

NCA Student Handbook for Grades 7-12

Numonohi Christian Academy
P.O. Box 1079
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Papua New Guinea

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1 Introduction

NCA Vision Statement:

To glorify God and to assist in the establishing of indigenous tribal churches throughout PNG by supporting parents in providing a Christ-centered education for their children.

We are here in PNG because God has placed us here as part of his plan to reach all the tribes with the gospel. The teachers and dorm parents of Numonohi Christian Academy are not only concerned about your education; they are also concerned about your spiritual, social, and physical welfare. They want to accept you as you are, and their ministry is to guide you in your development so that you can grow in Christian maturity as God would have you grow.

History:

Numonohi Christian Academy was raised up to meet the educational needs of the children of New Tribes missionaries. When staff and facilities are sufficient, the school will also be open to other evangelical missions serving in Papua New Guinea in the vicinity and evangelical PNG citizens of similar doctrine to New Tribes Mission. It was begun in 1966 in temporary facilities at the Oluguti base, Lufa Sub-District. Soon afterward, development of the new school site began at Numonohi (now known as Lapilo Center). After four years the school was moved to its new permanent home to start the February term of 1971. The school is a faith project of the NTM missionaries of the Papua New Guinea field.

School Verse:

“The fear of the Lord is the beginning of knowledge.” Prov. 1:7

School Colors:

Royal Blue and White

Purpose:

1. To aid New Tribes missionaries in reaching tribal people for Christ
2. To aid parents in training their children in the nurture and admonition of the Lord
3. To provide a sound academic education integrated with the Christian view of God and the world
4. To encourage each child to trust in Christ as Savior and to dedicate his life to the Lord
5. To instill a Biblical philosophy of life into each student so that he is enabled to see life from God's viewpoint
6. To teach each child how to have a daily walk with the Lord and to encourage them in it
7. To instill in each child those personal qualities that are necessary for developing Christian character. Included among these would be respect for and obedience to authority, self-discipline, and a spirit of thankfulness.

2 Academics and Attendance

2.1 School Year, Length of Day, Holidays

The school year consists of 34 weeks of school. This is divided into two semesters each seventeen weeks long. Each semester is divided into two marking periods (or terms) either 8 or 9 weeks long. The first and third breaks are 3 weeks long. The second break (Christmas) is 4 weeks long. The break between school years is 8 weeks long.

Any official Papua New Guinea holidays that fall during the school year shall be observed. There will not be any official observance of holidays of other nations.

There is a school calendar on the school web site (www.ncapng.org). A copy may also be obtained at any time by contacting the high school office.

The general schedule for each day is as follows:

Daily classes	7:45 a.m. – 2:47 p.m.
Work detail	2:50 p.m. – 3:05 p.m.

2.2 Classroom Guidelines

1. Students should have all pens, pencils, paper, erasers, and books ready to use at the beginning of each class.
2. A student must get permission from a teacher before leaving a class for any reason. All Grade 7-12 students must sign in and sign out in the school office when coming or going from the school other than the usual times.
3. If a student cannot participate in PE class, they must turn in a written excuse from their parent or dorm parent to the PE teacher before class begins.
4. School dictionaries or encyclopedias are not to be taken out of the library or left in student lockers.
5. The writing of notes to other students should not be done during classes or study hall.
6. Gum chewing is not allowed.
7. Personal reading books are not to be read in classes except with teacher permission.

2.3 Homework

Homework may be given to students in Grades 7-12. An average of 20 minutes per night of homework is given for each standard class *for the average student*. Some Grade 11 & 12 courses and some elective courses (e.g., AP level courses) may have more work assigned in

proportion to the difficulty level of the course. A student who works more slowly in doing his assignments should expect to spend more time than the average student. Normally, homework is not assigned over school breaks.

The grade will be reduced for late homework. The amount will be at the discretion of the teacher.

