

# North Stonington Christian Academy

## Parent/Student Handbook 2021-2022



*“But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk and not faint.”*

Isaiah 40:31

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# Introduction Section

## Letter from Head of School

Dear Parents and Students:

It is my pleasure to welcome you to the North Stonington Christian Academy family. The pages of this handbook are filled with important information regarding student policies and procedures. Please carefully review it and keep it for future reference. **There are many Covid changes this year.** It is my prayer that our students and their families will be challenged with the importance of learning biblical wisdom and developing a truly Christian worldview. May we trust God to equip and supply all that NSCA needs to thrive and bring glory to God now and in the future. As the head of the school, I am very proud of the student body God has called together here at NSCA and thankful for the gifts all of you share in our school community. We praise God we are back together in person and for the Lord's watchcare and provision. Please see me with questions or concerns. At times policies may be adjusted or changed for the efficient operation of the school. The School Board and Administration reserve the right to do so and will notify you in such cases. May God bless you. Thank you for the trust you have in enrolling your children.

Serving Christ,

Pamela Wilkinson, Director

On Behalf of the School Board and Second Baptist Church

## School Leadership Roster

### School Board

Mr. Donald Geehan (Emeritus), Mr. Joseph Hadfield, Mrs. Marcia White, Mrs. Sarah Williams, Mr. Phil Stedman, Mrs. Pamela Wilkinson (Director)

### Administrative Team

Mrs. Pamela Wilkinson (Director) Mrs. Sue Cameron (Administrative Assistant)

### Faculty

Elementary: Mrs. Chelsey Pudlo, Mrs. Melanie Breckenridge (Pre-K), Mrs. Egger, Mrs. Conley Coulter, Mrs. Kara Sisk (Kindergarten/Grade 1), Mrs. Kimberley Buck, Mrs. Ruth Austin (Grades 2, 3 & 4)  
(Grades 5-12): Mrs. Ellen Gabriel (Math, Science), Mrs. Doreen Smith (English), Mrs. Conley Coulter (History & Art), and resource teacher (Pastor Dave Jordan (Bible)  
 (Grades 5 & 6): Mrs. Doreen Smith, Mrs. Suzanne Pfisterer, Mrs. Conley Coulter

### Support Staff

Mrs. Ali Souza (Nurse), Mrs. Bridgette Deniger (substitute), Lissette Baez (substitute), Ellen Shinn (custodial), Mr. Mike Shaughnessy (gym), Mrs. Conley Coulter (Art), Mrs. Krismelys Mota-Castillo (Spanish & Technology)

## SECOND BAPTIST CHURCH

Although Second Baptist Church sponsors North Stonington Christian Academy, the church does not require the students and their families to attend there. The students and families at NSCA come from many different

churches. The Academy does encourage regular church attendance at a Bible preaching church. If your family does not have a regular church that you attend or are looking for a church family, Second Baptist welcomes you to come and worship with us. Please see Mrs. Wilkinson or call the church office at 860-599-2077 if you would like more information on finding a church home or would like to know more about Second Baptist Church.

## Identification Section

### Vision Statement

North Stonington Christian Academy desires to provide a Christ-centered education which integrates faith and learning, training young people to strive for spiritual maturity, academic excellence, and a biblical worldview as evidenced in a lifestyle characterized by leadership, service, stewardship and worship. Our goal is to glorify Jesus Christ through educating young people for eternity. The Christian school, as well as the local church, works together with parents in their God-given responsibility to bring up their children in the nurture and admonition of the Lord.

### Mission Statement

Our mission at North Stonington Christian Academy is to encourage children to know, love, and serve Jesus Christ and to provide for academic excellence. According to our concept, this means not only having an excellent curriculum and qualified staff, but also the expectation that every staff member be a born-again Christian with a special and genuine concern and love for children, without which the best possible education for our students could not be achieved. We are committed to effectively prepare students for reaching their highest potential in life through a Christ-centered education from Preschool through Grade 12. It is our goal that students would come to know and accept Jesus Christ as Lord and Savior and use their gifts and abilities to bring glory to Him.

### Philosophy of Education Statement

The North Stonington Christian Academy is an extension of the ministry of Second Baptist Church and adheres to the church's Statement of Faith. The Academy's purpose is to assist parents in the biblical command to train up their children in the way they should go (Proverbs 22:6; Deut. 6:6-7). Together, the parent, school, and church provide a Christ-centered education that is dependent on the premise that all areas of learning must be taught from a Christian perspective. The Bible provides the viewpoint for interpreting every subject and school activity. The educational process is seen as a channel used by the Holy Spirit to bring the student to a personal faith in Jesus Christ and to train him/her in godly living. The student will be taught biblical principles so he/she may understand God's plan for life spiritually, mentally, emotionally, physically, and socially.

The EDUCATIONAL PROGRAM of the Academy is designed to provide a quality education for students who meet the admission requirements.

The **FOUNDATIONAL OBJECTIVES** of North Stonington Christian Academy are:

- To lead each student to accept Jesus Christ as his/her personal Savior and Lord.
- To teach the Bible as the inspired, authoritative Word of God, and assist students to apply biblical principles to every aspect of life, leading them toward maturity in Christ (Colossians 1:28 & 29)
- To help each student develop a lifestyle that is distinctly Christian in thought and action.
- To encourage each student to strive for the highest academic achievement within his/her potential.
- To promote physical fitness, good health habits, and wise use of the body as the temple of God.
- To encourage positive self-esteem and instill a desire in each student to fully develop his/her unique God-given talents and interests.
- To instill within each student a love of country and appreciation of our American heritage, "one nation under God".

### **Expected Student Outcomes**

\*See Appendix A at the back of the handbook. The Administration and School Board have carefully studied the ACSI Expected Student Outcomes form and are in agreement with them. We realize that the fulfillment of these expectations is a developing process in the lives of our students. We will continue to refine this area, better adapting the statement to reflect our unique ministry at NSCA.

### **Statement of Purpose**

The purpose of North Stonington Christian Academy is to train Christian young people to achieve their fullest potential, both spiritually and academically, for the good of others and the glory of God. We seek to develop godly leaders who adopt the relevance of a Christian worldview to all of life, whose faith and work are inseparable, and who engage their culture and change it.

### **Doctrinal Statement/Statement of Faith**

The North Stonington Christian Academy shall always teach the fundamentals of the historic Christian faith upon which our Bible curriculum are also based, and which include:

- We believe in the verbal inspiration of the Bible as the only infallible, authoritative Word of God, which is the supreme and final authority for faith and life.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father where He intercedes as our High Priest and Advocate, and in His coming personal return in power and glory.
- We believe that man was created in the image of God, that he fell into sin, and that because of sin he is spiritually dead, and thus separated from God.
- We believe that salvation is by grace through faith, not as a result of works, and that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, thereby becoming children of God.
- We believe in the eternal security of the believer, that a person who is truly saved will never lose his salvation.
- We believe in the resurrection of both the saved and lost—that the saved are saved unto the resurrection of life and that the lost are lost unto the resurrection of damnation.
- We believe in the “blessed hope” which is the personal, imminent, pre-tribulational and pre-millennial coming of the Lord Jesus Christ for His church.
- We believe that marriage was ordained by God at creation as the sacred union of one man and one woman. All sexual relations must therefore be reserved for that union. Christian marriage is a representation of Christ’s relationship to His church. We also believe that children are a blessing from the Lord. Thus, all human life is sacred and worthy of protection from the moment of conception.

### **School History**

North Stonington Christian Academy was founded in 1981 as a ministry of the Second Baptist Church of North Stonington. The original vision of its founders was the establishment of a Christian school encompassing Pre-School through Grade 12. The school began with grades Pre-K through six and added an additional grade each year until a full high school program was realized in 1987. In 1988, the first high school graduation was held. In 1994, due to financial restraints, it became necessary to cut the program to include only an elementary school. During the following years, through faith, prayer, and the faithfulness and commitment of Second Baptist Church, the Board of Education, teachers and parents, God has restored NSCA’s original vision to once again offer a complete Pre-K through Grade 12 program.

### **School Sponsorship and Affiliation**

North Stonington Christian Academy is a ministry of the Second Baptist Church of North Stonington and is a member of the Association of Christian Schools International

### **Other Identifying Information Pertinent to the School**

NSCA operates in accordance with the policies and statement of faith of Second Baptist Church. A six-member Board of Education elected by the church oversees the operation of the academy.

NSCA is a non-profit religious and educational institution and thereby authorized to accept gifts for endowments or such other school purposes designated by the donor.

Class hours are 8:30 AM to 3:00 PM. Faculty members assume supervisory responsibilities at 8 AM each school day. Parents should NOT drop off children before 8:00 AM, as there is no designated supervision until 8:00 AM. Children will be dismissed promptly at 2:50 in the lower building and at 3:00 in the upper building. Parents should not expect early dismissal, unless prior arrangements have been made for special reasons, which should be rare.

During the school year, the Academy office is open, and phones are answered from 8:00 AM-4:00 PM, Monday through Friday, except during school holidays. During school vacations and the summer, phones are answered between 9 AM and noon or message may be left on the answering machine. Email messages are checked every weekday during vacation.

School Address: 12 Stillman Road, North Stonington, CT 06359

School Phone: (860) 599-5071 Fax: (860) 599-2815

Email Address: [NSCA1@sbcglobal.net](mailto:NSCA1@sbcglobal.net)

School website: [www.northstoningtonchristianacademy.org](http://www.northstoningtonchristianacademy.org)

Hours of Operation: Grades Pre-K-4—8:30 AM-2:50 PM, Grades 5-12—8:30 AM-3:00 PM

Office Hours: 8:15 AM – 3:00 PM

Summer Office Hours: 8:30-3:30 (Tues thru Thurs) or by appointment (except on specified holidays and vacations)

School Mascot—Eagle

School Verse—Isaiah 40:31

School Colors—Navy Blue and White

School Store—[www.squadlocker.com](http://www.squadlocker.com)

### **Admission Philosophy, Policies, and Procedures**

North Stonington Christian Academy is open to anyone interested in securing a Christian education, from pre-kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by its rules. It must always be understood that attendance at NSCA is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. All students must be convinced they want to attend NSCA and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

**ENROLLMENT:** An interview with the Director is required for all families who wish to enroll their child(ren) at the Academy. At the time of enrollment, the Academy must receive all necessary paperwork, including the required application and release forms and health records. Transfer students must have signed record release forms to deliver to their sending school. The resource fee must also be paid at the time of enrollment. Placement testing is required in math and reading at the discretion of the Director.

**TUITION PAYMENTS:** We are solvent because of your faithfulness in regular tuition payments. An approved payment plan will be set up upon a student's enrollment in the Academy. Payments must be kept current. If you become delinquent, you will be contacted concerning your account. If you are unable to

comply with the payment plan that you agreed upon, the student may be asked to withdraw. Should extenuating circumstances arise, we will seek to work with every family. All tuition payments (except cash) may be left in the black mailbox just outside the front office door. Please label all checks clearly in order that your account may be properly credited. Please keep tuition amounts separate from fundraising or other payments. Those desiring scholarship assistance must fill out a form at the time of enrollment and again at the beginning of each school year (or during the year if a severe hardship arises). Scholarship awards are not guaranteed and will be awarded by the administration and school board based on their verification of need. All financial matters will be kept strictly confidential. Parents who withdraw their student(s) during the year or have a student dismissed are responsible to pay tuition for the entire month during which student(s) are withdrawn. A \$30 fee will be assessed to the tuition account for any checks returned to us due to insufficient funds. If distance learning due to Covid and teachers are teaching remotely, students receive credit for grade and learning, tuition is still due to NSCA. We will provide remote learning for grades PreK to grade 12.

**DONATIONS/SCHOLARSHIPS:** North Stonington Christian Academy depends on donations and fundraisers to help meet our operating budget and keep our tuition fees affordable. All undesignated donations made to the NSCA Scholarship Fund are tax-deductible, as well as donations to the general fund or donations made for other specified purposes (such as our walk). Funds designated by grandparents or others to the tuition accounts of particular NSCA students are not considered by the IRS to be tax-deductible. Please prayerfully consider becoming a financial supporter or letting others know of this privilege.

### **Other**

If a student is voluntarily withdrawn from the Academy at any point in time once the school year has begun, tuition must be paid in full for each calendar month. If a student is withdrawn at the recommendation of the Academy, tuition will be due on the basis of total days enrolled. In the case of any delinquent financial obligations, student records, report cards, and transcripts are withheld, and the student is not permitted to return for the following school year.

Tuition rates are established annually by the Board of Trustees. Tuition payment options are as follows:

1. Annual Option – payable directly to NSCA – Full payment due on August 1<sup>st</sup>
2. Semi-Annual Option – 50% due on May 1<sup>st</sup>; 50% due on December 1<sup>st</sup>
3. 10 Month Payment Option – First month due August 31<sup>st</sup>

**Resource Fee:** This fee is used to meet expenses for books, curriculum material, science materials, manipulatives and membership in ACSI (Association of Christian Schools International), some classroom supplies, furnishings and some field trip expenses.

**Insurance Fee:** Insurance is required for all students.

**Technology Fee** for high school students is used for computers, distance learning, technology, computer programs, software, projectors, Chromebooks, etc.

**FINANCIAL ASSISTANCE:** Tuition assistance awards may be made for those families needing financial assistance. A completed financial assistance analysis form must be submitted to the Financial Assistance Committee for evaluation. The Committee takes into account income, expenses, tithing, and cost of living to determine a reasonable monthly family contribution. This determination is then used by the Committee to determine the rate of tuition adjustment. (A letter explaining any unusual financial circumstances may also be included.) All returning families need to file by August 10<sup>th</sup>. Please contact the Business Office if you need additional assistance with this process.



## **Important Legal Information**

### **Anti-Discrimination Policy:**

North Stonington Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in its admission policies, scholarship awards, athletic or other school administered programs. NSCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with the school and abide by its policies.

# *North Stonington Christian Academy*

*A Ministry of the Second Baptist Church*

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12 Stillman Road

North Stonington, Connecticut 06359

Phone (860) 599-5071 Fax (860) 599-2815

Director Pamela Wilkinson M. Ed

## **Guidelines for Parents of Enrolled Students**

1. Parents must read through the school Parent/Student Handbook and familiarize their children with its contents.
2. Parents are asked to support the activities and programs of North Stonington Christian Academy.
3. Parents will pay all financial obligations to the Academy on or before the due date(s). If this is not possible, parents will notify the Office in advance to make special arrangements.
4. Parents are responsible to ensure that the students arrive at school on time each school day and are picked up on time at dismissal.
5. Parents should help ensure that their children participate in school-related activities.
6. Parents are responsible to see that the students arrive at the Academy dressed in accordance with the uniform dress code.
7. Parents understand that the Administration has full responsibility for placing a student at the proper grade level and/or in classrooms.
8. Parents understand that the Academy reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational or disciplinary process of the Academy.
9. Parents will support the teacher who has responsibility for management/discipline in accordance with the discipline policy of the Academy.
10. Parents who have concerns or disagreements should seek to resolve the matter with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).
11. Parents are expected to fully support the Academy's mission and philosophy. The Academy reserves the right to dismiss any family found to cause divisiveness or disharmony among the school community.

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Parent Signature

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Date

## **Statement on Marriage, Gender, and Sexuality**

*(From the Association of Christian Schools International handbook)*

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5); Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10; 1 Timothy 1:10).

We believe that in order to preserve the function and integrity of North Stonington Christian Academy as the local Body of Christ, and to provide a biblical role model to North Stonington Christian academy members and the community, it is imperative that all persons employed by North Stonington Christian Academy agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 19:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of North Stonington Christian Academy.

The above policy applies to faculty, employees, students and volunteers in our programs at the Academy.

## **Procedures Section**

### **ACADEMICS:**

The academic performance of our students is taken very seriously at North Stonington Christian Academy. NSCA issues quarterly report cards for all grades except for Pre-Kindergarten. On report card days, a copy of the report card is sent home in a sealed envelope with the student. Mid-quarter progress reports are sent home for students in grades 7-12 (and at other times when deemed necessary by the teacher). NSCA's grading scale for grades 3-12 is:

93-100—A	(4.0)	80-82—B-	68-69--D+
90-92—A-		78-79—C+ (2.0)	63-67—D (1.0)
88-89—B+	(3.0)	73-77—C	60-62—D-
83-87--B		70-72—C-	Below 60 = Fail (No credit)

Effort (MS): 1 – Above Average 2 – Average 3 – Needs to Improve

Effort (Elem): 1 – Excellent 2 – Above Avg 3 – Avg 4 – Needs improvement 5 - Unsatisfactory

Life Skill Development and Social Skills are also graded for students in elementary school. Honor Roll status may be achieved by students in grades 4-12. Receiving all “A’s” result in a student’s achieving High Honors and receiving all “A’s” and “B’s” result in a student’s achieving Honors. Students in grades 9-12 accumulate credits toward graduation. Except for transfer students, NSCA requires that high school students achieve 25.5 credits for graduation. A list of course requirements for graduation is available in the school office and as a handout to students and parents. The student’s grade point average (GPA) is determined at the end of each school year, and recorded on a permanent transcript, a copy of which can be obtained in the school office. Seniors desiring official transcripts to be sent to colleges should notify the school office in a timely manner.

