

**NCA Student Handbook  
for Grades 7-12  
2017-2018**



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

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# 1 Introduction

## Vision Statement

Equipping students to follow Christ.

## History and Purpose

Numonohi Christian Academy exists to glorify God and assist in establishing indigenous, tribal churches throughout PNG by supporting parents in providing a Christ-centered education for their children. 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 and vicinity and evangelical PNG citizens of similar doctrine to New Tribes Mission. It was started in 1966, in temporary facilities at the Oliguti base. 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

## Numonohi Christian Academy ABCDs

NCA’s Expected Schoolwide Learning Results, also known as the NCA ABCDs are

A – Academics

*NCA students will demonstrate proficiency in core subjects.*

B – Biblical Worldview

*NCA students will understand and apply a Biblical worldview.*

C – Changes

*NCA students will be practically prepared for the transition to the next step of life.*

D – Diversity

*NCA students will value diversity and demonstrate teamwork.*

## **2 Academics and Attendance**

### **2.1 School Year, Length of Day, Holidays**

The school year consists of 32 weeks of school and about 170 days. This is divided into two semesters each sixteen weeks long. Each semester is divided into two marking periods (or terms) 8 weeks long. The breaks between terms are three or four weeks long. The break between school years is approximately 10 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](http://www.ncapng.org)). A copy may also be obtained at any time by contacting the high school office ([nca@ntmpng.org](mailto:nca@ntmpng.org)).

The general schedule for each day is as follows:

Daily classes	7:45 a.m. – 2:46 p.m.
Work detail	2:49 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 and 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 their 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 of the reduction will be at the discretion of the teacher.

## **2.4 Study Halls**

1. Students are expected to report to scheduled 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).

## **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 Wednesdays. Students are expected to bring 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	World Languages	2 credits
Electives	5 credits		

Students are also required to take Comparative Politics and grade 12 English at NCA. Students should keep in mind that the credits above are *minimum* requirements for graduation. Students who are interested in university study after high school are advised to check with the schools they are interested in to see what they recommend for prospective applicants.

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, Up-track 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 four times each school year. Mid-marking period reports are also issued. 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, school plays, or class officer. The administration may remove any student from a student leadership position if there are ongoing attitude/discipline issues that make it inappropriate to identify the student as a leader in the school.

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 reported to the high school office.

## **2.10 Honor Roll – Grades 7-12**

To be named to the honor roll, a 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 three core curricular subjects (i.e., English, math, world languages, science, or social studies) or a correspondence equivalent if the class cannot be offered at NCA due to staffing shortages.

## 2.11 Awards

### *Purpose Statement*

The NCA Awards program is intended to affirm the value of hard work, achievement, and Christian character and to honor those who have demonstrated these characteristics.

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

1. Distinguished Student Award

This award is given to the students who have distinguished themselves by demonstrating strengths in the following areas: academics, Christian character, leadership, spiritual influence in the school community, service to the school & community.

To qualify for this award, the student must have been on the honor roll for Semester 1 and Term 3 of the current school year.

2. Christian Impact Award

This award is given to the students who demonstrate strengths in the following areas: positive attitude toward school life, positive influence in the school, an encourager of others, service to the school and community.

3. Outstanding Progress Award

This award is given to the students who have shown marked growth in many areas of their life. Some of these areas might be: attitude toward school, and academic, social, and spiritual growth.

The three “General Awards” listed above may be given to an unspecified number of students each year who meet these criteria. Individual students will be eligible for only one of the awards above each year.

