

# **Newton County Academy**

## **Home of the Generals**

**2017 – 2018  
Student & Parent  
Handbook  
(Revised July, 2017)**

## TABLE OF CONTENTS

### **INTRODUCTION**

Motto	3
Mission Statement	3
Ten Commandments	3
Statement of Faith	4
School Calendar	5-6
School Directory	7
Club Sponsors	7

### **GENERAL INFORMATION**

School Hours	8
Office	8
Telephone	8
Weather Concerns	8

### **ADMISSIONS**

Admissions	8
MAIS Age Requirement	9
Class Schedules	9
Fees	9
Class Dues	10
Tuition Payments	10
Tuition Payment Schedule	11
Fundraiser	11

### **ATTENDANCE & ABSENCE**

Compulsory School Attendance	12
Absences & Tardies	12
Written Excuses	12
Make-Up Work	13
Excessive Unexcused Absences	13
Leaving School	13
Checking Out	13

### **ACADEMICS**

Grading Scale	14
Class Designation	14
Grading System	14
Report Cards	15
Honor Society – Exemption & Graduation	15
Honor Roll/Headmaster’s List	15
College Prep Curriculum	16
Academic Dishonesty	16
Junior High & Elementary Promotion	16
Requirements for Graduation	16
Hall of Fame	17
Citizenship	17
Awards	17

### **ATHLETICS/EXTRACURRICULAR**

Eligibility for Athletics	18
Cheerleaders	19
Student Body/Class Officers/Homecoming	19
Class Officers’ Responsibility	20
Requirements for Who’s Who Categories	21
Married Student	21

### **STUDENTS**

Conduct	22
Gum Chewing	23
Cell Phones	23
Electronic Devices	23
Tobacco	23
Weapons	24
Alcohol	24
Drugs	24
Pregnancy	24
Fighting	24
Profanity	24
Insubordination	24
Glass Bottles/Containers	24
Food/Drinks	25
Repeated Violations	25
School Events Vehicle Use	25
Discipline	25
Punishment	25
Dress Code	26-27
Drug Testing	28-29
Bullying-Harassment-Intimidation-Threats	29
Social Media	29
Senate Bill No. 2015	30-31
Vehicles	32
Valentine Deliveries	32
Safety Concerns	32
Cafeteria Rules	33
Cafeteria Prices	33
What To Do When...	34

### **PARENTS**

Pickup and Dropoff	34
Conferences	34
Concession Stand	34
Parent Behavior	35

Welcome to our school – Newton County Academy!

## **INTRODUCTION:**

### **MOTTO**

Education is not received, it is achieved!  
~Albert Einstein

### **MISSION STATEMENT**

It is our goal at Newton County Academy to provide each student the opportunity to develop mentally, socially, physically, and spiritually in a Christian environment.

### **THE TEN COMMANDMENTS**

1. Thou shall have no other gods before me.
2. Thou shalt not make unto thee any graven image.
3. Thou shalt not take the name of the Lord thy God in vain.
4. Remember the Sabbath day to keep it holy.
5. Honor thy father and thy mother.
6. Thou shalt not kill.
7. Thou shalt not commit adultery.
8. Thou shalt not steal.
9. Thou shalt not bear false witness.
10. Thou shalt not covet.

*Exodus 20: 3-17*

## STATEMENT OF FAITH

1. We believe in the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 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)
  - His miracles (John 2:22);
  - 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 exceeding 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 through faith alone are we saved. (John 3:16-19, John 5:24, Romans 3:23, 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, Corinthians 12:12-13, Galatians 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, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
8. We believe that we should manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school & agree to be a role model in judgment, dignity, respect, and Christian living. We believe that this includes, but is not limited to, the refraining from such activities as the use of alcoholic beverages, illicit drugs, use of vulgar and profane language, any sexual misconduct – including, but not limited to – premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites (Col. 3:17 KJ, Titus 2:7-8n TLB, 1 Thessalonians 2:10 TLB, 1 Thessalonians 5:18, 22-23 KJ, and James 3:17-18).

I have read the above Statement of Faith and I understand that it constitutes the doctrinal boundaries wherein Newton County Academy takes a firm stand, and that the school uses the Bible as part of its daily curriculum.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2017-2018 SCHOOL CALENDAR

July 31	Picture Day for Football/Cheer/Softball 8:00 AM – (cheer will go first)
August 3 & 4	Teacher Meetings (All Staff return)
August 4	Back to School Picnic (Open House/Meet Your Teachers) 5:00 -7:00 PM (Supper 6:00)
August 7	First Day of School – 8:00 AM – 11:30 AM (half day)
August 8	First Full Day of School 8:00 AM – 3:00 PM
August 10	Tally Class Ring Presentation (Juniors)
August 10	Football Jamboree @ Tri-County – 3:00 PM
August 14	Meet the Generals – 6:30 PM
August 17	Class Ring Order Day (Tally)
August 23	School Day Pictures
September 4	Labor Day Holiday – <b><u>NO SCHOOL</u></b>
September 5	School Resumes – 8:00 AM
September 6	Progress Reports Issued
September 7	Progress Reports – signed by parent/guardian & returned to school by students
September 11	PTA Meeting – 6:00 PM
September 13	Senior Portraits
September 20	See You at the Pole – 7:30 AM
September 26	Blood Drive 10:00 AM – 5:00 PM
September 27-28	Hunter Safety
October 2	Nine Weeks Test – 1 <sup>st</sup> Period
October 3	Nine Weeks Test – 2 <sup>nd</sup> & 3 <sup>rd</sup> Periods
October 4	Nine Weeks Test – 4 <sup>th</sup> & 5 <sup>th</sup> Periods
October 5	Nine Weeks Test – 6 <sup>th</sup> & 7 <sup>th</sup> Periods
October 11	Report Cards Issued
October 12	Report Cards signed by parent/guardian & returned to school by students
October 13	Homecoming – 8:00 AM – 11:30 AM (Half Day)
October 23	ASVAB - 8:00 AM – 12:00 PM
October 30	PTA Meeting – 6:00 PM
November 4	Pageant
November 6	Senior Invitation Presentation
November 8	Progress Reports Issued
November 9	Progress Reports – signed by parent/guardian & returned to school by students
November 10	Tally Senior Invitation Order Day
November 10	Tally Class Ring Delivery Day
November 15	Santa Pictures
November 20-24	Thanksgiving Holidays – <b><u>NO SCHOOL</u></b>
November 27	School Resumes – 8:00 AM
December 1	District Teachers’ Meeting in Jackson – <b><u>NO SCHOOL</u></b>
December 11	Exam Review
December 12	Exams – 6 <sup>th</sup> & 7 <sup>th</sup> Periods – 8:00 - 11:30 AM
December 13	Exams – 4 <sup>th</sup> & 5 <sup>th</sup> Periods – 8:00 - 11:30 AM
December 14	Exams – 1 <sup>st</sup> & 2 <sup>nd</sup> Periods – 8:00 - 11:30 AM
December 15	Exams – 3 <sup>rd</sup> Period – 8:00 - 11:30 AM
December 15	Christmas Parties: Elementary grades 1-6 <sup>th</sup> and K-3, 4 & 5: Begin at 8:30 – 10:00 AM
Dec 18 – Jan 2	Christmas Holidays – <b><u>NO SCHOOL</u></b>
January 3	Second Semester Begins – 8:00 AM
January 4	Report Cards Issued
January 5	Report Cards signed by parent/guardian & returned to school by students
February 5	PTA Meeting – 6:00 PM
February 7	Progress Reports
February 8	Report Cards signed by parent/guardian & returned to school by students
March 5	Nine Weeks Test – 6 <sup>th</sup> & 7 <sup>th</sup> Periods

