



# Elementary Student and Parent Handbook

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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 evangelical PNG citizens of similar doctrine to New Tribes Mission. It was begun in 1966 in temporary facilities at the Oliguti base. Soon afterward development of the new school began at Numonohi (now known as the 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.” Proverbs 1:7

## **School Colors**

Royal Blue and White

## **School Mascot**

Cougar

## 1.1 Christian Philosophy of Education

Education is a means through which God works to bring glory to Himself by developing the character of Christ in each individual. Education is to be founded in the Bible. The Bible itself is to be studied; its principles are to be learned. A bible-centric worldview is a necessary requisite for understanding and evaluating all else outside the Bible. The Bible presents and is reality.

The purpose of the Christian school is to aid parents in the fulfillment of these responsibilities. Home and school are cooperating partners in the education of the child. The school is never a substitute for the home.

Methodology for instruction, evaluation, and discipline are to be based on the Scriptures. To be taken into account is the fact that each child is a unique individual with varying aptitudes and abilities given to them by God. Each child is to be encouraged to develop these to his fullest capacity by developing a Christian mind.

## 1.2 Expected Schoolwide Learning Results

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

### 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 Daily Schedule

- 7:35 – warning bell (students allowed on porches)
- 7:45 – classes begin (tardy if entering the class after 7:45)
- 10:10 – elementary recess
- 10:30 – classes resume
- 12:10 – lunch break; Kindergarten dismiss for the day
- 1:00 – classes resume (tardy if entering the class after 1:05)
- 2:00 – grades 1-6 classes dismiss for the day
- 3:05 – grades 7-12 classes dismiss for the day

### 2.2 Lunch Break

Students that live at Lapilo Center go home to eat lunch at 12:10 and may return to the school campus at 1:00. Non-Lapilo resident students must eat lunch in the designated lunch area unless their parents make other arrangements and notify the school of these plans. An adult will be present with the non-Lapilo students while they eat lunch and have a recess time.

### 2.3 Student Excused/Unexcused Absence and Tardy Policy

#### A. 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 before 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.
  - d. If a requested absence for a non-school event means that courses will not be able to effectively progress, the absence will be unexcused. Courses can generally not progress if more than half the students are absent.
2. Emergencies and illness are considered excused absences.
3. Parents are expected to email or phone the office on the day of an absence. The secretary will pass the information on to the teacher. If a parent does not contact the office, the secretary will attempt to contact the parent to confirm the absence.
4. Students are expected to attend for a minimum of 140 days in order to receive credit for the school year.  
Note: Students will not be released to go home from school without the school office first contacting parents.

#### B. 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 subject/class for each day missed.

3. 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.

### **C. Tardies**

A tardy is obtained when a student is late for class for any amount of time. If the student arrives after 10 am, it will be considered a half-day absence.

## 2.4 Illness

If your child should become ill or injured during the school day, the office will contact you or the contact person you have provided. Please keep your child home if they are sick and could be contagious. Students should be fever free and symptom free for 24 hours before returning to school.

## 2.5 Length of School Year and Holidays

The school year consists of at least 160 teaching days and several days for professional development and orientations. This is divided into two semesters, each 18 weeks long. The breaks between terms is two-and-a-half weeks long. The break between school years is at least ten weeks long.

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

The school calendar is available via News and Notes.

## 2.6 Classroom Supplies

Textbooks for all classes are provided by the school, both consumable and hardback. All non-consumable textbooks are to be covered and it is the teacher's responsibility to see that all books distributed to the students get covered at the beginning of the year. Classroom supplies are provided by the school, including pencils, erasers, crayons, pens, and paper.

Students need to purchase a PE hat from the office and wear it for all PE classes.

## 2.7 Homework Expectations

Homework may be given to students in grades 1-6. Elementary grades should expect 10 minutes per night per grade level on average (e.g., a grade 3 student should expect to have 30 minutes of homework). 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.

Examples of possible homework assignments: reading orally, reviewing Bible verses, Bible questions and answers, studying spelling words, studying for tests, math flash cards, etc. Unfinished class work is not considered "assigned homework."

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

## 2.8 Assessment

Students entering kindergarten or grade 1 may need to meet with one of the teachers for an evaluation to assist in grade placement or reading readiness. If a student is transferring from another school system, we may do an assessment before the student starts classes at NCA.

