NEW CREATION
CHRISTIAN ACADEMY

2026-2027 Parent & Student Handbook

Inspire. Believe. Achieve

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School Board

Mr. Roger Skepple, Chairman
Mrs. Rachel Robinson
Mrs. Patti Ivers
Mr. Mike Agan
Mr. Pat Perkins

Administration

Mrs. Judy Foster, School Administrator

General Information

Mission Statement
Partnering with parents to **Inspire** in students a desire to learn, to encourage students to **Believe** in the Lord Jesus Christ, and to support students as they strive to **Achieve** their God-given potential.

Vision Statement
New Creation Christian Academy (NCCA) seeks to provide a program of academic excellence and rigor to encourage students to grow in their educational pursuits as well as their relationship with Jesus Christ. We partner with parents in the training and mentoring of students to help prepare them for a successful college experience. As we strive to develop future Christian leaders, we equip our students with tools to become responsible and spiritually mature contributors of society.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15;Peter 1:21)
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the ex ceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9, Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Gala tians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)
8. We believe that all human life is sacred and created by God in His image. (Genesis 1:27; Genesis 2:7; Job 33:4; Psalm 139:13-16). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and na ture of God. (Genesis 1:26-27).
9. We believe in the biblical definition of marriage as the covenant relationship between one biological man and one biological woman. (Gen. 2:24). We believe that God intends sexual intimacy to oc cur only within the bounds of marriage, in a single, exclusive union, as delineated in Scripture. (1 Corinthi ans 6:18; 7:2-5; Hebrews 13:4; Genesis 2:18-25).

Non-Discrimination Policy
NCCA admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at NCCA. NCCA does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship, local programs, athletic and other NCCA-administered programs.

Privacy Policy
NCCA abides by the Family Educational Rights and Privacy Act (FERPA). Additional information regarding FERPA and the disclosure of students' personal information may be obtained in the school office.

Non-Denominational Position

Our Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or academy board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

We believe that to preserve the integrity and mission of New Creation Christian Academy as a Christian evangelical school and ministry, and to provide a biblical example to those within and outside our community, all New Creation Christian Academy employees, volunteers, co-teachers, and parents agree to abide by these Statements of Faith, Life, and Conduct.

These Statements do not exhaust the extent of our beliefs and standards. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. However, for purposes of New Creation Christian Academy's faith, doctrine, practice, policy, and discipline, the New Creation Christian Academy School Board is the final interpretative authority on the Bible's meaning and application.

Educational Objectives

The educational process in a Christian school is dependent upon a biblical philosophy, which provides the right worldview and essential truths for life so that children may be prepared to assume their place in the home, the church and the community. Accordingly, the educational philosophy of New Creation Christian Academy is as follows:

1. Concerning spiritual and moral development, graduates of NCCA:
    a) Understand that the Holy Scripture, including its basic doctrines and precepts, is God's revelation of Himself and is His intended standard for faith and living;
    b) Understand and personally accept salvation by grace through faith in Jesus Christ;
    c) Understand that they are uniquely created in the image and likeness of God and possess the potential to develop their personhood and affect their family, church and world for Christ; and
    d) Embrace biblical excellence in the pursuit of education as a means of being a good steward of the gifts that God has given them.

2. Concerning academic/intellectual development, graduates of NCCA:
    a) Commit to developing their God-given intellectual potential through all areas of study;
    b) Develop into a disciplined young person both within the home and at NCCA classes;
    c) Demonstrate critical-thinking skills in research, logic and problem-solving;
    d) Demonstrate the ability to perceive and cope with ambiguity and opposing viewpoints both at home and in the classroom;
    e) Integrate an appreciation of God's creation with a sense of ethical and moral stewardship of both the environment and human culture;
    f) Understand that biblically-based education includes development of the physical and aesthetic part of man as well as the academic part; and
    g) Pursue Godly wisdom and discernment in applying knowledge to life situations.

Admission

Students will be considered for admission on a case-by-case basis. Students may only enroll up to the first two weeks of the 1st semester and within the first two weeks of the 2nd semester. Disqualifying factors for refusal of admission may include, but are not limited to: previous criminal activity, extreme behavioral issues, expulsion or suspension from previous schools and failing grades in most recently attended classes. A pre-admission conference should be scheduled with the Administrator to determine eligibility. New students may not enroll outside the established grace period following the beginning of each semester unless extenuating circumstances apply (i.e. residence relocation, severe illness). A student at NCCA is defined as one who is enrolled in 4 or more classes. All other students taking classes or participating in athletics are considered part time and not eligible for NCCA class activities without prior consent or invitation.

Tuition and Fees

New Creation Christian Academy strives to keep its tuition rates low. Prompt payment of tuition is essential to the ongoing operation of New Creation Christian Academy. Monthly tuition will be collected by FACTS, a tuition management service. There is an annual fee per family.

School tuition may be paid yearly or in ten (10) monthly installments.

Yearly payment: A discount will be given for tuition if payment is made in full by a date in June posted on our fee schedule.

Monthly payments: The first monthly payment is due on July 31st through FACTS. The last tuition payment is due by the 15th of May.

Tuition payments are due by the 1st or the 15th of the month. A late fee will be added for payments not received in the office on time.

Any returned checks for incidentals will be charged a fee which will be incurred each time a check is returned.

Additional fees may be charged for field trips, sports, athletic items, uniforms, classroom materials, yearbook and Helps classes. These fees can be charged to your FACTS SIS account or you can pay when the activity occurs. Any special needs student wishing to attend NCCA will incur an additional fee.

Action on Late Accounts: If you are two months or more behind in tuition payments, the student will no longer be able to attend classes or participate in any extracurricular activities, including trips, at NCCA until the account is made current. If a student is withdrawn from NCCA with an outstanding debt to the school, no student records (report cards, paperwork, records or transcripts) will be released until all debts are paid in full. FACTS SIS access will be suspended when your account becomes past due. If a student has withdrawn or graduated and a delinquent balance remains after 15 days the account will be given to the school's attorney for collection. All attorney's fees incurred by NCCA in an effort to collect funds on the account will be the responsibility of the parent.

NCCA Financial Aid

The granting of requests for assistance or a denial of assistance is based on the applicant's need for assistance and their overall financial stability. Money will be distributed based on the availability of funds. Families receiving financial aid for NCCA may be required to participate in official NCCA fundraisers and other school activities. **Please note: Only ONE scholarship or discount may be applied per student.**

Students must pass all classes for financial aid to continue. Grades will be checked at the end of each semester. Failing grades could result in financial aid being discontinued in the middle of the school year. Students with more than 7 demerits will lose access to financial aid.

Applications for financial aid can be submitted from November through July with FACTS. In ParentsWeb, go to Family Information then Financial Aid.

Generally, financial assistance *does not exceed* more than 25% of tuition fees.

ALL NCCA Parents

Parent Roles:

Co-Teacher—utilizing FACTS SIS parents will be able to locate instructions from the classroom teacher on a regular basis outlining homework assignments, follow-up study over covered material, and preparation or review needed for their class. Parents will bear the primary responsibility for some direct instruction in some aspects of the course, and monitoring their child's academic progress (including the timely submission of all assignments).

Course Monitor—Some courses will involve equipment or expertise that necessitates the teaching be done in the classroom. This role, therefore, will require the least amount of time by the parent, but its importance cannot be understated. The primary responsibility of the parent is to track the progress of their child and to monitor how well they are doing. Are they becoming discouraged? Are they enjoying the class? What are the activities being done each day in class? What are they learning? In short, parents need to show an interest and express this to their children. If problems should develop, then the teacher should be notified immediately.

Project Assistant—Some courses utilizing this role would include different grade levels of fine arts. The primary responsibility of the parent is to track the progress of their child and to monitor how well they are doing. They need to have a sincere interest in their child's class activities and express that interest to their children. Furthermore, help at home might occasionally be needed in support of a particular project. If problems should develop, then the teacher should be notified immediately.

Parent/Student & Co-Teacher Training

During the first few weeks of school, parents will be offered opportunities to take classes. The goal of these classes is to facilitate the school-home partnership between teachers and parents, our "co-teachers". Teachers and administrators will host general information sessions aimed at improving New Creation Christian Academy's educational program.

Parent Responsibilities

Parents must actively participate in their child's education. Specifically, parents should:

- Make sure their child works diligently on assignments and their child's studies whenever the child is outside the classroom.
- Monitor their child's academic progress, including timely submission and completion of all assignments.
- Take extensive responsibility, when necessary, for direct instruction in some aspects of their child's course.
- Discuss with their child matters of belief, morality, and values as they arise about the reading content of the course.
- Monitor their child's completion of all extended reading assignments to ensure that such assignments are appropriately paced and completed on schedule.
- Assist their child, as may be necessary, in organizing his/her thoughts concerning analytical and critical essays, since such essays often require a more involved thought process.
- Provide their child with an audience before whom s/he might practice speeches and other similar presentations.
- Appropriately assist their child in gathering the needed research and study materials that may include transporting him or her to libraries outside of the academy.
- Assist their child by proofreading his/her written work.
- Be thoroughly familiar with syllabi and/or assignment sheets for all courses.

Parent Visiting Policy

ALL visitors must sign in at the Office of either the 100 building or 200 building before proceeding further into the building. **In the mornings, parents may escort their student to the door of the building but are not permitted to enter during this time, as teachers are busy getting ready for the day.**

Parental Involvement

NCCA is dedicated to working closely with parents in the education and character development of their students. Parents are encouraged to partner with the teachers in each course throughout their child's educational career. Parental involvement progresses from private tutor in Elementary, to a guide in Middle School, and finally to a course mentor in High School. Teachers and parents maintain open lines of communication with each other, and as the students advance in age and course levels, they also become more involved in taking responsibility for their own academic achievements.

