



Secondary Student and Parent Handbook

Effective July 2021

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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 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 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 are 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.

The general schedule for each day is as follows:

Daily classes 7:45 am – 2:46 pm

2.2 Classroom Guidelines

Students should have all pens, pencils, paper, erasers, and books ready to use at the beginning of each class.

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.

If a student cannot participate in PE class, they must turn in a written excuse from their parent or boarding parent to the PE teacher before class begins.

School dictionaries or encyclopedias are not to be taken out of the library or left in student lockers.

The writing of notes to other students should not be done during classes or study hall.

Gum chewing is not allowed.

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 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

Students are expected to report to scheduled daytime study halls on time as for any other class.

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.

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, usually on Wednesdays. Students are expected to bring their Bible and to be on time.

2.6 Graduation Requirements

Students are to be enrolled so that they earn 6 credits per year. The requirements for graduation are 22 credits to be earned as follows:

English	4 credits	Social Studies	3 credits
Science	3 credits	Mathematics	3 credits
PE	2 credits*	Foreign Language	2 credits
Electives	5 credits		

Students are required to take 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 grade 12 class activities will be decided by the NMT on a case-by-case basis.

*One semester of health may be substituted for one semester of PE. One year of PE credit can be earned through extracurricular sports.

2.7 Transfer Credits

The purpose of the following policy is to protect the academic integrity of NCA’s transcript and diploma by only accepting credits from other academic institutions whose curriculum, policies, records, etc. are verifiable and open to inspection.

Credits for courses in grades 9-12 will be accepted from accredited institutions, including brick-and-mortar, online, and umbrella schools. Credit value will be evaluated to determine NCA equivalents (generally, a one-semester course that meets four or five times a week earns 0.5 credit). Credits will be transferred with the letter grade earned.

Credits for courses in grades 9-12 will be accepted from unaccredited institutions, including brick-and-mortar, online, and umbrella schools. Credit value will be evaluated to determine NCA equivalents (generally, a one-semester course that meets four or five times a week earns 0.5 credit). Credits will be transferred as “credit earned” only, and letter grades will not be a part of NCA’s transcript.

Credit for courses in grades 9-12 that are not from a recognized educational institution will not be accepted.

This policy takes effect for all credits earned in the 2021-2022 school year and beyond.

2.8 Grading Scale

Letter grades are assigned using a ten-point scale. Grades are given numerical values corresponding to the following scale:

A+	(97 – 100)	=	4.333	C+	(77 – 79)	=	2.333
A	(93 – 96)	=	4.0	C	(73 – 76)	=	2.0
A-	(90 – 92)	=	3.667	C-	(70 – 72)	=	1.667
B+	(87 – 89)	=	3.333	D+	(67 – 69)	=	1.333
B	(83 – 86)	=	3.0	D	(63 – 66)	=	1.0
B-	(80 – 82)	=	2.667	D-	(60 – 62)	=	0.667
				F	(59 and below)	=	0.0

2.9 Report Cards, Eligibility for Extracurricular Activities

Report cards are given at the end of each school term. Mid-marking period reports are also provided to students. Students who earn an F grade for either a mid-marking period evaluation or a marking period (term) grade are ineligible to participate in extracurricular activities until the following evaluation is released (approximately four weeks). Students must be academically eligible to participate in try-outs.

Typically, correspondence course grade results (either current course average grades or semester grades) will not be factored into athletic eligibility. If there are situations where NCA has a significant management role, we will consider making these courses a part of eligibility. This decision should be made by the NMT before the course starts, and those expectations will be clearly communicated to both students and parents.

Academic status checks are the prerogative of the advisors of extracurricular activities and the Sportsmaster or coaching staff. Students participating in extracurricular activities will present these forms to teachers, who then provide information regarding academic performance.

2.10 Honor Roll

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 3 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.

General Awards

1. Distinguished Student Award

This award is given to the student(s) 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 and community

To qualify for this award, the student must have been on the honor roll for semester one and term three of the current school year. This award may be given to an unspecified number of students each year who meet these criteria.

(Awardees do not necessarily need to demonstrate great strength in all of these areas in order to merit this award.)

2. Christian Impact Award

This award is given to the student(s) 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

This award may be given to an unspecified number of students each year who meet these criteria.

3. Outstanding Progress Award

This award is given to the student(s) who has shown marked growth in many areas of their life. Some of these areas might be:

Attitude toward school

Academic, social, and spiritual growth

This award 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. Timothy Award

This award is voted upon by the students in closed balloting, but will be monitored by the principal. 1 Timothy 4:12 says, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."

