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## DO YOU RENWEB?

In an effort to improve communication with our parents, NBCA subscribes to renweb.com, a website which enables you to view your child's grades and assignments on-line. Teachers record grades, homework, and lesson plans in this software package. The minute they record a grade, you will see it on the Parent's Web Site!

You will access only your child's information by logging into [www.renweb.com](http://www.renweb.com) and signing in with your unique email address and password. You can see how your child scored on a test taken earlier in the week or quickly identify assignments not turned in. When your child gets home from school, you can view their homework assignments on-line, rather than digging through backpacks or relying on his or her memory!

Teachers will communicate with you through email, which they can access directly through their Renweb grade books. We encourage each family to provide the school with an email address for both parents.

### **LOG ON NOW!**

If you were registered with Renweb last year, your password remains the same.

If you are new to Renweb, follow the steps below.

- Go to Internet Explorer and type in the address [www.renweb.com](http://www.renweb.com).
- Click on Parents Web Login.
- Log in as follows:  
District Code: NBCA-TX  
Email: **Your email address**
- Click New Parent Login.
- You will be emailed a new password within three minutes.
- Go back to the first screen and type in your password to log in.
- Select "Continue".
- You will be able to find information about your child, such as grades and schedules. You will also have access to a NBCA family directory and the ability to email other parents and teachers directly!

Please email [tttripnbca@gmail.com](mailto:tttripnbca@gmail.com) if you have any problems or questions.

## History of New Braunfels Christian Academy

New Braunfels Christian Academy was founded in 1981 by a group of Christian parents who were seeking an alternative to public education for their children. A rented house located at 576 Comal Street in New Braunfels held the first group of thirty pre-school, kindergarten, and first grade students. The school grew steadily in enrollment, and additional grade levels were included each year. In 1987, with the help of the school board and parent volunteers, the school continued its expansion by adding grades six and seven. The middle school program was completed in 1991 by adding eighth grade. A gym and classrooms were built over the next few years to accommodate the expanding enrollment. In 1997, ninth and tenth grades were added and steps were taken to offer a complete high school program. The 11th grade was added in 1998 and high school moved to T Bar M Sports Camp. In May of 2000, commencement ceremonies were held for the first graduating class. In January of 2006, the secondary campus moved to their current location on FM 1863.

## Administrative Team

Eric Pipkin	830-629-1821	Head of School
Barbara Smith	830-629-6222	Principal (Elementary)
Gary Heatherly	830-629-1821	AD/Dean of Students (MS/HS)
Karen Shumway	830-629-1821	High School Counselor
Ted Trip	830-629-1821	Business Administrator
Kay Franklin	830-629-1821	Development Director
Carolyn Alsobrooks	830-629-6222	Registrar

## Mission Statement

"To educate, motivate, and disciple students in a Christ-centered environment"

## Philosophy of Christian Education

The Educational philosophy of New Braunfels Christian Academy is based on a God-centered view that all truth is God's truth (John 17:17, II Corinthians 13:8), and the Bible is the inspired and only infallible authoritative Word of God which contains this truth (II Peter 2:20-21). It is further based on a belief that God is the creator and sustainer of all things and that mankind's greatest need is to be in a right relationship with Him. We acknowledge that man is a sinner by nature, choice, and possessing a fallen intellect cannot, of himself, know God or please Him. This is only possible by choosing to accept the free gift of salvation through His Son, Jesus Christ, thereby committing one's life to the Lordship of Jesus Christ (John 6:40).

We desire the Word of God to permeate all areas of our curriculum and not just be a separate subject taught on a purely intellectual basis (Romans 10:2, 3, I Corinthians 2:10-16). It is from this view of the spiritual needs of the student that we approach the intellectual, social, emotional, and physical aspects of the whole child.

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*The mission of New Braunfels Christian Academy is to educate, motivate and disciple students in a Christ-centered environment.*

**Intellectually** – It is God’s desire for His people to learn to love Him with all their minds and be transformed through the renewing of their minds to see all of life and learning from His perspective (Mt.22:37, Rom.12:2). God has revealed Himself to us, not only through His Word, but through His Creation. A God-focused, thoughtful study of His Creation reveals to us His glory and aspects of His righteous character (Gen.1, Ps.19:1, Is.6:3, 1Ti.4:4). This philosophy causes us to diligently study God’s Creation and pursue high academic standards as a means of equipping students to become credible, effective, Christ-like leaders in every sphere of influence God has prepared for them (II Tim.2:21, Phil.2:15).

**Socially** – God has created us to live in community (Ps.133:1) and to function as salt and light in human society (Mt.5:13, 16). We therefore need to provide opportunities for appropriate interaction within the community of believers characterized by purity, forgiveness, mutual respect, and teaching the skills to successfully impact society with mercy and truth (Gal.6:10, I Peter 3:15).

**Emotionally** – Since God desires a relationship with us that is genuine and exuberant (II Sam.6:5, Mark 14:6-9) and relationships with others marked by humility and selflessness (Phil. 2:3-4), the school must provide emotional coaching and a safe environment through enforcement of discipline policies.

**Physically** – Because we are fearfully and wonderfully made (Ps. 139:14), we must be intentional about using PE, athletics, health, nutrition and instruction about purity to ensure that we teach good stewardship of our bodies (II Cor.6:16).

We further believe that God has instituted the family as the major arena of teaching for children (Deut.6:7-8). Functioning as an extension of the Christian home, New Braunfels Christian Academy partners with parents who seek to obey the Biblical instruction which gives them this ultimate responsibility. We recognize the authority of the parents and do not seek to replace them in authority, but to assist only (Eph.6:1-2). We desire to cooperate closely with parents in every phase of the development of the students within the framework of our stated purposes.

In summary, New Braunfels Christian Academy exists to be a Biblically-based (Prov.1:7), academically excellent (Prov.4:7), affordable assistance (I John 3:17), to Christian families (Deut.6:7) who want to equip their children to impact the world for the glory of God and develop leaders with well-trained intellects subject to righteous character (Prov.4:5, 18).

The following objectives are established in order to implement the philosophy of NBCA:

1. To teach that the Bible is the inspired and infallible word of God and our guide for faith and practice (II Peter 2:20-21).
2. To teach that faith in Jesus Christ alone is the only way to have fellowship with God and be assured of salvation (John 6:40).
3. To encourage students to develop godly character traits (Matthew 12:35).
4. To teach students to be transformed by the renewing of their minds by developing in them a Christian worldview (Matthew 22:37, Romans 12:2).
5. To teach students to develop self-discipline and responsibility from God's perspective (Galatians 6:9, Proverbs 24:10).
6. To teach students a right response to authority from God's perspective (I Peter 2:13-17).
7. To give students a godly basis for thinking by memorization of Scripture (Psalms 19:9-11).
8. To teach students to articulate, defend their faith, and to identify and analyze contrasting worldviews (Colossians 2:8, I Timothy 6:20).
9. To teach students to cooperate with their peers and develop good relationships (Romans 14:19, Romans 12:17-18).
10. To encourage physical development by providing opportunities for athletic and recreational activities (I Corinthians 3:16-17).
11. To prepare students for higher learning and the pursuit of wisdom and knowledge by teaching them the basic building blocks of learning (Proverbs 4:1-9).
12. To instill in students a heart for the lost and for service (John 15:12, Galatians 5:14).

## Statement of Faith

- We believe in the Scriptures of the Old and New Testaments, as the only inspired Word of God, and they are the supreme and final authority of faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God: that he sinned, and thereby incurred, not only physical death, but also spiritual death, which is separation from God.
- We believe that all who receive by faith the Lord Jesus Christ as their Lord and Savior become children of God.
- We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His personal and imminent return.

## General School Information

### School Sponsorship and Affiliation

NBCA is dually accredited through the Southern Association of Colleges and Schools and the Association of Christian Schools International. At the high school level, NBCA is a member of the Texas Association of Private and Parochial Schools and competes under their banner for athletic and academic events. Elementary students also participate in academic competitions through ACSI.

### School Verse

“Pressing on toward the mark for the prize of the high calling of God in Christ Jesus.” Philippians 3:14

### School Mascot

Wildcats

### School Colors

Secondary - Navy Blue & Hunter Green  
Elementary - Red and Blue

## Admissions and Tuition

### Admission Philosophy

New Braunfels Christian Academy is open to anyone interested in securing a Christian education from pre-kindergarten through grade 12. Our direction is one of discipleship, and as such, we are here to primarily serve members of the Christian community. NBCA admits students of any race, color, national and ethnic origin. NBCA 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 NBCA administration and to abide by its policies.

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*The mission of New Braunfels Christian Academy is to educate, motivate and disciple students in a Christ-centered environment.*

## Parent's Pledge of Support

1. We pledge to uphold the school consistently in prayer and to support and participate in school volunteer opportunities and meetings. We will serve the school with our time and talents according to God's leadership.