4. Scholastic Awards are given to the two students who have the highest grade point average for the year (one award each for grades 7-8, 9-10, and 11-12). 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,

they 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 Outstanding Progress 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. Timothy Award (grades 7-9 and 10-12) is 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 sportsmanship, 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 days.)
  - 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. Excused absences may not be obtained for tournaments except for students who have siblings in grades 11 or 12 participating in a Provincial Tournament.
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 two 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 their teachers. If a teacher does not see an Excused Absence slip within two 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 two 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 two days) or there was no Advanced Notification of Absence
  - b. The absence was an unauthorized attendance of a Provincial Tournament
2. **The academic consequence** of an unexcused absence will be a 2.5% reduction in the term grade of each class for each day missed. (Note: This will result in a 1% reduction of the semester grade per class for each day of unexcused absence. If there are questions, teachers should consult the administration.)
  3. **Unexcused absences from non-graded periods**, such as study halls, TAs, work studies, and work detail, will result in the student serving detentions for the length of time they were absent from those classes (because there is no significant academic consequence).
  4. **If a student is absent due to suspension, expulsion or other disciplinary action**, then the absence will be treated as an unexcused absence and the student will receive the resulting **academic consequences** as stated above.

### 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 six tardies (resulting in a 60 minute 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 visibly 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, skirts, and capris must cover the knee when standing and sitting.
3. On Chapel/Dress-Skirt days, 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. Clothes that are visibly tight fitting, torn or tattered are *not* acceptable. Sleeved shirts are required.
2. The following are *not* acceptable: undergarments that are visible or athletic attire (e.g. sweats, jogging shorts, warm-ups).
3. On Chapel/Collared Shirt days, boys must wear a collared shirt for the duration of the school day.
4. Hair must not be below the earlobe 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 secondary PE classes (including sun hats; see item 7.6). PE uniform 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.

#### D. Dress Guidelines At Formal Events (such as Banquet and Graduation)

1. No low cut dresses or cleavage showing.
2. No exposed skin lower than armpits or normal bra line in the back. (See-through lace/sheer fabric is considered “exposed”.)
3. Dresses and slits shouldn’t expose the leg higher than the top of the knee (with or without heels on).
4. Dresses shouldn’t be tight over the hips and buttocks.

### **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 (except consumables) covered at all times. 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 principal 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. Cost of the maintenance is shared by the school and the Lapilo Center Management Team.

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 Management Team. 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 Numonohi Management Team in fellowship with the Field Leadership Team.

## **5 Special Events and Extracurricular Activities**

### **5.1 Student Council**

Student Council is intended to be a student-led organization that is designed to serve the school. SC has the freedom to initiate new activities and to cease organizing other events as they see fit in cooperation with the advisors and the administration.

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 two terms preceding joining.
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 joining SC, they will be removed from the SC for the remainder of the year.

4. Must be committed to attending weekly SC meetings and fully participating in all SC-sponsored events and activities.

Below are some of the activities SC has “traditionally” organized:

1. For Independence Day, SC may be asked to organize some activities.
2. Raising money for special projects for the school and gifts to other ministries.
3. Organizing the Christmas Festival.
4. Organizing the Banquet, Sadie Hawkins, & Grade 7-9 Event.
5. Organizing Teacher Appreciation Week activities.
6. Organizing Senior Appreciation Week activities.
7. Organizing school-wide dress-up days.

## **5.2 Class Advisors**

1. Class advisors are to be selected from parents, teachers, boarding home parents, or other Lapilo Centre personnel. Ideally, one set of advisors should be resident at Lapilo Centre. Associates or parents from other missions may serve as class advisors as long as they are partnered with experienced 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 should instruct the students in Biblical principles 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 Safety orientation and training held at the beginning of the school year.
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 Leadership Team. (For example, personal reimbursements should be accompanied by a receipt and proper documentation, etc.)
6. Advisors should be in attendance at each class meeting. Class meetings are to be used for NCA class business. If the advisors (or other parents) hope to plan a non-NCA fundraiser, they should do so outside of the school’s time.
7. Classes will choose their own class officers.
8. Student Council members will be identified on a volunteer basis. (Class officers may be Student Council members provided they can appropriately manage their class officer responsibilities.)
9. Fundraising (class or individual) at NCA school events should be submitted to the NMT for approval.
10. All high school classes (7-12) may engage in on-center fundraising. Junior class will be given priority to sell food items at Christmas Festival and Independence Day. Sales of snacks during morning break will be open to any student grades 7-12.
11. Off-center fundraising (to the local community) **by classes** is not allowed.
12. Advisors should make sure NMT-approved sponsors for class-sponsored events are secured at least one week in advance of the event.