Parent's negative conduct or comments on social media or in any forum could result in your student's dismissal from NCCA.

Parent-Teacher Communications

We encourage you to contact your child's teacher(s) any time you have a question regarding your child's behavior or academic progress. However, please refrain from discussing your child's progress or challenges either before the teacher's class, while the teacher's class is taking place, or during school functions. Teachers may be contacted through phone numbers or e-mails given to your student in class or in Parent Poral through FACTS SIS. (Please see the office for first-time login instructions.) Teachers are not required to respond to e-mails, texts or phone calls after 9:00PM. Parent-teacher conferences can be arranged at the request of either the parent or the teacher with a 48-hour notice.

Parent Dress Code

When visiting the school campus or attending school functions such as field trips, extracurricular activities, lunch, class parties, etc., please take into consideration NCCA's dress code policy which emphasizes modesty in appearance.

Field Trips and Chaperones

It is the purpose of the Board of Directors and staff of New Creation Christian Academy (NCCA) to provide a safe and secure environment for all NCCA students and athletes. For this reason, for NCCA-sponsored trips chaperones must be at least 21 years of age and undergo a background check performed by the school's approved company and at the expense of the potential chaperone. No chaperone should be alone with any student unless it is their family member. Chaperones will receive directions specific for their trip as well as guidelines to follow prior to attending the trip. For trips requiring an overnight stay, chaperones may only occupy a room overnight with students or other chaperones of the same gender. The only exception to this is when the students and chaperones of the same immediate family unit wish to share a room. However, if due to this policy exception the number of family members in a room falls below the maximum occupancy on which the cost of the trip was based, then the family will incur the additional per-person cost of the room each night. All arrangements are subject to final approval by the NCCA administration.

Field Trip Guidelines

Throughout the year at NCCA we take various field trips.

- We encourage all students to attend these trips. They are great hands-on learning experiences that can't be duplicated in the classroom.
- NCCA dress code will be enforced on these trips unless otherwise specified by the trip coordinator. Parents must adhere to the dress code guidelines as well.
- If your student does not go on these trips they **must attend school at designated times**. While there, they must complete an alternate assignment. If they are ill, a doctor's note is required for work to be considered excused. Additionally, they may be required to go with the school to a community service project (high school spring trips only).
- Students will receive a grade on these trips as well as those who are attending classes back at school. Grades are based on participation and behavior both on and off the trip as well as completeness, accuracy, and attendance at school.
- If your student is late arriving to the school on departure day or picked up late on arrival day, monetary penalties may take effect.
- **All deposits or monies paid for field trips are non-refundable.**
- If you are behind in tuition payments, the student will no longer be able to attend classes or participate in any extracurricular activities, including trips at NCCA until the account is made current.

NCCA Messages

Messages are sent via text to your cell phone. You may opt out of the NCCA message system, **but please be aware that you will not receive urgent information by any other means**. To opt out, log into FACTS, click on 'School Information' then 'Webforms'. Select 'Family Demographic Form' and set your permissions on the 'Custodial Parent Form' for each parent.

School Issued Emails and Google Classrooms (also found in Students)

Students will be issued an email with our domain name (@nccacrusaders.net). It is

firstname.lastname@nccacrusaders.net Students will be required to use this as their main form of communication from the school. It is located in FACTS as the student's number 1 email. Do NOT change this to any other email.

Setting Up this email:

1. Go to gmail.com.
2. Click the upper right icon (either an initial or "add an account")—if you don't have a gmail enter your new (@nccacrusaders.net) email in the box in the middle of the screen that says—Enter phone number or email
3. Click add an account..
4. Enter your firstname.lastname@nccacrusaders.net for example shannon.eagle@nccacrusaders.net .
5. Accept the terms and click next.
6. Password for all: 21ncca22
7. Click continue and you will be prompted to create a new password.
8. Once you've created a new password WRITE IT DOWN SOMEWHERE!
9. Once your new @nccacrusaders account is active, click on the "waffle" or "9 dots" to the left of the circle icon.
10. Find "Classrooms" and click on it.
11. Click that you are a student.

Once your teachers have sent an invitation you will be able to click on the invitation and access your classes there. Students will use FACTS SIS to receive grades and assignments, but many teachers in Middle School and High School also use Google Classrooms for more detailed information and instructional helps. Students are required to log in to Google Classrooms for these additional instructional helps. Teachers will not send these helps separately. Students must use Google Classrooms when assigned by the teacher.

Mandated Alternate Learning Environment

In the event of an unexpected, extended school closure, NCCA will transition to an online model. This transition will happen as quickly as possible once the closure is confirmed. Email and parent message notification will be sent should this model need to be enacted. This format requires students to participate in classes via the various live media platforms. Students will be required to be online, "in-class" at the regularly scheduled class time. Teachers will be using Google Classrooms for sending assignments, recorded and live teaching sessions, and other instructional helps. Teachers will also be communicating with students via their @nccacrusaders.net email.

There are a few things to note with this format that students and parents will need to adhere to:

1. For live virtual classes—
    a. participation is required—if it is an unexcused absence, students will receive a zero for the class.
    b. students must be in uniform
    c. students must be in a quiet room, free of distractions.
2. Tests may come in a variety of formats and will need to be monitored based on the instructor's guidelines.
3. EMAIL—school issued emails to the students and emails on file in FACTS SIS for parents will be the main form of communication during this time. You must check it daily.

Our prayer is to maintain the continuity of quality instruction no matter what the situation. As different situations evolve in your family during an extended closure it is important to stay in touch with teachers and the office so we can help and assist as needed.

Academics

Student Information

Full-time Students (High School)

Students paying full tuition AND taking at least 4 classes on campus are accredited full time students. Only full-time accredited students are eligible for NCCA grade level activities, graduation, etc.

Part-time Students (High School)

Students who choose to pay a la carte for classes are part-time. Students from non-traditional school settings are welcome to take classes as needed at NCCA. NCCA classes taken as a part-time student are eligible for an accredited transcript for that specific class. These transcripts will be sent to the student's accrediting agency or parent upon written request. Part-time students are not eligible for NCCA grade level activities and graduation, however they may be eligible for academic class sponsored activities and athletics. Diplomas are not issued to part-time students.

Elementary and Middle School Academies are considered full-time students and no a la carte classes are offered.

Sports Only Students

Students who only play sports at NCCA are considered Sports Only students are not eligible to participate in NCCA grade level activities or graduation.

Dual Enrollment

1. A student must be enrolled as a full time (taking 4 or more classes on campus as defined above) student at NCCA in order to be eligible for Dual Enrollment.

2. A student must submit an application to NCCA with the college courses they have chosen each semester. A permission slip signed by the parents must be submitted along with the request for Dual Enrollment. These are available from the Academic Advisor in the office. Courses must be approved by NCCA before enrollment in college. NCCA reserves the right to withhold credit for classes not submitted for pre-approval.

3. One college course is equal to one semester of credit at NCCA. Example: English 1101 is equal to one semester (.5 credits) of British Literature. English 1102 is equal to the second semester (.5 credits) of British Literature. These two college courses are equal to one whole credit at NCCA.

Academic Counseling

NCCA provides:

1. Academic counseling.
2. College preparatory counseling (NCCA SAT High School Code – **112042**)

College preparatory counseling involves the organization of the student's program of studies, the prerequisites for most colleges, the providing of information about the college entrance testing program (PSAT, SAT, ACT), and the facilitating of the college application process. Any questions regarding a student's program of academic studies should be directed to the Academic Advisor.

Grading Scale
4.0 or A = 90-100
3.0 or B = 80-89
2.0 or C = 75-79
1.0 or D = 70-74
0.0 or F = 69 or below

Dropping/Adding a Class

In order to drop or add a class, parents must complete the 'Drop/Add Form' found in your online FACTS Parent Portal. Drop/Adds must be completed by the end of the first week of school. After the first week, a $50 penalty will be charged for failure to notify the office. If for any reason a student must be withdrawn from one or more classes, they will be responsible for full payment of the course(s) for which they registered. Please note that a valid reason must be given for class changes. Any change is at the discretion of the Administrator. If students wish to drop a class that has seven or less enrolled you will be required to pay for the class.

Early Withdrawals

A student will be withdrawn on the day that a signed withdrawal form is turned in to the office. Withdrawals during the current year will be charged a fee and tuition through the end of the semester. There is no exception to the withdrawal fee (loss of job, transfer of job, etc.). The final balance due on account must be paid in full in order for report cards, transcripts, diplomas or any other student records to be released. If the final payment is made by check or through the FACTS account, processing can take 7-10 business days.

Placement Testing

All students entering NCCA for the first time for middle school are required to take a placement test in Math. All students entering high school are required to take a placement test for Math and English. There is no charge for placement testing. It may be taken anytime during our regular testing center hours.

Middle School Students Taking Algebra I (by teacher recommendation only)

Middle school students in the eighth grade have the opportunity (if recommended by their teacher) to take Algebra I . If they successfully complete the course with a yearly minimum average of 80, they will be able to progress to the next level of math the following year. Any yearly average below 80 will necessitate the course to be taken in high school the next year. These courses will show up on the high school transcript. However, four credits of math are required to be completed in grade 9-12 in order to graduate.

Honor Graduates

Seniors earning a cumulative academic GPA of 3.5 or higher will be recognized as honor graduates and will wear an honor cord in the graduation ceremony.

