary transgression fell and thereby incurred physical and spiritual death, which is separation from God the Father.

*Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19*

We believe that man's salvation is received through repentance for sin and faith in Jesus Christ, shown by a life that is growing in holiness.

*Luke 13:3; Romans 10:9; 2 Corinthians 7:1*

We believe in leading a life that is sanctified by the power of the Holy Spirit where sanctification is the act of separation from that which is evil and being dedicated unto God.

*Romans 8:13; 12:1-2*

We believe in the resurrection of both the saved and the lost. The saved will enter into the resurrection of life with the Father according to Christ's work, and the lost into the resurrection of the damned according to their own works.

*John 5:24, 28, 29*

We believe in the spiritual unity of the Body of Christ that includes all those that are trusting Christ for their salvation and leading a sanctified life.

*John 17:21-23*



## 300 ACADEMIC POLICIES

### 301 Grading System

Nashua Christian Academy uses the following grading system:

GRADING SCALE	LETTER EQUIVALENT	GPA
98 - 100	A+	4.33
94 - 97	A	4.00
90 - 93	A-	3.67
88 - 89	B+	3.33
84 - 87	B	3.00
80 - 83	B-	2.67
78 - 79	C+	2.33
76 - 77	C	2.00
75	C-	1.67
73 - 74	D+	1.33
71 - 72	D	1.00
70	D-	.67
0 - 69	F	0.00

### 302 Character Issues in Grading

The school's commitment to discipleship is reflected in the grading system for Bible. In this course, the academic average for each quarter can be affected by the student's character in all classes. For example, behaviors exemplifying integrity and positive attitude, as well as disrespect or inappropriate actions or comments are reported by staff and may be factored into the student's Bible grade.

### 303 Homework Policy

The purpose of homework is to reinforce concepts that students are learning during the day. We ask the cooperation of parents in seeing that assignments are completed in a timely manner. Teachers will work with parents to help students in areas where the students are having difficulty either in a particular area of study or in completing their assignments in class. Parents of students in the Junior High and High School may check homework assignments on I Now. User names and passwords will be assigned through the school office and given out at the beginning of the school year.

Special consideration may be given students attending a midweek church service. They may request a 24-hour homework extension and it will be granted.

The following homework guidelines reflect an average rather than a maximum:

- Elementary School Homework Guidelines
 

Grades 1-2	30 minutes per night
Grades 3-5	45 minutes per night

- Junior High Homework Guidelines  
     Grades 6-8                      60-90 minutes per night
- High School Homework Guidelines  
     Grades 9-12                    90-120 minutes per night

304 Make Up Policy

Absences, both excused and unexcused, have a detrimental effect on student performance. In cases of excused absences only, the student will be allowed an equal number of days as he/she was absent to make up work. Long-term project due dates will not be extended, as the student will have had advance notice and time to prepare such work.

305 Grade Reporting

**Progress Reports**

Parents may monitor student progress at any time online through I Now. Any questions or concerns should be directed to the subject teacher.

**Report Cards**

The purpose of report cards is to reflect academic achievement and personal behavior. They are given at the end of every quarter (9-10 weeks). They should be signed and returned within one week.

306 Achievement Testing

NCA evaluates its students by administering the SAT (Stanford Achievement Test) for grades 1-8. This national, standardized test is widely respected and provides the staff with information concerning trends as well as our performance compared to other schools.

307 Weighted GPA for Honors/Dual Credit

The most advanced courses in the High School are titled Honors or Dual Credit (DC) to signify the increased level of difficulty. To recognize the additional effort required in these classes, a weighted GPA system is used. The scale below is applied to these ‘weighted’ classes:

HONORS GRADING SCALE	LETTER EQUIVALENT	GPA
98 - 100	A+	5.33
94 - 97	A	5.00
90 - 93	A-	4.67
88 - 89	B+	4.33
84 - 87	B	4.00
80 - 83	B-	3.67
78 - 79	C+	3.33
76 - 77	C	3.00
75	C-	2.67
73 - 74	D+	2.33
71 - 72	D	2.00
70	D-	1.67
0 - 69	F	0.00

### 308 High School Independent Studies

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Students may apply for an independent study by making a written request and submitting it to the administration. A student must have good academic standing in all other classes before applying for alternative course work. Requests for independent studies may be made for courses not offered in our current curriculum. Students applying for independent study projects must maintain at least a 3.0 GPA.

### 309 Promotion

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Students are expected to earn a grade of 70 or better for material presented at their respective grade levels to be promoted to the next grade.

### 310 Retention in a Grade

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NCA administration and the student's parents may agree upon retention for reasons other than a failure to pass grade level work. Each case will be handled in strict confidence. After the first semester, the school will contact parents regarding this issue and suggest possible remedies.

### 311 Remediation

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Summer school may be recommended or required for a student who fails one semester of a class or classes or is seriously deficient in a subject. It is the responsibility of the parents to find and fund summer school.

Tutoring may be recommended or required for a student who fails a class or classes. It is the responsibility of the parents to find and fund tutoring. An academic contract will be created containing the conditions and methods of assessment required to fulfill academic obligations.

### 312 Christian Service

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In keeping with our vision, "Passion for God, Compassion for People", Christian service is an integral part of the education your child receives at Nashua Christian Academy. We believe that students will be profoundly influenced as they reach out to others. While we commend and encourage Christian service activities organized by local churches, Junior High and High School students are required to participate in school-sponsored outreaches as well. Doing this builds community and allows us to share in each individual's growth through service as a school.

### 313 Acceleration

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NCA may consider requests for exceptionally qualified students in First through Fourth grade to be advanced one grade level. Although an extremely rare occurrence, teachers or even parents may request that students be accelerated. For consideration for accelerated placement, a student must demonstrate:

- Academic excellence and standing in all areas of study for an extended period of time
- Social maturity appropriate to advanced placement
- Exceptional scores on standardized testing over and above their peers
- Emotional maturity sufficient for the increased academic and social pressures
- Parental support

For an applicant showing all of the above, the Headmaster and a faculty sponsor will meet to

discuss the special request for exception and will proceed to evaluate the student's likelihood of success if accelerated. Upon recommendation by the Headmaster, a thorough assessment of all pertinent records will be made. The School Committee will also be afforded an opportunity to review and reflect upon the process. Relevant findings will then be discussed in consultation with the Headmaster, Chancellor and Executive Board. Once a final decision has been made, the Headmaster and Principal will meet with the family to explain the rationale for the final decision.

### 314 Extracurricular Participation Policy

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NCA recognizes the importance of extracurricular involvement in a well-rounded school experience. In light of our responsibility to guard the quality of students' academic instruction and the school's witness within the community, we maintain the following guidelines:

- Students must exhibit solid Christian character and consistent academic effort in order to participate in extracurricular activities. A failing grade in any class for any Quarter may result in loss of eligibility.
- Students, parents and coaches are expected to maintain a positive and encouraging presence at games and competitions. Inappropriate behavior at any school related event may result in loss of eligibility for students or in expulsion from the event for parents or coaches.
- For eligibility/participation requirements specific to sports, refer to the Athletics Handbook.

### 315 College and Career Guidance

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NCA is pleased to offer college and career guidance to inform the high school program.

- NCA brings in The Princeton Review to present a semester long test preparation class specific to the PSAT and SAT. The class lasts 18 weeks, includes multiple practice tests in addition to the training, and presents critical test-taking strategies to enhance student performance.
- Sophomores and Juniors take the PSAT test at NCA in October
- Video presentations by NHHEAF, the New Hampshire Higher Education Assistance Foundation, are offered for parents at open houses during the ~~each~~ year.
- Registration information is provided for both SAT and ACT testing. The SAT is administered annually to NCA juniors on site, but students must register at other sites for additional SATs and for the ACT. Registration information is provided for both SAT and ACT testing.
- NCA-ICLI hosts the National Christian College Fair in September/October each year. Additionally, local college fair dates are posted.
- Registration information is provided for AP exams for NCA courses or for directed independent studies.
- Individual meetings with students begin in the freshman year to guide them through the challenging journey of preparing for college and career.
- NCA juniors take the SAT exam free each year as part of NH School SAT Day.
- NCA-ICLI seniors are required to complete the Common App online for scholarships and are guided in the process.

### 316 Credit Received for College Classes

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Dual credit courses, offered in cooperation with Southern New Hampshire University, are shown on the NCA transcript. Students receive a college transcript for these credits as well, documenting transferable college credit hours through SNHU.

### 317 Internships & Assistantships

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#### **Off Campus Internships**

Internships for seniors will be approved and regulated by the School Committee. Students should be in the top quarter of their class to make application and must submit a proposal to the High School Principal or designee. The Internship Proposal must include: career/academic relevance, site of internship, and days and hours of the internship.

The sponsoring agency/business for an internship must submit a signed statement agreeing to provide the school a description of skills training and experience for each quarter. It must also submit quarterly grade reports, including attendance.