## 2017-2018 SCHOOL CALENDAR (Continued)

March 5	PTA Meeting – 6:00 PM
March 6	Nine Weeks Test – 4th & 5th Periods
March 7	Nine Weeks Test – 2 <sup>nd</sup> & 3 <sup>rd</sup> Periods
March 8	Nine Weeks Test – 1st Period – Dismiss school at 11:30 AM (Half Day) Cheer Tryouts begin at 3:00 PM
March 9	State Teacher’s Meeting – <b><u>NO SCHOOL</u></b>
March 12-16	Spring Break – <b><u>NO SCHOOL</u></b>
March 19	School Resumes – 8:00 AM
March 21	Report Cards Issued
March 22	Report Cards signed by parent/guardian & returned to school by students
March 27	Blood Drive 10:00 AM – 5:00 PM
Mar 30- Apr 2	Easter Holidays – <b><u>NO SCHOOL</u></b>
April 3	School Resumes – 8:00 AM
April 9	PTA Meeting – 6:00 PM
April 18	Progress Reports Issued
April 19	Progress Reports – signed by parent/guardian & returned to school by students
April 21	Prom @ Pierce Castle
April 23	Senior Exams – 2 <sup>nd</sup> Period
April 24	Senior Exams – 1 <sup>st</sup> Period
April 25	Senior Exams – 3 <sup>th</sup> & 4 <sup>th</sup> Periods
April 26	Senior Exams – 5 <sup>th</sup> & 6 <sup>th</sup> Periods
April 26	Baccalaureate Practice @ Clark Venable – 8:30 AM (Mandatory)
April 27	Senior Exams – 7 <sup>th</sup> Period
April 27	Athletic Banquet @ ECCC – 6:30 PM
April 29	Baccalaureate @ Clarke Venable Baptist Church – 2:00 PM (Mandatory)
May 2	Elementary Awards – 10:00 AM (Gym)
May 3	Graduation Practice – 8:30 AM (Mandatory)
May 3	Junior High/High School Awards – 10:00 AM (Gym)
May 4	Senior Graduation – 7:00 PM (Gym)
May 7	K-5 Graduation – 10:00 AM
May 11	Exam Review
May 14	Exams – 1st & 2 <sup>nd</sup> Periods – 8:00 - 11:30 AM
May 15	Exams – 3 <sup>rd</sup> & 4 <sup>th</sup> Periods – 8:00 - 11:30 AM
May 16	Exams – 5 <sup>th</sup> & 6 <sup>th</sup> Periods – 8:00 - 11:30 AM
May 17	Exams – 7 <sup>th</sup> Period – 8:00 - 11:30 AM
May 17	<b><u>STUDENTS LAST DAY OF SCHOOL</u></b>
May 18	Teacher Work Day

# SCHOOL DIRECTORY

2017-2018

Phone# 601-635-2756 – Fax# 601-635-3525

E-Mail: [nca@ncagenerals.org](mailto:nca@ncagenerals.org)

Website: [www.ncagenerals.org](http://www.ncagenerals.org)

## Board of Directors

Tim Rose - President

Christy Nutt - Secretary

Josh McGee

Greg Morgan – Vice President

Heather Moore

Lori Hollingsworth - Treasurer

Adam Godwin

## Administration & Support Staff

Jerry H. Crowe – Headmaster

Jessica Burt – Bookkeeper

Dianne Douglas – Counselor/Teacher

Peggy Garrison – Cafeteria

Jerry Johnson – Maintenance

Nancy Reed – Secretary

Michael Alexander – Counselor / Teacher

Andrea Parker – Cafeteria Manager

## Elementary Faculty

Teresa Kellum – 3 yr. Kindergarten

Kathy Rogers – 5 yr. Kindergarten

Heather Compton– 2<sup>nd</sup> Grade

Emily Clark – 4<sup>th</sup> Grade

Melinda Rich – 6<sup>th</sup> Grade

Anne Mabry – Elem Music/Fine Arts

Beverly Loper – 4 yr. Kindergarten

Heather Bounds – 1<sup>st</sup> Grade

Marcia Garner – 3<sup>rd</sup> Grade

Melissa Adkins – 5<sup>th</sup> Grade

Cheryl Chapman – Elem Art/Librarian

## Junior High/High School Faculty

Lisa Alexander – JH English/History

Brooke Steele – JH Science

Amy Robertson – HS English

Glenda Massey – HS Mathematics

Steve Hansford – HS Science

Matt Blackwell – History

Shelia McDill – Technology & Business

Stephanie Blasingame – Mathematics

## Coaching Staff

Robert Roberts – JV/V Football

Michael Alexander – JV/V Girls Basketball/JV Boys Basketball

Tanner Smith – V Boys Basketball

Kelly Alderman – JV/V Baseball

Brooke Steele – Fast Pitch Softball

## Home Room Sponsors

Lisa Alexander – 7<sup>th</sup> Grade

Shelia McDill – 9<sup>th</sup> Grade

Stephanie Blasingame / Steve Hansford – 11<sup>th</sup> Grade

Brooke Steele – 8<sup>th</sup> Grade

Matt Blackwell – 10<sup>th</sup> Grade

Dianne Douglas – 12<sup>th</sup> Grade

## Club Sponsors

Annual – Amy Robertson (Requirements: Limited number selected from grades 9 – 12)

Honor Society – Stephanie Blasingame (Requirements: Academic: see handbook)

FBLA – Shelia McDill (Requirements: Currently or formerly enrolled in a business class)

FCA TBA (Grades 7-12)

# **GENERAL INFORMATION**

## **SCHOOL HOURS**

Normal school hours are 8:00 AM – 3:00 PM. The building will be open by 7:15 AM each day. Teachers report at 7:40 AM. K-3 through K-5 children must be picked up by 2:30 PM. **All other students must be picked up no later than 3:15 PM. You will be charged a fee if you are later than 3:15 PM.**

## **OFFICE**

The office is for the exclusive use of the school secretaries, administration, and faculty in carrying on the business of the school.

- Only those students who are employed by the school, or persons, who have business to transact, are allowed in the office without special permission.
- All visitors must go to the office and obtain approval to proceed farther on campus during school hours.
- No student is allowed behind the counter without permission.
- Students are not allowed to use the office telephone without the permission of the office staff.
- This is a business office, not a meeting place.

## **TELEPHONE**

The office has several requests every day for personal phone use. With the day to day business of the school, it is very difficult to grant these personal requests. We ask parents to take care of student needs so we may limit phone usage to illness and emergencies only. Use of a cell phone during school hours will be allowed only with the permission of the office.

## **WEATHER CONCERNS**

In case of inclement weather, stay up to date by watching WTOK-TV Channel 11. Radio stations to listen to are: 97.1 FM (97 WOKK) or 101.3 FM (Q 101). You can also sign up for e-mail and/or text alerts from Newton Alert System at [www.newtonalert.com](http://www.newtonalert.com). You may also get information from the Newton County Academy app (free in the app store).

## **ADMISSIONS**

### **ADMISSIONS**

All students' parents or guardians will fill out a registration (application) form and contract for tuition and fees. All students should be registered and all registration, tuition, and fees paid before attending classes. Proof of guardianship should be brought to register the child in order to document who is responsible for the child's well-being and family orientation.

Newton County Academy reserves the right to refuse admission of any student. All applications for Newton County Academy admission are approved by the Board of Directors of Newton County Academy.

All students entering Newton County Academy for the first time must be immunized before admission to class. This immunization should be taken care of through your local physician or health department authorities. It will be necessary to have your certificate of immunization (Form 121) and a copy of the student's birth certificate on the first day. All 7<sup>th</sup> – 12<sup>th</sup> grade students who are enrolling at NCA for the first time must submit copy of school records from previous school.



## **MISSISSIPPI ASSOCIATION OF INDEPENDENT SCHOOLS (MAIS) AGE REQUIREMENT**

No child shall be permitted to enter the 1<sup>st</sup> grade unless his/her sixth birthday is on or before September 1<sup>st</sup> of the school year for which application is being made. The minimum age for kindergarten shall be one year younger than the age requirement for that child to enter first grade. The minimum age for K-4 shall be one year younger than the age requirement for that child to enter kindergarten.

## **CLASS SCHEDULES**

Class schedule changes should occur within one week of beginning of classes.

## **FEES**

- **Registration Fee** – The one hundred fifty (\$150.00) dollar registration fee must be paid at the time the application for admission is filed. If the Board does not approve the application, the registration fee will be refunded. If the application is approved, the registration fee is not refundable. New students are registered temporarily until their academic records from former schools are received. If there are no problems outstanding, the student will be enrolled permanently with the approval of the Headmaster and the Board of Directors.

A pre-registration fee of one hundred (\$100.00) dollars is available to families currently enrolled at NCA. This fee must be paid by April 15 in order to secure a place for the upcoming school year.