NCA administers ERB’s Comprehensive Testing Program each year. This is a battery of standardized tests that is used as a tool to mark progress from year to year and is used to compare NCA overall to other schools.

## 2.9 Grading Scale

### 2.9.1 Grading Scale for Kindergarten, Grade 1, and Music, Art, PE, and Technology

- E – Excellent – The student shows ability beyond the goals for the term.
- S – Satisfactory – The student’s progress fulfills the requirements of the goals for the term.
- N – Needs Improvement – The student is not satisfactorily fulfilling the requirements of the goals for the term and may benefit from additional parental/home support.
- I – Improvement Noted – The student has improved, but is still not fulfilling the requirements of the goals for the term. Continued parental/home support is strongly encouraged.

### 2.9.2 Grading Scale for Grades 2-6

A+	(97 – 100)	C+	(77 – 79)
A	(93 – 96)	C	(73 – 76)
A-	(90 – 92)	C-	(70 – 72)
B+	(87 – 89)	D+	(67 – 69)
B	(83 – 86)	D	(63 – 66)
B-	(80 – 82)	D-	(60 – 62)
		F	(59 and below)

Incompletes are given on a report card only with prior approval by the principal. This must be made up before the end of the next marking period or it becomes an F.

## 2.10 Report Cards

Report cards are issued at the end of each school term. Mid-marking period reports are also provided to families.

## 2.11 Dress Code

The objective of dress code standards is to encourage good dress habits. Proper dress can positively affect our mental attitude, classroom atmosphere, and school spirit and culture. 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. 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. 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. Students are to wear designated PE attire, including sun hats, for secondary PE classes. PE uniform shirts are not to be worn to classes other than PE. Elementary students may wear sports shorts to the knee and a t-shirt for PE if they wish.
4. Students may not wear hats, visors or caps in school buildings or in chapel.
5. Dress wear for special activities and exceptions for dress-up days will be determined by the administration.
6. The staff and administration reserve the right to ask any student to change their clothing or hairstyle if it is not in agreement with the standards or expectations outlined above.

## 2.12 Classroom Expectations

### Classroom Buildings

1. There should be no running or horse-playing in the classroom buildings.
2. After class hours students are not to be in the buildings unless they are studying with a teacher's permission.
3. Students are to stay out of the building during morning recess and lunch hour.
4. Students are not to be in the buildings before classes unless a teacher is in the building.
5. There should be no playing under the high school building.

### General Classroom Rules

1. A student must get permission from a teacher before leaving a class for any reason.
2. If a student cannot participate in PE class, he must turn in a written excuse from his parent to the PE teacher before class begins.
3. Elementary teachers will generally not require students to type reports. Limited exceptions may be made with the approval of the administration.
4. Gum chewing is not allowed in any school building.
5. Apart from shoes worn to school, students are requested to bring additional inside footwear to use in the classrooms.
6. Each student should bring a book bag, backpack, or equivalent for carrying his work to and from school.

## 2.13 Education Special Services

NCA has a pullout program for students that may need some assistance due to a learning difficulty. When there are qualified ESS therapists at the school, they can do evaluations to see if NILD ESS programs would be appropriate for a student.

## 3 School Property and Facilities

### 3.1 Elementary Library

NCA currently has two libraries with a combined collection of over 23,000 books as well as periodicals, maps, and DVDs. Library hours are posted on the main library door. Contact the elementary librarian for more information.

The elementary classes have a weekly library checkout time. Students may borrow two items for one week at a time. Materials can be returned to the elementary librarian during library hours or placed in the drop box just outside the door when the library is not open. Materials must be presented to the librarian for renewal.

### 3.2 Damage to Library Materials or School Property

Library materials or school property that has been lost or damaged will be charged to the responsible student's family.

### 3.3 Gymnasium Expectations

1. No climbing in the gym.
2. No playing on the stage.
3. Bicycles, tricycles, motorbikes and the like are not allowed in the gym.
4. The gym is considered a shared-use facility with Lapilo Center. All users are asked to exercise courtesy and caution while sharing this facility. All non-booked times are considered "OPEN-USE" times.
5. No animals are allowed in the gym.
6. Chairs should be used only for their intended purpose.
7. The following are not allowed to be played with in the gym: rocks, baseballs, and softballs.

