



# **Parent/Student Academy Handbook**

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# North Central Texas Academy Is Fully-Accredited

by

AdvancEd Accredited/SACS

and is a member of

THE ASSOCIATION OF BOARDING SCHOOLS

the

TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS

the

TEXAS ASSOCIATION OF NON-PUBLIC SCHOOLS

and the

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

## **Non-Discrimination Statement**

North Central Texas Academy (NCTA) admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship program, athletics, or other school-administered programs.



## **Administration**

Mr. and Mrs. (Gloria) C. Edward Shipman – Co-Founders

Mr. Todd L. Shipman – President / Chief Financial Officer

Mr. Charles “Chuck” E. Shipman, Jr. – Chief Operating Officer

Mrs. Amanda Schwausch- Dean of Faculty

Mr. Lucas Shipman- Director of Development/ Campus Pastor

Mrs. Jennifer Smith – Principal

Mr. Brent Dodson- International Director

Ms. Ruby McClain –Guidance Counselor

## **Mission Statement**

North Central Texas Academy equips a unified, but diverse, student body for life-long success by providing a comprehensive education from a Christian Worldview that cultivates the mind, transforms the heart, and develops each student's character and God-given abilities.

## **Administrative Prerogatives**

The intent of this Handbook is to give general overall guidelines to be adhered to by students and parents. NCTA administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conference, suspension and/or expulsion, and required counseling.

## **History of Happy Hill Farm**

Gloria and Ed Shipman founded Happy Hill Farm in 1975. In 1977, an old house was moved to the property, refurbished, and became a new home for the school. Renovated classroom buildings were added the next year. The Shipman's clung doggedly to what they believed was God's calling for their lives . . . to provide a safe haven and a residential school where underprivileged students could turn their dreams into a reality.

Now, almost four decades later, North Central Texas Academy is fully-accredited and functions as one of the finest private, Christian boarding, day, and international schools in the country.

An Advancement Plan has been adopted by North Central Texas Academy's Board of Directors to continually expand the student body. The new Academic Complex was opened in 2008.



## **Statement of Faith**

The Statement of Faith upon which North Central Texas Academy is founded and shall permanently exist is as follows:

- We believe the Bible, both the Old and the New Testaments, to be the inspired Word of God, and inerrant in the original writing; and that it is of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created by God, that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word, and deed.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and all who believe in Him are justified, are born of the Spirit, have become the children of God, and are new creatures in Him.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting consciousness of the lost.
- We believe that Christians, those born of the Spirit, are to live the new life in the power of the Spirit; and his normal attitude of life is to yield himself to God, trusting God to keep him.
- We believe in “that blessed hope” the personal, visible, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.

## **Student Code of Conduct**

The North Central Texas Academy student code of conduct is supported by the Statement of Faith, which is based upon the Word of God, the Holy Bible.

Because I want to be a person of integrity and honorable character, and I want to be a member of The North Central Texas Academy community, I will choose to model my life, both on and off campus, by following the NCTA Student Code of Conduct.

I make a personal commitment to:

- Cooperate respectfully with those in authority
- Strive for excellence as a student
- Seek to build relationships with people of high moral character
- Care for and respect others and their property
- Be truthful, trustworthy, and appropriate in my words and actions
- Be pure and upright in my relationships, not involving myself in sexual misconduct
- Choose modes of entertainment that are Christ honoring, avoiding the appearance of evil
- Refrain from any form of cheating



- Totally abstain from the use or possession of tobacco, drugs, pornography or alcohol
- Display my character with integrity and respect through all social media applications

On my word of honor, I will respect the NCTA Student Code of Conduct and I will actively work to uphold its high standards. I shall do my best to be a good citizen of North Central Texas Academy.

I realize that I may be suspended or expelled from school, or asked not to return the following year, if I do not uphold the Student Code of Conduct, the spirit, or the policies of the school--whether on or off property--as determined at the sole discretion of the Administration.

**By signing the NCTA Student Handbook receipt the student agrees to abide by the above student code of conduct.**

### **Academy Mascot**

The official mascot of North Central Texas Academy is the Pioneer: The boys' sports teams are referred to as "Pioneers," and the girls' sports teams as "Lady Pioneers."

### **Academy Colors**

The Academy colors are Kelly Green, White, and Black.

### **Academy Hours of Operation**

Monday through Friday 8:30 a.m. until 3:30 p.m.

### **Academy Rights Reserved**

- NCTA reserves the right to use student photographs taken by Academy personnel for publicity purposes. The Academy reserves the right to use student's names in student publications (i.e., the yearbook, newspaper, or Academy publicity purposes, etc.) unless specifically requested not to do so by the student or parent(s)/guardian(s).
- NCTA reserves the right to acquire, confiscate, maintain, duplicate, publish, or dispose of any image of Academy personnel or students, taken, distributed, or published through any means when the image was taken or recorded on school property or during school activities. Any unauthorized use of such images without the express written permission of the Academy Administration is prohibited.
- NCTA is not responsible for loss or damage of personal belongings. All personal belongings are to be kept by each student at his/her own risk. The parent(s)/guardian(s)' homeowner's insurance policy may cover such losses.
- NCTA reserves the right for sole purview for the enrollment of all students. As such, the acceptance for and continued enrollment at NCTA is the sole discretion of the Academy Administration. The Academy reserves the right to reject or dismiss any student who, in the



judgment of the Administration, exhibits conduct that is illegal, immoral, or detrimental to the learning environment of NCTA.

- The Academy will not be responsible for the investigation, collection, or payment of any bills incurred by an Academy student, including bills incurred by the misuse of telephone credit cards.
- As part of the overall program for the prevention of substance abuse, the Academy reserves the right to search persons, personal property (including, but not limited to automobiles, lockers, residence rooms, and backpacks), and using necessary methods of investigation/prevention.
- NCTA reserves the right to require a student to take, at the parent(s)/guardian(s)' expense, specific tests for illegal substance use, including alcohol. Failure on the part of the student to submit to the tests may be grounds for dismissal.
- By law, the Academy is required to report certain offenses of a student to the authorities.
- NCTA reserves the right to change any of the rules and regulations at the Academy at any time, including those relating to admission, instruction, and graduation. The right is further reserved to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees.
- NCTA reserves the right to withhold credit in academic work and/or place a hold on transcripts or diplomas until any or all outstanding academic, financial, or behavioral obligations is deemed satisfactorily fulfilled by the Administration.
- Participation in all extracurricular activities is a privilege, not a right, and is subject to discretion of school officials regarding eligibility.

## **Academic Information**

### **Curriculum**

All students Pre-K through grade 12 take core curriculum of math, English/Language Arts, science and social studies. Specials (electives) are offered throughout the grades with credit being awarded during the high school grades. Specials include art, Bible, Spanish, computer, agriculture, choir, instrument, and drama. NCTA's curriculum is aligned with the TEKS (Texas Essential Knowledge and Skills) but also approach all subject matters from a Christian Worldview.

### **Eligibility**

To participate in the Texas Association of Private and Parochial Schools (TAPPS) interschool competition (athletic, music, art, or scholastic), a student must not have turned 19 before September 1 of the current year, and have four (4) years of high school eligibility from the time the student was first enrolled in the 9th grade in school. No waivers or exemptions are allowed.

Per TAPPS rules, a student cannot be failing more than one class at the end of the most recent grade reporting period, and must be enrolled in at least four (4) core academic classes at the member school.





NCTA sends out progress reports to parents via email every three weeks. In order to encourage students to maintain good grades at all times, any student who is failing two or more classes at the time of the progress report will be deemed ineligible to participate in extracurricular competitions or performances until he or she has been cleared to participate. Students may be cleared for participation by bringing all their grades up to passing and submitting an eligibility check request to the Dean of Faculty or Principal. Coaches, parents, and extracurricular directors will be notified via email of regained eligibility. If ineligibility occurs at the end of the nine week grading period the student will not be eligible during the first two weeks of the following nine week reporting period.

## **Grading System**

### *Academic Organization*

North Central Texas Academy is accredited as a school for Grades Pre-K-12. There are four basic divisions in the School: the Elementary (Grades 1-5); the Middle School (Grades 6-8); and the Senior High School (Grades 9-12).

### *Grading Scale*

90 - 100	A
80 - 89	B
70 - 79	C
Below 70	Failing

### *Grading Policy for Grades K-4*

Weight of grades  
Daily 40%  
Assessments 60%

#### Heading

- Beginning in 1<sup>st</sup>-2<sup>nd</sup> grade—Write first and last name (Top right corner)
- Beginning in 3<sup>rd</sup> grade—First, last name and date (Top right corner)
- Beginning in 4<sup>th</sup> grade—First, last name, date and subject (Top right corner)

#### Late Work

- K-2: no points off
- 3<sup>rd</sup>: Up to ten points off the grade, zero after 3 days late
- 4<sup>th</sup>: 5 points off per day it is late, zero after 3 days late

#### Failed Work

- K-2: reteach with original grade and corrected grade averaged together for final grade
- 3<sup>rd</sup> and 4<sup>th</sup>: reteach and correct daily work for the maximum grade of 70
- 3<sup>rd</sup> and 4<sup>th</sup>: reteach and correct tests for the maximum grade of 70



## Handwriting

- a. Beginning in 2nd grade (2013), cursive will be taught. Mastery is expected at the beginning of 3rd grade.

## Grading Policy for Grades 5-6

### Weight of grades

Daily 40%

Assessments 60%

### Heading

- a. First, last name, date , subject (Top right corner)
- b. Maximum of 5 points deducted for incomplete heading

### Late Work

- a. 10 points off per day work is late, zero after three days late (including daily work and homework)

### Failed Work

- a. Failed daily work, homework, quizzes and tests require tutorials. Test corrections will be required for a failed test and be counted as a daily grade.

### Handwriting

- a. Cursive is the expectation in all subjects. Exceptions will be made for students who have not received instruction in cursive

### Papers

- a. All papers (essays, research etc.) will be written at the Academy. Rough drafts/first copies will be written by hand in the classroom. Students will turn in their rough draft/first copy to their teacher. The teacher will return the paper to the student and the final copy will be typed in the computer lab or on the student's personal laptop. The rough draft and final copy must both be turned in on the due date of the assignment.



### Grading Policy for Grades 7-8

#### Weight of Grades

- a. Daily Grades 40%
- b. Assessment 60%

#### Heading

- a. First, last name, numerical date and subject in top right corner
- b. Title of assignment centered on top line
- c. Maximum of 5 points deducted for incomplete heading

#### Daily Work

- a. Daily work not submitted on due date will receive a zero.