- **Building and Maintenance Fee**  
A building and maintenance fee of one hundred (\$100.00) dollars per family will be assessed each school year.
- **Book Fee**  
A book fee of one hundred (\$100.00) dollars per child will be assessed each school year.
- **Operating Fee**  
An operating fee of one hundred (\$100.00) dollars per family will be assessed each school year.
- **Art Fee**  
An art fee of five (\$5.00) dollars per child in K-3 – 6<sup>th</sup> grade will be assessed each school year.
- **Drug Screen Fee**  
A seventy-five (\$75.00) dollar drug screen fee per student will be assessed each school year for all 7<sup>th</sup> – 12<sup>th</sup> grade students. If a 7<sup>th</sup> – 12<sup>th</sup> grade student enrolls in the middle of a year, the fee will be \$90 and a drug screen must be performed at the clinic before the student can be admitted.
- **Student Athletic Fee**  
Any student that plays sports in 7<sup>th</sup> – 12<sup>th</sup> grades will pay a twenty-five (\$25.00) dollar student athletic fee.
- **Late Fee**  
Late charges for payments received after the grace period due date (10<sup>th</sup> of each month) is fifty (\$50.00) dollars for **each month** that the tuition fee is past due.
- **Returned Check Fee**  
There will be a fifty (\$50.00) dollar fee charged on all returned checks.

## **CLASS DUES**

Grades 7<sup>th</sup> – 12<sup>th</sup> collect class dues each year. The amount that is due is voted on by each class. Please check with your student to see what this amount is. Please do not write this amount with the tuition check; it is a separate account. All class dues are required to be paid for the first semester by **December 1<sup>st</sup>** before exams can be taken. All class dues are required to be paid for the second semester by **March 1<sup>st</sup>** of each year before final exams can be taken.

## **TUITION PAYMENTS**

If tuition is paid in full at the beginning of the school year, a 5% discount will be given; this does not include the book fee, building fee, or art fee. Tuition is due on the **1<sup>st</sup> day of each month**, but there is a grace period of 10 days. A late fee of \$50.00 will be charged if tuition is not received by the 10<sup>th</sup> of the month. If the 10<sup>th</sup> is on a weekend or a holiday, tuition will be due on the preceding Friday (or the last regular school day). **On the days that the office is closed for holidays, tuition will still be due BEFORE we close, so please make prior arrangements. There is a lock box outside the front entrance where payments can be left.** The post office and the lock box are still checked even if the school is closed.

**Tuition payments must be kept current. Students will be dismissed from school unless parents meet with the Board of Directors. IF TUITION PAYMENTS ARE NOT MADE WITHIN 60 DAYS OF DUE DATE, STUDENTS WILL BE DISMISSED FROM SCHOOL!! Tuition is nonrefundable.**

**During the previous school year anyone who has been three times past due over 30 days may be required to pay all tuition and fees in full before their child is allowed to start school.**

## TUITION PAYMENT SCHEDULE

	10-Mth	12-Mth	Tuition	Bk. Fee	Bldg. Fee	Reg. Fee	Operating Fee
K-3	\$377	N/A	\$3,768	\$100	\$100	\$150	\$100
K-4	\$377	N/A	\$3,768	\$100	\$100	\$150	\$100
K-5 – 12 <sup>th</sup>							
1 child	\$377	\$314	\$3,768	\$100	\$100	\$150	\$100
2 children	\$680	\$567	\$6,800	\$200	\$100	\$150	\$100
3 children	\$966	\$805	\$9,660	\$300	\$100	\$150	\$100
4 children	\$1,144	\$953	\$11,440	\$400	\$100	\$150	\$100
5 children	\$1,306	\$1,088	\$13,060	\$500	\$100	\$150	\$100
6 children	\$1,560	\$1,300	\$15,600	\$600	\$100	\$150	\$100

Registration fee above is \$100 if you already have a child enrolled and you pre-register by April 15. The registration fee is \$150 if you do not currently have a student at NCA. The following fees are not included above: \$5.00 art fee per child in K3-6<sup>th</sup> grade; \$75 drug screen fee for all 7<sup>th</sup> – 12<sup>th</sup> grade students (\$90 for 7<sup>th</sup> – 12<sup>th</sup> grade students coming in the middle of a year); \$25 student athletic fee for 7<sup>th</sup> – 12<sup>th</sup> grade students playing sports. Any student that enrolls in the middle of the year will automatically be set up on a 12 month contract. The K-3 and K-4 tuition is based on having only one child enrolled.

Senior Tuition		
Senior student	10 payments @ \$377	Not Applicable
Senior student plus one child	10 payments @ \$617	2 payments @ \$314
Senior student plus two children	10 payments @ \$853	2 payments @ \$567
Senior student plus three children	10 payments @ \$983	2 payments @ \$805
Senior student plus four children	10 payments @ \$1,115	2 payments @ \$953
Senior student plus five children	10 payments @ \$1,342	2 payments @ \$1088

5% Discount if tuition is paid in full:

\$ 3,768 = \$ 3,580  
 \$ 6,800 = \$ 6,460  
 \$ 9,660 = \$ 9,177  
 \$11,440 = \$10,868  
 \$13,060 = \$12,407  
 \$15,600 = \$14,820

All tuition and any fees (lunch room, class dues, library books, etc.) must be current before any exams or tests are taken at Christmas and at the end of the school year.

**Families with a senior**, please note your tuition payment will be adjusted to be completed by date of graduation. No student will be allowed to graduate unless all tuition, fees, books, class dues and etc., are paid. **All senior fees must be paid two weeks prior to graduation.**

**Families with K-3, K-4 and K-5 students** must have their tuition paid before graduation.

### FUNDRAISER

Parents are required to sell two (2) tickets for the “30 Guns in 30 Days” school fundraiser, or the price of the tickets will be added to your contract.

# **ATTENDANCE AND ABSENCES**

## **COMPULSORY SCHOOL ATTENDANCE**

**Compulsory Law (Section 37-13-91) Mississippi Code of 1972** – According to the laws of the State of Mississippi, all children between the ages of six (6) and seventeen (17), inclusive on or before September 1<sup>st</sup> of the calendar year, shall be required to attend a public or private school. Such child, hereinafter, shall be referred to as the “compulsory school-age child.”

If a compulsory-school age child has not been enrolled in a school within fifteen (15) calendar days after the first day of the school year which such child is eligible to attend or if a compulsory-school age child has accumulated five (5) absences during the school semester, the Headmaster is required to report such absences to the school attendance officer of the youth court or family court. A parent of any compulsory-school-age child who has accumulated twelve (12) absences during the school year is subject to prosecution under the Mississippi Compulsory School Attendance Law.

## **ABSENCES & TARDIES**

Students should make every effort to be present everyday and not be tardy to school or to class. Any questions related to absences or tardies should be referred to the Headmaster immediately following enrollment. Excessive absences, tardies, and early checkouts are reported to the school attendance officer for referral to Family Court.

Parents are responsible for calling the school by 8:00 AM when a student is absent.

Students are encouraged to meet all classes on time. If a student is late in reporting to a class, he/she must report to the office for an admittance slip. Students are allowed three (3) tardies per semester only, every third tardy will result in an unexcused absence.

A student in grades 7<sup>th</sup> – 12<sup>th</sup> may be excused for tardiness to 1<sup>st</sup> period by a phone call or note from a parent. However, a student is allowed only two (2) excused tardies per nine weeks. Unexcused tardies in 1<sup>st</sup> period carry the same penalty as all other classes.

Elementary students are given a daily grade of “0” for their third tardy per nine weeks in the subjects in which they are tardy.

## **WRITTEN EXCUSES**

When a student returns to school after any absence, he/she must bring a written excuse, either from a parent/guardian or from a doctor that states:

- The reason for the absence (Failure to present a reason will result in an unexcused absence.)
- The date (s) the student was absent
- The date the excuse was written
- The signature or the parent, guardian, or doctor
- The phone number where the parent, guardian, or doctor can be reached

An absence is unexcused if a note signed by a parent, guardian, or doctor is not presented within three (3) days after returning to school.

**After three (3) excused or unexcused absences per semester, only a doctor’s excuse will be accepted (unless prior notification is given to the Headmaster).**

**After a child has accumulated five (5) unexcused absences, the attendance officer will be contacted.**

## **MAKE-UP WORK**

Only excused absences allow the student three (3) school days to make up class work missed during his absence.

A student is not permitted to make up work missed due to an unexcused absence.

If a student is given “at home” or “in-school” suspension, the same regulations apply for an unexcused absence.

In special cases, a longer period of time may be permitted for completing missed work with permission from the office. It is the student’s responsibility to contact his/her teacher to make up any missed work or assignments.

If an assignment or test is assigned on the day prior to the absence, the student is expected to hand in or take the test on the day that he/she returns.

