

# The HS Student Survival Guide

## High School Classroom Rules & Procedures

*"The heights by great men reached and kept  
Were not achieved by sudden flight.  
But they, while their companions slept  
Were toiling upward in the night."  
- Henry Wadsworth Longfellow*



## High School @ NCA: The Student Leadership Institute

### **Vision**

The Student Leadership Institute (SLi) seeks to train students to engage culture as Christian thinkers, communicators, and servant leaders.

### **Mission**

The Student Leadership Institute exists to help students deepen their personal relationship with Jesus Christ, develop a Biblical worldview, and nurture leadership traits for world change. We are committed to assisting the local church in fulfilling Christ's command, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you" (Matthew 28:18-20).

## Core Values: The Student Leader Model

### **Christian Witness**

Christian thinkers, communicators, and servant leaders must first model an authentic Christian witness. This means that Student Leaders at NCA strive to live like Christ as they pursue personal holiness in their lives, beginning with confession of sin and repentance (I Corinthians 1:11, I Peter 1:16, I John 1:9). In this daily dying to self, these students exhibit traits like self-control, forgiveness, patience, and kindness, looking first to love God with all of their heart, soul, mind, and strength, and then to love their neighbors as themselves. Finally, they are ambassadors for Christ, taking advantage of opportunities to share their faith and be a witness for the gospel (Matthew 28:18-20).

### **Service**

The Student Leader follows the example of Jesus Christ, who "did not come to be served, but to serve, and to give his life as a ransom for many" (Mark 10:45). Student Leaders willingly give of themselves to invest in and serve others, with humility and grace. While allowing others to carry their own loads, these leaders gladly step in to help bear the burdens of those in need (Galatians 6:1-6).

### **Vision**

The Student Leader is one who can cast a vision for positive change, in his or her circles of influence. Like Nehemiah, however, Student Leaders know that any success in achieving a vision can only come after personal and continual confession and repentance of sin before the Lord (Nehemiah 1:4-11, I John 1:5-10). Then, in forming a mutual vision with collaborators, Student Leaders prayerfully and strategically engage others' needs and concerns in creating an attainable future, inspiring others to their same vision. In doing so, they not only love God and neighbor, but they create inroads for the gospel and the message of reconciliation entrusted to all believers. (Nehemiah 1-13, 2 Corinthians 5:11-21).

### **Collaboration**

The Student Leader understands that leaders are not modern-day versions of the Lone Ranger, nor do they function as managers lording over their subordinates. Instead, student leaders work *together* with invested collaborators who seek the advancement of the same vision. This means seeking the input of others, listening to their opinions, and speaking the truth in love, each step of the way (Ephesians 4:15-16, I Corinthians 12).

### **Stewardship**

The Student Leader knows that God has given him or her gifts to use to glorify His kingdom. These student leaders also look to Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters," as a guiding principle in their lives. With this in mind, student leaders cheerfully use their time, talent, and treasure for the sake of others and for God's kingdom work in their areas of influence (Matthew 25:14-30).

## PHILOSOPHY

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The classroom is fertile ground for growth, for it is through the classroom that teachers, students, and parents partner together to deepen critical thinking skills, cultivate effective communication skills, and foster spiritual growth. In order to ensure these goals are met, however, the school day must have effective and efficient flow. After all, a student cannot learn in chaos. Consequently, a framework must be in place to help fulfill the NCA vision of training students to be Christian thinkers, communicators, and servant leaders.

As a result, this HS Survival Guide serves to enhance each student's overall learning experience by providing rules and procedures to afford students every opportunity for success, each time they step on campus. In addition, this Guide also serves as an outline of student rights and seeks to help them engage the process and take ownership of their educational opportunities.

## RULES

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### Q. What is a rule?

A. **Expectations of student behavior. Violations result in demerits.**

### **#1 Rule: RESPECT THE LEARNING PROCESS**

*Respect Yourself*  
*Respect Others*  
*Respect Property*

### **EXAMPLES OF RESPECTFUL STUDENT BEHAVIOR**

- *Respecting Yourself:* Correct uniform attire, all books and items kept in lockers, academic integrity
- *Respecting Others:* Not being disruptive in class, being on time, being kind and helpful
- *Respecting Property:* Treating property with care, keeping your hands off things that do not belong to you

### **MERITS**

All constituents are expected to adhere to the above standards as part of the NCA family. Students who go above and beyond in upholding these standards and the core values of the Student Leader Model may be eligible for merits in increments of 20, 40, or 60.