#### Tests and Major Grades:

It is vital for students to learn from their mistakes. Tutoring and test corrections will be required from all students who fail a test. On multiple choice tests, students are expected to write the question, identify the correct answer, and explain their answer choice. Page numbers from the book may be required. On essays, students may be required to correct errors or to submit a rewrite, depending on the corrections needed. Students will be given one week following the date the test/paper is returned to make corrections to allow time for tutoring. Test corrections will be counted as a daily grade.

Test retakes will not be offered in junior high, except in unusual circumstances with Principal approval.

Other mastery assignments, such as papers and projects, will be accepted late with a deduction of 10 points per day for the first 3 days, and zero thereafter.

#### Papers:

All papers (essays, research etc.) will be written at the Academy. Rough drafts/first copies will be written by hand in the classroom. Students will turn in their rough draft/first copy to their teacher. The teacher will return the paper to the student and the final copy will be typed in the computer lab or on the student's personal laptop. The rough draft and final copy must both be turned in on the due date of the assignment.

### Grading Policy for Grades 9-12

#### Weight of Grades

- b. Daily Grades 40%
- c. Assessments 60%



## Heading

- a. First, last name, numerical date and subject (top right corner)
- b. Title of assignment (centered on top line)
- c. Maximum of 5 points deducted for incomplete heading

Daily work not submitted on due date will receive a zero.

## Tests and Major Grades:

It is vital for students to learn from their mistakes. Tutoring and test corrections will be required from all students who fail an exam. On multiple choice tests, students are expected to write the question, identify the correct answer, and explain their answer choice. Page numbers from the book may be required. On essays, students may be required to correct errors or to submit a rewrite, depending on the corrections needed. Students will be given one week following the date the test/paper is returned to make corrections to allow time for tutoring. Test corrections will be counted as a daily grade.

Test retakes will not be offered in high school, except in unusual circumstances with Principal approval.

Mastery assignments such as papers and projects will not be accepted after the due date, a zero will be recorded in the gradebook.

## Papers:

All papers (essays, research etc.) will be written at the Academy. Rough drafts/first copies will be written by hand in the classroom. Students will turn in their rough draft/first copy to their teacher. The teacher will return the paper to the student and the final copy will be typed in the computer lab or on the student's personal laptop. The rough draft and final copy must both be turned in on the due date of the assignment.



## **Graduation Requirements and Credit**

Foundation High School Plan + Endorsement      26 Credits

**English (4 credits)**      English I\*    English II\*    English III\*  
English IV\* or AP English Language and Composition

**Mathematics (4 credits)** Algebra I\*    Geometry\*    Algebra II\*    Pre-Calculus  
AP Calculus    AP Statistics    AP Computer Science

**Science (4 credits)**      Biology\*    Chemistry\*    Anatomy/Physiology    Physics  
Advanced Animal Science    Environmental Systems

**Social Studies (4 credits)** World Geography \*    World History\*    United States History\*  
U.S. Government\* (.5 credit)    Economics\* (.5 credit)

**Languages Other than English (2 credits)** (not required for international students)

Spanish I    Spanish II    Spanish III    French I    French II

**Physical Education (1 credit)**      **Fine Arts (1 credit)**      **Bible (1 credit)**

**Electives (5 credits, including credits for one endorsement)**

Choose from: Agriculture    Athletics    Art    Business    Choir    Computers    Dance  
Music    Theatre    University English

## Endorsement Options

Students are required to earn one or more endorsements as part of their graduation plan. Endorsements consist of a related series of courses that are grouped together by interest or skill set. They provide students with in-depth knowledge of a subject area.

### **STEM (Science, Technology, Engineering and Mathematics)**

A student may earn a STEM endorsement by completing all graduation requirements, including Algebra II, Chemistry and Physics and:

A coherent sequence of four credits in computer science (or)

A total of five credits in mathematics including Algebra I, Geometry, Algebra II and two additional advanced math courses for which Algebra II is a prerequisite (or)

A total of five credits in science including Biology, Chemistry, Physics, and two additional science courses.

### **Business and Industry**

A student may earn a Business and Industry endorsement by completing all graduation requirements in addition to a coherent sequence of four credits from one or two of the following areas:

Business Management and Administration, Marketing, or Finance

Information Technology

Agriculture, Food and Natural Resources

### **Arts and Humanities**

A student may earn an Arts and Humanities endorsement by completing all graduation requirements in addition to:

A coherent sequence of four credits from one or two fine arts disciplines (or)

Two years of Spanish and two years of French.

### **Multi-disciplinary Studies**

A student may earn a Multi-Disciplinary endorsement by completing all graduation requirements including:

Four credits in each foundation subject area, including English IV and Chemistry

## Additional Graduation Acknowledgements

### **Distinguished Level of Achievement**

A student may earn a distinguished level of achievement by successfully completing:

- A total of four credits in math, which must include Algebra II (and)
- A total of four credits in science (and)
- The remaining curriculum requirements (and)
- The curriculum requirements for at least one endorsement

### **Performance Acknowledgements**

A student may earn a Performance Acknowledgement on their transcript:

- For a score of 3 or above on a college Board AP examination
- For qualifying as a commended scholar or higher on the PSAT
- Earning a combined critical reading and math score of at least 1250 on the SAT
- Earning a composite score on the ACT of 28
- Maintaining an 80% in all English courses AND 80% in three consecutive courses in a language other than English

### Credit

Students enrolled in a one-credit course must have a total passing average of 70 to earn credit for the class. If the student fails one semester, but passes the alternate and the average is at least a 70 they will earn credit. If the total average is less than 70, the student must retake the failed semester or take a credit by exam with prior instruction if available. The student is responsible for all fees associated with this exam. All courses, even failed coursework, will be reflected on the transcript.

All credits will be transferred into the Academy according to North Central Texas Academy standards. Typically, if an accredited public or private institution has granted credit for the class or has designated the class for advanced credit, NCTA will also grant credit in a similar manner. Those credits from non-accredited institutions (e.g., home school, and unaccredited private schools) must be accompanied by documentation validating the satisfactory completion of TEKS learning objectives. NCTA may request a student take a TEKS based Credit by Exam to demonstrate mastery of the course objectives before credit will be granted.

Due to the differences in international curriculum, grading systems, and transcript evaluation procedures, international coursework will not be reflected on the NCTA transcript. NCTA will grant credit towards graduation requirements for international coursework at our own discretion. When international coursework is used to fulfill graduation requirements, a copy of the international transcript and a letter explaining NCTA's policy regarding international coursework will be sent out with each NCTA transcript.

Students who withdraw, or are dismissed, for any reason from the Academy prior to the successful completion of the entire semester, including any semester final exams, will not be awarded academic credit.

Exceptions may occur when the Academy Administration determines that the student has satisfactorily completed all institutional and legal requirements, or has proven that there is no comparable course available at an appropriately accredited school in which the student is enrolled.

In such cases, the student may petition for an exemption.

Students who have not fulfilled their graduation requirements, but who plan to do so in summer school, will not have their grades averaged in with the other graduating seniors to determine class rank and will be ineligible for academic honors. Diplomas will not be awarded until the senior has fulfilled all academic, financial, and behavioral requirements for graduation. Seniors, who are within one credit of fulfilling the graduation requirements, are normally invited to participate in all commencement activities.



GPA Calculation

Students enrolled in classes which count toward high school graduation credits will receive GPA points for each class in the following manner. High school coursework taken during grade 8 will be granted credit, but will **not** be calculated into GPA. (beginning 2018-19 school year)

Grade	Letter	Std	Honors/Pre-AP	Dual Credit/AP
90 - 100	A	4.0	4.5	5.0
80 - 89	B	3.0	3.5	4.0
70 - 79	C	2.0	2.5	3.0
Below 70	F	0	0	0

GPA is calculated based on semester credit. Students who transfer out of an advanced course after one nine weeks will not receive advanced credit.

Senior Spring Finals: Seniors will be exempt from finals if the student has maintained an 85% average or better for both 3<sup>rd</sup> and 4<sup>th</sup> quarters per subject. Quarters are not averaged together.

Report Cards

Grade reports are emailed to parent(s)/guardian(s) at the end of each quarter for each student whose account with the Academy is paid up to date. If a parent(s)/guardian(s) does not pay and withdraws their child, the student will receive an “I” (incomplete) in the classes, and their report card will not be released.

Transcripts

Official transcripts are mailed directly to educational institutions or prospective employers. Unofficial transcripts may be given to the student, parent(s)/guardian(s), or others upon request.

Upon graduation the Academy provides transcripts free of charge.

A student will not be allowed to re-enroll and transcripts or diplomas will not be provided when financial obligations have not been paid in full, state mandatory attendance has not been met, and consequences assigned by the Academy Administration have not been completed.

International students are required to provide an English translated, original, official signed transcript of all international coursework to NCTA upon admission and are encouraged to obtain multiple official signed copies of their international transcripts for college admission purposes. Some colleges and universities may also require that a copy of the international transcripts be sent directly from the international school.

### Valedictorian and Salutatorian

Valedictorian: the senior with the highest cumulative grade point average, as calculated at the end of the spring semester. The Valedictorian and Salutatorian must have been a student at NCTA for at least six semesters or three years. The Valedictorian and Salutatorian determination will be made based on all coursework for grades 9-12.

### Promotion

Grade level is determined by the number of credits earned and successful completion of grade level English. A Junior High School student may not fail more than one core academic course (math, history, English or science) and be promoted. A student who fails both English and math will not be promoted until these courses are successfully completed. Summer school work (if available) will be counted toward the completion of this academic requirement.

## **Advanced Coursework**

### Advanced Placement

Advanced Placement (AP) courses are available for high school students and are regulated by enrollment demands. These courses provide students the opportunity possibly to earn college credit for courses taken while still in high school. AP exams are offered in May for students who have taken AP courses. Students are not required to take AP exams. Upon finishing their AP exam, students will still be required to attend class, culminating with their NCTA final exam during final's week. One additional (1.0) grade point will be earned by the student who takes an AP course. This is in keeping with state standards. There is a fee for each AP exam taken. Fees are not included in tuition. No credit will be granted to a student who scores below a 70 in an AP course. To be eligible for an AP course, students must maintain a 90 or above in the current year subject area, and scores in the 80<sup>th</sup> percentile or greater on standardized tests.

### Honors and Pre-AP Courses

Honors and Pre-AP coursework are advanced course that are specifically designed to prepare students for college level work in the future (i.e., AP and Dual Credit). To be eligible for Honors or Pre-AP courses, students must maintain a 90 or above in the current year subject area, and scores in the 70<sup>th</sup> percentile or greater on standardized tests.

These courses typically require additional independent work and assignments as well as higher level critical thinking skills. Upon successful completion of an Honors and Pre-AP class, students will be given an additional (.5) grade point.