2.4 Study Halls

1. Students are expected to report to scheduled daytime study halls on time as for any other class.
2. Students should bring plenty of work to do. If they have completed their assigned work, they may read a book or magazine from the library.
3. Talking is not permitted without permission from the supervisor. Permission will only be granted for school-related purposes (e.g., students working quietly on a project for a class, etc.)

2.5 Chapel

The purpose of chapel is to challenge students in a practical way to walk with the Lord. High school chapels are held weekly on Tuesdays. Students are expected to take their Bibles and to be on time.

2.6 Graduation Requirements

The requirements for graduation are 22 credits. Students must carry 6 credits minimum per year, including Bible. One unit of credit is earned each year a class is taken and passed, if it meets four or five periods per week. Subject area requirements must also be met in the following way:

English	4 credits	Social Studies	3 credits
Science	3 credits	Physical Ed.	2 credits
Math	3 credits*	Foreign Language	2 credits
Electives	5 credits		

(* 2 credits if Algebra I was taken in 8th Grade)

Students are also required to take Comparative Politics and Grade 12 English at NCA.

Students will not be allowed to participate in commencement exercises as part of the diploma awarding ceremony unless they have fulfilled (or have verified a plan to complete) NCA's graduation requirements. Participation in the other end-of-year, Senior Class activities (e.g., Senior Dinner, Slide Show, Memory Corner, Uptrack BBQ) by students not eligible for a diploma will be decided by the school administration on a case by case basis.

2.7 Transfer Credits

NCA will only accept transfer credits (i.e., for high school courses) from another educational institution. We will not accept home schooling records kept only by the parents. Courses taken by correspondence while the student is enrolled at the correspondence school are acceptable if the correspondence school will issue a transcript.

2.8 Grading System

The following grading system is used in Grades 7-12:

A+ = 97-100	C+ = 77-79	F = Below 59	W/F = withdrawn failing
A = 93-96	C = 73-76	P = Passing	W/P = withdrawn passing
A- = 90-92	C- = 70-72		
B+ = 87-89	D+ = 67-69	E = Excellent	N = Needs Improvement
B = 83-86	D = 63-66	G = Good	U = Unsatisfactory
B- = 80-83	D- = 60-62	S = Satisfactory	

2.9 Report Cards, Extracurricular Eligibility

Report Cards are given out 4 times each school year. Mid-marking period reports are also given out. An “F” grade on either a mid-marking period report or on an end of term report will make a student ineligible for extracurricular activities such as sports, student council, or school plays.

Eligibility will be reconsidered each grading report. “Incomplete” grades also make a student ineligible for extracurricular activities until the work has been completed and the passing grade is turned in to the high school office.

2.10 Honor Roll – Grades 7-12

To be named to the honor roll as student must have made no semester grade lower than a B. To be named to the high honor roll, a student must have no semester grade lower than an A-. In addition, to be considered for the honor roll, students must be enrolled in a minimum of 3 core curricular subjects (i.e., English, math, foreign language, science, or social studies) or a correspondence equivalent if the class cannot be offered at NCA due to staffing shortages.

2.11 Awards

The following awards may be given at the graduation program each year or at an awards ceremony:

1. The Best-all-around Awards are given to the students who have distinguished themselves academically, spiritually, and in service to the school.
2. The Service Awards are given to the students who excel in service for the school.

3. The Outstanding Progress Awards are given to the students who have shown marked growth in many areas of their life.

For the above awards, one recipient each may be chosen by the staff and dorm parents for Grades 7-9 and 10-12.

4. Scholastic Awards are given to the two students who have the highest grade point average for the year (one award each for Grades 7-9 and Grades 10-12). At least a B+ average must be maintained in order to receive the award. (Along with NCA course grades, only grades available from correspondence courses endorsed* or purchased by NCA are used in determining award winners. In addition, students are required to have earned a minimum of 6.0 NCA or NCA-sanctioned credits to be eligible for this award.)

*Endorsed correspondence courses are those which are taken in place of courses that NCA would normally offer but are unavailable because of a staffing shortage or other unavoidable circumstances.

