

# **Newton County Academy**



# **50 Years and Counting!**

# **Home of the Generals**

**2020 – 2021**

**Student & Parent**

**Handbook**

**(Revised July 7, 2020)**

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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: \_\_\_\_\_

## 2020-2021 SCHOOL CALENDAR

July 30	Football/Cheer Program Pictures
August 6 & 7	Teacher Meetings (All Staff)
August 7	Back to School Picnic (Open House/Meet the Teachers) 5:00 -7:00 PM (Supper 6:00)
August 10	First Full Day of School 8:00 a.m. – 3:00 p.m.
August 18	Class Ring Presentation (Juniors) – Tally
August 19	School Day Pictures – 8:00 AM
August 20	Class Ring Order Day (Tally)
September 7	Labor Day Holiday – <b><u>NO SCHOOL</u></b>
September 8	School Resumes – 8:00 AM
September 9	Senior Portraits
September 10	Progress Reports Emailed
September	8 <sup>th</sup> graders go to ECCC for CMRC program @ 8:30 a.m.
September	See You at the Pole – 7:30 AM
September	Hunter Safety
October 2	Homecoming (half day 8:00 – 11:30)
October	Blood Drive 10:00 AM – 5:00 PM
October 6	Nine Weeks Test – 1 <sup>st</sup> & 2 <sup>nd</sup> Periods
October 7	Nine Weeks Test – 3 <sup>rd</sup> & 4 <sup>th</sup> Periods
October 8	Nine Weeks Test – 5 <sup>th</sup> & 6 <sup>th</sup> Periods
October 9	Nine Weeks Test – 7 <sup>th</sup> Period
October 14	Report Cards Emailed
October 17	Harvest Festival
October 31	Candy Crawl
November 2	Senior Invitation Presentation
November 6	Senior Invitation Order Day/ Class Ring Delivery Day
November 11	Progress Reports Emailed
November 14	Pageant (practice November 13 <sup>th</sup> )
November 18	Santa Claus Pictures
November 23-28	Thanksgiving Holidays – <b><u>NO SCHOOL</u></b>
November 30	School Resumes – 8:00 AM
December 15	Exams – 1 <sup>st</sup> Period 9:30–10:00 Break/ 10:00–11:30 – 2 <sup>nd</sup> Period Exam (1/2 day – 11:30)
December 16	Exams – 3 <sup>rd</sup> Period 9:30–10:00 Break/ 10:00–11:30 – 4 <sup>th</sup> Period Exam (1/2 day –11:30)
December 17	Exams – 5 <sup>th</sup> Period 9:30–10:00 Break/ 10:00–11:30 – 6 <sup>th</sup> Period Exam (1/2 day – 11:30)
December 18	Exams – 7 <sup>th</sup> Period 8:00 – 9:30 Last day of school for students
December 18	Christmas Parties: K-3 – 6 <sup>th</sup> Grades
Dec 21-Jan 3, 2021	Christmas Holidays – <b><u>NO SCHOOL</u></b>
January 4	Start of 2 <sup>nd</sup> Semester– School Resumes at 8:00 AM
January 6	Report Cards Emailed
February 3	Progress Reports Emailed
February 24	Spring Pictures
March 2	Nine Weeks Test – 1 <sup>st</sup> & 2 <sup>nd</sup> Periods
March 3	Nine Weeks Test – 3 <sup>rd</sup> & 4 <sup>th</sup> Periods
March 4	Nine Weeks Test – 5 <sup>th</sup> & 6 <sup>th</sup> Periods
March 5	Nine Weeks Test – 7 <sup>th</sup> Period
March 8-12	Spring Break – <b><u>NO SCHOOL</u></b>
March 15	School Resumes – 8:00 AM
March 17	Report Cards Emailed
March	Blood Drive
April 14	Progress Reports Emailed
April 2 - 5	Easter Holidays – (Good Friday and Monday) <b><u>NO SCHOOL</u></b>
April 6	School Resumes – 8:00 AM (Tuesday)