### Dual Credit Courses

Dual Credit Courses are available for high school students with a partnership through an accredited college program. All fees and testing to apply will be the responsibility of the student.

GPA for courses transferred to NCTA will be calculated based on NCTA's GPA scale. The only designations transferred into the Academy on an honors scale are Pre-AP, Honors, AP, and Dual Credit.

Advanced placement and honor courses are offered to selected students on the basis of academic achievement. Because these course requirements are more stringent, greater weight is applied to the grading scale in averaging grades for academic honors.

## **Academy General Information**

### **Abuse Policy**

In accordance with Texas law, NCTA is obligated under penalty of prosecution to report reasonable suspicion of physical, emotional, and sexual abuse or physical neglect to the Texas Department of Children and Families. In this very serious matter, the school cannot contact parent(s)/guardian(s) before making a report to the appropriate authorities. The one exception to this occurs when the victimizer is other than the immediate family (Ex.: daycare worker, teacher, etc.).

It is clearly intended by law, based on the gravity of said crimes, that this institution is mandated to report reasonable suspicion of these abuses. The designated official of the school will file such reports, considering what is in the best interest of the affected student. There is no legal alternative except to give the report to the proper authorities for investigation and review.

### **Academy Admissions**

New students desiring entrance to North Central Texas Academy must demonstrate the following: respect, responsibility, integrity, self-discipline, and compassion. The application process, following below, must be completed before final acceptance.

- Parents and students are expected to understand and agree to observe all of the provisions in this Handbook prior to final admittance.
- To apply for admissions, the Online Student Application, application fee, teacher recommendations, school records, and all supplementary materials must be submitted to NCTA. A personal interview and tour with a representative of the Academy will then be scheduled.
- Candidates, who are offered admission must complete all enrollment paperwork, provide all requested documentation and pay all required fees before student will be formally enrolled.
- The Admissions Committee will consider the application, administer any required testing, and notify the parent(s)/guardian(s) of the decision.
- NCTA reserves the right to refuse admissions or to dismiss any student at any time for any reason it deems appropriate.

## **Athletic Program**

NCTA's Athletic Program is governed by TAPPS (Texas Association of Private and Parochial Schools). The TAPPS Bylaws are located at [www.TAPPS.net](http://www.TAPPS.net).

Our program includes:

*Boys:* Basketball, Cross Country, Football, Golf, Tennis, and Track

*Girls:* Basketball, Cheerleading, Cross-Country, Tennis, Track, and Volleyball

At the high school level, sports can be counted for one high school physical education credit.

## **Attendance Policy**

### *Attendance General Information*

Students are held responsible to attend all classes for which they are assigned, unless given permission by the Principal.

Only in unavoidable cases should a student be taken out of school before the close of the day.

In grades PreK-5 attendance is taken during first period. In grades 6-12, attendance is taken for each period.

All students (domestic and international) are expected to follow the Academic calendar when planning holiday travel. Departures and returns should fall within the scheduled holiday dates. Any absences that require students to leave early or return late will be counted as unexcused.

### *Absences and Excuses*

As per state law, more than nine (9) absences, of any type, in a semester may result in loss of credit for that semester. All absences, whether excused or unexcused, are counted toward total absences. The Principal will examine those who have exceeded the lawful number of absences to determine whether the student will be allowed to recover those credits through additional makeup hours. A fee will be required to cover the additional supervision.

"Absence" from a class occurs when a student misses 20 minutes of class or a critical presentation, lab, or demonstration within a class that would not be repeated.

North Central Texas Academy only excused absences for student illness, emergencies, or emergency legal reasons. In order to obtain an excused absence for illness or a doctor's appointment, a note from a doctor or parent(s)/guardian(s) must be submitted to the school upon return to class. **Absences not accompanied with a note will be counted as unexcused.**

Only the Dean of Faculty or Principal may determine whether an absence is excusable.

**Call the Academy office to report any absence on the day of the absence. Teachers will be notified through the Academy office if the absence is excused or unexcused.**

For a student to participate in any practices, performances, competitions, extracurricular or sport activity, they must be in attendance at the Academy by 11:30 a.m. that day. They will receive a half-day absence.

The following are examples of excusable absences:

- Student illness
- Serious illness, death, or emergencies in the immediate family
- Emergency medical or dental attention
- Other absences approved in advance by the Principal (Example: Events in 4-H, music, art, athletics, etc.)

The following are examples of unexcused absences:

- Suspension
- Trips not approved in advance
- Oversleeping
- Shopping
- Recreational activities
- Birthday or other celebrations
- Gainful employment
- Vacations or trips out of town
- Leaving early for a school holiday or weekend break

### Makeup Work

A student who is absent with an excused absence will be given the opportunity to make up work missed in each class per the number of days missed. Work cannot be made up for an “un-excused” absence.

In cases of severe illness and/or extended absences, the Principal may use discretion to allow extra time for makeup work. A day’s absence does not excuse a student from the responsibility for assignments assigned beforehand for the day of his/her return.

It is the student’s responsibility to obtain from the teacher all missed work upon his/her return to school. Failure to obtain makeup work is no excuse for not doing the work missed.

All work -- tests, projects, essay, quizzes, homework, class work, etc. -- assigned before the absence (for up to two successive days of excused absence) is due upon their first return to class. For work assigned during the student’s absence, he/she is given the opportunity to make up work missed in each class per the number of days missed. For example, the student misses two days for an illness, they will have two school days to complete the work and turn it in. Makeup tests must be done within one week of the absence.

For extended excused absences (3 or more days), students are allowed one day for each day of absence to make up their work. Students will receive a grade of “I” (incomplete) until all work is made up. Makeup work must be done within one week of the absence.

### Tardiness

“Tardy” is defined as not being in class when the bell rings, or not being ready for class in a reasonable time in the absence of the bell. Therefore, a student who is tardy will be penalized. Habitual tardiness will result in discipline by the Principal resulting in additional detention or non-credit of class being missed.

Tardiness to class is excused only when the issuing teacher or office staff properly signs a pass or note of explanation, or by other authorized Academy personnel.

Tardy guidelines:

- 3 tardies total, allowed per 9 weeks. (not 3 per class)
- Unexcused tardy 4, 5, 6 and 7 will result in a detention per tardy.
- Tardies 8 and thereafter will result in additional consequences.
- 10 or more tardies will result in the student being referred to the Discipline Review Board. The student and parent will have to attend a meeting where additional consequences will be considered.

### Awards and Honors

Principal’s Honor Roll -- Requirements for the Principal’s Honor Roll include no grade below 90 for the entire academic year. An incomplete course will normally prohibit a student from earning the Principal’s Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all of the academic awards.

A Honor Roll—The A Honor Roll will be awarded at the end of each quarter. Requirements for the A Honor Roll include all grades of 90 or above and excellent behavior. An incomplete course will normally prohibit a student from earning the A Honor Roll.

A-B Honor Roll –The A-B Honor Roll will be determined at the end of each quarter. Requirements for the A-B Honor Roll include all grades of 80 or above and excellent behavior. An incomplete course will normally prohibit a student from earning the A-B Honor Roll.

Texas Association of Private and Parochial Schools (TAPPS) provide awards for State Level Competitions in academics and fine arts. Members of the Academy faculty coach students entering TAPPS competitions. Eligibility for TAPPS competition is determined by both TAPPS regulations and the Academy Administration.

## **Bell Schedule**

North Central Texas Academy operates on a two-semester system of eighteen weeks each with grading periods of nine weeks. Students in 6<sup>th</sup> -12<sup>th</sup> grades are enrolled in seven periods and one lunch. The classes are forty five minutes long with a passing period of three minutes each.

All grades attend Chapel on Wednesday morning. Grades are grouped accordingly.

### **Grades K-4**

The elementary K-4 classes are self-contained for the following subjects: math; language arts/reading; Bible; science; and social studies.

The elementary students go to the specialty teachers for instruction in the following: Library, Art, Computers, Music, Spanish and P. E.

The Elementary Schedule is as follows:

Morning Instruction	8:30 – 10:40
Lunch	10:50 – 11:35
Recess (K-2)	11:35 – 12:00
Afternoon Instruction	12:00 – 3:30

### **Grades 5-6**

Students in grades 5 and 6 are instructed by three different teachers. Grade 5 rotate through the teachers in one group, grade 6 are divided into two groups and rotate through the teachers. Grade 5 attends PE each day while grade 6 attends junior high athletics third period. Grade 5 attends specials at the end of the day and grade 6 will select an elective of their choice for each semester. Both grades 5 and 6 will attend junior high lunch at 11:30.

### Grades 7-12

Zero hour: 7:30-8:30 HS girls' athletics

1<sup>st</sup> period: 8:30-9:15 HS girls' athletics and PE

Advisory period: 9:18-9:48

2<sup>nd</sup> period: 9:51-10:36

3<sup>rd</sup> period: 10:39-11:24 JH (6-8) athletics and PE

4<sup>th</sup> period: 11:27-12:12 JH (6-8) athletics and PE (11:42-12:12 junior high lunch)

5<sup>th</sup> period: 12:15-1:00

6<sup>th</sup> period: 1:03-1:48

7<sup>th</sup> period: 1:51-2:36

8<sup>th</sup> period: 2:39-3:30 HS boys' athletics and PE

Zero hour: 3:30- 5:00 HS boy's athletics

**Advisory period:** Advisory period will take place Monday, Tuesday, Thursday and Friday. Chapel is held on Wednesday. Below is a list of activities that will take place during advisory, this is not a comprehensive list and will be adjusted as needs arise. **Students will be required to make an appointment with administration (Dodson, McClain, Smith or Schwausch) with confirmation in order to leave during advisory period.**

1. Student meetings (grade level, International, individual)
2. Pioneer Communities
3. Announcements
4. Pep rally
5. Christian character building
6. Study time (students will not be allowed to leave their assigned advisory teacher to work in another teacher's room)

### **Birthday Celebrations**

Birthdays will be recognized by the student's teacher in the classroom in a way that does not involve food. **Please do not send cookies, cupcakes, candy or any food items.** The student's name will be read during morning announcements, and the student will receive a small, non-food birthday token to commemorate his/her birthday.



If a birthday party is planned outside of school, invitations need to be mailed or provided for the entire class. For a resident student to attend an off campus party the proper paperwork must be filled out a minimum of one week in advance. Please refer to Jennifer Smith or Amanda Schwausch for assistance.