Valedictorian

Senior class valedictorian is determined by the cumulative overall eighth semester weighted numeric average of all classes and will be finalized at a designated cut-off date in May. To be eligible for this honor , students must have attended NCCA for their junior and senior years. Honor classes are weighted 2.5 points, AP and Dual Enrolled classes are weighted 5 points.

Graduation Ceremony

NCCA conducts graduation ceremonies each year. Only full-time NCCA students may participate in the graduation ceremonies. There will be mandatory meetings scheduled throughout the school year. NCCA students will receive an accredited diploma with a college prep seal.

Transcripts

To request Transcripts follow these procedures:

1. To request a transcript from NCCA, a Transcript Request Form must be filled out and submitted to the office **at least 14 days prior** to the date you wish to receive it or have it mailed out. This form is available at the NCCA office or on our website.

2. Transcripts will not be released until all accounts are clear and approved by the Business Office. Current students may request up to five transcripts. Additional transcripts can be requested for a fee. Students requesting a transcript after July of the year they graduated will be charged a fee for each transcript. (See fees page on our website under "Forms").

AP Exams

Any students enrolled in an AP class will have the opportunity to take the AP exam for college credit. If a student does not want to take the AP exam and does not inform the office by Christmas break, the student's account will be charged a fee for the cost of the exam.

9th –12th Grade Graduation Requirements:

- **All Class Graduation Requirements met – see Graduation Coursework Requirements in the NCCA Handbook**

- **Two NCCA Science Fair Projects completed, unless started at NCCA after your 1st semester Junior year.**

- **All money, fees, tuition, fines, etc. up to date by April 20th. The last month's tuition payment must be paid by May 1st.**

- **All books and uniforms returned.**

- **4 hours per semester of Christian Service Hours are required.**

- **Grades from classes taken outside of NCCA are due in the office one week before graduation.**

- **Any student with 6 or more demerits may not receive their report card or diploma until merits are earned to bring the net number of demerits below 6.**

Graduation Coursework Requirements

A. Diploma with Distinction

4 credits in English - Literature (World, American, British) integrated with gram -mar and usage and advanced composition skills.

4 credits in History - Must include World Geography, US History, World History and Government/Economics.

4 credits in Mathematics - Students must take math every year of High School regardless of the math credits earned in middle school. Each year the student must progress to a higher-level math than the year before.

4 credits in Science with labs – Must include one unit of Physical Science (unless taken in middle school), one unit of Biology, and one unit of Chemistry. The other sciences must be either Environmental Science or Anatomy/Physiology or both. Students must take science every year of High School regardless of the science credits earned in middle school. Participation **in at least 2 Science fairs**.

1 credit in Health

2 credits in Bible – 1 credit in 9/10th grade and 1 credit in 11/12th grade. Bible classses **MUST** be taken at NCCA.

2 credits in Foreign Language - Must be the same language emphasizing speaking, listening, reading and writing.

2 credits in College Prep – Personal Finance, or Worldview

2 credits in Fine Arts – Yearbook/Photography, Theatrical Arts, Art, or Music

3 other elective credits

28 credits total

Students seeking a Diploma with Distinction must achieve a 3.5 cumulative GPA in and may not take AT or remedial classes.

NOTE: Students must file an "Intent to Graduate with Distinction" form to be eligible for this diploma.

B. Regular Diploma

4 credits in English- Literature (World, American, British) integrated with gram -mar and usage, and advanced composition skills

4 credits in Mathematics - Algebra I, Geometry, Algebra II and a fourth year to include courses such as Advanced Math, Algebra III, Calculus or College Algebra (Students must take math each year regardless of the math credits earned in middle school.)

4 credits in Science - At least one credit of Biology, one credit of Physical Science and one credit of Chemistry, **participation in at least 2 science fairs** (Students must take science each year regardless of the science credits earned in middle school.)

3 credits in History - Must include US History, World History and Government/ Economics

2 credits in Foreign Language - Same language emphasizing speaking, listening, reading and writing.

1 credit in Health

6 credits in Electives - 2 credits in Bible – 1 credit in 9/10th grade and 1 credit in 11/12th grade. Bible classes **MUST** be taken at NCCA.

24 credits total

Students must take a full year of the following subjects in grades 9-12: English, Math, Science. Students must take 3 full years of History.

Christian Service and Outreach

All High School students are required to **complete four hours of mission outreach/ acts of service each semester (8 hours per year)**. Make sure your student has performed all **32 service hours before graduation**. Outreach MUST be done EACH SCHOOL YEAR. Students will be allowed to "catch up" on the requirement in their senior year, but WILL NOT get credit for all 32 hours in one school year. If a student is behind they must get caught up before a diploma is issued. Students entering NCCA do not have to make up previous years, they will only be responsible for the years of NCCA attendance. Students may work individually, in small groups, or as a class. These projects might include, but are not limited to volunteering at a food pantry, homeless shelter, pregnancy resource center, etc. The NCCA sponsored mission trip fulfills both semester requirements. Mission outreach/ acts of service must be preapproved. The project must be completed outside of the school day. A "Christian Service and Outreach" form must be filled out promptly by each student and turned in by the end of each semester. Forms are located on the school website under the "Forms" tab. All students are expected to complete his or her project with excellence as unto the Lord.

Science Fair

All high school students will be required to participate in at least two Science Fairs unless the teacher requires it as a class grade.

Transfer students coming to NCCA their senior year will be required to participate in only one Science Fair project.

Standardized Testing

Standardized tests are required for grades 3-12. They will be administered to all NCCA students in grades 3-10 on campus during the school year. Georgia Promise and GSNS students in grades K5-2 and 11-12 will be administered the same standardized test during the school year as well. NCCA offers the PSAT to 11th grade and the SAT to 12th grade students. Students in grades 11 and 12 must take one of these tests (ACT, SAT, PSAT) during the school year.

Seniors **must** take a standardized test during their senior year in order to receive their diploma. If a student takes the test at another location, NCCA must have a copy of the test scores before a diploma can be issued. **The NCCA College Board High School Code is 112042.**

There is a nominal fee to take the PSAT and SAT tests at NCCA and you MUST make a reservation for your student through FACTS SIS.

Classroom Procedures

School Issued Emails and Google Classrooms—set up first (Middle and High School)

Students will be issued an email with our domain name (@nccacrusaders.net). It is

firstname.lastname@nccacrusaders.net Students will be required to use this as their main form of communication from the school. It is located in FACTS as the student's number 1 email. Do NOT change this to any other email.

Setting Up this email:

1. Go to gmail.com.
2. Click the upper right icon (either an initial or "add an account")—if you don't have a gmail enter your new (@nccacrusaders.net) email in the box in the middle of the screen that says—Enter phone number or email
3. Click add an account..
4. Enter your firstname.lastname@nccacrusaders.net for example shannon.eagle@nccacrusaders.net .
5. Accept the terms and click next.
6. Password for all: 21ncca22
7. Click continue and you will be prompted to create a new password.
8. Once you've created a new password WRITE IT DOWN SOMEWHERE!
9. Once your new @nccacrusaders account is active, click on the "waffle" or "9 dots" to the left of the circle icon.
10. Find "Classrooms" and click on it.
11. Click that you are a student.

Once your teachers have sent an invitation you will be able to click on the invitation and access your classes there. Students will use FACTS SIS to receive grades and assignments, but many teachers in Middle School and High School also use Google Classrooms for more detailed information and instructional helps. Students are required to log in to Google Classrooms for these additional instructional helps. Teachers will not send these helps separately. Students must use Google Classrooms when assigned by the teacher.

FACTS SIS Student Access—set up second

The school information system is FACTS SIS. The majority of our parent and student communication occurs through this system, so it is mandatory that each parent **and** student have an account. It provides access to our calendar, grades, messages and homework assignments. To set up your student access, please follow these instructions:

Go to our website, www.nccacademy.net.

1. Click on 'Parents' at the top right of the page. Select 'Family Portal (Parentsweb)'.
2. Click on 'Create New Account' in blue.
3. Enter the District Code, NCC-GA (this may already be there).
4. Enter the school issued student e-mail you used for registration. (Note: Parents and students must have separate e-mails AND separate accounts.) and click enter.
5. Check your e-mail.
6. Click the link provided in the email.
7. Follow the prompt on the page to create a username and password—write it down somewhere.
8. Click save.
9. Go back to login screen to log in.

*Note: Each student logging into FACTS SIS **must have an school issued e-mail**. If you have not set up an that e-mail you must do that first.

If you have any problems or questions, please see the office manager for help.

FACTS SIS Gradebook Standards
Teachers are required to post grades in FACTS SIS no later than two weeks after the assignment due date. Please contact the course instructor if grades are not posted within the two week time frame. If the issue is not corrected in a timely manner you may contact the administration for assistance.

FACTS Family APP

NCCA is pleased to offer an APP for quick reference regarding your student's FACTS account on most mobile devices. It can be found in the App Store for iPhone and in the Google Play Store for Android under New Creation Christian Academy with our Crusader logo on a white background. This APP is free to all families.