**ACADEMIC PROBATION:** Students who are not performing well academically may be placed on Academic Probation which would limit their involvement in extra-curricular activities such as sports and after-school clubs until their performance improves. Students on probation will be responsible for a weekly grade check which will be submitted to the administration every Friday by the end of the school day. The probationary period will be in effect until either the next progress report or report card (whichever comes first). If the student has not raised the failing grade by either the next progress report or report card (whichever comes first), then the student will not be allowed to participate in sports or other extra-curricular activities.

**BEHAVIORAL PROBATION:** When a student’s behavior interferes with the classroom learning environment, is a bad social influence, or negatively affects the school’s testimony, a conference will be scheduled to meet with the parents/guardians to discuss the situation and to set up goals for correcting it. The student and parents will be required to sign a conduct contract outlining necessary steps for improvement. The student will be placed on behavioral probation by an Education Committee (including Administration and Faculty), and if there is no positive change, he or she may be asked to leave the Academy. Discipline may involve detention, probation or expulsion.

**BIBLE:** Bible is a required subject at the Academy. The pages of God’s Word show forth a light for life’s pathway. It enhances the study of other subjects, such as English and History. A Christian school is privileged to use this most important tool in the work of character building, which is a critical task of the school. Without a working knowledge of the Bible, a student cannot be considered educated in the truest sense. Middle School-12<sup>th</sup> – KJV or Study Bible hard copy. KJV or NKJV preferred; NIV if the family uses that version for home and church.

**COLLEGE ADVISEMENT AND PREPARATION:** Our High School staff is available to counsel students about decisions regarding college and career choices. Mrs. Wilkinson, Mrs. Smith, and Mrs. Sisk are available to Juniors and Seniors to advise them on filling out college applications and completing required testing. There are college catalogs and other sources of information, including our own Academic/College Handbook, available in the computer room on the third floor of the upper building. Students need to plan to take SAT or ACT Test in their Junior or early in their Senior Year. Students should secure at least two letters of recommendation from faculty for college application.

**CURRICULUM:** In order to meet our goals for excellence, North Stonington Christian Academy primarily utilizes the ABeka Christian School Curriculum, enhanced with curriculum from the Association of Christian Schools International (ACSI) in the areas of Elementary Science and High School Literature, to provide a balanced approach to education. The curriculum includes the following subjects: Bible, Mathematics, Science, Language Arts, History and Geography, Spanish, Latin, Art, Music, Technology, Physical Education, Health, Home Economics, and Community Service. The staff at NSCA expects students to develop to their full potential in every area, through the power of God working in and with each student as they put forth their best effort.

**HOMEWORK:** Students have homework in all of their classes on a regular basis. The assignments given as homework are designed to develop initiative, responsibility and self-learning, in order to prepare your student for

success in high school. Homework provides an opportunity to practice and apply concepts learned daily within the classroom. We believe that homework is an integral part of the school program, and each teacher is at liberty to give homework to help the student to advance in his/her studies. All schoolwork is considered equally important, whether done at home or elsewhere. The work that is taken home is either unfinished class work or assigned work from the classroom or “specials” teacher. (Specials refer to music, art, gym, or library). Homework will be kept to a minimum on Wednesdays in order to encourage parent and student attendance at mid-week church services. Homework is not busy work and as a school we want to honor the importance of students’ time at home with their family. As a school we desire to guard parent, student, family time and church activities.

The homework assignments for each teacher’s program are given to reinforce concepts or to enrich the academic program. Average homework assignments take approximately:

Grades 1 & 2: 10-20 minutes	Grade 5: 40 minutes
Grades 3 & 4: 20-40 minutes	Middle & High School: 60-90 minutes

Times will vary if the child does not make efficient use of time or as the curriculum necessitates. Parents are encouraged to send a note to the teacher if their child is habitually taking longer time than recommended to complete the homework assignments. Teachers will make every effort to coordinate projects and long-term assignments so that students are not over-extended with additional work. Projects count toward homework “time” in the specific subject area(s). For any project during school vacation time, excluding summers, the student will be given a deadline that includes either the week before or after vacation week.

Academic Plan books are helpful but optional unless a parent or teacher request one. In order to train students to be accountable for their work and schedule, they can be used to record homework in each subject area and to help the student coordinate their assignments. (With Google Classroom in place, NSCA has stopped providing hard copy planners.) With Covid restrictions, Google Classroom has been used for grades 5-12.

**MAKE-UP WORK:** FOR AN EXCUSED ABSENCE (for an illness, with a doctor’s note), the student may have one school day for every day absent, to a maximum of five, to complete make-up work without penalty.

Therefore, students may:

- obtain missed assignments from their teachers upon return to school; or
- contact classmates for partial assignment information during absence that extends more than one day to help expedite the process.

FOR A PLANNED ABSENCE (family vacation) OR AN UNEXCUSED ABSENCE, work can be requested prior to the missed days to be given at the teacher’s discretion. It will be due on the day the student returns to school. Tests and quizzes announced prior to the absence may be taken early with teacher permission or must be made up immediately upon return.

If a Middle School student is absent two or more days, a homework folder will be available upon request at the end of the SECOND day’s absence AFTER 3 PM for the parent to pick up from the office. Homework will not be collected at the end of the FIRST day’s absence. Students may contact a classmate for missed work or check on Google Classroom posting by teacher.

Upon request to the Academy office, a Missed Work Request can be forwarded to a Kindergarten through Grade 4 teacher for schoolwork to be gathered for an absent student. The work can then be held, sent to the Front Desk to be picked up by the parent, or be given to a sibling.

**GENERAL STANDARDS FOR WITTEN WORK (grades 7-12):** All written assignments should conform to MLA guidelines. The classroom teacher will inform the students when this is not required. (\*See Perdue Owl website.)

## PROMOTIONAL POLICY:

- Kindergarten – Fifth Grade: Students must pass work for the year (cumulative) for promotion to the next grade as follows: Reading/Writing (Kindergarten-Grade 2); Bible & English (Grades 3-5), Mathematics, and one other major subject area (either Science or Social Studies). A teacher may have concerns regarding the student's readiness for the next grade level. Following consultation with administration, the faculty and the parents, additional assessment may be necessary to determine placement.
- Middle School students and High School students are required to complete passing work in English, Mathematics, Bible and two other major subjects (either Science, Social Studies or Spanish) for promotion to the next grade. Students who fail a required subject Math ELA and wish to be considered for promotion must make that work up in one of two ways (parents are responsible for the cost):
  - a. Pass a comparable course in a local state-approved summer school
  - b. Be tutored for 20 hours in the subject by an approved tutor and pass a re-examination

**STUDENT RECORDS:** All student information is treated in a confidential manner. Records are stored in a locked fire-proof safe in the school office. Parents may view their child's records by inquiring of the Director or Administrative Assistant. Examination of records must take place in the presence of the teacher, Administrative Assistant, or Director. Student records may never be removed from the Academy office. Parents who wish to question an entry in the school record may do so by submitting to the Administrator a written statement citing the part of the record in question and what change is being suggested. If the parent, the Administrator and the teacher cannot reach agreement on the request, the matter may be appealed in writing to the School Board with a copy of the letter submitted by the parents to the Director. Information contained in the permanent record of a student shall be available to any member of the professional staff who is working with the student.

Teachers may also access student records for instructional purposes. In the event the child withdraws from the Academy, parents must sign a record release form at the school the child will be attending to request the forwarding of student records. Inquiries about reports from community agencies and professional practitioners outside the Academy should be directed to the sender of the report. Please keep the office informed of any change of address, telephone numbers, places of employment of both the mother and father, and current names, addresses, and phone numbers of persons to be called in the event of an emergency. Appropriate custody documentation and information is required in cases of divorce or foster care. In case of two households, duplicate student report cards may be requested with approval of the parent enrolling student. Any changes to normal after school pick-up or carpool information should be cleared through the school office. No student will be released to any unauthorized person. Those picking up children will be asked by office personnel and teachers for identification. If CDF enters the building, a copy of their badge will be made to have on file. Information regarding the student will be disclosed only to the parent who has legal custody, unless that parent grants permission to share the information with the other parent. The Academy must have release of information requests in writing for the other parent to receive information. If legal custody is not established, the parent who enrolls the child in school and with whom the child resides is considered the person in official parental relation to the child for school purposes.

**RELEASE OF STUDENT INFORMATION:** Written parental consent must be obtained for releasing information to community agencies or professional personnel outside the school. In situations involving immediate danger to the student (e.g., abuse, neglect, threatened suicide), information may be shared with an appropriate agency. Non-confidential school records such as grade level, academic progress, grades, attendance, health data, group test scores, and extra-curricular activities will be forwarded to the school to which the student transfers upon receipt of written consent of the parents. If psychological reports, interviews, and other material confidential records are requested, specific written consent of the parents is required. The parent's consent to release a school record should be in writing, signed and dated by the person giving consent, and should include a specification of all records to be released with date requested and the name of the person to whom the records will be sent. A copy of the consent to release should be maintained in the student's file. No information shall be given in response to a telephone call without prior written permission of a parent identifying the person calling as

one who has a right to information. Report cards will only be released if the student's financial obligations have been met. Health records will be forwarded as requested by the parent. Request for college records and transcripts will be sent at no charge for current students, with a \$10 fee per student for graduates/alumni. Please give the office adequate time to prepare records when requesting a release.

**TESTING:** In each class, the teachers give oral and written tests on a routine basis. All tests are announced in advance to give students sufficient time to prepare. Oral and written quizzes are also given frequently as a useful tool in assisting and measuring the learning process. No more than two (2) tests will be given on any school day. For an unexcused absence, the test must be made up the day the student returns. For an excused absence, due to illness, with a doctor's note, the test will be made up according to the teacher's decision.

Grades 7-12: Midterm and Final Exams are given in academic classes and count toward the quarter/semester grade. They are important and careful study is needed. Any student absent during a final exam must take the exam upon return to school. Students who cheat in any form during an examination, test or quiz will receive a zero.

Terra Nova Testing through partnership with ACSI is conducted yearly in April to monitor our students' progress in all subject areas including academics and Bible. Results are included in the student's permanent file and are available to parents in the school office. Results guide in planning educational strategies for upcoming years and for feedback concerning effectiveness of curriculum instructional program. Results of achievement tests are helpful to our staff in planning each student's individual school program. For high school students taking the SAT tests, NSCA's Educational Testing Code # is **070574**. Our high school College Advisor is available for questions and help regarding applying and preparing for SAT testing. SAT Test Prep Software is installed on computers in the computer lab for use by students. **Testing was altered due to Covid for 2020-21 school year.**

**HONOR ROLL:** The Honor Roll is determined at the end of each marking period. To receive recognition for honor work, the students must meet the following criteria:

#### High Honors

- a. Academic Work – Trimester Average: 90 and above (all A's)
- b. Effort – 1's & 2's with no more than one "3" (including all specials' classes)
- c. Recommendation of the faculty

#### Honors

- a. Academic Work – Trimester Average: 80-89 (A's and B's)
- b. Effort – 1's & 2's with no more than one "3" for effort (academic and all specials' classes)
- c. Recommendation of the faculty

#### **ATTENDANCE:**

**ABSENCES/ TARDINESS:** Excessive absences or tardiness, whether excused or unexcused, have a negative effect on your child's school learning accomplishment. Continued absence or tardiness for non-medical reasons is considered educational neglect by the State of Connecticut. Upon return, a note should accompany the child on his or her first day back to the classroom, signed by the parent or guardian, stating the reason for the absence and listing restrictions the child must observe. Covid restrictions may impact this policy.

Extended absences for illness of 4 or more days require a doctor's note before the student will be admitted to class. Student absences should not exceed 10% of the total number of school days. If absences do exceed this number, consideration will be given to retaining the student in the current grade. The Administration and School Board upon review of the student's academic record will make this decision. The Board will deal with excessive absence or tardiness. A letter stating the school's concern over your child's attendance record will become a permanent part of your child's school file. If a pattern develops and is not corrected, you will be asked to meet with the Board. Total absences for a school year shall not exceed 32 days. \*An excess of the allotted number of

absences may result in the repeating of a grade or in dismissal from the school. (Covid protocol may impact this policy for students.)

An absence which has been arranged with the child's teacher(s) and presented to administration prior to the absence will be considered excused. Absences due to the following circumstances are also excused:

- a) Personal illness with or without a doctor's excuse, but only with a written excuse from home
- b) Death in the immediate family
- c) Doctor/dental appointments (or other professional)

An absence will be considered unexcused if it is for a reason other than those accepted and prior provision for such has not been made. A parent must inform the teacher/office in writing of their child's intent to be absent (date, length of time, reason). This information should come to the teacher at least 2 days before the absence is to take place. Upon the student's return to school, a note requesting admission back to class is recommended.

Students are required to make up work missed either before or after the absence at the teacher's discretion.

We discourage vacations during the year other than on days designated for vacations on our school calendar. If the child is away at other times, all missed work must be made up. Arrangements should be made with your child's teacher several weeks in advance of your departure, so that assignments can be given. Student work is graded, and any work not made up is reflected in your child's report card grades.

Students who do not feel well during the school are not allowed to call parents at will but must go through the school nurse or school office who will notify parents. Covid—temperature is taken prior to school entrance. Covid protocol requires parents to call the school for the reason of each absence, temperature and symptom checks at home, and travel advisory assurance. An isolation room is provided for Covid symptoms. Students and staff may need isolation or quarantine at home and negative Covid test to return to school. Wearing of masks is required for students in PreK-grade 12 and staff, unless there is a valid medical reason not to do so.

**APPOINTMENTS:** Appointments for students with medical, dental or other professionals should be made after school hours. Should this be impossible, consideration for the student to miss non-academic time is preferred (gym, study hall, special classes). Then a note informing the teacher of an early dismissal must be presented at the start of the school day.

**FAMILY VACATIONS:** The Academy discourages taking vacation days any time school is in session. If students miss class for vacation time, the faculty will save and store missed class work and homework assignments in a folder for the students to complete in an agreed amount of time after they return (see Make-Up Work Policy). Teachers may also send work with student. If the student needs individual help beyond what the teacher has time to supply, the parents may need to hire a tutor. Work will only be given in advance at the teacher's discretion. We would expect logging into the student's classroom Google account for assignment postings or news. Newsletters may be read online by checking their email account.

**ARRIVAL:** Students should arrive at school no earlier than 8:15 AM and no later than 8:30 AM. When students arrive, they should report directly to their classroom or homeroom teacher, or the teacher assigned to morning duty. Students should eat a well-balanced breakfast before they arrive at school, as there will be no eating in the classrooms prior to the start of class. Parents must make arrangements for before school care for students who need to arrive earlier than 8:15 AM. Attendance and punctuality are important in the student's character development. As an educational institution, the Academy must exercise certain procedures to ensure a quality education for all students. **Temperature checks are done in person each morning. Symptom checks are monitored. We encourage symptom checks at home. For travel advisory information visit [www.CT.gov](http://www.CT.gov)**

**DISMISSAL:** All teachers at the lower building will have students ready for dismissal by 2:45 PM, and at the upper building by 2:55 PM. The safety of each child is our concern and responsibility. Strict adherence to our dismissal policy must be maintained. Students may not leave until personally dismissed by their teacher. Students must remain under the supervision of an adult at all times and be accompanied by their parents or other supervisory adult when leaving property and/or in the parking lots. Those students riding a school bus or attending After Care will be dismissed under the supervision of Academy staff. Once children are in their ride's care, they must remain in the designated waiting area or be in their ride's vehicle. Allowing children to run around the parking lot or in front of the school building is dangerous and will not be tolerated. Students must say



“good-bye” to their teacher before leaving so we may account for every student. \*Once students are dismissed to their designated ride, the caretaker is held responsible for their care and safety. Failure to abide by this policy will result in a conference with the caretaker of the student. Those enrolled in after care must report to the designated classroom at 3:10 PM. Please do not allow children to climb on vehicle when getting in and out. Due to school liability, students may not play on the playground after school unless they are supervised by a teacher or parent. No student(s) may be at the upper building after 3:00 PM unless they are involved in after-school tutoring or other adult-supervised activities. Students who are not picked up by 3:15 PM will be sent to After Care, and the parents will be charged for the first half hour of After Care participation and if they are in care longer, they will be charged for the whole amount of time.