Merits can offset non-behavioral earned demerits. For example, earning 40 merits can cancel out 40 demerits earned for tardiness, but it does not apply to 40 demerits earned for sleeping in class or being disrespectful.

### **DEMERITS**

Demerits are earned for the violation of a rule, examples of which are listed above. Specific examples of consequences are listed below. This is not an exhaustive list.

- *20 Demerits – General Violations:* out of uniform, tardy to school (8am), lunch (12pm), or class (in your seat when the bell rings), books or other personal items found on top of locker or on the hallway floor, sleeping in class
- *40 Demerits – Disruptive Violations:* disrupting class, swearing, using cell phone without permission, eating in class, chewing gum, distracting noises
- *60 Demerits – Disrespectful & Insubordinate Violations:* back talk, defiance, disrespect, truancy

Note: If a student earns 60 demerits in class, he or she will be immediately sent to the office, pending investigation for further action, such as suspension

- *Suspension*: More egregious forms of disrespect, defiance, bullying, cheating, plagiarism, copying work from other students, other violations of the Honor Code.  
*Note: Any form of cheating also results in a 0% on the assignment and a suspension may also lead to expulsion.*

*Note: Demerits are doubled when a substitute is present.*

## PROCEDURES

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### Q. What is a procedure?

#### A. Process for accomplishing things in a classroom

#### ABSENCES, TARDIES, AND MAKE-UP WORK

- If you are not in homeroom by 8am, you are considered tardy and must go to the office to sign in and retrieve a pass.
- **An unexcused tardy** to school or class earns a student 20 demerits. Students are considered tardy if they are not in their homeroom seat by 8am or in their assigned seat when the bell rings to signal their next class.
- *Note: If students miss any class instruction or assignment due to a tardy, it is their responsibility to make up the missing work at the teacher's convenience.*

#### CELL PHONES & DEVICES

- Cell phones and devices may be brought to class, but they may only be used with the teacher's express permission. If a cell phone is being used without permission, it will be taken to the office and 40 demerits will be issued. A parent must then come to school and personally retrieve it.
- Cell phones and devices are **never** permitted during a test or quiz. Students may receive a 0% on the assessment and an automatic suspension.

#### CLASSROOM EXPECTATIONS

- **Enter the classroom** in an orderly fashion. Find your seat, take note of the day's objective and any homework assignments, and **begin posted bellwork**.
- **No running in the hallways**, for safety reasons.
- **Leave the classroom** in an orderly fashion. Clean out your desk, throw away any trash in your desk or around your area on the ground, and push in your chair. You may be required to show an exit ticket. Teachers will dismiss students.
- **Bathroom breaks** are up to the teacher's discretion. Only one student at a time may leave class for the restroom. Students must use the upstairs bathrooms and water fountain.
- **Class interruptions** should not be interpreted as "free time." If class is interrupted via the intercom, someone at the door, or in any other manner, students should quietly and diligently continue working or studying course materials.
- **Bring all necessary supplies** to class. Students who do not have supplies will not be allowed to leave once class has begun. Using a bathroom break to get supplies is disobedient and will be considered the violation of a rule.

- **Speak in class** when given permission. When participating in a discussion, allow other students to finish speaking before talking, without cutting in.
- **Group work** is a great way to increase the learning process. During group work, each student will be assigned a specific task, and the group leader must ensure the proper execution of each task. Groups and group roles will be rotated throughout the year. Always listen intently to the teacher's instructions during group work.
- **Food and drink** is not allowed in class. A bottle of water is the only exception.
- **Tests and quizzes** are held to the NCA Honor Code. Students will have no course materials out, no cell phones or devices out, will remain silent, and will listen intently for the teacher's instructions.
- **Fire drills and lockdowns** are to be taken seriously. Follow the assigned class leader and procedure. Remain quiet during this time.
- **Students may not enter the gym in the mornings** without permission, to use either the bathrooms or the locker rooms. As the gym is not staffed in the morning, student welfare is paramount.
- **Students may not use the elevator** without express permission from a faculty member.