Remember that gym use is a privilege. We each have the responsibility to respect mission property and other people's desire to play in the gym as well. Requests for booking the gymnasium shall go to the high school office.

### 3.4 Lost and Found

Lost and found items will be held in the office. Please check regularly for missing items. Any unclaimed items will be disposed of during Christmas break and at the end of the school year.



## 4 Miscellaneous

### 4.1 Communication with Teachers and School Administration

Visitation: Parents are encouraged to visit with the teacher during each term, even if no specific need arises. You, the parents, have input into the strengths and weaknesses of your child that could be of great help to the teacher's understanding of the child. Also, it can be an encouragement to a teacher to have you come and mention things you appreciate about his/her teaching. For matters of policy, curriculum, special testing, special needs, or general school areas, an administrator is glad to meet with parents.

Parent-Teacher Fellowship: At the beginning of the year, these meetings are held to identify the materials students will use and topics that will be taught at each grade level.

Mid-marking Evaluations: In the middle of each marking period, an evaluation is done for each student, reflecting the grade they would receive for that marking period should they continue at the present progress. As this is an excellent time to alter a poor direction, we like to use this time for parent-teacher conferences in grades K-6. During term one or two a conference is expected to take place for each child.

### 4.2 Parent-Teacher Conferences

There are a variety of reasons that a parent-teacher conference may be requested. One goal we have for parent-teacher conferences is to help the parents see the child as the teacher sees them in a group context, and for the teacher to view the child as the parent sees them. Another would be to inform you of the child's progress halfway through the first term. At that time, the teacher will be showing you the child's papers or reports to document exactly how the child is doing. Occasionally there may be a specific problem that you as a parent have noticed. You may plan a time to discuss this with the teacher after school or during a planning period.

When preparing for a conference please keep in mind that we are all human and need much understanding and grace. If you have a concern or question, state it in a humble, straightforward way acknowledging that there may be more to the situation than you know. Spend time in prayer for your child's teacher, seeking discernment and understanding.

Feel free to visit with the principal for assistance in meeting the needs of your child.

### 4.3 Assemblies

Generally, the elementary school has two assemblies each term. Parents and younger siblings are welcome to come. The second assembly of each term is when grade levels share something that they have learned in class.

Dates of assemblies are available via News and Notes.

### 4.4 Traditional School Events

The following are some events which may occur during the school year:

- Reading Festival – During term three the elementary school has two weeks to focus on reading. During the two weeks there are many activities that encourage the students to read such as skits, goals, dress-up days and more.
- Open House – In May the classes open their doors before the assembly to have parents come in and see what they have been working on that year.

## 4.5 Tuition Payments

Tuition for each year will be determined at the preceding MK Care and Education Team meeting. Tuition is set in US dollars and may be paid in payments. Tuition for each semester must be paid in full before the start of the next semester. NTM families will be billed monthly.

## 4.6 Vaccinations

The following vaccines will be considered **mandatory** for all students:

- Diphtheria/Pertussis/Tetanus (DTaP)
- Polio (either OPV or IPV)
- Hemophilus Influenzae type b (Hib)
- Pneumococcus (Prevnar)
- Measles/Mumps/Rubella (MMR)
- Hepatitis A
- Hepatitis B
- Meningococcus (AWYC)
- Typhoid
- Varicella

The following vaccines are **recommended, but not mandatory**:

- Japanese Encephalitis
- Influenza- In the event of an outbreak, this could become a mandatory vaccine.
- HPV- For prevention of cervical cancer

The NTM Medical Clinic at Lapilo verifies the status of a student's vaccinations.

## 4.7 Gradelink Parent Portal

Gradelink is an online Student Information Management System used by NCA. Student grades, student attendance, and the school calendar are some of the information the school records in Gradelink. Parents of NCA students are provided access to the Gradelink Parent Portal. Teachers are expected to update grades in Gradelink in a timely manner (i.e. week 3 grades are entered by the end of week 4). At mid-term and end of term, the Parent Portal may be used to provide an electronic copy of the student's report cards to parents instead of a hardcopy.