**EXTENDED DAY:** The Extended Day program is provided for students whose parents have made arrangements with the Administration in advance. Extended Day is held from 3:15 until 5:00 PM Monday through Friday. Please contact the office in advance if you will need this service. Parents will be assessed an additional fee when children are picked up after scheduled time all attempts will be made to reach parents or caregivers. If they cannot be reached as a last resort the police will have to be notified. Unless students scheduled to attend, there may be some weekdays without extended day hours. Fridays there is no after care scheduled for 2021-22 school year.

**EARLY DISMISSAL:** In the event that an emergency should arise requiring you to have your child dismissed early from school, you should notify the school office by phone to that effect. **NO** student will be permitted to leave until the authorized person taking him or her signs him or her out at the main office. Authorized persons are only those parents indicate on the **Consent to Release** Form filled out at the beginning of the school year. Students leaving before noon will be credited with a half-day attendance. Records will be kept of early dismissals and the impact on students’ coursework. Please avoid dismissals which require students to miss entire class periods unless it is extremely important. Sign at door for release of students. During Covid staff may sign students out when parent arrives and calls on phone to pick up.

**TRANSPORTATION:** Arranging bus transportation to and from school by the Town of North Stonington bus company and from the Academy is the responsibility of the parent who is a resident of North Stonington. Once the student’s transportation arrangements are established, it is extremely important that the parent notify the office early in the day if a temporary change is necessary. Parents of all other enrolled students are responsible to provide transportation for their child, carpools may be arranged by parents at will. We try to be helpful in this area but cannot assume responsibility to set up carpools.

It is important for each child to understand that riding the school bus is a privilege and that each child is directly responsible to the driver for his/her behavior on the bus. When there is a behavioral issue, the parent will be contacted, the driver may issue a warning to the pupil, reminding him that continued difficulties may result in loss of the privilege of riding the bus for a period of time. No child shall be denied to ride the bus for disciplinary reasons without notification of the parents and administration by the bus company. If a child misses the bus at the end of the school day, the school will notify the parent immediately.

**TARDINESS:** Classes will begin promptly at 8:30 AM. Tardiness is extremely disruptive and affects the entire class and must be kept to a minimum. It is not a good beginning to the school day. The Academy realizes that there are occasional accidents, emergencies, and inclement weather that make travel to school slower. Notes indicating that these were the cause of the tardiness will result in its being excused. If a student arrives at school after 8:30 AM, he or she should report directly to the main office for a late pass that should then be presented to the classroom teacher. \*Excessive tardiness will result in a parent/teacher conference. Detention may be given to a student for continued unexcused tardiness. **(Covid remote students are on a definite schedule to follow daily and should sign in at all scheduled class times.)**

**APPOINTMENTS WITH TEACHERS:** If you wish to speak with your child’s teacher or an administrator, please make an appointment in advance. Casual discussions with teachers sometimes become more specific, confidential, and extended so advanced appointments are extremely helpful.

## **HEALTH AND SAFETY ISSUES:**

**ASBESTOS:** We are required by Federal law to maintain an Asbestos Report in the school office and post it in each building. No asbestos is currently in need of removal in the school buildings, but any possible asbestos-containing areas have been identified and labeled. The NSCA Asbestos Policy is published twice yearly and posted on school bulletin boards. Our director is the Asbestos Abatement designee for NSCA and is responsible to see that regulations are complied with. (See Appendix B in back of book)

**CHILD ABUSE & NEGLECT:** See Policy available in School Office. Please note that all teachers, administration, staff, and coaches are mandated reporters and follow State of Connecticut guidelines for reporting abuse and neglect. Staff requires training and certification every two years and upon hire.

**FIRE DRILLS:** Teachers will teach fire drill procedures the first day of class. NSCA policy is as follows: When fire alarm sounds, if classroom door is shut, teachers will check the door to see if it is hot. If the door is hot, they will take students out the windows. If the door is cold and hallway is clear, the teacher will close the windows while the students line up at the door. The last person out of the classroom should turn out the lights and close the door. The class should then walk to the playground area. Kindergarten through Grade 3 should stand in front of the playground fence. Grades four through twelve should stand inside the playground area. Students should stay with their own class. Pre-K students are to go to their playground through their classroom back exit. There is absolutely no talking allowed during a fire drill. Teachers will take their roll books and take an attendance count once outside. Strict adherence to silence and orderliness must be maintained. Failure to abide by this policy will result in a phone call home. Fire drills are conducted twelve times during the school year. There will be lock down drills twice yearly to ensure practicing emergency safety. Any time there is a school-wide emergency parents will be notified by NoCall, email and phone.

**LOCK DOWN DRILLS** are conducted by staff with protocols advised by the Resident Trooper CT State Police, Emergency Preparedness Offices for North Stonington, and the Fire Marshall. Practice drills are conducted for each building by staff.

**FIRST AID/CPR/AED:** At all times of school operation, there are staff members on duty with updated training in first aid, CPR/AED, and administration of medication. Early Childhood Program staff are all required to take State of Connecticut supplement to First Aid.

**FORBIDDEN ARTICLES IN SCHOOL:** The following are not appropriate for the school environment and are not to be brought to school or used at school: alcohol, illegal drugs, tobacco in any form, matches, lighters, chewing gum, power drinks, comic books, inappropriate magazines or books, playing cards, guns (including toy guns, water guns, etc.), knives, firecrackers, radios, tape or CD players/recorders or ipods/MP3 players, portable game players. If any of these items are brought to school, they will be confiscated by the classroom teacher, and parents are responsible to make arrangements with the teacher to pick them up.

**Cell Phone Policy:** Cell phones must be kept turned off and in the students' locker or teacher charging station during school hours. They also may not be used during regular after school activities such as sports, clubs, etc. Students needing to make a call due to an emergency during the school day or after school activities may use the school phone(s) with teacher permission only. The consequences if a student is found using his/her cell phone during school hours or after school activities are as follows: For first offence, phone will be confiscated and must be picked up in the school office *by a parent or guardian* on the following school day. For second offense, student the phone will be locked in the office safe for two days. Further offenses will result in more serious consequences determined by the administration.

**Controlled Substance Policy:** NSCA has a no tolerance policy regarding anyone who sells, possesses, uses, or is under the influence of drugs or alcohol on school grounds (including student vehicles parked on school property) or at a school sponsored activity. If there is strong suspicion that a student is under the influence of alcohol or drugs, the school may require an alcohol/drug assessment by a school approved facility at parental expense. The student found to be guilty of any of the above will receive an automatic expulsion from the school, and the

situation will be reported to local law enforcement personnel. The school will make effort to contact parents or guardians before calling law enforcement. (Students in grades 7-12 must sign the Student Conduct Covenant each year to indicate their willingness to abide by these policies).

There is **no smoking** allowed on the NSCA campus or at NSCA events (includes parents, staff, students). No alcohol may be consumed by students, parents, or guests on NSCA property or at any school sponsored event.

**HEALTH RECORDS:** Physical exams are required by state law in Pre-K, Kindergarten, grade 7, and grade 10. Physical records should be written on Connecticut state forms available in the school office. When your child's immunizations are updated, please have the doctor or health facility indicate which immunization(s) were given and the date administered, so that our health records may be kept current. Parents of transfer students should sign a record release in order to obtain health records from their previous school. The school nurse keeps record of compliance with scheduled compliance.

**SECURITY SYSTEM:** A door lock security system is in place at both buildings. Doors are kept locked during school hours to ensure the safety of our students. Those wishing to enter must ring the buzzer and stand in front of the camera for recognition before they are admitted. An intercom is also connected to the office for voice recognition if required. Visitors to the school must sign in and upon arrival and departure and wear a business name ID or a visitor sticker. **Visitors, volunteers severely limited during Covid precautions.**

**SEVERE WEATHER/FIRE/MEDICAL EMERGENCIES:** See Appendix C Policy in back of handbook

**STUDENT HEALTH:** See Covid-19 insert. A trained nurse is on duty two days each week—on other days staff trained in First Aid, CPR, and Administration of Medications will be on duty at each building to care for hurt or ill students. A student who becomes ill during the school day should tell his/her teacher. If it is necessary for a student to go home, the parents will be called. Students who are obviously sick or running a fever should remain at home and should not be sent to school during the illness. Schoolwork may be called for through the main office after first absence and picked up at the end of the day. Please allow sufficient notice for the teacher to prepare the work. In order for students to be allowed to take medication during school hours, they must have written authorization from their physician. **No medication may be given at school without a proper Plan of Care and Authorization for Medication form signed by the student's physician and parent or guardian.** (This includes over-the counter medication as well as prescription drugs.) These forms must be re-submitted at the beginning of each new school year. Parents should pick up unused medications from the school office at the end of each school year. No Cough drops for PreK-grade 6 allowed due to State guidelines for schools.

If the student is not well enough to attend classes, it is the parent's responsibility to call the Academy between 8:00 and 8:30 AM the day of the absence in order to inform the Nurse. For the well-being of the entire school community, if your child has been vomiting, has a temperature over 100 degrees or has just begun prescription medication for a contagious illness, please keep him/her home for a minimum of 24 hours. If the student becomes ill after arriving at school, the teacher will send the student to the Nurse's office. The parent will be contacted if necessary and appropriate action taken. **Covid precautions will be followed for 2021-22 regarding sickness, isolation, quarantine, travel guidelines.**

**RELIGIOUS EXEMPTIONS:** Religious Exemption is honored at NSCA. See the nurse to discuss document and new Connecticut law regarding Religious Exemption. If a student in Grades K through 12 has a Religious Exemption on record in the state of Connecticut by April 27, 2021, that student will be grandfathered in. Newly enrolled PreK students do not qualify for State of Connecticut Religious Exemption.

**WATER TESTING:** The Connecticut Department of Health schedules all required water testing for both buildings to be performed by Phoenix Labs under the supervision of Mrs. Pamela Wilkinson, the facility's conditional water operator. Copies of results are sent to the town Health Inspector and are posted in the upper and lower building hallways and the kitchen.

**COVID-19:** See Appendix D

**STUDENT ACTIVITIES:**

**Due to Covid precautions many activities were on hold for the 2020-21 school year. No large gatherings, sports, fieldtrips, etc.**

**ACTIVITIES:** The students at North Stonington Christian Academy are involved in numerous special events and activities throughout the school year, which enable them to exercise the knowledge they have acquired and to apply their special skills and talents. Some of these include: Academic Fair, special musical and dramatic programs, Talent Show, Soccer, Basketball and Cheerleading, Yearbook, Student Government, shut-in and nursing home visitation. After school clubs are available (these may vary from year to year depending on interest and availability of adult supervision). Private lessons are available in piano through special arrangement with the providers (see Music). Students also have opportunities to be chosen to represent NSCA in ACSI sponsored activities such as the ACSI Speech Meet, ACSI Math Olympics, and ACSI Art Festival. Leadership Conferences may be held for selected students in our upper grades. **\*(For the 2020-2021 school year all ACSI activities were held virtually due to Covid-19. The Spelling Bee will be cancelled as a regional event but is allowed to be held as a local event. Nursing home, field trips, and all other activities are subject to Covid-19 guidance and requirements. Christmas Program by grade levels will be virtual and videos will be sent to parents, grandparents. Other events may be similar.**

**CHAPEL:** Chapel is a time for Christ to speak to the hearts and lives of our students and teachers. Local pastors, visiting missionaries, and other special speakers share with our students. Chapel is normally scheduled on Thursday mornings at 9:00 AM for older students and 10 AM for elementary students, although occasionally special chapels may be held at other times. These will be announced in advance. Students will sit with their class and teacher during chapel services. There should be no talking during the service unless students are asked to participate. Students with musical ability will be given opportunity to share in chapel services and should be encouraged to do so. Parents who are involved in ministry (pastors, missionaries, etc.) and share our doctrinal stand and agree with our statement of faith are welcome to volunteer as chapel speakers for various age levels. Please see the Director if you would like to be involved. **The chapel schedule for 2020-21 was altered due to Covid-19 and not held in sanctuary.** Although some may be held in the sanctuary, some chapels will be held in cohorts or by Zoom and classroom visits by speakers.

**COMMUNITY SERVICE/MISSIONS:** To fulfill our mission we seek to have our students involved in outreach to the surrounding community and world. Visits to nursing homes, senior centers, helping with projects for needy people, donating to food pantries and outreach organizations are all ways we seek to involve our students in their community. Some mission outreaches include “Care Net Crisis Pregnancy Center,” “Operation Christmas Child,” “Angel Tree” Christmas gifts for children of prisoners, and the Providence Rescue Mission. Some students have the opportunity to be involved in summer mission trips sponsored by area churches. We also encourage summer ministry programs such as Vacation Bible School and Camp Ministry as ways for our students to grow spiritually. **(Subject to Covid-19 state and federal guidelines.) Different for 2020-21, virtual/new way.**

**FIELD TRIPS:** Field trips at NSCA serve as learning and ministry experiences for our students as off-campus learning experiences. Properly planned field trips are an important part of the instructional program. Parents will be notified in advance of all field trips. Permission slips will be sent home and must be returned for a student to participate. Appropriate dress is required—this will be normal uniform dress unless some casual day attire is announced otherwise. We expect students to be on their best behavior during field trips. This means that students are expected to act in a manner that reflects the NSCA Standards of Student Conduct. Students are to follow any rules set by the teachers, chaperones, or the facility where the field trip will take place. Failure to abide by this policy will result in an immediate consequence determined by the teacher, depending on the severity of the infraction. Once back at school, parents will be notified of any inappropriate behavior. The teacher has the right to deny any student the privilege of attending the next scheduled field trip. Students not attending a field trip will be supervised at school and have constructive work to do. **\*Parents must provide booster seats as per state law. Fieldtrips may be done virtually due to Covid restrictions unless there is a change in guidelines for the 2021-2022 school year.**

Chaperones/drivers are invited for field trips as needs arise. Chaperones are given a set of guidelines to follow based on legal safety requirements. Drivers need to submit to the office a copy of a current driver's license and proof of current insurance. Parents are not allowed to make special stops for food or snacks, unless approved by the teacher in advance. **Siblings are not permitted to accompany official parent chaperones on field trips.** Chewing gum and electronic devices are not permitted. The nurse and teacher will cooperate to prepare a first aid kit with all medications required to be taken for students in that class. If there will be food consumed on the trip the teacher will monitor food allergy conditions of students. State laws must be observed regarding transportation of children. Safety restraints, car seats, booster seats, ages, heights and weights. Children may not be transported without car seats or booster seats if required by law. **Field Trips were on hold for 2020-21\* due to Covid restrictions.**

**FINE ARTS:** Music, Art, Drama and Speech are offered to our students at NSCA. Students meet in the music room, art room, or in their classrooms once each week for their regular music and art classes. Students are expected to participate fully in these programs. Students' participation or lack thereof will be reflected in their report card grade. Students are expected to follow the rules established by the music or art teacher. In addition to weekly music class, the Academy also provides for private lessons in piano. Half hour lessons are given in the afternoon, with the approval of the student's classroom teacher. The student is responsible to make up any schoolwork that is missed during private music lessons. Timely payments are expected for private lessons, or the student will lose this privilege. Payments may be left for music teachers in the slots provided in the school office. Drama and Speech are offered as electives to students in our high school. Students are able to participate in the Annual ACSI Speech Meet, competing against students in other area Christian schools in the area of speech. A talent show may be scheduled here at NSCA where our students have the opportunity to perform in their various areas of talent and ability. The ACSI Art Festival is also held each May, and students in from Kindergarten through Grade 12 have the opportunity to enter artwork into a regional competition. **Covid-19 restrictions led to online virtual ACSI festival and may impact concerts and lessons at school or music class/lessons.**

**GRADUATIONS:** Graduations are special times in the lives of our students and families as we honor our students for their academic achievement. Graduations at NSCA are held in June for students in our four-year-old Pre-K program that will enter Kindergarten, for our Kindergarten class, for our eighth graders, and for our high school seniors. Dates and times are posted on the school calendar each year. Due to the expense of these events, there will be a graduation fee assessed to cover graduation expenses including caps and gowns, diplomas, medals and awards, refreshments and flowers. Photographs will be taken in cap and gown for the yearbook. Fees will be \$10 for kindergarten, \$10 for Pre-K, \$20 for grade 8, and \$30 for grade 12. They will be due approximately a month before graduation. **Graduations may be Virtual or limited in attendance due to Covid restrictions.**

**GYM/RECESS:** All students are required to participate in physical education training and recess in accordance with the NSCA's Physical Fitness Guidelines. Strict adherence to appropriate safety rules will be enforced during gym classes. Gym clothes and sneakers are required in order for a student to participate (see NSCA Dress Code section). May be ordered through [www.squadlocker.com](http://www.squadlocker.com).