## **EXCESSIVE UNEXCUSED ABSENCES**

If a student accumulates eleven (11) or more absences per semester in any class, that student receives **no higher than a grade of zero (0)** in that class. Also, a student with twenty-one (21) absences or more for the year receives a grade **no higher than zero (0)** for the year. Extenuating circumstances (e.g. hospitalization, surgery, court, etc.) may be discussed with the school board.

## **LEAVING SCHOOL**

Students may not leave the school without the permission of the Headmaster. **Students leaving school without permission may be suspended for one day.**

Students are not allowed to leave and return to school the same day unless permission is granted prior to departure, except on extracurricular activity days.

The student must bring an excuse to the office as soon as he/she arrives in the morning. The Headmaster or his designated representative issues admittance slips.

## **CHECKING OUT**

A student can only be checked out by an immediate family member or a person whose name is on file in the office. Phone calls are only accepted in the case of an emergency.

Students must leave campus after checking out – No loitering in the hallways or on campus.

High school students who have part-time jobs may be allowed to leave school when they have completed all classes for the day if a letter from a parent is on file in the office.

**On game days, any athlete that checks out of school without attending the first three periods of class will not play in the game that night.**

# **ACADEMICS**

## **GRADING SCALE**

A.....	91-100.....	Excellent
B.....	81-90.....	Above Average
C.....	75-80.....	Average
D.....	74-70.....	Below Average
F.....	Below 70.....	Unsatisfactory

## **Conduct & Attitude**

E.....	Excellent
S.....	Satisfactory
U.....	Unsatisfactory

NOTE: Home school grades are used only for class placement.

## **CLASS DESIGNATION**

0-5 units	Freshman
6-10 units	Sophomore
11-15 units	Junior
16+ units	Senior

## **GRADING SYSTEM**

Nine-week tests are administered the last week of each nine-week period. Nine-week tests count one-fourth of the nine-week average. Daily grades and weekly tests count three-fourths of the nine-week average.

First and second nine-week grades are averaged to determine the first semester average. Third and fourth nine-week grades are averaged to determine the second semester average. The first and second semester averages are used for calculating the yearly average.

No exemptions from examinations are offered the first semester, except for Honor Society members.

High School students (grades 7-12) may qualify for exemptions from their final exams by meeting all of the following requirements:

- a **91** average for the second semester
- they have not missed more than their allowed days
- have not been under any disciplinary action during the second semester

There are no Elementary exemptions.

**Each student who wishes to leave after their final exam must have written permission from their parents before they can check out. This note must be received in the office no later than 8:00 AM. If this note is received after 8:00 AM, it will not be accepted. NO PHONE CALLS WILL BE ACCEPTED**

## **REPORT CARDS**

Report cards are given at the completion of each nine weeks' work. These report cards must be signed and returned within three (3) days after they are distributed. If a card is lost a fee of \$5.00 is charged for a new card. If you are a graduating Senior, you must have a report card before you can graduate, in order for your final grades to be posted.

**NOTE: Parents, if you want your child's report card at the end of school, please send a self-addressed stamped envelope. Please do not send money for us to put a stamp on it for you!**

Report cards may be viewed by logging into RenWeb's ParentsWeb at [www.renweb.com](http://www.renweb.com). RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. Please contact the NCA Office for more information regarding RenWeb and log-in instructions.

## **HONOR SOCIETY POLICY – EXEMPTION AND GRADUATION RECOGNITION**

Honor Society students are exempt from 2<sup>nd</sup> and 4<sup>th</sup> 9-weeks exams by meeting all of the following requirements:

1. Presently an Honor Society member in good standing with the chapter.
2. Must have at least a 91 average for the semester in that subject.
3. Must have at least an A, B or C in conduct for that subject.
4. Cannot be under any disciplinary action. Furthermore, any Honor Society student that is sent to the office for conduct unbecoming an Honor Society student shall be dismissed from the Honor Society.

Honor Society members will be recognized at Baccalaureate ceremonies. However, the student must be a current, active member of the Honor Society in order to receive this recognition. Students who were former members of the Honor Society, but who have been removed from the Honor Society for any reason will not be recognized.

## **HONOR ROLL/HEADMASTER'S LIST**

Honor students are recognized each nine weeks on the following basis:

1. Honor Roll—includes all students with all A's and B's.
2. Headmaster's List—includes all students with all A's

Any students with unsatisfactory behavior or conduct, grade of C or below are not be eligible to make these lists.

## **COLLEGE PREP CURRICULUM**

A student choosing the College Prep Curriculum must complete the following units for a total of twenty-four (24) units:

- Four (4) units English,
- Four (4) units Mathematics (Algebra I, Geometry, Algebra II),
- Four (4) units Science; (Biology, Advanced Biology, Chemistry, or Advanced Chemistry),
- Four (4) units Social Studies (must include World History, United States History, ½ unit Economics),
- One (1) unit Fine Arts,
- Four (4) units advanced electives (2 of which can be academic),
- One (1) unit Computer Applications
- Two (2) units academic or non-academic electives

All NCA students must take five (5) academic classes per semester.

## **ACADEMIC DISHONESTY**

Honesty is the best policy. However, in instances where cheating occurs, teachers may use any of these disciplinary measures or other appropriate punishment:

1. Give a grade of zero.
2. Retake test
3. Deduct points
4. Extra work
5. Paddling

## **JUNIOR HIGH AND ELEMENTARY PROMOTION POLICY**

A junior high student must pass three (3) major subjects in order to be promoted to the next grade. If a student does unsatisfactory work in one subject, it is recommended that he/she obtain help in this subject during the summer.

When a junior high or elementary student is doing unsatisfactory work, the teacher will hold conferences with parents and the headmaster to inform and also to find a possible solution. If this problem cannot be solved, and, in the opinion of the teacher, the child cannot do the next grade's work, the decision rests with the teacher whether to promote the child or retain him/her in the present grade.

## **REQUIREMENTS FOR GRADUATION**

Students graduating from NCA must earn twenty-four (24) units; two (2) may be non-academic.



## HALL OF FAME

Students inducted into the Hall of Fame represent the best of NCA'S student body. These students must have a cumulative average of 90 or above to be eligible for this honor. The student must have attended NCA from 9<sup>th</sup> – 12<sup>th</sup> grades. In considering a student for this honor, one should choose the student on the basis of certain criteria:

1. Dependability
2. Loyalty
3. Academic
4. Achievement
5. Rapport with faculty & staff
6. School & community involvement
7. Leadership skills
8. Contributions to school service projects

The number of eligible students is determined by the Senior Sponsor after grades are averaged. The size of the Senior Class determines the number of inductees. Twenty percent (20%) of the class establishes the number. The teachers vote on these students.

## CITIZENSHIP

Some students can achieve high scholastic marks. ALL students can achieve high citizenship marks. We teachers and administrators are very much interested in this report. It attempts to measure the real worth of an individual's integrity, effort, pride, punctuality, school loyalty, self-discipline, and cooperative attitude. This mark is derived by the judgment of the teacher.

## AWARDS

Subject area awards are determined by the highest grade at the **end of the 3<sup>rd</sup> nine weeks**. A student must be enrolled the entire year and in good standing to be eligible for any award.

A student must have attended NCA from 9<sup>th</sup> – 12<sup>th</sup> grades to be eligible for **Valedictorian, Salutatorian, and Historian**.

In order to be eligible for the STAR Student honor, a student must meet the requirements set forth by the MS Economics Council, which are:

- Must be a Senior;
- Must be completing his/her last year of work;
- Must be eligible to receive a diploma in the current school year;
- Must have an ACT score of at least 25; and
- Must have an overall average of 91 or above in selected subjects (English, Foreign Language, Math, Science and Social Science) in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and first-semester 12<sup>th</sup> grades.

# **ATHLETICS/ EXTRACURRICULAR**

## **ELIGIBILITY FOR ATHLETICS**

Eligibility for participation in athletics follows MAIS regulations, which state “In order to be eligible to participate in all inter-school activities, a student is subject to the eligibility requirements that follow.

### **A. MUST BE A BONA-FIDE STUDENT**

A student shall be enrolled in school and taking at least four (4) major academic subjects, and a member in good standing according to the school’s and/or conference regulations. **(NOTE: NCA requires that a student-athlete be enrolled in at least five (5) classes).** If a participant represents a school in an inter-school competitive event before the start of that school’s opening session, he or she must enroll in that member school at the opening of that school’s session in the same year. If a participant who has represented a school in a competitive event before the opening of that school’s session fails to enroll in that school at the start of that school’s session, MAIS transfer rules will apply to said participant, and the school will be subject to disciplinary action by the Affairs Committee.