## 2019-2020 SCHOOL CALENDAR (Continued)

April 17	Prom
April 23	Athletic Banquet
April 26	Seniors Last Day (if exempt) & (29 <sup>th</sup> if not exempt)
April 27	Senior Exams – 1 <sup>st</sup> & 2 <sup>nd</sup> Periods
April 28	Senior Exams – 3 <sup>rd</sup> & 4 <sup>th</sup> Periods
April 29	Senior Exams – 5 <sup>th</sup> Period
April 30	Baccalaureate Practice @ Clarke Venable Baptist Church – 8:30 AM (Mandatory)
May 2	Baccalaureate Service @ Clarke Venable Baptist Church – 2:00 PM (Mandatory)
May 6	Awards Day – Elementary at 5:30 p.m. with Junior High and High School to follow
May 6	Graduation Practice – 8:30 AM (Gym) – Mandatory
May 7	Graduation – 7:00 PM (Gym)
May 10	K-5 Graduation – 10:00 AM – Gym
May 11 -14	Half Days – Exam Schedule
May 11	Exams – 8:00 - 9:30 – 1st Period/Break - 9:30 – 10:00/ 10:00 – 11:30 – 2nd Period
May 12	Exams – 8:00 - 9:30 – 3rd Period/Break – 9:30 – 10:00/10:00 – 11:30 – 4th Period
May 13	Exams – 8:00 - 9:30 – 5th Period/Break – 9:30 – 10:00/10:00 – 11:30 – 6th Period
May 14	Exam: 8:00 – 9:30 – 7 <sup>th</sup> Period - Make Up Work/Students Last Day

# SCHOOL DIRECTORY

2020-2019

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

Adam Godwin  
Christy Nutt  
Lori Hollingsworth  
Shane Wall

James Williams  
Jeff Walker  
Ronnie Thrash

## Administration & Support Staff

– Headmaster

Melanie Hamrick– Counselor/Teacher  
Jessica Burt – Bookkeeper  
Nancy Reed - Secretary

Bragston Miley - Maintenance  
Shannon Massey – Cafeteria Manager  
April Mayes – Cafeteria

## Elementary Faculty

Teresa Kellum – 3 yr. Kindergarten  
Kathy Rogers – 5 yr. Kindergarten  
– 2<sup>nd</sup> Grade  
– 4<sup>th</sup> Grade  
Erin Tramill – 6<sup>th</sup> Grade  
Anne Mabry – Elem Music/Fine Arts

Beverly Loper – 4 yr. Kindergarten  
Angie Clark – 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

Dent Kelly – JH English/History  
Tiffany Williams – JH Science/English/Reading  
Mathematics  
History/Govt/Dual Credit Psych  
Wynonna Baysinger –

Steve Hansford – HS Science  
– HS English  
– Mathematics  
– Civics/American Govt

## Coaching Staff

Arnold Oakes– JV/V Football  
Wynonna Baysinger– JV/V Girls Basketball  
Tanner Smith – JV/V Boys Basketball  
Kelly Alderman – JV/V Baseball and Fast Pitch Softball  
Pete Mazella – JV/V Tennis

## Home Room Sponsors

June Barrett – 7<sup>th</sup> Grade  
– 9<sup>th</sup> Grade  
Steve Hansford/Wynonna Baysinger – 11<sup>th</sup> Grade

Tiffany Williams – 8<sup>th</sup> Grade  
Dent Kelly – 10<sup>th</sup> Grade  
Melanie Hamrick/Nancy Reed– 12<sup>th</sup> Grade



### Club Sponsors

Annual – (Requirements: Limited number selected from grades 9 – 12)  
Honor Society – (Requirements: Academic: see handbook)  
FBLA – (Requirements: Currently or formerly enrolled in a business class)  
FCA – Kelly Alderman (Grades 7-12)  
Student Council –  
NCA Newspaper -

## **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. **All 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.**

### **AFTER SCHOOL CHILDCARE**

Afterschool childcare will be available for students enrolled in K3 – 6<sup>th</sup> grade from 3:00 pm – 5:00 pm on school attendance days. A snack will be provided each afternoon.  
Fees – Daily - \$15.00, Weekly - \$50.00 and Monthly - \$175.00.