- ❖ Students unable to participate in gym for medical reasons must show a doctor's note
- ❖ Students will not be allowed to participate in gym if they fail to wear the required gym uniform
- ❖ Students will lose a letter grade for failure to participate
- ❖ Two infractions of this policy will result in a conference with parents

Team sports and participating in such activities as AAU or Horseback may count as gym class.

**Covid-19 restrictions will influence PhysEd classes and recess schedules and health protocols in place. Activities which allow social distancing, disinfecting of equipment, outdoors without masks if possible.**

**LIBRARY:** NSCA maintains two libraries at the upper building. The elementary library is on the first floor, and a high school library/media room is located in the high school computer room on the third floor. The use of our school library is a privilege for our students. Proper care of books is a beneficial responsibility. The students suffer if parents do not encourage this responsibility. Students may visit the library with their class. Books may be checked out for one week. Students who have overdue books will not be allowed to check out other books

until overdue books are returned. The school must replace lost or overdue books; as a result, a fine will be assessed for lost books. We do our best to ensure that books in our library are appropriate for a Christian school setting. If a parent is concerned over a book in the library, please bring the issue to the teacher and administration to have the concern addressed by faculty/administration. We are also seeking donations of books to upgrade our high school selections. We are also seeking parent volunteers for the library at all levels.

Teachers will coordinate use of the library with the Librarian. Each student is expected to check out one book per week, to be returned at next week's library period. Books may be renewed. A fee of \$10 plus the replacement cost of the book will be charged for any book not returned. In addition, students may use the library at those times mutually agreed upon between the Librarian and the teacher. These times will be a coordinated effort to assist students with research and projects. **Covid precautions relevant to library use observed.**

**RECESS:** Students in grades Pre-K through six participate in recess during the school day. Recess offers our younger students the opportunity to be in the fresh air, to exercise their bodies, and to play and participate in games and activities with their peers, helping to build their social skills such as cooperation and good sportsmanship. The Pre-K and Kindergarten students have their own playground behind the lower building. Those in grades 1-6 use the playground between the upper and lower buildings. Students walk with their teacher (or teacher on duty) out to the playground and should enter from the side fence and exit from the front fence. No playing in the woods, playing with sticks, throwing rocks, wrestling, pushing, or other inappropriate behavior will be allowed. When the teacher on duty rings the bell, students will put balls and toys away and line up immediately. Students will stand in a quiet and orderly line prior to entering the school building after recess. On rainy or extremely cold days, teachers may choose to keep their students for an indoor recess in their classroom or in the gym if it is available. Students who do not cooperate at recess may lose their next recess period.

**Note: Covid-19 recommendations for school that students learn outdoors as much as the school is able with fresh air available. For this reason, extra recess may be provided or extra use of the outdoor classroom. Covid-19 restrictions require masks indoors unless a medical condition or special education condition but outdoors students are not required to wear a mask as long as social distancing is observed. Social distance and handwashing before masks put on and cleaning of equip. between student use. Teachers sanitize equipment after their cohort leaves and next teacher also before use. Masks may be removed outdoors.**

All children need a time to expend some of their energy and to develop physical skills. Therefore, they are expected to participate in physical education classes and recess. Recess will be held outdoors except during rainy or extremely cold weather. During cold weather, please send your child to school dressed appropriately (coat, mittens, hat, etc.). A doctor's note is required for a student to be exempt from participation in gym classes or recess.

**SPECIAL PROGRAMS & FINE ARTS:** These events may be impacted by Covid restrictions for the 2021-2022 school year. The Academy holds two special programs during the school year—one at Christmas and one in the spring. These special programs allow students to use their gifts and talents, especially in the areas of music and drama, to glorify God. They also develop a sense of collaboration and teamwork. A child who practices with the group and then does not participate in the final program lets the team down and misses out on a wonderful experience. Each student is expected to participate in and attend both school programs. It is important that a parent or guardian notify a faculty member well in advance of any extenuating circumstances that may prevent a student from attending a performance. School programs are also an excellent opportunity for friends, grandparents and other family members and friends to see the ministry that goes on here at NSCA. Fine Arts is highlighted through chapel, ACSI Art Festival and other events. **(This area may be impacted by Covid-19 regulations and might look different than in years past or may be held as a virtual event.)**

**SPORTS:** Sports are on hold due to Covid restrictions for the 2020-2021 school year. NSCA offers inter- varsity basketball for students in grades four and above. There is a team for boys and girls in grades 4-6, and a separate team for students in grades 7-12. After-school practices are held in the gym, and games are scheduled with area private and Christian schools. Sports physicals are required for students who participate in athletics. Due to the expense of maintaining a basketball program, we seek sponsors as well as Booster Club sales and

donations to cover travel, referee, and honorarium costs. In addition to basketball, after-school clubs may be offered as interest and participation allow.

Covid-19 regulations will determine this for the 2021-22 school year. At the end of last year there was a strong desire for participation in a basketball tournament with several other private schools. **Covid guidelines will be followed.**

**ACSI ACTIVITIES:** (Virtual for 2020-21) ACSI Speech Meet, Math Olympics & Art Festival have been hosted here at NSCA with other schools attending. They are opportunities to show gifts and have fellowship with other Christian schools.

### ATHLETIC ELIGIBILITY REQUIREMENTS

**One “D” or one failing grade** = One “D” results in academic probation during athletic season (“C” average of all grades must be maintained). If he/she receives one “F”, the student is ineligible to play until the grade is brought up (at midterm or end of quarter—whichever comes first). Parents will be notified in writing of this situation, and a weekly grade check is to be submitted to the administration. Athletes are expected to show weekly academic progress. If no improvement is shown, the student will be ineligible to play until the end of the grading period.

**One failing grade and one “D” or more** = Ineligible to play on team until end of the grading period

\*Students who are absent from school may not participate in sports events or practice on the day(s) they are absent.

### ACADEMIC PROBATION

A student who is failing any academic subject as determined at the end of each quarter may be ineligible for sports, extra-curricular activities and clubs for the following quarter. This decision is made after a conference with the teachers and the administration. The administration will inform the parents of the decision. In addition, students with an overall average of 69 or below at the end of a marking period may also be placed on academic probation until progress reports are issued the following quarter. In addition to being ineligible for sports, extra-curricular activities and clubs, a student on academic probation must have a daily homework plan established by the teacher in conjunction with the parent. This may include but is not limited to:

- a. completion of unfinished classroom assignments
- b. rewriting and reviewing notes
- c. reading ahead in the text
- d. attendance in after-school study program (as determined by teacher)

Students on academic probation will be responsible for a weekly grade check which will be submitted to the administration every Friday by the end of the school day. The probationary period will be in effect until either the next progress report or report card (whichever comes first). If the student has not raised the failing grade by either the next progress report or report card (whichever comes first), then the student will be removed from the team regarding sports/clubs and a parent conference is mandatory.

### SCHOOL RULES

**Traditional sports may not be possible due to Covid-19** and also depend on sufficient number of interest number of students to play when play is possible for the makeup of a team.

## ATHLETIC RULES

Athletes who violate any of the following rules during a game or practice time will be suspended for at least one game or event and may face dismissal from the team. The decisions in these cases will be made by the coach, and, if necessary, the athletic committee.

Rule 1: Athlete must display a Christ-like attitude with no poor and/or uncooperative attitude or behavior and no unsportsmanlike conduct. (applies to team members and fans)

Rule 2: No fighting at any time, including verbal fighting. No taunting of other players.

Rule 3: No rowdy behavior at any time. (applies to team members and fans)

Rule 4: No violation of school rules and any other team rules that the coach, the administration, and the team feel are in the best interest of the athlete.

Rule 5: Proper attire and sports equipment must be provided.

Rule 6: Respect must be shown to coach, asst. coach, parents or other adults who are present at practices or games

## ATHLETE'S PLEDGE

*I promise, on my honor, to keep up in my school work, to obey all school rules and regulations, to keep myself in good physical condition, to play hard but clean, to be loyal to the team, to conduct myself at all times in a sportsmanlike manner, to be a credit to the school, and to take proper care of my equipment and return it when called to do so. I desire to bring glory to God through athletics.*

**STUDENT GOVERNMENT:** Students in grades 7-12 participate in Student Council. They elect officers and class representatives who work together with an adult advisor to accomplish projects to help improve our school and promote school spirit.

## LIFESTYLE EXPECTATIONS:

### CONDUCT/DISCIPLINE

#### Philosophy

Discipline established in Biblical principles described in Proverbs 12:1; 13:18; Ephesians 6:1-4; and Hebrews 12.

#### Objectives

1. To develop and maintain a positive, safe, and respectful learning environment.
2. To foster student behavior patterns that will be helpful to the individual and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development under the Lordship of Jesus Christ;
3. To correct any behavior that is determined by the administration and faculty to be disruptive to classrooms and community.

#### Policy Limits

Parents have the God-given responsibility to train up their children, including discipline (Proverbs 22:6).

Discipline "in loco parentis" (in place of parents) applies to students while they are on campus, in off-campus activities or attending Academy functions off campus (although while other behavior at other times or places may be considered individual or parental responsibility, behavior which impairs the witness and reputation of NSCA must not be ignored. It is the parents conferring this responsibility to the teacher and administration while the student is in school or on school sponsored activities.

#### Discipline Model

During the first two weeks of each school year, the teachers and/or the Administration will carefully review these guidelines with the students.



### **Behavioral Standards: Respect and Responsibility**

Students are expected to demonstrate respectful behavior at all times. It is the responsibility of each teacher to maintain a positive, safe, and respectful environment in the classroom. These guidelines reflect Christian values, attitudes and behaviors. All students are expected to:

1. Show reverence for those things considered sacred (e.g., the names of God, the Bible, prayer, etc.);
2. Show respect for the rights of others to study and learn;
3. Show respect for self, peers and adults in every situation, including substitute teachers, recess supervisors, and any adult who is supervising an Academy activity;
4. Refrain from using physical intimidation, aggression, and bullying behavior at all times;
5. Obey all those in authority, including all faculty, staff, and parent volunteers;
6. Avoid the use of inappropriate language;
7. Care for the property of the Academy and the property of others;
8. Accept responsibility for personal behavior. Parents will be informed of major and continued minor infractions.

### **Regulations for Health, Safety and Welfare**

1. Behavior should be safe and respectful to others and the building/property.
2. Students are not to run indoors or in the parking lots.
3. Students are responsible to ensure that all litter be placed in appropriate receptacles.
4. Playground equipment is to be used for its intended purpose and in a manner that is safe both to the student and others.
5. Physical contact is not permitted as part of boy-girl relationships.
6. Students are not to throw sticks, rocks, snowballs, or any other potentially dangerous objects.
7. The possession or use of tobacco, alcohol, or any controlled substances is not permitted.
8. The possession or use of weapons or replicas, is not permitted.
9. The use of any electronic games or video players is not permitted on Academy property, school buses, parent vehicles that are used to transport students on field trips, athletic events, etc., or during Extended Day—unless the student has permission from a faculty member for an approved school project or academics.
10. Student cell phone may only be used following after-school activities for the purpose of arranging for transportation. Student cell phones may not be turned on or used during school hours for any reason (i.e., texting, photographing, etc.). This includes Extended Day.
11. Social networking accounts (i.e., Facebook, Twitter, etc.) are blocked by the NSCA server and are not permitted. NSCA strongly encourages parents to be involved in the decision for their student to have an account and to monitor it consistently.
12. Students should not post pictures or other identifying information association with NSCA or photos of students or faculty in the Academy environment, including field trips and all school activities. Students should be aware that all of their on-line communication is part of their Christian walk and as such, should always be respectful, wholesome, and reflect Christian values.
13. We are opposed to any type of bullying behavior. In addition to raising awareness among all constituents, the policy describes reporting and accountability procedures. NSCA fully supports, causes climate of fear and disrespect, impair health and have negative affect on learning and social development. Students are to treat all with love and respect.

### **Disciplinary Interventions**

Teachers use many means to encourage and recognize positive classroom behavior. Teachers work hard to establish a positive environment for safe learning and may use various techniques to maintain classroom climate. Should student behavior require additional attention, the following actions may be taken in accordance with 1 Corinthians 10:31. Serious and chronic behaviors may be referred by the teachers to administration who will hear, evaluate and recommend consequences for certain actions needing discipline. At times Administration will involve more staff for consultation.

1. Parent Notification
  - a. Either verbal or written communication may be sent to parents when a child has been disciplined in the classroom setting.

- b. When a student is sent to the Director, the parent may be contacted to inform the parent of the situation surrounding the issue.
- c. In response to persistent behavior problems, an Action Plan will be developed by involving school staff, student, and parents. If there is inadequate improvement in behavior, revisions to the Action Plan will be made.

## 2. Detention

Detention is given in response to inappropriate behavior, defined as behavior that is contrary to that explained in the Parent-Student Handbook.

- a. Two detentions for behavior will necessitate a parent conference.
- b. Homeroom teachers are responsible to track detentions and inform the Director when a parent conference is necessary.
- c. Detentions are served after school, at the discretion of the teacher and/or Director.

## 3. Suspension

Suspensions may be served at home or at school. This decision is at the discretion of the Director and the teacher(s) involved. The following guidelines will apply:

- a. A. More than 2 detentions for serious behavior problems will result in suspension.
- b. Suspensions may also be given for other inappropriate behavior at the discretion of the Director after conferring with the teacher as needed. Once a decision has been made to suspend a student, the student will be detained in the Director's office and the parent will be contacted. It will then be mutually determined at what time the student will be picked up and transported home by the parent.
- c. Immediate suspensions are given for serious/inappropriate behavior (i.e., fighting) at the discretion of the Director, after conferring with the teacher(s).
- d. In the case of a student being in possession of an illegal substance, the matter will be referred immediately to the local police and the student will be suspended for no fewer than five (5) school days. Serious offenses may be referred to a Disciplinary Council, which will be convened at the discretion of the headmaster, which will meet with the student and parents to determine the course of action. Consequences may include probation, exclusion, or expulsion.
- e. Once suspended, a student may not participate in any after-school activities for the entire period of suspension. Reinstatement and participation in after-school activities will be determined by the Director and Teacher(s).

## 4. Probation

Probation may be imposed for up to one quarter in response to a serious behavior problem, attitude problem or academic difficulties. Students on probation may be restricted from participation in activities, off-campus field trips, and/or class office. Exclusion or expulsion may be recommended for students who are unresponsive to school interventions. The decision to exclude a student does not necessarily cause recommendation for a student to be expelled.

## 5. Exclusion

Exclusion is removed for the Academy for a period of time, not to exceed ten school days. It may be imposed for serious and/or chronic behavior problems after a hearing with the parents, teacher(s), administration and board notification.

## 6. Expulsion

Expulsion is the permanent removal of a student from the Academy. It may be imposed for a single very serious behavior problem, or chronic behavior problems, after a formal hearing before faculty, parents and administration. Expulsion may result due to severe breach of expectations, conduct and 4repeated attempts to help the child comply with school regulations and behaviors. It may include threats of harm, endangering others or disruption of learning and Christian atmosphere.

## 7. Expectations at Events

Events are held to encourage friendship, fellowship and student connection. Any unruly behavior or attitudes at events will be dealt with. This may jeopardize future participation.

Every member of the NSCA student body is expected to use good judgment in evaluating appropriate behavior as a member of a Christian school community. Therefore, the attitudes, speech and actions displayed by students should reflect love and respect for God and others. The school board, administration and faculty determine the

policies, standards of conduct and specific rules for NSCA and may revise these during the school year. The following principles guide our expectations for proper conduct required of all NSCA students. Students must follow applicable conduct rules at school, on bus rides to and from school, on field trips and at all school-sponsored activities or events. It is also expected that NSCA students will follow these principles in their off-campus behavior, including electronic and social network communications. Anyone riding on a bus must wear a mask due to Covid guidance.

Principle One: Honor God in attitude, speech and actions. (1 Tim 4:12)

Principle Two: Respect others. “As much as it is up to you, live in peace with one another.” (Rom 12:18, 2 Tim 2:16, 22-23)

1. Practice courtesy, consideration, compassion and honesty in communication with others.
2. Respect the authority of all teachers and adults serving in the school setting, whether staff or volunteers.
3. Avoid communication that is disrespectful.
4. Respect fellow classmates and members of the student body. NSCA is not a place for: intimidation such as name-calling, teasing, isolating or bullying another.
5. Abstain from sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image. A violation of this policy will result in school discipline and may involve law enforcement and may affect college applications and job possibilities.
6. Respect school property and the property of other students and school employees.
7. No photography or video should be taken without a person’s permission (teacher or student).