5. The Valedictorian Award is given to the graduating senior with the highest grade point average who has maintained at least an A- average for their four years of high school.
6. The Salutatorian Award is given to the graduating senior with the second highest grade point average who has maintained at least a B+ average for their four years of high school.

Class rank for determining the Valedictorian and Salutatorian Awards will be based only on NCA-assessed courses (i.e. courses graded in-house). In addition, for a student to be eligible for either Valedictorian or Salutatorian, he/she must have earned at least 11 credits at NCA of their total credits towards graduation. Students must also have taken either Physics or Chemistry along with Algebra II to qualify for these awards.

7. Department Scholar Awards (Grades 9-12) for each academic department are given to the student in that particular discipline that has shown the greatest achievement.
8. Department Improvement Awards (Grades 9-12) for each department are given to the student in that particular discipline that has shown the greatest improvement from the beginning of the school year.
9. The Timothy Awards (Grade 7-9 & 10-12) are given to the students who evidence strong Christian character. These awards are voted on by their fellow students.
10. Sports awards will be presented to students who show outstanding achievements in our sports program. Trophies and letters may be awarded to high school students for outstanding performance together with good attitudes, good sportsman ship, and team spirit.

2.12 Student Absence and Tardy Policy

2.12.1 Excused Absences

1. "Requested" excused absences are acceptable under the following conditions:

- a. Parents authorize the absence from school. (As a courtesy to the Administration and teachers, it is recommended that parents complete an Advance Notification form to allow teachers the ability to plan for student's absence, and to make parents aware of what the student may be missing on the planned absence day(s).)
 - b. The student can be required to submit any homework, project, or report, or to take a test on the day previous to the planned absence, at the teacher's discretion.
 - c. Except for bush parents who have come to NCA to see their children in a particular sport and/or students who have siblings in Grades 11 or 12 participating in an approved tournament, excused absences may not be obtained for tournaments.
2. Emergencies and illness are considered excused absences
3. After an absence, the student is expected to bring a note from their parent or dorm parent to be given to the school office.
 - a. If no note is provided within 2 days after their return, the student will be considered Unexcused.
 - b. All returning students will be issued a slip which will be signed by each of his/her teachers. If a teacher does not see an Excused Absence slip within 2 days of a student's return, the absence will be considered unexcused. (see below)
 - c. For Excused absences, upon a student's return the student will have 2 days for each missed day to make up homework missed during the absence (this may be extended at the discretion of individual teachers).
Note: Students will not be released to go home from school without the school office first contacting parents.

2.12.2 Unexcused Absences

1. **Unexcused absences will be recorded when** a student is absent from any class, and one of the following conditions exists:
 - a. The student fails to bring a note from parents excusing their absence (within 2 days) or there was no Advanced Notification of Absence
 - b. The absence was an unauthorized attendance of Tournament
2. **The academic consequence** of an unexcused absence is that all work missed the day of the absence(s) will have to be completed at an appropriate level, assignments, quizzes, tests, etc. the student will receive a zero. In the event a student does not complete this work, the teacher will factor in a zero for some other equivalent school work grade.
3. **If a student is absent due to suspension, expulsion or other disciplinary action,** then the absence will be treated as follows: all missed work - assignments, quizzes, tests, etc. will receive a zero. If no assignments were due that day, each teacher will factor a zero homework grade into the homework average.

2.12.3 Unexcused and Excused Absences in Physical Education

1. **In order to earn credit for PE,** no more than 15 absences (excused or unexcused) will be allowed per semester. If the number of absences during a semester exceeds

15, the student will not earn credit. A student may petition for credit by following the procedure outlined below.

2. **Petition of PE credit** - Students and/or parents may petition for PE credit if the number of absences has exceeded 15 in one semester. The petition must be in written form and must be submitted to the school administration no later than one marking period after the semester in question.

2.12.4 Tardies

A *tardy* is obtained when a student is late for class for any amount of time. Any tardy which is in excess of 15 minutes will be considered an absence for that class.