### **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) or NCA Facebook page.

# **ADMISSIONS**

## **ADMISSIONS**

All students' parents or guardians will fill out a registration (application) form and contract for tuition and fees. Application must be submitted to the school office in person. All students should be registered and all registration, tuition, and fees paid in FACTS before attending classes or participating in any school related activities. 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. All preschool applicants must be fully potty trained.

## **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 two hundred fifty (\$250.00) 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 fifty (\$150.00) dollars is available to families currently enrolled at NCA. This fee must be paid during March 1<sup>st</sup> – April 15<sup>th</sup> in order to secure a place for the upcoming school year. After April 15, 2019, the cost will increase to two hundred fifty (\$250.00) dollars per family.

- **Building and Maintenance Fee**  
A building and maintenance fee of one hundred twenty five (\$125.00) dollars per family will be assessed each school year.
- **Book Fee**  
A book fee of one hundred twenty five (\$125.00) 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.
- **Student Athletic Fee**  
Any student that plays sports in 7<sup>th</sup> – 12<sup>th</sup> grades will pay a fifty (\$50.00) 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.
- **Bus Fee**  
There will be a ten (\$10.00) dollar bus fee for each elementary student and a twenty five (25.00) dollar bus fee for each 7<sup>th</sup> – 12 grade student.
- **Student Withdrawal Fee**  
Any student withdrawing from Newton County Academy must pay a penalty fee of twenty-five percent (25%) of total contract. Exemptions are at the discretion of the School Board.

## **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 October 5th, 2020 before nine weeks tests can be taken. **The Class Treasurer/Class Sponsor will be responsible for collecting class dues.**

## **TUITION PAYMENTS**

If tuition is paid in full at the beginning of the school year, a 5% discount will be given. Tuition will be collected through FACTS. Enrollment in FACTS is set up through RenWeb online. Automatic payments are made from a checking or savings account. Along with multiple payment plan options, payments are procured securely through bank to bank transactions. You may select the date, the 1<sup>st</sup> through the 10<sup>th</sup> of each month, for your payment. If the scheduled payment falls on a weekend or a holiday your payment will be processed on the next business day. With FACTS, money can be added to pre-pay accounts such as cafeteria and money drafted for incidental billing collected for various activities throughout the school year. These functions can be performed from a computer, tablet or mobile device.

**Tuition payments must be kept current. 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 past due three times 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	\$350		\$3,500	\$125	\$125	\$250	\$100
K-4	\$350		\$3,500	\$125	\$125	\$250	\$100
K-5 – 12 <sup>th</sup>							
1 child	\$397	\$331	\$3,970	\$125	\$125	\$250	\$100
2 children	\$720	\$600	\$7,200	\$250	\$125	\$250	\$100
3 children	\$1,026	\$855	\$10,260	\$375	\$125	\$250	\$100
4 children	\$1,224	\$1020	\$12,240	\$500	\$125	\$250	\$100
5 children	\$1,406	\$1172	\$14,060	\$625	\$125	\$250	\$100
6 children	\$1,680	\$1400	\$16,800	\$750	\$125	\$250	\$100

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; \$50 student athletic fee for 7<sup>th</sup> – 12<sup>th</sup> grade students playing sports; \$10 bus fee for elementary students and \$25 bus fee for 7<sup>th</sup> – 12<sup>th</sup> students. The K-3 and K-4 tuition is based on having only one child enrolled.

5% Discount if tuition is paid in full:

\$ 3,970 = \$ 3,771  
 \$ 7,200 = \$ 6,840  
 \$ 10,260 = \$ 9,747  
 \$12,240 = \$11,628  
 \$14,060 = \$13,357  
 \$16,800 = \$15,960

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.

