

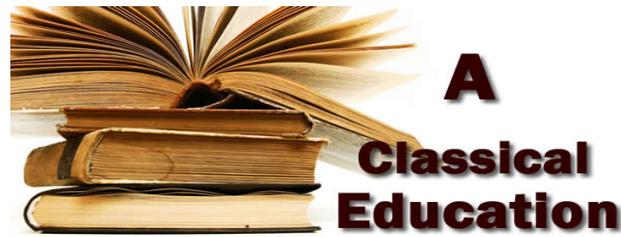
Updated 8-2-18

The Elementary School Student Survival Guide

Elementary School Classroom Rules & Procedures

*"Develop a passion for learning. If you do, you will never cease to grow."
- Anthony J. D'Angelo*

*Train up a child in the way he should go and when he is old he will not depart from it.
-Proverbs 22:6*



Elementary School: Classical Learning Education

Classical Education: Classical education is sometimes called “leadership education” because it builds skills needed for leadership: logic, debate, public speaking, clear reasoning, researching, writing, and communicating.

Vision

The Elementary School Department seeks to train students to engage culture as Christian thinkers, communicators, and servant leaders.

Mission

The Elementary School Department 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

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 ES 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

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 desk/bookbag, 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/feet off things that do not belong to you

Behavior ACTION Plan

ACTION stands for:

A – attitude not becoming - red stick

C – courteous – blue stick

T – talking without permission – yellow stick

I – industrious – purple stick

O – out of order – orange stick

N – noteworthy – green stick

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 positive behavior markers. They may also earn other merits such as, stickers, positive note/email, ribbons/certificates, or a trip to the treasure box.

Satisfactory behavior in the Elementary classroom is recorded according to the ACTION Plan.

- **Purple Stick**—*Diligent/Hardworking*: attentive and focused, great participation, prepared with all books/supplies, completes assignments (CW/HW)
- **Blue Stick**—*Courteous/Polite*: on time (in class at 8am), use of manners with teacher/students, working quietly, sharing
- **Green Stick**—*Christ- like*: goes above and beyond without being told, repeatedly or quickly follows directions, great attitude, demonstrates a specific character trait of attentiveness, obedience, orderliness, gratefulness, generosity, truthfulness, forgiveness, or sincerity

Negative behavior markers are earned for the violation of a rule. These violations may/will result in the loss of recess time, written lines, classroom isolation desk/reflective corner, silent lunch, office referral, or note/email to parent.

Unsatisfactory behavior in the Elementary classroom is recorded according to the ACTION Plan. Specific examples of consequences are listed below. This is not an exhaustive list.

- **Orange Stick** –*Not Following Directions*: out of uniform, out of seat without permission, no books or supplies, sleeping in class, not complying with directions, chewing gum, or eating in class
- **Yellow Stick** – *Talking*: disrupting class by talking, humming, singing, or other distracting noises
- **Red Stick** – *Disrespectful & Insubordinate: back talk, defiance, disrespect*,
Note: If a student earns a red stick, he or she will be given an office referral for review by administrator/director, pending investigation for further action, such as suspension. Suspensions are given for more egregious forms of disrespect, defiance, bullying, cheating, plagiarism, copying work from other students, and 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.*

SUSPENSION POLICY

- Suspensions at NCA run in three stages: 1 day, then 3 days, and finally 5 days.
- Suspensions are based on: More egregious forms of disrespect, defiance, bullying, cheating, plagiarism, copying work from other students, other violations of the Honor Code.