5. Scholastic Award

This award is given to the student who has the highest grade point average for the year in each of the following grade groupings: 7-8, 9-10, 11-12. At least a B+ average must be maintained in order to receive this award. For purposes of this award, the GPA is calculated by averaging their four term grades.

Only NCA grades are used in determining award winners, and students are required to have earned a minimum of 6.0 NCA or NCA-sanctioned credits to be eligible for this award. (NCA-sanctioned credits 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.)

6. Salutatorian Award

This award is given to the graduating grade 12 student with the second highest grade point average, who has maintained at least a B+ (3.333) average for their four years of high school. Students must take either Chemistry or Physics and mathematics through Algebra 2 in order to qualify.

7. Valedictorian Award

This award is given to the graduating grade 12 student with the highest grade point average, who has maintained at least an A- (3.667) average for their four years of high school. Students must take either Chemistry or Physics and mathematics through Algebra 2 in order to qualify.

Class rank for determining the Valedictorian and Salutatorian Awards will be based only on NCA-assessed courses (i.e. courses graded in-house). Grades earned through the mid-marking period of term four of the grade 12 year will be used for calculation. In addition, for a student to be eligible for either Valedictorian or Salutatorian, they must have earned at least 11 credits at NCA.

8. Sports Awards

Coaches may select students who show outstanding achievements in our sports programs. Certificates and letters may be awarded to high school students for outstanding performance together with good attitudes, good sportsmanship, and team spirit.

Subject Awards

Near the end of each school year, department heads will meet with all teachers of grades 9-12 in that department. They will determine the single recipient of the Scholar award for that department, as well as the recipient of a secondary award for that department. Secondary awards will come from a pre-approved list of categories or they will require approval by administration prior to presentation. These awards will be presented at an awards ceremony.

Athlete of the Year

The selection of the Male and Female Athletes of the Year is intended to identify those Christian, student athletes who not only demonstrate outstanding athletic ability but also serve as a role model and exemplify Christian character and leadership in their involvement with sports. The minimum criteria for consideration will be participation in all four varsity sports for the given school year.

In the event that there are two equally qualified students for an award, the selectors may co-award this. If the selection comes down to a choice between an upperclassman and a lowerclassman, all other things being equal, the upperclassman will be given preference for this award.

2.12 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. In the elementary, 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. After an absence, the high school student is expected to communicate with the school office by note, email, or phone call from their parent or dorm parent.

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 Admit to Class 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.

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).

5. 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 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.

C. Unexcused and Excused Absences in Physical Education, Work Study, and TA courses

1. To earn credit for PE, work study, and TA courses, 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.

2. Students and/or parents may petition for 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 NMT no later than one marking period after the semester in question. A petition may include a plan for making up the hours missed due to the absences.

D. 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.

For grades 7-12, tardies to school (period one 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, special administrative intervention will occur.

2.13 Student 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.

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 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 school office 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 boarding 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 Guidelines for Discipline

The goal of discipline is the creation of a community that places a high value upon mutual caring, respect, openness, and integrity of its members. Discipline should help students develop individual responsibility.

The following types of discipline may be used at the school:

- Detention
- Probation
- Suspension
- Long-term suspension
- Expulsion

Any student whose conduct is continually in question may be brought before the NMT (Numonohi Management Team). Given the nature of our community, Lapilo or FLT leadership may also need to be involved in the process.

Any student who needs to be dealt with on a continual basis for their conduct is likely to be placed on probation. If a student does not respond to this measure, they will face long-term suspension or expulsion. Probation is a time for evaluating a student to determine if the student should be allowed to remain in school.

If a student on probation does not respond in an appropriate manner, they may face long-term suspension or expulsion. Long-term suspension is defined as being removed from the school for an extended period of time, with the possibility of reinstatement at a later time. Expulsion is defined as being removed from the school permanently without the possibility of return. The Directors also may take such action for a student who has not been on probation if they feel that the offense is severe enough to warrant such action.

5 Special Events and Extracurricular Activities

5.1 Student Council

The Student Council is responsible for organizing many of the extracurricular activities of the school. It is primarily set up to be a service organization and coordinates the various classes to work together effectively during these events. Because it is a key part of our extracurricular activities, there is a higher standard for the students who serve on this body.

Student Council members will be identified on a volunteer basis. Volunteers should be students who have a desire to serve and are willing to invest time and effort in Student Council activities. In addition to this, they must have at least an overall C grade average with no F grades for the two previous marking periods. If a Student Council member drops below a C average or receives an F, they will be removed from the Student Council for the remainder of the semester and will not be able to return to membership until the semester after their academic performance returns to at least a C average. Members must also be committed to attending meetings and fully participate in all Student Council sponsored events and activities.