## **Bus/Transportation**

Proper behavior will be expected at all times. Students who ride to and from the Academy for daily attendance or for school-sponsored trips are under the Academy's jurisdiction from the time they leave the origination point until they return to this same point at the conclusion of the trip. The bus driver is a duly recognized school official, and students must abide by his/her directions. Students guilty of damaging a bus/van shall pay for repairs. Bus/van riders must abide by the following rules:

- Be respectful to the bus driver.
- Throwing of any objects inside or outside the bus is prohibited.
- Keep hands off of other students and their property.
- Boisterous conduct is prohibited.
- Standing or moving around while the bus is in motion is prohibited.
- Unnecessary noises are prohibited.
- Shoes must be kept off of the seats.
- Sticking the head or hands out of windows is prohibited.
- Tampering with the bus/van and/or equipment is prohibited.
- Food and drinks are prohibited.
- Students may be released to a pre-approved individual.
- Parent(s)/Guardian(s) are to contact the Academy office if other arrangements are to be made.
- Parent(s)/Guardian(s), or other adults, are not allowed on school transportation without the consent of NCTA Administration.
- Dress Code will be enforced.
- Sit in seat facing forward, keeping both feet on floor, and keeping the aisle clear.
- Backpacks, books, and purses are to be carried in front of you.

Please understand and remember that the safety of the students is the first and foremost consideration.

When a student displays unacceptable behavior, or otherwise behaves in a manner as to endanger the health and safety of other students, these procedures will be followed:

The bus driver will notify the Dean of Faculty or Principal. If the offense is an immediate danger to the safety of students, severe steps will be taken at once. If necessary, a follow-up contact/conference will be held with parent(s)/guardian(s), student, bus driver, and School Administrators.

First offense: Student will receive a red bus slip and a lunch detention.

Second offense: Student will receive a red bus slip and two days of lunch detention.

Third offense: Student will receive a red bus slip and three days of lunch detention.

Fourth offense: Removal from bus, the length of time will be determined by the Dean of Faculty and the Principal.

NCTA reserves the right to remove the bus transportation privilege from any student.

NCTA will pick up, and drop-off, at two locations for students requesting transportation to and from the Academy. The Schedule is as follows:

For Day Students, who want to ride the bus to and from Granbury, the bus will be in Big Lots parking lot at 7:45 a. m. and in the Miyako parking lot at 8:00 a. m.

Drop off times are: Miyako parking lot at/ 4:05 p. m. and Big Lots at 4:20 p. m.

Arrival at destinations is highly dependent upon traffic; however, departures will be based upon the time listed above. It is the parent(s)/guardian(s)' responsibility to have an approved person at the destination points. NCTA drivers will not release a student to any individual who has not been authorized. Drivers have been instructed to depart at assigned times. If no authorized adult is at the destination point upon departure time, and at drop-off points, the student will be transported back to NCTA. A fee of \$10 will be assessed for each time NCTA must make arrangements for a student to be attended to in this manner.

Student accounts will be charged monthly for riders. Contact Cheryl Anderson for billing 254.897.4822.

## **Calendar**

For a listing of the Academy events refer to the Academy RenWeb site or contact the Academy Office 254.897.1361.

## **Carpooling and Afternoon Pickup**

The Academy is not responsible for carpools formed by parents. Students will be dropped off and picked up in the areas designated by the school.

## **Change of Address, phone number or email**

Send change of address, phone number or email information to the Academy Office or call 254.897.1361.

## **Chapel**

Chapel is attended weekly by all students. It is grouped according to grade level. Chapels are intended to aid student growth as Christians, and to provide them with the opportunity to worship and praise God together with fellow students and teachers. **Attendance is required.** Any misconduct during Chapel will be held in the same manner as a classroom offense. No books or materials, except the Bible, should be brought to Chapel.

## **Clubs and Organizations**

The purpose of clubs and organizations is to promote and maintain interest in various areas. They will meet periodically with programs being social and educational in character. Other clubs are created throughout the school year as interests arise.

### **FFA Program**

- NCTA has an extensive FFA Program with a state-of-the-art Agricultural Center.
- Students must be 12 years old and above to participate in the FFA Program.
- The students show a variety of animals -- cattle (heifers and steers); lambs; goats; pigs; alpacas; and longhorns.
- The students begin the show circuit in the County and then move systematically to all of the major stock shows throughout Texas (including Fort Worth, Texas State Fair in Dallas, San Antonio, and Houston).
- Many of these shows produce significant amounts of money for college scholarships for the students.
- Refer to the NCTA FFA Handbook located online at [www.ncta.fffanow.org](http://www.ncta.fffanow.org)

### **National Honor Society (NHS)**

NHS is an organization which promotes scholarship, leadership, character, and service. Members are inducted into the organization. To be nominated for induction a student must have exemplary grades and demonstrate outstanding character. Students will also be recommended by faculty. The NHS sponsor and the faculty committee choose the inductees.

### **Youth and Government/Junior Youth and Government**

Youth and Government promotes citizenship, government understanding and the process of taking an idea through to the completion of a bill on the floor of the Texas Legislation, both Senate and/or House of Representatives. Students apply to participate and must have teacher recommendations. Students also participate in Youth and Government District and State Conferences.

## **College and Career**

NCTA's college and career program works with students in grades 8-12 to create increased awareness about college and career possibilities. The Guidance Counselor works with students and parent(s)/guardian(s) regarding college selection and applications, essays, resumes, letters of recommendation, and standardized testing (this must be accomplished in consultation with the Principal). North Central Texas Academy offers college and career counseling to all junior and senior students to assist them in exploring possible career paths; registering for and taking American College Tests (ACT) and College Board Scholastic Aptitude Test (SAT I); applying to colleges and universities; and obtaining scholarships. All students are expected to take the PSAT in preparation for the SAT. Students may choose to take one or more of the SAT II Tests, which are individual subject tests in English

composition, mathematics, chemistry, biology, American history, or foreign languages. Many colleges require some of these tests.

Students whose native language is not English may also be required to take the Test of English as a Foreign Language (TOEFL) at least once before applying to college.

NCTA recommends that all seniors take the College and Career class during the fall of their senior year. This class assists students in navigating the college application process and helps prepare them for their first year of college.

## **Communication**

### **Renweb**

RenWeb is the primary communication tool for NCTA Campus. Parents, students, faculty and staff are encouraged to use all of its features to stay up to date with lessons, homework, calendar, emails, and announcements.

See below for Parents Web Instructions and how to set up your RenWeb account. If you have any difficulty contact Amanda Schwausch at [a.schwausch@northcentraltexasacademy.org](mailto:a.schwausch@northcentraltexasacademy.org) or call the Academy Office 254.897.1361.

NCTA encourages all parents to begin using ParentsWeb by Renweb as a means to stay informed about assignments, grades, behavior at school, and upcoming school events. To access ParentsWeb, please follow these simple steps.

1. Go to [www.renweb.com](http://www.renweb.com)
2. Click on the Logins icon on the far right side of the screen and select ParentsWeb Login.
3. Select "Create New ParentsWeb account" if you are a first time user. Enter your email address and HH-TX as the district code and the system will send a password to your email. Use the password you receive to log in. Once you receive your password and log in, you may reset your password to something you can easily remember by going to the Family Information tab and clicking change password.
4. If you have used ParentsWeb previously, please enter HH-TX as the district code and your email and password from last year. If you have forgotten your password, please click the forgot password link and one will be sent to your email.
5. Please do not give out your password, as you will be responsible for any authorizations performed using your password.

Once you are logged into ParentsWeb, you will see school announcements, the school calendar, and Resource documents (handbooks, schedules, volunteer applications, etc.) under the School Information tab. Please be sure and read the announcements each time you log in, as this is where we will post important information regarding upcoming events. To access information regarding your particular student(s), click the Student Information tab on the left hand side. You should then be able to see homework assignments, grades, and behavior incidents on your student.

## Conferences

Parent(s)/Guardian(s) support and involvement are key to the health development of all students. Parent(s)/Guardian(s) conferences are scheduled throughout the year for residential students and as needed for day students. Parent(s)/ Guardian(s) are encouraged and expected to attend. Progress will be reviewed, and goals will be set.

Parent(s)/Guardian(s) of residential students will meet with representatives of all program areas. The residential (boarding) students' most recent evaluation will be reviewed with the parent(s)/guardian(s), and goals will be identified for further growth and development.

**All questions, problems, or concerns should first be brought directly to the teacher or coach before anyone else is involved.**

If the situation is not corrected at this level, it should then be brought to the Dean of Faculty or the Principal. The appropriate parties will be included in this meeting.

If the problem is still not solved at this level, it will be brought before NCTA Administration.

Efforts are made to resolve concerns and conflicts at the lowest level of intervention necessary. Parent(s)/Guardian(s) agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The good reputations of others and of the school are to be protected and promoted.

Confidentiality is strictly upheld by the Administration. Confidential matters will not be discussed with persons who are not directly involved in the matter.

## Community Service

NCTA strongly believes that serving our community is an integral component of moral development, as the students are educated.

The primary goal of the NCTA Community Service Program is to help students grow in their understanding of God's call on their lives and learning how to serve others. This is achieved by way of the following:

- Serving the community through ministering in schools, churches, and nonprofit agencies
- Increasing student civic-mindedness
- Learning the basics of leadership and democracy
- Appreciating the diversity of people groups
- Increasing awareness of one's skills, gifts, talents, and weaknesses
- Developing critical thinking and time management
- The organization must be a not-for-profit agency.
- The student may not receive any type of compensation in exchange for the service.
- Non-family members must supervise students.
- The Dean of Faculty, in conjunction with the Principal, must approve individual assignments.

- It shall be the sole responsibility of the student to submit completed Community Service Forms directly to Academy office within one week of the date the community service occurred or they will be void.
- Students may complete their required hours in the summer prior to the upcoming year.
- For service earned over summer, all hours are due within one week of school beginning.

### Community Service Requirements

Intermediate and Middle School: (Grades 6-8) All documentation must be turned in within one week of date earned or will be void. Hours required per year: 10.

High School: All documentation must be turned in within one week of date earned or will be void. Hours required per year: 20.

All documentation is turned in to the Academy Office. Service hours are noted on the student's RenWeb Account.

## **Community Standards of Behavior**

Day students are enrolled at North Central Texas Academy in order to offer private college-preparatory education to non-boarding students who live in the Academy's surrounding area. The following prerequisites must be met to be enrolled under "day student" status:

- The student must live with his/her parents(s)/guardian(s) in the Academy's surrounding area. To qualify as a "legal guardian," the guardian must be responsible and supply full financial support for the student. The Academy's surrounding area is defined as that region within a fifty-mile radius of the campus.
- The parent(s)' or guardian(s)' primary place of residence must be within the Academy's surrounding area.
- Transfers from boarding student to day student status will not be permitted.
- Any attempt to circumvent or compromise this residence requirement will be viewed as a breach of the contract that exists between the parent(s)/guardian(s) of the student involved and North Central Texas Academy.
- Day students are enrolled with the expectation that they will participate as fully as possible in the total Academy program. Requirements and regulations for day students will be the same as those for boarding students. Mandatory activities during non-school hours, such as disciplinary actions, tutorials, athletics, or extra-curricular activities, are required for day students.
- It is prohibited to allow individuals or families to give money or material items directly to NCTA residential students. If you would like to donate to the Resident Fund you can donate through Mrs. Smith. The students will be required to fill out a simple form requesting an amount needed along with an activity description and reason for need.