It is vital that a student’s conduct be above reproach and honoring to Christ and to the reputation of North Stonington Christian Academy on and off school grounds. The purpose of discipline at NSCA will be redemptive in nature. Our aim is to encourage good habits of self-discipline in all our students. NSCA does not practice corporal punishment.

- Teachers will inform their students of their classroom rules at the beginning of the school year. Most classroom discipline issues will be handled by the classroom teachers. For certain severe infractions students may be referred to the administrator.
- NSCA does not tolerate disrespect to teachers or other students, cheating or plagiarism, lying, stealing, bullying, vandalism of school property, or any behavior that may affect the safety of others. Students are not permitted to swear or use inappropriate language such as racial slurs, threats, or gossip, smoke, use alcoholic beverages or drugs, or behave in an indecent or disorderly manner including instances of sexual immorality (see Social Relationships/Forbidden Articles).
- Students must respect the rights and property of others and should maintain an attitude of respect for the authority of the administration, teachers, parent volunteers, and other students. Students must respect school and church property. Any damage to property, whether caused by accident or willfully, must be paid for by the student or family.
- No bullying or harassment will be tolerated and will be dealt with and investigated when reported.
- Students who are disruptive during class will not be permitted to remain in the classroom but will be sent to the administrator or school office. Continued non-cooperation will result in the student’s being sent home and a parent meeting with Teacher and Administrator.
- The administration reserves the right to suspend a student for certain severe or repeated disciplinary problems. Parents will be notified in advance of any student’s suspension, and parents are responsible for the student’s supervision during the time they are suspended from school. Assignments will be given to the student to be completed during the suspension period, and these must be submitted to the teacher upon the student’s return to school. Students who are serving suspension may not attend extra-curricular activities or sports events.
- Attendance at North Stonington Christian Academy is a privilege, not a right. In the event that a student repeatedly refuses to submit to the rules and policies of North Stonington Christian Academy, parents may be asked to withdraw the student. The administrator will call a meeting with the student and parents in this situation.
- Students in grades 7-12 and their parents will be required to sign a Conduct Covenant at the beginning of each school year acknowledging agreement to abide and uphold the behavior guidelines in all areas. If a family does not cooperate with this policy the Academy will be unable to enroll the student.

- Teachers may refer the student to the principal when additional intervention is required or when the offense is deemed to have an impact on the greater student body.
- Parents will be informed of *all major infractions* or *repeated minor infractions* that incur assignments of detention or loss of privileges.

## STUDENT CONDUCT POLICY FOR ACADEMIC HONESTY

The issue of academic integrity is a spiritual, as well as an academic issue that applies to both students and teachers. Students at North Stonington Christian Academy are expected to demonstrate behavior consistent with the biblical character traits of honesty and trustworthiness in their educational endeavors. Violations of academic integrity misrepresent a student's actual scholastic achievement and the grades they attain. Lack of academic integrity is seen in the specific areas of cheating and plagiarism. Webster's Dictionary defines cheating as: "to act in a way that is not fair or honest to get what one wants". Areas of cheating include copying homework, looking at another's test answers, passing answers to another student, or using a "cheat sheet" for tests or assignments. Plagiarism is defined as "to take ideas or writings from someone else and present them as one's own". This includes areas such as downloading a paper from the internet, copying and pasting sections of another's work from the internet and passing them off as one's own, not giving proper citation for text, pictures, video, music or other forms of communication in research projects and papers, or hiring another student to write a paper or do an assignment. All instances of cheating and plagiarism will not be tolerated at North Stonington Christian Academy by students, teachers or staff. Teachers at NSCA will review this policy with their class(es) so that students understand the expectations and penalties. Teachers are responsible to use care in their choice of resources and to observe copyright laws. Parents are responsible to stress the importance of honesty to their children and to reinforce the spirit of this policy in the home environment. Students in grades 7-12 must sign the Student Conduct Covenant yearly to indicate their agreement to the NSCA Academic Integrity Policy in addition to other policies. Students who are found guilty of violating NSCA's Academic Integrity Policy will be penalized as follows:

**1<sup>st</sup> Offense:** Automatic zero on assignment involved, parental contact by teacher or administration, written documentation of the offense to be kept on file in the office.

**2<sup>nd</sup> Offense:** Automatic zero on assignment involved, parental contact by teacher or administration, written documentation of the offense to be kept in student's permanent file, immediate two-day out-of-school suspension

**3<sup>rd</sup> Offense:** Above penalties and possible expulsion from the school (to be determined by administration)

Students accused of Academic dishonesty may refute charges. Academic dishonesty will be disclosed in the confidential high school recommendation. Honesty is expected in work submission, tests and quizzes. Use citations. Do not plagiarize. Do all your own work. Do not copy from others. Do not help others to cheat or be dishonest.

I agree I have read and will submit to the above policy.

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Student Signature

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Date

**DETENTION:** A student will be required to remain after school for a specified amount of time due to continued infractions of the school's policies. A teacher, for a number of different reasons, may give a child a detention. These reasons may include but are not limited to:

- ❖ Excessive unexcused tardiness
- ❖ Excessive out of uniform violations
- ❖ Disrespect shown to a teacher, other students, or a volunteer
- ❖ Repeated failure to turn in required work

Parents will be informed 24 hours in advance of their child's detention. Detentions will be served from 3:00 – 4:00 PM Monday through Thursday. Parents are responsible for the child's transportation home. Children who are not promptly picked up from detention will be sent to the after-care program, and parents will be responsible for the cost of after care. Failure of a student to report for a detention or failure of a student to follow detention rules will result in further corrective measures.

**DRESS CODE:** The student is expected to dress to please the Lord. We believe that the way students dress strongly influences their behavior, self-image, and the effort they extend in school. It is our desire to encourage students in developing an attitude about their appearance that will show a high degree of self-respect and self-worth. With this in mind the dress code is intended to guide students in dressing in a clean, neat and modest fashion, which will also reflect manliness in boys and femininity in girls. We do not wish our students to conform to the culture of the world and fads or extremes of dress, but to be a counter-cultural influence for good in all areas of life, including their appearance.

### UNIFORM/DRESS CODE POLICY

- Dress code requirements will be in effect during all hours of school operation.
- **ALL STUDENTS SHOULD BE IN PROPER SCHOOL UNIFORM. ANY STUDENT NOT PROPERLY DRESSED OR GROOMED WILL BE DETAINED IN THE OFFICE UNTIL THE UNIFORM INFRACTION IS CORRECTED.**
- Proper outerwear is required for participation in recess. Coats, hats, gloves, etc. are required for cold weather. Students with inadequate outerwear will not be allowed outside for recess.
- In all instances concerning questions of proper dress, the decision of the teacher will be final.
- Uniforms may be purchased from Squad Locker (link forthcoming), our designated purchase site for all items but if parents have purchased from another site for 2020-21, we will honor their purchase during this transition to a designated virtual school store for uniforms.

**\*\*Outerwear including hats, coats, and gloves are not permitted for classroom wear.**

**\*\*On the casual uniform day and gym day, students may wear a sweatshirt or hoodie. On the other three days we will require a sweater or vest.**

**\*\*Both permanent and temporary tattoos are not appropriate for boys or girls in all grades.**

**\*\*No face or body piercing (other than pierced ears for girls) is appropriate for any student.**

**\*\*Dying hair or portions of hair an unnatural hair color is not acceptable for any student.**

**Chapel Day is no longer a dress up day but boys wear ties on Friday.**

#### Chapel Uniform

##### Boys

- Pants – Navy
- Oxford shirt – White (tucked in)
- Socks – Navy or White
- Tie – any coordinating tie (except K and ELP)
- Belt – Black or brown (except ELP-Grade 1)

##### Girls

- Jumper (K-5) or Pleated Skirt (MS)\* - Navy
- Round collar (K-5) - White
- Oxford blouse (MS)\*\* - White
- Socks – White or navy
- Tights- Navy Blue or Flesh-ton Nylons

- Casual Dress Shoes or Sneakers – Non-marking soles, no sandals, no open-toed, open back, high heels, no UGG style slippers, no Crocs, no light-up sneakers. No marking soles. Please keep sneakers subdued and safe.

\*\*Straight-hemmed blouses do not need to be tucked in; those with a shirttail must be tucked.

**DAILY UNIFORM CODE Gym clothes all day for gym day, Chapel Day is a uniform day with ties for boys. Fridays are casual uniform dress(uniform pants for girls)**

- Jumper (K-5) or Pleated Skirt (MS) – Navy
- Round collar blouse (K-5) or Oxford shirt (MS) – White
- Pants or plain shorts (Navy or White), knee length
- Polo shirt or turtleneck – Navy or White
- Knit Sweater – navy or White
- Fleece jacket or vest – navy
- NSCA sweatshirt or athletic jacket can be worn at any time, except during Chapel
- Socks, tights, or leggings worn with skirt or jumper, but must be solid Blue or White
- White or Navy socks must be worn at all times
- Belt is required when pants or shorts are worn (except K & Grade 1)
- Sneakers in good condition may be worn. (No sandals Crocs, clogs, UGG style slippers, open back, open toe, or higher heels for girls are allowed.)

CASUAL UNIFORM DAY is Wednesday. Girls may wear uniform slacks and uniform tops as in a smart casual appearance. The day will be consistent each week. Applies to staff and students.

**GIRLS' UNIFORM**

1. Grades Pre-K-8: Navy blue jumper or skirt. Grades 9-12: Khaki skirt. Skirt length should be no more than 1" above the middle of the knee or longer. Slits in straight skirts should be at knee length or below.
2. White oxford style (button-down collar) shirt (Girls in grades Pre-K through 6 may also wear Peter Pan style blouses)— **shirts must be worn tucked in, with only top button open and with no under-layers visible.** Collared golf-style shirts (with button placket) are acceptable for warm weather only (September, May, June)
3. Navy blue cardigan, pullover sweater, or sweater vest available through Land's End Catalog or of comparable style if purchased elsewhere. Solid Navy-blue blazers also permitted for girls.
4. Socks or tights (navy or white). Girls in upper grades may wear hose. In cold weather, if leggings are worn beneath skirts or dresses, they must be solid navy
5. Shoes (sneakers are allowed). **No flip flops for any grade;** sandals for elementary age girls must have a heel strap; grades 7-12 may wear open-backed flat or low-heeled shoes. Shoes/sneakers must be laced and tied for safety reasons. Shoes/sneakers should be solid colored (no cartoon prints or graffiti). No flashing lights on sneakers; "wheelies" (shoes or sneakers with built-in wheels) are not permitted.
  - Girls should wear shorts under their jumpers if they want to play on the climbing equipment
  - Gym-type solid-colored sweatpants may be worn under jumpers or skirts outdoors during extremely cold weather only.
  - In all grades, spandex or tight-fitting shorts or pants will not be permitted. (No leggings for gym wear.)
  - Tank tops and camisole tops worn under open shirts are not permitted.
  - Jewelry and make-up for young ladies should be modest—large hoop or long dangling earrings are not acceptable for safety reasons. Hair should be kept off the face and out of the eyes.
  - No exposed midriffs due to low riding pants or short shirts (gym, dress-down days)

## BOYS' UNIFORM

1. Grades Pre-K through 8: Navy blue chino pants with belt (no belt required in Pre-K or Kindergarten). Grades 9-12: Khaki chino pants with solid black or brown belt. Pants should be worn at natural waist (not riding low) and not be excessively baggy.
2. White oxford-style (button-down collar) shirt. Collared golf-style shirts with button placket may be worn. **All shirts must be worn tucked in with only top button open.**
3. Navy blue cardigan, pullover sweater, or sweater vest available through Land's End Catalog or of comparable style if purchased elsewhere. Solid Navy-blue blazers permitted for boys.
4. Shoes (sneakers are allowed). **No flip-flops or sport slides are permitted.** Shoes/sneakers must be laced and tied for safety reasons. Shoes/sneakers should be solid colored (not cartoon print or graffiti). No flashing lights on sneakers; "wheelies" (shoes or sneakers with built-in wheels) are not permitted.
5. Neckties are mandatory for Chapel Day (Friday).
6. No earrings are permitted for boys.
7. Boys' hair should be trimmed to collar length or above. Older male students should be clean shaven. Monthly hair checks will be conducted by classroom or homeroom teachers.

## GYM UNIFORM (Boys and Girls, staff also)

Gym uniforms may be ordered from the same company as the school uniform. T-Shirts, sweatshirts, and gym shorts with the NSCA logo imprinted are available for purchase at the beginning of the school year and may be worn all day on gym day. You may also purchase plain solid-colored Navy-blue shorts and sweatpants if you wish.

### Warm Weather Uniform

Navy blue sweat shorts with or without school logo  
 Navy or white T-shirt with or without school logo  
 (No tank tops for boys or girls or  
 camisoles for girls)  
 Sneakers and socks

### Cold Weather Uniform

Navy blue sweatpants or wind pants with or  
 without school logo  
 Navy blue or white sweatshirt with or  
 without school logo  
 Sneakers and socks

Students will wear their gym clothes to school on their scheduled gym day. If students forget to wear gym clothes, they will be unable to participate in gym class that day. Repeated failure to wear proper gym clothing will result in a phone call home to parents.

\*School logo jackets, sweats, t-shirts, etc. can be ordered from [squadlocker.com](https://teamlocker.squadlocker.com/#/lockers/north-stonington-christian-academy-uniforms?k=oo96k4). Click on "Find Your Store". In the "Find Your Team Store" box type in NORTH STONINGTON CHRISTIAN ACADEMY. Click on NORTH STONINGTON CHRISTIAN ACADEMY UNIFORMS. Or copy and paste this link into your browser: <https://teamlocker.squadlocker.com/#/lockers/north-stonington-christian-academy-uniforms?k=oo96k4>  
 No password or login needed.

## FOR GIRLS

- Modest jewelry is permitted with the exception of pierced jewelry in any part of the body other than the ear. For safety during gym classes, only post earrings are allowed.
- Make-up for girls, including eye makeup and lipstick, is allowed but should always be natural in appearance.(High School)

## FOR BOYS

- Necktie on Chapel Day must be worn appropriately.
- Hair must be styled so it is above the top of a traditional collar and a part of the ear to showing.
- Extreme styles such as tails, are not allowed. (Special note: Boys in need of haircuts will be given five days to comply.)
- Modest jewelry is permitted with the exception of earrings or pierced jewelry of any sort.

**FOR ALL STUDENTS**

A student can layer a long-sleeved item under a short-sleeved piece, as long as the color is navy blue or white. Any jewelry or accessory deemed a distraction by the administration will not be allowed to be worn by students. No unnatural color hair dye is allowed. Shoelaces must be tied. Hoods of sweatshirts may not be pulled up during the school day. No outdoor clothing may be worn indoors, for example – gloves, scarves, hats, or earmuffs.

**SUMMER UNIFORMS**—Both boys and girls in Grades Pre-K through 8 may wear navy blue tailored (uniform style) knee-length shorts (or Capri pants for girls) on hot days during September, October, May and June—no knit shorts, wind pants, etc. Girls and boys in grades 9-12 may wear khaki colored knee-length shorts or capris. Shirts must still be tucked in with only top button open when wearing knee-length shorts or Capri pants. No exposed undershirts or camisoles are permitted.

**CHAPEL DRESS** Ties are required for boys on chapel day. **No jeans are permitted. No high heels for girls of any age (including Pre-K through 6). Chapel dress is now school uniform. Students may wear Navy blazer for boys and girls or Navy vest.**

**DRESS DOWN DAYS (this does not refer to Casual Uniform Dress):**

Special dress-down days are scheduled for the third Friday of each month. Students may wear modest casual clothes appropriate for a Christian school environment. Other dress down days may be called during the school year during Spirit Week, as a reward for participation in special events, or for certain field trips. These will be announced in advance to the students and parents.

Clothing should always be clean and in good repair. Examples of acceptable clothing are: casual slacks, jeans, knee-length shorts (September, May, and June only), solid t-shirts that do not promote anything contrary to the Academy's Mission, and polo shirts. Examples of unacceptable clothing are: sleeveless tops or tank-tops worn without a cover up, short or tight-fitting shorts or pants (i.e., Jeggings/leggings (torn items, or flip flops). Leggings may only be worn with a knee-length shirt or dress. Students who do not comply with this code will lose a casual day" opportunity or receive another penalty for non-compliance.

**DRESS-UP DAY ATTIRE**

On limited occasions during the school year, a Dress-Up Day is allowed. This means girls must wear modest knee-length dresses or skirts/jumpers and blouses (no sleeveless tops without a cover up) and boys must wear dress slacks (no cargo pockets) and collared sport/dress shirts with coordinating ties. Students who do not comply with this code will lose a Dress Down Day opportunity as a penalty for non-compliance. Dress up Days are optional. Students may choose to dress in regular school uniforms instead.