- Suspensions can also be implemented based on other infractions that deem to be harmful, violent, unacceptable, or disrespectful to authority, to a student, to NW Christian Academy, and to our school's vision, mission, and core values.
- Once a 5 day suspension has been issued to a student, a behavioral advisory will be completed where the parents and the director of the department will discuss the listed infractions and the further action plans that the administration will follow through with. This action plan is an expulsion for any of the offences the student committed and/or other infractions that deem to be harmful, violent, unacceptable, or disrespectful to authority, to a student, to NW Christian Academy, and to our school's vision, mission, and core values.
- **Students receive a 0% on all formative and summative assessments during a suspension; they cannot be made up at any time. Students are responsible for the material on all missed study notes and homework assignments, and they must sit on the scheduled date for any formative or summative assessment(s) required upon returning to school.**
- ***NCA reserves the right to accelerate the suspension policy toward more egregious offenses by an administrator, meaning, a 1 day suspension can be accelerated to a 3 or 5 day suspension.

BULLYING POLICY

- There is a 'two strike policy' where bullying is concerned at NCA.
- The first accusation will warrant an immediate behavior notice, the second time is an expulsion.
- NCA is opposed to the following types of bullying:
 1. Physical Bullying
 2. Verbal Bullying
 3. Cyber bullying
 4. Prejudicial Bullying
 5. Relational Bullying
 6. Sexual Bullying

SOCIAL MEDIA POLICY

Students, Staff, or Parents of NCA are subject to the same standard in the usage of social media as when on campus, therefore, any derogatory usage of social media toward parents, students, teachers, NCA, or any staff member will be met with disciplinary action up to expulsion (of students), force withdrawal (of parent), or termination (of staff).

Behavior Policy

Elementary Action Plan

Negative markers are earned as a result of the violation of classroom rules or school-wide policies, including, but not limited to tardiness to school/class, incomplete uniforms, or insubordination. Markers are issued on a daily basis. All school employees have the authority and are obligated to issue markers for violation of school-wide policies. In addition, all teachers have authority to set reasonable rules within the sphere of their classrooms and issue markers accordingly. The accumulation of negative markers will be tallied and recorded on the weekly behavior sheet. Positive markers offset the accumulation

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of negative markers for infractions that are not disruptive or disrespectful, per the ES Student Survival Guide.

More egregious forms of disrespect, defiance, bullying, cheating, plagiarism, copying work from other students, other violations of the Honor Code can result in a suspension.

Positive markers are earned on a daily basis when a student exceeds the minimum behavioral requirements of the school policies or classroom rules. Students who go above and beyond in upholding these standards and the core values of the Student Leader Model may be eligible for merits.

This may include, but is not limited to random acts of kindness, preparedness, classroom participation or sacrificial giving. Positive markers are tallied and recorded on the weekly behavior sheet. All school employees have the authority and are obligated to issue markers for adherence to school-wide policies. In addition, teachers have authority to set reasonable merit-worthy goals within the sphere of their classroom and issue them accordingly. Negative markers offset the accumulation of positive markers.

Behavior sheets are sent home each week with the student's tally of positive and negative markers. Each positive marker is worth one point and each negative marker is minus a point. Students are then given a conduct grade based on the following scale:

Grade A	8 or more
Grade B	4 to 7
Grade C	0 to 3
Grade D	-1 to -4
Grade F	-5 or more

The behavior sheet is to be signed by the parent/guardian and returned to the teacher.

Detentions

Elementary students do not earn detentions. However, a teacher may request to keep a student after school during the week. This is given in order for a student to catch up on incomplete/missing work. Parents will be notified in advance for permission and to make the necessary arrangements.

PROCEDURES

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.
- *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.*

AFTER-CARE

- Elementary students are picked up at 7:50am from the cafeteria and dropped off at after-care at 3:10pm.
- If a student is on campus after 3:10pm, he or she must report immediately to after-care in the assigned classroom. 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 the aftercare classroom.
- Student participating in athletics or afterschool school sponsored activities must go to aftercare until their coach/teacher retrieves them for practice. They will not be charged for aftercare.

