

# Northwood Temple Academy Parent/Student Handbook 2021-22



“But those who hope in the Lord will renew their strength. They will  
soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.”

Isaiah 40:31

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# INTRODUCTION TO NTA

“I urge you to contend for the truth that was entrusted to the saints.”

Jude 3

It is my sincere pleasure to be able to “contend for truth” on a daily basis at Northwood Temple Academy. I must admit that it is becoming a most difficult job in our postmodern culture. Our precious children are barraged everyday with discerning what truth is and many have come to the place where they question whether or not absolute truth even exists! The mainstream media, the entertainment industry, as well as the secular education system continue to teach and proclaim that truth is whatever you desire to make it. What is most frightening about this statement is that Jesus himself said in John 18:37, “In fact, for this reason I came into this world, **to testify to the truth**. Everyone on the side of truth listens to me.” If our children do not believe that absolute truth exists, truth that never changes, truth that is not relative to our situation, how can they listen to the One that declared He is the truth? I do not mind admitting that I am deeply burdened for our children. I spend countless nights in prayer over this generation of youth for I deeply and passionately want them to know “Truth.” Any education system that teaches Genesis 1:1 is not truth will not teach that Genesis 2 through Revelation 22 is true. Why do I make such a big deal over this issue? It is a matter of life and death! Our children need to, NO, must, believe in “Truth.” Jesus said, “I am the way and the **truth** and the life. **No one** comes to Father except through me.”

I want to take this opportunity to thank you for your commitment in making Christian schooling a priority! Northwood Temple Academy values your decision and will strive to offer your child a quality Christ-centered education.

Please take the time to read and become familiar with the **Parent/Student Handbook**, found at [ntaeagles.com](http://ntaeagles.com) under Campus Life. It will provide information regarding the policies and procedures of Northwood Temple Academy. These handbooks are not intended to be a definitive, comprehensive statement on all Academy-related matters, but it will answer frequently asked questions.

So the next generation will know,

Renee McLamb

## **SCHOOL PHILOSOPHY**

It is the purpose of Northwood Temple Academy to teach each student that all real truth is God-centered. The only infallible book is the Bible, God's Word. The Bible, therefore, will be the first and most important textbook in the NTA curriculum. All other textbooks, curricula, and materials are to conform to this basic philosophy of Christian education. It is the goal of the Academy to guide each student with growing knowledge of the Bible and to teach the revelation of God through His Son and the principles of His Kingdom. The religious instruction that is offered will be positive, with emphasis upon developing a personal relationship with God.

It is the purpose of the Academy to guide each student to full intellectual development. This will be achieved through the use and development of language, continual exposure to new information that is presented in understandable ways, and the development of thinking skills in problem-solving learning situations that involve the full range of the curriculum. Experiences that teach will be provided in language (speaking, listening, writing, reading, and spelling), mathematics, science, social studies, health, physical education, art, and music.

Each child is a person who has special gifts of personality, intellect, physical ability, and talents. The experiences that are provided in school should nurture this individuality, while teaching the child to live and work in harmony with others. Northwood Temple Academy seeks to promote the highest academic standards and to develop skills in music, in the fine arts, and in athletics.

## **STUDENT EXPECTED OUTCOMES**

ACSI defines *curriculum* as "the planned instructional program to be delivered to the students." It is not defined as the textbooks or other resource materials used, though textbooks are one of many tools used by NTA to deliver the planned instructional program. Nor is it simply defined as the box curriculum set that can be purchased for the early education level. Key to understanding curriculum is the "planned" element. NTA has identified its intentional instructional model to follow, content to be utilized, and student/child outcomes to be realized, all resulting in the planned instructional program that is implemented on a daily basis. Our instructional program is well documented, teacher friendly, and goals driven, and it is easily revisable as needed.

NTA's curriculum plan not only contains academic goals but addresses spiritual formation goals and integration of God's Word as well. Through the instructional program and the Christian faculty that deliver it, the students develop a Christian view of God, humanity, and the world. This view should become the foundation for students' own values, goals, and lifestyle.

As we strive to attain our mission and vision, we believe it is important to develop programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who:

### **ACADEMIC THINKING (AT):**

- are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- are proficient in mathematics and science.
- have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- appreciate literature and the arts and understand how they express and shape their beliefs and values.
- value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).

- have an appreciation for the natural environment and practice responsible stewardship of God’s creation.

### **WORLDVIEW ORIENTATION (WO):**

- have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.”
- are committed to lifelong learning.
- understand the worth of every human being as created in the image of God.
- can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- possess apologetic skills to defend their faith.
- embrace and practice justice, mercy, and peacemaking in family and society.
- understand that work has dignity as an expression of the nature of God.

### **SPIRITUAL FORMATION (SF):**

- personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- understand and commit to a personal relationship with Jesus Christ.
- know, understand, and apply God’s Word in daily life.
- are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- treat their bodies as the temple of the Holy Spirit.
- are actively involved in a church community, serving God and others.
- respect and relate appropriately with integrity the people they work, play, and live with.

### **SKILL DEVELOPMENT (SD):**

- know how to utilize resources including technology to find, analyze, and evaluate information.
- have the skills to question, solve problems, and make wise decisions.
- understand, value, and engage in appropriate social (community) and civic (political) activities.
- are prepared to practice the principles of healthy, moral family living.
- are good stewards of their finances, time (including discretionary time) and all other resources.

## **STATEMENT OF FAITH**

1. We believe the statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northwood Temple Academy’s faith, doctrine, practice, policy, and discipline, our Board of Directors is Northwood Temple Academy’s final interpretive authority on the Bible’s meaning and application.
2. We believe there is one God, eternally existent in three persons--Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith alone for salvation (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).
8. We believe in the personal and imminent coming of our Lord Jesus Christ and that this “blessed hope” has a vital bearing on the personal life and service of the believer (I Thessalonians 4:13-18).
9. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).
10. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-26). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
11. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, transgenderism, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).



## **MISSION STATEMENT**

Northwood Temple Academy is committed to providing a Christ-centered education that promotes excellence in teaching and learning, focusing on high academic standards, excellence in fine arts, emotional well-being, and physical strength. We are nurturing today's children and developing tomorrow's kingdom leaders.

## **VISION STATEMENT**

Northwood Temple Academy seeks to lead and nurture students from early childhood through twelfth grade into spiritually, emotionally mature Christians academically prepared to articulate boldly and effectively a Biblical worldview that enables them to serve in their careers and callings.

## **CORE VALUES**

### **Spiritual Growth**

**Northwood Temple Academy seeks the following:**

- To teach the Word of God as truth and to understand and apply Christian principle as the foundation for learning
- To encourage students to respect and love God's Word
- To equip the student to fulfill the Great Commission
- To integrate Christian faith into all academic disciplines
- To foster emotional and physical well-being in a safe, loving, structured, and Godly environment
- To equip the student to discern worldviews that are not based on God's Word
- To encourage the development of a servant's heart directed toward home, community, and church
- To serve the Christian home and be an evangelical outreach to non-Christian families
- To guide the student in knowing, comprehending, and applying the fundamental doctrines of the Christian faith in order to apply them to all future life decisions
- To nurture the students' relationship with God in such a way that they will know His will for their life

### **Academic Growth**

**Northwood Temple Academy seeks the following:**

- To create in the student an awareness of God's supreme authority over all creation
- To provide a Christ-centered education
- To provide the student with high academic standards maintained by a challenging and accelerated curriculum
- To teach the student the fundamental processes used in communicating such as reading, writing, speaking, listening and mathematics
- To provide state of the art technological skills
- To encourage an appreciation for the fine arts and to provide an opportunity to express gifts and talents in this area
- To motivate the student to recognize and develop his innate gifts and talents to his greatest potential
- To develop a work ethic mandated by God's Word

## **PHONE NUMBERS**

School Office 822-7711  
School Fax 488-7299  
Family Life Center 488-3373

Northwood Temple Pentecostal Holiness Church 488-7474  
School Website: [www.ntaeagles.com](http://www.ntaeagles.com)

School Office hours:

School year: 8:00 a.m. – 4:00 p.m. Monday – Friday

Summer: 9:00 a.m. – 3:00 p.m. Monday – Thursday  
9:00 a.m. – 2:00 p.m. Friday

## **ADMINISTRATIVE TEAM**

Mrs. Renee McLamb	Head of School
Mrs. Ann Warren	HS Principal/Student Services
Mrs. Stephanie Marsh	MS Principal
Mrs. Janet Wright	Elementary Principal

Northwood Temple Academy does not discriminate  
on the basis of race, gender, national or ethnic origin.

# **NORTHWOOD TEMPLE ACADEMY**

## **ADMISSION POLICY**

It is the purpose of Northwood Temple Academy to teach each student that all real truth is God-centered. The only infallible book is the Bible, God's Word. The Bible, therefore, will be the first and most important textbook in the NTA curriculum. It is the goal of the Academy to guide each student with growing knowledge of the Bible and to teach the revelation of God through His Son and the principles of His Kingdom.