Class Attendance
Each student is expected to attend all assigned classes and is also expected to be on time. If your student must be absent, it is the responsibility of the parent **(not the student)** to email and/or call the **school office** and notify us of the absence and the reason for the absence. If we do not receive communication from a parent, the absence will be recorded as 'unexcused' and this could result in your student receiving zeros for the day's class work. **The student** will be responsible for contacting the teacher and getting any assignments that are missed on the day of the absence. More than three (3) unexcused absences can result in failure of the class. Try to make sure to plan appointments , trips, etc. on days when students are not at school. **Please note— When a student is sick, we ask that you adhere to 24 hours fever free without fever reducing medication and 24 hours without vomiting before returning to campus.**

Attendance and extra-curricular activities

Students who are absent from ANY class the day of an extra-curricular activity (including but not limited to athletic events-including practices, meetings, DANCES, bonfires, etc.) may NOT attend or participate in that activity. Please note— When a student is sick, we ask that you adhere to 24 hours fever free without fever reducing medication and 24 hours without vomiting before returning to campus.

Textbooks
All non-consumable textbooks are the property of NCCA. Books will be issued to students at the beginning of the year and collected at the end of the year. Students are expected to keep books in good condition (i.e. no torn pages, no writing in the book or on the outside cover, etc.).

Teachers will inspect books when collected. If a book has received more wear than is normally expected, the student will be charged a fine for excessive damages. If the book is damaged beyond use or lost, the student must pay the cost necessary to replace the book.

All textbooks must be turned in on the day of the final exam. The student account will be charged for the missing textbook unless it is returned to the office.

Extra Credit Guidelines

Students will not be eligible for extra credit if they do not complete all weekly homework assignments. No extra credit will be given to an individual student after the end of a grading period to raise a student's average. Extra credit is at the teacher's discretion and not a requirement for the class.

Make-Up Work

Students are expected to turn all work in at the assigned time. If an assignment or test is missed, students will be expected to make up the work by the date set forth by the teacher, or if the teacher did not give a date, then no later than the end of the grading period. Work will not be carried over from one grading period to the next. Teachers have the authority to penalize late assignments with lower grades. **Teachers will not 'hold' grades for missing assignments.** A "P" will be entered in FACTS SIS for pending work and work being graded by a teacher and an "M" for missing work.

Computer Usage (Study Hall)

Students will have access to school computers with WiFi during their Study Hall period. Computers will be used on a 1st come 1st serve basis. There will be specific guidelines for usage posted. Additionally, there will be a log utilized to sign in and out of this "computer lab." Computers will be for homework and research use and will not have access to a printer. Students wishing to save work must bring their own flash drive in order to save work.

Laptop Usage (ALL areas)

Laptops are a privilege and provided for use in the classroom and the some in the study hall lab. Each area has its own specific guidelines including but not limited to:

- Never delete a student's login to specific programs. Example: Mavis Beacon Logins for the Computer class is setup for each student and should never be deleted or changed.
- Students needing to check out a laptop individually should visit the office for further instructions. STUDENTS SHOULD NOT GET A LAPTOP OUT OF THE CART WHILE IT IS IN A TEACHER'S ROOM IF THEY ARE NOT IN THAT CLASS.

Student Use Guidelines

1. Students will not change any computer settings unless instructed to do so. Do not change the Windows background to pics, different colors or shapes. Backgrounds should remain a dark blue background.
2. Computers are for educational use only.
3. Do not break copyright laws or download any program on the computer.
4. Do not spread viruses by opening non-authorized emails, documents, etc.
5. Students are not allowed to visit any website not pre-approved
6. Do not click on any advertisements, pop-ups, or unknown links.
7. Always use polite and appropriate language on the computer
8. Do not sign up for, register, or log in to any website, application, document or spreadsheet.
9. Students will be responsible to setup their computer for use during class time .
10. Once a student is finished with a computer they must log out of all applications, power down the computer, and put the computer away (in the appropriate setting.)

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Exemption of Exams (Grades 9-12)

Ninth through twelfth graders may exempt **mid-term** exams **at the teacher's discretion** under the following conditions:

The student:
- Must have a 90 semester average or above.
- Must not have missed the class more than 2 days.
- Must have no more than 3 tardies to class.
- Must have no more than 3 demerits.

In some courses teachers may elect to give a non-traditional type of exam (project or performance based exam) which students will not be allowed to exempt. Final exams in any course , including AP courses, will NOT be exempt.

Report Cards and Honor Roll

Report cards may be accessed in FACTS SIS at the end of each grading period. An e-mail will be sent to you when your child's report card is ready to view. At the end of each quarter, those full-time students in grades K5– 12 who earn all A's or all A's and B's shall be placed on the Honor Roll.

Summer School (High School)

Students may take summer school classes for any class failed during the regular school year. No other credits will be given for classes taken during the summer. **Students must coordinate with the Academic Adviser for course recovery options.**

Testing Center (High School Classes)

Testing is an important tool in determining that adequate academic proficiency and skill have been achieved.

Student tests will be either:

1. Given in class during the normal classroom period by the course instructor; or
2. Administered by an NCCA-appointed proctor at a designated time, other than the regular classroom period.

*PLEASE NOTE: The majority of high school credit classes' chapter tests will be scheduled and taken at the NCCA facility using an NCCA Proctoring Designee. Course instructors will notify students when a proctored test is to be taken. Students will then be responsible to take the test at NCCA within the time frame provided.

Students must utilize the NCCA Testing Center outside of their regularly scheduled class times. If they are found to be taking a test during a regularly scheduled class, their test score may be canceled and they will receive zeros for the class they missed. It is important to plan testing times when students have a free period on days they attend school.

- Hours—M-Th 8-12:30 AND 1-4
- Enter the Testing Center quietly so as not to disturb others
- Ask for the specific test including subject, teacher and test number
- Sign into the testing notebook—print clearly and neatly the following:
- Name, date, arrival time, subject, teacher's name, and test number
- Only bring what is needed for the test—pencils, calculators (school approved--science and math test if permitted)
- Phones, smartwatches, and airpods must be silenced and left with the proctor
- No bookbags, coats, or other personal items may be brought into the room—please leave them in your car or the study hall
- Once a test is being administered the student may not leave the testing center for ANY reason (including bathroom breaks) until they have completed and turned the test back into the proctor.
- Students need to plan accordingly to allow plenty of time. No test will be given after 11:30 or 3:30

- Upon test completion, return your test to the proctor sign out of the testing notebook and leave quietly OR sign in with a new line and request a second test from proctor.
- Late tests are kept until the end of the semester, if you need to take a late test, please specify that when requesting a test from the proctor.
- No talking is allowed in the testing center other than to the proctor.
- Students must be in proper uniform to take a test.
- No gum, food, or drink is allowed in the testing center.

Testing Center (Middle School)

Students who have been absent must plan to make up any missed tests or quizzes on the day they return to school. Unless other arrangements have been made prior to that day AND approved by the teacher.

- Hours Tuesday and Thursday 2:40PM-4PM
- Middle School Testing follows the same protocol and rules as the High School Testing Center

Mandated Alternate Learning Environment

In the event of an unexpected, extended school closure, NCCA will transition to an online model. This transition will happen as quickly as possible once the closure is confirmed. Email and parent message notification will be sent should this model need to be enacted. This format requires students to participate in classes via the various live media platforms. Students will be required to be online, "in-class" at the regularly scheduled class time. Teachers will be using Google Classrooms for sending assignments, recorded and live teaching sessions, and other instructional helps. Teachers will also be communicating with students via their @nccacrusaders.net email.

There are a few things to note with this format that students and parents will need to adhere to:

1. For live virtual classes—
    a. participation is required—if it is an unexcused absence, students will receive a zero for the class.
    b. students must be in uniform
    c. students must be in a quiet room, free of distractions.
2. Tests may come in a variety of formats and will need to be monitored based on the instructor's guidelines.
3. EMAIL—school issued emails to the students and emails on file in FACTS SIS for parents will be the main form of communication during this time. You must check it daily.

Our prayer is to maintain the continuity of quality instruction no matter what the situation. As different situations evolve in your family during an extended closure it is important to stay in touch with teachers and the office so we can help and assist as needed.

Students

Conduct

General Behavior Standard

Attendance at New Creation Christian Academy is a privilege, not a right. Therefore, you are expected to conduct yourself in an orderly and respectful manner at all times. With that in mind, please do not bring books, music, magazines, binders, folders, lunch boxes or any other materials that depict or glorify anti-Christian characters or philosophies on campus. Do not place any of these inappropriate items in your backpacks, binders or notebook.

Students must be in their classrooms and seated at the beginning of scheduled classes. Tardiness will be dealt with by the classroom teacher and will affect overall grade.

Students are encouraged and expected to talk in a normal tone of voice (no yelling) and to avoid excessive noise.

No physical contact between students is allowed.

Proper respect is to be shown to all faculty and staff members at all times.

Proper respect will also be shown by one student for another at all times. Name-calling, teasing, intentional provocation or other forms of annoyance are considered disrespectful and are prohibited.

Mischief and pranks are strictly prohibited.

Energy drinks are prohibited on campus or at school sponsored activities, due to the potential health risks and excessive consumption. (Energy drinks are those that are high in caffeine, sugar, amino acids, vitamins, preservatives, dyes, etc.)

Classroom Standards

Students are expected to attend all assigned classes. They are expected to arrive on time, to bring all the necessary books and materials, to be attentive, to fully participate and to apply themselves diligently in order to learn. Students are expected to offer complete obedience and respect to all their teachers and administrators at all times.

Students may not chew gum anywhere on campus anytime during regular school hours or during official after-school activities. Students found chewing gum will receive 1 demerit for the offense. Also, there is no eating or drinking in classrooms at any time (exception—see water bottles section on pg. 22).