The parents of the student must sign the proposal in agreement, and be responsible for transportation. The student will meet with the High School Principal, who will specify portfolio or other reporting requirements as appropriate. Should an internship terminate for any reason, the student must notify the school immediately and return to full time attendance on campus.

#### **On Campus Assistantships**

A student applying to be a Teaching Assistant must demonstrate academic excellence. Assistantships are approved by the administration, with input from the high school faculty. Quarterly grades will be monitored to determine continuation in the program.

Students are assigned to a study hall on those days that they are not scheduled to be a TA. They are expected to attend study hall on all assigned days and to inform the supervising teacher in the study of any schedule changes for special classroom events, etc.

Teachers with TAs working in the classroom will provide the high school office with the TA's schedule. The supervising teacher will also notify the office of any schedule changes in order to account for the student's whereabouts at all times. The supervising classroom teacher will also evaluate the student's performance each quarter for credit.

### 318 Achievement Recognition

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Junior High and High School students with a grade average of 88-93 will be designated as Honor students and students with a grade average from 94-100 will be designated with High Honors. Students in grades 5-8 who are eligible for participation in the Junior National Young Leadership Conference are identified.

### 319 Senior Status

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Juniors must have a minimum of 20 credits to be classified as seniors, including a minimum of:

- 3 credits in English

- 3 credits in Science
- 3 credits in Math
- 3 credits in Social Studies
- 2 credits in World Languages

To maintain senior status, students must maintain a grade average of 70 or higher per course. The status of any senior who is failing a course required for graduation at the end of the first semester of the senior year will be changed to ‘pending’.

### Senior Privileges

Historically, Nashua Christian Academy has awarded a variety of privileges to senior classes or individuals demonstrating spiritual and academic excellence in leadership. These are earned opportunities and remain *privileges* defined as “a right or immunity granted as a peculiar benefit, advantage, or favor.” **Senior privileges do not automatically pass from class to class, but are earned through exemplary behavior.**

### Senior Exams

Seniors who are current in all assignments as of May 20 and have maintained an A average in all four quarters may be excused from taking the course final exam. Seniors with less than an A average may be required to take Final Exams.

### 320 Academic Requirements for Graduation

Students complete a minimum of 27 credits to graduate, and must take at least 5 core classes each year. Credits must be dispersed according to the listing below:

Bible	4.00 (exception, transfer students)
English	4.00
Science	4.00
<i>Physical Science</i>	
<i>Biological Science</i>	
<i>Chemistry</i>	
Social Studies	4.00
<i>US History</i>	
<i>Economics</i>	
<i>US/NH Government</i>	
<i>Geography/World History</i>	
Mathematics	4.00
Foreign Language	3.00 (international non-English speakers may be exempted)
Physical Education	1.00

Computer Applications	0.50
Fine Arts	0.50
Health	0.50
Electives	1.50

### 321 Missions Requirements for Graduation

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NCA High School students are required to complete one NCA short term mission trip during their 4 year high school career and before graduation. Parents will be notified of itinerary and costs. Students send letters to family, church family, and friends to request support for this very valuable experience. NCA will provide a sample support letter and students and chaperones will meet for training and preparation in the weeks before the trip.

There are five main dynamics involved in our inclusion of a mission trip at the high school level. These trips are far more than a class trip, or even an extended service or outreach project.

#### **The Five Dynamics of Missions** include:

1. Mission – Teens and adult chaperones bring the Gospel and live it out around the world.
2. Cultural Exchange – Teens gain first hand experience of other peoples and how they think and live.
3. Service to the poor – Teens see on a practical level how this scriptural imperative can be done at every age!
4. Retreat – Getting outside our busy daily life and looking beyond ourselves to God brings his peace.
5. Community Building – NCA is a Christian community for four years of your son or daughter's life. The mission trip creates bonds and opens up godly perspectives not typically accessed in a classroom setting.

### 322 Financial Requirements for Graduation

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***Seniors with any outstanding tuition or fees on graduation day will not be issued a diploma.***

Textbooks are collected one week prior to graduation, and parents are responsible to pay for any lost, damaged or destroyed textbooks.

### 323 Outside Commitments for Students

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Students trying to anticipate the cost of college often commit to part time work during the school week. These generally minimum wage jobs are, in fact, of little assistance with the considerable tuition costs for even a community college and may even pose a distraction. Nashua Christian Academy strongly encourages students to commit their time to their academics. The positive impact of focused study on grades and standardized test results is far more beneficial, through increased scholarship awards and as a strong foundation for college level courses, than a part time job.

Volunteerism, if it does not interfere with academics, is highly recommended. Helping the poor and needy is a biblical imperative. These are efforts, too, which enrich the student's resume for college and career.

## **400 REGISTRATION POLICIES**

### 401 Admissions

NCA is committed to a policy of non-discrimination on the basis of race, color, gender, or nation of origin in the administration of its educational and admissions policies, athletic programs or any other school-administered program. We are, however, a discipleship-model Christian school, and as such require commitment to a Christian lifestyle by parents and applicants as well as regular weekly attendance at a Bible teaching church.

Admission to Nashua Christian Academy:

We encourage families considering NCA to come see the school and meet the faculty if possible. When you visit, we encourage you to ask a lot of questions. We want you to know who we are, and we seek to get to know both the applicant and family.

Requirements for admission include:

- A completed application, including the Pastoral Recommendation
- Family involvement in a Bible teaching church on a weekly basis
- Transcripts, report cards and standardized testing from the previous school/homeschool
- Any IEP or 504 for the student(s)
- Placement testing
- Student interview (grades 6-12)
- Family interview
- Interview with Chancellor as appropriate
- Payment of applicable fees and the establishment of a tuition payment account
- Applicants to K4 must turn 4 by 10/1
- Applicants to K5 must turn 5 by 10/1
- Applicants to Grade 1 must turn 6 by 10/1

Nashua Christian Academy is a college preparatory school and utilizes the above testing and score reports to confirm an appropriate level of academic aptitude.

Priority for new enrollment will be given in the following order:

- Current NCA Families
- Gate City Member Families (new enrollments)



- Gate City Church Attendees
- Community

Student: Teacher enrollment ratios by grade:

- 10:1 for Kindergarten (K4)
- 15:1 for Kindergarten (K5)
- 20:1 for grades 1-5
- 25:1 for grades 6-8
- 25:1 for grades 9-12

Parents will be informed of any administrative exception to these maximums for their child's grade.

Requirements for International admission to NCA-ICLI:

**Submission of the following:**

- International Student Application
- International Student Application Fee \$200.00 USD
- Color copy of passport
- Pastoral Recommendation
- Written Testimony (Junior High & High School applicants)
- Written Essay - A written one to two page essay in English stating why you are choosing a Christian School and why you want to come to the United States
- Copy of most recent Report Card with translation into English
- Copy of Transcript (for previous year) with translation into English
- Copy of Standardized Testing (for previous year) – SSAT scores may be required.
- Immunization (Physical Exam will be required upon arrival in the US.)
- Documentation of Medical Insurance valid within the United States

**Assessment of academic proficiency (placement test)**

- Seventh and Eighth grade applicants are given a written test and oral Bible exam to assess academic level and Christian background. An interview is conducted by the Junior High Team Leader.
- For NCA-ICLI, a transcript of the student's high school career, as appropriate, is required along with a written essay of his or her Christian testimony. An interview is conducted by the High School Principal.
- International students are tested for English proficiency to confirm enrollment and for appropriate placement. A Family interview via SKYPE with the Headmaster and/or Chancellor may also be required.

402 Re-enrollment

Families who desire to re-enroll their children at NCA must fill out the appropriate re-registration forms and pay the annual re-registration fee. Re-enrollment is dependent upon the student's academic achievement, behavioral performance, heart attitude, and the family's

consistent church attendance and financial account status. Students who require modifications in curricula or policy not available within the NCA program may not be retained.

Special circumstances related, but not limited to, behavior, attitude, and/or academics may lead NCA to require a student to re-apply. A consultation may be scheduled between the school and the student's Pastor to help assess re-enrollment decisions. ***Re-enrollment is not guaranteed.***

#### 403 Conditional Enrollment

All students, including students re-enrolled, are subject to a five-week probationary period for academics, behavior, and heart attitude. NCA may require that a student withdraw at the end of this conditional enrollment period. The same or an extended conditional enrollment period may be incorporated in either an academic or behavioral contract for new or returning students.

#### 404 Mid-Year Entrance Policy

Mid-year entrance to NCA requires the following criteria be met:

- Candidate Interview with teacher, Headmaster and Chancellor
- Determination of academic readiness
- Pastoral recommendation
- High school candidates interview with the Chancellor or designated representative

International enrollment mid-year follows the same process as full year admissions.

Please note that all mid-year students will be subject to the five-week probationary status as stated in section 403.

## 500 ATTENDANCE POLICIES

NCA recognizes that regular, punctual attendance is vital to the student's academic performance. It is, further, an important part of teaching personal responsibility and the value of education. While regular attendance is a shared concern for pupils, parents and the school, it is basically the responsibility of the parents and the student.