2. In keeping with scriptural principles, we will bring any and all questions and areas of concern through proper channels of authority directly to the persons involved so that they may be properly considered. We pledge to follow the Biblical model in Matthew 18 by registering any questions or complaints about what is happening at school with the particular person involved. For example, if a parent or student has a dispute with a teacher, the correct order of dispute resolution is as follows:

- A. A meeting with the teacher at issue
- B. If attempts to resolve the dispute are unsuccessful, a meeting with the Principal of the school at issue
- C. A meeting with the Head Administrator

The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school.

3. We pledge to pay all fees and tuition for the school year on a timely basis. Furthermore, we understand that being delinquent in fees is sufficient ground for withdrawal from the school and that no transcript or report card will be issued until the money due the school is paid.

4. We understand that tuition does not cover the operating expenses of the school. Therefore, we will endeavor to help meet the financial needs of NBCA with gifts as the Lord provides and leads.

5. We pledge to support the school's zero tolerance for the use of alcohol, drugs, or cigarettes on the NBCA campus and pledge to neither provide for nor encourage the use of any of these substances.

6. We pledge to promote NBCA privately and publicly, and speak well of its students, parents, staff, administration and board. Any parent who openly demonstrates to students or other parents a lack of support for school policies is undermining the school's positive intent and thereby hindering its effectiveness.

7. We pledge to see that our children are dressed consistently with the dress code when they leave for school each day and when attending activities after school.

## Tuition Fees and Requirements

New Braunfels Christian Academy is committed to provide for its students the most superior education available while also demonstrating careful fiscal responsibility in its operation.

### **Registration and Re-enrollment**

The deadline for current students to re-enroll for the following school year without penalty is April 1. The registration / re-enrollment fee is paid on an annual basis and is used for the general operating expenses of the school. The registration fee is required at the time a new student is accepted; the re-enrollment fee is due by April 1. These fees are non-refundable and non-transferable. No student will be considered re-enrolled until any outstanding balance has been paid, all required paperwork has been submitted, and the re-enrollment fee has been paid.

### **Tuition**

The tuition and fee schedules will be established annually by the School Board and will be communicated along with tuition information in January for the upcoming school year. A list of the current registration fee and tuition charges is available in the office of each campus.

Annual tuition is due August 1. Families that choose to pay their tuition in full at this time will contribute a 5% (tax deductible) contribution into the NBCA scholarship fund. NBCA offers a variety of payment options including ACH bank draft and credit cards. Payments are due the first of every month beginning July 1. All payments are due on the first of the month and are considered late after the tenth of the month unless other arrangements have been made. A late fee of thirty dollars will be assessed if tuition is paid after the 10<sup>th</sup> of the month. A charge of twenty-five dollars will be assessed on all returned checks. Students who are accepted and placed on the school's roster after the start of school will pay an annual tuition based on a schedule of payment, which is available in the business office.

Students may be refused admittance to class if tuition is more than 60 days delinquent. Parents are expected to be diligent in meeting their financial obligations to the school. Parents should contact the business office when circumstances dictate any changes in normal payment procedures. Families who have not met all current financial obligations by the last day of the semester will not receive report cards, transcripts, or a diploma (in the case of graduating seniors) until all obligations are paid in full.

Graduating seniors must have tuition paid in full and all other school debts (including library fees, textbooks, outstanding tuition, lunches, sports fees, graduation fees, etc.) in order to participate in graduation ceremonies. The school will not release a student's official transcript or academic record until all financial obligations have been met.

Students withdrawing from school during the school year must pay all tuition due and tuition for the full month in which they withdraw. These fees and all other school debts (including library fees, textbooks, lunches, sports fees, detention fees, etc.) must be paid before any official records or grades are released to the parent or another school.

### **Tuition Assistance**

A limited amount of tuition assistance will be given through a fund set aside for that purpose and designated by School Board approval. Applicants' tuition account must be current and should be in good standing to be awarded tuition assistance.

Tuition assistance is intended for qualified parents with financial needs that would otherwise prevent enrollment of their children. The final decision on tuition assistance is made by the School Board based on recommendations from an independent consulting firm (FAST).

### **Assistance for Students with Special Need**

It is the desire at NBCA that every student receive a Christian education. To that end, special needs programs are continually being developed and implemented. For more information on your school's education referral or screening system for special education evaluation, you may contact Barbara Smith (PreK3-5th) or Karen Shumway (6th-12th).

Parents who have enrolled their children in NBCA elementary or secondary schools may request an evaluation for special education at any time from New Braunfels ISD. New Braunfels ISD is dedicated to working cooperatively with NBCA in identifying, locating, and evaluating parentally placed private school children with disabilities who attend schools located in their area of jurisdiction. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation in NBISD is Martie Rodriguez, Director of Special Education at 830-643-5741.

### **Change of Address or Phone Number**

If you move during the course of the year, please call the office so we may update your records. Family records may also be updated in the "Family Demographics" section in the parent's Renweb.

### **School Hours, Arrival, and Dismissal Information**

The school day begins at 8:00 AM for all NBCA students. Both the elementary and secondary campus offices are open from 7:30 AM to 4:00 PM.

#### **Elementary**

##### **Arrival and Departure**

Elementary campus doors are unlocked at 7:00 AM. Parents of preschoolers are to walk their children to class.

The school day ends at the following times:

11:45 AM	PreK3 and PreK4 students
12:00 PM	½ Kindergarten students
3:00 PM	Kindergarten Full – Grade 2
3:15 PM	Grades 3-5

Every family will be issued a pickup parking tag to hang on their rearview mirror. Students in PreK3 through grade 2 should be picked up in the drive through area in front of the school. Students in grades 3 through 5 should be picked up on the Mission Hills Street side. When it is raining or outside temperatures are below 50 degrees, all students may be picked up in the drive through area in front of the school.

### **Before School**

Upon arriving at school between 7:00 and 7:30 AM, preschool through grade 5 students will check in at the extended care room (Bldg. B, room 7). At 7:30 AM, staff will lead students in grades 1 through 5 to the gym, where they will remain until they are taken to their classrooms at 8:00 AM.

### **After School**

Elementary students will remain with teachers 15 minutes after dismissal time in designated pickup areas. Students should not leave the area without a teacher's permission. Extended care is available after school until 6:00 PM for a fee.

\*\*Parents with more than one child to pick up at the elementary school are encouraged to come at the oldest child's pick up time. Younger children waiting for older children at dismissal will go to the Extended Care area to be picked up by an OLDER student. They will proceed to an assigned dismissal area. Picnic tables are provided for seating.

**\*\* Only designated pick up persons may pick up a student unless a note giving permission is sent to school by the parent.**

### **Middle/High School Arrival and Departure**

Students may be dropped off no earlier than 7:30 AM. The school day ends at 3:30 PM, and students must be picked up by 4:00 PM. No extended care is available at the MS/HS Campus.

### **Attendance/Absences**

New Braunfels Christian Academy is committed to achieving excellence through academic instruction. Each day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain other facets are lost. Therefore, regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. Some absences are inevitable and unavoidable. We urge parents and students to allow absences only when absolutely necessary.

### **Parent Responsibilities**

1. Encourage prompt and regular attendance. Schedule doctor appointments and family events so attendance at school is affected as little as possible.

2. Parents must call the school office on the day a student is absent. If a parent would like to request homework or books for the day, this request must be made by 9:00 AM; otherwise, check Renweb for assignments.

### Student Responsibilities

1. Bring a note from a parent when returning to school after an absence. The written explanation should include the name of the student, date of return to school, date(s) and/or times of absence(s), reason for absence, attached doctor's note (if absent for more than 3 consecutive days), and parent signature.
2. Obtain and make up any missed work within the required time frame. Failure to complete make-up assignments will be reflected in a student's grade.
3. Make arrangements with the teacher to make up in-class activities, tests, or quizzes.

### Types of Absences

#### Excused

Illnesses, family emergencies (funerals, etc.) and doctor appointments that cannot be scheduled after school are considered excused absences. Assignments missed for these reasons may be made up within the allotted time frames without penalty. Students bear the responsibility for knowing and completing their assignments on time after an absence.

Examples: Illness, family emergency/death in family, hazardous weather conditions. Because chapel services are a major component of the Christian education of each student, NBCA asks parents not to schedule appointments during chapel times.

#### Unexcused

Many other reasons for being absent may seem legitimate to parents, but are classified as unexcused. Work due the day or period of an unexcused absence will be given a "0" grade on the assignment or quiz. Tests or projects will be given a 50% deduction.

Examples: Any reason not listed as an excused absence will be considered unexcused.