Cell Phones, earbuds, headphones and Smart watches (or the like)

Cell phones, earbuds, headphones, and smartwatches etc. must be **powered off** while students are in all classes. Smart watches are not allowed to have cell service or that feature must be disconnected while in class. Middle School students are required to place cell phones in the area designated by the teacher immediately upon arrival. Phones may be retrieved ONLY at afternoon carpool time. Elementary students are not allowed to have cell phones or smart watches while on campus. Students may not leave a class to use their phones. Parents should call the office if they need to talk to their student. Cell phones in use in the classroom will be confiscated. If a student has a cell phone in their hand during class, demerits will be issued. Earbuds or headphones of ANY kind are NOT allowed while in class. If a student has them in and/or on demerits will be issued.

Phone Monitoring and Social Media

NCCA is not responsible for student's cell phone usage or social media posts. It is the responsibility of the parents to monitor their student's social media posts and take the appropriate action regarding resolution should a problem arise with another student. NCCA administration will only be involved should the issue interfere with the student's instructional time, a school function, or the daily operations of the school.

Some suggestions for resolution regarding another student include but are not limited to blocking the offending individual on social media, going to the parent of the offending student, or calling the police. Some ways to easily monitor and catch things before they are a problem is by utilizing some monitoring apps such as Bark or Social Meet.

If a student is found to have participated in inappropriate texting (sexually explicit, rude or profane comments, rudeness, etc.—at the discretion of the Administration) during instructional time, the student will be subject to immediate action from school. Students found to have committed inappropriate texting could result in dismissal. Discipline may involve a warning or counseling, depending on the circumstances. It is at the discretion of the Administration to determine the severity of the consequence. Components such as motive, intent, recidivism, repentance, etc. will be considered in making that decision.

Social media can be a powerful tool that allows us to connect with people through an online community to encourage one another and share our stories. The following guidelines will enable one to effectively and appropriately represent oneself through social media as you seek to honor God and connect with each other.

Remember :

· You represent God, not yourself. Remember that what you say is a reflection of Him ultimately, even when you provide disclaimers.
· Make sure your communications are above reproach.
· Express your opinions in a clear, loving, and logical way when engaging in dialogue with others.
· Think about what you are saying—Is it necessary or kind? Is it truthful? Will it hurt someone else intentionally or unintentionally?

Abuse

Abuse Information for Students

Physical and Sexual abuse of any kind are not tolerated at NCCA and need to be reported.

Examples of abuse are (but not limited to) inappropriate touching, obscene jokes, unwanted advances, etc.

Say something, if you:

Know someone is being abused

Seriously suspect someone is being abused and have reasonable information to substantiate your concerns

Ways to report:

Talk to a staff member.

Use the reporting form found under "Forms" on our website—student section.

Include any supporting details or evidence

Campus Usage Standards

Students are allowed in the building at 7:30AM each morning. High school students may go to Study Hall until class begins. Elementary and Middle school students must go to their classroom and wait for class to begin. Students are not allowed to sit in cars. All high school students must vacate the campus no later than 30 minutes after their last scheduled class, or by 4:30PM should they need to take a test. Elementary and Middle school must be picked up by 2:30PM no later than 2:45PM. Students who are on campus after this time may incur additional charges to their account. If you are going to be late, you must contact the school office.

Due to the nature of our school day, size of our campus and supervisory load, students are expected to vacate the campus at the completion of their last class of the day. There is to be ***no hanging out*** at campus after your classes.

When students have a break between classes, they will be expected to remain in approved areas on campus until the next class begins. Students may study in the breakroom. There is to be **no loitering of any kind** in the hallways at any time. All behavioral requirements will be applicable during breaks and students will be asked to vacate the property immediately if their behavior becomes disruptive.

Automobiles

Students must adhere to the following (violation of these rules may result in a demerit and/or parking on campus privileges being revoked):

1. Student drivers are to park their cars in the designated spaces. Parking on the street or grass is not permitted.
2. The speed limit for the school parking lot is **5 miles per hour**. New Creation Christian Academy reserves the right to suspend the privilege of driving to and from school if a student violates the speed limit, drives in a careless or reckless manner or consistently parks in improper places on school property. This will be done even if the student being disciplined is a carpool driver.
3. New Creation Christian Academy is not responsible for damage done to cars in the parking lot.
4. Students are permitted to go to their cars; however, they are expected to return immediately to their class. There is to be no loitering and hanging out at, around or in parked vehicles.
5. Loud music is not allowed on campus, in the parking lot or driveway.
6. Painted spaces are for use by the senior who purchased the spot. Any other vehicle parked in these spots may be asked to move.
7. Students may not park in the visitors parking lot.
8. Demerits will be issued for any violation of the above rules.

Water Bottles

Students may bring water bottles that meet the following criteria:

- Has a spill proof lid
- No energy drinks inside
- May not be a disposable cup from a restaurant, coffee shop, or the like
- May not display any vulgar, offensive, or inappropriate for school items

Dress Code

The goal of the NCCA dress code is that students present themselves in a clean, neat manner in keeping with the NCCA Mission Statement. While NCCA recognizes the uniqueness of each student and seeks to develop individuality, it is also imperative that each student understand the concept of appropriate dress for particular situations. NCCA seeks to develop an atmosphere conducive to learning with minimal distractions.

The dress code applies and will be enforced while any student is at ANY school sponsored event on campus or away (including but not limited to sporting events and extracurricular activities). Failure to follow this code will result in demerits, changing clothes, and/or possibly being sent home.

Dress Code During School Hours:

- Administration-approved, unmodified (unchanged in ANY way) NCCA shirts, sweatshirts, jackets and hoodies are required.
- **Students are not allowed on campus for classes, testing, tutoring, or summer school without wearing an NCCA-approved shirt, sweatshirt, jacket or hoodie and following the Dress Code.** Students arriving with inappropriate attire will be provided a shirt by the office and their account will be charged accordingly. All students will be required to purchase an NCCA shirt **AND** hoodie or jacket.
- Beginning with shirts issued in the 2026-2027 schoolyear, students may wear ANY NCCA shirt, hoodie, or jacket issued (or purchased) from the school, booster, or athletics that is from current or previous years AND is either black, gray, burgundy/maroon, or gold (school colors). The only applies to shirts issued in the 26-27 schoolyear and moving forward from there.
- Tan/khaki-colored, or blue jean pants, knee-length (when standing up straight) blue jean or tan/khaki skirts or shorts are permissible as long as they fit appropriately (not excessively baggy or tight), are neat (not excessively frayed and **NO HOLES**), are modest (not low-riding or sagging) and are not distracting to the instructors or to other students (no excessive accessories). **NO BLACK PANTS,SHORTS, or SKIRTS. ABSOLUTELY NO athletic wear is allowed. This includes yoga pants or leggings, sweat suits or pants, athletic shorts and sports uniforms.**
- No underwear may show; HOWEVER, appropriate undergarments are required.
- No hats or hoods may be worn inside the building. Shoes/sandals must be worn at all times. In the interest of safety, closed toe shoes are required for all science classes held in the lab.

Athletic Events, Extracurricular activities, and Special School Days (Spirit week, Casual Days, and Senior Week, etc.):

- Students may wear shirts that do not follow the typical school day dress code. However, students must wear shirts that do not show stomachs or chest (no midriff or tank tops), and **t-shirts must not contain any political, anti-Christian, vulgar, or offensive messages.**
- Skirts and shorts must be knee-length when standing up straight. Pants may not be low-riding or sagging. Athletic pants and other types of pants may be worn. If leggings or yoga pants are worn, shirts must cover bottoms.

Grooming:

- Boys may not wear earrings.
- As determined by administration, excessive body piercing tattoos, and make-up are NOT permitted and must be taken out or covered up. Anti-Christian articles/jewelry (i.e. gothic, etc.) are not permitted.
- Hair should be clean and neat. Acceptable length will be determined by Administration. **Students must also have their hair pulled back out of the face and eyes.** Boys' or girls' hair should not be multi-colored. It should be natural/normal in color and appearance. Conservative natural highlights, blended throughout, are acceptable. Fads and extreme styles, such as individual bleached, platinum or colored streaks that stand out or draw attention are not permitted. All students' hair and grooming should have a conservative look. Students may be subject to being sent home if guidelines are not met.
- Facial hair must be neatly groomed.

Field Trips:

- Dress Code for field trips should follow the regular school day. Unless specified by the field trip coordinator, and then specific details will be given in writing prior to the trip.

Students in violation of the Dress Code, which cannot be rectified immediately, will be dismissed for the day and demerits will be issued.

Note: The Administration is the final authority in dress or grooming matters. If a student is in doubt about an item of clothing meeting the dress and grooming standards, he/she should not wear it.

Special Event Guidelines (Prom, Homecoming, etc.)

Gentlemen:

- Appropriate modest formal/semi-formal attire is required.
- Shirts must cover the chest and shoulders.
- A jacket and tie are required for Prom.
- Pants must be worn at the waist.
- No undergarments may show.

Ladies:

- Appropriate modest formal/semi-formal attire is required.
- No cleavage should be visible from the front or side.
- Dresses may be **no shorter than 4 inches above** the knee at the shortest non-sheer part (this includes slits.)
- The back of the dress may be **no lower than the 3 inches** below the bra line at the lowest part.
- Dresses must cover the midriff completely (this includes the sides) when arms are raised.
- No undergarments may show.
- Dresses must not be excessively form-fitting.
- There may be no cutouts in the dress.
- Dresses must conform to the dress code without being repositioned frequently. No cover-ups (coats, shawls, sweaters) will be allowed over dresses that do not meet dress code.