The NTA Mission Statement and all other foundational documents are applied as integrative, coordinating and examining devices throughout all aspects of the programs, including the admissions process.

NTA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student on the basis of, but not necessarily limited to, the inability to support the moral principles of the academy and/or the inability to maintain a lifestyle consistent with the NTA foundational documents and any related policies and procedures.

### **Admission Criteria:**

- Aptitude and/or academic achievement in the average to above average range
- Age-appropriate development (social and emotional)
- Has not been expelled from another school and no major discipline record
- Due to limited resources of the academy, we are not equipped to meet the need of students who may require unique or specialized learning programs. If your student has an IEP or special learning plan (504), we will need complete documentation to determine if we can meet the child's needs for success in learning.
- Applications for local students who are entering the 12<sup>th</sup> grade and wish to transfer to NTA are generally not accepted. Families who are moving to Fayetteville from another city via military or work will be considered.
- NTA values the relationship between the home, school and church; therefore, when a student is admitted, the family is expected to become a part of the NTA Family by participating in school programs, fundraisers and volunteer opportunities on the campus.
- Reclassification is used for academic purposes only. Reclassification will not be used to manipulate athletic eligibility (see handbook for reclassification criteria).
- Students entering kindergarten must turn five by August 31. A kindergarten readiness assessment will be scheduled to ensure students are developmentally ready for our kindergarten program.
- Students entering 1<sup>st</sup>-12<sup>th</sup> grades may be assessed to determine reading and math competency levels.
- NTA does not discriminate on the basis of race, gender, national or ethnic origin.
- Parents and students must sign an agreement with the NTA Statement of Faith and Cooperation Statement.

## ADMISSION POLICY NEW STUDENT

The following documents are required for your student to be considered for admission to NTA:

CHILD'S NAME \_\_\_\_\_ GRADE TO ENTER \_\_\_\_\_

- New student application fee
- Application for admission
- Birth Certificate
- Handbook Agreement and Photograph Release
- Technology Use Policy Agreement signed by parent and student (grades 4-12)
- Parent questionnaire
- Student questionnaire (grades 7-12)
- Demographic Survey
- Copy of most recent transcript (high school), report card (grades K-8)
- Copy of school discipline/behavior report
- Copy standardized test scores or end of grade test scores
- Copy of IEP (Individualized Education Plan) or 504 Plan (if applicable)
- Copy of custodial agreement (if applicable)
- Confidential Pastoral Recommendation
- Confidential Student Evaluation
- Medical Report / Physical – the medical form should be completed by a physician and submitted to the office within 30 days of enrollment
- Immunization Record
- Authorization to release records form (K-12)
- Before and After School Care enrollment form
- Schedule Reading/Math assessment

**\*In order to ensure confidentiality, the person writing the letter should place the letter in a sealed envelope with their initials on the back and return to NTA.**

# ADMISSION POLICY RETURNING STUDENT

## Admission Items Required for a Returning Student:

Returning students are automatically re-enrolled at NTA. For the student to be registered for the upcoming academic year, the following items must be completed, paid, and returned:

1. Returning student registration fee
2. Before and after school care enrollment forms (space cannot be held without submission)

## STUDENT FEES

### FEES AND TUITION FOR 2021-2022

<b>Returning Students Application Fee</b>	<b>PreK4 –5<sup>th</sup> grade</b>	<b>\$100.00 (Automatic Enrollment)</b>
	<b>6<sup>th</sup> – 12<sup>th</sup> grade</b>	<b>\$125.00 (Automatic Enrollment)</b>

This non-refundable fee is due upon receipt of statement. This fee will be billed once the student has been automatically re-enrolled by Northwood Temple Academy.

<b>New Student Application Fee (non-refundable)</b>		<b>\$200.00 (Not to exceed \$400)</b>
	<b>PreK4 half day</b>	<b>\$75.00</b>

This fee is required at the time of application to NTA and covers most of the cost associated with processing a new student including records, screening, testing, orientation, and interviewing. Application fees are **non-refundable** even if an application is denied or enrollment is canceled.

<b>Student Resource Fee (SRF)</b>	<b>\$400.00 (Due by June 30<sup>th</sup>)</b>
	<b>\$425.00 (After June 30<sup>th</sup>)</b>

The Student Resource Fee is a non-refundable fee covering all textbooks and workbooks, standardized testing, classroom teaching supplements, technology support, and library maintenance. In addition, the SRF covers some of the costs for capital improvements including the improvements of the buildings and school grounds and the maintenance of the security system on campus.

<b>FACTS Fee</b>	<b>\$20 (annual and semi-annual tuition payment)</b>
	<b>\$50 (monthly tuition payment)</b>

All families are required to enroll into FACTS Tuition Management and are responsible for fees assessed by FACTS.

<b>Yearbook Fee (optional)</b>	<b>\$55.00</b>
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The price of the school yearbook will increase after August 30<sup>th</sup>.

<b>Band and Orchestra Fee</b>	<b>\$100.00 (Due September 1<sup>st</sup>)</b>
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All students in grades 5<sup>th</sup> – 12<sup>th</sup> who play an instrument and take a band class are required to pay this non-refundable fee. The band and orchestra fee covers band music, competition music and fees, music stands and the purchase and maintenance of academy owned instruments.

<b>Athletic Fee</b>	<b>\$125.00 per sport (MS)</b>
	<b>\$150.00 per sport (JV)</b>
	<b>\$175.00 per sport (Varsity)</b>

All students who participate in the athletic program must pay this fee prior to the activity. The athletic fee is a non-refundable fee which assists in covering officials, sports equipment, state athletic fees, security, maintenance to complex, and coaching fees. In addition, the Booster Club covers multiple expenses that allows the athletic fee to remain as low as possible.

<b>Senior Graduation Fee</b>	<b>\$200.00 (Due April 1<sup>st</sup>)</b>
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The Senior Graduation Fee is a non-refundable fee that helps cover the cost of diplomas, diploma covers and the graduation speaker.

## School Credit

Any family that brings a new family to NTA receives a \$100.00 school credit. The credit will be issued after the new family has remained for nine weeks.

## Withdrawal Fee

**\$500.00**

Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between August and May will be assessed a \$500.00 withdrawal fee per student unless withdrawal is due to documented military orders or requested by administration. Tuition is due for the complete month in which the withdrawal takes place. Official transcripts, report cards, and records will not be released or sent to any other school with any outstanding balance including the withdrawal fee.

## Tuition Policy

Tuition is scaled according to grade level. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by the business office if the account is past due or if two FACTS drafts are returned unpaid. Students may not attend class if accounts are more than thirty days in arrears. FACTS/RenWeb access to grades and homework will be closed until the account is brought current. Seniors will not receive a report card, transcript or diploma until all financial accounts are satisfied.

**All tuition payments will be handled by FACTS Tuition Management.** The payment methods available are automatic debit from a checking or savings account, or credit card (credit card transactions do incur an additional processing fee). The program fee is \$20.00 for the semi-annual and annual payment options and \$50.00 for the monthly payment option. Once your payment plan is established, FACTS is available to answer any questions or concerns at 866-441-4637.

The following plans are available: Annual: August payment (*\$100 pay in full discount*)

- Semi-Annual: August and January payments (*\$50 discount*)
- 10 Month Plan: August – May payments
- 11 Month Plan: August – June payments

**NTA will not accept tuition payments in the main office. Advanced payment discounts for the semi-annual and annual payment plans are available when payment is made on time. When payment is not made by the designated time no discount is given.**

Grade	Tuition	10 Monthly Payments	11 Monthly Payments
Preschool (K4) half day	\$3075	\$307.50	\$279.55
Preschool (K4) full day	\$6150	\$615.00	\$559.10
Grades K-5	\$6150	\$615.00	\$559.10
Grades 6-8	\$6350	\$635.00	\$577.28
Grades 9-12	\$6450	\$645.00	\$586.37

Multiple Child Discounts	15% discount for 2 <sup>nd</sup> child	30% discount for each additional child
Preschool (K4) half day	\$2,613.75	\$2,152.50
Preschool (K4) full day	\$5,227.50	\$4,305.00
Grades K-5	\$5,227.50	\$4,305.00
Grades 6-8	\$5,397.50	\$4,445.00
Grades 9-12	\$5,482.50	\$4,515.00

### Northwood Temple Church Member Discount

10% discount (applies to the first child's tuition only)

### Advance Payment Discounts

\$25.00 for each ½ semi-annual payment

\$100.00 for full annual payment

## INTERNATIONAL STUDENT FEES AND TUITION FOR 2021-2022

<b>Returning Students Application Fee</b>	<b>\$125.00 (Automatic Enrollment)</b>
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This non-refundable fee is due upon receipt of statement. This fee will be billed once the student has been automatically re-enrolled by Northwood Temple Academy.