CELL PHONES & DEVICES

- Cell phones and devices may be brought to class, but they are to be off and in a student's backpack. Cell phones 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. 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 an automatic suspension.
- *Students may not record other students on school property or during school events without that person's permission.*

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**.
- **Leave the classroom** in an orderly fashion. Push in in your chair and throw away any trash in your desk or around your area on the ground, on your way out of the classroom. 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. If there is a bathroom pass, they are encouraged to use it. They can also drink water as needed before returning to class. Students may also use the restroom during their allocated restroom break time, usually after lunch and after recess.
- **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. Students are not to stop their assigned tasks and are encouraged to carry on as usual, unless given specific directions/instructions.
- **Bring all necessary supplies** to class. Students who do not bring their necessary supplies will be receive an "out of order" stick and possibly miss some recess time. If students develop a pattern of not having their necessary materials, parents will be contacted via email.
- **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 unless verbally authorized by the teacher. A bottle of water is permitted, but should not pose as a distraction to the student or the learning process. If so, the teacher has the right to ask for it to be put away immediately.
- **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 who fail to follow the proper decorum and instructions will miss time at recess.
- **Students may not wait by their classroom in the mornings (before 7:50 am)**. They are to report to the cafeteria. There are teachers on duty to supervise students who arrive between 7:30- 7:50 am in the cafeteria. Student welfare is paramount.
- **Headphones** are not permitted during the school day, and they are not permitted before or after school unless students are under the supervision of an adult.

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. 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.*
 - The 2018-2019 "I Love NCA" shirt may be worn 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**
 - *Regular school uniforms for elementary*
 - 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.

***Students must remain in school uniform before and after school unless participating in a school-approved activity or event.

******Due to safety concerns, backless shoes or flip flops are not to be worn to school.*

UBER/LYFT/RIDE-SHARING/RIDE-SOURCING POLICY

Parents must submit written documentation to the Director noting that their child has permission to take a ride-sharing or ride-sourcing vehicle home, such as Uber, Lyft, or any comparable company/vehicle. Parents must also specify if they wish for their child to wait outside of the school campus.

Procedure for students using ride-sharing or ride-sourcing vehicles:

1. After 3:30pm, students still on campus must report to Aftercare/Study Hall.
2. If students are using a ride-sharing/ride-sourcing tool/application, they must show the Aftercare Director the proof of notification when their vehicle has nearly arrived, within five minutes of arrival.
3. The Aftercare Director will dismiss the student(s) to meet their vehicle at the designated point.
4. If there is an issue meeting the vehicle or the vehicle leaves, the student must return to Aftercare to wait for the next vehicle and follow the procedures from the beginning.

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
A	93-98	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7

C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	66-69	1.3
D	60-65	1.0
F	59 below	0.0

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.

ARRIVAL TO SCHOOL

- Elementary school students who arrive **before** 7:30 am will report to the cafeteria to be supervised by an adult. (There is a charge for this.)
- Any student caught roaming around before 7:30 am will be warned and will be sent to the cafeteria. Students may be given an “out of order” for this behavior.
- Students arriving **between** 7:30 am and 7:50 am are to report to the cafeteria where a teacher will be on duty. (There is NO charge for this.)
- Each classroom teacher will report to the cafeteria to pick up their class at 7:50 am.
- Students are NOT to wait in front of their classroom before 7:50 am (unless in the supervision of a parent). They are to report to the cafeteria.

MORNING ANNOUNCEMENTS

- During morning announcements, 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 EAGLE 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 when the teacher gives them the signal to sit.

HOMEWORK/TAKE-HOME ASSESSMENTS

- Due in the designated folder by 8am in your teacher’s classroom.
- 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 in upon arrival with your tardy pass that will be retrieved from the Eagle’s Office. You will also need to put in your lunch count if necessary in the Eagle’s Office.
- Note: *Students **may not** “hang out” in the restroom, 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

- Elementary students do not have lockers.