Should the participant (student-athlete) be a new transfer student from a member school, a copy of the cumulative records/insert/transcript must be complete and on file. If the former school is withholding any part of the cumulative folder for reasons of indebtedness incurred at the previous school, said student shall be ineligible until his/her financial obligation is met at the former school. The administrator of the previous school shall inform the administrator of the new school as such indebtedness. No student may practice at any member school unless he has registered at said school.

Note: Registering for school is deemed to include those requirements any new student must complete to secure a place in that school. These activities generally include such things as meeting with the school administrator, paying a registration fee, signing an educational contract, etc.

### **B. DATE OF BIRTH**

A student-athlete shall not have reached his/her 19<sup>th</sup> birthday before August 1 in the school year in which he/she wishes to participate. For the 2016-17 school year, this means anyone born before August 1, 1997, would be ineligible.

### **C. STUDENT MUST BE A NON-GRADUATE**

A student-athlete shall not be a graduate of a high school (foreign or domestic).

### **D. LEVEL OF PARTICIPATION**

A student-athlete shall not have participated in athletics above the high school level. This does not mean that a student cannot attend sports camps that are held on college campuses and often instructed by college coaches and/or professional players and coaches. Said sports camps shall be approved by the Director of Activities.

### **E. FOUR CONSECUTIVE YEARS OF PARTICIPATION**

Upon entering the 9<sup>th</sup> grade, a student will have four (4) consecutive years of eligibility in inter-school contests. This is interpreted to mean that a student is eligible for four (4) consecutive years after entering the 9<sup>th</sup> grade, regardless of when he/she began to participate.

## F. FIRST AND SECOND SEMESTER ELIGIBILITY

1. To be eligible for the first semester of a school year: A student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school)
2. Student Eligible At Beginning of School Year – Any student-athlete eligible at the beginning of the new school year, shall be eligible for the entire school year.
3. To be eligible for the second semester of a school year: A student-athlete who is ineligible for the first semester could become eligible the second semester if he or she passed four (4) major subjects during the first semester of that same academic year.

## G. NO PASS NO PLAY

Students who achieve less than a D average in any subject are put on probation. If the grade is not improved at 9 weeks testing, the student will be suspended from all extra-curricular activities. Once the grade/grades are improved to above passing, the student will then be eligible to continue extra-curricular activities.

## H. SUMMER SCHOOL/CORRESPONDENCE COURSES

Courses taken in summer school shall be considered as an extension of the school year, and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence courses started in the Spring or Summer may be accepted for establishing athletic eligibility for the first semester of the school year. Eligibility would begin upon written verification from the accredited institution that the course has been successfully completed, and credit has been awarded. The last date that a correspondence course could be started, and still be used for first semester eligibility, is the day before the first day of school.

(Reference: MS Association of Independent Schools *AAC Handbook 2013-14 School Year, Version 1.0, Section VI-Eligibility Rules For Inter-School Competition*)

- **It is the policy of the NCA School Board that all students must be in attendance the first three (3) periods of any game day in order to be eligible to participate in the game. Valid excuses maybe accepted. Any student ejected from an athletic event/game shall not be allowed to participate in the next sporting event/game.**
- **If the periods are changed due to final exams and the student does not have to meet certain classes that day, he/she will be excused from that class period & will be eligible to participate in that athletic event.**
- **Tuition payments MUST BE KEPT CURRENT. IF TUITION PAYMENTS ARE NOT MADE WITHIN 60 DAYS OF DUE DATE, STUDENTS WILL BE DISMISSED FROM SCHOOL!!**

## CHEERLEADERS

The sponsor administers the evaluation. There will be a maximum of 7 to 12 members on the Junior High Cheerleader squad and 7 to 14 members on the Varsity Cheerleader squad. The eligibility requirements are the same as the requirements for athletics. Any girl trying out for cheerleader must have been enrolled in NCA prior to the Monday before tryouts are scheduled.

## STUDENT BODY, CLASS OFFICERS, AND HOMECOMING

No student may be elected to student body, class officer, or be selected to homecoming with a failing grade in any subject the previous school year or have been suspended for the current school year. The student must be enrolled at NCA at the beginning of the current school year.

### ➤ Homecoming Elections:

Homecoming Maids/ Queen must meet all eligibility requirements:

- Passed all classes the previous year
- Received NO disciplinary action that resulted in suspension.

## CLASS OFFICERS' RESPONSIBILITY

Officers serve as a vital function in the class organization. By taking a major leadership role, these students grow from the experience. It should be the officers' goal to lead by example and encourage other class members to participate in class activities.

The following are general duties of all officers:

1. A genuine desire to be part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all school members in meeting their leadership, personal, and school goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the rules and regulations of the school.
6. A working knowledge of parliamentary procedure.

### ➤ President:

- 1) Preside over meetings according to accepted rules of parliamentary procedure.
- 2) Appoint committees and serve on them as an ex-officio, non-voting member.
- 3) Coordinate the activities of the class and evaluate the progress of each activity.
- 4) Represent the class in public relations and official functions.

### ➤ Vice-President:

- 1) Assume all duties of the President if necessary.
- 2) Coordinate all committee work.
- 3) Work closely with the President and advisor to assess progress toward meeting class goals.
- 4) Establish and maintain a class resource file.

### ➤ Secretary:

- 1) Prepare and post the agenda for each class meeting with the help of the President and advisor.
- 2) Prepare and present the minutes of each class meeting.
- 3) Be responsible for class correspondence.

### ➤ Treasurer:

- 1) Receive, record and deposit fund (to the office), and issue receipts. **It is the Treasurer's responsibility to send out letters to the parents to inform them that their child still owes for class dues. This is not the responsibility of the school office staff. Letters need to be sent two (2) weeks prior to the due dates (December 1<sup>st</sup> and March 1<sup>st</sup>).**
- 2) Present treasurer reports at class meetings.
- 3) Collect dues and special assignments with the help of the President, Vice-President, and Advisor.
- 4) Maintain a neat and accurate record.

- **Advisor:**
  - 1) Supervise class activities year-round.
  - 2) Instruct students in leadership and personal development.
  - 3) Build school and community support.
  - 4) Encourage involvement of all class members in activities.
  - 5) Prepare students for involvement in career development events.
  - 6) Sign all correspondence, dues, expenditures, deposits, and etc.
  - 7) Responsible for all phases of class meetings.

## **REQUIREMENTS FOR WHO'S WHO CATEGORIES**

NOTE: If a student has been suspended during the current school year, he/she is not eligible for Who's Who elections. Any student who is not in the regular curriculum is not eligible for Who's Who.

- **Mr. And Miss NCA and Most Likely to Succeed**
  - Must be a Senior;
  - Must have been enrolled at NCA 9<sup>th</sup> through the 12<sup>th</sup> grade years;
  - Must have an overall GPA of at least a "C";
  - Must not have had an "F" as a yearly average in any subject (for the previous school year only).
- **Most Intellectual**
  - Must be a Senior;
  - Must have attended NCA 9<sup>th</sup> through the 12<sup>th</sup> grade;
  - Will be chosen from the three boys and three girls who have the first, second, and the third highest GPA in the class, provided a GPA of 92 has been achieved.
- **Jr. High Mr. and Miss NCA**
  - Must be in 8<sup>th</sup> Grade;
  - Must have been enrolled at NCA 6<sup>th</sup> and 7<sup>th</sup> grade years;
  - Must have an overall GPA of at least a "C";
  - Must not have had an "F" as a yearly average in any subject (for the previous school year only).
- **All other categories**
  - Open to all students that do not have a yearly average of "F" for any subject the previous school year;
  - Must be enrolled at NCA at the beginning of the current school year (except cheerleaders—see page 13).
  - These requirements include Class Favorites, with the exception of K-3 – 6th Grade.

## **MARRIED STUDENT POLICY**

Married students, if approved, will not be allowed to participate in **any** extra-curricular activities.

# **STUDENTS**

## **CONDUCT**

The following is a list of expected conduct in school and at all school functions:

➤ **In the Classroom:**

You should give your teacher your attention and respect at all times.