### **DRESS CODE**

- **If you are missing any part of your uniform**, you will be sent to the office until the correct attire can be brought for you. You will also receive 20 demerits. Refer to the following as your dress code:
  - Standard Uniform
    - Black or khaki pants (no jeans; skinny/tight pants not permitted)
    - Belt
    - School polo
    - Administration-approved Spirit Shirts may be worn on Fridays only. *Handmade shirts are not allowed.*
    - SLi Dream Big & Engage t-shirts and polos may be worn any day but Tuesday.
    - The 2017-2018 "I Love NCA" shirt may be worn any day but Tuesday, for a limited time. Last year's "I Love NCA" shirt may only be worn on Fridays.
    - Hoodies are not approved uniform wear.
    - Athletic jerseys are not approved school-day wear and do not count as a Spirit Shirt.
  - Chapel Tuesdays
    - Male students: khaki pants, white Oxford, black tie, belt, black jacket, black dress shoes
    - Female students: khaki skirt, white Oxford, dress shoes or flats, black cardigan
  - Only NCA-approved jackets and sweaters are approved for cold-weather days. Students are also recommended to layer appropriately.
  - Skullies/beanies are not permitted on campus, unless the temperature drops to 50 degrees. In the event the temperature drops to 50 degrees, students may wear them outside, but not inside any school buildings.
  - Long sleeves may be worn under school polos as long as they are a solid color –white, gray, or black. No patterns or prints are acceptable.

### **EXTENDED CARE/STUDY HALL**

- The high school building opens at 7:30am and closes at 3:30pm.
- On Wednesdays, the high school building closes at 3:15pm, due to faculty meetings. Students are expected to get their supplies before this time.
- If a student is on campus after 3:30pm, he or she must report immediately to after-care in the courtyard. Students may not wait on the church steps, on the side ramp, by/in the gym, or wander in any other part of campus to be picked up. In these cases, parents must pick up their child from aftercare.
- Student-athletes must go to aftercare until their coach retrieves them for practice. They will not be charged for aftercare.
- Students are not permitted to walk or drive off campus and return without being accompanied by a parent.
- Students who violate these aftercare procedures will receive a suspension.

### EXTRA CREDIT

- Extra credit is at the discretion of the teacher, and the purpose is to assess student mastery of a given topic, not to add points to the student's grade.
- It will always be a summative assessment, and it will only be privileged to students who have maintained an 80% average or higher in the formative assessments category, demonstrating clear effort in the credit opportunities already given to the student.
- Extra credit opportunities are averaged in with the original grades.
- Students who wish to earn extra credit must also attend the teacher's re-work session to be eligible for the extra credit assessment.

### GRADING SCALE

The following is the grading scale, largely based on the College Board.

A+	99-100	4.3	C+	77-79	2.3
A	93-98	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	66-69	1.3
B	83-86	3.0	D	60-65	1.0
B-	80-82	2.7	F	59 below	0.0

Student must have an unweighted, cumulative 2.0 GPA in order to meet athletic eligibility requirements.

### GRADING FORMAT

All gradebooks are divided into two categories – formative and summative.

- **Formative Assessments (25%)** – These assessments help students practice their mastery of a skill or concept. They are broken down into homework (completion), classwork (completion), and quizzes.
- **Summative Assessments (75%)** – These assessments give students the chance to demonstrate their mastery of a skill or concept. They can include tests, projects,

essays, presentations, and so on. All summative assessments are directly tied to the learning objectives practiced in the formative assessments

### **HOMEROOM**

- During homeroom, teachers will input attendance and the lunch count into Renweb
- Morning prayer also takes place during this time, which includes the Scripture reading and challenge, prayer, pledge to the American flag, and recitation of the EAGLES core values. During this time, students are expected to stand while remaining quiet and participating respectfully at the appropriate times.
- Students may be seated for the announcements.

### **HOMEWORK/TAKE-HOME ASSESSMENTS**

- Due in the folder by 8am. Online assessments will be assessed by the time stamp.
- Homework not turned in earns a 0%. Incomplete homework does not meet the necessary requirements and also earns a 0%
- **If you are tardy to school**, turn your homework into the office before leaving with your pass. If you are in the building at 8:00:01am, but you have not turned in your homework or have come to class, **you must turn in your homework at the school office and get a pass before going to class**. You will also need to put in your lunch count if necessary.
- Note: *Students **may not** "hang out" in the lab, gym, or in other places around campus to finish homework when the school day has begun. This is disobedient and results in the violation of a rule.*
- **For make-up work**, a student has one week from the day of his or her return to make up any formative or summative assessments. Any missing assessments following this week will result in a 0%. Students are expected to contact each teacher for their make-up work *Note: make-up work due to absences is not penalized with 10 point deductions.*
- **Projects, presentations, essays, or any other summative assessments** that are late will have 10 points deducted each day from the student's final grade up until the third school day, not the third block period. On the third day, an absent project, presentation, or essay is an automatic 0%.