13. Advisors must clear all events through the Vice Principal and/or NMT. Events will be scheduled in consultation with the school master calendar to avoid conflicts.
14. Videos for class-sponsored events must be previewed and approved by the class advisors. (see [Video Guidelines](#) above)
15. Each class is encouraged to tithe on the money they raise.
16. On work days, either the class advisors or other adult sponsors must be present to oversee the project.
17. NTM Field policy states that raffles may not be used as fundraisers. Specifically, the policy states that “Raffles are not permitted by NTM missionaries because of the association with gambling. Raffles are the selling of a chance for gain without the use of skill or participation.” For example, the Field leadership has decided that “guessing jars” fall in this category and should not be used at Independence Day events.

### **5.3 Class Outings**

1. Each grade 7-12 may have one outing per semester. Each outing proposal must be submitted to the NMT at least **10 days in advance**.
2. Class activities may use class funds, should be planned during class meetings, and attendance is expected. Thus, these activities should be approved by the NMT and school policies followed. Be careful about using “class language” in non-class activities. (If it is not a class activity, please do not discuss it at class meetings.)
3. For all outings/activities, the two-adult rule should be maintained.
4. For non-overnight outings, students are to be back in their dorms or homes by:  
11:00 P.M. for grades 7-9  
12:00 A.M. for grades 10-12
5. On overnight outings, students should be in their assigned sleeping areas and have lights out by the same times given in #3 above. “All-nighters” are not acceptable on class outings/school sponsored events.
6. For overnight outings, there should be two adult males for the boys, and two adult females for the girls. The two-adult rule should be observed whenever students are in non-public areas.
7. Attendance by students on outings is expected. Exceptions may be made due to illness, lack of finances, or other parental concerns.
8. 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.
9. The primary sponsors for any outing are to be the class advisors. Substitute sponsors need to be approved by the NMT.
10. Advisors should ensure that all NTM guidelines will be followed. Preview and approve any videos that will be watched.
11. 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 advisors’ responsibility to charge out the individual parents’ accounts. A maximum of \$10.00 per student per outing may be charged to parents, but class funds should be used first to cover costs.

## **5.4 Responsibilities of Outing Sponsors**

1. Ensure that any guidelines set by the NMT 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.

## **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 they are to complete the work assigned to them. Work poorly done will have to be redone until it has been done correctly. The assignments 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**

#### **Fire Drill Procedure**

##### **Guidelines if a Teacher Discovers a Fire:**

1. Help people in immediate danger.
2. Send a student to the nearest office with the specific instructions: "You, go to the office and tell an adult there is a fire in (location)."
3. Lead your students in exiting the classroom or building.

##### **In the Case of Fire:**

The school bell will be rung in an oscillating manner to signal an emergency. In case of a fire at another location on Lapilo Center, the center siren will sound with an oscillating pitch. Teachers should follow the evacuation procedures below if either oscillating alarm is heard.

##### **Guidelines for Exiting:**

1. Each classroom should have an emergency escape route and colored status signs posted near an exit. Teachers should familiarize themselves and their class with the route and any special directions. Follow the escape route if you hear an oscillating alarm.
2. If possible, close the windows and turn off the lights before leaving.
3. Teachers should get the colored status signs as they exit the classroom. The last person to leave should close the door.
4. Classes should stay together as a group and remain quiet. Students who are in non-

classroom locations (such as the restroom or in a special pull-out session) should join their class on the field.

5. Teachers should encourage students to remain calm and take procedures seriously.

6. Teachers are responsible for directing their classes and accounting for the students on their roster. Teachers should indicate the status of the class to administrators using their colored signs. The colors indicate the following:

- Green: Everybody is accounted for and everybody is well.
- Yellow: Everybody is accounted for, but somebody has a non-life-threatening injury.
- Red: Not everybody is accounted for or somebody has a life-threatening injury. (This applies to students who were counted present for the day, but were not with their class when the alarm sounded. They should be considered missing until they join their class.)