1. There should be no excessive noise.
2. All students should get to class on time.
3. Students should bring all the necessary materials to class.
4. Students should do their own work and expect others to do their own.
5. Students should have assignments before going to class.
6. Students should not groom themselves while in the classroom, i.e. comb/brush hair, apply make-up, cologne, deodorant, etc.

➤ **In the Homeroom:**

1. Cooperate with your homeroom teacher and officers.
2. Take an active part in homeroom activities.

➤ **In the Hallway:**

1. Students WILL NOT be given Hall Passes except in cases of absolute necessity.
2. Students WILL NOT be given a Hall Pass to interrupt a class while it is in session.
3. Students WILL NOT be given a Hall Pass to go to the office, library, another classroom, cafeteria, etc, while the class is in session.
4. Students will remain quiet while in the hallways: no running, yelling, knocking on classroom doors, slamming lockers etc.

➤ **At Lunch:**

1. All lunch/break will be eaten in the cafeteria. There will be no food or drink taken out of the cafeteria.
2. You should leave the eating area clean and put away all trash and utensils, etc.

➤ **In Assembly:**

1. Enter the assembly and take your seat quietly.
2. Give the speaker or performer your full attention.
3. Do not talk or whisper during the program.
4. Whistling, stomping, or yelling has no place in an assembly.
5. Eating and chewing gum are not allowed.

➤ **At the Game:**

1. You should not have fun at the expense of others. Do not put feet against other people's clothes, jump up or down in front of other spectators, or crowd into your seat before others are allowed to rise for you to pass through.
2. You are expected to follow the leadership of cheerleaders and do not engage in private cheers.
3. You should welcome out of town adults and students. They are our guests.
4. Always be a good sport no matter what the score is.
5. Never bring alcoholic beverages or drugs on campus.
6. Newton County Academy students **cannot leave** during basketball and football games and expect to return.

➤ **On School Property:**

1. A good citizen should help keep the school grounds clean.
2. Take care of school property. Deliberate damage, defacing of school property or malicious mischief will result in suspension and restitution will be required.
3. Observe all safety rules.

➤ **In School Offices:**

The school offices are the administrative center of your school. Because of this, certain basic rules of conduct are necessary:

1. Go to the school offices only when necessary.
2. Avoid listening to others.
3. Be courteous to the office staff.
4. Do not use the office phone without permission.
5. Do not enter the office unless you have official business.

➤ **During Devotional (Homeroom):**

1. Students should be attentive.
2. Students should maintain a reverent attitude.

## **GUM CHEWING**

No gum chewing is allowed in the buildings.

## **CELL PHONES**

- No cell phones are to be visible or in use in the classrooms or hallways.
- If you are caught with a cell phone you will be fined \$50.00 for each occurrence and the cell phone will be taken up until the fine is paid.
- If a student is caught using a cell phone to cheat on a test or to take pictures of the test, the student will receive an automatic zero ( 0 ) for the test grade, as well as the appropriate punishment for having a cell phone in a classroom.

## **ELECTRONIC DEVICES**

No electronic devices are allowed in the school building, for example: i-Pods, mp3 players, Gameboys, Nintendo DS players, i-Pads, e-Readers, etc. These can be a distraction to the learning environment.

## **TOBACCO**

Students are not allowed to use or have in his/her possession tobacco **in any form** including synthetic or tobacco alternatives, e-cigarettes, vaping, etc. during school or any school sponsored activity. This rule infraction is subject to suspension by the Headmaster.

## **WEAPONS**

Students are not allowed to have a weapon in his/her possession during school or school sponsored events. This rule infraction is subject to suspension or expulsion.

Newton County Academy falls under the Prevention of School Violence Act of 1994. This act prohibits any person from possessing a weapon on any educational property or during any school-related activity. It also makes it a crime for any adult to cause, encourage, or aid a minor in such possession. This act further requires that local law enforcement be notified of violent acts occurring on school property. Students should also be aware that their locker, vehicle, or personal bags might be searched at any time a suspension arises due to a violation of a rule.

## **ALCOHOL**

Any student during school or at any school sponsored activity that is found to be drinking alcohol, under the influence of alcohol, or having alcohol in his/her possession shall be subject to suspension or expulsion.

## **DRUGS**

The use of or possession of illegal drugs at Newton County Academy is considered a very serious offense. Any student found taking, possessing, selling, or giving any illegal drug to any student is subject to expulsion. This includes any and all prescription drugs. If for any reason a student needs to bring prescription medication to school, IT MUST be left in the office until the end of each school day.

## **PREGNANCY**

Any male or female student who is involved in a pregnancy during the school year will be home schooled until the baby is born. The parents will be responsible for such education, with no refunds from Newton County Academy. Any male or female student who is found to be involved in a pregnancy will not be allowed to participate in any regular or extracurricular activities (i.e. graduation, awards day, athletic banquet, any athletic sporting event, etc.).

## **FIGHTING**

Any student grades 7-12 involved in a fight will be suspended. Students in Elementary are subject to suspension.

## **PROFANITY**

Foul or inappropriate language will not be tolerated. An office referral will be given to any student using such language.

## **INSUBORDINATION**

Failure to follow directions or obey orders of those who are in authority and/or any behavior which disrupts class, teachers, and/or other school activities will receive an office referral and/or be subject to suspension or expulsion.

## **GLASS BOTTLES/CONTAINERS**

**No glass bottles/containers are allowed on campus!** Any outside beverages brought on campus should be in the student's lunchbox in a clear or original container.



## **FOOD/DRINKS**

No food or drinks are allowed out of the cafeteria:

- No food or drinks in the classrooms
- No food or drinks in the hallways

## **REPEATED VIOLATIONS**

Repeated violations of any of the above policies (i.e., occurs more than one time in a school year) will subject the offending student to expulsion.

## **SCHOOL EVENTS VEHICLE USE**

Students making trips and representing the school at activities such as athletic events, field trips, etc., are expected to ride in a vehicle assigned to them by the teacher in charge of the activity. Each student shall remain a passenger of the same vehicle upon returning from the event unless riding with parents. Please do not ask for permission to ride or remain overnight with friends when events are held away from home.

## **DISCIPLINE**

We, the faculty and administration of Newton County Academy, feel that discipline is essential if we are to establish and maintain quality education at our school. Although we do have written rules concerning such policies as tardiness, absences, and certain standards of dress, we prefer to keep written rules to a minimum. However, discipline is only as good as parents and teachers working together make it. With your cooperation, we hope to shape the students of Newton County Academy into successful and happy young women and men. Parents are urged to appreciate the action taken by the teachers and headmaster and to cooperate with corrective action.

## **PUNISHMENT**

We at Newton County Academy realize that there are many different types of punishment that can be administered. We would hope that none would be necessary, but know that this is not possible. Some of the punishments to be used are:

1. Loss of recess (break) and lunch free time. A teacher or the Headmaster may administer this type of punishment.
2. Extra class work or home work. A teacher or Headmaster may administer this type of punishment.
3. Staying in after school. A teacher or Headmaster may administer this type of punishment.
4. Work Detail. A teacher or Headmaster may administer this type of punishment.
5. Paddling. A teacher or Headmaster may administer this type of punishment.
6. In-School Suspension. This is designated time of isolation from the student body. All work assigned for the time in in-school suspension must be completed. The Headmaster will administer this type of punishment.
7. Suspension. This is a designated time spent away from school and school activities. All school days missed due to suspension are considered as unexcused absences and all work missed including test will not be allowed to be made up. **A parent must accompany the student back to school.** Only the Headmaster will administer this type of punishment.
8. Expulsion. This disciplinary action completely severs a student and his/her enrollment from Newton County Academy. A student expelled will not be allowed to return to school. Only the Board of Directors will take this disciplinary action on recommendation of the Headmaster.
9. Athletic Ejection. Any student ejected from an athletic event/game shall not be allowed to participate in the next sporting event/game.

## **DRESS CODE**

Our dress and appearance shows much of what we think of ourselves. NCA believes in being modern, yet modest to regulations concerning dress. **This policy applies during school and at all school events both at home and away.**

**Parents' will be notified in writing of any student in violation of the dress code or disruptive to the school atmosphere. This policy pertains to elementary, junior high and high school students.**

### **YOUNG LADIES:**

1. Our young ladies are not to wear dresses or blouses that are **low cut** or designed to expose the midsection when arms are raised. All clothing must be neat and must be a reasonable length and style.
2. Proper undergarments must be worn with all clothing.
3. Shorts & skirts must be worn at a length no shorter than **2 inches above the knee cap.**
4. Straps on blouses and dresses must be 2.5" wide (minimum).
5. No leggings or tights are to be worn, unless accompanied by appropriate length shirts no shorter than **2 inches above the knee cap.**
6. No exercise wear or sleep wear may be worn.
7. No exposed body piercing, except for girls' ears (maximum of 2 per ear).