**ENFORCEMENT**

Considering the clear communication regarding the uniform code and in fairness to the students who adhere to it, those students in violation will be given a written reminder noting the offense. The student is expected to:

Have the note signed by a parent and return it the next school day and return on the next school day dressed in compliance with the uniform code.

Students who are found to be in violation of the uniform code will receive further disciplinary action. Parents will be informed of this decision by the Homeroom Teacher.



**ADMINISTRATION/TEACHER/STAFF/VOLUNTEER DRESS CODE:**

The staff is expected to set the example in dress standards. Each member must maintain a neat and professional appearance. Volunteers and visitors are requested to support this policy. Parents or others who volunteer in classrooms are asked to abide by the faculty dress code. Volunteers who are doing physical work at the school (lunch duty, cleaning, etc.) may dress accordingly. Dress for field trips will vary. Volunteers and students will be notified of any changes in the dress code due to the nature of a field trip.

**LADIES:** Jumpers, skirts, or dresses which are modest in style. Slacks/jeans are acceptable on certain field trips or special dress-down days or when volunteering to do physical work. Flip flops are not acceptable professional attire. Please wear solid tops without logos (unless NSCA). No tank tops or spaghetti straps on dresses.

**GENTLEMEN:** Smart casual attire, similar to the boys' uniform. Neckties are optional except for chapel day. If male gym teacher, wear appropriate gym wear.

**HALL BEHAVIOR:** Students should walk and stay with their class while passing through the hall. There should be no talking in the hall, as it is disruptive to other classes that are in session. A hall pass must be issued to an individual student leaving the classroom. Students caught without a pass will be sent back to their classroom. Failure to abide by this policy will result in a ten-minute loss from recess. **(Covid-19 presents need for social distancing and staggered bathroom/recess schedules. Signing in and out as well as drop off and pick-up will be influenced also by recommendations from local and state health guidelines.)**

**SOCIAL RELATIONSHIPS/DATING:**

One of the most enjoyable gifts that the Lord gives us is relationships shared among believers, and this is especially true of the relationship shared between members of the opposite sex. It is part of God's plan that young people have the potential to meet, date, and possibly eventually marry someone from the opposite sex. For members of the opposite sex to enjoy each other's company and companionship is not only good, but also it is part of God's sovereign design. There are pitfalls that can come with these social relationships, however; so care must be taken to ensure that these relationships remain holy and pure. In this world that is bombarded with sexually explicit temptations, great care must be taken to help our students guard their lives against satanic attack. Our students should learn to be wise in taking steps to avoid putting themselves in positions of temptation, and to remember that their bodies are the temples of the Holy Spirit (I Corinthians 6:19-20). For this reason, NSCA has established a policy to govern student relationships.

- The biblical and philosophical goal of North Stonington Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at NSCA, all students are expected to exhibit the qualities espoused by the school and to refrain from certain activities or behavior. Thus, NSCA retains the right to refuse enrollment to or expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).
- NSCA maintains a "no touch" policy, which excludes physical contact between students such as handholding, kissing, or any inappropriate touching. The impact of sexual immorality is very serious in the lives of the students involved, as well as other students in the school and the entire school community. Sexual immorality will not be tolerated at NSCA. Any infractions of this policy will be dealt with by the administration and school board to determine the appropriate disciplinary action to be taken (which may include suspension and/or expulsion). Sexual immorality by either a male or female student on or off the school property which leads to a pregnancy will result in the student(s)' separation from the school, although the student(s) may be permitted to maintain an academic relationship with the school approved by the administration and school board.
- NSCA does not encourage dating among students, since we believe that dating should be a preparation for marriage, and our students are not emotionally prepared to deal with the pressures and problems involved in dating relationships. Middle and high school students are not equipped to handle this type of relationship because it often results in possessiveness, jealousy, and emotional manipulation, as well as taking the minds of our young people away from their spiritual growth and service to the Lord. Activities that encourage dating are not a part of the NSCA program (an exception to this would be the high school banquet, where we do allow students to invite a guest of the opposite sex to a closely chaperoned event.)
- No students should be alone together in places where there is not adult supervision, such as empty classrooms, cars, etc. Parents and staff should encourage our students to practice the biblical principle of "avoiding the appearance of evil", even if no improper behavior is taking place.

Signature of

Parent:acknowledgement\* \_\_\_\_\_ Date \_\_\_\_\_

Student acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT DRIVING POLICY:**

A student with his or her driver's license, a copy of the front page of their auto insurance policy (Declaration Sheet), copy of current car registration, and written parental permission will be allowed to drive his or her car to school. This is considered a privilege. Students must drive carefully on campus at all times, observe the posted speed limit, and use particular care when backing up, as small children may be in the area. No student is allowed to go into any car during school hours without prior authorization from the NSCA office/ Cars must remain in student parking from arrival to dismissal. The upper lot adjacent to the school building and the area in the back closer to the building is reserved for faculty, church staff, and parents. Students may park farther back where the yellow line is painted. Student drivers are expected to be in class on time and must take into account the time required to walk from the parking area to class.

\*All students who will be driving to and from school must have the following information in the NSCA office:

- Form signed by a parent or guardian expressing permission for the student to drive the car to and from school
- A copy of the student's driver's license
- A copy of the Insurance policy declaration sheet
- A copy of the car's current registration
- A list of any passengers who will be riding in the student driver's car (please be aware of state requirements regarding whether and under what circumstances passengers are allowed)
- A note from the passengers' parents allowing them to drive in the car

Students transporting others are responsible to comply with all restraint systems, ages and laws.

NSCA is not responsible for student drivers or their passengers while driving on or off school property. Their safety is the sole responsibility of their parents/guardians.

Infractions of the above policy will result in the loss of driving privileges.

**DISTANCE LEARNING POLICY:** The format for distance learning grades 4-12 will be Google Classroom enhanced by Zoom, Duo and other learning platforms. The schedule of the day will be the same schedule they will have if they were in school, and teachers will take attendance and it will be counted as a regular school learning day. Students will be required to check in with teachers throughout the day. There will be scheduled breaks and lunch. Students will be given a lesson and assignments and given time to work on that assignment and a schedule for completion. Students will be graded on all work required for submission.

For Distance Learning PreK-Grade 1 will use Zoom or Google platform and teacher will teach lessons remotely. Families submit work in agreed upon format. Faculty will assist parents new to Google or who have problems with availability of internet, etc.

**TECHNOLOGY, COMPUTER & CHROMEBOOK USE POLICY:** Students in grades 2-12 who will be using the school computer systems and other technological equipment belonging to NSCA must read and sign the Acceptable Use Policy at the beginning of each school year in order to use the computers or other equipment. Students must be responsible to use the school's computer network for God's glory and will have their computer privileges suspended for any breach in the policy.

**CHROMEBOOKS**

**Chromebooks are provided by NSCA for students in grades 2-12. Students, along with their teachers and parents, have the responsibility to use these tools in an appropriate, respectful, and positive manner at all times—whether on or off campus.**

During the student's time at NSCA, the Academy will loan the device to the student; thus, NSCA will maintain ownership of the device and have complete access to all information on the device. While using the device, the parents and students will be responsible for appropriate care and use of a protective accessory. If damaged or broken parents are responsible to pay \$220 to replace Chromebook. Students must use Chromebook carriers provided by school for safety of equipment.

We are hopeful that parents will help students to do printing at home for research papers and large projects, but students may access printers at school and are asked to conserve ink and paper.

**Chromebooks are the property of the Academy on loan to students. If lost, broken or damaged the family will be responsible for the replacement cost of the computer/laptop.**

**CHROMEBOOK POLICY:** Students, along with their teachers and parents, have the responsibility to use these tools in an appropriate, respectful, and positive manner at all times—whether on or off campus. NSCA provides 1:1 mobile devices to all students in grades 2-12. This decision is driven by a desire to continue to improve the teaching and learning process, which includes the growing use of technology as an educational tool. We believe that the use of mobile devices and educational applications will help classrooms to be engaging environments. This enables learning, collaboration, and creativity. This provides an important step in helping our NSCA students achieve academic excellence possible in our school to meet the technological education standards for students, which emphasize digital citizenship and ethics, and (6) technology operations/concepts. Classrooms for grades PreK-grade 1 will use Chromebooks and iPads under direct teacher supervision.

During the student’s time at NSCA, the Academy will loan the device to the student; thus, NSCA will maintain ownership of the device and have complete access to all information on the device. While using the device, the parents and students will be responsible for appropriate care, including use of a protective accessory. At graduation from the Academy parents possibly may purchase their student’s Chromebook at a discounted price.

#### **Privacy and Safety**

- a. Do not go into chat rooms or send chain letters without permission.
- b. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- c. Storage provided by NSCA is not guaranteed to be private or confidential.
- d. If you inadvertently access a web site that contains offensive material, notify a teacher or administrator immediately so that such sites can be blocked from further access.

#### **Legal Propriety**

- a. Comply with trademark and copyright laws and all license agreements.
- b. Plagiarism is illegal.
- c. Use or possession of hacking software is strictly prohibited.

#### **E-mail and Storage**

- a. Every student is expected to read his or her school email on a daily basis. Failure to read email is not an excuse for missing or late assignments.
- b. Use of appropriate language is expected in every communication.
- c. Do not transmit language/material that is offensive to others.
- d. Do not send mass e-mails, chain letters or spam.
- e. Students should maintain high integrity with regard to e-mail content.
- f. No pictures of self or others should be sent to school teachers.
- g. No pictures should be sent without permission of staff.

#### **Conduct – 1 Timothy 4:12**

- a. Honor God in attitude, speech, conduct in person, off campus activities and in electronic and social media.
- b. Do not take the Lord’s name in vain, mock God. Do not use profanity.
- c. Be considerate, polite, compassionate, truthful in communicating with others.
- d. Respect authority of adults, teachers, volunteers.
- e. Respect classmates and the entire student body (no verbal, physical, psychological harassment. No name calling, teasing, bullying, joking.

### UPDATED NOTICE ON TECHNOLOGY USE SEPT 2021

We are giving you parental notice to keep you updated on the different ways we are using technology with your student during this unique time in our nation's history. From time to time, we may capture teacher/student interactions in groups or one-on-one check-ins via virtual classrooms and other platforms being used for official school use. The capturing of these interactions is being done to further the educational goals of the school and as an accountability review of engagement of student-to-student and staff-to-student. These records are for school/classroom use only and will not be posted publicly. These are not public records but are educational records used in limited circumstances that further educational outcomes. Their storage is maintained by the school, not individual teachers, and will be destroyed after they have served their educational purposes and within a reasonable time period in accordance with the school's policies. Just as the school will not publicly post captured data, nor publicly share links to such virtual classrooms we ask families also abide by these same standards and not share information and content not intended for use outside the school/classroom.

Please note that access provided to school property, accounts and platforms should be used only for their intended, school related, functions. Misuse or abuse of such access is a violation of the school's policies. School expectations of how we treat ourselves and others have not changed and are still expected online.

NSCA is committed to appropriate use of technology. Students are provided with school email addresses and online information storage as well as use of computers, printers, and wireless internet access throughout the school building. Policies and procedures outlined below apply to all computers used. Teachers may set additional requirements for their classes.

Students must agree to abstain from possessing, sharing, seeking pictures, texts of any sexual nature, taken at home or at school, and may result in expulsion or contacting law enforcement.

Any student's personal device must have 3G or 4G capability and turned off on school grounds.

Student Email—Each student is assigned a school email address. Students can access their email through the email app on their Chromebook. If a student needs to reset their email password, they must schedule a time with Mrs. Gabriel.

**Parent signature of parent** \_\_\_\_\_ **date** \_\_\_\_\_

**Student signature** \_\_\_\_\_ **date** \_\_\_\_\_

## ACCEPTABLE USE

The following guidelines and expectations are in place to ensure safety. Electronic mail, network usage, and all stored files will not be considered confidential and will be monitored at any time to ensure appropriate use. NSCA will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. The student in whose name a system account and/or computer is issued will be responsible at all times for its appropriate use. Parents and students (grades 2-12) are required to sign the Acceptable Use Form prior to the start of school.

## GENERAL GUIDELINES

- a) Students are responsible for the ethical and educational use of the technology resources.
- b) Access to technology resources is a privilege not a right.
- c) Transmission of any material that is in violation of any federal or state law is prohibited. This includes Confidential, copyright material, threatening or harassing or obscene material and viruses.
- d) Any attempt to alter data on a computer or the files of another user, without consent will be considered an act of vandalism and subject to disciplinary action. This includes but is not limited to the adding, deleting or altering settings, software, and school-bookmarked websites.
- e) Do not put stickers on device. Do not drop device.
- f) All sound on computers should be muted unless otherwise specified by the classroom teacher. Student must bring earphones.
- g) Electronic chatting is not permitted unless it is a part of classroom discussion.
- h) Students in PreK will have center educational time on tablets. Students in Kindergarten and 1<sup>st</sup> Grade will have access to iPads to be used for learning and technology skills. Parents may request their child not to use devices.

## OPPORTUNITIES FOR PARENT INVOLVEMENT:

**FUND RAISERS:** The only way in which the School Board has been able to keep tuition at affordable levels and to offer financial aid each year is through fundraisers, gifts, and donations. Participation in our fundraisers is not required but is strongly encouraged. Fundraisers help to make NSCA a better place. Some of our major events include a Golf-Walk in the fall, a Craft Fair around Christmas, and Dinner-Auction at the end of April. Sales of items such as Yankee Candles, candy, magazines, flowers, etc. are offered throughout the school year. Please let your child's teacher know if you can help in any way in this important area.

**Note\* activities for 2021-22 may be altered by Covid-19 guidelines.**

**PARENT RESOURCE LIBRARY:** The Director maintains a collection of parent resources in the lower building. Through special grants, the school has acquired many books on child rearing. These books cover many different topics relating to Christian family living. Parents will find these books to be informative and helpful. Please take advantage of this wealth of knowledge provided for you.

**PARENT TEACHER CONFERENCES:** Parent/Teacher conferences are *required* at the close of the first and second marking periods. Forms are sent home to help schedule a mutually convenient appointment. Parents are expected to be prompt and remember that many conferences are scheduled during this day. Children are not to be brought to school during conferences, unless you are able to provide another adult to supervise them. We cannot provide supervision for your child, and it is difficult to address confidential or negative issues concerning the student with him or her present. In some cases, the teacher/parent may include the student when deemed in the best interest of progress. Aftercare is not available for any students other than those who are enrolled in the program.

Teachers are also available for a conference when time a parent feels it is necessary. Please make arrangements directly with the teacher/teachers involved. Please do not use morning drop-off or afternoon pick-up times for conferences since teachers are responsible for their classes during those times. In an emergency, a note or brief message to the teacher is acceptable to make him/her aware of the situation. Parents are able to communicate through text, email, phone, Google Dashboard or written communication or in person at the close of the day. During Covid conferences may be conducted by Zoom, Duo or phone.

**PARENT TEACHER FELLOWSHIP:** Every parent, teacher and staff member is a member of the NSCA Parent Teacher Fellowship. Meetings may be altered in format for the 2021-2022 school year due to Covid restrictions. PTF is responsible for promoting good communication between home and school and for encouraging support for both the Academy and the Christian education. Fundraising events, which support the school's budget, are coordinated throughout the year by the PTF. It also coordinates all Volunteers within the Academy. Parents are encouraged to take an active part in supporting sponsored programs.

\*Regular PTF meetings are held on the third Thursday of each month. These are for parents, teachers, and friends of the Academy, and are an opportunity to keep current on all that is going on at the school. Afterschool meetings are held from 3:15-4:15. Evening meetings will be held with PTF begins at 5:30 with a potluck supper, followed by a meeting from approximately 6:30-7:30. We seek the involvement of all our families in the NSCA Parent Teacher Fellowship. The nature of the PTF meetings will vary, but the general objectives are:

1. To acquaint both parent and teacher with the philosophy of Christian Education.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parent and teacher to know and fellowship with one another.
4. To enhance the school's ministry.
5. To provide special project nights and programs for the students.
6. To plan P.T.F. events and activities.

**PARENT-TEACHER RELATIONSHIPS:** Open communication between parents and teachers must be established and maintained. In any area of confusion or conflict regarding classroom policies or procedures, please go FIRST to the teacher to try and resolve it. If the issue cannot be resolved, then go to the Director. We desire to handle all such issues in a biblical manner that is pleasing to the Lord. Seek to use the scriptural model outlined in Matthew 18. Parents are asked to sign an agreement on enrollment and re-enrollment.

Teachers meet with parents at scheduled times during the school year to discuss student progress. Additional conferences are available upon request. Parents and teachers should avoid holding unscheduled "mini-conferences" when children are present or when teachers have supervisory responsibility, including bus, recess and dismissal times.