## FUNDRAISERS

FALL FUNDRAISER - Parents/students are required to sell at least one (1) book of twenty five (25) tickets per student for the “Cash Drawing”. School fundraiser Tickets will be ten (\$10) dollars each. The amount of cash to be drawn for is eight thousand (\$8000) dollars, three thousand (\$3,000) dollars, one thousand (\$1,000) dollars and two (2) five hundred (\$500)dollar drawings. Winners will be announced at the Fall Festival on Saturday, October 17, 2020.

Parents/Guardian of all students will be required to participate/work the Fall Festival or a fee of one hundred (\$100) dollars will be added to your account. Exceptions are at the discretion of the School Board.

SPRING FUNDRAISER – Each student will be required to sale 2 cases of coke products.

**\*\*\*The price of the “Cash Drawing” tickets and coke products will be added to your account if not sold.**

# **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/Guardians of students that can't drive must come into the school office to sign in a tardy student (after 8:00). Students not signed in will remain in the office until the parent/guardian returns to sign the student into school.

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.

The Accreditation Manual of the Mississippi Association of Independent Schools (MAIS) states that: **No student shall be granted a credit whose absences exceed 20 days during the school year. The administration and school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. A limit of 10 days shall be placed on all one semester ½ credits.**

## **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 of 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 ten (10) or more unexcused absences per semester in any class, that student receives **no higher than a grade of zero (0)** in that class. If a student is in danger of accumulating ten (10) or more unexcused absences due to extenuating circumstances, this should be discussed with the 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 must be in attendance for all periods of class or they will not play in the game that night. Exceptions are at the discretion of the Headmaster.**

# **ACADEMICS**

## **GRADING SCALE**

A	90-100	Excellent
B	80-89	Above Average
C	71-79	Average
D	70	Below Average
F	69 & below	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.

High School students (grades 7 – 12) may qualify for exemptions from their final exams for 2<sup>nd</sup> and 4<sup>th</sup> nine weeks by meeting all of the following requirements:

- a **90** average in the class to be exempt
- they have not missed more than their allowed days
- have not been under any disciplinary action during the second semester

Honor Society members, who meet the above requirements, may be exempt from all four (4) nine (9) weeks exams.

There are no Elementary exemptions.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards and progress reports are sent out electronically.

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

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 a grade of 80 and above in ALL subjects.
2. Headmaster’s List—includes all students with a grade of 90 and above in ALL subjects.

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.

## **GENERAL EDUCATION CURRICULUM**

Students must earn a minimum of twenty (20) Carnegie Units of academic credit to graduate from NCA, including the following required courses:

- English – Four (4) units
- Mathematics – Four (4) units (Algebra I required; two of the three remaining credits must be higher than Algebra I)
- Science – Four (4) units (a laboratory-based biological science required)
- Social Studies – Four (4) units (American History and American Government required)
- Electives – (half unit (0.5) computer credit required)



## **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.

Elementary students (1<sup>st</sup> – 6<sup>th</sup> grade) failing Reading or Math may be retained.

Elementary students (1<sup>st</sup> – 6<sup>th</sup> grade) failing 2 or more of the following subjects may be retained:

\*\*\*Language

\*\*\*Science

\*\*\*Social Studies

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 College Prep Curriculum must earn twenty-four (24) units; two (2) may be non-academic or from NCA General Education Curriculum must earn twenty (20) units, including the requirements previously listed.