Expectations of parents and guardians are as follows:

- Participate in the student’s growth and development by attending parent(s)/guardian(s) conferences, extracurricular events, and other North Central Texas Academy functions.
- Support the efforts and intentions of North Central Texas Academy at all times in front of the student. If the parent(s)/guardian(s) have a concern regarding a matter involving their child or another student, contact the Principal, Dean of Faculty or Guidance Counselor directly to discuss the concern and resolve the issue.
- Uphold all financial obligations in a timely manner. If for any reason the parent(s)/guardian(s) are unable to do so, please contact the Business Office at the Administrative Center immediately.

Expectations of students are as follows:

- Demonstrate moral integrity before God and man by being honest, trustworthy, and responsible.
- Demonstrate respect for the thoughts, feelings, personal belongings, and position of others.
- Demonstrate respect for oneself by dressing appropriately for the setting, maintaining appropriate boundaries, and not in engaging in activities that are harmful to one’s health and development.
- Communicate in a manner appropriate to the situation, setting, and/or audience.
- Maintain appropriate boundaries to allow for the development of healthy relationships.
- Abide by all other North Central Texas Academy rules, as they help ensure a safe, positive living and working environment for all students and staff.
- Students are to address all adults by “Dr.,” “Mr.,” “Mrs.,” “Miss,” “Coach,” or “Ms.” with their last name (unless certain adults are known by their first name, in which “Mr.,” “Mrs.,” “Miss” or “Ms.” is said before using their first name). Students are to reply, “Yes Ma’am/No Ma’am,” or “Yes Sir/No Sir,” and to answer all questions with yes or no answers.

## **Counseling**

Counseling is available to all students on an as-needed basis to help students handle daily stressors and normal child and teenage problems. North Central Texas Academy does not provide ongoing therapy for students.

## **Crisis Management**

An emergency may occur at any time. The NCTA Crisis Management Team will respond to situations occurring both on and off campus. The Team will respond to the physical and counseling needs of those students involved in the situation.

The situation could include but is not limited to weather related situations, school closing, injury, death or bereavement for a member of the NCTA family, or any situation threatening the safety of all our NCTA family and visitors.

When a crisis occurs, the Principal will notify the Crisis Team and they will meet if necessary.

## **Dances**

Academy rules are in effect at all Academy dances. Proper attire is expected. For girls, dresses should be shown to the Principal or Dean of Faculty at least one week prior to the event. A photo of the girl wearing the dress is acceptable (both front and back). Dresses should be modest, no bare mid-drift, plunging necklines or backless design and must be to the knee in length. Once a student leaves the dance for any reason they will not be allowed back into the dance.

## **Definition of Students**

- Residential (boarding) students are those who reside in on-campus residences at any time during the year.
- Day students are children of community families living off the campus and children of staff members living on or off campus.

## **Dining Center**

- Residential (boarding) students must go through the line at lunch, unless they bring lunch from their residence.
- Day students may bring their lunch (no energy drinks or sodas)
- Parents are welcome to join their student for lunch at the dining center. Please come to the Academy office to sign in and get a name badge before going to the dining center. *Parents may only bring food to their child, please do not bring food to any other students.*
- Students cannot bring food to share with others.
- All students must ride the bus to the dining center and eat lunch at the dining center.
- If a student does not bring their lunch, they will be encouraged to go through the lunch line.
- Students (boys and girls) may sit together at lunch, with teachers providing supervision.
- Chewing gum is not allowed at the Dining Center.
- Food or drink cannot be taken out of the Dining Center.
- No hats are to be worn in the Dining Center, including staff members.
- No sunglasses are to be worn in the Dining Center.
- Restrooms at the Dining Center should not be used without permission from a teacher (during the school day).
- No cell phone use is allowed in the Dining Center.

## **Discipline**

All NCTA students obligated to follow all academy rules to create a consistent, pleasant learning environment. If a student chooses not to follow the discipline rules actions will be taken towards them. Punishment can be a verbal warning, detention, suspension, dismissal or expulsion depending on the



severity of the infraction. The following is also considered when making the decision towards the punishment: age, grade, frequency of offense, discipline record, etc.

In some instances, a Discipline Review Board Committee (DRB) will discuss the findings, punishment, and character of the student. The committee consists of the Dean of Faculty, Principal, Guidance Counselor, and other administration. Parents are contacted to attend as appropriate.

**NCTA reserves the right to refuse any application, or dismiss any child at any time for unacceptable work, conduct, and any reason it deems necessary.**

**Warnings:** Students will be given a verbal warning regarding their behavior. If students correct their behavior, no further consequences will be warranted. In cases of extremely rude, dangerous or otherwise disruptive behavior, no warning is deemed necessary and a detention will be issued.

**Detentions:** Teachers note and assign discipline issues in RenWeb. Detention will be served during the student's lunch hour. Time earned in detention will be issued at the discretion of the Principal.

### Detention

Detention occurs Monday through Friday during the student's lunch hour. Detention is held in the Academy with teacher supervision. Students will be given a sandwich and fruit from the dining center. Unless the student has a documented food allergy he/she will only be allowed to eat the food provided by the dining center. The only excused absence from detention is for a medical appointment. In the event that a student misses/skips an assigned detention, further disciplinary action will result in additional detentions or other action determined by the Administration.

### Off-Campus Suspension

When it is determined that a student has performed a sufficiently egregious act as to remove them from campus, the Disciplinary Review Committee may assign off-campus suspension.

In such cases, the parent(s)/guardian(s) would be required to take the student home for the period of time assigned by the Committee.

Re-entry to campus would require agreement by the parent(s)/guardian(s) and the Disciplinary Review Committee that it is in both the Academy's and the student's best interest to return.

### Dismissal/ Expulsion

Dismissal or Expulsion results in the immediate cancellation of enrollment of a student and removal from campus. Any student who is dismissed or expelled will normally not be permitted to re-enroll during the school year and will not be permitted on the campus without special permission from the COO (in consultation with the Principal, Dean of Faculty, Guidance Counselor and other pertinent individuals). Any subsequent enrollment will automatically carry Disciplinary Probation.

Those students dismissed, or withdrawn in lieu of dismissal, are required to be removed from campus within 24 hours. Should the parent(s)/guardian(s) not be able to provide transportation and arrangements for this removal, the Academy will facilitate the removal at the parent(s)/ guardian(s)' expense.

Parent(s)/Guardian(s) are responsible to pay the full tuition for the semester in which the student has been dismissed or expelled.

Students who possess or use illegal drugs (as explained in this Handbook), or who engage in immoral conduct, will normally be dismissed.

### Search and Seizure

As a condition and in consideration of the student's enrollment in North Central Texas Academy, the student and the student's parent(s)/ guardian(s) must agree to the student having their person, property, and/or assigned areas on the campus -- including, but not limited to, automobiles, storage areas in the student's room, suitcases, bags, clothes, and lockers located anywhere on the campus property or carried or used while on school-connected activities -- searched from time to time and at any time by the Administration, the Principal, the Athletic Director, the FFA Director, Residential Supervisors, Resident Parents, Teachers, or any other agent of the school as deemed proper by the Administration of North Central Texas Academy for the enforcement of the rules and regulations of the school as may exist from time to time.

It is understood that items not allowed by the rules and regulations of the Academy will be taken by the school and will not be returned. These items may be given away or destroyed by the Administration.

Further unlawful items, or items reasonably thought to be unlawful, may be turned over to the proper legal authorities for such action as they may deem proper.

### Substance Abuse/Random Drug Testing

Use or possession of illegal drugs, use of controlled substances (including tobacco and alcohol), or abuse of prescription drugs by NCTA students is strictly forbidden and may result in expulsion from the school. It is the practice of NCTA to report to local law enforcement officials if illegal drugs are found, used, or suspected to be on the premises. If a student is suspected of using illegal or controlled substances, a drug test is required at cost to the student's family. The parent(s)/guardian(s) will be called and a member of Administration will escort the student to the testing. Failure to submit to a drug test is grounds for immediate and permanent expulsion.

### Weapons

Guns, knives and weapons are strictly prohibited on the campus of NCTA.

## **Dress Code**

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The students, Resident Parents, and the students' parent(s)/guardians(s) share in the responsibility for proper grooming of the students. Students at North Central Texas Academy must be dressed and groomed in a manner that is clean, neat, and represents a high Christian moral standard. Modesty will be the dominant feature in all clothing. The Dean of Faculty and/or Principal will judge the appropriateness of clothes, hairstyle, and jewelry.

North Central Texas Academy reserves the right to the final decision on a student's clothing or appearance.

All NCTA students are required to purchase Academy uniforms from Tommy Hilfiger Uniforms ([www.globalschoolwear.com](http://www.globalschoolwear.com)).

**BOYS:**

Tommy Hilfiger (TH) Uniform khaki pants or shorts

- Must be worn at the waist with brown leather belt
- No holes, torn or frayed edges
- Hems of shorts cannot be rolled.

TH Uniform shirts

- Black, red or green polo shirts (long or short sleeved) with NCTA logo, must be tucked in at all times
- White oxford shirt (long or short sleeved), must be tucked in at all times
- Only solid white or gray t-shirts may be worn underneath uniform shirts, with sleeves no longer than the outer shirts. Undershirts must be lighter than the outer shirt.

Shoes

- Must be a solid black, navy or white athletic shoe with laces or a Velcro closure.
- Must be in good condition and worn as intended.

Socks

- Tan socks, white crew or no show socks
- Boys cannot wear leggings or tights

Outerwear

- Jackets, sweaters, or sweatshirts worn in the building must be purchased from TH Uniforms. A solid black or navy winter coat not purchased from TH Uniforms can be worn to the Academy and/or lunch, but must be stored in the locker or cubby during the day.
- Options:
  - TH Green fleece jacket, zip up or pull over.
  - TH Green or black crewneck sweatshirt- must be worn with a uniform polo or oxford
  - TH Cardigan sweater- must be worn with a uniform polo or oxford
  - TH Cardigan vest- must be worn with a uniform polo or oxford

Face, hair and body

- No earrings or spacers allowed for boys.
- No pierced visible body part.
- Boys may wear one ring, one watch, one conservative bracelet or necklace only to school.
- Boys should be clean-shaven at all times.
- Sideburns will not extend below the opening of the ear
- Hair must be neat, clean, well groomed and appropriate natural color (no bleaching).
- Hair on top must not exceed 2" in length or extend beyond the eyebrows.
- Hair on the sides may not be longer than mid-ear; hair on the neck may not touch the collar.
- No braided, beaded or pony tails allowed.
- No lines, designs, spiked, Faux hawk, Mohawk, long-strands, or shaved heads.
- Students may not cut their hair or the hair of another student. Employees may not cut a student's hair.
- Tattoos are not condoned at NCTA. All previously existing tattoos must be appropriately and completely covered.