5.2 Grade 12 Events

Grade 12 students participate in a Grade 12 Retreat on the first Friday through Sunday of the school year. (It is three days and two nights, with no travel after dark.) The retreat details, including speaker and location, should be planned at the end of their grade 11 year. The purpose of this retreat is to challenge the students to own their faith before leaving NCA and to become leaders by example and action. The total cost per person of retreat may not exceed \$200. Retreat will be funded by the school as a regular budget item.

The grade 12 class has the additional responsibility of planning and carrying out graduation. Graduation is a time to celebrate the students' completion of their secondary education, as well as to provide a time for other students and families to say goodbye to those leaving. The NMT will budget for graduation and will work in conjunction with the class to make wise decisions regarding use of school monies. The NMT will appoint a Grad Coordinator each year to work with the grade 12 class.

Grade 12 Graduation Celebration Expectations

Graduation at NCA celebrates how God has worked throughout the school year. It honors the grade 12 students and families while giving all stakeholders an opportunity to build their RAFTs. The celebration accomplishes this through a God-honoring ceremony, an extended reception time, and a later grad party.

NCA graduation is an NCA event that falls under the purview of the NMT. The NMT appoints a grad coordinator each year to work with the grade 12 class to plan and execute the ceremony and reception. The principal and grad coordinator are responsible for communicating to the grade 12 class that the goal is to keep the celebration appropriate for all stakeholders and to prevent it from getting bigger and better from year to year.

In addition to the ceremony, reception, and grad party, the celebration may also include activities for families of graduates (such as a dessert evening or dinner with parents). Grade 12 graduation activities may not include a trip or overnight outings.

NCA will budget for graduation. The grade 12 class may spend budgeted money on:

- venue rental, preparation, and cleanup
- decorations (with the expectation that anything non-consumable is NCA's for future grads)
- coffee, tea, and punch for the reception

- equipment for the ceremony (with the expectation that anything non-consumable is NCA's for future grads)
- printing for the ceremony
- grad party supplies, preparation, and cleanup
- food for families at non-ceremony graduation events

The grade 12 class may not spend budgeted money on:

- printing for individuals
- clothes
- food at the ceremony or reception
- trips or outings

The grade 12 class is expected to work entirely within the celebration budget and to account for money as it is spent. Donations of items and or money must be within the constraints of the budget, that is if an item or money are donated, the equivalent will then not be available from the budgeted money. Donation of time is expected by the grade 12 students and parents in order to prepare the venue and carry out the ceremony, reception, and grad party. The grade 11 class, advisors, and parents are expected to clean-up the venue on grad night. In light of this, the grade 12 class should keep the venue and decorations relatively simple so cleanup can be accomplished in less than two hours.

6 Miscellaneous

6.1 Work Detail

Each student in grades 7-12 is given a job assignment to perform Monday through Friday after school. 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 job 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 Earthquake/Fire/Lockdown Drills and Emergencies

In case of an earthquake or earthquake drill, students are to follow the earthquake procedure as directed by their teacher. (DROP, COVER, HOLD ON)

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. The school bell will be rung in an oscillating manner to signal a fire emergency or drill.

In the event of a lockdown emergency, the school bell (or Lapilo center siren) will sound continuously. Students are to remain in the rooms they are in when the lockdown siren sounds. Students in the restroom should remain there, lock the door and stay out of sight. Students who are outdoors should immediately go to the nearest securable room or building.

6.3 Personal Electronic Devices / Cell Phones

Students are not to use personal electronic devices in school. This would include the use of laptops to watch movies or play video games. Personal electronic devices are not to be seen, heard, or used during the hours of 7:45 am and 3:05 pm.

Town students may carry internet-enabled devices to school, with the expectation that they will leave the device in the high school office for the duration of the instructional day. Students who need to contact their parents during the school day should come to the high school office.

6.4 Computer Use Guidelines

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 or adult staff member present who is monitoring the system. Staff will not allow students to have unsupervised Internet access.

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 (as well as staff members) 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). 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.

In all situations if any parent strongly opposes the use of any translation other than the KJV and communicates that to the principal, their child will be free to use the KJV for their memory work.

6.6 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.

6.7 Selling Items at School Events

Individuals who wish to sell items at an NCA event, such as a tournament, must get prior approval from the NMT.

6.8 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.