Regular and punctual patterns of attendance will be required of each student enrolled at NCA.

**RSA 193:1:** The New Hampshire State Law on School Attendance requires that:

Every child between six and eighteen years of age shall attend the public school within the district or a public school outside the district to which he/she is assigned or to an approved private school during all the time public schools are in session, unless he/she has been excused from attending on the grounds that his/her physical or mental condition is such as to prevent attendance or make it undesirable.

**RSA 193:2:** This statute requires that the custodial parent is responsible to ensure school attendance. It is understood that absences from school may be necessary under certain conditions. However, every effort should be made to keep absences and tardiness to a minimum. When a student has been absent (without an accepted excuse as defined in Section 503) from a

class more than six days in a quarter, that student may receive an administrative F or Unsatisfactory for the quarter. In the Elementary grades, the Headmaster may waive the administrative failure in one quarter for good cause.

#### 501 School Hours

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The school hours for full school days extend from 8:00 a.m. to 3:10 p.m. The school hours for half days extend from 8:00 a.m. to 12:23 p.m.

#### 502 School Year

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All public and private schools in New Hampshire are required to be in session for a minimum of 990 instructional hours. NCA is approved by the state to schedule its calendar according to instructional hours, instituting a longer day to maximize effective daily instruction time. The school calendar accounts for all required instructional time with the possibility of additional days for those lost due to inclement weather.

Students are mandated to be at school for all days unless properly excused. **Please plan vacation time after the full calendar is completed, allowing one week's 'grace' to cover any time added at the end of the year to compensate for time lost due to inclement weather or to an emergency closure.**

Please remember that final exams are given during the last few days of school. The last day of school is determined according to how many snow days were taken.

#### 503 Student Attendance Policies

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In order to obtain the best possible education, it is important for students to attend school on a daily basis. The entire process of education requires regular classroom participation in order to achieve continuity of instruction.

Effective July 1, 2010 New Hampshire raised the compulsory age of education from 16 to 18 (RSA 193:1,I). This includes students who may have previously dropped out and are still under the age of 18. Any student who is repeatedly absent without a valid excuse as determined by the school will be reported to the Attendance Officer/Court Liaison. Parents/Guardians of repeat offenders may be prosecuted for violating RSA 193: 1, Duty of a Parent for Compulsory Attendance by Pupil.

#### **Absences**

Parents are asked to call the school before 9:00 am to report that a student is absent. A phone call is required each day the student is absent. Please include the parent's name, child's name, reason for absence and a daytime phone number we can use to verify the absence if needed. If these procedures are not followed, the absence will be considered unexcused. Excessive absences may constitute truancy and as such will require a meeting between parents and the administration.

Absences, both excused and unexcused, have a detrimental effect on student performance. In cases of excused absences only, the student will be allowed an equal number of days as he/she was absent to make up work. Long-term project due dates will not be extended, as the student will have had advance notice and time to prepare such work.

**Excused Absences**

Excused Absences are absences necessary for the health and welfare of the student, a significant family emergency, or a school sponsored activity. Such absences may include but are not limited to the following:

- Illness: A doctor's note is required as documentation for an absence of more than three days due to illness.
- Medical appointments or treatment: Please schedule routine appointments and treatments outside the regular school hours.
- Attending the funeral service of an immediate family member (If the funeral requires extended travel time, the school must be notified in advance.) Immediate family includes parents/guardians, siblings, grandparents, aunts, uncles, nephews, nieces, and cousins.
- Personal or family emergency requiring the student's absence, with approval from the Headmaster or appropriate level administrator.
- College visits up to three times when approved in advance by the administration.
- Any judicial order that requires the student's temporary absence from school.
- Family obligations with prior approval from the Headmaster or appropriate level administrator.

Please call the office in the morning to notify the school of a student's absence. A single day's illness is an excused absence when validated by the parent or guardian. **Please note that a doctor's note is required for absences of three or more days.**

Family emergencies such as family funerals, emergency medical issues, and family trauma may be excused absences. A note is required from a parent or guardian to document the reason for the absence.

High School students who are absent from school for a college visit may be excused with prior approval from the Headmaster or Chancellor.

Mission trips with church groups may be approved by the School Committee on a case-by-case basis. Requests must be submitted to the Administration at least 60 days prior to the trip.

**Unexcused Absences (not including truancy)**

- Family vacations
- Work
- Car or transportation problems
- Non-Medical appointments
- Babysitting
- Absence for any other reason that does not meet the criteria of an excused absence.

High School students missing more than ten minutes of any class will be considered absent from that class. Skipping class is not acceptable, will result in disciplinary measures, and will lower the student's quarter grade.

The school administration will determine if the absence is excused. Requests for consideration for reasonable exceptions should be presented to the School Committee in writing.

### **Dismissals**

Our policy is to protect teaching time, therefore **early dismissals are strongly discouraged** because of the disruption and confusion they may cause.

1. In those situations where early dismissal is warranted (eg, illness or family emergency), the parent or guardian should call or send in a note to the classroom teacher (K-8) or office (grades 9 -12) with the time of the requested dismissal. Students that miss more than an hour of instructional time will be considered absent for half the day. A student being dismissed more than three hours early will be considered absent for the entire day.
2. The parent or guardian should come to the main lobby at the appointed time (prior to 2:00 pm) to sign the student out. **We strongly discourage dismissal after 2:15 as multiple dismissals distract the class and detract from the teaching time for classes at the end of the day.**
3. Students must be present the entire day on the day of an activity/sport in order to participate in the activity.

### **Tardiness**

Students arriving after 8:00 am are considered late for school. Habitual tardiness sets a poor example and affects the class as a whole, disrupting instruction and distracting other students. If you as a parent are having difficulty getting your child to school on time, please talk to the appropriate level Principal before it becomes a problem. A parent conference may be required for any student with excessive tardies.

In the interest of safety and to facilitate our emergency response procedures, it is critical that all tardy students sign-in upon arrival. Students arriving after 7:55 am must use the main entrance and sign in at the office on the appropriate floor. **A parent must accompany elementary students arriving after 7:55 am.** Please note that students are not counted present until they sign-in.

Students in grades K-12 that arrive more than an hour late will be considered absent for half the day. Students that are 3 or more hours late will be considered absent the full day. Students in grades 9-12 that are 10 minutes late to any class will be considered absent for that class. Three unauthorized class period tardies in the high school (less than 10 minutes) equal one unexcused absence. Excessive tardiness may constitute truancy and as such will require a meeting between the parents and the administration

### **Dismissal to Student Drivers**

Students who are riding home with a High School student driver must have written parental approval on file to be in the vehicle with the driver and must be signed out at the main lobby entrance. The student driver is responsible to escort his or her carpool directly to the student parking area to leave and to supervise them while on campus.

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**504** Chapels

Students are required to attend the weekly chapel services scheduled throughout the school year. All chapel service speakers respect and teach according to the NCA Statement of Faith.

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**505** Church Attendance

Christian education involves the home, church and school. NCA students and their families are expected to be actively involved in an evangelical, Bible teaching church on a weekly basis. Parents may be requested to invite their Pastor to disciplinary or school-related meetings.

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**600 SCHOOL CONDUCT POLICIES**

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**601** Commitment to a Christian Lifestyle

Nashua Christian Academy is a religious, non-profit Christian school representing Jesus Christ throughout the evangelical Christian community in southern New Hampshire and northern Massachusetts. NCA requires its students to conduct themselves in a way that will not raise questions regarding their Christian testimonies (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, school conduct and moral behavior. Students are expected to demonstrate a teachable spirit, an ability to share Christ's love for others, and a willingness to live contentedly under authority.

NCA requires students to maintain a lifestyle based on conservative Biblical standards of moral conduct. Per our definition, moral misconduct includes, but is not limited to, heterosexual promiscuity, fornication, homosexual or lesbian behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20) Failure to follow Biblical standards of morality may result in a reprimand, suspension, or, in some cases, expulsion from the school. It may also be just cause for NCA to refuse re-enrollment. Nashua Christian Academy's goal is that each student will have a lifestyle where "...He [Christ] might have the pre-eminence." Col. 1:18.

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**602** NCA Honor Pledge

Each year students in grades 6-12 will make a commitment to the following:

- I will endeavor to grow in my personal relationship with the Lord through daily prayer and consistent study of the Word of God.  
*2 Timothy 2:15-17; Mark 1:35; 1 Thessalonians 5:17; Matthew 4:4*
- I will endeavor to grow in my personal relationships with other people by developing Christ-like character.  
*Leviticus 20:7; Philippians 2:3-5; 1 Corinthians 12; Proverbs 22:1*
- I will endeavor to glorify God in expressing my thoughts and opinions, using edifying speech and constructive concepts in conversation and in communication via the written word and/or electronic media.