### **YOUNG MEN:**

1. No tank tops. No caps, headbands or hats will be worn in the buildings during school hours or to school events with the exception of sporting events.
2. Male students are not allowed to wear earrings.
3. **The length of our male students' hair must be above the eyes and no longer than the bottom of the ear & off the shoulder.**
4. Young men should be clean-shaven at all times.
5. Young men will not wear any type of clothing that shows the midsection when arms are raised.
6. Sandals with straps & buckles can be worn with socks.
7. No flip flops or open heel slides of any type can be worn to school by any boys in grades K-3 – 12<sup>th</sup>.
8. Socks are to be worn to school at all times by grades K-3 -12<sup>th</sup>.

### **ALL STUDENTS:**

1. **NO cotton sweat pants OF ANY KIND** are to worn by any student in the building.
2. All shirts, blouses and tops that fall below the bottom of the pocket **will be** tucked in at all times, this refers to boys and girls. If you have no pockets, the shirt cannot fall below the wrists when held by the side.
3. Pants with holes in them are not to be worn to school nor are patched jeans to be worn to school.
4. Apparel considered suggestive or disruptive is not permitted at school or school events. This includes clothing that is vulgar or suggestive in nature, such as t-shirts and tight-fitting clothing.
5. Shorts may be worn by young ladies or young men if they are within two (2) inches of the knee. No cutoff jeans or rolled up jeans are allowed.

6. **Gym shorts are not allowed for grades 7-12.**
7. No exposed body piercings or tattoos allowed.
8. No outlandish colored hair. (Boys or Girls)

**Prom:**

1. All prom dresses will be approved by a board appointed prom committee.
2. Attendees must be 20 years old or younger.

## DRUG TESTING

All students in grades 7-12 are required to participate in random drug testing while attending Newton County Academy. Any student who refuses to participate will be dismissed from school immediately.

The purpose of drug testing is:

1. To help prevent drug abuse by students of Newton County Academy.
2. To identify any student who may be using drugs and to identify the drug.
3. To see that any drug dependency is treated and addressed properly.
4. To provide reasonable safeguards in order to insure that every student/teacher who attends NCA is medically competent.
5. To remove the stigma of drug abuse from those students who are not users.
6. To reassure students, parents, and the community that the health and academic progress of each student is the primary goal of Newton County Academy.
7. To re-emphasize to the student his/her responsibility as a positive role model.
8. To provide motivation for students to say "No" to peer pressure.
9. To help provide a safe environment for our students.

The parent(s)/guardian(s) of students in 7<sup>th</sup>-12<sup>th</sup> grade must sign a consent form which authorizes drug testing for the student. Authority to administer the drug testing is also given to Newton County Academy by parent(s)/guardian(s) signature on the school application contract. A \$75.00 per child drug testing fee must be paid prior to attending Newton County Academy. If a student enrolls after school has started there is a charge of \$90 and that student will have to go to the clinic to get tested before he/she starts school.

The testing procedure shall be:

1. Every student, 7<sup>th</sup>-12<sup>th</sup> grades, will be randomly tested for drugs during the school year and will be subject to additional random testing at any time thereafter. (125% of students to be tested)
2. The method of testing is in the form of urinalysis, hair sample, or saliva. Any positive drug test results will be confirmed by an additional test. (All analysis/testing done by DOT certified labs)The collection and coding of specimen samples are executed in a manner insuring confidentiality and identification.
3. The urine samples will be collected and analyzed using up to date methods of pathology.

When a test indicates a positive result for presence of drugs:

1. The lab will then automatically retest, using the remaining available sample, to assure that no error has occurred. The second test will be a more specific test.
2. If the first positive test result is verified and confirmed, the following steps will be taken:
  - a. The headmaster will be advised of the results.
  - b. The student's parent(s)/guardian(s) will be advised of the results by headmaster or his designee.
3. The student must attend and complete a drug-counseling program approved by headmaster. (This shall begin within 10 days)
4. The drug counselor will determine the length and manner of the program to best suit the individual student.
5. If student refuses to attend and complete a drug counseling program he/she will be dismissed.

6. After any positive confirmation the student will undergo a probationary period in which the student will be required to be drug tested each month at a facility approved by the headmaster. The headmaster shall choose the facility and time of testing. (The length of this probation is determined by date drug testing occurred. If testing was done prior to Christmas break the probation period shall be for the remaining school year. If testing occurred after Christmas break the probation period shall continue until Christmas break of next school year.)
7. Any student testing positive for drugs will be ineligible for extracurricular activities until they have successfully completed an approved drug counseling and testing.
8. If student tests positive for a second time he shall be permanently expelled from Newton County Academy.

All costs of counseling and probationary testing shall be at the expense of student/parent(s). It is the responsibility of the student to make sure the headmaster receives written notification when student has completed counseling.

Any student who makes application to enroll at NCA after the first random drug tests of the school year shall be required to submit to drug testing, at a facility approved by the headmaster, prior to attending. Any student who fails this required testing shall not be eligible for enrollment at NCA.

Any student who is taking prescription medicine at the time of drug testing should advise the collector at time sample is taken.

If any student/parent(s) does not agree with a positive confirmation they have 3 days to submit a written explanation as to why the test is invalid and the student may request a retest of the specimen at a DOT certified lab. This will be done at the expense of the student/parent(s). Failure to abide by any term(s) or condition(s) of this drug policy may be grounds for student expulsion.

The Board of Directors, of Newton County Academy, shall have final decision in any situation that may occur as a result of drug testing policy.

## **BULLYING, HARASSMENT, INTIMIDATION & THREATS**

Bullying, harassing, intimidating, and /or threatening any student, teacher, administrator or other school employee will not be tolerated and will result in possible suspension, or expulsion.

## **SOCIAL MEDIA**

Any negative comments via the social media (i.e., Facebook, Twitter, Instagram, etc.) by students, parents, or faculty will be subject to board action.

Negative comments via social media fall under the definition of, "Bullying, Harassment, & Threats" as laid out in the Senate Bill No. 2015 and each case will be addressed by the board.

By: Senator(s) Wilemon, Blount, Brown,  
Butler, Dawkins, Dearing, Harden, Hudson,  
Hyde-Smith, Jackson (15th), Jordan, Stone,  
Walls, Ward

To: Education

SENATE BILL NO. 2015  
(As Sent to Governor)

1 AN ACT TO PROHIBIT BULLYING OR HARASSING BEHAVIOR IN THE  
2 PUBLIC SCHOOLS; TO DEFINE BULLYING OR HARASSING BEHAVIOR; TO  
3 DEFINE HOSTILE ENVIRONMENT AND TO REQUIRE ALL LOCAL SCHOOL  
4 DISTRICTS TO ADOPT A POLICY PROHIBITING BULLYING AND HARASSING  
5 BEHAVIOR AS REQUIRED BY THIS ACT; AND FOR RELATED PURPOSES.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

7 SECTION 1. (1) As used in this act, "bullying or harassing  
8 behavior" is any pattern of gestures or written, electronic or  
9 verbal communications, or any physical act or any threatening  
10 communication, or any act reasonably perceived as being motivated  
11 by any actual or perceived differentiating characteristic, that  
12 takes place on school property, at any school-sponsored function,  
13 or on a school bus, and that:

14 (a) Places a student or school employee in actual and  
15 reasonable fear of harm to his or her person or damage to his or  
16 her property; or

17 (b) Creates or is certain to create a hostile  
18 environment by substantially interfering with or impairing a  
19 student's educational performance, opportunities or benefits. For  
20 purposes of this section, "hostile environment" means that the  
21 victim subjectively views the conduct as bullying or harassing  
22 behavior and the conduct is objectively severe or pervasive enough  
23 that a reasonable person would agree that it is bullying or  
24 harassing behavior.

25 (2) No student or school employee shall be subjected to  
26 bullying or harassing behavior by school employees or students.



27 (3) No person shall engage in any act of reprisal or  
28 retaliation against a victim, witness or a person with reliable  
29 information about an act of bullying or harassing behavior.

30 (4) A school employee who has witnessed or has reliable  
31 information that a student or school employee has been subject to  
32 any act of bullying or harassing behavior shall report the  
33 incident to the appropriate school official.