Tardies to school at the beginning of the day or returning from lunch which are less than 15 minutes will result in an after school detention upon the third tardy for a given term. The length of the detentions will increase by increments of fifteen minutes for all subsequent tardies for each term. If a student receives 6 tardies (resulting in a 60 min. detention) in one term, it will require special administrative intervention.

For remaining periods throughout the day (i.e., not before school or immediately after lunch), teachers may handle tardies according to their own discretion.

2.13 Student Dress Code

The objective of dress code standards is to encourage good dress habits. Proper dress can positively affect our daily Christian walk, mental attitude, classroom performance, and school spirit. A well-groomed, neat and modest appearance is required for NCA students.

A. Guidelines for Girls

1. Girls may wear dresses, skirts, pants or jeans to school. Clothes that are tight-fitting, torn or tattered are *not* acceptable. Shorts of any kind as well as athletic attire (sweatpants, warm-ups, etc.) are not permitted.
2. Dresses or skirts must *not* be above the knee when standing. Jeans or pants should be mid-calf or full-length.
3. On Tuesdays (chapel day), girls must wear a dress or skirt to school for the duration of the school day.
4. Bare midriffs, undergarments that are visible, low necklines, thin straps, low back dresses or tops, and dresses or skirts with high cut slits are *not* allowed.

B. Guidelines for Boys

1. Clothing that is torn or tattered, is *not* acceptable. Sleeved shirts are required.
2. The following are *not* acceptable: undergarments that are visible; athletic attire (e.g. sweats, jogging shorts, warm-ups).

3. On Tuesdays (chapel day), boys must wear a collared shirt for the duration of the school day.
4. Hair is not to be over the ears or collar, nor overly bushy.

C. General

1. Shoes/sandals must be worn to school.
2. Radical haircuts or hair colors are *not* permitted.
3. All students are to wear designated PE attire for PE classes (including sun hats). PE shirts are *not* to be worn to classes other than PE.
4. Students may *not* wear hats, visors or caps in school buildings or in chapel.
5. Dress wear for special activities will be determined by the administration.
6. The staff & administration reserve the right to ask any student to change his/her clothing or hairstyle if it is not in agreement with the standards or expectations outlined above.

3 School Property and Facilities

3.1 Care of School Property

All school property has been given to us by the Lord. Treat all school property with care so that the school will look as nice as possible. It is your responsibility to report any damaged property.

Accidents will happen, but most can be avoided by being careful. Property that is damaged must be paid for by the student(s) responsible.

To help keep school property in good shape, please observe these guidelines:

1. Do not climb on containers or hang off sidewalk overhangs.
2. Do not lean back in classroom chairs.
3. Do not sit on tables or desktops.
4. Keep textbooks covered at all times (except consumables). Students who turn in textbooks damaged beyond normal wear and tear will be responsible to compensate financially for the excess wear.
5. Only enter school buildings when a teacher is present.
6. Refrain from running or horse-playing in the classroom buildings.
7. Keep your assigned locker free from clutter.

3.2 Libraries

The school libraries offer books and magazines to supplement the information given in the classes. There are news, sports, science, religious, and nature magazines, a variety of fiction titles for leisure reading or personal interest, non-fiction books, and a reference collection. Please leave reference books and magazines in the library.

Follow the posted guidelines for checking out books. Please see the librarian for renewals or urgent needs which would be exceptions to this recommendation. Report any damage to books or library facilities.

3.3 Gymnasium Usage

Requests for booking the gymnasium shall go through the Sportsmaster in advance. Scheduling of the gymnasium is the jurisdiction of the school in fellowship with the Sportsmaster. Maintenance of the gymnasium is a shared responsibility between the school and the Lapilo Center Committee. Cost of the maintenance is shared by the school and the Lapilo Center.

Please observe the posted guidelines on the wall of the gym.

School staff and center residents should consider it their responsibility to take care of the gym facility. Please be faithful to the child and the parents or dorm parents of the child if an infraction of the rules occurs. Gym times are posted in the Lapilo Center handbook.