*Ephesians 4:29; Psalm 141:3-4; James 1:19-21*

- I will apply myself to my studies and endeavor to develop the full power of my mind in Christ.  
*Luke 2:52; 2 Timothy 2:15*
- I will practice good health habits and regularly participate in wholesome physical activities. *1 Timothy 4:8*
- I will abstain from the use of drugs, alcoholic beverages and tobacco.  
*1 Corinthians 3:16,17; Ephesians 5:13; 1 Corinthians 6:12*
- I will comply with the position of NCA to encourage group activities that foster Christian purity. I understand that NCA discourages dating and I will seek the highest degree of purity.  
*1 Corinthians 6:19-20; 1 Corinthians 7:1; 1 Thessalonians 4:3-4; Hebrews 13:4*
- I will seek to share the love of Christ in a practical way through my personal witness and I will pursue regular ministry in an area of Christian service in which I feel God's calling.  
*Matthew 28:19-20; 2 Peter 1:10-11; 1 Corinthians 12:4-6*
- I realize that attendance at NCA is a privilege. It is my desire to attend NCA and to honor my parents' decision in doing so. I determine to give my best and to prayerfully support the school and its philosophy of providing a quality education without compromising the Word of God.  
*Galatians 4:1-2; Deuteronomy 5:16; 1 Corinthians 10:31*
- I will submit myself to the leadership of NCA and to the school rules and regulations.  
*Romans 13:1-2*

### 603 Discipline Guidelines

Discipline is primarily a matter of relationship. With that as our focus, we look at the following:

- Relationship with God
- Relationship with others
- Motives of the heart
- Habits of behavior which glorify God

Though not always pleasant, discipline is meant to bring forth fruit in keeping with righteousness. As a matter of policy, NCA-ICLI operates on a three-fold cord philosophy (Ecclesiastes 4:12) .

Our belief is that the best results come when:

- Family, school and the local church work together in harmony
- The school seeks to communicate clearly and often with parents
- For a major infraction or concern, NCA reserves the right to include a student's pastor in disciplinary meetings

NCA's philosophy in discipline is to exercise a redemptive approach to bring forth real, effective change.

### **Scriptural Guidelines**

*“And you have forgotten that word of encouragement that addresses you as sons: ‘My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves and he punishes everyone he accepts as a son.’” Hebrews 12:5-6*

*“God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:10b-11*

*“A new command I give you: love one another. As I have loved you, so you must love one another. All men will know that you are my disciples if you love one another.” John 13:34-35*

- Have respect for God and yourself
- Have respect for those in authority
- Have respect for others
- Have respect for school and personal property

Our desire is that students are praised and receive positive reinforcement for appropriate behavior. We emphasize student accomplishments and encourage positive interaction with others. By doing this we hope to set an example which students will want to follow.

### **Disciplinary Procedures**

Most problems are minor and infrequent and can be corrected by the teacher and the student together. Specific discipline techniques and strategies vary among the Elementary, Junior High and High Schools to accommodate differing developmental stages. Students who commit a serious offense may be immediately directed to the Headmaster's or level administrator's office.

*“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.”*

*Romans 13:1*

Serious offenses include actions such as the following:

- Defying, disobeying, or disrespecting an adult
- Endangering self or others
- Swearing or other inappropriate language
- Fighting
- Damaging property (Restitution is required.)
- Using or possessing alcohol, drugs or tobacco
- Threatening language or behavior
- Engaging in immoral behavior
- Transporting or possessing a weapon or potential weapon
- Plagiarizing
- Cheating



- Using computer resources inappropriately
- Harassing others, including cyberbullying
- Being outside assigned classroom areas unsupervised
- Graffiti

Resultant consequences are based on the degree of infraction and student history and may or may not include the following actions:

- Verbal warning
- Communication with parents
- Written warning
- Conference with parents
- Student meeting with the Headmaster or Chancellor
- Conference with student, parents, and family Pastor
- In-school suspension
- Out-of-school suspension
- Expulsion

Special circumstances related to, but not limited to, behavior, attitude, and/or academics may lead NCA to require a student to re-apply. The re-application process would be treated as a new application and would not assume enrollment.

#### 604 Suspension Policy

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Students that are suspended from NCA are responsible for all assignments missed during their suspension. They may also be given an additional writing assignment that will contribute to their spiritual renewal and necessary behavioral changes.

Suspended students may be assigned an alternative assignment or suitable project in place of tests or quizzes as determined by their teacher. A zero will be given until the teacher evaluates the assignment. Suspended students will be placed on probation. The duration of the probationary status will be determined on a case-by-case basis.

#### 605 Study Hall Protocol

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Study halls are set times for students to read, study, research, or journal. The atmosphere is quiet, conducive to serious study, similar to that expected in a college library. Attendance is recorded just as in the core classes.

Students are expected to arrive on time and leave only when dismissed by the proctor. They should enter study hall with enough work to last the period, and may bring a water bottle. Students do not leave study halls except for emergencies. Water breaks and trips to the bathroom or locker should be done between classes.

Study hall is designed to allow students to get a head start on NCA related assignments. They will have the same 'feel' as the classroom, with similar expectations for focused work. Recognizing the growing availability of online programs to enhance academics, NCA allows

student use of phones and laptops/tablets **as directed by the teacher** for instruction or research. This directed use is restricted to the parameters defined by the teacher.

Phones or other electronics used in conflict with this policy will be held in the office until the end of the school day according to the policy stated in section 609.

#### 606 High School Hall Policy

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All students are expected to be present in assigned classrooms or assembly rooms supervised by a staff member or designated adult volunteer throughout the school day. A student needing to leave a class or assembly for any reason will be required to have a note from the supervising teacher, administrator or study hall monitor. Students outside designated class or lunch areas must have a note and present it to any staff member requesting to see it.

#### 607 Information Technology Resources Acceptable Use Policy

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*Revised August, 2011*

Nashua Christian Academy provides a variety of information technology resources on the school premises for the use of students, faculty and staff in daily instruction. In their use, as in every aspect of life and study at NCA, personal integrity is critical. Appropriate use and the responsibility of the user are addressed in this document. Users will be held responsible for their actions, which are expected to exhibit the highest levels of responsibility and integrity.

Technology has an ever-changing landscape, and new resources present themselves continually. When using the resources available or supported at NCA, the moral and ethical standards established by the Honor Code and central to a Christian lifestyle guide appropriate use, rather than the capabilities or potential applications of the software, computing tools, and devices themselves.

Acceptable use of NCA information technology resources includes:

- Instruction
- Administration
- Research for educational purposes

Unacceptable use of technology, both NCA's resources and personal technology resources, while on school premises will result in the suspension or revoking of computer use privileges. In the case of personally owned equipment (e.g. laptops), the user will lose the privilege of bringing said equipment onto school premises. Some, but not exhaustive, examples of unacceptable use are as follows:

- Any illegal activity
- Using information technology resources for financial gain or initiating any financial transaction
- Degrading or disrupting the equipment or system performance
- Vandalizing or accessing the data of another user
- Preventing access by another user
- Wastefully using finite computer resources after being warned and instructed in proper use

- Gaining unauthorized access to system resources
- Using an account owned by another user with or without that user’s permission
- Attempting to gain access to another’s account
- Posting personal communications without the author’s consent or posting information containing material not meant to be made public
- Posting rude or inappropriate messages
- Knowingly downloading viruses or attempting to circumvent virus protection programs
- Knowingly downloading security breaching utilities
- Installing hardware without prior authorization
- Downloading or installing software
- Accessing personal e-mail accounts or social networking sites
- Connecting any hardware (laptop, notebook PC, other peripherals, etc.) to the network without administrative authorization
- Accessing external unfiltered wireless connections
- Violating the spirit of the mission statement of NCA

Any security problem must be reported to the IT Coordinator immediately and not shared with other users.

Considering the provisions mentioned above, NCA cannot assume responsibility for the following:

- The reliability of the content of a source received by a user
- Any consequence of disruption in service that may result in lack of system resources. Though every effort will be made to ensure a reliable environment, there may be times when the computer resources (including the internet) are unavailable or are scheduled for use by other classes or staff.
- Computer activity may be monitored to ensure adherence to the Acceptable Use Policy.

**Student Agreement**

I have read the Acceptable Use Policy of Nashua Christian Academy and agree to follow the rules contained in this policy. I understand that if I violate these rules, my privileges will be terminated and I may face other disciplinary measures. I will always use the internet and computing resources according to the code of ethics contained herein.

I further understand that the information technology resources of Nashua Christian Academy, including hardware and software, and all proprietary information, are the sole property of NCA and of its parent organization Grace Fellowship of Nashua, Incorporated. Neither equipment nor data may be taken from the premises without the express written permission of the Headmaster.

Name (print clearly) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Agreement**

If you would like your son or daughter to receive Internet access privileges, please read and sign the following waiver:

As a parent or legal guardian of the student signing above, I have read the Acceptable Use Policy and grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes.

I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all of the precautions including web-filtering software.