### **LOCKERS**

- Students must keep all belongings in their assigned lockers, including bookbags, personal items, and school-loaned textbooks and materials. Students who leave items on top of the lockers will earn 20 demerits, as such actions may result in loss, damage, or theft.
- Students may not tamper with other student's lockers, including but not limited to removing or adding items and turning locks upside down. Violations will result in 40 demerits.
- Students must use their assigned lockers and should not share their locker codes.
- Leave larger cash amounts and all valuables at home. The Academy is not responsible for lost or stolen valuables or cash amounts.
- The Academy reserves the right to perform search and seizures of lockers and student possessions, in order to maintain the safety of all constituents.

### **LUNCH**

- **Lunch** begins at 11:50am and ends at 12:20 pm.
- All students must be in the lunchroom by 12pm. Students who walk in after 12pm without a pass will receive 20 demerits for tardiness.
- You are expected to be in your next class by 12:30pm.
- During the ten minute break time between lunch and the start of third period, students are expected to get their necessary supplies and use the restroom if needed.
- Only seniors may use the microwave, but they may warm up their classmates' food, at their discretion.
- Bookbags are not permitted in the cafeteria.

### **PLAGIARISM**

- There is a 0 tolerance for plagiarism at NCA
- Parents and students will sign the Plagiarism Policy form that affirms their child's agreement to NCA's policies on plagiarism. Students will not be allowed to turn in written assignments until this document is signed by a parent or guardian and students will receive zeros for work turned in late as a result.
- A student who has plagiarized will be suspended from school and will complete the Honor Code Violation assignments.

### **PUBLIC DISPLAYS OF AFFECTION (PDA) POLICY**

Students are not to engage in any form of PDA during the school hours or while representing the school, which constitutes anything deemed as PDA by the administration.

### **SATURDAY DETENTIONS**

Saturday Detentions are earned as a result of the accumulation of at least 60 demerits (in excess of merits). Demerits and merits are tallied every two-weeks with detentions being issued during the Saturday of each A week. Demerits are earned as a result of the violation of school-wide policies and classroom specific policies (see Demerit/Merit policy for full details). Parents will be notified of a student detention by the departmental Director via email.

Students who earn more than 120 demerits but less than 180 demerits in a two-week period will serve ***two consecutive Saturday detentions***. Students who earn 180 demerits or more in a two-week period will earn ***an automatic suspension*** and are subject to the same policies governing any other suspendible offense.

Please note the following examples, assessed over the course of two weeks:

<b>Student A</b>	80 demerits	1 Saturday detention
<b>Student B</b>	140 demerits	2 consecutive Saturday detentions
<b>Student C</b>	180 demerits	1 suspension

### **Detention Procedures**

The goal of the Saturday detention is to be punitive. Therefore, students will gain little to no academic advantage. Therefore, students will not be permitted to complete homework or projects due the following week. During the three-hour session, students will be issued copy work irrespective of grade-level. In addition, incomplete copy work, violation of uniform policy, or any other school-wide policy may earn students additional demerits, which will be

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applied to the following week. Demerits ***may be doubled*** for any students who violates a school-wide policy during a Saturday detention. Please also note the additional, following guidelines:

- Students earning a Saturday detention are required to report to school on a Saturday at 8:30am and will be released at 11:30am. Students picked up after 12pm will be assessed a late fee in accordance with our Extended Care Late Pickup Policy.
- Students who arrive after 8:30am will earn demerits for tardiness. As demerits are doubled for Saturday detentions, this will earn the students 40 demerits to begin the next school week.
- Students who arrive after 9am will be sent home for their inability to fulfill detention requirements and will be required to attend the next Saturday detention.
- Students are required to wear their full uniform; students may not participate in Saturday detention while out of uniform. Students out of uniform will be sent home and required to attend the next Saturday detention.
- Saturday detentions will be held in Middle School Room 5
- Book bags are not permitted during Saturday detentions.
- Although students in general are not permitted to bring electronic devices (including, but not limited to, video games, tablets, or headphones), cellphones are permitted. However, their cellphones must be placed in their lockers or left with the Saturday detention attendant.
- A \$30 charge will be assessed to the student's account.

***Students who do not attend a Saturday detention without prior notification and approval from the Administration will be suspended the following Monday (or next school day) without exception.*** Students suspended as a result of missing a Saturday detention are subject to the same policies governing any other suspendible offense. This includes, but is not limited to, students receiving zeros on all assignments missed on the day of their suspension.

*Note: If any of the above rules or procedures are found to not promote the desired result – the effective transmission of the learning process – the high school faculty is at liberty to modify or change them as necessary. Any changes will be communicated to the necessary constituents in a timely manner.*