<b>New Student Application Fee</b>	<b>\$400.00</b>
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This fee is required at the time of application to NTA and covers most of the cost associated with processing a new student including records, screening, testing, orientation, and interviewing. This application fee is refundable should Northwood Temple Academy choose to deny admission.

<b>Student Resource Fee (SRF)</b>	<b>\$400.00 (Due by June 30<sup>th</sup>)</b> <b>\$425.00 (After June 30<sup>th</sup>)</b>
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The Student Resource Fee is a non-refundable fee covering all textbooks and workbooks, TerraNova Test, classroom teaching supplements, technology support, and library maintenance. In addition, the SRF covers some of the costs for capital improvements including the improvements of the buildings and school grounds and the maintenance of the security system on campus.

<b>Tuition 2021-22 School Year</b>	<b>Grades 6 - 12</b>	<b>\$7450.00 Paid in Full</b>
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Tuition paid annually will be accepted in the Northwood Temple Academy main office.

<b>FACTS Fee</b>	<b>\$20 (annual and semi-annual tuition payment)</b> <b>\$50 (monthly tuition payment)</b>
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All families are required to enroll into FACTS Tuition Management and are responsible for fees assessed by FACTS.

<b>Yearbook Fee (optional)</b>	<b>\$55.00</b>
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The price of the school yearbook will increase after August 30<sup>th</sup>.

<b>Band and Orchestra Fee</b>	<b>\$100.00 (Due September 1<sup>st</sup>)</b>
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All students in grades – 12<sup>th</sup> who play an instrument and take a band class are required to pay this non-refundable fee. The band and orchestra fee covers band music, competition music and fees, music stands and the purchase and maintenance of academy owned instruments.

<b>Athletic Fee</b>	<b>\$125.00 per sport (MS)</b> <b>\$150.00 per sport (JV)</b> <b>\$175.00 per sport (Varsity)</b>
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All students who participate in the athletic program must pay this fee prior to the activity. The athletic fee is a non-refundable fee which assists in covering officials, sports equipment, state athletic fees, security, maintenance to complex, and coaching fees. In addition, the Booster Club covers multiple expenses that allows the athletic fee to remain as low as possible.

<b>Senior Graduation Fee</b>	<b>\$200.00 (Due April 1<sup>st</sup>)</b>
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The Senior Graduation Fee is a non-refundable fee that helps cover the cost of diplomas, diploma covers and the graduation speaker.

<b>School Credit</b>
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Any family that brings a new family to NTA receives a \$100.00 school credit. The credit will be issued after the new family has remained for nine weeks.

<b>Withdrawal Fee</b>	<b>\$500.00</b>
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Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between August and May will be assessed a \$500.00 withdrawal fee per student unless withdrawal is due to a documented military order or requested by administration. Tuition is due for the complete month in which the withdrawal takes place. Official transcripts, report cards, and records will not be released or sent to any other school with any outstanding balance including the withdrawal fee.

# BEFORE AND AFTER SCHOOL CARE FEE SCHEDULE 2021-2022

CHILD'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

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

## AVAILABLE PROGRAMS

### CHOOSE ONE:

- \_\_\_\_\_ Program 1 – Before School Care (7:00 – 8:15 a.m.)      \$50.00 per month
- \_\_\_\_\_ Program 2 – After School Care (3:00 – 6:00 p.m.)      \$135.00 per month
- \_\_\_\_\_ Program 3 – Before and After School Care      \$175.00 per month  
(7:00 – 8:15 a.m. & 3:00 – 6:00 p.m.)
- \_\_\_\_\_ DROP-IN      \$10.00 per session (flat rate)  
(before or after school)

You will be given the opportunity to change programs twice each school year,  
(1) 30 days after school has opened, and (2) the week before Christmas break.  
Other changes will be considered on an individual basis.

**All students arriving prior to 8:15 a.m. are required to report to before school care.  
All students remaining on campus after dismissal are required to report to after school care or to the gym as a paid member of the Family Life Center.**

AFTER 6:00 P.M. A \$15.00 LATE FEE WILL BE CHARGED FOR EACH 15-MINUTE INCREMENT PER CHILD.

## GENERAL INFORMATION

### DONATIONS

Tuition is not tax deductible, but cash gifts are. Donations to the general fund for needed equipment and supplies are appreciated and needed.

### ATTENDANCE

The Academy recognizes that regular and punctual attendance is very important to the academic success of students. All students should be in school each day unless physically unable. Unnecessary absences develop poor work habits and make it difficult for students to keep their work up-to-date

1. Reasons for excused absences:
  - a. Illness or injury
  - b. Quarantine
  - c. Death or serious illness in immediate family
  - d. Court or administrative proceedings
  - e. Educational opportunities
    - (1) Church Sponsored Event
    - (2) Missions Trip with Church
    - (3) Volunteering with the NC Legislature



2. **Students should bring a note to school the first day back after an absence. The note should include the following: date, exact dates and times of absence, reason for absence, signature of parent or guardian. The note is needed to determine whether it is an excused or unexcused absence. The note should be shown to the office on the morning of the student's return and then the office will issue a pass that will be signed by each teacher and then returned to the office. If no note is sent the absence is automatically considered unexcused.**
3. For the health and safety of all students, please **do not** send students to school if they have had a fever, vomiting or diarrhea within 24 hours.
4. When parents want to take a child out of school for a family trip or other extended absence, they should send a note to the Head of School at least one week before the planned absence for approval. The note should include the reason for the extended absence and the inclusive dates. Please note that while you **MAY** be allowed to make up class work, family vacation **is not** an excused absence. It would also be advisable to discuss this with the child's teacher to make sure it is a wise decision to take the child out of school and to plan a schedule for making up work. Missed work is difficult to make up. When the child returns to school, he is put in the difficult position of not only having to make up missed school work, but also having to keep up with the class. Administration reserves the right to monitor missed assignments.
5. In order for students in grades **K-8** to be eligible for promotion, absences may not exceed **20 days in a year** (excused or unexcused).
6. In order for students in grades **9-12** to be eligible to receive course credit, absences may not exceed **10 days** in a semester class or **20 days** in a year-long class.
7. High School students may be exempt from final exams who have an A (90-100) average and who do not have more than 5 absences in a semester class or 10 absences in a year-long class (excused or unexcused). If a student is exempt from final exams, the absence on the day of the exam is excused.
8. All students taking AP/Honor level courses are required to take the final exam for the class.
9. Students participating in school sanctioned activities whether on or off campus shall not be counted absent.
10. A student who is too ill to remain in class will be sent to the office. Office personnel will then assist the student and contact the parents. A student who is absent for an extended illness or hospitalization will need a certification of the illness from a licensed physician for the specific days of absence. Chronic illness requires an annual verification by a licensed physician. The administrator shall review the documentation, render a decision, and notify the student, parents and teachers.
11. If a student is injured, the teacher will contact the person designated by the school to administer first aid.
12. Six documented college visitation days will be allowed for students beginning at the start of the junior year through the end of the senior year. Institutions to be visited must be out of the local area. Armed Forces and vocational school visitations will also fall under this provision.
13. These absences must be applied for three (3) days in advance. The Head of School may allow additional days when necessary.
14. **Students or parents who are not in harmony with the policies and procedures of Northwood Temple Academy may discover that this is not the best learning environment for the student. Parents may be asked to withdraw the student from the school if harmony between administration, teachers, and family cannot be achieved.**

## TARDY

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement.

### K – 5<sup>th</sup> Grade

- Students arriving after 11:30 or departing prior to 11:30 will be counted absent for the day.
- Students in Kindergarten and 3<sup>rd</sup>-5<sup>th</sup> grades who arrive late should bring a note to the elementary office explaining their reason for being tardy and should sign in. The student will be given a pass to allow them into class.
- Students in 1<sup>st</sup> -2<sup>nd</sup> grades who arrive late should bring a note to the main school office explaining their reason for being tardy and should sign in. The student will be given a pass to allow them into class.
- Tardies are excusable only in cases of illness or emergency. Oversleeping, failure of an alarm, running errands, etc., will not be considered as excused tardies. All students should be seated in classrooms and ready to work by 8:30 a.m.
- Three unexcused tardies equal one unexcused absence from school.