I understand that my son or daughter will be held liable for violations of this policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Therefore, my beloved, as you have always obeyed, not as in my presence only, but now much more in my absence, work out your own salvation with fear and trembling. (Philippians 2:12)*

*Do all things without complaining and disputing, that you may become blameless and harmless, children of God without fault in the midst of a crooked and perverse generation, among whom you shine as lights of the world. (Philippians 2:14-15)*

*Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things. (Philippians 4:8)*

#### 608 NCA Cheating & Plagiarism Policy (drawn from that of Nyack College)

Students at Nashua Christian Academy, as Christians, are expected to display the highest standards of personal and academic integrity in the development of research papers and other academic projects. Perhaps the most critical issue in exhibiting integrity in academic assignments is student compliance with accepted practices for providing his/her professor with resources and references used to develop his/her paper or project.

The following policy is intended to address both intentional and unintentional plagiarism. In addition, it recognizes that there are levels of plagiarism and that consequences must be aligned with the seriousness of the offense. *All students are responsible to be familiar with this policy. Ignorance of plagiarism guidelines will not be accepted as a defense for violating these standards.*

#### **Definition of Plagiarism**

Plagiarism is defined as an act of "Literary Theft," when the work of another is misrepresented as the original work of the NCA student. This may be done intentionally or unintentionally.

When excerpts, thoughts, writings, or statements of others are used in papers, essays, or other projects, they must be acknowledged through footnotes, bibliography and other accepted MLA practices and standards.

#### **Levels and Consequences**

*Level One: Minimal Plagiarism*

Minimal Plagiarism has occurred when a student with no intent to misrepresent borrowed material or ideas as his/her own has simply been careless in complying with acceptable presentation and reference conventions. In this case, the assignment will be returned to the student, who will be advised by the teacher to rewrite it in acceptable form.

*Level Two: Substantial Plagiarism*

Substantial Plagiarism has occurred when the writer gives no recognition to sources from which substantial material such as phrases, sentences or ideas are drawn. Minimum penalty – rewriting the paper with a one letter grade reduction. Maximum Penalty – failure of the course.

*Level Three: Complete Plagiarism*

Complete Plagiarism has occurred when significant material, such as a paragraph, page, main idea or complete work is copied from another person and is presented as original work. A failing grade for the course is automatic and suspension or even expulsion from the school may be given the offending student.

*Other Plagiarism Offenses*

- Submitting the same essay, presentation or assignment for credit in more than one course without prior approval by administration (Minimum Penalty – rewriting the paper or presentation. Maximum Penalty – failure of the course.)
- Cheating on an examination or falsifying material subject to academic evaluation. Automatic penalty – failure of the course.

Proper documentation techniques will be taught and required as appropriate at all grade levels

Students in Junior High or High School will sign the plagiarism policy below at the beginning of each school year:

“In every paper, written throughout the course of the year, every opinion from someone else will be acknowledged in a parenthetical citation. I realize that the mere presence of a parenthetical citation does not avoid plagiarism. If I have used the exact words, phrases, clauses, or sentences of someone else, I have enclosed that information in quotation marks. If I have paraphrased the opinions of someone else, I have not enclosed the paraphrased portion in quotation marks, but I have stated those opinions in my own words and have used a parenthetical citation to acknowledge the source.”

“All factual information (common knowledge or uncontested knowledge), though not credited with a parenthetical citation, will be stated in my own sentence structure. I will not use anyone else’s organization of factual information. Factual information which is not considered common or uncontested knowledge will be given a parenthetical citation.”

## 609 Cell Phones and Electronic Devices

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Recognizing the growing availability of online programs to enhance academics, NCA allows student use of phones and laptops/tablets **as directed by the teacher** for instruction or research. This directed use is restricted to the parameters defined by the teacher.

Phones or other electronics used in conflict with this policy will be held in the office until the end of the school day:

- One day for a first offense
- One week for a second offense
- One month for a third offense
- Loss of the privilege to have phone/electronics on campus for the year for fourth offense

Inappropriate use includes but is not restricted to: social media, texting, sending pictures, calling, games, or ‘surfing’ the net.

Students may request permission to call a parent during lunch or carpool.

### 610 Social Media & Internet Guidelines

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**Overview:** Nashua Christian Academy recognizes the rights of students, faculty, and employees who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. NCA students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to NCA’s policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, personal use, we expect you to keep these guidelines in mind.

**Faculty & Staff:** NCA teachers and employees are responsible for the information that they post, share, and respond to online. As information published online can be continuously re-copied and posted on other sites without your knowledge, what you do online can follow you for a long time.

Protect your character and privacy:

- Audiences who may read your posts could include current and prospective students, faculty, staff, donors, alumni, parents, school counselors, the media, or future employers. Post only information that you would want to share with them.
- Remember that students may use your behavior on online social networks as a model.
- Only accept social network invitations from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc. Establish separate personal and professional social network accounts.
- To protect your privacy and the School, accepting invitations to non-school related social networking sites from students or alumni under the age of 18 is strongly discouraged.
- Recognize that many former students have online connections with current students. Information shared with school adults and former students may be seen by current students.
- Remind your network friends of your position as an educator whose profile may be accessed by current or former students. Regularly monitor posts linked to your network.
- Remember that others can view sites that you bookmark or items, such as photos, that you tag. Additionally, if you are tagged by friends, images may be posted that are outside of School guidelines.

- Do not misrepresent yourself by using someone else's identity.
- Conduct yourself online according to the same Christian standards of honesty, respect, and morality that you would at school.
- When posting online, all information is considered representative of your views and opinions and not those of NCA. However, as an NCA employee, your views and opinions reflect on this institution. Public statements should be in accord with the policies in the Employee Handbook.
- Joining the social networking sites of current parents is discouraged. You should never discuss sensitive school matters with parents using Facebook, blogs, and other social media outlets.
- Never post private or confidential information online about NCA, parents, or students.
- Consult the "No Consent List" in the Communications Office prior to posting digital media containing images of students. Insure digital pictures are appropriate for viewing by students, teachers, parents, and colleagues.
- Use of NCA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific NCA activity or event, you may only do so by means of a link to the official NCA website.

**Students:** NCA encourages students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. In the online environment, a student must follow the NCA Honor Code and Student Contract and conduct him/herself online as in School.

Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences:

- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, **parents**, pastors, teachers, **college admissions officers**, or **future employers** to access. What you present on social networking forums represents you forever.
- If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Do not use profane, obscene, or threatening language.
- Only accept social network invitations from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- Do not misrepresent yourself by using someone else's identity.
- Cyberbullying is considered an act of harassment. See section 612 in the Family Handbook for detailed information.

- Use of NCA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific NCA activity or event, you may do so only by means of a link to the official NCA website.

Faculty, staff, and students should also refer to NCA's Acceptable Use Policy for further guidance.

*In developing the technology policies above we gratefully acknowledge The Pingry School, which in turn acknowledges the following schools and universities: The Hotchkiss School, The Lawrenceville School, The Peddie School, Phillips Exeter Academy, Yale University, Stanford University, and Cornell University.*

## 611 Weapons Policy

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State legislation regarding safe school zones is in effect. This law outlines the rules for maintaining schools as safe places for all, and the consequences for those who violate those rules. One of the most important provisions of the law is the ban on weapons or potential weapons of any type in schools, and the provision for very serious consequences for children or adults who violate that ban.

In New Hampshire, the Safe School Zone Act (RSA 193-D) is in effect. It is a violation of the Safe Schools Zone Act for anyone (students, staff, parents, or visitors) to bring any form of weapon onto school property.

It has always been against school rules to possess weapons, but now anyone who brings a weapon on school grounds has also broken a state law, and **the police must be notified**.

If a student brings a firearm or a weapon onto school property, serious consequences including expulsion will result. We strongly urge parents to talk to their children about this so that they do not unintentionally break this law.

### **What is considered a weapon?**

The judgment of what is and is not a weapon is largely out of our hands. The law calls for immediate involvement of the Police Department in cases in which students possess weapons or items that could be classified as such. Firearms, explosive devices, firecrackers, bullets, etc. are banned. Examples of items that could be construed as weapons include paring knives, apple corers, toy guns, mace, and Swiss army knives. **In summary, any item that could cause bodily harm or could be considered a weapon should not come onto the campus, even if the item remains in a backpack or locker.**

### **Threat to Safety Policy**

Any threats or perceived threats to the safety of a staff member or student will result in a full investigation from the Nashua Police Department. Students may be placed on administrative withdrawal during the investigation. Upon completion of the investigation, the student may be subject to serious consequences or expulsion.



### Locker and Backpack Searches

NCA has the right to conduct random searches during the school year. This is to ensure safety and security among our school personnel and population.

#### 612 Protocol for Student Threats

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When threatening materials (including but not limited to - graphics, art renderings, essays with inflections) are found, or verbal comments heard and reported, it is the school's obligation to respond with due diligence. In order to address this appropriately, we require the student in question meet with a licensed psychiatrist, psychologist or social worker trained in conducting school risk assessments. The examining professional may be required to provide documentation of his or her training specific to school risk assessments.

The risk assessment must specifically address the situation and material involved and must provide a professional determination stating whether the student is or is not 'a risk to him/herself or others'. The examining professional should provide not only a descriptive evaluation with his or her professional opinion regarding risk, but also prescriptive recommendations for any appropriate professional follow up.