## **GIRLS:**

Tommy Hilfiger (TH) Uniform khaki pants or shorts

- Must be worn at the waist with brown leather belt
- No holes, torn or frayed edges

TH Uniform plaid or khaki skort

- Skorts may not be more than 3" above the knee.
- Skorts may NOT be rolled at the waist

TH Uniform shirts

- Black, green or red polo shirts (long or short sleeved) with NCTA logo, must be tucked in at all times
- White oxford shirt (long or short sleeved), must be tucked in at all times
- Only solid white or gray t-shirts may be worn underneath uniform shirts, with sleeves no longer than the outer shirts. Undershirts must be lighter than the outer shirt.

Shoes

- Must be a solid black, navy or white athletic shoe with laces or a Velcro closure.
- Must be in good condition and worn as intended.

Socks and leg wear

- White knee socks, white crew or "no show" socks
- Tights or leggings may be worn with uniform skort or skirt. Tights or leggings must be a solid color and match one of the colors of the TH plaid. (navy, red, black, white, dark green, white or cream)

Outerwear

- Jackets, sweaters, or sweatshirts worn in the building must be purchased from TH Uniforms. A solid black or navy winter coat not purchased from TH Uniforms can be worn to the Academy and/or lunch, but must be stored in the locker or cubby during the day.
- Options:
  - TH Green fleece jacket, zip up or pull over.
  - TH Green or black crewneck sweatshirt- must be worn with a uniform polo or oxford
  - TH Cardigan sweater- must be worn with a uniform polo or oxford
  - TH Cardigan vest- must be worn with a uniform polo or oxford

Face, Hair and Body

- Piercing other than ears is prohibited.
- Girls may not wear more than two earrings in each ear and earrings must be small in size.
- Girls may wear two bracelets per arm and one conservative necklace.
- Hair must be clean, neat, well-groomed and appropriate natural hair color or evenly high-lighted.
- Shaved hair styles are not permitted
- Students may not cut their hair or the hair of another student. Employees may not cut a student's hair.
- Natural makeup may be worn in moderation.
- Tattoos are not condoned at NCTA. All previously existing tattoos must be appropriately and completely covered.

## **Special Event Clothing**

*School-Sponsored Events (field trips and other on-and-off-campus events, athletics, agriculture, youth ministry, etc.):*

- Girls are not permitted to wear the following: wind shorts, leggings (unless the shirt, top or dress comes to mid-thigh and the bottom and crotch are covered completely), shorts above mid-thigh, halter or spaghetti strap tops, sleeveless shirts where undergarments are exposed.
- Girls must have their stomach and back area covered at all times.
- Boys must wear their pants/shorts at the waist and are not permitted to expose their underwear.
- Boys and girls cannot wear shirts with oversized arm holes.
- Jeans cannot have rips, tears or shreds.

*Friday Spirit Attire:* Every Friday students may wear an NCTA spirit shirt with the rest of their standard uniform (bottoms, shoes, belt and socks).

*Designated Jeans Days:* On calendared days an email will be sent to allow students and staff to purchase a ticket to wear jeans. The proceeds benefit NCTA clubs and programs. Students may also wear non-uniform close toed shoes with jeans. Denim (blue) jeans may be shorts to the knee, capri length or full length. The jeans cannot have holes, rips, tears or shreds. Shirts must tucked in and a belt is not required.

*Refer to “Dances” section.*

**Administration reserves the right to determine the appropriateness and correct adherence to the uniform policy.**

## **Driving on Campus**

### Motorcycles

Motorcycles or similar self-propelled vehicles will not be an authorized means of transportation on or off the campus under any conditions.

### Automobiles

Students may drive on campus and park in front of the Fossil Tracks Building. Students must: (1) possess a valid state driver’s license; (2) display a valid state vehicle license and state safety inspection sticker on the front windshield of the vehicle; (3) maintain proof of continuous liability insurance in accordance with Texas State law.

NCTA is not liable for any accidents or injuries that occur as a result of a student driving a vehicle off or on campus. NCTA is also not responsible for damages to any vehicles while on or off campus.

Students may not transport other students in their vehicle, without the express written parental permission of both students' parent(s)/guardian(s). Student cannot go to their vehicle during the school day/between classes without permission from the Academy office.

The speed limit on the NCTA campus is 15 MPH. Students not adhering to this policy will conference with administration and repeated offenses will lead to loss of on campus driving rights.

Students, family and staff should not drive through the agriculture area, use the main road only.

## **Electronics**

### Smart watches

Smart watches are prohibited in all testing environments on campus.

### Cell Phones

Students may not use cell phones in the Academy. They are not permitted to enter the Academy using their phones. Phones must be turned off and put away at all times, this includes before and after school as long the student is in the Academy building or at athletics.

If a student is seen with a phone it will be taken up. This includes the classroom, hall, bathroom, dining center, gym, and agriculture/farm area.

If a phone is taken up it will be delivered to the Academy office.

- First offense: The phone will be held in the Academy office for two weeks. If the student must bring the phone to the campus it will be turned into the Academy office when the student arrives and returned to the student when their school day ends.
- Second offense: The phone will be held in the Academy office for four weeks. If the student must bring the phone to the campus it will be turned into the Academy office when the student arrives and returned to the student when their school day ends.
- Third offense: Conference with parents.

The Academy will not be held responsible for any lost, stolen or damaged electronic devices of any kind. Your child is bringing them at their own risk.

### Google Suite for Education

North Central Texas Academy recognizes that technology and Internet resources offer a wide variety of educational opportunities and tools that can enhance learning. Google Suite for Education is one of the important tools utilized by teachers and students to help students succeed. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective. We are very excited about the possibilities that G Suite offers students and teachers in the classroom as we strive to provide our students with 21st Century skills.

NCTA's G Suite for Education domain, nctapioneers.org, is different from a personal Google account and is NOT open to the public. It is a safe and secure “self-contained” cloud-based system that is unique to our school. Features typically available to personal Google accounts like video chat, personal profiles and social networking will NOT be accessible to our students. Teachers will have the ability to monitor everything that a student does within G Suite.

This document describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following Google services will be available to each student and hosted by Google as part of NCTA's online presence in G Suite for Education:

- Gmail: A private email address that can only be used to send and receive email for specific teacher directed projects and communication.
- Drive: A secure online space where students will store all of their digital work. In Google Drive students can create documents, spreadsheets, presentations along with other projects, and they are all stored on the web. Anywhere that students have access to the internet, they can access their work. Students will be able to work on projects at school and at home. Files in Google Drive can be shared for collaboration.
- Calendar: An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Classroom: Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.
- Selected Apps: Selected apps will be available to students when requested by teachers and when safe, and appropriate.

Student use of G Suite for Education is governed by the Computer Use Policy in NCTA Student-Parent Handbook. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law. NCTA encourages all parents to share in the G Suite for Education experience by logging in with your child to see the types of activities and educational experiences that are offered.

How to access:

Student accounts have been created with the following details:

username/email address: [firstname.lastname@nctapioneers.org](mailto:firstname.lastname@nctapioneers.org)

We have used the name that the student goes by in class. All non alpha characters have been removed, including: ' - and spaces

Password: first initial last name birthday in the following form flastnameMMDD

Students whose last name is shorter than 3 characters will use their full first name instead of just the initial.

After the student first logs in, they will be required to create a new password with a minimum of 8 characters.

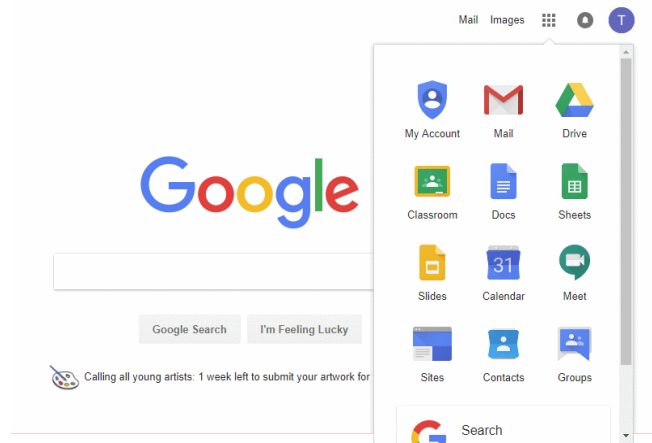
Example Student:  
Name: Leo Jenkins  
Birthday: February 11

Username: leo.jenkins@nctapioneers.org  
Password: ljenkins0211

Students can access the NCTA G Suite apps at the following URL:

[www.google.com](http://www.google.com) - click on the sign in button at the top right.

After logging in, students can access all of the apps using the apps icon in the top right.



If the student logs into a public or shared computer, they must log off when they are finished using the apps. They can click on the circle icon in the top right, it usually has the students first initial, and select sign out.

**Grading policy:** No mastery grades will be taken in the GSuite, this includes quizzes and tests. Papers can be submitted AFTER the rough draft is completed. Editing with the teacher and classmates within the Google classroom is acceptable before the final paper is submitted. Editing should only take place in the classroom. Rough drafts must be turned in anytime a paper is submitted as a hard copy or electronically.

### Laptops and Computer Use Policy

The first priority for computer use will be legitimate assignments or activities prescribed by Administrators, Faculty, or Staff. Students are responsible for ensuring that their activities conform to NCTA's standards, in obedience to Biblical commands and values. Computer usage will be in sole alignment with prescribed activities from Administrators, Faculty, or Staff.

Students in grades 7-12 should bring a laptop to school every day. Students may not use any devices (i.e. iPad, Kindle etc.) other than a laptop in the Academy. Use of a laptop during the school day is at the discretion of the teachers and staff. The primary purpose of the use of a laptop is educational; using the device for personal reasons, i.e. emailing, posting to social networks or communicating with friends or



family on their device is strictly prohibited. The use of the student's laptop must not disrupt the class in any way. Headphones/ earbuds may only be used at the discretion of the teacher or staff member. Headphones/ earbuds should be stored away when not in use. **Students will not be allowed to charge their laptop in the school. It is expected that they bring their laptop fully charged each day and shut the laptop down when not in use to conserve the battery.** Students may not use their laptop outside of the classroom. Laptops or electronics cannot be taken to lunch.