Homecoming Court Requirements

1. Must be in 9th through 12th grade.
2. Must have a GPA of 3.00 or higher AND have the highest weighted numeric averages for their class.
3. Must be a full-time NCCA student. If taking additional classes, they must be taken at an accredited institution
4. No criminal record.
5. Must be an NCCA student for at least one year before being considered for homecoming court.

Teachers will receive a list of the top students in each grade 9-12. Teachers will recommend the students based on criteria such as respect for authority, respect of peers, Christ-like attitude and work ethic. The selected students will then be voted on by their respective grades. A boy and a girl will be chosen as Homecoming Attendants in 9-11 grades and as Homecoming King and Queen in grade 12.

Special Events Standards

The dress code for the Homecoming Dance and Prom applies to all participants. Both events are formal/semi-formal and students are required to dress accordingly. A ticket is required to attend for all participants and ID may be required for guests. Guests invited to either event who are not NCCA students are required to complete the Non-NCCA Student Registration form **in advance** of the event ticket purchase and are expected to adhere to the NCCA dress code. NCCA students may only bring ONE other guest outside of NCCA who is of high school age for the Homecoming dance and at least 15 years old and in 10th grade for Prom. These guests must enter and leave with the NCCA student. While we will be reasonable in our interpretation of these guidelines, be advised that admission to the Prom/Homecoming Dance **will be denied with no refund** if these regulations and dress code policies are not met.

Be advised, there are no in and out privileges at these events. If you leave, you will not be allowed to return. Parents will be notified immediately if students and/or guests are denied entrance or leave early.

With each NCCA-approved special event, a member of the Administration will appoint a Head Chaperone. The Head Chaperone will, in turn, appoint a team of no less than three people to assist in chaperoning the event. The Head Chaperone will have the responsibility of approving the music to be played at the event, if applicable, and establishing a dress code for the event which is in keeping with the Mission Statement of NCCA. The Head Chaperone will also have the responsibility of monitoring the behavior (i.e. dancing and/or activity) at the event, and will have the authority to deal with emergencies. At the discretion of the Head Chaperone, any student deemed to be dancing, behaving or dressed in a manner not in keeping with the values of NCCA will be asked to leave the event.

Note: The school will not be responsible and will not advertise for any event that is not officially sanctioned by the Administration.

Special Events Attendance in Class

In order to attend special event activities, students must be present in all class on the day of the event. If this is a ticketed event, admittance may be denied and no refund will be issued.

Field Trips and Background Checks

Field trips are a great way to enhance student learning and bring education to life. Parents wishing to join us and chaperone field trips must adhere to the policies and guidelines listed. Additionally, ALL parents attending these trips must submit to a background check through our preferred vendor for a nominal fee. Once the background check is submitted and cleared, the parent will be notified regarding participation as a chaperone. Background checks must be submitted for approval no less than 7 days BEFORE the scheduled trip. If you do not have a cleared background check by this time period you WILL NOT be allowed to chaperone the trip (no monies previously paid will be refunded).

1. Make childcare arrangements for siblings. They will not be allowed to attend.
2. Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip.
3. Be with your group at all times and do head counts often.
4. Share in being responsible for all students. Offer your support to other chaperones when necessary.
5. Be supportive of the teacher by focusing your attention on them. Help the students do the same.
6. Avoid and discourage separate conversations at inappropriate times. Do not chat with other chaperones during instructions or presentations.
7. Be helpful. Guide students to discover and experience for themselves.
8. Follow all policies, procedures, and laws for the safety of all students.
9. Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
10. Please keep cell phone calls to emergencies only.
11. No smoking, vaping, or alcohol consumption during the field trip.
12. No other stops should be made while providing transportation to/from the field trip. (i.e., Starbucks, McDonald's, etc.)
13. Please be mindful of the music or movies being played in the car and be sure they are appropriate.
14. If you have made arrangements for your child to go home with another parent, please notify your child's teacher before the start of the field trip.
15. Please be sure your attire meets our dress code guidelines as listed in this handbook.

Field Trip Policy (Students)

All field trips are an extension of the classroom; therefore, all NCCA policies and rules apply. Students will be disciplined for any violation occurring on the field trip and may require a parent to pick the student up early while attending a trip, including overnight field trips. While traveling to and during the trip students must stay with their class on school provided transportation, as instructional time can occur along the travel route. Any student who has 3 demerits who has NOT scheduled AND paid for Disciplinary School is ineligible to attend any field trips. Any student who has 6 or more demerits will be refused attendance on the trip and will be required to be at school following their regular schedule. Any monies that have already been paid will not be refunded.

Chaperone Guidelines for Overnight Trips

Dear Chaperones,
First, we would like to extend our sincere appreciation for your willingness to participate on field trips with NCCA students. You are a great asset to our teachers and really enhance our experience. In order to ensure the safety of your children and our students, we have set forth these guidelines. Please adhere to the following:

1. Approach the trip with a good supportive mental attitude. Your role and attitude can affect the entire trip.
2. Exchange phone numbers with the students you oversee. It is important for you to have their number and for them to have yours. We will provide you with a list of NCCA staff numbers.
3. If you notice a staff member or other chaperone with too many students going to dinner or elsewhere, please offer your assistance or split the group appropriately.
4. Students should always be part of a group, never alone. If you see a student by themself or in need of assistance of any kind, please respond appropriately.
5. No chaperone should be alone with any student unless it is their family member.
6. Please help staff maintain the appropriate 'noise level' and general behavior of the students while in a public place, including hotel rooms.
7. Please ensure that the students you oversee are back in their rooms before curfew. An appropriate curfew will be set by the teachers and staff. Students are not allowed to get drinks or snacks after curfew.
8. If, for some reason, you need to be elsewhere during the sightseeing portion or hotel portion of the trip, please let a NCCA staff member know to ensure proper supervision of the students in your group. Communication is vital.
9. Please remind your students when they leave the hotel in the morning that they are gone for the day. They need to take what they need with them on the bus, i.e., NCCA hoodie or jacket ONLY, food or spending money, etc.
10. Students are not permitted to use any electronic equipment during the sightseeing part of our day. This includes cell phones, iPads, mp3 players, etc. No headphones, headsets or earbuds allowed. No texting or talking unless they need to call for help. If you see them using any equipment, please take it from them or find an NCCA staff member. Additionally, please be mindful of your cellphone use during the presentation times.
11. NCCA dress code is required. Students were made aware of the requirements ahead of time. Please help us monitor and enforce the dress code. NCCA shirts and jackets are to be worn every day. Shorts must be knee length. **Chaperones** must also meet the NCCA dress code guidelines for outside of school hours as well.
12. When swimming, girls that wear a two-piece swimsuit must have a t shirt on at all times.
13. Parents need to place themselves throughout the bus to ensure complete supervision while traveling.
14. Bus companies have their own stipulations. We must follow them, and ensure the students follow them.
15. Only bottled drinks are permitted on the bus. Energy drinks such as Monster, Rock Star, NOS, etc. are always prohibited.
16. Please be considerate of the rules of the venues and all students when making purchasing decisions.
17. Do not purchase separate food or drinks for your own child or another student unless it is accessible to the entire group.
18. You are not expected to handle serious conflict. If a student refuses to obey, don't engage them other than to establish safety. Once safety is not an issue, bring the situation to the attention of an NCCA staff person.
19. We ask you to refrain from: smoking or vaping, alcohol consumption, usage of profanity, and listening to music and/or viewing movies/TV shows of questionable content.

I have thoroughly read and understand the chaperone guidelines for field trips sponsored by New Creation Christian Academy. I agree to follow these guidelines as set forth by the NCCA Administration.

_____ _____
Signature of Chaperone Date

_____
Student Name (please print)

Academic and Disciplinary Procedures

Expectations
It is the desire of NCCA to provide an environment in every class that will be conducive to a positive teaching and learning experience for all. A student is expected to conduct himself/herself properly in the classroom.

Academic and Discipline Board
Part of this system is the NCCA Academic and Discipline Board. The aim of this board is to uphold standards that ensure this institution continues to be a light in our community. Our desire is that every student will make the choice to love God with all his or her soul, mind, and strength (Mark 12:30). As such, we expect our students to maintain personal excellence in academics and behavior both on and off campus.

Academic Policies and Procedures
- Students who are failing three or more classes by the end of each quarter or semester will have their records reviewed by the Academic and Disciplinary Board and will be put on Academic Probation.
- The Board will determine whether a student has demonstrated measurable academic progress by the end of the following quarter and will decide if a student may come off from probation, have probation extended, or be dismissed from NCCA at the end of a semester.

Demerit Discipline System
The Demerit Discipline System is to ensure consistency and to help maintain the high standards of behavior expected of our students. Teachers and Administration alike will be responsible for assigning demerits, and all demerits will be cumulative for one school year across all classes and activities. Thus, if one teacher gives a demerit for chewing gum in one class, and another teacher gives the same student 2 demerits for disrespectful behavior in another class at another time in the school year, the student now has 3 total demerits.

Demerit System Minor Offenses (examples)
1. Tardy to class.
2. Public display of affection.
3. Disrespect to others.
4. Eating and drinking in the building without permission.
5. Chewing gum on campus.
6. Excessive roughhousing.
7. Littering.
8. Listening to music without permission during school hours.
9. Incendiary devices such as lighters

Demerit System Serious Offenses (examples)
The following serious offenses are strictly forbidden at all times, on and off campus. Student participation in these or similar behaviors will result in severe discipline, up to and including suspension or dismissal from New Creation Christian Academy.
1. Disrupting class, assemblies or school-sponsored events.
2. Disrespectful behavior towards school authorities or faculty.
3. Physical fighting.
4. Leaving campus without permission when students are not scheduled to leave.
5. Forgery or alteration of a school document.
6. Lying or cheating in any form.
7. Profane or obscene language.
8. Endorsement and/or promotion of anti-Christian philosophies or behaviors.
9. Reckless driving on campus.
10. Intimidating or harassing another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
11. Possession of pocket knives or any other type of weapon.