#### 613 Threat Types (from 180 Behavioral Health PLLC)

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**DIRECT:** A direct threat identifies a specific act against a specific target and is delivered in a straightforward, clear, and explicit manner: "I am going to \_\_\_\_\_."

**INDIRECT:** An indirect threat tends to be vague, unclear, and ambiguous. The plan, the intended target, the motivation, and other aspects of the threat are masked or equivocal: "If I wanted to, I could \_\_\_\_\_!" While violence is implied, the threat is phrased tentatively -- "If I wanted to" -- and suggests that a violent act **COULD** occur, not that it **WILL** occur

**VEILED:** A veiled threat is one that strongly implies but does not explicitly threaten violence. "We would be better off without you around anymore" clearly hints at a possible violent act, but leaves it to the potential target to interpret the message and give a definite meaning to the threat.

**CONDITIONAL:** A conditional threat is the type of threat often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met: "If you don't \_\_\_\_\_, I will \_\_\_\_\_".

As noted above, threats may take the form of graphics, art renderings, essays with threatening inflections, or any other threatening behavior or communication. Threats are not limited to verbal statements.

#### 614 Hazing and Harassment Policy

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It is the policy of NCA to ensure a school environment free of hazing and harassment.

Sexual harassment is strictly prohibited by NCA and is against both federal and state laws. Such behavior will not be tolerated within the student body. NCA will take disciplinary action up to and including expulsion against any student who engages in sexual harassment. NCA also

prohibits retaliation against any employee or student who reports, rejects, protests, or complains about sexual harassment.

Hazing behaviors and harassment based on appearance, ethnic origin, academic or athletic ability, while often not as clear cut as sexual harassment, are certainly as potentially harmful and will not be tolerated at NCA. This includes any verbal or physical conduct or any communication using technology which:

- Has the purpose or effect of creating an intimidating, hostile, or offensive school environment;
- Has the purpose or effect of unreasonably interfering with an individual's work/school performance;
- Otherwise adversely affects an individual's academic or athletic opportunities.

NCA is committed to providing a positive and productive learning and working environment.

Any form of harassment using electronic devices, commonly known as “**cyberbullying**” by students, staff or third parties is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or school property to harass or stalk another.

NCA will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report should also preserve evidence of the cyberbullying. For example a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the School Committee or Executive Committee. Any perceived criminal conduct will be reported immediately to local law enforcement.

NCA will take disciplinary action up to and including expulsion against any student who engages in hazing or harassment based on appearance, ethnic origin, gender, or academic or athletic ability.

**NCA is committed to a policy of non-discrimination on the basis of race, color, gender, or nation of origin in the administration of its educational and admissions policies, athletic programs or any other school-administered program.**

## 700 DRESS CODE POLICIES

NCA students are expected to conform to the policies of the school, including the Dress Code policies. Students attending school related events are expected to comply with the spirit of the provisions for appropriate attire even when not required to wear the uniform. Those expectations would include modest necklines and skirt/dress lengths for female students, and the avoidance of clothing bearing objectionable slogans. Compliance with these guidelines for modesty and appropriate dress is not negotiable.

New uniform purchases at all grade levels must be made through one of two approved providers: Lands End and Educational Outfitters. This is to ensure consistency in uniform wear.

NCA students are required to wear the uniform described below unless specifically excused by an Administrator. On school wide Dress Down days, all students are expected to continue to conform to the proscribed standards of modesty. A student who is out of dress code or is inappropriately dressed on a ‘dress down’ day will be sent to the office to call his or her parents to bring appropriate clothing. The student will not be allowed to return to class until appropriately dressed.

### 701 Purpose of Dress Code

*Nashua Christian Academy has a dress code policy to...*

- Encourage modesty
- Encourage unity
- Establish school identity
- Minimize competition
- Remove distractions
- Promote school spirit
- Maximize student self-esteem
- Minimize clothing costs
- Contribute to a focused working environment

### 702 Dress Code Details - Uniform Options

#### **High School**

- Black polo shirt (short or long sleeved)
- Black sweater or fleece with the black polo, white polo/turtleneck/collared blouse
- Black sweater or fleece with a black or gray polo
- Plain white or black camis (no lace) may be worn but may not be visible at the neckline.
- T shirts visible under polos must be white or black.
- Khaki chino slacks
- Khaki skirt or jumpers (knee length, mid-calf length)
- Khaki skirt or jumpers (‘below the knee’ length at Lands End, measured at knee length at EO, mid-calf length)

- Khaki knee length shorts or capris/crops (ladies only) are permitted until September 30<sup>th</sup> and after May 1<sup>st</sup>.

### **Junior High**

- Burgundy polo shirt (short or long sleeve)
- Burgundy sweater or fleece
- Burgundy fleece with polo or turtleneck clearly visible underneath (No logo or writing)
- White polo/turtleneck/collared blouse under vest, cardigan or fleece
- Long or short sleeved T shirts visible under polos must be white, gray or burgundy
- Khaki chino slacks
- Khaki skirt or jumper
- Khaki skirt or jumpers ('below the knee' length at Lands End, measured at knee length at EO, mid-calf length)
- Khaki knee length shorts or capris/crops (girls only) are permitted until September 30<sup>th</sup> and after May 1<sup>st</sup>

### **Kindergarten – Fifth Grade**

- Burgundy polo shirt (short/long sleeve)
- Burgundy or navy blue sweater or fleece (traditional vest, long sleeved V-neck/crew/cardigan)
- Burgundy, gray, or navy sweatshirt/fleece with polo/turtleneck (no logo or writing)
- White polo/turtleneck/collared blouse (under vest, cardigan etc.)
- Long or short sleeved T shirts visible under polos must be burgundy, white or gray.
- Navy blue skirt or jumper
- Navy blue pants
- Navy knee length shorts or capris/crops (girls only) are permitted until September 30<sup>th</sup> and after May 1<sup>st</sup>.

*Please note: Skirts and jumpers must be fully to the knee. Please allow extra length when purchasing for your child's growth during the year!*

### **PE Uniform**

- Black windpants (purchased anywhere)
- Black kneelength shorts are permitted until September 30<sup>th</sup> and after May 1<sup>st</sup>
- Gray t-shirt with NCA logo
- Gray crew neck sweatshirt with NCA logo
- Athletic shoes (white or uniform colors noted below)

### **General Guidelines For All Students**

- Neatness, cleanliness and modest appearance are encouraged at all times.
- Make-up, jewelry, and accessories should be moderate and modest
- Hair color must be a natural color.
- Hairstyles should be moderate not drawing undue attention to oneself.
- Students are limited to two earrings in each ear.
- No body piercing other than the above.

- Belts are to be plain, black or brown, and without studs or grommets.
- Hats are not allowed.
- High school students are permitted to have facial hair that is neatly trimmed.
- Tattoos are strongly discouraged and not to be visible.
- If a student desires to wear special attire for a formal class presentation or for any other reason, the student must make a request and be given permission from their Principal at least 24 hours in advance.

### C. Footwear

- Shoes/sneakers must be black, brown or neutral for grades 6-12,
- Shoes/sneakers must be black, brown, navy or neutral for K-5.
- Tights, nylons or calf length leggings should be skin tone, white, navy (K-5) or black (6-12). The accompanying skirt or jumper must be kneelength.
- High heels and platform shoes are not permitted, as heels must measure 2” or less.
- All shoes must have outdoor weather resistant soles.

## 800 COMMUNICATION

At NCA we want to provide a safe place for students and parents. With this in mind, we have developed the following guidelines to sustain safety in our school community.

### 801 Emergency Contacts

#### Contacting the School in an Emergency

- In case of emergency, please contact the school at (603) 889-8892.

#### Contacting Parents in an Emergency

Parents must provide the school with two emergency contact numbers. ***Please update the school throughout the year if any number or contact person changes.***

If the school is unable to reach you after thirty minutes, we will contact your alternative emergency contacts.

### 802 Parent/Teacher Communication

Teachers and the administration at NCA communicate with students and parents on a consistent basis to inform them about the activities, needs, and progress of the children. Any concern a parent may have about the classroom activities should be brought directly to the attention of the classroom teacher. Refer to the “Matthew 18 Principle” whenever dealing with problems.

You may contact any teacher by calling the school or by email at lastname.firstinitial@nashuachristian.org. The receptionist will log your call when you contact the office and place a message in the teacher’s mailbox. Please notify the department Administrator if you do not receive a call back within one school day.

### 803 Parent/Teacher Conferences

- First quarter conferences will be held in November during school hours for teachers to meet with families as necessary.
- Mid-year conferences with the Principal will be required for at-risk students. An academic contract will be created at that time.
- Any family wishing to schedule a conference is welcome to do so. Contact the office or teacher involved via email or by phone at 889-8892.

#### 804 Visiting the School

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To assure the security of your children, please enter the main entrance of the school and sign in with the receptionist when visiting. Limited on-street parking on the side streets near the school is available, or you may park in bay 4 of the lot on Franklin Street. Please do not park in the section of the lot nearest the school or in the lot on Charles Street, as they belong to the building across the street at 44 Franklin.