3.4 Food and Drinks in the School Building

Students should not eat food or consume drinks (other than water in a clear bottle) in any of the school buildings. They may bring food, put it in their lockers, then take it outside to eat during their mid-morning break.

4 Disciplinary Code

Discipline is a normal part of growing up if we are to become obedient, self-controlled, responsible people. This part of our training calls for guidelines and consequences for those who don't follow them. The following types of discipline may be used:

1. Detention
2. Work projects
3. Any student whose conduct is unacceptable or continually in question may be referred to the Numonohi Admin Team or the NCA School Committee. A suspension of one or more days may be given. Students who are suspended receive zeros in all classes on those days (see Absence Policy above).
4. Any student whose behavior is unacceptable or who needs to be dealt with on a continual basis for his conduct is liable to be placed on probation. Probation is a time for evaluating a student to determine if the student should be allowed to remain in school.
5. Expulsion. Any student whose behavior is deemed unacceptable may be expelled. If a student does not respond during his time of probation he may be expelled. This will be done by the NCA School Committee in fellowship with the Field Committee.

5 Special Events and Extra-Curricular Activities

5.1 Student Council

The student council is a service organization. Twelve students are selected each year to represent their grades in the student council (usually one male and one female student from each grade in Grade 7-12). Usual officers are President, Vice-President, Secretary, and Treasurer.

The qualifications for serving on student council are as follows:

1. Student must be a conscientious worker.
2. Student must have been in school for 2 terms preceding the election.
3. Student must have an overall “C” grade average with no “F”s” for the two previous marking periods. If the person drops below a “C” average or receives an “F” after being elected to the SC, s/he will be removed from the SC for the remainder of the year.
4. Must be committed to attending weekly SC meetings & fully participating in all SC-sponsored events and activities.

The student council members have the following duties:

1. Organizing Independence Day activities
2. Raising money for special projects for the school and gifts to other ministries.
3. Organizing the Christmas Festival.
4. Organizing the Annual Banquet.
5. Organizing Teacher Appreciation Week activities.
6. Organizing Senior Appreciation Week activities.
7. Organizing school-wide dress-up days.

5.2 Class Outings

1. Each grade 7-12 may have one outing per semester. Each outing proposal must be submitted to the school administration at least 10 days in advance.
2. For non-overnight outings, students are to be back in their dorms or homes by:
 - 11:00 PM for grades 7-9
 - 12:00 PM for grades 10-12
3. On overnight outings, students should be in their assigned sleeping areas by the same times given in E. above. “All-nighters” are not acceptable outings for school-sponsored events.
4. For every outing there should be one adult male for every 5 boys and one adult female for every 5 girls (i.e. approximately one adult couple for every ten students). The two-adult rule should be observed in all situations at all times.
5. Attendance by students on outings is expected. Exceptions may be made due to illness, lack of finances, or other parental concerns.
6. For each outing, each child must obtain specific permission from their parents or boarding home parents in order to participate in the outing. Permission forms should be received by parents/boarding home parents from class advisors one to two weeks before the outing.

7. The primary sponsors for any outing are to be the class advisors. Substitute sponsors need to be approved by the NCA Admin Team.
8. On all off-center overnight outings, except for Senior Retreat and Senior Sneak, each sleeping area must be chaperoned by an adult sponsor. For all outings, girls and boys are not to be in each others rooms without a sponsor present.
9. Advisors should insure that all NTM guidelines will be followed. Preview and approve any videos that will be watched.
10. All costs should be billed to the class account and should be reimbursed out of outing money collected from the students. When necessary, it is the advisor's responsibility to charge out the individual parents' accounts. A maximum of \$7.00 per student per outing may be charged to parents.