### 6<sup>th</sup> – 12<sup>th</sup> Grade

- Students in grades 6<sup>th</sup>-12<sup>th</sup> grades who arrive late should bring a note to the main school office explaining their reason for being tardy and should sign in. Students will be given a pass to allow them into class. The student must show the pass to every teacher whose class was missed.
- Tardies are excusable only in cases of illness or emergency. Oversleeping, failure of an alarm, running errands, etc., **will not** be considered as excused tardies. All students should be seated and, in their classrooms, ready to work by 8:30 a.m. **Every three (3) unexcused tardies, which equals an unexcused absence within a quarter, will result in detention.** The names of students with excessive tardies will be turned in on a discipline form to the appropriate principal.
- Continued tardiness is considered a disciplinary matter and will be handled accordingly.
- A student will be counted absent if 20 minutes or more of a class is missed.

## ATTENDANCE COMMITTEE

(Head of School, Principal, Student's Teacher, and One Other Teacher)

A student in jeopardy of failing due to excessive absences may request a hearing before the Attendance Committee if there are conditions which may justify a waiver of the foregoing rules. In such an appeal, the student may be required to provide medical documentation or other written evidence. Any appeal to be considered by the Attendance Committee must be made in written form no later than the last day of the grading period. The waiver does not include exam exemptions.

## BEFORE SCHOOL HOURS

Northwood Temple Academy provides before and afterschool care for an additional fee. Students who arrive prior to 8:15 a.m. will report to the cafeteria and sign in to before school care. They will be released to their classrooms at 8:15 a.m. Students may arrive as early as 7:00 a.m. No student will be admitted prior to 7:00 a.m. for there is no supervision. Students not in designated areas WILL be subject to disciplinary action (please see Discipline Policy). Please see the Before and After School Care Fee Schedule for monthly program options and fees.

## **AFTER SCHOOL HOURS**

Students who are on campus after end-of-day dismissal must be at a school activity such as sports, sports practice, fine arts, tutoring or detention, etc. Students will not be allowed to wander around the campus.

Athletes waiting for a practice will not be allowed to wander around the campus. Athletes must wait in the designated Study Hall or the Family Life Center. Athletes not in designated areas WILL be subject to disciplinary action (please see Discipline Policy).

Students not at a school activity must be in afterschool care (Study Hall) or in the gym as a paid member of the Family Life Center. Students will not be allowed to return to lockers after dismissal. Students not in designated areas WILL be subject to disciplinary action (please see Discipline Policy). Please see the Before and After School Care Fee Schedule for monthly program options and fees.

## **STUDENT DRIVERS**

Driving on campus is a privilege and should be regarded with the utmost responsibility. Speed limit is 10 miles per hour. Student drivers must register their cars. Registration forms are only available to students with a valid North Carolina driver's license. All student drivers must have a parking permit (\$15.00) which is clearly visible on the windshield. Students WILL park in assigned parking places. If student lose their parking permit, additional permits are \$5.00. If the permit is not displayed, the student will receive after school detention and a fine of \$5.00. Reports by staff, parents, or neighbors of excessive speed or careless driving WILL result in disciplinary action. Violations may result in loss of driving/parking privileges.

## **DESIGNATED DRIVERS**

Students not going home with their parents or their usual driver should bring a note from home to their elementary teacher, K-5<sup>th</sup> grades, or to the school office, for 6<sup>th</sup>-12<sup>th</sup> grades.

## **EARLY DISMISSALS**

### **(Leaving Campus During the School Day)**

Students in grades 6-12 who must leave school early should bring a note to the main office stating the reason for leaving and the time of dismissal and approximate time of return. **All students leaving the campus must sign out in the main office before leaving campus.** If it is a doctor's appointment, the note should also include the time of the appointment and the location. The note should be signed by a parent or guardian.

Students who become sick during the school day will be sent by the classroom teacher to the main office where their parents will be notified by phone. Parents will be asked to take their child home or grant permission for their student to drive home.

## **SIGNING STUDENTS OUT OF SCHOOL**

Students may be signed out for the following conditions:

- Their absence would fall under one of those defined as excused in the Student Handbook.
- If the reason is illness, the student must be running a fever as determined by the office staff. If the child is not running a fever, he must be obviously ill, as determined by the best judgment of the school officials. The school will contact a parent or legal guardian and have a member of the office staff verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the school for a parent or legal guardian to arrive.

- Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the principal.
- Students may not leave the campus during the school day without telephone contact with, or personal appearance of parents or legal guardian. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian except where the principal has made an exception.
- Upon checking in either later that day or a following day, a written note from home must accompany the student.
- Students in 1<sup>st</sup> grade should be checked out through the main office.
- Students in grades K, 3-5<sup>th</sup> should be checked out through the elementary office.
- Students in grades 1<sup>st</sup> -2<sup>nd</sup>, and 6-12<sup>th</sup> should be checked out through the main office.

## **ELEMENTARY ARRIVAL/DEPARTURE**

**\*\*Parents should not be on their cell phone during drop-off or pick-up time.\*\***

### **Preschool/Kindergarten**

Students in Preschool/Kindergarten should arrive at school between **8:15 a.m.** and **8:30 a.m.** Parents will park between the church and the elementary building. The parents will need to walk their child to the classroom each morning. The small parking lot off Andover Road will be closed. The doors in the elementary building will be locked at 8:30 a.m. Students in Preschool/Kindergarten arriving late should enter the 2<sup>nd</sup> floor door in the center of the back of the building and sign in at the elementary office. Dismissal time is **2:45 p.m.** Students who are not picked up by **3:00 p.m.** will be taken to afterschool care, and the parents will be billed.

### **1<sup>st</sup> -2<sup>nd</sup> Grade**

Students should arrive between **8:15 a.m.** and **8:30 a.m.** Parents should enter the drop-off line in the lower parking lot and drive around to drop their child at the walkway in front of their classroom (see diagram). Students in 1<sup>st</sup> – 2<sup>nd</sup> grade arriving late should report to the main office to sign in. Dismissal time is **3:00 p.m.** Students who are not picked up by **3:15 p.m.** will be taken to afterschool care, and the parents will be billed.

### **3<sup>rd</sup>–5<sup>th</sup> Grade**

Students in 3<sup>rd</sup> - 5<sup>th</sup> grades should arrive at school between **8:15 a.m.** and **8:30 a.m.** The doors in the elementary building will be locked at 8:30 a.m. 3<sup>rd</sup>–5<sup>th</sup> grade parents should drop students off and pick students up following the 3<sup>rd</sup>–5<sup>th</sup> drop off/pick up map. Students in 3<sup>rd</sup> –5<sup>th</sup> grades arriving late should enter the 2<sup>nd</sup> floor door in the center of the back of the building and sign in at the elementary office. Dismissal time is **3:15 p.m.** Students who are not picked up by **3:30 p.m.** will be taken to afterschool care, and the parents will be billed.

## **STUDENT DROP OFF/PICKUP PROCEDURES**

Children and vehicles do not mix well. For the safety of your child and all others, please make sure to observe the following student Drop Off and Pickup procedures!

### **General K – 5 Rules**

1. We will be implementing the use of nameplates in our pick-up procedures. Please place the nameplate cards you are given in the lower right-hand side of your windshield. This will be your identification to pick your child up. If you arrive to pick up your child without this card you will be asked to sign in before your child can be released. If someone else will be picking your child up for you, please give

them your card to use, otherwise they will be asked to check in at the elementary office prior to signing out your student. Only persons that are listed on a student's pickup list will be allowed to checkout a given student.

2. Students who are waiting for their ride should not (for safety reasons) be running, playing ball, etc.
3. Students who travel with older siblings who drive must bring a note to the teacher and must wait with their class until the older sibling picks them up. They will not be allowed to leave the pick-up area.
4. Parents should send a note from home when someone besides the parents or authorized person is to pick up the child. Students will be released only to authorized persons.