#### **Alumni visits on campus**

Alumni wishing to visit the campus while school is in session must obtain prior approval from the Headmaster or the appropriate level Principal. A visitor's pass and badge will be provided at the reception desk for a visit during the relevant lunch period.

Please Note: We do not allow classroom visits other than new student 'shadowing' or alumni visits relating to instruction or special events and arranged by the school administration.

#### 805 Resolving Grievances

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Throughout the school year, parents and/or guardians may have some questions or grievances. Our desire is to handle these courteously, impartially and in Christian love. In handling problems, we desire to apply Biblical procedures based on Matthew 18.

*"If your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. " Matthew 18:15-17*

For grievances regarding school policies or procedures, parents should contact the appropriate School Committee parent representative who will bring the issue before the School Committee.

For grievances involving a teacher, the following procedure should be used in resolving the issue (based on the principles of Matthew 18):

1. The parent should meet with the teacher.
2. If the problem is not resolved in that meeting, the parent should then meet with the appropriate level Principal and the teacher.
3. Should these discussions not resolve the problem, the parent should contact the Headmaster for resolution.

4. Please honor all parties and the Lord's direction by not discussing your grievance outside of these meetings.

If everyone follows this Biblical standard of conflict resolution, we are confident that we can have constructive communications at NCA.

#### 806 Legal Obligations to Report Abuse/Neglect

NH State Law, RSA 169-C, the Child Protection Act, states that any adult who has reason to suspect that a child under the age of 18 has been abused and/or neglected must make a report to the Division for Children, Youth and Families.

## 900 FINANCIAL POLICIES

### 901 Tuition Payment for US Residents

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be confirmed each year by filling out the Tuition Payment Preference Form. Options for payment shall include:

**Full Payment.** Under this plan the entire amount of tuition is paid on or before August 5<sup>th</sup>. This payment may be made through FACTS Tuition Management or directly to the Business Office.

**Semi-Annual Payments.** Under this plan, payment of half the amount due is paid on or before August 5<sup>th</sup> and the second half on or before January 5<sup>th</sup> through FACTS Tuition Management.

**Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a 10-month period beginning in August through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

Families who are tithing members of Gate City Church with children enrolled in the full time program of the school shall receive the benefit of a 10 % discount on tuition upon completion of the appropriate form and receiving confirmation of eligibility. In addition, NCA offers all families multi-student discounts.

**Tuition payment for International students – See ICLI tuition and fees policies**

### 902 Volunteer Service Requirement

Volunteering is a rewarding way for parents to become involved at NCA. Your volunteer participation helps us to offer a broader academic program by reducing teacher responsibility for non-teaching duties. It also enables us to reduce costs for cleaning and maintaining the remarkable facilities the Lord has provided us. All this helps to keep your tuition costs down.

Another important benefit from your service is that it provides us greater opportunity to get to know you, your ideas, and your understanding of the Lord's vision for NCA. We truly become

partners as we work together. We are convinced that your volunteer commitment is critical to the excellence of your child's education.

Each family is required to participate in 24 hours of volunteer service to the school per year, at least 4 of those hours in the area of cleaning or maintenance. To assist in accurate record keeping, please be sure to record your volunteer service time with the receptionist before leaving the school. *There will be an additional charge added to your family's account for any volunteer hours you have not completed by the end of the current school year, prorated from a total of \$250.00.*

### 903 Additional Fees

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Re-registration Fees are due in January of the current year to hold class position for the following school year. New Student registration fees are due two weeks from the date of acceptance

- **Student Fees** are due in June of the current year for the following school year.
- **Sports Fees** are determined annually for each individual sport and are due at the beginning of each season.
- **Club Fees** are determined annually for each individual club.
- **Special activity fees** are due prior to each event.

### 904 Student Withdrawals

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Families withdrawing students prior to August 1st shall be refunded the entire amount of tuition that has been paid towards the current school year minus the non-refundable tuition deposit per student, student fees and registration fees.

If for any reason you need to withdraw your child(ren) from NCA after a semester has begun, you will be financially responsible for the current semester's tuition. Any extenuating circumstances should be brought to your Parent Representative for School Committee consideration. For international students, any semester adjustment approved by administration will be applied both to tuition and to housing costs.

If asked to withdraw your student at the end of the probationary period, as defined in Section 303, the financial commitment requiring payment for an entire semester may be waived.

### 905 Late Payments

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It shall be the responsibility of each school family to keep the Business Office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

**Full Payment.** When full payment has not been made by August 5<sup>th</sup>, the family will be contacted by the Business Office concerning the missed payment and alternative tuition payment options will be offered. If payments are made through the FACTS Tuition Management Plan, missed payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution..



**Semi-Annual Payments.** When the initial tuition payment has not been made by August 5<sup>th</sup>, or the final tuition payment has not been made by January 5<sup>th</sup>, the family will be contacted by the Business Office concerning the missed payment and alternative tuition payment options will be offered. Payments are made through the FACTS Tuition Management Plan, missed payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution..

**Monthly Payments.** School families who choose the 10 month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. You will receive written notification from FACTS that the missed payment will be reattempted.

School families who have missed two monthly payments and have not made suitable arrangements with the Business Office within 15 calendar days of the second missed payment will be contacted by their School Committee Parent Representative to institute an agreement for payment. Families whose accounts are 90 days past due and in default of their payment agreement will be informed that their child(ren) will not be re-admitted to school according to the specifications of this policy.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the Business Office as soon as possible when they are experiencing economic difficulties.

#### 906 Non-Admission Due To Tuition Delinquency

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School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the Business Office or School Committee Parent Representative will be informed that their child(ren) will not be permitted to continue attending the school.

All families must be current in their payment of tuition:

By August 20<sup>th</sup>:

If not, students will not be admitted on the first day of school.

By December 20<sup>th</sup>:

If not, students will not be readmitted on the first day of class in January and will not be eligible for semester examinations.

By March 20<sup>th</sup>:

If not, students will not be readmitted on the first day of class following spring break.

By May 20<sup>th</sup>:

If not, students will not receive report cards and diplomas will not be released.

All previously unpaid tuition and/or fees must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to

the NCA Business Office. If payment is not possible, suitable arrangements must be made prior to admittance.

#### 907 Family Referral Discount

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NCA families who refer one new family to the school will receive a tuition credit providing the new family stays for one year. A Referral Form may be obtained from the School Receptionist or the Business Office. This credit will be applied to the last tuition payment for the current school year.

#### 908 Textbook Policy

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Textbooks are provided to the students at the beginning of the school year. Students must return all non-consumable books at the end of the year or when they leave the school.

Students are required to cover all books. Students and parents are responsible for their books. While reasonable wear is expected, excessive damage or graffiti is not permissible. Students who damage, deface or lose their textbooks will be charged the amount necessary for replacement.

## **1000 TRANSPORTATION GUIDELINES**

#### 1001 Morning Carpool

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Morning carpool is from 7:40 – 7:55 a.m. Staff members or volunteers will be stationed on Locust Street at the playground entrance of the school to facilitate student drop off. Please do not allow students to exit cars before 7:40.

The route to drop off students is as follows: All students will be dropped off at the 55 Franklin Street building. For those new to NCA, the following are specific directions: From Main Street proceed down Franklin St. to Green Street. Take a right on Green Street; a left on Winter Street and a left on Locust Street, where you will see an NCA staff member ready to assist your children.

**Parking on Franklin Street for late drop off is dangerous for you and others and is strictly forbidden.**

#### 1002 Afternoon Carpool

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Afternoon carpool begins at 3:10 p.m. on full days and 12:23 p.m. on half days. Students will not be released to any car without a NCA carpool number.

The route to pick up students is as follows: Cars will line up in groups five (5) across in bay 2 of the front parking lot facing Winter Street. The staff member on duty will release groups one at a time to turn left out of the lot onto Winter, then left again onto Locust Street. Students will be loaded into the cars on Locust, and cars may then exit Locust to the left or to the right onto Franklin.

#### 1003 Students Released to a Student Driver

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Students who are riding home with a High School student driver must have parental approval on file to be in the vehicle with the driver and must be signed out at the main lobby entrance. The

student driver is responsible to escort his or her carpool directly to the student parking area to leave and to supervise them while on campus.

#### 1004 Walkers

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NCA students are classified as walkers under the following conditions:

- Students who live within a two mile radius of the school and are walking home
- Students who have an after school job within two miles
- Students whose parents work within two miles who are walking to their parent's place of employment
- Approved walkers must be in Eighth Grade or above, or accompanied by someone from Eighth Grade or above.
- A waiver form needs to be on file with the school office.
- Please use the authorized crosswalks only.

#### 1005 Parking

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Parking is available on Green Street and in bays 3-5 of the parking lot in front of the 34 Franklin Street building as available. Students and parents must not use the lots for the Corpus Christi Food Pantry (formerly St. Stan's), Triangle Credit Union, the bay closest to the school in the parking lot in front of the 34 Franklin Street Building, or the lot on Charles Street.