Behavior Policies and Procedures

- Students who have earned a minimum of 3 demerits will be allowed to attend Disciplinary School to work off demerits. The Academic/Disciplinary Board will contact the parent regarding scheduling Disciplinary School. A minimum of 3 hours must be served with a minimum payment of $30 plus $10 per additional hour. CASH Payment is required once scheduling is confirmed BUT prior to attending. Payment is nonrefundable. If a student does not arrive for the scheduled disciplinary session, payment will still be required and Disciplinary School must be rescheduled. Additional payment will be required for the newly scheduled time.

- Disciplinary School Work: During the disciplinary school session, every student will copy an NCCA disciplinary document, watch a video and take notes, and write an essay.

- The Discipline board will meet quarterly to discuss students who have accumulated multiple demerits and to determine if they are well suited for our school environment.

- Students who earn excessive demerits in a school year may warrant immediate dismissal from the school.

Consequences

A student who disrupts the learning environment will be corrected in the following way:
1. The teacher/coach will privately talk with the student and explain the student's unacceptable behavior and issue the appropriate demerits. 2. If further occurrences take place, the teacher/coach may separate the student from the class/ team, send them to the office.

Each time that a demerit or demerits are issued there will be a verbal warning and documentation on FACTS SIS, along with an automatic email sent by FACTS SIS to the parents.

1 demerit- Verbal acknowledgment/email to parents

3 demerits or above- Office referral as soon as possible (athletes must see athletic eligibility in this handbook) Students with three or more demerits are not allowed to attend or participate in any extracurricular activities until they have scheduled and paid for Disciplinary School. If the student does not attend the scheduled Disciplinary School, the student will receive an additional demerit, be required to pay for the missed day, and be ineligible to participate in any extra-curricular activity until they have attended the next Disciplinary School.

6 demerits- Possible consequences include: Expulsion or Disciplinary school. Parents will be responsible for any fees incurred by the corrective action. · Any student who has 3 or more demerits one week prior to first semester exams will not be eligible to exempt the semester exams. · Any student with 6 or more demerits may not receive their report card or diploma until merits are earned to bring the net number of demerits below 6.

NCCA Demerit System (partial list subject to change)

Level 1 (1 demerit)	Level 2 (2 demerits)	Level 3 (3 demerits)	Level 6 (6 demerits) *offenses could result in expulsion
-Cell Phone Usage -Cheating on homework/classwork -Chewing Gum -Class disruption (sleeping in class, excessive talking in class, walking around class) -General disruptions -Dress code violation -Eating/drinking in class -Inappropriate language -Inattentive during class -Insubordination -Lying -Possession of incendiary device -Disturbing or handling of another student's personal property without permission -Three unexcused tardies per class	-Disrespect or insubordination -Public display of Affection -Inappropriate drawing -Possession of inappropriate materials	-Cheating on essays/ quizzes/tests -Destruction or misuse of school property -Failure to complete or appear for corrective work -Forgery or alteration of a school document -In off-limits area of campus -Stealing -Malicious mishandling of another student's personal property -Skipping class -Miscellaneous infractions	-Bullying -Fighting -Immoral behavior, or possession of material that encourages this behavior -Possession/use of guns -Possession of alcohol, tobacco, vapes, or illegal drugs at school or school sponsored activities -Malicious destruction or misuse of school property -Possession of fireworks or explosives -Sexual harassment -Possession of pornography or other vile literature -Negative or inappropriate comments toward the school, its students or its staff by any student on/via social media or in any forum (at the discretion of the administration)

Parents' negative conduct or comments on social media or in any forum could result in your students' dismissal from NCCA.

Police K-9 on Campus

Throughout the school year the administration may bring on the NCCA campus a Police K-9 for the detection of drugs. The main purpose of the searches is to deter drugs on campus. The searches are generally but not limited to the high school parking lot, breakroom and hallways. No dog will search a student. These are random, unannounced searches throughout the school year. If the K-9 alerts to your student's possessions, you will be contacted by an administrator. The persons present during the search will be the student, school administrator, and the K-9 Officer.

Cheating

Cheating will not be tolerated. It will be handled as a serious offense (see *Disciplinary Procedures, Pgs 25-27*). Instructors may penalize cheating with a zero grade. Additional disciplinary action for cheating may include dismissal from the NCCA academic program and sports activities. Cheating may include but is not limited to class work, homework and tests.

Students are not allowed to:

1. Use AI tools, such as ChatGPT, Grammarly, and other generative technologies, on any assignment or test without the knowledge, permission, and/or guidance from the class teacher.
2. Create false or misleading content generated by AI
3. Help others misuse AI Technology
4. Give or receive aid from any individuals during or after a quiz or test. (Students who have not completed a test or quiz are not allowed to receive coaching from classmates while awaiting the same test or quiz.)
5. Possess or use any materials on a test that have not been approved by the instructor or the proctor.
6. Remove a copy of a test from the testing area.
7. Leave the testing area without permission during a testing period.
8. Manipulate or alter their student grades.
9. Give another student the answers or copy another student's homework.
10. Plagiarize schoolwork, past or present, as their own.

Plagiarism Defined:

- Using AI generated works or someone else's words or ideas as one's own
- Failure to acknowledge use of an outside source's words by quotation marks and by citation.
- Failure to thoroughly paraphrase an outside source's words, and to cite the paraphrase in the text of the paper.
- Failure to properly cite or acknowledge the use of AI generative technology or another person's input or ideas when used as study aids, research assistance, writing support, creative projects, or other types of class assignments.

Bullying/Harassment

Bullying is prohibited. By Georgia Law, bullying is defined as:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate

Students found to have committed an offense of bullying could result in dismissal. *Other discipline may involve a warning or counseling, depending on the circumstances. It is at the discretion of the Administration to determine the severity of the consequence. Components such as motive, intent, recidivism, repentance, etc. will be considered in making that decision.*

Drug Testing Policy

Students who are suspected of illegal drug use or possession of illegal substances will be subject to drug testing ordered by the administration. The cost of testing may or may not be billed to the student's account—it will depend on the circumstances. Students suspected of drinking on campus or at school functions are also subject to drug screening.
Reasons for suspicion which may justify a student being tested include but are not limited to the following:

- Unusual or erratic behavior noticed by faculty, staff or administration at school or school sponsored events.
- Noticeable physical indicators such as blood shot or glassy eyes, smell of alcohol or marijuana, slurred speech, extreme drowsiness, as well as other physical indicators associated with drug or alcohol use.

Administering Drug Tests

If a student is required to take a drug test, the parents of the student will be notified first. The student will not be allowed to leave the school to go home or anywhere else before the test is administered. The testing will be administered off site in most cases at a reputable testing facility. A 10-panel drug screen will be given. Parents may be present at the site where the test is given. An administrator or faculty member will accompany the student to the site unless the parent is given permission to drive the student.
Students or parents may not refuse drug testing without penalty. A student that refuses to take a drug test will be suspended indefinitely and treated as if that student tested positive for drugs or alcohol. A final decision will be made by the discipline committee concerning the student's punishment. Students who test positive for drugs may be dismissed from NCCA. Discipline in these matters will be at the discretion of the administration.

Student Pregnancy and Paternity

In the event that an NCCA student becomes a prospective parent, the mother and/or father, are required to immediately notify the Administrator. Upon prompt notification of the Administrator, the mother and/or father will not be allowed to continue classes, represent NCCA or participate in any NCCA-sponsored activities. If the Administrator is not promptly notified as specified above or it becomes known that the student received an abortion, the student will immediately be dismissed from NCCA.

Dismissals

New Creation Christian Academy may ask for the withdrawal of any student whose conduct is detrimental to its reputation and good name, or more important, to the reputation of the Lord Jesus Christ. When the Administrator of New Creation Christian Academy determines that a student should be separated from NCCA, the Administrator will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Student Handbook. The entire case will be duly documented, including such pertinent information to communicate the basis and reason for the dismissal. Final determination in the matter of separation lies with the Administration.

Appeal Process

If a parent would like to appeal a decision, the appeal must be made in writing to the School Board of New Creation Christian Academy within five (5) business days of dismissal detailing the infraction and basis of appeal. The case will then be reviewed by the School Board and the Board's decision will be final.

Dismissal for Other than Disciplinary Reasons

Dismissal from NCCA can occur for the following reasons:

1. Consistent failure to turn in work.
2. Consistent absenteeism or tardies.
3. Failure to pay bills within a 45 day period.
4. Giving false statements or misrepresentation of the student's academic and/or conduct records on the student's application.

Athletics

NCCA offers a wide variety of high school athletics. We are a member of the Georgia Independent Christian Athletic Association (GAPPS). A packet of forms is available on the website, from the athletic office or school office and must be completed and returned before students are eligible to participate in any athletic practices or games.

Eligibility

NCCA Athletes ***must be*** a student in good standing (academically, behaviorally, and financially) with the school to be eligible to participate in our athletic program. With the exception of full-time NCCA students, athletes must submit grades and sample course work each semester for all classes to insure that they are eligible to play.