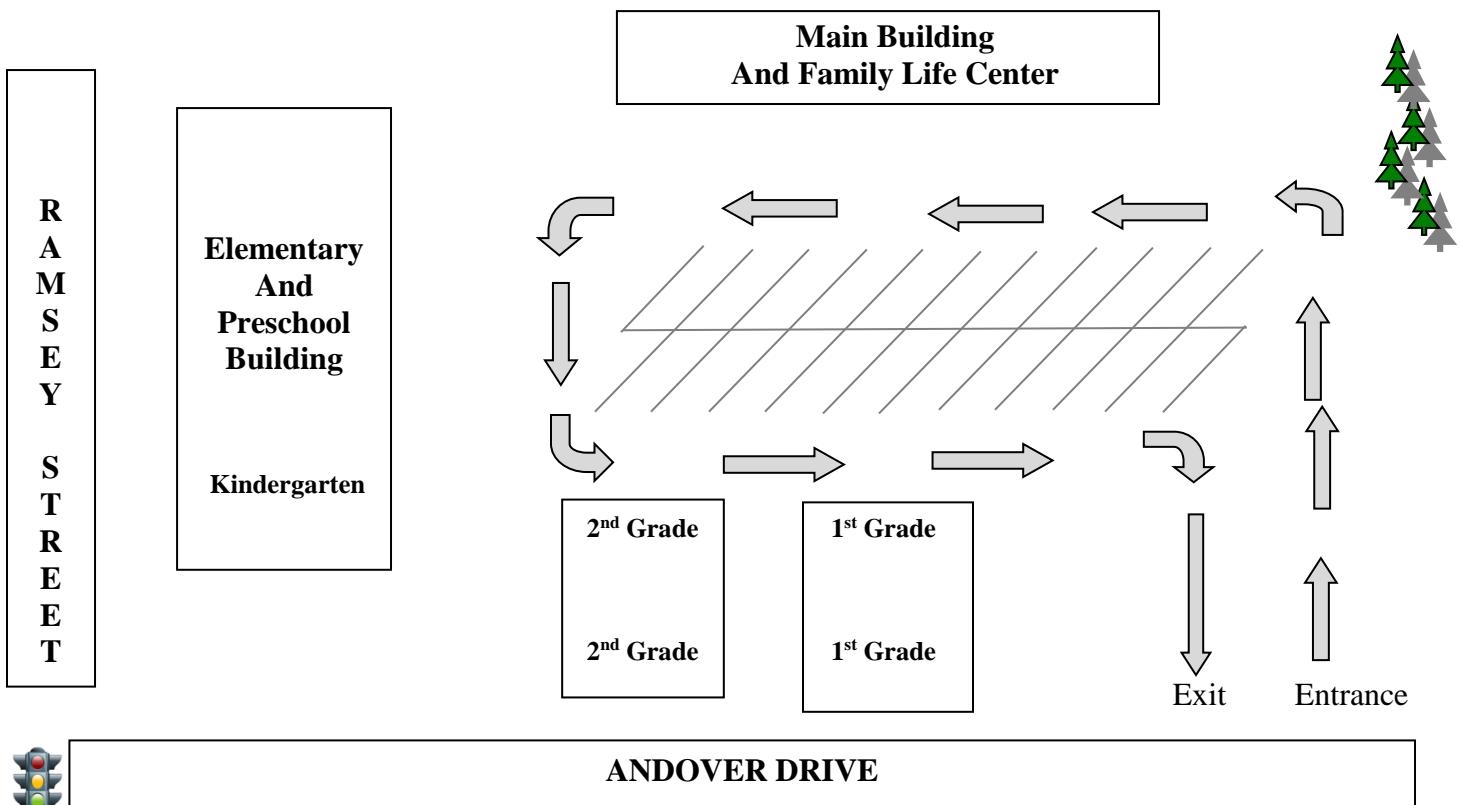
## Kindergarten

At the end of the day, students will be released to only a parent/guardian or to an authorized adult. A child will not be released to anyone under the age of 16. Authorization must be made in advance by a note or phone call. Students must be signed out, in person, by an authorized adult. If your child is not picked up by 3:00 p.m. he/she will be taken to afterschool care. Visual and verbal contact must be made with teacher upon arrival and departure. Student pickup will be located in the lower parking lot in front of the main building.

## 1<sup>st</sup> Grade – 2<sup>nd</sup> Grade

First grade and second grade students will be dropped off and picked up in the lower parking lot (the lot outside the main building). Parents are asked to remain in their cars and get into the line rather than park and enter the school with/for their child. Confusion is created when students have to cross the drop off/pickup line in the rush of the drop off/pickup time. This confusion is all it takes for a small child to be out of sight by both teachers and parents and for a disaster to be created. A teacher will welcome your child each morning and put them in the vehicle in the afternoon.

Please follow the following diagram for first and second grade:



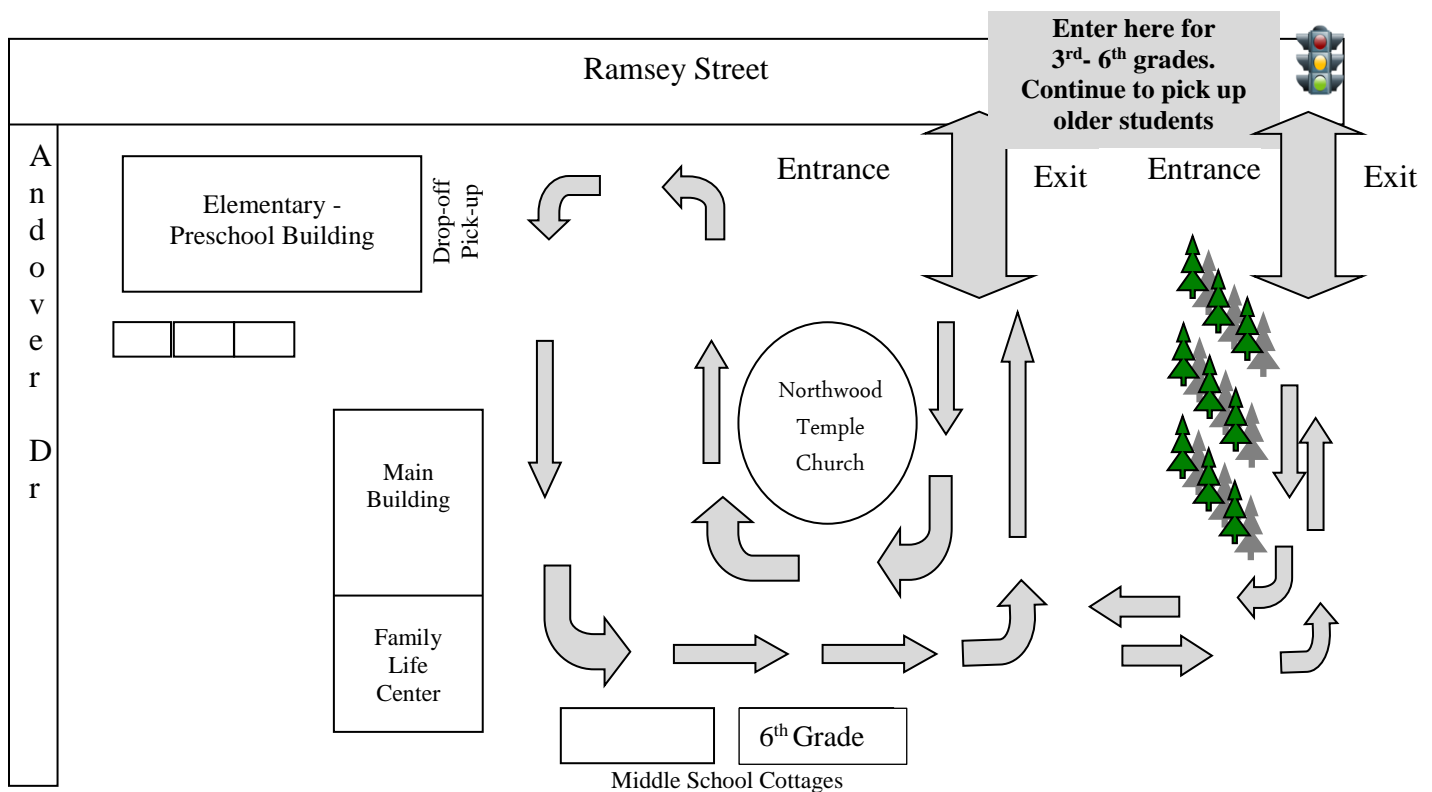
All students will be dropped off and picked up outside of the school in the north parking lot (the parking lot closest to the church). Parents are asked to remain in their cars and get into the line rather than park and enter the school with/for their child. Confusion is created when students have to cross the drop off/pickup line in the rush of the drop off/pickup. This confusion is all it takes for a small child to be out of sight by both teachers and parents and for a disaster to be created.

**All** students will be required to sit along the curb in the afternoon. During pick up when the teacher on duty blows the whistle, then, and only then, will the students be allowed to go to the cars. Please do not call or motion for your child to come to your car. Each child's safety is the number one goal of the teachers.

Students whose parents are in the first eight cars will be allowed to go to their cars. When the students are safely in their cars, the cars will pull away. **Please do not pass other cars.**

**Students who travel with older siblings who drive must bring a note to the teacher and must wait with their class until the older sibling picks them up. They will not be allowed to leave the pick-up area.**

Please follow the following diagram for grades 3rd – 6<sup>th</sup>:



Please be patient during the first week of implementing the drop off/pick-up plan. We believe it is the best possible answer for the **safety** of your children. We have followed this plan in years past. It does work with **everyone's** cooperation.

**Inclement Weather (Rain Plan)**

Parents are asked to pull up to the pick-up area as usual. The students wait inside until their name and grade are called. They will be escorted to the car by a teacher.

**If you have a child in both the elementary and high school grades, it is suggested that you be in the lineup for elementary students at about 3:10 p.m. Then you can drive to pick up the upper grade school students without excessive waiting.**

Thank you for your help and cooperation.