#### Pre-arranged

The school recognizes two circumstances where absences may be excused if arrangements are made in advance. Those two circumstances are:

1. Family events or trips that cannot be scheduled other than during school hours.
2. The need for juniors and seniors to visit a prospective college in order to make a decision concerning enrollment.

Students may not be excused to go on a trip with another family and juniors/seniors are limited to **three** trips per year to visit colleges. Many such trips can take place on weekends. A Planned Student Absence form is available in the office and on the school web page. This form must be submitted and signed by the student's campus principal and teacher(s) **at least two days in advance** of a planned

absence in order to have the absence excused. Failure to submit the proper form will result in the absences being considered unexcused and all work missed will be given a grade of zero. Work should be completed prior to the trip or when the student returns from his or her trip. Students may accumulate a maximum of 5 pre-approved absences per school year.

### **Excessive Absences**

NBCA will be in session for approximately 176 days per year. Students cannot be absent for more than 10 days per semester. In the event a student's absences exceed this, he/she may request a review of absences by the Head of School. Without approval from the Head of School, an elementary student may not be promoted to the next grade level and a student in grades 6 through 12 will be denied credit for the semester in class.

### **Medical Extenuating Circumstances**

In the event of an illness, accident or extenuating circumstance which makes a student incapable of meeting attendance requirements at school, the following procedure will be followed:

1. A letter of explanation and plan of action or treatment must be sent to the school from the attending physician or professional with expertise in the area the student is being treated.
2. A letter of agreement will be prepared by the school that states an agreed upon plan of action with specific deadlines (dates) at which work will be completed. This Student Action Plan will also include acceptable conditions for properly administering and monitoring tests, quizzes, projects and papers.

Failure to meet the standards and requirements set within the Student Action Plan will result in the student forfeiting the grade and credit for the course(s) where requirements were not fulfilled.

Note: A student must be present until 10:30 AM to be counted present for the day.

### **Make Up Work**

Students out of school due to an excused absence will be allowed one day for each day absent to make up work assigned during the absence. This policy includes testing as well as homework and classroom assignments. It is the responsibility of the student to secure any and all make up work. All long-term projects, book reports, term papers, etc. must be turned in on the assigned date (even if the student is absent on that day). Failure to do so will subject the student to late grading penalties. Students should arrange to have the project delivered to the school on the due date. If the absence was due to an illness or emergency and, therefore, has legitimately prevented the student from having the opportunity to complete the assignment or to prepare for a test, the parents should submit in writing to the school principal a request for special consideration. Middle and high school homework may be obtained by going to Renweb. Students who miss school due to an athletic or other school sponsored event should turn in assignments before they leave campus. Late make-up work will be treated the same as incomplete assignments. **Students who have been truant or suspended may be assigned a grade penalty by the Principal.**

## **Tardy Policy**

School attendance is vital to student success, and arriving to school on time is just as important. It is important that students at all NBCA campuses be punctual. Self-discipline in this area is not only important for proper academic achievement, but is essential for the development of good habits. These habits are characteristics of success and good citizenship in every walk of life.

Tardiness is defined as not being in your seat when the bell rings. Students arriving late for the beginning of school must get a tardy slip from the office immediately upon entering the building. Students will not be allowed into a classroom without this tardy slip. Excessive tardiness is reported to the principal, who will take action necessary to correct the problem.

Excused tardies are those that meet the following criteria: a doctor/dentist appointment with a note from that doctor's office, illness, rare car trouble, or family emergency. Severe weather will be considered unexcused unless all students are excused. All other tardies will be considered unexcused.

Students are allowed three unexcused tardies per semester. On a student's fourth unexcused tardy, he/she will serve a detention. Thereafter, a detention will be earned for every two tardies during the remainder of the semester.

## **Truancy**

Truancy is defined as an absence from class or school for any portion of a period or day without proper permission from home and school. Students who are out of class a portion or all of the period, without permission, are considered truant. This is a serious offense that will result in disciplinary action (see expulsion under Middle and High School Policies and Procedures) and an unexcused absence being recorded for each class missed.

## **Permission to Leave School**

Students who must leave school during the day for doctor or dental appointments or other unforeseen problems, must be signed out in the office by the parent. Student drivers should present a written explanation to the NBCA office and sign out before leaving. The note must include the following: Student's name, time and date to be excused, exact reason for leaving early, and a parent's signature. Students must sign in upon their return to school. Students will not be allowed to leave campus unless the parent sends a note. This policy is for the protection of our students and will be strictly enforced. Any student leaving campus during the school day without following these guidelines will be given an unexcused absence and considered truant.

## **Discipline**

From a biblical perspective, discipline can be a very positive force in the lives of Christians. The goal of discipline is to train the hearts of students to be serving, respectful, and self-controlled thus encouraging academic and social growth. Partnership with parents is essential to this training.

We seek to hold students accountable for displaying unacceptable behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his classmates.
3. Actions in direct violation of a well-explained school or classroom rule.
4. A pattern of repeated offenses.
5. Willful disrespect toward the teacher.
6. Use of profane or unwholesome language.

**See Elementary and Middle/High School Conduct sections for specific discipline policies.**

### **Fighting**

Students are prohibited from knowingly, recklessly or intentionally causing bodily harm or threatening to cause bodily harm to any student during, before or after school hours.

### **Care of School Property and Equipment**

Students should not damage or deface any property belonging to the school. Students shall be responsible for the care and return of textbooks or library books, and will be charged for damage to, or replacement of, textbooks. Microscopes, band instruments, physical education equipment, textbooks, computers, chairs, desks, etc. should be used with proper care. The student may be held financially responsible for damages to school property assigned to him or her, which has been negligently abused.

### **Computer/Internet Usage**

Students are expected to follow all the instructions concerning the care and use of computers and are expected to practice Christian values at all times. We recognize that the Internet is a valuable educational tool, and NBCA will take reasonable efforts to attempt to limit access to objectionable material. A student who willfully accesses inappropriate material will forfeit his or her privilege of using the computer and is subject to other disciplinary actions. Students are not allowed to access any social-networking sites such as My Space, Instant Messenger, or Facebook at school. Students may not download any program without the permission of a teacher or administrator.

### **Law Enforcement Officials**

A reasonable cooperative effort will be maintained between the school administration and law enforcement agencies. Law enforcement officials will be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary.

When a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school sponsored activity, law enforcement officials will be notified and their presence requested for the questioning of suspected students. Reasonable attempts will be made to contact a student's parents or guardian who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning.

### **Search and Seizure**

School officials have the right to search students or conduct a search of lockers, backpacks, or vehicles when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may be conducted of student property when at school or school-related functions.

### **Emergencies**

In case we have to exercise an emergency evacuation from the NBCA school grounds, we will relocate to Oakwood Baptist Church, 2154 Loop 337, New Braunfels (830-625-0267).

### **Weather**

In the event of bad weather, please tune into KGNB AM Radio 1420 or FM Radio 92.1 for any closure/delay announcements. The radio station announces closures or delays as soon as a decision is made.

### **Bus Safety Guidelines**

1. Passengers are to have both feet on the floor at all times. (not in seats)
2. Passengers are not permitted to stand or move from seat to seat while bus is either in motion or without driver permission.
3. Passenger articles (back packs, etc.) are to be under the seat or in the passenger's lap. Articles should not be in the aisle obstructing pathways or the bus driver's rear view.
4. Backpacks are to be removed prior to sitting down to prevent scratching and tearing of seats.
5. Whenever windows are opened, the individual(s) responsible will also close them before exiting.
6. Horseplay of any kind is not allowed on the bus at any time.
7. Entering and exiting is only by way of the front door with the exception of an emergency.
8. Air conditioning vents should not be redirected by students. Teachers/bus driver will direct or adjust as needed.
9. Hands, arms, heads and/or any other item are to remain inside the bus at all times.

## Field Trips

Field trips are designed to allow students educational experiences that cannot be achieved in the traditional classroom. The charges for field trips will be collected in advance, and permission forms must be signed and returned in advance of the activity. Students must conduct themselves in an exemplary manner while on field trips. Students in violation of behavior and/or dress standards may forfeit the privilege of participating in the next scheduled field trip. All school sponsored events or field trips require administrator approval. We ask all parents driving for field trips to submit a copy of their driver's license and current car insurance. Please, no siblings or electronic devices on field trips.

## Transportation Policy

A student may not transport other students to and from any activity without permission from both sets of parents. Participating students may drive themselves to school functions only if the school is not providing transportation. The school will need written permission from the parents in order for participating students to drive or ride with other students to these functions.

## School Insurance

Your child has accident insurance that covers accidents on school property and when traveling to or from school or traveling as a group under school supervision to any scheduled activity. Please ask for details and forms in the school office. NBCA is the second carrier if you have primary coverage. This insurance does not cover accidents involving student drivers on or off school property. Football requires additional coverage purchased by the player.