34 (5) A student or volunteer who has witnessed or has reliable  
35 information that a student or school employee has been subject to  
36 any act of bullying or harassing behavior should report the  
37 incident to the appropriate school official.

38 **SECTION 2.** Before December 31, 2010, each local school  
39 district shall include in its personnel policies, discipline  
40 policies and code of student conduct a prohibition against  
41 bullying or harassing behavior and adopt procedures for reporting,  
42 investigating and addressing such behavior. The policies must  
43 recognize the fundamental right of every student to take  
44 reasonable actions as may be necessary to defend himself or  
45 herself from an attack by another student who has evidenced  
46 menacing or threatening behavior through bullying or harassing.

47 **SECTION 3.** This act shall take effect and be in force from  
48 and after July 1, 2010.



## VEHICLES

- All students must drive at a safe speed on campus; **NO MORE THAN 10 MILES PER HOUR**. Students breaking this rule will not be allowed to bring his or her automobile on campus.
- No student will be allowed to go to his/her car after the beginning of school with out permission from the office.
- All vehicles must be parked in an allotted space.
- **Students are not allowed to sit in their vehicles after arriving to school.**
- **STUDENTS CAUGHT VANDALIZING OTHER STUDENTS VEHICLES WILL BE SUBJECT TO SUSPENSION OR EXPULSION.**

## VALENTINE DELIVERIES

No outside Valentine deliveries will be accepted at the school. Usually, for a fundraiser, one of the clubs will do in-house Valentine deliveries. Something will be sent home with your child concerning this fundraiser.

## SAFETY CONCERNS

### ➤ Fire Drills

The signal for a fire drill will be repetitive high to low pitch siren sound. The teachers will instruct the students to rise and move to a spot approximately 25 yards from the building and remain there in a group.

### ➤ Tornado Drills

The signal for a tornado drill will be a repeating buzzer. Upon hearing the signal, the teachers will have students leave orderly by rows into the hall. The students will sit in the hall away from doors and windows. Students will remain in the hall until the all clear is given.

### ➤ Earthquake Drills

The signal for an earthquake drill will be a slow low to high pitch tone. Upon hearing the signal, the teachers will have the students take cover under the desks in the room if the quake has begun. If it's only a warning signal, students will go to their respective positions in the hall with their heads toward the wall in a bowed position on knees with hands clasped on the back of their heads. Students will remain away from doors and windows in the protected position until other directions are given. If we vacate the building, students will go out the East door, get in groups, and the emergency teams will go into action.

### ➤ Asbestos

Newton County Academy is a "for profit" school and does not fall under the Federal Asbestos guidelines. However, NCA has undergone an asbestos inspection and it has been determined that we have non-friable assumed asbestos in the floor tile. The school has implemented a management plan, which is available for viewing in the school office.

### ➤ Security

It is the policy of our school to keep classroom doors locked at all times. All students, faculty, parents & visitors must enter and exit through the front doors during school hours.



## CAFETERIA RULES

- Elementary students can charge up to \$25.
- Lunch bills go out every Friday. If you do not receive a notice, please contact the school, because you should receive this **every Friday**.
- If you have a problem with a balance that you are told you owe, please contact us as soon as possible. It is easier for us to fix the problem if we know about it when the problem arises. Please remember to check your child's backpack.
- These charges are to be paid on a weekly basis. If you go over the \$25 limit, the child WILL NOT be allowed to charge until the bill is paid.
- Please do not allow your child to go over this amount. We do not like having to call you to tell you that your child cannot charge because his/her bill has not been paid.
- When you receive a past due statement on Friday, balance is to be paid in full on the next school day.
- Junior High and High School students are **not allowed to charge**. Please do not ask if you can borrow money from the office.
- **NO FOOD OR DRINKS ARE ALLOWED OUT OF THE CAFETERIA. THIS INCLUDES ALL FOOD, WHETHER IT WAS PURCHASED IN THE CAFETERIA OR NOT.**

## CAFETERIA PRICES

DRINKS		SNACKS	
Cup/Ice/Water	\$ 0.25	Chips	\$ 0.50
Water Mix	\$ 0.25	Crackers	\$ 0.50
Juice	\$ 0.50	Small Cookies	\$ 0.50
Milk	\$ 1.00	Pickles	\$ 0.75
Bottled Water	\$ 1.00	Peanuts	\$ 0.75
Canned Drinks	\$ 1.00	Large Cookies	\$ 1.00
Tea/Refills	\$ 1.00	Cheez-Its	\$ 1.00
K-3 to K-5 (small cups)	\$ 0.50	Popcorn	\$ 1.00
		Pudding	\$ 1.00
<b>BREAK</b>		Ice Cream	\$ 1.00
Cereal	\$ 1.00		
Doughnuts	\$ 0.75 or 2/\$ 1.50	<b>LUNCH</b>	
Hot Pocket (Monday)	\$ 1.50	Salad	\$ 2.50
Cinnamon Bun (Tuesday)	\$ 0.75	Fries	\$ 1.00
Biscuit (Wednesday)	\$ 0.75	Corn Dog (Monday)	\$ 1.50
Sausage Biscuit	\$ 1.50	Pizza Sticks (Monday)	\$ 1.50
Sausage Biscuit w/Cheese	\$ 0.25	Hot Dog (Wednesday)	\$ 1.50
Cheese Sticks (Friday)	3/\$ 1.50	Hamburger	\$ 1.75
		Cheeseburger	\$ 2.00
		Tater Babies	\$ 1.50
<b>PLATE LUNCH</b>		Chicken Nuggets (Friday) – K-3 – 3 <sup>rd</sup> Grade	6/\$ 1.50
K-3 – K-5	\$ 3.50	Chicken Tenders	3/\$ 2.50
1 <sup>st</sup> – 12 <sup>th</sup>	\$ 4.50	Dipping Sauce	\$ 0.25

## WHAT TO DO WHEN.....

- You need to leave class or a study group: Explain your situation to the teacher in charge who will give you a hall pass if your situation warrants it.
- The teacher detains you, and you are tardy for the next class: The teacher who detains you will write you an excuse to hand to your next teacher.
- You become ill while at school: Report to the office secretary or Headmaster. The school cannot be responsible for getting you home, but we will cooperate in every way possible to see that you are properly cared for until your parents have been notified. Students that are ill should remain at home for their health as well as that of others.
- You have found an article of value: Take it to the office.
- You see or suspect someone of wrongdoing: Report to the Administrator's office.

## PARENTS

### PICKUP AND DROPOFF

- When picking up your children in the afternoon, please use the parking spaces that are available until your child is ready to be picked up.
- The line that forms in the afternoon is intended to safely and quickly get the children to the appropriate vehicle.
- Parents should only be in the line when it is the appropriate time for their child to be picked up.
- Only teachers and staff are allowed to be sitting in the halls or under the awning before or during school.
- If you are dropping off or picking up your child, please keep in mind that if you are talking to a teacher or staff member they will not be able to watch the students and the safety of students is a top priority.

### CONFERENCES

- Conferences will be set up by calling the office for a definite day and time, and the teacher will present all grades, papers, etc. to the parent(s).
- Please call the office **at least one day in advance** of the desired conference to set up a parent-teacher conference.
- Please feel free to consult with the school office regarding problems or questions that concern your child.
- Telephone calls at home and discussions of grades and/or behavior during classes, traffic patrol, or campus duty by the teacher do not result in productive exchange.
- Please do not walk into a classroom and expect to discuss your child with the teacher.

### CONCESSION STAND

Each parent is required to work at least once in the concession stand. Letters will be sent home in your **child's backpack** letting you know what time and date. Sometimes you may be asked to bring food instead of working in the concession stand, if we have a tournament. If you are unable to work, it is your responsibility to find someone to replace you. Just because you contact the office to let us know you will not be able to work does not mean you will not be charged. The office will not find a replacement for you; you have to do this yourself. If you do not receive a letter with your time and date, you need to contact the office. If you do not show up at your appointed time your account will be charged **\$50.00**.

## **PARENT BEHAVIOR**

Parents are to be reminded that they represent the school as well as their children. The behavior, language and attitudes exhibited by the parents are a direct reflection of the school and set the example for all students.

There will be no negative/ controversial contact or conversation with any NCA personnel. Any contact or conversation should be handled through a meeting with the NCA headmaster. Anyone who violates this will be subject to Board action that could include being banned from campus and/or all school activities.