## CHECKING OUT FOR LUNCH

Elementary parents may have lunch off-campus on occasion by advising the teacher and signing out their child in the elementary office.

Parents of student in grades 6-12 may take their children off campus to lunch during the allotted time for lunch. Parents are required to come in and sign their student out in the main office. However, students may not go to lunch with another parent, student or on their own. **Students may not check out for lunch unless accompanied by their parent.**

## ILLNESS

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent stating the reason for missing school. For the health and safety of all students, please do not send students to school if they have had a fever, vomiting or diarrhea within 24 hours.

## EMERGENCIES

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. It is very important that an emergency contact person and phone number to call is on record if you cannot be reached. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

## INFECTIOUS DISEASES

Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at NTA as long as the disease is present. Once the school has written verification from a physician that such child has become disease free, he may be considered for enrollment or re-enrollment at NTA.

## MEDICATION

All medication must be registered and held in the office. The “Northwood Temple Academy Physician’s School Medication Form” should be filled out and signed by the parent (available at [ntaeagles.com](http://ntaeagles.com)).

Parents should send written instructions explaining when the medication should be given. **The school will not administer any medication (including Tylenol and aspirin) unless prescribed by doctor and in original prescription bottle.**

Students will not be permitted to give any medication to another student. This includes prescription medicine, vitamins, food supplements, aspirin, Tylenol, etc. Any unauthorized medication in a student’s possession will be considered as drug possession as stated in discipline offenses.

## IMMUNIZATIONS AND PHYSICALS

North Carolina state law requires NTA to have on file current immunization and medical records for each student. Preschool, kindergarten and 1<sup>st</sup> grade must have a physical to enroll. DTAP shots are required the calendar year of a student’s 12<sup>th</sup> birthday. The DTAP should be taken prior to the start of school year that their 12<sup>th</sup> birthday occurs.

Students entering 7<sup>th</sup> grade are now required to have one dose of TDAP (tetanus, diphtheria, pertussis) vaccine for individuals who have not already received those vaccines.

**New for 2015: Students entering the 7<sup>th</sup> grade or by 12 years of age whichever comes first are required to have one dose of Meningococcal conjugate vaccine (MCV).**

Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation.

## **STUDENT RECORDS**

Official record files are kept in a secure location in the school. The confidentiality of this personally identifiable information is maintained by the Head of School. Those who have the right to inspect and review the official records kept about the student include (1) parents of students who are under 18 years of age, (2) parents who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code, and (3) students who are at least 18 (hereafter called eligible students), and (4) representative of the parent.

Parents of eligible students who wish to inspect and review the official records should submit a request in writing to the Head of School. The Head of School will then schedule an appointment for the review.

Noncustodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Head of School if the school is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a noncustodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent shall be promptly notified by the school of the noncustodial parent's request.

The school may, without the consent of either the student or the parents, disclose information kept in the student's official records to the following persons:

- Teachers, administrators, guidance counselors, or other professional employees who have legitimate educational interest in examining the information
- Accrediting organizations that need the information to carry out their accrediting functions
- Persons or organizations conducting studies for or on behalf of the school administrative unit to develop or validate predictive tests
- Persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other persons

No one else may have access to personally identifiable information from the official record folder, except under one of the following circumstances:

- When proper written consent to the release of such records has been obtained
- To comply with a court order or lawfully issued subpoena.

The actual address and telephone number of a student will be kept confidential from the public and shall not be disclosed by Northwood Temple Academy.



## **INCLEMENT WEATHER**

When severe weather causes school closing or delayed openings, the closing or delay will be announced by the following local radio, television stations, and websites.

**Television:** WRAL Channel 5 and WTVD Channel 11

**Web Page:** wral.com, abc11.com or 14news.com

**School Web Page:** [www.ntaeagles.com](http://www.ntaeagles.com)

**NTA Facebook Page**

Typically, during a weather event, NTA will follow Cumberland County Schools, but check the above media sources for verification. During an in-session weather event, parents will be notified through school email, NTA website as well as the NTA Facebook page.

## **PHONE POLICY**

Students will be allowed to use the office phone only in the case of **extreme** emergency. They must have a note from their teacher in order to use the phone in the office.

## **CONTACT OF TEACHERS AND RESOLUTION OF PROBLEMS**

Teachers at NTA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher by emailing through FACTS/RenWeb. Parents should use discretion when contacting teachers at their home. Be considerate of their time away from school. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved. Complaints or problems will be considered in no other way than prescribed as stated:

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact (95% of them are), it should be brought to the respective principal.
- If it is still not solved at this level, it should then be presented to the Head of School.

## **CAMPUS VISITORS**

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass. Parents are welcome to visit the school during the school day. Parents should check in at the school office before going directly to a classroom if they have scheduled an appointment with the teacher for a planned activity, party, etc. Classroom observations by parents are welcomed but should be arranged and scheduled by the principal at least 24 hours prior to the visit. Parents may not go to a classroom without a pass. Student visitors and alumni may not attend classes during the school day. NTA alumni may visit at lunch with administrative approval. Student visitors must be dressed modestly and appropriate.

## **LUNCH POLICIES**

1. The Academy offers a complete cafeteria with nutritious meals provided. Menus are on FACTS/RenWeb Family Portal and sent home each month so that parents may decide whether to purchase a lunch for their child or to send a lunch from home.
2. School tray lunch, including milk or bottled water, will be \$4.00 each day Monday through Friday.

3. NTA utilizes the FACTS/RenWeb lunch program that keeps track of all lunch charges.
4. Cost: A monthly payment = \$80.00 or 20 meals (\$4.00 x 20 = \$80.00). Parents will be billed from the main office.
5. Students with an unpaid balance will not be allowed to purchase ice cream, snacks, etc.
6. Students are expected to use good table manners.
7. Students are responsible for leaving the table and chairs clean. Trash or food dropped on the floor must be picked up and tables wiped with a damp cloth.
8. Each student must push his or her chair up to the table before leaving.
9. Talking should be in a conversational tone and limited to the people at one's table.
10. Students who misbehave will be isolated from their class and have silent lunch.
11. Students are not allowed to order fast food lunches to be delivered to the school. Students may not check out for lunch unless accompanied by their parent, who must sign them out at the school office.
12. All food must be consumed in the cafeteria.

### **6-12<sup>th</sup> Grade**

- Students may purchase Chick-fil-A sandwiches for \$4.00 on Thursdays, and pizza on Fridays for \$2.00 per slice. The school reserves the right to increase prices if it becomes necessary. Parents will be notified of changes prior to the date of the change.
- Cafeteria prices include: water—\$1.00, tray lunch—\$4.00, small ice cream—\$1.00, large ice cream—\$2.50, a la carte items—\$2.00, Chick-fil-A tray—\$6.00.
- Students may not leave the cafeteria without a teacher's permission.

### **K-5<sup>th</sup> Grade**

- Students may purchase a Chick-fil-A chicken nugget tray for \$6.00 on Thursdays. On Fridays, students may select a one slice pizza tray for \$4.00. Each additional slice is \$2.00. The school reserves the right to increase prices if it becomes necessary. Parents will be notified of changes prior to the date of the increase.
- After being seated, students should not get up without their teacher's permission.
- All lunch boxes should be labeled with the child's name.
- Elementary students will only be allowed to buy ice cream in the lunchroom on Fridays.
- Microwaves are available for student use to warm up meals brought from home. All microwave use will be monitored by school personnel.

## **CLASS PARTIES/ACTIVITIES**

With the approval of the teacher, classes may observe five parties during the year as they relate to seasonal holidays and events. These will be Thanksgiving, Christmas, Valentine's Day, Easter and End-of-School. These parties will be planned by the room parents with the teacher and will adhere to the guidelines established by the Head of School. All party plans must be approved in advance by the appropriate supervisor or Head of School. The students may help with the decorating and have responsibilities for clean-up following the party. Students are expected to participate in classroom activities that surround these holidays.

Because of the strong secular emphasis given to these seasons, the following guides will be followed in respect to celebration and emphasis.

- **Halloween:** Emphasize the harvest theme.
- **Christmas:** Emphasize Christ.
- **Easter:** Emphasize the death and resurrection of Christ.
- **Gifts** that are to be exchanged in school parties must comply with the Christian character of our school. Consult with your child's teacher on what is an appropriate toy for a gift. Please limit

gift exchange to those occasions established by the teacher, principal and Head of School.

- **Invitations to parties** that are not school-related may be distributed at school within the following guidelines: In K-5<sup>th</sup> grade, if gifts and invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out. Party announcements and invitations cannot be made in class for grades 6-12. When choosing to invite only certain students in the classroom, the parent must contact the other parent by phone, mail or email only.
- **Birthday parties:** Elementary birthday parties may be held in the classroom, on the playground, or scheduled for the cafeteria. They are limited to the sharing of purchased snacks during the scheduled party time. Parents are to ensure that there is enough for each child in the class. Students in grades 6-12<sup>th</sup> may celebrate birthdays with their classmates during the lunch period. All birthday celebrations should be arranged in advance with the teacher.