**PARENT-TEACHER GOAL SETTING CONFERENCES:** In the Fall a conference is arranged for parents to meet with the homeroom teacher and to mutually set spiritual, academic and social goals for each child. Information regarding these conferences is sent home prior to conference day. An assigned time is given to each family for conferences which are scheduled to last twenty minutes. Please inform your child's teacher if you need to request a change in the conference time.

**MID-YEAR PARENT-TEACHER CONFERENCES AND CLASSROOM VISITS:** After January, conferences are scheduled for parents and teachers to meet to discuss the student's progress and evaluate goals. This represents the important partnership that the school desires to have with each family, as it provides an opportunity to discuss the student's strengths and weaknesses and progress. In addition, parents or teachers may request other conferences throughout the year when a special conference is needed. Parents are welcome to visit classrooms yet asked to notify the teacher to arrange a time to visit. Covid protocol limits admission to buildings. Meetings were on hold for 2021-22. Report Cards are issued quarterly.

**ROOM MOTHERS/FATHERS/GRANDPARENT:** Our teachers will be happy to know of parents (or grandparents) who would be willing to assist them throughout the school year in various ways, such as preparing refreshments, assisting with field trips, or helping students who are experiencing difficulties in their class work. Please let your child's teacher know if you can assist in any way. It is sometimes best not to work directly in your child's classroom so please talk to the teacher about alternative ways to help or an alternative location or tasks. Covid protocol limits admission to buildings. Visits are on hold for 2021-22 school year.

**VOLUNTEER OPPORTUNITIES:** Parent involvement is a vital part of NSCA. Volunteers help build bridges between home and school, keep tuition costs affordable and enhance school life. There are projects and opportunities regularly listed in the monthly newsletter. Each family is requested to volunteer approximately 40 hours annually. This may be done in person, remote school days, weekends, or evenings. A small, yet growing school is always in need of extra support and help. There are many ways in which we can utilize the talents and gifts of parents. Whether one works outside the home or stays at home, there is a place in our school where you can be involved. We suggest that each parent give a minimum of forty hours of volunteer work during the school year. Please talk to your child's teacher about how you can receive a blessing by volunteering. Teachers will contact parents they haven't heard from to set up a volunteering opportunity. We ask that anyone volunteering as a teacher's aid or tutor, or any area that involves working with students in the classroom, observe the school's staff dress code (see Staff/Volunteer Dress Code). Those who volunteer as chaperones for field trips should observe the dress code specified by the teacher for each individual field trip. We ask that children of volunteers not leave their classrooms to see their parents while their parents are present at the school, as it is disruptive to the classroom schedule. If volunteers wish, they may eat lunch or attend recess with their children. If you would like to be a part of a rewarding volunteer ministry at NSCA, please fill out the volunteer form available in the school office or on the website and submit it to your child's teacher. **Covid guidelines may limit volunteer opportunities.**

**PARENT ORIENTATION:** At the beginning of each school year an orientation night provides an opportunity for parents to meet faculty, administration, and staff. Parents also receive an overview of current issues and procedures for the new school year, and view the curriculum and homework expectations, and meet with teachers in their classrooms. This is not a time to discuss specific student concerns but a general orientation. Google training for parents.

## **IMPORTANT STATE REGULATIONS/INFORMATION**

### **Laws Regulating Medication**

- State Laws regulating medication require that students must have a signed doctor's authorization in their permanent health file for administering any medication at school. This includes both prescription and non-prescription medications. Medications will be clearly labeled with child's name and locked in the school office with the exception of inhalers used for self-medication and epi-pens which will be kept in a secure, accessible location in the care of the classroom teacher. In-service training will be given to staff regarding protocol and procedure for administration of medication. (See section on Student Health). State regulations regarding Health & Safety items are on file in the Academy office. The following basic rules apply for use of medication in school:
- The Academy Nurse, Administration and trained staff (nurse on premises 2 days weekly) shall administer all medications to students within the school setting (with the exception of Epi-pen administration and self-carry provisions) on days she is on duty. At other times only staff trained in Administration of meds. And epi Pen trained may administer medications. No one else may administer medications to a student during the school day other than the student's parents.
- An order form from a provider licensed to prescribe medications, granting permission for the



student to receive a specific medication, must be on file in the school. The document must identify the drug, dosage, route of administration and when it is to be given to the student. This document must be renewed annually or when requested to do so by the Academy's Nurse. Medication should be brought to the office by the parent in its original container.

- Directions must be plainly marked on the container by a pharmacist.
- The name of the drug must be on the container.
- The parent authorizing administration of the medication to the child must complete a medical Policy form.
- Students will be allowed to self-carry and self-administer inhalers approved by the Director, Nurse, and parent or guardian.
- Parents may deliver non-prescription medicines to school and give to the Academy's Nurse, or administration upon arrival. These medications will be administered by the Academy's Nurse/administration as needed basis, according to the package dosage instructions.
- In the event a parent anticipates a need for Tylenol to be administered, a medical Policy form must be completed and submitted to the office. The student will be given school-supplied Tylenol by the Academy's Nurse, according to dosage instruction on the package.
- Non-prescription cough drops may be carried to school by a student but must be given to the student's teacher upon arrival at school. Parents should send a note requesting that the cough drops be given to his/her child upon request. Cough drops may not be shared with other students.

### **Emergency Procedures**

It is critical that all families have an emergency number on file. Should the number you have listed change, please notify the Academy office and request that the appropriate change be made. Please provide the school with home and cell phone numbers as well as email address.

### **Laws Regulating Child Services**

NSCA is a mandated reporter for all students under the age of 18 enrolled in our care regarding the areas of child abuse and neglect. See Child Abuse and Neglect Policy available in the school office. Our Pre-K program is under the state Department of Health regulations. If a student enrolls with an IEP or 504 plan with a previous school, will become part of a student's plan at the Christian Academy through North Stonington public schools. If a teacher/parent suspects a disability after administration will be notified and a conference will be set up. Interventions will be put in place. If the interventions are not successful NSCA will make a referral to the town of North Stonington Special Services for a meeting and possibility of formal evaluation, plan development and support for the student. Students enrolled in private schools do not qualify for the same amount of service they are able to receive in public schools. If it is needed, the town's Special Services will conduct the evaluation regardless of where the student lives. Parents and teachers are part of the evaluation process and should expect and cooperate with classroom observation or other aspects of the process. In most cases evaluation is done here at NSCA by Special Services of North Stonington Public Schools. Services are provided in person or by Zoom at NSCA.

### **Important Federal Regulations/Information**

#### **FERPA Regulations**

The Family Educational Rights and Privacy Act (FERPA) requires that at the beginning of each school year parents or guardians be advised that they have the right to inspect their child(ren)'s permanent file.

**Asbestos Regulations**

Parents and students must be notified about NSCA's asbestos management plan each year. A copy of the policy is included in the student handbook and will be posted in prominent locations and included bi-yearly in the weekly newsletter.

**Declaration of Moral Integrity**

All staff members are required to sign and abide by a Declaration of Moral Integrity on a yearly basis. All new staff and volunteers with access to students are required to undergo a Criminal Background Check. (Not a federal law, but a requirement at our Christian school).

**Free/Reduced-Price Lunch Program**

North Stonington Christian Academy does not participate in this program.

**Sexual Harassment Policy**

North Stonington Christian Academy does not tolerate sexual harassment among its faculty, staff, or student body. The Anti-Harassment Policy is in effect.

**Bullying Policy**

NSCA has policies for staff and employment anti-harassment policy procedures regarding bullying. The school does not tolerate harassment of students by other students or staff. An anti-bullying and anti-harassment policies are in effect. Documents in the Office Manual, reports of behavior are investigated, and appropriate action is taken. Harassment is defined as (sexual, verbal, physical, hostility, social, racial, color, national or ethnic origin, disability, cyber bullying, bullying or intimidation). In Christ students and staff are expected to be respectful, responsible, safe and truthful as each person is created in the image of God. Our school community is to be one of safety for all members of the community whether student or faculty. Students and faculty will be notified how to make a report of bullying to staff concerning the allegation, witnesses and investigation. Intervention and prevention strategies are in place and there are procedures for reporting and investigating complains. There are consequences for bullying with plans for students' safety and support and measures to protect. The parents of the students involved will be notified of a situation involving bullying. If an act of bullying constitutes a criminal offense, law enforcement may be notified. Teachers at NSCA will model respectful and positive behavior toward all students with a school atmosphere of appropriate social behavior. Social emotional learning will be incorporated into classroom strategies to support the desired Christian school atmosphere. Employees have continuing awareness of behaviors which could lead to bullying. Faculty and administration work continually within the school setting to prevent bullying. It is with constant communication and feedback from faculty, students, parents that the Lord can enable us to create the school climate which honors Him in all ways. Note: Behaviors have consequences and parents will be notified for office referrals regarding unacceptable behaviors toward others or toward their teacher. (More about how it's reported and confidentially. It will be dealt with regardless of whose child it is. Prevention of bullying is a part of curriculum at all levels.

## General and Miscellaneous Information

**AWARDS:** Annual awards are given to students who achieve excellence in various areas at the Awards Chapel held the last week of school. These include awards for perfect attendance, academic achievement (Presidential Academic Silver and Gold Award), excellence in Bible (Nathaniel Wilkinson Memorial Award), Christian character and citizenship (Sharon Moon Memorial Award), physical fitness and exceptional achievement in subject areas. Honor Roll, Patriotism and various other awards are recognized at NSCA.

**BEFORE & AFTER SCHOOL CARE:** NSCA provides a before care program from 7:30-8:15 AM as well as an after-care program from 3:00-5:15 PM for parents who require care for their children before or after normal school hours. Before and after care is a state licensed program, so we must abide by their regulations. Only paying students enrolled in the before and after care programs may be in the classroom. Parents must sign students in and out of AM, PM, vacation, and summer care on the sheet provided outside the school office. Students must remain in a designated classroom with designated staff—no wandering unsupervised will be

allowed. Students must provide their own snacks. Parents are required to be prompt in pick-up time. Abuse of pick-up time (later than 5:15 PM) or non-payment for care will result in loss of the privilege. Please notify the Director or the after-care teacher to make arrangements for this service for your family. The cost is \$4.00 per hour for before or after care. Children enrolled in after care may change clothes after school. They may also do homework during this time as well as participate in recreation or sports. Note: Not available during vacations or holidays. Please arrange for alternative care ahead of time.

**BIRTHDAYS:** A treat such as cupcakes may be sent to school to help in the celebration of your child's birthday. This is not a requirement, however. Please check with the teacher several days before to arrange a convenient date and time, and to avoid duplication of parties. Please check on allergies and gluten-free needs and be sure all students have snacks or food provided. (Altered by Covid. Must be prepackaged treat. Check with teacher for food allergies.

Food and candy are not to be used as rewards or punishment by depriving a treat. Celebrations should be kept simple so that there is no sense of competition or hurt feelings among students. If invitations to parties at home are given out at school, the *entire* class must receive an invitation to avoid hurt feelings. Exceptions will be made for ALL GIRLS or ALL BOYS birthday parties.

**BAKE SALES:** Due to Covid-19 bake sales are temporarily discontinued until further notice.

**CHANGE IN INFORMATION:** It is imperative that the school office be notified immediately of a change of address, home or office telephone number, cell phone number email address, or emergency information during the academic school year. Each student is required to have an Emergency Information Card on file in the office.

**CLASSROOM VISITORS:** Visitors are welcome here at NSCA as long as there is previous notification and approval from the school office. Prospective students and their parents are welcome to visit the school and sit in on classes by appointment with the school office. At any time a visitor enters a classroom, students should remain in their seats and continue their assigned work. Students should remain quiet when a teacher is speaking with a classroom visitor. Visitors may be a distraction to students and learning so social visits will be kept to a minimum to guard a learning atmosphere. Visitors must be approved by the office. **None for 2021-22 unless approved due to Covid.**

**INCLEMENT WEATHER:** When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the students' safety. In the event of early dismissal, parents will be notified by the One Call Now notification system by phone and email. Announcements are usually broadcast for school closings beginning around 6:30 AM.

**LOCKERS:** Students at NSCA are assigned lockers at the beginning of the school year for storage of books and personal belongings. Lockers should be kept clean and orderly. Inappropriate pictures or slogans should not be posted in lockers. NSCA reserves the right to inspect a student's locker without prior warning.

**LOST AND FOUND:** The school operates a Lost and Found in the lower building. Please CLEARLY LABEL all uniforms and backpacks with a permanent marker. Bibles, dictionaries, boots, coats, or other personal items should be marked with the student's name to avoid confusing them with similar items belonging to other students. Students who find lost articles are asked to take them to the office or give them to their classroom teacher. Items left outside on the playground or in other areas of the school buildings will be taken to the Lost and Found. Items left over thirty days will be given to charity.

**LUNCH PROGRAM:** Due to Covid precautions, outside lunches will not be available for ordering and brought into school. Bag lunches should be brought from home. No microwaving or sharing of food is permitted. Prices for lunches vary from \$3.50 to \$5.50 depending on what is ordered. Order forms will be sent home each month for school lunches. Parents paying by check should specify on checks for specific lunches. Other checks should be made out to NSCA. Students not wishing to purchase school lunches should bring a packed lunch. Please include an ice pack or refrigerate for food safety. Occasionally prior to Covid-19 there

were special lunches which included Chinese food or other catered items. An exception is Subway lunch on Thursdays. **\*Due to Covid-19 students will eat in classrooms until further notice. Bag lunch/no microwave until notice.\***

Students may bring their lunch. Details regarding the school lunch program will be made available should it resume after the Pandemic.

When a student brings a lunch from home, it is expected that the lunches will include healthy choices. Healthful snacks (fruit, juice, cheeses, etc.) are expected for the morning snack break. Please provide a daily snack for your child. Please **DO NOT SEND** cookies, cakes, donuts or chips to school with your children for morning snack time. Students are not to bring soda, caffeinated beverages such as coffee, tea, or hot chocolate, gum, or candy. Glass containers are not permitted. **Please resist sending Lunchables or prepackaged unhealthy choices.**

Lunches are eaten in the classroom under teacher or volunteer supervision. Proper eating manners are expected and will be reinforced by each teacher or parent volunteer. There is NO SHARING of food among students due to the possibility of food allergies. If a child does not have a lunch, the teacher will send/call to the office where an appropriate accommodation will be made. Parents are responsible to tell the teacher or nurse of any allergies so parents in that grade can be notified.

**PHOTOGRAPHS/PUBLICITY:** Photographs of children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials including our school website. If you have a reason you wish your child not to be photographed, please notify the school office. We request that any posters or printed matter that you might wish to display on the Academy bulletin boards or doors first be checked with the Director. No advertisement for events that conflict with regularly scheduled services at Second Baptist Church will be posted. Due to the high cost of advertising, we request that if you have a special ability to promote NSCA in your church and community, you be involved in this area. Please see the Director if you can help. Note: There is a special page in the Enrollment application where you can notify the school of our desire to not have your child photographed. Please also notify the teacher and school office for extra precaution.

**SCHOOL NEWSLETTER:** The North Stonington Christian Academy weekly newsletter “NSCA Today” is sent home each Friday in order to effectively communicate information regarding activities and events taking place at the school. The option is given to each NSCA family whether to receive this letter in paper copy or as an email attachment. Notify the school secretary if you wish to receive it as an email. Any information parents may wish to have printed in the newsletter must be submitted to the school office and cleared by the Director before being included—submit items by Thursday morning for inclusion in that week’s edition.

**SCHOOL PICTURES:** School pictures will be taken each year in October. Picture package order forms will be sent home several days prior to picture day. These must be returned with payment on the day pictures are taken. Retakes will be scheduled for those who desire them. Pictures will be taken in school uniform. There will be a makeup date for retakes. For the year in celebration of families we will schedule a family portrait option for Christmas.

**TELEPHONE USE BY STUDENTS:** Students are not to use the school phones for personal calls except in emergency situations or extremely important circumstances. Students must have permission from teachers and office personnel to use the school phones. We ask that parents not use the school phones to deliver messages to students (If they are of genuine importance, please call the office/teacher)so that our school phone line can be kept open for business purposes and classroom learning is guarded.

**TOYS FROM HOME:** Toys brought from home for “Show and Tell” are permissible but must be kept in the student’s locker during class time. No violent toys will be permitted (examples: guns, superhero figures, swords, knives). Toys are brought to school at your own risk. We cannot assume responsibility for lost or broken toys. **During Covid-19 there will be no sharing of toys or passing of toys for show and tell or recess.**

## HOME, CHURCH, SCHOOL

The Scriptures are very clear concerning the parents' responsibility for the education and training of their children. Christian parents are held responsible by God, not the government or state.