## Parent Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. If a parent needs to meet with a teacher, please contact the teacher directly. Parents are encouraged to e-mail their child's teacher with any questions or concerns. NBCA teacher e-mail addresses can be found on the school website, [www.nbchristianacademy.org](http://www.nbchristianacademy.org).

## Medical/Health Issues

### Health Records

As required by the State of Texas, health records are kept by NBCA on all students enrolled. Every student must have a completed medical form on record. The student's medical history, including illnesses, injuries, allergies, and immunizations are of particular importance to the health of your child and the health and safety of others in the school.

### Illness

If a student shows signs of illness (fever of 100.4 or higher, vomiting, diarrhea), he/she should not come to school. **The student must be free of these symptoms without the use of antipyretic (fever-reducing) medication for 24 hours before returning to school.** Students with a contagious condition

should be kept at home until there is no danger of passing the condition to others. If the student becomes ill at school, the parents will be notified to pick up their child. Students will remain in the office until parents arrive or until transportation can be arranged. Call the school office to report any student with a contagious illness, including mononucleosis, strep throat, pink eye, etc.

### **Medication**

Parents must complete a medication permission form before any medication can be administered. All medication intended for students shall be kept in the office. Prescription medication will be administered only in accordance with the instructions on the container including student's name, amount of medication to be given and the time the medication should be administered. The administration of nonprescription medication may be administered with a parent permission form (these are available from the nurse). For your child's safety, nonprescription medication will be administered as indicated on the bottle according to the child's age or weight. Students may not carry medication on their person, and it may not be kept in the classroom or administered by the teacher.

### **Balloon and Flower Deliveries**

Flowers, balloons, etc. will be delivered to the elementary or middle/high school office only. Students will be called down to the office. These will not be allowed in the classroom.

### **Selling of Merchandise**

Merchandise cannot be sold or traded at school without being authorized by the administration.

### **Lost and Found**

A "Lost and Found" area will be designated at the beginning of the school year. Students should check there when items are misplaced. It is suggested that clothing be labeled, especially jackets and sweaters.

### **Visitor Tags and Building Access**

#### **Elementary Campus**

All parents and visitors must wear a visitor identification tag. These may be obtained from the school office. After morning drop-off and before afternoon pick-up, all visitors will be required to access the building through the locked door adjacent to the school office. You may ring the doorbell at the front door of Building A. Someone will let you in.

#### **Middle/High School Closed Campus**

Only students enrolled at NBCA are allowed on campus. To preserve the academic atmosphere, students are not allowed to have visitors. Parents and prospective students are encouraged to visit, but must make appointments for such visits through the office in advance. All visitors must sign in at the office when they arrive.

## Student Dress and Grooming

Uniforms provide a way to dress that is appropriate for learning. They provide students with a sense of belonging and allow for individual expression and identity to be functions of personality and mentality. Uniforms eliminate fad clothing from the daily “what to wear” process. Further, the uniform is symbolic of the student’s acceptance of authority over them, their parents, school, and ultimately God. We want to assist our students in honoring God in the way they dress. Many of the uniform items are only available through Parker Uniforms; therefore, parents should be cautious about purchasing uniform items from other sources. Only clothing that complies with the dress code is acceptable. If you have any questions, please check with the office to obtain more information.

Parker Uniforms	210-530-0087
2108 NW Military Hwy.	800-754-9494
San Antonio, TX 78213	www.parkersu.com

NBCA appreciates the cooperation and support of the parents on dress code issues. We ask parents to check students' clothing before bringing them to school. If clothing is deemed unsuitable by the administration, the student will be sent to the office to call home for an appropriate change of clothing and will remain there until it is brought. Missing class for a dress code infraction will result in an unexcused absence in class. Repeated offenses of dress code policy will result in more severe disciplinary action.

## Hair, Make-up, Nail Polish, and Ear Piercing Regulations

### Girls

Hair should be well groomed and styled away from the face/eyes and not worn, cut, streaked, colored in an extreme style or dyed in an unnatural color. We encourage a clean, wholesome look. Make up is not necessary for elementary aged girls, but they may wear clear or light pink nail polish. For middle and high school aged girls, natural, moderate, attractive make-up and light lipstick and nail polish are acceptable. Moderate ear piercings are allowed on the lower lobe only for elementary aged students. No body piercing or visible tattoos are allowed. Parental guidance is best in this area. Large hoop earrings (larger than a quarter) or long dangling earrings are not allowed.

### Boys

Hair needs to be above the collar, well-groomed, and not worn, cut, streaked, colored in an extreme style – for example a Mohawk, or dyed in an unnatural color. Hair may not be of such a length as to touch the shirt collar when standing, nor touch the eyebrows. Sideburns are to be moderate and cannot exceed the ear lobe. As a senior privilege, well-groomed facial hair is acceptable. No ear piercing, body piercing or visible tattoos are allowed.

**The Head of School and Administration reserves the right to determine what is or is not an extreme style.**

## Uniforms

### Grades 1-5 Girls' Required Dress Uniform (worn on Fridays and some field trips)

- Blue, green, and red drop waist plaid jumper with white short sleeve blouse with or without red trim
- Long sleeve white turtleneck during cold weather
- White socks
- White tights are permitted in the cold weather
- Shoes-Athletic type shoe (not a slip-on)

Note: This uniform must come from Parker Uniforms.

### Elementary Campus Girls' Daily Uniform Options

- Khaki slacks (no cargo pants)
- Khaki shorts
- Khaki skort—NOT a SKIRT
- Blue, green, red plaid shorts
- White, navy, or red short sleeve polo (jersey) shirt
- White, navy, or red long sleeve polo (jersey) shirt
- White, long sleeve turtleneck polo (jersey) shirt
- Navy, brown, or black belt if slacks or shorts have belt loops

\*No long sleeve undershirts with short sleeve polo shirts.

### Grades 1-5 Boys' Required Dress Uniform (worn on Fridays and some field trips)

- Khaki twill pants with white short or long sleeve polo (jersey) shirt
- Navy, brown, or black belt
- Shoes-Athletic type shoe (no skater shoes)
- Navy, brown, or black belt if slacks or shorts have belt loops

Note: This uniform must come from Parker Uniforms.

### Elementary Campus Boys' Daily Uniform Options

- Khaki slacks or shorts (no cargo pants)
- White, navy, or red short sleeve polo (jersey) shirt
- White, navy, or red long sleeve polo (jersey) shirt
- White long sleeve turtleneck polo (jersey) shirt
- Navy, brown, or black belt if slacks or shorts have belt loops

\*No long sleeve undershirts with short sleeve polo shirts.

### Elementary Outerwear for Boys and Girls

- **Inside** – red or navy jackets or sweat shirts with no logos other than Wildcats
- **Outside** – any color outer wear

### Middle & High School Girls' Uniform

Girls may wear Parker Uniform's plaid or navy skirt, khaki shorts, or navy skorts that have a "kick" pleat. All skirt, shorts, and skorts must fit the length standard, which is 3 inches from the knee. When measured from the kneeling position, the uniform hem must not be more than 3 inches from the floor.

- Slacks – Navy or khaki uniform pants may be worn. Taller sizes are available by ordering them. Khaki pants must be the same color and style as the Parker khaki.
- Shorts – Khaki uniform shorts must be the same color and style as the Parker khaki. All shorts must meet the uniform length standard.
- Skorts – Be aware that the skort with the "kick" pleat runs a little short on taller girls and may not fit the length standard.
- Shirts – High School/Middle School polo shirts for the 2011-2012 school year are hunter green, black, white or navy with **the new NBCA logo. Old NBCA logos will be phased out; they may no longer be worn after the 2011-2012 school year.**
- Shoes – Girls may wear black or white athletic shoes, black or brown flats, or the plain Sperry-type leather deck shoe. No canvas Sperry's or canvas shoes such as Converse or Toms. Shoes must have laces and be tied.
- Socks – Girls must wear matching socks. White, navy, black, or solid colored footie to knee high socks are acceptable. Opaque tights or ankle-length leggings in solid black or navy are allowed. No other colors, textures, or patterns are allowed.
- Proper Fit – Please keep in mind that any shorts, skorts, skirts, or **pants that are deemed to be too tight will not be permitted.** The administration will be the final judge in this matter.
- Hats – Hats are not to be worn at school except for special events such as "Hat Day" during Homecoming.
- Outerwear – Students may wear hoodies, sweaters, or coats that are school colors. There must not be any logo other than the NBCA logo or Wildcat sports logo. Coats, sweaters, and hoodies must be solid colored hunter green, black, white, or navy. NBCA athletic team jackets and NBCA letter jackets may be worn. **No accessories such as scarves are allowed in the classroom.**

### Middle & High School Boys' Uniform

- Slacks and Shorts – Navy or khaki with or without pleats. Taller sizes are available by ordering them from Parker Uniforms. Khaki pants and shorts must be the same color as the Parker khaki.
- Shirts – High School/Middle School polo shirts must be hunter green, black, white, or navy and **have the new NBCA school logo on them. Old NBCA logos will be phased out; they may no longer be worn after the 2011-2012 school year.** No long sleeve undershirts may be worn with short sleeve polo shirts. White or light blue Oxford cloth, button down dress shirts are also acceptable. **All shirts are to be tucked in at all times.**
- Shoes – Athletic shoes must be white or black but may also have a small amount of silver or gray used as accent. Leather boots or the plain, Sperry-type **leather** deck shoes may be worn. No Converse, canvas, or shoes without laces are allowed. All laces must be tied.