## 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 90 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.

**\*\*If a student, currently enrolled at NCA, elects to play a sport after that sporting season begins, the student will not be eligible to participate in athletic games for 2 weeks from the date they begin practice.**

**\*\*Any student transferring to NCA during a sporting season must be enrolled at NCA for two (2) weeks before participating in athletic games.**

### **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. 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.

### **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. 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**

Any student that has two (2) failing grades on their report card will be subject to the No Pass, No Play rule. A failing grade is considered a grade of 69 or below. The time period will be judged on the nine weeks grades on the student's report card on the day they are issued. Any student that has two (2) F's will be required to sit out a minimum of two (2) weeks from the date the report card was issued. For students that have two (2) F's on the final report card of the year, they will be required to sit out the first two (2) weeks of the season in the sport they will be playing. Example: Softball, Cheerleading or Football. If a student has two (2) F's on the last 9 week's report card, they will be required to miss the first two (2) weeks of softball, cheerleading or football season.

Attending summer school or completing a correspondence course will allow the student to pull up the grades, however, they will still be required to sit out two (2) weeks of the season.

After the end of the two (2) week period, the Headmaster/Board will review the progress made within the two (2) week period and make a decision on eligibility.

## **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*)

- **Any student ejected from an athletic event/game shall not be allowed to participate in the next sporting event/game.**
- **Any person representing NCA that is ejected from a school event will be responsible for paying any fine associated with the ejection (personal fine and school's fine). This individual will not be allowed back on campus until their fine is paid in full.**

## **CHEERLEADERS**

The sponsor administers the evaluation. 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 date.**
- 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 will not be allowed to attend NCA.

# **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, tobacco products (including electronic cigarette devices) 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 at any time.
- 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**

Faculty and 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 will result in 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 suspicion 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 for the remainder of the school year. After this time, the student will not be allowed to reenroll at NCA. The parents will be responsible for such education, with no refunds from Newton County Academy.

## **FIGHTING**

Any student involved in a fight will be subject to suspension.

## **PROFANITY**

Foul or inappropriate language will not be tolerated. An office referral will be given to any student using such language. Disciplinary action will be at the discretion of the Headmaster.

## **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.
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 by a phone call or 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. Any fitting pants will be accompanied by appropriate length shirts no shorter than **fingertip length.**
5. No athletic apparel may be worn, with the exception of NCA athletic apparel on game days.
6. Straps on blouses and dresses must be 2.5" wide (minimum).
7. No exercise wear or sleep wear may be worn.
8. 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.
7. Young men are to tuck shirts in if they fall below the fingertips.
8. No athletic apparel may be worn, with the exception of NCA athletic apparel on game days.

### **ALL STUDENTS:**

1. **NO sweat pants OF ANY KIND** are to be worn by any student in the building.
2. Pants with holes in them and that show skin are not to be worn to school.
3. 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.
4. 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.
5. No exposed body piercings or tattoos allowed.
6. No outlandish colored hair. (Boys or Girls)
7. No other High School apparel/clothing/accessories will be worn by NCA students on campus or at school functions.

8. Any fitting pants will be accompanied by appropriate length shirts no shorter than fingertip length.

**Continued habitual dress code violations will result in consideration of school uniforms for the following school year.**

**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.

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.
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, expulsion or banishment.

## **SOCIAL MEDIA**

Any negative comments via the social media (i.e., Facebook, Twitter, Instagram, etc.) by students and/or associate, parents and /or associate, faculty and/or associate or any other associated person that intends harm to NCA 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

### ➤ 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

- **NO FOOD OR DRINKS ARE ALLOWED OUT OF THE CAFETERIA. THIS INCLUDES ALL FOOD, WHETHER IT WAS PURCHASED IN THE CAFETERIA OR NOT.**

## 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**

- 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.

### **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.

### **CONCESSION STAND**

Each parent is required to work at least once in the concession stand. Letters will be sent home with each student 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 **\$100.00**.

### **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.**

**Negative/ controversial contact or conversation with any NCA personnel will not be tolerated. 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.**

Disclaimer:

We have taken enhanced health and safety measures for those who come to our campus- students, employees, and visitors. While on campus you must follow all posted instructions.

An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you may become severely ill or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable.

By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19.

I have read, understand and will comply with these guidelines.

Parent signature:

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