Christian parents are to:

1. "Train up a child in the way he should go." Proverbs 22:6
2. "Bring them up in the nurture and admonition of the Lord." Ephesians 6:4
3. "Teach God's Word diligently to our children." Deuteronomy 6:7

All truth is God's truth; therefore, we believe that all truth must be studied in the light of God's truth revealed in Jesus Christ, the Living Word, and in the Scriptures, the written Word. North Stonington Christian Academy's purpose is to work in harmony with the Christian home and local churches, reinforcing and supporting each other in the education and spiritual growth of Christian children and young people. We believe in Christian education for character, citizenship, vocation, health, fundamental skills, worthy use of leisure time, and worthwhile home and community involvement. We believe integrating the revealed truth of God into the total curriculum can best accomplish this.

### PLEDGES TO THE BIBLE AND TO THE CHRISTIAN AND AMERICAN FLAGS

(Quoted during morning opening times and at regular chapel services)

**American Flag:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

**Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

**Bible Pledge:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.



### SCHOOL VERSE

(This verse is recited by students at each chapel service)

*"But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; and they shall walk and not faint."*

*Isaiah 40:31*

\*The administration and school board have made every attempt to include pertinent information in this handbook. However, some information may be subject to change. We reserve the right to change policies or procedures at any time during the school year based on changing circumstances and needs. We will do our best to inform parents in a timely manner of any changes to this handbook.

Revised Aug. 22, 2012

# North Stonington Christian Academy

## HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

This form should be returned to the front office within one week of the start of the school year or within one week of enrollment for students who enroll after the start of the school year.

STUDENT NAME \_\_\_\_\_

I have received and read the NSCA Parent Student Handbook and asked questions about any information that was not clear. I understand and agree to comply with the information and policies put forth in the handbook.

STUDENT SIGNATURE \_\_\_\_\_

As the parent or guardian of the above student, I acknowledge that my student and I have received and read the NSCA Student Parent Handbook and asked questions about any information that was not clear. I understand and agree to comply with the information and policies put forth in the handbook.

I agree to resolve disagreements with the person or persons directly involved, following the Biblical principle of reconciliation set forth in the Bible (Matthew 18).

PARENT SIGNATURE \_\_\_\_\_

ADMINISTRATOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Appendix A

### ACSI Expected Student Outcomes

As we strive to attain our vision, we believe it to be important that ACSI member schools develop programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who...

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger”.
6. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
7. Know how to utilize resources including technology to find, analyze, and evaluate information.
8. Are committed to lifelong learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being as created in the image of God.
11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand, and apply God’s Word in daily life.
14. Possess apologetic skills to defend their faith.
15. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love.
16. Treat their bodies as the temples of the Holy Spirit.
17. Are actively involved in a church community, serving God and others.
18. Understand, value, and engage in appropriate social (community) and civic (political) activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).
21. Respect and relate appropriately with integrity to people with whom they work, play, and live.
22. Have an appreciation for the natural environment and practice responsible stewardship of God’s creation.
23. Are prepared to practice the principles of healthy, moral family living.
24. Are good stewards of their finances, time (including discretionary time) and all other resources.
25. Understand that work has dignity as an expression of the nature of God.

**Appendix B****NOTIFICATION OF ASBESTOS MANAGEMENT PLAN**

**North Stonington Christian Academy  
12 Stillman Road  
North Stonington, CT 06359**

Date: Sept, 2021

In accordance with Regulations of Connecticut State Agencies RCSA

19a-333 1 through 13 “Asbestos Containing Materials in Schools”, we are required to inform you that asbestos containing materials have been identified in various areas of school. Materials remaining are in the Operations and Maintenance (O & M) Program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance, and repair. The O & M Program will remain in effect until all asbestos-containing building materials (ACBM) are removed from the buildings.

The buildings on the grounds of the campus are inspected every six months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly reinspected every three years, and the Management Plan information updated by a Connecticut licensed asbestos inspector following the same basic criteria as the original inspection.

The North Stonington Christian Academy maintains in its Main Office a complete updated copy of the Asbestos Management Plan. It is available during normal business hours for inspection. The Designated Person for the Asbestos Program is Pamela Wilkinson and can be contacted at (860) 599-5071.

In addition to six-month materials surveillances, this year’s activities regulated by RCSA 19a-333-1 though 13 are:

1. Three-year reinspection of all buildings completed July 2005, 2008, July 2011
2. Annual Training of Maintenance Personnel March 2003, March 2004, March 2005, March 2006, March 2007, March 2008, March 2009, March 2010  
Six Month Reinspections: Sept. 2002, March 2003, Sept. 2003, March 2004, Sept. 2004, March 2005, Sept., 2005, March 2006, Sept. 2006, March 2007, Sept. 2007, March 2008, Sept. 2008, Mar. 2009, Sept. 2009, March 2010, Sept. 2010, March 2011, September 2011, March 2012, September, 2012, March 2013, September, 2013, March 2014, Sept. 2014, March 2015, Sept. 2015, March 2016, Sept. 2016, March 2017, September 2017, March 2018, September 2018, March 2019, September 2019, March 2020, September 2020, March 2021, September 2021.

This notification is for all school, staff, students, parents, maintenance workers and outside contractors who work on school premises.

**NOTIFICATION OF LEAD AND WATER SAFETY PLANS**

As per State of Connecticut Health Regulations, Mrs. Wilkinson has taken the required lead abatement training. Our building does not contain lead paint inside or out, nor is there any lead in our water. Mrs. Wilkinson is a State of Connecticut Certified Water Operator and conducts all routine water testing for both buildings to ensure safe drinking water for the church and school. Mrs. Wilkinson has undergone FEMA Incident Command & Emergency Response Certification.



## Appendix C

**North Stonington Christian Academy**  
**12 Stillman Road**  
**North Stonington, CT 06359**  
**Phone: 860-599-5071      Fax: 860-599-2815**

### **SEVERE WEATHER/FIRE/MEDICAL EMERGENCIES**

Emergency or winter storm closings will be announced via the One Call Now notification system and on local radio and television stations. The following guidelines are used to determine weather-related school closings:

1. If North Stonington School Department cancels school prior to the start of the school day due to inclement weather, then NSCA will also cancel.
2. If a severe storm warning comes into effect after the school day has begun, parents may pick up their children at any point during the day. It is helpful to call the Academy for early pick up permission during severe weather conditions.
3. NSCA will remain open once the school day has begun under all weather conditions, until all children have been picked up.
4. If North Stonington closes for other reasons (which may or may not be related to weather such as flooding, gas leak, no heat, etc.), it is likely that NSCA will remain open. Be sure that you have proper notification in these kinds of situations.

OUR SCHOOL FOLLOWS THE CANCELLATION DECISIONS OF NORTH STONINGTON PUBLIC SCHOOL IN CASE OF SNOW, SCHOOL IS CANCELLED BEFORE THE SESSION BEGINS, OR IF SNOW WORSENS DURING THE SESSION, AN EARLY DISMISSAL WILL BE ANNOUNCED BY CALLING PARENTS AND BY RADIO/TV ANNOUNCEMENT (AM/PM PARENTS INCLUDED). CLOSINGS ANNOUNCED ON RADIO—106.5 FM. WSUB 980 MIX 102.3, WOLF 104.7, Q 105 WICH, WCTY, WNLC, WKNL; TV--CHANNEL 8, CHANNEL 3 (CT), CHANNEL 10 (RI). YOUR SAFETY IS VERY IMPORTANT TO US AND WE WANT YOU TO USE YOUR BEST JUDGMENT CONCERNING ROAD CONDITIONS AND TRANSPORTATION OF YOUR CHILD TO AND FROM SCHOOL.

IN CASE OF SEVERE LIGHTNING, HIGH WINDS, OR HAIL WHICH ARISE DURING SESSION, THE CHILDREN WILL BE GATHERED TOGETHER IN THE CENTER HALLWAY NEAR THE BATHROOMS AWAY FROM WINDOWS AND KEPT CALM. IF CHILDREN RIDE A TRANSPORTATION BUS, THE BUS COMPANY WILL BE NOTIFIED OF EARLY DISMISSAL.

FIRE DRILLS ARE CONDUCTED 12 TIMES YEARLY

IF EVACUATION IS NECESSARY DURING SCHOOL IF DIRECTED TO DO SO DUE TO FIRE OR DISASTER, CHILDREN WILL BE TRANSPORTED TO THE CHURCH BUILDING—IF THAT IS NOT SAFE, CHILDREN WILL BE TAKEN TO NORTH STONINGTON ELEMENTARY SCHOOL FOR EMERGENCY SHELTER, OR TO AN ALTERNATE LOCATION IF SO DESIGNATED BY CIVIL DEFENSE OFFICIALS. PARENTS WILL BE NOTIFIED BY PHONE OR PUBLIC ANNOUNCEMENT.

IN CASE OF A MEDICAL EMERGENCY, PARENTS WILL BE NOTIFIED FIRST UNLESS A 911 CALL MUST BE MADE PRIOR TO CALLING THE PARENT. CERTIFIED STAFF PROVIDE FIRST AID OR CPR UNTIL PROFESSIONAL HELP ARRIVES. IF NEEDED, CHILD WILL BE TRANSPORTED TO THE HOSPITAL IN AN AMBULANCE. STAFF IS UNABLE TO PROVIDE TRANSPORTATION TO A MEDICAL FACILITY. PARENT WILL BE ASKED PREFERRED HOSPITAL, BUT ULTIMATE JUDGMENT IS WITH RESCUE PERSONNEL. AN ACCIDENT (MEDICAL INCIDENT REPORT) WILL BE DOCUMENTED AND SIGNED BY STAFF AND PARENT. EVERY ATTEMPT WILL BE MADE TO REACH PARENTS OR DESIGNATED EMERGENCY PERSONS LISTED ON YOUR EMERGENCY CARD. IF UNABLE TO REACH ANYONE, AND SITUATION COULD BE LIFE-

THREATENING, A STAFF MEMBER WITH HIGHEST AUTHORITY PRESENT WILL SEEK PROFESSIONAL HELP BY A LICENSED PHYSICIAN IN A LICENSED HOSPITAL OR EMERGENCY ROOM. CONSTANT ATTEMPTS TO REACH PARENT OR GUARDIAN WILL BE MADE. IF PARENTS CANNOT BE LOCATED OR NOTIFIED, WE WILL THEN NOTIFY POLICE TO CONTACT THE PARENTS.

STAFF WILL REMAIN ON PREMISES UNTIL LAST CHILD IS PICKED UP BY PARENT IN INCLEMENT WEATHER OR EMERGENCY. IN RARE CASES, AFTER REASONABLE TIME IF WE ARE NOT ABLE TO REACH PARENTS, WE MAY NEED TO NOTIFY THE LOCAL POLICE. CARING FOR YOUR CHILD AND MANY OTHERS IN CASE OF ACCIDENTS, ILLNESS, EMERGENCIES OR DISASTERS IS A HUGE RESPONSIBILITY FOR OUR STAFF. WE WILL RESPOND AS A TEAM WITH THE BEST JUDGMENT POSSIBLE. WE RELY ON YOUR COOPERATION IN BEING SURE ALL EMERGENCY CONTACTS, PHONE NUMBERS, DOCTOR'S NAME AND MEDICAL INFORMATION ARE CURRENT.

LOCKDOWNS—BOTH BUILDINGS WILL PRACTICE LOCKDOWN SHELTER IN PLACE EMERGENCY RESPONSE YEARLY WITH USE OF WALKIE TALKIE, MICROPHONES, ETC.

- Fire Drills are conducted throughout the year.
  - Regular water tests are performed, and results are on file in the office.
  - Asbestos management plan posted in the office and published on reverse.
- Lock down drills two times yearly  
First aid, CPR, AED epi-pen training qualified staff on duty at all times.

## Appendix D

### Donations

North Stonington Christian Academy has been training young people to become faithful servants of the Lord for over thirty years. Many of our graduates are serving as missionaries, pastors, doctors, lawyers, teachers, and in many other walks of life. Many of these people committed their lives to Christ while attending North Stonington Christian Academy. Our dedicated staff is not only committed to seeing that young people receive a quality education, but also that they will come to live lives that are pleasing to the Lord. Our goal at NSCA is to “educate for eternity.” We endeavor to keep our tuition costs down, and so we depend upon financial gifts to fill the gap. We encourage you to consider making an investment that will impact lives for eternity. You may not be aware of various ways you can invest in our Christian school, so we would like to suggest the following options:

#### **Cash Contributions:**

These are needed on a regular basis to assure the ongoing operation of our school.

#### **Memorials:**

We sincerely appreciate financial gifts given in memory of loved ones who have passed away. A donation receipt will be sent to the family, and we will publish a list of memorial gifts in our yearbook and in our school newsletter.

#### **Will/Estate Planning:**

We would be happy to assist you in your estate planning with furnishing you with helpful materials and even recommending competent attorneys in Probate in CT and RI who would be able to serve you. To be assured that your estate will be distributed according to your wishes and not that of the state, you need to prayerfully consider your options. You may designate the Academy in your will or estate. This will greatly ensure that the financial health of the Academy in the future as a ministry.

**Other Gifts:**

NSCA receives gifts such as technology equipment, school furniture, curriculum items, office supplies, custodial equipment and supplies, etc. These items may qualify as tax deductions, and we will provide you with a donation receipt with our federal tax-exempt ID number.

Giving to NSCA will assure our ability to continue ministering to students and their families for many years to come. Please prayerfully consider the best type(s) of giving for your family. Making wise investment will have an impact on future generations and pay dividends for eternity. For more information or to make a donation, please contact Pam Wilkinson, Director at 860-599-5071.

Memorial gifts may be received by the Academy to honor a loved one. These may include a monetary gift, planting, or memorial plaque.

**Covid-19**

North Stonington Christian Academy follows Ledge Light Health District guidelines for schools. Masks will be worn indoors on return to school. All grade levels will be doing in-person school. Some of last year's guidance from Ledge Light has been relaxed in regard to cohorts and cleaning practices but mask wearing will be implemented as a means of protection from the spread of Covid or the variance.

**Appendix E**

NOTE: The instructions below are as of the publishing of this document. From time to time, more efficient procedures are implemented; if this happens, these instructions will be distributed to each family and made available on the website.

**Procedure for Dropping Off Students in the Morning**

- 1) Students are to be dropped off between 8:00 and 8:30 AM. *Even if* there are staff members in the building, please do not drop off your children prior to 8:00 AM as there is no assigned supervision until that time.
- 2) Parents should drop off at the appropriate building.
- 3) Parents of preschool children will walk their preschoolers into the classroom and due to Covid teachers will sign them in.
- 4) Parents of students in Kindergarten – Grade 4 will drop off children at the front of the main entrance for their building. Late arrivals must enter through the main door and report to the office for late slips. The upper building doors are locked. Parents with children in both age groups may drop younger children at the main entrance and then proceed to the upper building.
- 5) Parents wishing to come into the building during drop-off or pick up time should park in the parking lot—but not in the drop-off area in the front of the main entrance and turn their engine off. Entry into the building is limited during Covid Pandemic. Please stop at hall entry unless your child is in PreK.
- 6) SPEED LIMIT: 5 MPH. Please observe this at all times.
- 7) NO CELL PHONE USE (or texting) while driving on school property. This is for the safety of YOUR children.

- 8) All state laws must be observed by parents regarding transportation of students in regard to car seats, booster seats, ages, weights, heights per Connecticut State Law. This applies to your own children and any other children you may transport in carpools or on trips.

### **Procedure for Picking Up Children in the Afternoon (between 2:50 and 3:00 PM)**

#### Lower Building

- 1) Children will be dismissed at 2:50 for PreK-Grade 4; Grades 5-12, 3:00 PM. Please do not expect your children before that time.
- 2) All cars will pick up students in front of the building.
- 3) Parents of Middle and High School students with no younger siblings will wait for parent to pick up children at the upper building at 3pm.
- 4) Middle and High School students with younger siblings not picked up by 3:10 will dismiss from the younger sibling's location in the lower building.
- 5) Parents of preschool students: For pickup time, parents will park in the parking lot and walk to the front porch. Be aware of social distance and health requirements.
- 6) Students will be dismissed at 2:50 PM. If you are waiting in the parking lot, please do not leave your cars. Parents needing to come into the building should park in the parking lot. Never leave children unattended in the car. If you call the office, we can come to you so that this will not happen.
- 7) PLEASE REMEMBER: Do not pass cars, even if in our driveway. Note: There are no bus riding students in 2021-22.
- 8) Please do NOT park in front of the main entrance during drop-off or pick-up times, remain with your car during these times.
- 9) SPEED LIMIT: 5 mph. Please observe this at all times.

After Care students will enter program at 3:00 in the lower building. Parents must ring buzzer and come in to personally pick up students and staff will sign them out. Payment by the month will be given with tuition for after care.