7. When outside the buildings, each class group should stay together with the teacher and wait in their designated area on the field. Students should remain outside the building until the signal is given to return to class.

### **Earthquake Procedure**

In the event of an earthquake, do the following:

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath it for shelter.
- If no shelter is nearby, crawl next to an interior wall or a corner (away from windows).
- Stay on your knees; bend over to protect vital organs.

**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

If in a classroom, do not move to another location or outside.

If outside, move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards. Then Drop, Cover, and Hold On.

In the event of a severe earthquake, use the colored status signs to communicate with rescue workers.

### **Lockdown Procedure**

This procedure will be implemented in the event that there is an intruder on center or the school campus or in any situation where it is determined by the principal or designee that students would be safer in a locked room.

**The signal for a lockdown is a continuous school bell (or a long, uninterrupted center siren)** which will usually sound for over a minute. The principal or designee (most likely office staff) may initiate the NCA school bell.

During a lockdown:

1. **Students and staff will remain in the rooms they are in when the lockdown siren sounds.** If students or staff are in the restroom, they should remain there, lock the door, and stay out of sight.
2. **If students are outdoors during a lockdown, they should immediately go to the nearest securable room/building** available to them.
3. **Staff are to lock doors.**
  - a) Staff will do a visual sweep of the immediate area when locking doors. If a child is spotted in the area, the student will be told to come into the room.

- b) Administrators will lock main entry doors if possible, but NOT place themselves in "harm's way."
4. Staff should close windows and draw curtains if possible.
  5. Students and staff should **stay QUIET** and, if possible, hidden from view through windows or doors.
  6. "All clear" will be announced over the PA system or the center siren will stop when the lockdown is done. Staff may dial 900 on a center phone to get a status update. The classroom may return to normal when the lockdown is done.

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

Students are not to use personal entertainment devices in school. This would 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 3:05 pm. Off-center 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, area leadership, and / or field leadership as appropriate. Students should understand that internet abuse could result in suspension or expulsion.

### **6.5 NCA Doctrinal Statement**

As an NTM school, we adhere to and teach according to NTM's stated doctrinal position (taken from <https://ethnos360.org/about/what-we-believe>).

#### **We believe:**

1. In the word-by-word inspiration, sufficiency and final authority of the Holy Scriptures.
2. In one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. In the Lord Jesus Christ as true God and true man; His virgin birth, sinless humanity, vicarious death, bodily resurrection, present advocacy, and His personal, imminent, bodily return for His church.
4. In the fall of man, resulting in his complete and universal separation from God and his need of salvation.

5. That the Lord Jesus Christ shed His blood and died as a sacrifice for the sins of the whole world.
6. That salvation is a free and everlasting gift of God, entirely apart from works, received by personal faith in the Lord Jesus Christ.
7. That the Holy Spirit regenerates with divine life and personally indwells the believer upon his faith in Christ for salvation.
8. In the bodily resurrection of both the saved and the unsaved.
9. In the unending life of the saved with the Lord and the unending punishment of the unsaved.

**We hold and teach the following positions:**

10. The pretribulational, premillennial return of Christ for the church.
11. The historical-grammatical interpretation of the Bible.
12. A soul once saved can never be lost.
13. We practice believer's baptism by immersion.
14. We do not practice what are commonly known as the "sign gifts."

**6.5.1 Bible Version Policy**

The *recommended* translation for grades 7-12 is the English Standard Version (ESV); however, students may use whichever translation they want for their own reading and study. For memory work, teachers in grades 7-12 have the option of choosing a specific version for the class to use or choosing to allow the students their own choice of translation. The ESV, NKJV, NASB, or NIV (1984 ed.) are the preferred choices for classroom use.