Consequences for misuse or disruption (one or more may apply)

- Access to the wireless network will be removed
- Laptop taken away for the class period or longer
- Laptop taken away and kept in the office until the family picks it up
- Student is not allowed to bring their laptop to the Academy.

NCTA is not responsible for:

- Laptop broken while at school or during school-sponsored events.
- Laptop that is lost or stolen at school or during school-sponsored events.

Computers or devices that are not distributed or owned by NCTA will not be maintained, diagnosed or repaired by the NCTA staff.

Local network activities that are not permitted:

- Using a NCTA computer without permission and supervision
- Sharing of passwords or use of another person's computer account at any time
- Using obscene or inappropriate language
- Threatening the network or its integrity
- Downloading, installing, or copying program files to the network without the network administrator's permission
- Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges

Internet activities that are not permitted:

- Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material that are deemed pornographic, inappropriate or offensive by NCTA
- Unlawful copying, saving, or redistributing of copyrighted material (users should assume material is copyrighted unless noted)
- Subscribing to any services or ordering any goods or services
- Sharing of the student's home address, phone number, or other information over the Internet
- Playing Internet games or using other interactive sites to chat
- Attempting to circumvent the school's network security and/or filtering policies.

Students of NCTA will not be involved in any way with cyber bullying, hacking, harassment, misrepresentation, plagiarism, or indecent material while using the computers on campus. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible expulsion from school. Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take appropriate action in inappropriate computer use on

campus. No student, parent or staff member may create a social media page with the NCTA or HHF name or logo without consent from the COO.

**By signing the NCTA Student Handbook Receipt the student agrees to abide by the above Computer Use Policy.**

### Definitions

**Cyber Bullying:** Cyber bullying is the use of technology (email, images, text, or other digital communication devices) to degrade or humiliate another person or group. Cyber bullying may occur directly, such as when a hateful message is sent to a target, or indirectly, as when a message, website, or photograph is sent to others and results in later bullying behavior toward the target.

**Hacking:** An attempt to access another person's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

**Harassment:** Posting a message that is vulgar, demeaning, threatening, or obscene either through e-mail, newsgroups, or chat rooms.

**Misrepresentation:** Giving out false information about you personally either through e-mail, newsgroups, or chat rooms.

**Plagiarism:** Copying material or paraphrasing material from the Internet or any other source without giving credit to its author.

**Indecent material:** Unsuitable images, sound files, text files, or video files as deemed so by the Administration, Faculty, or Staff of NCTA.

Failure to comply with the Computer Use Policy will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies and referral to law enforcement authorities where appropriate.

### **Emergency**

The safety and security of the students, faculty, and staff at North Central Texas Academy is a primary concern of the Administration. Procedure as well as plans to respond to a variety of emergency situations (e.g.: fires, evacuations, tornados, and lock-downs) have been put in place.

If the school is in a lock-down situation, no one will be permitted to enter the campus other than the emergency responders. A RenWeb email and phone notification will be sent to school families, and information will be shared with the media.

If a Campus Evacuation is necessary, NCTA will follow the county evacuation plan and evacuate to a designated area in Cleburne or other area assigned. A Renweb email and phone notification would follow the evacuation with information about your child's location and other needed instructions.

### Tornado/fire drills and lock downs

Tornado drills will take place in the spring.

Regulations require that fire drills and lock-downs be held periodically in the academic buildings and in the student (boarding) residences.

Once the drill is complete you will receive a RenWeb notification alerting you to the practice taken place that day.

### **English for International Students (EIS)**

Students who come to the Academy with English as their second language will be enrolled in an additional English language class (EIS) designed to teach the English language in a step-by-step process. This specialized instruction helps students understand, read, write, and speak English and acquire the skills necessary to function proficiently in the language. These classes are designed to help them learn the academic vocabulary and language skills necessary to be successful in mainstream classes.

All international students entering high school are expected to meet the regular NCTA graduation requirements and must be capable of performing in mainstream classes with limited language support. English for International Students classes are required as electives until students show language proficiency. **All students are required to speak English during school hours, this includes lunch, between classes and at school sponsored events.**

A special International Student Orientation is held prior to the beginning of school. The purpose is to provide incoming students with an introduction to the surrounding area and the opportunity to develop a sense of community within the school.

### **Facilities**

Refrain from any actions that may result in damage to the property or to the appearance of the buildings and grounds. Students are not permitted to take food or drinks into the school building or classrooms. Any damage inflicted on the lockers, buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

### Football Stadium and Parking Lot

Skateboards, scooters, skates and bicycles are prohibited from the football stadium at all times. During sporting events, none of the above mentioned items are allowed at the gym parking lot or surrounding areas due to high traffic.

### **Financials**

A Financial Assistance Program is available for a select number of students attending North Central Texas Academy. Students must be accepted for enrollment prior to the granting of financial assistance.

Financial assistance is based primarily on demonstrated financial need. Financial need is determined by an evaluation of the parent(s)/guardian(s)' most recent income tax report and other financial information.

Information is available on the website: [www.NorthCentralTexasAcademy.org](http://www.NorthCentralTexasAcademy.org)

### Financial Obligations

The operating expenses of an educational institution, such as the Academy, are fixed, and a loss is realized if any vacancy occurs during the school year. For this reason, North Central Texas Academy enrolls students only on the condition that they remain at the Academy until the end of the school year, unless dismissed for breach of school discipline or other appropriate cause. In the case of such dismissal or voluntary withdrawal, all sums of money paid to the Academy as of the date of dismissal or withdrawal shall be retained by the Academy, and any unpaid sums of money due to have been paid to the Academy will be immediately due and payable.

The Academy retains the right to withhold credit in academic work, place a hold on transcripts or diplomas, as well as disallow reenrollment, if any financial obligation remains unpaid.

This policy will also apply when payments are not made to individuals who serve as tutors or music instructors or for other special services requested by the parent(s)/guardian(s). The Academy retains the right to process any account for collection or to withdraw any student when accounts are over 90 days past due. Checks returned for "insufficient funds" or otherwise requiring collection action will incur a charge of \$35.

### Tuition

Tuition amounts, financial aid, and scholarship amounts are found in the application and enrollment information that parent(s)/guardian(s) have been given under separate cover. If you have additional questions, please contact the Business Office at 254.897.4822.

All financial obligations must be met before the student's records will be released. This includes quarterly reports, transfer of records, and transcripts.

A student may be called out of class and dismissed from school if the parent(s)/guardian(s)' account is 60 days past due.

### **Gum**

NCTA is a gum-free campus. First offense is a \$20.00 fine (cash or check only). If the fine is not paid within 3 days detentions will be assigned and can lead to additional detentions. Fine is to be paid in the Academy office.

## **Harassment Policy**

NCTA seeks to treat every individual with sensitivity and respect. The Academy encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation, or degradation from unwelcome and unacceptable behavior of another.

Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or (2) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment.

Reporting Procedures: Any alleged violation of the Harassment Policy should be reported immediately to the Dean of Faculty or Principal. Grievances should then be reported to the Dean of Faculty.

## **Homework**

Homework is an opportunity for a student to take responsibility for their own learning and to develop study skills. Homework is for the student, not the parent. Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills covered in the classroom. Homework may not always be graded, but should be taken seriously and can have an effect on the measures used for grading.

Students should expect to spend the following minimum amounts of time on homework each night:

K-2: 15 minutes

3-4: 30 minutes

5-6: 45 minutes

7-8: 1 hour

9-12: 1.5 hours

## **Library Policies**

**No eating, no chewing gum, and no drinks, are allowed in the Library.**

Students must have a pass to go to the library during school hours.

Proper checking in and out of books is a necessity, and so are proper care and handling of books. Students with overdue books are not allowed further checkouts until the overdue book is returned. Certain books, such as reference or reserved books may not be checked out.

Library hours: To provide students with maximum utilization of the library, the library is open during the regular school day.

Lost or damaged books: A student who loses a library book will be charged the replacement cost for that book. The student is given 30 days, or until the end of the current school year, whichever comes first, to return any paid-for lost book(s) for refund. After the school year ends, no refunds will be considered; however, if the student later finds the book and wishes to donate it back to the Library, he/she is welcome to do so. If a replacement has been purchased for a paid-for lost book, no refund will be made on that lost book even if it is returned before the school year is completed. In the event of a paid-for lost book being returned for a refund, charges may be assessed for evident damage. In addition, if the book is unusable due to damage, no refund will be made. Students owing for a lost book will be billed directly.

## **Lockers**

Every student is issued an Academy locker with operational instructions. Students participating in athletics will also get a locker in the Athletic Center locker room areas.

Lockers are subject to inspection by Academy personnel at any time. Lockers cannot be decorated on the outside, unless given permission from the Academy office. Lockers and book bags may not include any advertisement or promotion of guns, tobacco, alcohol, illegal substances, non-Christian musical groups, slogans, or symbols with ungodly or double meaning. All pictures should be in line with Academy ethics and morals. Staff members may place spirit items on the outside of the lockers with Blue Painter's Tape only.

The inside of lockers may include organizing tools such as a shelf, pencil holder, etc. but cannot disrupt or hinder the locker combination. No tape, stickers, contact paper, wrapping paper or the like may be inside the locker. Lockers need to be kept closed. Do not put anything in the lock mechanism to not allow it to work properly.

## **Logos and Graphics**

The Academy has created logos and emblems that are to be used when representing NCTA. Do not alter the images. Any materials to bear these images should be approved by Administration prior to being printed or sent.

## **Medical and Health Services**

The Director of Health Services (R. N.) is on duty at the Academy. A Consent of Health Care must be signed and proof of insurance also given to the Director of Health Services.

### **Routine Physical:**

Students are required to have a yearly routine sports physical exam by a licensed physician prior to participating in athletics. Forms are available on the TAPPS website, or can be obtained from the School Nurse, and must be completed and signed by a physician and returned to the Director of Health Services. Parent(s)/Guardian(s) should schedule this appointment during the summer break, prior to the beginning of the school year.

All residential students must have all immunizations up-to-date and also have a current TB skin test. The Director of Health Services must be provided results of this test prior to admission.

Emergencies:

In case of a medical emergency, parent(s)/guardian(s) will be notified as soon as possible. Teachers or office staff will notify the School Nurse as soon as possible.

Medications:

Parent(s)/Guardians may supply over-the-counter medications or prescription medications for a student to take during school hours. The School Nurse (R. N.) will administer all student medications.