LUNCH

- **Lunch** begins at 11:00am and ends at 11:30 am.
- All students are accompanied by their teacher to the cafeteria.
- Students are not allowed to use the microwave.
- Students who are ordering lunch will stand on the stairwell and will be directed to stand in the lunch line by a teacher.
- Students who have brought their own lunch will be directed to go inside and eat quietly while a teacher is present in the cafeteria.
- Students who have brought their own lunch must bring their own utensils from home: spoon, fork, plastic knives, napkins, straw. No sharp knives or glass bottles are allowed in the cafeteria. Students are not allowed to borrow one from the cafeteria either.
- All students must be in the lunchroom with their teacher.
- Students are not allowed to leave the cafeteria without notifying their teacher.
- Assigned students will clean and sweep the cafeteria as the teacher assembles the class to leave the cafeteria. The cafeteria cleaners will check-in with their teacher for accountability.
- Students are expected to eat silently for the first 15 minutes of lunch. After that, the teacher signals the class when they are allowed to begin talking.
- Students are to use proper decorum and noise level. Classes or students who do not follow these rules may be given silent lunch or time out at recess.

BIRTHDAY PARTIES/SPECIAL EVENTS

- Parents must inform the teachers of a birthday party that will be held during the lunch period at least 2 weeks in advance.
- If the parent is catering food, the teacher must fill out the form that will indicate that food will be provided by the parents and no food will be catered from the cafeteria. This is for the cafeteria's record. The director must sign this form.
- The teacher will also inform the director of their department.
- Once it is approved by the director, the teacher will inform the school office as well.
- Parents must provide all utensils and needed items for the party as the cafeteria will not provide it.
- Cupcakes are preferred for parties as it is easier to clean.
- No sharp objects are allowed.
- The party will take place for the duration of the lunch's permitted time – more time will not be granted as students need to get back to class.

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- This procedure will be followed for any SPECIAL event/season where approval is first needed by an administrator for any event that is out of the normal routine of the school day.

ESPN (Eagle Student Parent Night) Procedures

- Students who are in jeopardy of failing or have exhibited performance issues that need to be addressed to improve on academics will be recommended to the AEP program (Academic Enhancement Program).
- Teachers will complete the Eagle Student Progress Night Report form and the Eagle Student Progress Night Waiver of AEP (Declining AEP).
- Once the parent attends, the teacher will review the grades, action plan, and additional notes or recommendations for the student.
- It will first be reviewed, discussed, and signed with the Director and the teacher before ESPN begins.
- After ESPN night, teachers will make a copy and keep it for themselves and they will turn in the originals to the Director for review. The Director will deliver the paper work to the Eagle's Office so that parents who are interested in AEP can be contacted so the student can begin AEP.
- Declined AEP forms will be placed in the student's files.
- Parents who do not attend ESPN and have rescheduled for another day will go through the same process of reviewing the Eagle Student Progress Night Report form and the Eagle Student Progress Night Waiver of AEP (declining AEP).

PLAGIARISM

- There is a 0 tolerance for plagiarism at NCA, in full and in part.
- 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.

TRUANCY PROCEDURES

- **Definition of TRUANT – A pupil who stays away from class or school without requested permission**

1. If a student has not arrived to class or scheduled activity (e.g. lunch, enrichment, etc.) within ten minutes of the start time, the teacher will check with the class and with the office to see if the child is present that day.

2. If the office confirms that the child is present, the teacher must immediately notify the Director of the truant student.
3. Teachers ***must not*** permit a child who is not enrolled in their class to stay in their area. If a student is not in his or her assigned area, instruct the student to get to class and immediately notify the Director.
4. Teachers will continue to give time out at recess to students who are tardy to class without a pass.
5. Effective immediately, students who skip class or any scheduled activity will receive an automatic suspension.