- Socks – Navy, khaki, black, or white socks must be worn and must be visible above the shoe.
- Belt – Plain or solid black, brown, or navy belts must be worn. All belts are to have a simple buckle that matches the Parker Uniform style.
- Hats – Hats are not to be worn at school except for special events such as “Hat Day” during Homecoming.
- Outerwear – Students may wear hoodies, sweaters, or coats if they are Middle/High School colors. There must not be any logo other than the NBCA logo or Wildcat sports logo. Coats, sweaters, and hoodies must be solid colored hunter green, black, white, gray, or navy. NBCA athletic team and letter jackets may be worn. **No accessories such as scarves are allowed in the classroom.**

#### **Middle and High School P.E. Uniforms**

All student athletes and students in Physical Education are required to wear the school PE uniform. These uniforms can be ordered through the school office or at registration. Athletic teams that have their own individual shirts may wear these instead of the school PE shirt. Only official uniforms are allowed in classrooms.

#### **Elementary Casual Dress Days**

On occasion, elementary students are allowed to dress in non-uniform clothing. Students are expected to wear blue jeans and an appropriate t-shirt.

#### **Middle and High School Spirit Days**

On School Spirit days students may wear long blue jeans or calf-length Capri jeans for girls and an official (not handmade) NBCA t-shirt or NBCA athletic jersey. Shoes must meet daily dress code requirements. Jeans may not be ragged, torn, or have holes and must be hemmed. All blue jeans must not be cut low on the hip, too baggy, or too tight.

**See the next two sections for additional Elementary and Middle/High School Policies.**

## ELEMENTARY CAMPUS POLICIES AND PROCEDURES

### Conduct

Behavior correction will be handled by the teacher through a verbal reminder or exhortation or by restricting the child's freedom or privileges. The elementary teachers use an *Honorable Character* award system for rewarding Godly character being shown. They will keep a chart for each student to take home to inform parents of their student's behavior. In order to direct behavior down the path which our Lord sets before us in Scripture, the following standards have been established:

Respect: Act in such a way that demonstrates proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of others.

Honesty: Be honest in all situations including the taking of tests, the completion of homework, and the interpersonal relationships that are part of daily school life.

Integrity: Use language and display character that is moral and Christ-like.

Cooperation: Cooperate with the faculty and staff in achieving goals of NBCA regarding conduct, performance and attitude.

Effort: Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper Christian stewardship.

### In the classroom:

1. Talking is permitted only with the permission of the teacher. A student should raise his or her hand and wait for permission to speak.
2. Students are expected to give their full attention to the teacher when they are talking.
3. Students are responsible for taking the initiative to make up all missed assignments due to absences.
4. Students are responsible for knowing and completing all assignments given by the teacher.
5. Electronic devices, toys, games, magazines, and comic books should not be brought to school without permission.
6. Chewing gum is not allowed.
7. The penalty for cheating is a "0" on the work. Cheating includes copying, forging signatures, and giving answers.

### On the playground:

1. Students are expected to play safely on all playground equipment.
2. Students are expected to be good stewards of the playground and playground equipment.

### Grading Information and Progress Reports

The school year will consist of four, nine week grading periods. Students will receive progress reports every four and a half weeks of the nine-week grading period. These reports will be sent home and are also available on Renweb. Open communication between teachers, parents, and students will be ongoing in order to meet the needs of the students.

## Grading Scale

Numerical grades are used for achievement on report cards. The online grading program, Renweb, is used for report cards given to the students in four nine-week periods. A grade in a subject represents the teacher's best judgment of a student's academic achievement. Teachers use different methods of course work such as class participation, projects, reports, homework assignments, tests, quizzes, etc. to assess the student's learning. Individual teachers may assign different weights to these components.

Grades 1 through 5 are graded as follows:

(100-90)	Excellent	E-Excellent
(89-80)	Good	S-Satisfactory
(79-70)	Average	N-Needs Improvement
(69-below)	Failing	U-Unsatisfactory

## Evaluation of Student Work

At the Elementary Campus, teachers should have a minimum of ten grades per grading period for each student in each subject that is taught.

Teachers will grade papers and tests in a timely manner. Tests and long assignments should be graded within five days and posted on Renweb. Daily assignments should be graded and posted on Renweb within three days. All papers should be returned to the student within six days. Teachers should notify students in a manner that will not embarrass the students in front of their classmates. No grades will be asked for or given orally in class. There will be no student grading of any daily work, quizzes, or tests either separately or together as a class.

## Homework

Homework is defined as out-of-class preparation in a given subject that is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. It should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarifications pertinent to the assignment. Homework is generally assigned on Monday, Tuesday, and Thursday, but there may be some exceptions. Elementary homework should generally average fifteen to thirty minutes for primary students and one hour or less for elementary students.

## Late Assignments

We are training our students that schoolwork is their job. When an elementary student is sick, late work is inevitable and needs to be made up within three days of their return to school. Other late work, such as forgotten work, unfinished work, or work just not turned in will be accepted up to three days after the due date with a per day point reduction.

## Retention and Promotion

Elementary students are promoted based on their successful completion of the year's work and when, in the opinion of the teacher, they are ready to move to the next grade. Retention of a student in elementary would occur when the teacher and administration agree that it would best serve the needs of the student to repeat a grade. In classes where numerical grades are kept, an average of 70 is the minimum grade considered passing. A composite grade below 70 in two or more core subjects could result in retention.

## Standardized Testing

Students in grades 1-9 will take the Stanford Achievement Test in the month of April to determine progress and scholastic strengths and weaknesses (see calendar for dates). In addition, students in grades 3-5 will take the Otis-Lennon School Ability Test. The results of this test will be made available to parents.

## Cell Phone Policy

Elementary students may not have a cell phone during the school day. If they bring a cell phone to school, it must be turned into the teacher and picked up after school hours. If there is an emergency, the parents may call the school office.

## Snacks

Children bringing both a mid-morning snack, afternoon snack and a lunch for our extended program should carefully mark which is for snack or lunch. The child's name should also be included.

## Birthday Parties

Refreshments may be brought to school with a two-day prior notice to the teacher. The teacher will assist with guidelines. NBCA is not available for after school birthday parties at its facilities, including weekends. Please do not bring invitations to school. Birthday invitations should be extended by mail or phone. A class directory with mailing addresses and phone numbers is available.

## Extended Care

Early Extended Care 7:00 to 7:30 AM  
Preschool and Elementary – located in Bldg. B. Room 7

Early Extended Care 7:30 to 8:00 AM  
Preschool – located in Bldg. B. Room 7  
Elementary – located in the gym

After School Extended Care  
Preschool and Elementary – after class until 6:00 PM

**\*After 6:00 PM you will be charged a \$25 late fee.**

## MIDDLE SCHOOL AND HIGH SCHOOL POLICIES AND PROCEDURES

### Grading and Progress Reports

The school year will consist of four nine week grading periods. Students will receive progress reports every three weeks via email. These reports are also available on Renweb. Open communication between teachers, parents, and students will be ongoing in order to meet the needs of the students.

### Academic Standards

#### Grading Scale

<u>Grade</u>	<u>% Range</u>	<u>Grade Point</u>
A++ (only for Honors, AP and college credit courses)	100-109	5 pts
A	90-99	4 pts
B	80-89	3 pts
C	70-79	2 pts
F	Below 70	0 pts

S (Work is compatible with standards of good stewardship of talent and achievements commensurate with ability)

Grades are reported numerically. The numeric grade point average is determined by adding the numeric grades and dividing by the number of semester courses. Grade averages are computed on all subjects grades 9 through 12 (and junior high Algebra 1, if applicable). Due to an exceptional level of difficulty, Honors courses, college credit courses, and AP courses are given a weighted grade of 10 additional percentage points. Only grades earned at New Braunfels Christian Academy are computed in the grade average. Transfer grades will appear on the student's transcript, but will not be averaged with NBCA grades.

### Class Ranking

A student's overall GPA determines class ranking.