The following regulations must be observed when sending in prescription/non-prescription medications for a student:

- *Over-the-Counter Medications:*

Parent(s)/Guardian(s) must send in to the School Nurse a completed Permission to Administer Medication Form, along with the medication to be administered. The medication must be in the original-labeled container and properly labeled with the student's first and last name.

- *Prescription Medications:*

A completed Physician Authorization for Student Medication Form is required for each prescribed medication. This form may be obtained from the student's health-care provider. A completed NCTA Permission to Administer Medication Form must also accompany any prescription medication, filled out by the parent(s)/guardian(s). The prescription medication must be sent in the original-labeled container along with the two completed forms mentioned above. Ask your Pharmacist to prepare two (2) labeled containers: one for school and one for home. The School Nurse may not give the first dose of any medication.

All medication will be dispensed in strict accordance to the Permission to Administer Medication Form. This authorization is given with the understanding that no further permission or authorization will be necessary for the academic school year per medication. It is the parent(s)/guardian(s)' responsibility to inform the School Nurse of any change in the student's contact information, medications, or medical condition.

Important Information for Parent(s)/Guardian(s) to Share with Their Students:

The School Nurse will administer all medications. The School Nurse must check asthma inhalers before use. A student must NEVER carry medication on his/her person or take medication at school, except in the Clinic. Students may not share any medication. In Elementary, the student will bring the Permission to Administer Medication Form, and medication to his/her teacher, who will then send it to the School Nurse in the Clinic.

### Head Lice:

Head lice are an extremely contagious condition of the hair. Parent(s)/Guardian(s) of students found to have lice eggs or lice will be contacted to pick up their child immediately. The School Nurse will supply the parent(s)/guardian(s) with a Lice Treatment Procedures Form. The student will not be allowed to ride the bus home or back to school until cleared by the Clinic. In order to be readmitted to school, the student must do the following:

Be checked at the Clinic before going to class.

Present a signed note from the parent(s)/guardian(s) stating the type of shampoo treatment used and that all eggs have been removed.

Comply with our no-nit policy. No student will be allowed to return to class with any eggs in the hair. For hard-to-control, recurring cases of head lice, parent(s)/guardian(s) are told to contact a physician. If two or more students are positive for lice in a class, the other students will be sent two by two to the Clinic for a head check. A school or class-wide letter will be sent home.

### Clinic Discharges:

All students must go home who:

- Vomit on the bus or in school.
- Have a temperature above 99F.
- Have a rash (must have a note from the doctor to return to school).
- Have or are suspected of having conjunctivitis – pink eye (must have a note from the doctor to return to school).
- Have head lice (the student cannot ride the bus home or to school the following day and must be checked and cleared in the Clinic before attending class).
- Cannot participate in regular school activities due to illness that does not result in a fever.

### Communicable Diseases:

NCTA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent that may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

A teacher or administration official, who reasonably suspects that a student or employee has a communicable disease, shall immediately notify the School Nurse.

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease, for which immunization is not available, shall be excluded from school while ill. If the nature of the suspected disease and circumstances warrant, NCTA may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. NCTA reserves the right to make all final decisions necessary to enforce its Communicable Disease Policy and to take all necessary action to control the spread of communicable diseases within the school. NCTA



reserves the right to request a letter from the physician after an illness before the student can return to school.

### Food Allergies:

North Central Texas Academy will take as many steps as are necessary and practical to keep children with food allergies safe. While NCTA cannot ban every food that a particular child is allergic to, the Academy will follow the following rules:

The office will post a monthly food calendar indicating the meals to be served in the dining center. Please prepare for days your child will be unable to eat what is served because of allergy issues. The nurse will notate on RenWeb allergies but it is always a good reminder to discuss with your child the foods they cannot eat ahead of time.

NCTA will inform all students to never share food.

Teachers will be instructed to always check that there are not harmful ingredients in craft, art, and science projects.

NCTA bus drivers will be informed by the nurse about any child's allergy and what to do if the child has a reaction during transportation. The nurse will notify other staff members about any child's allergy.

The nurse will try to inform all substitute teaching staff to be aware of the food allergic students.

EPI Pens will be located in the nurse's office and the dining center kitchen area.

### Parent Responsibilities:

Inform the school nurse in writing of your child's allergies prior to the opening of school (or immediately after diagnosis), and request a meeting with the school nurse to develop an Individual Health Care Plan & Emergency Action Plan.

In addition, provide:

- Medication orders from the licensed provider
- Up-to-date epinephrine injector and other necessary medication(s)
- Annual updates on your child's allergy status including a description of students past allergic reactions, including triggers and warning signs.
- If the child carries medication, periodically check for expiration dates and replace medication as needed
- The nurse will make sure every area of the school has access to your child's medication in the event of an emergency, or they know how to obtain the medication quickly.
- Provide a medical alert bracelet or other form of identification for your child.
- While the school will not exclude an allergic student from field trips, a parent may choose to do so. Be willing to go on your child's field trips if requested. Provide safe classroom snacks for your own child.

## **Physical Education**

Physical Education is a requirement for all students in grades K through 8.

The dress for grades K through 5 is normal school clothes and uniform shoes. Only students with a written excuse from the family doctor, or who have a serious family emergency, will be exempt from taking P. E. Special procedures to follow, regarding a specific health-related condition of a student, must be stated in a letter to the Administration attached to the doctor's excuse. If the student does not have a note, he/she must have Physical Education as a class. A parental note may be accepted in lieu of a doctor's excuse at the discretion of the Physical Education teacher.

Students in grades 6-8 are required to participate in Junior High Athletics for P.E. Credit. Students will wear uniform gym clothes. Students will be required to have socks and gym shoes with non-marking soles. Students in High School Off Season will continue to dress out in gym clothes for off season conditioning or P.E.

## **Plagiarism Policy**

A staff member who believes plagiarism has occurred must produce evidence (through identifying the source) to support their allegations. The Dean of Faculty and Principal must decide whether or not plagiarism has taken place.

If the findings do indicate plagiarism has taken place a Discipline Review Board will be assembled to issue punishment.

Students will receive a zero for the assignment, project or assessment. The act of plagiarism will be noted in the student's academic file. If additional plagiarism occurs, the student will receive additional punishment which could lead to dismissal from NCTA without tuition reimbursement.

## **Playground**

Children are not to be left unsupervised on the academy playgrounds.

## **Program Planning**

When a student enters the Senior High School, he/she should study the requirements for graduation and plan his/her course selection in line with their interests and prospective college plans. The student should assume primary responsibility for planning his/her program by consulting with the Guidance Counselor at least once each year, or more often if desired, if plans change, or if difficulty with a course arises.

Students at the Academy must take a full load of courses regardless of the number of accumulated credits. Students may not be enrolled in more than one study hall per semester.

All former school records should be in the Academy Administration Office prior to the beginning of enrollment for the semester. Every effort will be made to schedule the students accurately each semester in terms of progress toward graduation. Each student must examine his/her schedule immediately upon receipt and contact the Guidance Counselor if there are any questions.

## **Reenrollment**

Reenrollment will be available via Renweb yearly to families whose children are invited to return for the following academic year. In order to reenroll, families must fulfill all financial obligations. Past tuition must be paid in full. In addition, a student must be in good standing, both academically and in character for reenrollment. Students will be charged a yearly enrollment fee to help cover the cost of yearly books and school materials.

Reenrollment will not be completed on any student account that is not in good financial standing.

## **Snacks**

It is our goal that elementary children eat nutritious snacks at school. Parents should send a daily snack with their student. Snacks should not require a spoon or fork to be eaten. NCTA is a peanut free school, please be mindful of this when packing your student's snack.

## **Teacher Qualifications**

NCTA meets all the teaching certification requirements of our accrediting bodies. Teachers will not only be considered for their professional expertise, but they will also be evaluated for their ability to role model a Christian lifestyle and teach all content from a distinctively Christian perspective.

## **Telephone Messages and Usage**

Academy students are required to turn phones off before entering academy doors. If an urgent message needs to be sent to your child call the Academy Office 254.897.1361. If a return call needs to be made the student will be called to the office to return the call.

If a faculty or staff member is needed, call the Academy Office and leave a message for them to return.

## **Testing Programs**

Intermediate, Junior High and Senior High School students participate in the following standardized testing programs: The Aspire, PSAT, SAT, ACT, and AP. Juniors and seniors may take the ACT and/or the SAT in the fall or spring of each year as part of their college application process. The juniors and seniors who are enrolled in Advanced Placement (AP) courses have the opportunity to take the AP exams. Fees for these exams are charged to the student's account.

Students in grades K-2 are tested using the Iowa Test of Basic Skills (ITBS). Students in grades 3-10 are tested using the ACT Aspire.

Students and parent(s)/guardian(s) receive detailed information on these tests through the mail.

## **Textbooks**

The Academy furnishes most textbooks to students; in some cases, a fee may apply. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost or damaged textbooks must be paid for and replaced immediately. The fines for these must be paid to the Academy Office.

## **Tutoring**

Tutoring is available before and after school and should be coordinated through the student's teacher.

Mandatory tutoring is required when a student's grade in a course falls to a level of concern to the student, the teacher, or to the parent(s)/guardian(s) -- normally 74 or below. The student may spend this tutorial period with the teacher in the classroom working on the course material before or after school. There is no charge for this service.

Athletic students: If your student is on a team that represents NCTA they are to be at every scheduled practice for the duration of the sport. Tutorials occur before and after school. With the girls practicing in the morning, they can attend afternoon tutorials. Boys practice in the afternoons and can attend tutorials in the morning before school. Students who miss practice will receive a consequence.

Morning Tutorials 7:50-8:15 (students must arrive by 8:00 a.m.) Afternoon Tutorials 3:30-4:00

There is NO tutoring on Monday or Friday after school unless specifically requested by the teacher.

## **Visitors**

NCTA operates on a closed-campus policy. Parent(s)/Guardian(s) are required to check in through the Administrative Office. No provisions are made for student visitors.

In order to optimize instructional time and school operations, all parent(s)/guardian(s) must be off campus by the time school begins, unless they are volunteering, attending a special event, or attending a school-sponsored meeting. All parent(s)/guardian(s) on campus after the start of school must be signed in with the Academy Office and must wear a visitor badge while on campus.

Parent(s)/Guardian(s) wishing to have a conference with a teacher or the Administration should do so by appointment only. All teachers have before and after school responsibilities and assignments. Please follow the protocol.

Parent(s)/Guardian(s) are permitted to eat lunch with their child but will not be permitted to do so routinely. Do not bring food to share at the Dining Center with other students. **Parents and guests must check in with the Academy before going to the Dining Center.**

## **Weather related Closings**

Severe weather may prompt the closing of the Academy. A RenWeb notification will be sent through email and voice. Television news channels ABC, CBS and NBC will be called to post delays or closings.