#### 1006 Student Drivers

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Students must purchase a permit each year in order to park on campus. Permits are available in the High School office. Students are not allowed to park on campus without a permit, doing so will jeopardize their parking privileges for the school year.

- Parents and students must sign an accountability waiver form.
- Proof of insurance covering the student driver must be provided prior to the issuance of the parking permit.
- It is understood student drivers will drive safely at all times. Reckless driving will result in the student's driving privileges being revoked without reimbursement of driving permit fees.
- There is no loitering permitted in the parking lot. Students who are dismissed early are to leave the campus immediately.
- Student drivers caught parking in restricted areas will have their parking permit and privileges revoked. No reimbursement of fees will be granted.

Space is limited; therefore, the number of permits granted is limited. Seniors have first priority; then Juniors, Sophomores, and Freshmen.

#### 1007 Nashua Bus Transportation

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Students who are residents of Nashua may take advantage of busing to and from NCA. The city has devoted buses to provide service for our school. The following restrictions apply:

Kindergarten                      No transportation provided

Grades 1 – 6                      Transportation provided for students living outside a 1-mile radius  
 Grades 7 – 12                    Transportation provided for students living outside a 2-mile radius.

**Students in grades 9 – 12 only must purchase a bus pass for \$65. Checks should be made out to the Nashua School District and returned to the NCA office by July 15<sup>th</sup> with the Transportation Request Form.**

There will be an option for students within the exempted areas, to request a “space available” spot on the bus. “Space available” means that if there is extra room on the bus, an existing bus stop will be assigned to those requesting access to transportation.

**Please note that if Nashua Public Schools are cancelled for any reason, and NCA is not cancelled, buses are not available to transport students to or from school that day and alternate transportation needs to be obtained.**

#### 1008 Severe Weather Information

In case of severe weather, please go online to <http://wmur.reportclosing.com> and click on school closings, or watch Channels 4, 5, 7 or 9 on the television. Nashua Christian Academy will have a separate announcement from Nashua Public Schools.

Please note that if Nashua Public Schools are cancelled for any reason, and NCA is not cancelled, buses are not available to transport students to or from school that day and alternate transportation needs to be sought.

## 1100 HEALTH POLICIES

#### 1101 NCA School Nurses

NCA does not have a school nurse on staff. We rely on registered nurses who volunteer their time to monitor our policies and student records.

#### 1102 Student Health Records

The following will be part of your child's health record:

1. Health History Sheet
2. Student Fact and Emergency Sheet (copy to school office)
3. Allergy Notification (copy also to the teacher)
4. Log of child's visit to the Nurse's office and the outcome of the visit

**Completed medical history and immunizations must be on file for the first day of school.** A student may be conditionally enrolled if he/she has received at least one dose of the required vaccines.

#### 1103 Health Policies

- **We strongly recommend your children not attend school if they have been sick within the last 24 hours.**

- Please keep your child home if they have a sore throat, severe cold, rash or fever (101 degrees or above). The close proximity of seating in the classrooms accelerates the spread of communicable diseases.
- Should your child be ill and remain at home, please notify the school office by 9:00am.
- If your child becomes ill at school we ask that parents arrange for pick up as quickly as possible.
- Since communicable diseases must be reported to the Board of Health, we request that you notify the school office of any communicable disease such as strep throat, impetigo, chicken pox, hepatitis, etc., so that the school may document and make any necessary contacts.
- It is important that the school be notified of any new conditions affecting your child such as allergies, asthma, etc.
- In the interest of all our students, we must immediately excuse from class any child who appears to have any infectious condition. The parent will be contacted to arrange pick up from school in a timely manner.
- When a child is absent for any extended period of illness (three or more days), a note indicating the reason should be brought in upon returning to school. In the case of a serious or prolonged illness, a note from the family physician certifying health may be required before the student may return to school.
- All children are required to participate in physical education and recess activities. Please submit a doctor's note if these activities would be too vigorous for a student's condition. The doctor's note needs to be specific as to the limitation. This policy also applies to any school trips.
- Only the school nurse or staff member appointed by the Headmaster assists in the administration of medication. Children are not permitted to have medicine in their possession. Parents or children should bring medication to the school office. State law prohibits schools to administer medication to a student without the proper notification by doctors and parents.

#### 1104 Medication Administration

NCA follows New Hampshire state health policies and regulations. We have established the following guidelines to administer medication to students.

Please note:

1. No medication will be administered in school or during school-sponsored activities without the parent's/guardian's written authorization and a written physician order for prescription medication.
2. The parent/guardian is responsible for completing the required form every school year for each new or continuing order or if there is a change in dosage or time of administration during the school year. Information necessary includes: child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, physician signature, and date.
3. The medication must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent/guardian. Under no circumstances will authorized Nashua Christian Academy personnel administer medication brought to school by the

student.

4. All prescription medication must be provided in a container with the pharmacist's label attached. Non-prescription OTC medication must be in the container with the manufacturer's original label.
5. The first day's dosage of any new medication must have been given at home before it can be administered at school.
6. The school nurse (RN) will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.
7. All students who carry **inhalers** must have written authorization from their doctor. The inhaler must be the **non-steroidal bronchodilator type** (e.g. Proventil, Ventilin, Alupent, Intal, and Albeuterol). For students in grades K-5, inhalers will be left in the Elementary office. Students in grades 6-12 will be responsible for their own inhaler.
8. All students that carry **epi pens** must have prior authorization from their doctor. For students in grades K-5, epi pens will be left in the Elementary office. Students in grades 6-12 will be responsible for their own epi pen.

#### 1105 Immunizations

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New Hampshire State law RSA 141-C: 20 requires all students be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, and polio before enrollment in school.

You may obtain the schedule for required immunizations by calling the New Hampshire Immunization Program at (603) 271-4482 or (800) 852-3345, extension 4482.

Families that have chosen not to immunize their child must have a religious objection form on file.

#### 1106 AHERA Inspections

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The State of New Hampshire requires that we notify you once a year regarding our AHERA inspections with the following notice:

Nashua Christian Academy performs yearly asbestos inspections of all school facilities as required by New Hampshire's Asbestos Hazard Emergency Response Act. Reports are available on file in the Headmaster's office.

## **1200 EXTRACURRICULAR ACTIVITIES**

#### 1201 Sports Program

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NCA offers the following sports/sport clubs:

*High School*

- Fall soccer
- Winter basketball
- Winter cheerleading – subject to coach availability

*Junior High*

- Fall soccer
- Winter basketball
- Winter cheerleading – subject to coach availability
- Spring volleyball - subject to coach availability

Please refer to the Athletics Handbook for specific sports policies and procedures.

1202 Field Trips

During the school year, students will go on educational field trips. Notification will be sent out in advance. Emergency contact information and signed permission slips must be on file in order for a student to participate.

1203 Class Trips

Customarily, the Eighth and Twelfth Grades take class trips in the spring.

Mission trips are available for students in the High School during the Winter and Spring breaks.

1204 Clubs

NCA offers the following clubs:

*High School*

- Prayer Groups
- Vex Robotics
- Ski Club\*
- Golf

*Elementary*

- Soccer Skills
- Basketball Skills
- Ski Club\*

*Junior High*

- First Lego League (Grades 5-8)
- Vex Robotics
- Ski Club\*

\* Ski is available for grades 2-12

1205 Lunch Program

NCA offers a modified lunch program for its students. Students in K-5 eat in the Elementary lunchroom, and High School and Junior High students eat in the student café. Students in all grades may 'brown bag' or pre-purchase a meal as available. Details for the current year's lunch program will be provided at the August Parent Orientation meeting.

1206 Holiday Celebrations

NCA recognizes Thanksgiving, Christmas (Birth of Christ) and Resurrection Sunday (Easter - Resurrection of our Lord). As a school, we want to concentrate on those things that would be glorifying to our Lord Jesus Christ. Therefore, we discourage displays that would deviate from the purposes or philosophy of our school. As such, for example, we do not celebrate Halloween.

### 1207 Parent Drivers

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All volunteer drivers that drive for sport events, field trips, class trips, mission trips or outreach activities must carry valid insurance. A form must be on file in the school office prior to the parent driving with current insurance information. Appropriate safety restraints must be available and used during transport.

### 1208 Picture Release Policy

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Pictures taken on campus of classes, activities, events or students of NCA become the property of NCA. They may be posted on the NCA web site or Facebook page or released for circulation or publication outside the School. **Parents with a concern regarding the publication of their child's picture should file a Picture Exclusion form with the office.** Pictures taken in a public venue (i.e. sports or public award ceremonies photos by area newspapers, etc.) fall outside these restrictions.

### 1209 Privacy of Information

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Nashua Christian Academy is proactive in the protection of student and family data. Access to web-based data (on INow) is user name and password protected. Hard copy records at the school are maintained by the Registrar and stored in locked files in a locked office not available to students or visitors.