### Valedictorian and Salutatorian Awards

The Valedictorian and the Salutatorian of New Braunfels Christian Academy shall have the highest and second highest grade point average in the school after successfully completing 9th through 12th grade. A student will be eligible for this honor only if he or she completes his or her junior and senior years at NBCA. In addition, the student must have a minimum of three (3) weighted points to be eligible. A student must graduate with the Distinguished Scholars Program (description following) to be eligible for Valedictorian or Salutatorian.

### Graduation Requirements

Students are being offered two diploma options for graduation. Parents and students should review both of the following college prep options and decide which would best fit their particular needs.

<i>Courses</i>	<i>Weighted Points</i>	<i>Required Program</i>	<i>Distinguished Scholars Program</i>
<b>Bible</b>		<b>4</b>	<b>4</b>
<b><u>English:</u> Pre-AP Advanced Placement</b>	<b>.5 1</b>	<b>4</b>	<b>4</b>
<b><u>Mathematics:</u> Algebra I &amp; II Geometry Math Models and Applications Pre-Calculus Calculus (Honors) *Students are required to have Algebra 1, 2, and Geometry to graduate</b>	<b>.5</b>	<b>4</b>	<b>5</b>
<b><u>Science:</u> Biology Anatomy &amp; Physiology Chemistry Physics</b>	<b>.5 .5</b>	<b>4</b>	<b>4</b>
<b><u>Social Studies:</u> U.S. History Pre/AP World History Pre/AP Geography Pre/AP Government/Economic AP Government</b>	<b>.5 .5 .5 1</b>	<b>4</b>	<b>4</b>
<b><u>Foreign Language:</u> Spanish I &amp; II Spanish III (Honors) Latin I &amp; II Latin III (Honors) Note: Students are required 2 years of the same language.</b>	<b>.5 .5</b>	<b>2</b>	<b>3</b>

Physical Education		1	1
Health		0.5	0.5
Fine Arts		1	1
Speech		0.5	0.5
Electives		1	2
Total Credits		26	29 (at least 4 advanced)

### National Honor Society

The purpose of the NHS chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students of New Braunfels Christian Academy.

Membership is open to sophomores, juniors, and seniors who have attended NBCA for at least one semester and meet the required standards in four areas of evaluation: scholarship, service, leadership, and character.

**Scholarship**-A student must have a high school cumulative grade point average of 3.3 or 90%. The students meeting this requirement are invited to complete the Candidate Student Activity Form.

**Character, Leadership & Service**-A history of leadership experiences and participation in extracurricular activities and community service which will be shown in the completion of the Candidate Form is required.

Members must complete a minimum of 12 service hours per semester, to include both chapter service projects and individual service projects. Chapter Service Projects will be selected by the chapter to meet the following criteria:

- To fulfill a need within the school or community
- Have the support of the administration and the faculty
- Be appropriate and educationally defensible and
- Be well planned, organized and executed

Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

### **Incomplete Work**

If a student receives an “incomplete” at the end of a nine-week grading period, he/she will receive an "I" on their report card. A student is ineligible to participate in co-curricular activities until the “incomplete” is rectified.

### **Late Assignments**

Assignments turned in late, or determined by the teacher to be incomplete, will have 20 grade points deducted each class period until the assignment is completed. Due to different course requirements, this is a general guideline pertaining to regular assignments. 1<sup>st</sup> day–20; 2<sup>nd</sup> day–40; 3<sup>rd</sup> day–"0". Classes that meet every other day may require a late assignment due the next school day even if the class does not meet. Teachers will give notification to students of any assignment that requires a different late assignment policy.

### **Academic Probation**

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Academic probation will be invoked when a student receives two grades lower than a 70 at the conclusion of a semester.

Parents will be notified when a student is placed on academic probation. If a student on probation is unable to attain the appropriate grade average in the following semester or fails a subject for the year, academic records will be evaluated and the student might not be considered for re-admission. Students may be required to attend tutoring if failing any class.

### **Academic Integrity**

In completing various types of assignments, students demonstrate what they have learned or what they are in the process of learning. Whether doing homework, taking a test, or submitting an essay, a student is reporting his progress. Dishonesty at this point not only inhibits a student's ability to learn but also undermines the ability of his/her teachers to measure the student's progress.

Consequently, cheating with regard to homework includes, but is not limited to, the following:

1. Submitting an assignment done by someone else.
2. Preparing an assignment to be submitted by someone else.
3. Selling any assignment.
4. Copying someone else's work.
5. Allowing someone else to copy one's work.
6. Using a cell phone to share information.
7. Depending significantly on someone else's ideas in completing an assignment.
8. Plagiarism - When a student is submitting a written paper, that student must clearly document those ideas, phrases and other expressions that come from an outside source.

Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. In all cases of cheating, whether on a homework assignment, a quiz, test, examination, report, or essay assignment, the student's infraction will be reported to the appropriate administrator. **Please note that a student who consents to give his/her work to be copied will receive the same consequence.**

## Semester Exam Exemption Policy

Middle school students may not exempt exams.

### Ninth and Tenth Grade Students

1. Students will be allowed to exempt one exam each semester if he/she meets all requirements.
2. The same class may not be exempted both semesters.
3. To exempt an exam the student must have at least an **80** average for the semester in the class.
4. The student has no unexcused absences in the class to be exempted and has no more than 5 excused absences from the class during the semester. **This includes family trips or illness.**
5. The student has no more than 3 unexcused and 4 excused tardies to the class.
6. The student has not been suspended from school or assigned a detention during the semester.

### Eleventh Grade Students

1. Students will be allowed to exempt 2 exams each semester if he/she meets all requirements.
2. To exempt an exam the student must have at least an **80** average for the semester in the class.
3. The student has no unexcused absences in the class to be exempted and has no more than 5 excused absences from the class during the semester. **This includes family trips or illness.**
4. The student has no more than 3 unexcused and 4 excused tardies to the class.
5. The student has not been suspended from school or assigned a detention during the semester.

### Twelfth Grade Students

1. Students will be allowed to exempt 3 exams the first semester if he/she meets all requirements.
2. To exempt an exam the student must have at least an **80** average for the semester in the class.
3. Second semester a senior may exempt any exam in any class they have a **90** or above average and may exempt up to 3 exams in any class in which they have an **80** average.
4. The student must have no unexcused absences in the class to be exempted and have no more than 5 excused absences from the class during the semester. **This includes family trips or illness.**
5. The student has no more than 3 unexcused and 4 excused tardies to the class.
6. The student has not been suspended from school or assigned a detention during the semester.

### **Guidelines for Exemptions**

1. Extra credit may not be counted toward the average necessary for exemption.
2. All exemptions must be reported to and approved by the classroom teacher by the date set by the school administrator.

3. The student's grade in the exempted class will become the grade of record and will be used for 9<sup>th</sup> through 12<sup>th</sup> grade students to figure GPA.
4. Students who exempt a class must attend and participate in all classes and review sessions leading up to the exam. Students who do not attend all scheduled classes prior to the exam will lose their exemption privilege.
5. Students will be excused from school during the time of a scheduled exam which they have exempted, but must be on campus for all other scheduled activities.
6. The administration reserves the right to revoke a student's exemption privilege for just cause.
7. Exam exemptions **do not** include Semester Projects or Performances that count as a Semester Exam grade.

## Standardized Testing

### Stanford Achievement Test

Students in grades 1-9 will take the Stanford Achievement Test in the month of April to determine progress and scholastic strengths and weaknesses (see school calendar for dates). The results of these tests will be made available to parents.

### Preliminary Scholastic Aptitude Test (PSAT)

The PSAT will be taken in the fall by high school students in grades 9 – 11. The PSAT prepares the student for the SAT and also enters them for the National Merit Scholarship Competition. The PLAN is also given to students in grades 9-11. All testing fees are the responsibility of the student.

### Scholastic Aptitude Test (SAT) and American College Test (ACT)

It is suggested that high school students begin taking the SAT and/or the ACT during the spring semester of their junior year. In order to get the best possible score for college admission and scholarship opportunities, it is recommended they take the test most appropriate for their college of choice three times before the winter of their senior year. The testing dates, locations, and application forms for the SAT and ACT are made available at collegeboard.com.

## Transcripts

Transcripts can be requested through the NBCA High School office. Official transcripts are sent directly to the college or scholarship program to which the student is applying. Please allow five days for processing transcripts. One year after graduation, any official transcript request will assess a \$5.00 administrative fee. Transcript requests will not be taken over the phone (a requirement under the Privacy Act). You must send in a written request or appear in person.

## College Courses, Correspondence Courses, & Courses taken outside of NBCA

College level courses will be weighted the same as Advanced Placement courses and receive .5 credit a class for each semester of successful completion of the course. If taking a class needed to graduate, a student must take a full year of that course. Example: NBCA's course English IV taken at the college

level would be Eng. Comp. I & II. A student will need to take both semesters of English in order to graduate.