To be Academically eligible to participate, a student must:

1. To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. This means students must be passing at least 5 or more classes to practice or play in a game.
2. Grades will be checked toward the beginning of each quarter every Monday until the next quarter. If a student is failing any classes, they will be required to sit out of games and practice that week until the grade has brought up.
3. Students must take three full-time classes at NCCA to be considered as a full-time enrolled student under the GAPPS rules.
4. A student must be taking the appropriate number of subjects each year to be on track to graduate in four years from the school or homeschool program.
5. A Student has eight consecutive semesters (4 consecutive years) of eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition. Eligibility in the 7th grade will be for 1 year only for varsity. Eligibility in the 8th grade will be for 1 year only for varsity. Which means, a 7th or 8th grader who participates on the varsity level cannot repeat the 7th or 8th grade and play on the varsity level again in the same grade.
6. Summer school credits are limited to two credits. Cases with extreme circumstances can be appealed to the Dispute Committee and this rule will not have any effect on credits the school count toward graduation.

GAPPS Eligibility

Please read over student eligibility in the GAPPS manual under Scholastic Standing. In the manual, GAPPS explains failing students and course requirements.

Behavioral Eligibility

NCCA athletics must follow the guidelines and rules set forth by the NCCA handbook and the Academic and Discipline Board. If a student athlete has 3 demerits, they will be contacted by the Discipline board but also will have a one game suspension. If an athlete reaches 6 demerits, they will have a two-game suspension and must meet with the Athletic Director (AD) to discuss when and if the player will be able to return to the sport.

If a student is suspended from a sport due to behavior, refunds will not be given.
Demerits for the school year will roll over for sports and must be addressed before returning to a sport.

Financial Eligibility

Families must be current on all school accounts, including but not limited to tuition, incidentals, and athletics.

Attendance and extra-curricular activities

Students who are absent from ANY class the day of an extra-curricular activity (including but not limited to athletic events-including practices, meetings, DANCES, bonfires, etc.) may NOT attend or participate in that activity.

After School:

1. The High School building closes at 4:30 Monday – Thursday and 2:30 on Fridays. The Middle School building closes at 4:00 Tuesdays and Thursdays.
2. Students who have practice immediately after school may remain on school property. If practice is later than the closing of the school, players must leave and return to school when practice begins. If a player needs special arrangements, they must arrange something with their coach.
3. Students may not hang around campus after hours waiting on practice to begin.

Transfer eligibility

1. A student who transfers from one GAPPS member school to another GAPPS member school without a legitimate move is ineligible for interscholastic participation for one full calendar year.
2. Any move that is not legitimate and is made for the purpose of creating eligibility will be considered illegal. The student will be ineligible at any GAPPS school for a period of one calendar year unless there are extenuating circumstances in which case the Dispute Committee would have to rule.
3. A legitimate move is defined as the following: The family of the student moves closer to the school to which they are transferring than they were to the previously enrolled school. The new residence must be nearer to the school to which they are transferring than the residence was.
4. If a parent is a full-time employee of a GAPPS member school and changes schools as a coach or a full-time employee, then the child of the employee can compete at the new school without losing eligibility. (Full-time employee is considered 20 or more work hours per week.)

Homeschool/Alternative education students (AES)

The purpose of having AES in the GAPPS is to help schools fill their rosters. AES athletes can only be used to fill rosters, not to gain a competitive advantage. The GAPPS further believes that all athletes should have the opportunity to participate in a competitive league.

The GAPPS will use the definition of the Georgia Accrediting Commission to define homeschool students or those using some other form of alternative education. The definition provides that students can spend a maximum 60% of their time at a learning center. A minimum of 40% of their time must be spent studying at home or a place designated by the parents. These students can receive their education through homeschool groups or cyber schools.
(Please see the Athletic Packet online for further information regarding eligibility)

Birth Certificates

Member schools must submit birth certificates (not live birth document) and a report card or academic records of all AES athletes to the GAPPS by sport specific due date.

Attendance at Practices and Games

It is each individual player's responsibility to keep informed regarding practice and game schedules. Attendance at practices and games is required. The coach must be notified if a player is going to be absent for a practice or game. If an emergency prohibits attendance or advance notice, please notify the coach within 48 hours following the practice or game. It is up to each coach's discretion how to handle discipline regarding tardiness and/or missing games and practices.

We make every effort possible to schedule games and practices so that they do not conflict with NCCA classes, but in some cases it is unavoidable. It is each student's responsibility to contact his teacher for permission to miss class and for any make up work if game times conflict with a class. Athletic events can never be used as an excuse for unfinished academic work. No student will be allowed to participate in practices or games on a day that he/she was absent from school.

Students must attend all classes on the day of a sporting event in order to participate in the event, unless excused early to leave for the game.

Students playing back to back sports

Students playing a sport in back to back seasons during the school year may attend some workouts, with coaches' permission, of the next sport if it does not interfere with the sport the player is currently playing.

Uniforms and Practice Wear

Uniforms are the property of NCCA and will be collected at the end of the season. Parents/athletes are responsible for replacing any lost or damaged uniforms. No parts of game uniforms are to be worn at practice or at school during the school day, or at NCCA-sponsored events except for participation in your sport. Practice attire should be modest and appropriate for the sport. (All shorts should have at least a 5" inseam.) Shoes must be appropriate for the sport.

Dress Code & Hair Code

For players at practices and games—students attending games must adhere to NCCA dress code guidelines—Athletic uniforms are not to be worn on campus during regularly scheduled school times.

Your coach will direct you in his/her expectations of pre-game, game and post-game attire. You can generally expect to be in full uniform at all times. Respect of, and caring for, your uniform is always expected. For safety reasons, jewelry and/or watches are not permitted. Leave all jewelry (including necklaces and earrings) at home for all practices and games. It is up to the coach's discretion whether a player needs a haircut, shave, change clothes, etc. We expect compliance with and respect for any coach's decision in these matters.

Parental Conduct

NCCA is very firm about appropriate parental behavior in the stands of each game. Abuse of referees, coaches and/or players is prohibited. Please cheer positively and encourage all the athletes, not just your own. Parents should never speak negatively about:

A. The school: A negative atmosphere can be contagious. Instead create an atmosphere of gratitude.
B. Other students and parents: Only speak to parents concerning your students or their students. Speak to other students only in an encouraging manner. The only time another parent or student's name should be mentioned is in a complimentary fashion.

There is no parental coaching from the stands as this may contradict what the coaches are teaching. Parents are not to approach coaches or game officials at the games. Parents in violation of this rule will be asked to leave and possibly barred from attending future games. Parents are to contact the athletic director in writing regarding any issues for discussion 24 hours after the activity, unless deemed an emergency. Any parent/adult ejected from an athletic event will be assessed a fine. This fine will be paid before admittance to any further NCCA athletic event. If a second ejection occurs in one sports year the parent/adult will be banned from all NCCA athletic events for a minimum of 12 months and a fine assessed.

Player Conduct

Players will conduct themselves respectfully at all times before, during and after a game. Arguing with a referee, coach or any player will not be tolerated. Abusive/foul language and/or unnecessary physical contact will result in immediate removal from that game and could result in dismissal from the program. If a player feels that an issue needs to be addressed with a referee, he/she must take that issue to the coach who will handle it with the referee. Any player ejected from a game will be required to pay the fine assessed by the conference. The first ejection is a fine and one game suspension. The second ejection is an additional fine and dismissal from the team.

Time in Play

NCCA plays all sports in a competitive conference. We encourage playing your best and playing to win while doing so within the rules and behaving appropriately. This is different from recreational team play. Therefore, not all players will receive equal playing time. Athletic fees do not guarantee playing time. If there is a concern about playing time, the student should discuss that with their coach. Coaches will make decisions on who plays when, while considering what is best for the team. We feel practice time, training and being part of a competitive team are valuable aspects for students.

Travel

All athletes are responsible for their own transportation to away games within the county. When games are out of the county, coaches will make arrangements to take the bus or carpool with other parents for athletics to ride. The athlete must have parental permission presented to the Head Coach to ride home with his / her parents or another parent after away games. No athletes will be allowed to ride to games from the school or home with other students or non-adults.

Fees

One half of fees are due prior to the beginning date of the season. The remaining fees will be due by midpoint of the season.

Athletic fees are non-refundable and will not be prorated. If a player starts the season and is placed on a roster, athletic fees must be paid. In the event the player quits, becomes academically ineligible or is pulled from the team by a parent/guardian, fees must be paid in full at that time. All students' fees must be paid by the halfway point of the season to maintain eligibility.

AES/Homeschool Families Fees

Athletes that are not NCCA full time students (3 classes or more), will need to join the Booster club for a $40 fee per family. This is a once a year, per family fee. GAPPS is now handling paperwork and fees directly through their website. https://aes.gappsports.com/

Half of fees are due prior to AES players receiving their uniforms. Parents can pay by check, cash or credit card. The remainder of fees will be due by mid-point of the season.

Volunteers and Tax-Exempt Status

Our parent volunteers are an integral part of the success of our athletic programs. We encourage and welcome your assistance. NCCA is recognized by the IRS as tax-exempt, non-profit organizations. While membership and program fees are not tax deductible, donations are. Members are encouraged to consider donations and to solicit donations to the school and/or athletic program. Please contact the athletic director regarding any assistance you can provide.

Booster Club

All families are members of the Booster Club at NCCA. The Booster Club supports all students activities equally. Every sport and club is important just as every student is important. Booster Club is committed to making all of our students the primary focus in everything. Parent support is imperative to make this organization successful. For more information please email nccaboosterclub@gmail.com.



425 Lake Dow Road
McDonough, GA 30252
770-898-9728
www.nccacademy.net