## LOST AND FOUND

Lost and found articles should be placed in the lost and found box. Items not claimed after 30 days will be donated to the Northwood Temple Thrift Store. If a student finds an article, they should bring it to the office. If after 30 days the article has not been claimed, the student who found it may have it if they so desire.

## FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS

### Fire Drills

Periodic fire drills are required by state law. Teachers will explain evacuation procedures to follow in an emergency. An **Evacuation Plan** is posted by the door in each classroom. Please observe the following points during a fire drill:

1. The fire alarm will be a constant ring.
2. Lights out.
3. Windows closed.
4. Walk rapidly, single file. DO NOT RUN!
5. Leave belongings in the rooms.
6. Do not re-enter the building until an all clear is sounded.
7. Keep a distance of 100 feet from the building. Do not block walkways and roadways.

### Tornado Drills

Periodic tornado drills will be held. Students will go to designated areas and follow tornado procedures. An **Evacuation Plan** is posted by the door in each classroom.

1. Tornado alert will be a group of 3 short rings.
2. Go to a designated safe area and remain quiet and orderly.
3. Sit facing the wall, knees up and head down: cover head with hands and arms.
4. Remain in the sitting position until the bell rings twice.

# EMERGENCY LOCKDOWN PROCEDURES

## **Crisis Team:**

Head of School: Renee McLamb  
Director of Facilities: Jerry Shaw  
HS Principal/Student Services: Ann Warren  
MS Principal: Stephanie Marsh  
Elementary Principal: Janet Wright  
IT Manager: Maura Knight

When a crisis occurs that calls for the halting of all school activity, for at least a period of time, then the fact must be conveyed in simple, easily understood, non-ambiguous language. We want everyone to know that we are stopping the normal school day activity because there is a situation that needs your immediate attention. We want every staff person, substitute teacher, parent volunteer and most importantly, every student to know what is expected of them during this “crisis period.”

These procedures must be followed:

## **Code Red**

**A full lock-down is a high alert status used when there is an immediate danger in our school or on the property.**

**SIGNAL:** The following message will be announced:

**Alert: “OUR SCHOOL IS IN FULL LOCKDOWN. If the threat is real you will be told: THIS IS NOT A DRILL.”**

- **Head of School will notify law enforcement.**
- **Teachers will receive a text message from their immediate supervisor that the school is in full lockdown, therefore notifying any teacher that is outside of their building/classroom.**
- **Head of School will notify the church of the lockdown (910-488-7474).**
- **Head of School will notify (via text) the Director of Facilities of the lockdown (910-988-1943).**
- **Director of Facilities will notify (via text) all maintenance staff of lockdown.**

**Response:** Classroom Teachers are to:

- Quickly glance outside the room to direct any students or staff in the hall into your room immediately.
- Lock your door.
- Lower or close any blinds.
- Place black covering (located in pocket on back of door) over the window of the door.
- Place students against a wall, so an intruder cannot see them if they look in the door. Look for the “safe corner.”
- Turn out lights and computer monitors.
- Instruct students to stay calm, stay quiet and stay out of sight.
- After students are settled, text immediate supervisor names of any students who are missing from your classroom.
- Students in the bathroom should remain and lock themselves in a stall until a teacher or administrator gathers them into a safe location.
- Physical education classes being held in the gym should move into a locker room, lock all doors and find a safe area. Boys and girls should be in one locker room with teacher.

- Any students in the cafeteria should move to the stage area. The cafeteria manager will be responsible to cover the windows and lock the doors.
- Cafeteria workers/support staff should stay in the area they are in.
- If teachers are in hallways they should locate and report to the nearest secure area (classroom, office).
- Students and staff in the library should remain in the library. Librarian should lock the door, close the blinds, cover the door window, turn out the lights and locate in a safe area.
- All adults who do not have a supervisory responsibility for students will report to the closest secure area.
- Each department will notify their immediate supervisor that classrooms are secure via text message (Preschool/Preschool Director, Elementary/Elementary Principal, MS & HS /Assistant Principal).
- Supervisors will notify via text message to the Head of School that all departments are secure.
- Stay in safe areas until directed by law enforcement or administration to move or evacuate. **Never open doors during a lockdown, even in the event of a fire alarm.** For further directives, law enforcement or administration will have keys to open doors.
- An administrator will signal all personnel if the lockdown has been lifted. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.
- Northwood Temple Church will act as the safe location if the threat is to the campus of NTA. Students will be evacuated from the buildings and taken to the Northwood Temple Church Sanctuary by law enforcement or administration. Parents will be allowed to pick up students from the north side of Northwood Temple Church.

## **Code Yellow**

A Code Yellow is a medium alert status used when there is a possible threat to the student body, but not in the immediate area (school/church campus). For example: an escaped prisoner in the county, bank robber at large, or a fugitive seen in the area but NOT on our campus.

Code Yellow calls for locking of exterior doors to require escorted entry/exit of the building, supervised movement within the building, supervised movement of students outside the building and vigilant observation.

### **Please adhere to the following procedures in the event of a Code Yellow:**

- The office will make the announcement that the school is in a Code Yellow.
- Classroom activities should continue as normal with the classroom doors locked.
- All outdoor activities will be suspended.
- All exterior doors remain locked and checked periodically by administration.
- The perimeter of the school as far as 1000 feet from the building will be monitored by administration or law enforcement.

## **LIBRARY**

All library books must be checked out and returned according to procedure. Fines may be charged for overdue books. Lost or damaged books must be paid in full. Students will not be given a final report card unless all library fines are paid.

A high priority is placed on selecting books that align with a biblical worldview. We strongly suggest that books, magazines, that are in opposition to a biblical worldview not be brought to campus.

## TEXTBOOKS

All textbooks and workbooks are the property of NTA and are assigned to students for their use. Students are responsible for the care of their textbooks and will be charged for any books that are lost or damaged beyond the normal wear and tear. Many of these textbooks are very expensive and very costly to replace.

## LOCKER GUIDELINES

Students in grades 6-12 will be assigned a locker. These lockers are for the personal use of students. NTA retains the right of access to all lockers at any time for any reason (see Search and Seizure under the Discipline Policy). Periodic locker inspection may be held at any time. Lockers may not be decorated outside and may only have non-glue or magnetic pictures frames, etc. Students are expected to take care of their lockers. Lockers should not be shared. Lockers cannot be switched by students without administrative approval.

## PERSONAL TRIPS

Continuity is important in the progress of your child's success. Families are encouraged to plan family vacations during non-school times. However, if your child must be out of school for personal trips, parents should make arrangements with the teacher prior to the trip for the scheduling of make-up class work, homework and tests. Please note that while you MAY be able to make up classwork, quizzes and tests, family vacation is not an excused absence. Administration reserves the right to monitor missed assignments.

## VOLUNTEERS

Volunteer policies are established based on two levels. If a volunteer is Level Two, a background check is required. Volunteers should be aware of the school's chaperone policies. All volunteers should check in at the appropriate office immediately upon arrival on campus.

- **Level One:** Parents helping in clerical situations without direct supervision of students or helping in the classrooms but are always supervised by teachers/staff.
- **Level Two:** Parents who chaperone field trips, tutor, or have any direct supervision of students. Background checks are required.

## FIELD TRIPS

1. Field trips are planned to enrich the curriculum as an extension of the classroom. All field trips should meet a teaching objective for a unit of study in the classroom.
2. A \$5.00 fee will be charged to use the Academy buses for in-town trips, a \$7.00 fee will be charged for out-of-town trips under 2 hours, and a \$10.00 fee for out of town trips over 2 hours.
3. Grades Pre-K-5th should not plan a trip more than two hours away from NTA.
4. A permission slip signed by a parent must be on file for students to be allowed to go on field trips. **There will be no exceptions to this rule.**
5. Students who drive to school are required to ride Academy buses only on all school related trips.
6. **All field trips must be pre-approved by the appropriate principal.**
7. Fees for charter buses depend on the cost that is imposed by the company. A fair cost will be divided among the students who are participating in the field trip.
8. The Uniform Code applies to all field trips unless specified by the appropriate principal.
9. An adequate number of adults should accompany each field trip.
10. Students who do not go on a field trip for either personal reasons or because the teacher and/or parent will not allow them to go, will be counted as an unexcused absence for the day. Students not going on field trips for any reason may not stay at school that day.
11. Because of the responsibility of supervising several children for the duration of the trip, no siblings should be brought on the trip.
12. **Male and female students are not allowed to share seats on any school related activity.**

## **ANNUAL NOTIFICATION**

Each year we will notify everyone that all school buildings in our system have been inspected for friable and non-friable asbestos-containing building materials (ACBM). In accordance with the requirements of the Asbestos Hazard Emergency Response Act of 1988 (AHERA), the first survey of our buildings was completed in May 2005. A management plan was written for the school that identifies the location(s) of ACBM, if any, and the steps that the school system plans to take to assure that no health risks develop because of the presence of these materials. The school has a copy of its management plan. That plan is available for you to review upon request to the school Head of School. Questions regarding the AHERA program in our school facility should be addressed to the AHERA Designee.