A student is able to take college classes as long as they do not interfere with classes at NBCA. Missing or being late to an NBCA class is not allowed. NBCA takes first priority, and if class time or travel time does not allow for the student to get to class promptly, a student will be required to drop the college course and take the corresponding course from NBCA.

The NBCA office must be furnished with: 1) proof of registration at the beginning of each semester and 2) a copy of the semester grade at the end of each semester in order for the student to receive credit at NBCA or to receive a discount on tuition.

### **Dual Credit**

The following courses are those approved for dual-credit:

College Algebra (1 semester)

College Calculus (1 semester)

College Physics (1 semester)

English Comp. 1 & English Comp. 2 (1 semester each)

\*Both English courses must be taken for the year of credit.

Dual-credit courses are awarded an additional 1 weighted point of credit.

### **Remediation Courses**

Students may take courses for remediation or earn credits that they may be lacking due to transfer or failure of a course. In order to protect the integrity of our diplomas, a maximum of two credits from another approved institution will be accepted and posted on the NBCA transcript. In addition, no more than two credits from another institution will be accepted as credits for graduation requirements. Students may take additional college level courses as long as they do not interfere with NBCA courses; however, NBCA will neither post on a transcript nor award credit for graduation any amount over two credits. In the case of transfer students, each case will be considered separately by the school administration.

### **Schedule Changes**

Any schedule change must be facilitated by the office and made within the first two weeks of school. It may incur a \$100 schedule change fee. This fee may be waived based on student's needs, teacher recommendation or administrative decision.

## Co-Curricular Activities

### Student Council

Student council members represent the best aspects of our student body. Their positive leadership in the school is instrumental in developing a healthy, cohesive upper campus.

The offices are:

- Student Council President (senior)
- Student Council Vice President (junior)
- Student Council Treasurer (senior or junior)
- Secretary (senior or junior)
- Chaplain (senior or junior)
- Two class level representatives per grade level. Class reps must be members of the class they wish to represent.

### Guidelines

- Student council members will be the leaders of the school and be very active in all school activities. They must retain a grade average of 75% or higher in each of their classes.
- To be considered eligible for candidacy, a student may not have served a suspension during the current school year or during the school year prior to the election.
- Once elections are held, the candidate receiving the second highest number of votes will be considered the alternate. If a student council member foresees a meeting or event that he/she will not be able to attend, he/she is required to request their alternate to attend in their place. The alternate will permanently replace the student council member should he/she become ineligible to hold office.
- Once elected, a student council member who misses three meetings or student council sponsored events in any combination will be replaced by their alternate.
- Any council member involved in any activity, either at or away from school, that is deemed inappropriate, will be removed from office. The sponsor and school administration will make this decision.

### Eligibility

All students will be considered eligible at the beginning of each school year. If a student receives a grade below 70 in any two or more classes during mid-term or at the end of a nine-week grading period, that student is considered ineligible to participate in any extracurricular competitions, games, and/or performances. Additionally, the student may not practice with any extracurricular group outside of normal school hours.

During this ineligibility period, the student will be evaluated at the end of every two weeks to determine if he/she is currently passing the failed classes. If the student is passing all classes, he/she becomes eligible for participation in all extracurricular activities. If the student is passing all but one

of the failed classes, he/she becomes eligible to participate in practices, but not performances or games. The two-week evaluations shall continue for the remainder of that nine-week grading period to determine the eligibility of the student.

### **Conduct**

All members of other school-sponsored clubs/organizations must maintain the proper grade point average to participate in extra-curricular events. They are to conduct themselves as representatives of this school at all times. Their conduct on or off campus should never be in question. If conduct does not meet expected standards, disciplinary action may follow.

Participants' Attire: Students will wear attire that is designated by the coach/teacher while en-route to an activity, as well as when returning from that activity.

### **Telephone Use**

The office telephones are to be used by students for emergencies only. Students must have permission to use office telephones.

### **Electronic Device Policy**

Students may bring cell phones on campus. Cell phones must be in the off position from 8:00 to 3:30. Middle school students must turn in cell phones to the specified middle school teacher until the end of the day. High school students must put their cell phones away, or they may opt to turn in the phone to the front office or homeroom teacher at 8:00 and pick it up at 3:30.

Cell phones found in the on position or out during the prescribed times will be confiscated. Confiscated cell phones must be picked up in person in the office **by a parent who must pay a \$15 fee**. They WILL NOT be released to students. If a student has his or her cell phone turned into the office a second time, they will be assigned a detention and **a parent must pick up the phone in the office after paying a \$25 fee**.

Calculators may be brought to school and used in appropriate classes with the permission of the teacher. All other electronic devices (IPOD's, MP3's, Kindles, Nooks, etc.) **are NOT allowed on campus**. Students MAY NOT use these devices for calculators, Bibles, etc. Confiscated devices must be picked up in person in the office **by a parent**. They WILL NOT be released to students.

### **Student Driving Regulations**

#### **Driver Guidelines**

Any student driving to school must possess:

- A valid Texas driver's license
- Proof of insurance
- A valid parking permit issued by NBCA

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. In addition to the Texas Department of Public Safety Code, the following regulations apply to students when driving:

1. Drive very slowly at all times in the parking lot. Drive slowly at all times on streets around our campus. Reckless or fast driving on the campus will result in losing the privilege.
2. Spinning of wheels, squealing tires, speeding or any form of reckless driving will not be permitted on or around campus.
3. Horns are not to be used to attract attention or in a careless manner. They are to be used in an emergency for the safety of others.
4. Car radios and sound systems must be kept at a low volume so our neighbors and/or parents dropping their students off will not be disturbed or offended.
5. Students are to be seated in the vehicle while in motion. At no time are students allowed to ride outside the car or in the pickup bed.
6. Students driving are always to give pedestrians the right-of-way.
7. Students may not drive off campus during the school day without administration permission.

### **Parking**

Students must obtain a parking permit to park on campus. Parking permits are available in the school office and should be obtained annually at the beginning of the school year. The NBCA parking tag is to be hung on the rear view mirror. Missing parking permits will receive a warning initially. All subsequent offenses will result in a \$25.00 fine.

#### **Guidelines:**

1. Cars will not occupy more than one space.
2. Stickers, emblems, decals, buttons, etc. identified with groups or movements contrary to Christian's Biblical standards are not to be displayed on autos.
3. CARS ARE TO BE LOCKED AT ALL TIMES! There is to be no loitering in the parking lot. When you arrive at school, park, lock your car and leave the parking area. Cars are "off limits" during class and lunch hours. (If you need to go to your car for some reason, please get a pass from the office.)
4. Do not park in the "Handicapped" parking.
5. Students may not "shoe polish", "paint" or otherwise tamper with other student cars in the school parking lot. A loss of driving privileges or other disciplinary action will result.

Violations of driving or parking regulations will be treated as discipline issues and can be subjected to fines and/or result in loss of driving privileges on campus.

## Conduct

The purpose of our school is to provide students with a quality education which, while upholding high standards of scholastic excellence, is grounded in the Word of God and fosters vital Christian living. These standards can best be achieved in an environment that promotes cooperation and Christian conduct among students. Students are expected to behave in an appropriate manner and strive to be a good example of Christian men and women to the community both on and off the campus.

Students are expected to maintain high Biblical standards off campus, as well. As a student of New Braunfels Christian Academy, each student is not only an ambassador of Christ, but a representative of NBCA to the community. For this reason, NBCA reserves the right to work with parents to take disciplinary action when off campus activities violate these standards.

Professional judgment will be used by the Administration to determine the disposition of specific problems. Campus Administrators have the responsibility and authority to deal with all problems even though the specific problems might not be listed in this guide. Detentions, In-house suspensions, Saturday school (NBCA Only), and out-of-school suspensions are effective means for changing inappropriate student behavior. These actions are necessary in order to maintain a safe and orderly school environment.

In order to direct behavior down the path which our Lord sets before us in Scripture, the following standards have been established:

- Respect** Act in such a way that demonstrates proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of other students, and you.
- Honesty** Be honest in all situations including the taking of tests, the completion of homework, and the interpersonal relationships that are part of daily school life.
- Integrity** Use language and display character that is moral and Christ-like.
- Cooperation** Cooperate with the faculty and staff in achieving goals of NBCA regarding conduct, performance and attitude.
- Effort** Use the gifts God has given you to the best of your ability in accordance with God's will for your life and proper Christian stewardship.

## Student Responsibilities

As members of the Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the

school standards. A student who becomes aware of a violation of school standards should follow these procedures.