5.3 Class Advisors

1. Class advisors are to be selected from parents, teachers, boarding home parents, or other Lapilo Center personnel. Associates or parents from other missions may serve as class advisors as long as they are partnered with career NTM missionaries.
2. Junior class advisors will work with a particular class from the beginning of their junior year until their graduation the following year. Advising a junior / senior class involves not only fundraising, but also a significant spiritual formation component. For example, advisors can instruct the students in Biblical principals of teamwork, finances, stewardship, leadership, etc. In addition, in the senior year, the advisors will be responsible for organizing the Senior retreat and graduation.
3. Advisors for the 7th, 8th, 9th, and 10th grades need only serve for that particular year.
4. **All** advisors will participate in NCA's annual Child Protection orientation and training.
5. Each class will be given an NTM account with which to conduct financial transactions. Money deposited into the class account is "company" money and must be handled as such, conforming to all requirements laid out by the PNG Field Committee. (For example, personal reimbursements should be accompanied by a receipt and proper documentation, etc.)
6. Advisors should be in attendance at each class meeting.
7. Classes will choose their own Student Council representatives and class officers.
8. Sophomore classes and below may not engage in on-center fundraising.
9. Advisors should make sure NAT-approved sponsors for class-sponsored events are secured at least one week in advance of the event.
10. Advisors should make sure all events are cleared through the Vice Principal and/or NCA Admin Team and are scheduled in consultation with the school master calendar to avoid conflicts.
11. Off-base fund-raising ideas should receive NAT approval. The main fund-raising class will be given first priority.
12. Videos for class-sponsored showing must be previewed and approved by the class advisors.
13. Each class is encouraged to tithe on the money they raise.
14. On work days, either the class advisors or other adult sponsors must be present to oversee the project.

5.4 Responsibilities of Outing Sponsors

1. Insure that any guidelines set by the NCA Admin Team for that particular outing are followed.
2. During the course of the outing:
 - a. Watch out for student safety
 - b. Be aware of current contingency precautions
 - c. Be an example to the students as ambassadors of the Lord Jesus Christ to a dying world. Expect the students to act like ladies and gentlemen when out in public.
 - d. On overnight outings, be responsible for a formal devotional time with the class.
3. Make sure students are dressed appropriately for the outing.

5.5 Field Day

The date for Field Day will be announced each year by the administration. Two to four upper-class students are selected by the staff to be captains and lieutenants of each team. The student body is then divided into teams by the captains in conjunction with the Sportsmaster. On Field Day, the teams compete in track and carnival-type events.

6 Miscellaneous

6.1 Work Detail

Each student in Grades 7-12 is given a job to do Monday through Friday after school for 15 minutes. During this time he is to complete the work assigned to him. Work poorly done will have to be redone until it has been done correctly. The jobs will be changed each semester. Electronic media (iPods, MP3 players, etc.) are not to be used as entertainment during work detail. Students should always try to be a help when there is work to be done. Food is not to be eaten during this time.

6.2 Fire Drill / Emergencies

1. In case of a fire or fire drill, under the direction of the teacher, students are to quietly exit their classroom and gather on the sports field in their class groups. Teachers are to close all windows and doors and are to account for each of their students.
2. In case of an emergency, students and teachers should stay inside their classrooms with their doors locked and away from the windows until given other instructions by the administration.

6.3 Personal Entertainment Devices (MP3 players, iPods, etc.)

Students are not to bring MP3 players, CD players, radios, or use personal entertainment devices in school. This would also include the use of laptops to watch movies or play video games.

Cell phones are not to be seen, heard, or used during the hours of 7:45 am and 3:00 pm. Town students may use cell phones during the lunch break. Students who need to contact their parents during the school day should come to the high school office.

6.4 Computer Use Guidelines

In order to use any NCA computer resources or bring personal laptops to school, all students are required to sign a Technology Acceptable Use Policy. Normally, this is done at the start of each school year. Included in this document are the guidelines concerning Internet use, downloading and installing software, game playing, and computer security.

NCA's filtered access to the Internet will only be available to students with a teacher present who is monitoring the system. NCA will not condone or allow the use of objectionable material from the Internet. Anyone found purposely accessing this type of information will be reported to the administration, regional leadership, and / or field leadership as appropriate. Students should understand that Internet abuse could result in suspension, expulsion, or a family's removal from the PNG field.