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

JUSTIFICATION FOR DRESS CODE, HAIR POLICY, TATOOS, EARRING/BODY PIERCING POLICY

- The bible says in Psalm 127:3 that children are a gift from God. In other words, they are on loan to us and we have the responsibility to guide and direct them toward the things of God, not the things of the world.
- When the Bible speaks to the Christian about adornment, it usually uses the word 'modest' and carries the meaning that people should not be drawn to you by what you wear but by who you are as a person.
- We live in a society that says, "I know how important you are by what name brand you are wearing." This philosophy causes people to try to 'keep up with the Joneses' even though their finances are not adequate for them to do so. More the reason your child should be known for the 'inner person,' not by 'the outer look.'
- We, at NCA, would like to take as many distractions as possible out of the picture in order to concentrate on what a Christian school is supposed to be doing: 1. Molding and building a holy, Christ-centered life and character of our students, 2. Building on academics – all aspects of school work, 3. Social character – acceptance of character and personality centered on God's Word, not by what one has or is wearing.
- The reason for the hair and dress code policy is to help the faculty, students, and parents to have and maintain a standard in these matters
- We acknowledge that the Christian life is more than a set of rules and guidelines, but they have their place.

DRESSCODE

- The primary focus of the dress code is for students to be neat, clean and modest
- We enforce that students abide by the dress code policy: school issued attire (clean and pressed), tucked in shirts, belts, proper sneakers as we are preparing them to be adults, to present themselves professionally, and to be responsible for who they represent: God, their families, themselves, and the school
- A dress code promotes a more serious school atmosphere which emphasizes academics and promotes good behavior

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- Dress codes have proven to increase student achievement by encouraging students to concentrate more on their studies and less on their wardrobe. A de-emphasis on clothing can also save money, as there will be less pressure to keep up with expensive trends and fashions
- Dress codes in school settings reduce social conflict and peer pressure that may be associated with appearance
- Studies indicate that a school dress code can reduce the prevalence of certain behaviors which are often expressed through wardrobe such as violence or promiscuity
- Clothing/accessories that promote discrimination, drugs, alcohol, sex, rebelliousness, and other themes that are deemed unchristian should not be worn to school
- Students must remain in school uniform before and after school unless participating in a school-approved activity or event at NCA. Any attire with a questionable logo/saying and that displays a form of indecency (too short, too revealing or anything along these lines) will not be tolerated as we will ask the student to take it off, not wear it again while on campus, and to re-dress in his/her school uniform
- Due to safety concerns, flip flops are not to be worn to school (before, during, after school)

BOY'S HAIR

- Should be neatly groomed in a masculine style at all times
- Hair should be cut short for the boys on both sides and trimmed neatly in the back. **This also includes no mo-hawks, no twists for boys and no braids for boys.** Any marks made on the head should not cause unnecessary attention nor a compromise of the school's vision, mission, and core values
- Hair should not touch the collar or exceed beyond the collar
- Hair that is combed on the forehead cannot come down more than one-half the width of the forehead. *It is acceptable only for girls to have bangs*
- We want them to look nice in their appearance at all times
- We want our boys to look like a young man, not a miniature adult –therefore keeping everything to a minimum where it does not stand out and cause unnecessary attention
- A natural color is acceptable. If a student has a 'loud' color such as red, purple, blue, green, yellow, orange, or any unnatural color that is not natural or 'toned down', we will notify the parents of our hair policy and ask that a natural color be replaced.

GIRL'S HAIR

- Should be combed nicely.
- We want them to look nice in their appearance at all times
- We want our girls to look like young women, not a miniature adult –therefore keeping everything to a minimum. **This also includes no mo-hawks.** Any marks made on the head should not cause unnecessary attention nor a compromise of the school's vision, mission, and core values
- A natural color is acceptable even if extensions or braids are added to the hairstyle. If a student has a 'loud' color such as red, purple, blue, green, yellow, orange, or any unnatural color that is not natural or 'toned down', we will notify the parents of our hair policy and ask that a natural color be replaced.

EARRING/BODY PIERCING AND TATTOO POLICY

- Students may not display body piercing or tattoos.
- Pierced ears for girls are the exception.
- Since styles and fads come and go, no list will ever be sufficient to cover the possibilities, therefore, in matters of inappropriate dress/attire/appearance, the judgment of the teacher and administration will be the final determinant in acceptability for the overall appearance of the student.

The administration reserves the right in all cases to make the final decision concerning conformity to these standards and will administer the necessary action needed.