1. Personally approach the person and encourage them to stop the violation and make known their problem to those in authority. The problem should not be communicated to other students who are not immediately involved.
2. Others who are aware of the problem should be encouraged to talk to the offender if the first step is unsuccessful.
3. It is the responsibility of the student to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following step three.
4. Students have the responsibility to respect and honor the rights of all persons involved in the educational community and to exercise the highest degree of self-discipline in observing and adhering to state and local laws, as well as, school policies and procedures.
5. Students have the responsibility to abide by all of the administrative procedures established by the administration and/or school board.
6. Students have the responsibility to abide by the rules of the teacher established within the individual classroom.

### **Student Responsibilities in the Classroom**

1. Talking is permitted only with the permission of the teacher. Students should respond quickly to the teacher's direction for quiet in the class. Conduct that is disrespectful to the teacher or others is not permitted.
2. Students must receive permission from the teacher before getting out of their seat or leaving the classroom.
3. Students are expected to give their full attention to the teacher when they are talking. Sleeping in class is not permitted. Students who do so may be asked to go to the office and will receive at least one demerit and an unexcused absence from the class.
4. Students are responsible for taking the initiative to make up all missed assignments due to excused absences.
5. Students are responsible for knowing and completing all assignments given by the teacher.
6. Students are responsible for bringing everything they need for each class.
7. Students may not write and pass notes in class.
8. Magazines or other non-school related books are not to be brought to school or read during class unless the teacher gives permission. Middle school students need to submit novels from home to their English teacher for content approval.

9. Cell phones, radios, tape, CD, MP3 players, I-Pods and other electronic entertainment equipment should not be used during school hours.
10. Students may not enter or tamper with another student's locker without his/her permission.
11. Breaks between classes are **FOUR** minutes. This is usually enough time to get needed supplies from a locker, travel to the next class, and using the restroom. If a student realizes he/she will not have enough time to complete all that needs to be done without being tardy, he/she should go to the teacher for permission to be late and get a signed hall pass.
12. Students should not leave personal items in the restrooms or in the hallway.
13. Students are expected to clean up their own lunch trash. Students will assist in cafeteria clean-up each week. Students may not leave campus for lunch unless they are picked up by their own parents.
14. Students are not allowed to call in orders for lunch to be delivered to school. Food may be delivered to students provided parents call in the order and pay for it in advance.
15. Students are expected to use proper manners and show common courtesy while eating. Students throwing food will earn at least one demerit, cleaning duty and additional disciplinary action if deemed necessary.
16. Students are allowed a water bottle (containing only water) in class. No other foods, drinks, or gum is allowed.

### **General Discipline Guidelines**

The goal of discipline is to direct students toward acceptable behavior, which helps develop self-control and maintain order necessary to accomplish the academic and social growth required to flourish at NBCA. We do not see discipline as punishment, but rather as discipleship or training. NBCA will work with parents to help students learn and grow from mistakes. Students will receive a demerit and/or additional consequences when corrected for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his/her classmates.
2. Actions that could cause physical or emotional harm to the student or his/her classmates.
3. Willful disrespect toward the teacher.
4. Personal Display of Affection (PDA) - Inappropriate activity with the opposite sex or same sex at school or during school sponsored events. (i.e. holding hands, kissing, prolonged and/or "frontal" hugs, etc.)
5. Actions or attitudes which are spiritually detrimental to the school.

### **See Levels of Discipline and Consequences per Semester for details about consequences.**

Most correction will be handled by the teacher through a verbal reminder or exhortation or by restricting the student's freedom or privileges. Parents will be notified if continued problems exist.

In cases where a problem persists and there is not behavior change, a student will be sent to see the Principal to discuss remaining options. If no progress is made after visiting the Principal, the parents

will be asked to meet with the Principal and teachers to determine an action plan. Students who consistently fail to respond to efforts of correction may be suspended or expelled. Much care is taken to ensure correction is handled properly and without anger. We do not expect perfection from our students, but we do expect reasonable cooperation.

## **Levels of Discipline**

### **Demerits**

The demerit system has been established to hold students accountable for minor infractions that may not warrant detention, but reflects a pattern of foolish behavior and a lack of self-control on the part of the student. These offenses may include a dress code violation, excessive talking, eating/chewing gum/sleeping during class, 4 unexcused tardies in a 9 weeks period, disrespect in the form of grumbling, complaining, or arguing with a staff or faculty member, disobedience, or any disruption that stops the flow of instruction in the classroom.

### **Teacher Report**

To help parents be aware of disciplinary actions, the teacher will communicate with the parent. An automatic email may be sent through Renweb, or a "Teacher's Report" form may be issued. The "Teacher's Report" form explains the reason for the discipline and the assigned consequences. This form is signed by the student who receives the original white copy to take home to his or her parents. Several actions are listed on the form. The report is also listed on Renweb and can be read by the parents through this service.

### **Detention**

There are two categories for which a student may be assigned detention. The first is an accumulation of demerits for misbehavior. The second category is for more blatant behavior such as talking back to teachers, disrespect or direct disobedience, fighting, lying to a teacher, cheating, bad language, class disruption, etc. These students will be given a detention notice by the teacher or principal.

Detentions at NBCA will be served Wednesdays and are supervised by a faculty member. There are no excused absences from detention. Missing an assigned detention will result in serving an additional detention. Three detentions during a semester will receive a Saturday School.

Effective the 2012-2013 school year, any student who earns detention will pay a \$10 fee for the detention served.

### **Saturday School**

Saturday School is a form of detention that is served on Saturday mornings due to a student's continued pattern of misbehavior or lack of self-control. After a student has served three detentions in a semester or when a specific infraction warrants it, a Saturday detention will be assigned. A student will be required to pay a \$25.00 fee for Saturday school. The student must report to the NBCA campus from 9:00 AM until 12:00 PM. The student will be required to perform work around the

campus such as raking, cleaning, painting, etc. under the supervision of a school administrator or faculty member.

### **In-School Suspension (In-House)**

Students assigned to in-school suspension are required to spend their school day in isolation while they do their assignments from each class. They are not allowed to share regular breaks or lunch with their classmates or participate in school sponsored extra-curricular activities during that time. They are allowed to turn in their work, take quizzes, scheduled tests, and make up assignments. They receive a 50% deduction from the grade they earn on daily work and quizzes and a 25% deduction for tests. A \$75 fee is required for ISS.

### **Suspension**

Students suspended out-of-school will be required to complete any work missed due to the suspension, but will receive a grade of zero for that work. Students suspended may not participate in any school sponsored extra-curricular activities while suspended. Students will be allowed to take any scheduled quizzes or tests, but will receive a 25% deduction from the grade they earn on the quiz or test.

### **Expulsion**

Students expelled for disciplinary reasons may not return to school or attend any school functions.

### **Consequences per Semester**

This scale shows the consequences for repeated infractions.

4 demerits = detention

1 detention + 3 demerits = 2<sup>nd</sup> detention

2 detentions + 2 demerits = 3<sup>rd</sup> detention

3 detentions + 2 demerit = 1 Saturday School **(\$25 fee)**

1 Saturday School + 2 demerit = 2<sup>nd</sup> Saturday School **(\$25 fee)**

2 Saturday Schools + 2 demerit = 3<sup>rd</sup> Saturday School **(\$25 fee)**

3 Saturday Schools + 2 demerit = In School Suspension **(\$75 fee)**

1 ISS + 1 demerit = 1st Off Campus Suspension

1 Off Campus Suspension + 1 demerit = Off Campus Suspension with the possibility of expulsion

### **Behaviors Requiring Immediate Administrator Attention**

The following behaviors will be handled by an administrator. The student will be sent directly to the office, and the incident will be entered into the student's record on Renweb. The minimum consequence for such offenses is a detention.

- Continual disrespect for teachers, staff members or other students
- Destruction or defacing of school property or property belonging to others

- Stealing or “borrowing” (without permission) items which do not belong to you
- Fighting
- Use of obscene or profane language or gestures (this includes written as well as oral expression)
- Possession of obscene or anti-Christian literature, pictures, or tapes
- Possession of or use of tobacco or tobacco products, alcohol, or any other controlled substance
- Cheating on tests, quizzes, homework, projects or other assigned work
- Missing classes without prior permission of both parents and the school

**Note: The school administration reserves the right to impose discipline for off-campus/non-school standards violations under the following circumstances:**

1. If the action of the student is in violation of the law (excluding non-alcohol or drug-related moving violations)
2. If the action of the student is a blatant violation of the moral standards required of a follower of Christ
3. If the action of the student has a negative impact on the morale and spirit of the student body in the determination of school administration

Notes:

**NBCA NON-DISCRIMINATION POLICY**

New Braunfels Christian Academy admits students of any race, color, national and ethnic origins 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, national and ethnic origin in administration policies, scholarship, athletics, and other school-administered programs. NBCA 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 NBCA administration and to abide by its policies.