## **CHAPEL**

NTA provides weekly chapel services for students in grades PreK-12. Separate chapel services are held for students in Grades PreK-2, 3-5, 6-8, and 9-12. Through the chapel services students praise and worship the Lord. Students and faculty minister to one another through prayer, music and Bible messages. During chapel services students are also recognized for various achievements. Parents are encouraged and welcome to attend chapel.

## **COMMUNITY SERVICE**

Community Service/Mission Service is defined as “acts of service within the student’s local community without pay or compensation.” The goals of NTA’s Spiritual Formation Outcomes and Core Values are to prepare students for life of service. We believe that students should be involved in their communities and learn to be responsible citizens.

## **PATRIOTISM**

America is a republic, which guarantees liberties to educate and to preserve freedom. It was also founded on the basis of a Judeo-Christian worldview. Thus, we unashamedly teach the biblical doctrines of self-discipline, ownership of private property, free market, respect for those in authority, obedience to law, and love for flag and country. We expect our students to participate in the Pledge of Allegiance to the American flag, scripture memory work, chapel services, and prayer.

## **STUDENT TECHNOLOGY RESPONSIBLE USE POLICY**

NTA is providing computer network and internet access for its students while on campus. This service allows students to share information, learn new concepts, and research diverse subjects. NTA has adopted this Technology Responsible Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by NTA. Students are required to sign and submit a copy of the Policy to NTA every school year. Students must also have a parent or guardian sign this Policy. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand that NTA may revise the Responsible Use Policy, as it deems necessary. NTA will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students and parents or guardians. Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of NTA, parents, and community members. **The use of the Internet and technology equipment within NTA is a privilege.** Violation of this policy may result in disciplinary action and/or restrictions of technology equipment access privileges.

## **RESPONSIBLE USES**

Use shall be consistent with the purposes and goals of NTA. It is imperative that students conduct themselves in a responsible, ethical, moral, and polite manner. All students must abide by all local, state, and federal laws. The student accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

## **IMPERMISSIBLE USES**

The following uses are prohibited:

1. Any violation of posted computer lab rules, applicable school policy, or public law by such use;
2. Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
3. Any attempt to bypass school security, including Internet filters, is forbidden;
4. Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by any means;
5. Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
6. Any violation of copyright, trade secret or trademark laws;
7. Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
8. Any attempt to access information beyond the users authorized access to any electronic information resource;
9. Any destruction, defacement, theft, or altering of school equipment;
10. Any storing of illegal, inappropriate, or obscene material on school owned electronic equipment;

## **MONITORING**

NTA reserves the right to monitor and review any material on any device at any time in order for the school to determine any inappropriate use of technology resources. This includes the right to change passwords or passcodes if account or device access is required. The staff will make a reasonable attempt to supervise student use of technology equipment, in a manner that is appropriate to the students' age and the circumstances of use.

## **CELL PHONE POLCY**

1. **Use of cell phones are not permitted during school hours.**
2. **Cell phones must be turned off when entering the building, placed in the student's locker and remain off for the duration of the day.**
3. **Students will be allowed to use the office phone only in the case of extreme emergency. They must have a note from their teacher in order to use the phone in the office. Cell phones are not allowed in book bags, gym bags or purses during school hours.**

If a student is caught with a cell phone, or a picture/video is posted on social media site that clearly indicates that the student had his/her phone at school, they will then be required to turn their phone in to the office every day to be kept in a bin designated as the mandatory turn in bin. Remaining occurrences will receive out-of-school suspension and could result in expulsion.

## **ELECTRONIC DEVICES**

Other electronics are not allowed to be in a student's possession during school hours. This refers to the following, but is not limited to; MP3 player, portable gaming device, camera, iPod, smart watch, etc. If a student is found with any electronic devices during class time, the device will be taken from



the student and given to the Principal. A student must consider that if an electronic device is confiscated and the software that is operated on the device is found to be controversial then it may further complicate the disciplinary action for the student.

### **LOST OR DAMAGED DEVICE**

Northwood Temple Academy assumes no responsibility for the theft, loss or damage of an electronic device brought to school. Students bring their devices to NTA at their own risk.

### **ENCOUNTER OF CONTROVERSIAL MATERIAL**

The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a student may discover. It is the student's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. NTA expressly disclaims any obligation to discover all violations of inappropriate Internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

### **3rd PARTY SOFTWARE & SERVICES**

NTA may utilize several software services and web-based applications, operated not by NTA but by third parties, in order to provide the most effective software tools and educational opportunities to students. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and NTA email address must be provided to the website operator.

### **PERSONAL INTERNET USE**

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.

### **PENALTIES FOR IMPROPER USE**

Any user violating this policy or applicable state and/or federal laws will result in disciplinary action and may be restricted from Internet use. Technology equipment infractions may result in detention, Saturday school, suspension, withdrawal, and/or referral to legal authorities dependent upon the gravity of the offense. Determination of the disciplinary action is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration. Penalties will carry over to the next school year if applicable in the restriction given.

## **SOCIAL MEDIA POLICY**

### **Student Guidelines**

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are the guidelines students at Northwood Temple Academy should adhere to when using web tools in the classroom or in any way related to classroom or Academy activities.

Also understand that as a Northwood Temple Academy student you represent the Academy even when you are not posting social media during class time and you should follow these guidelines any time you post material that could identify you or your relationship to the Academy

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or future employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your passwords with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use images, videos, songs or other clips.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts, Facebook, Twitter, Tumblr, Snapchat, Instagram and other social media posts should represent you. As a student at Northwood Temple Academy, you also represent the Academy. Derogatory comments and questionable videos and pictures that depict the Academy, students, parents, yourself or anyone else in a manner contradictory to the Mission and which violates any of the rules detailed in the Student Handbook will result in disciplinary action to include, but not limited to detention, a Category #I or Category #II offense, (**see Categories of Offense Section**), law enforcement involvement, suspension or expulsion.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher and parents right away.
- Students who do not abide by these terms and conditions will face disciplinary actions established in the Student Handbook.

### **Northwood Temple Academy Website Guidelines**

All links to the Northwood Temple Academy website must be approved by the Academy's webmaster, principal, Head of School or their designee prior to the establishment of the links. Standards for all Northwood Temple Academy web pages are maintained by the Northwood Temple Academy Webmaster and the appropriate Head of School or their designee. (<http://www.ntaeagles.com>) is the official school web site.

### **VIDEOS AND MOVIES**

NTA policy for videos and movies in the classroom or extracurricular activities is as follows:

- Elementary classes will show only G-rated movies.
- Grades 6-8 may show G-rated or PG-rated movies for the middle school, but it must be free of profanity.
- Grades 9-12 will show only G-rated or PG-rated movies.

- Exceptions to the PG rating with administrative approval may be made for high school if deemed instructional and appropriate unless the Lord's name is used in vain.

## **RECESS**

Kindergarten - 2<sup>nd</sup> grade may choose to participate in recess using the elementary playground, next to the gymnasium, or use of the preschool playground, which is nearest to the elementary building. Grades 3-5 must use the elementary playground during recess. Our weather and field preparation policy for gym use during recess is as follows: if it is above 90 degrees or below 45 degrees, going outside is at the discretion of the teacher. Sometimes with 90+ degrees and no humidity, it is fine to go outside and sometimes with below 45 degrees, it may be fine with a jacket if the sun is out.

## **GYMNASIUM GUIDELINES**

Students attending after-school athletic events in the gym must remain in the building until time to depart the campus (i.e., no one is allowed to play on campus during the athletic events). No students are allowed in the weight room or walking track area unless they are members of the Family Life Center (FLC).

- Students are not to leave their personal belongings in the gym lobby or locker room.
- Students are not to be on the gym floor with street shoes.
- Students are not to kick balls in the gym or throw basketballs on the walking track.
- Students are not allowed to be in the gym after school unless under the supervision of a coach or teacher or are members of the FLC.

## **SCHOOL PROPERTY**

All school property (buildings, grounds) has been provided by Northwood Temple Church; therefore, it has been dedicated to God. It is important that we take good care of our buildings and grounds. When a student damages any part of the school building, equipment, etc., the repair costs will be added to the parents' account. Also, please walk on the sidewalks rather than taking shortcuts across the lawn.

## **PARENT/TEACHER FELLOWSHIP**

The PTF is an organization of various parent committees formed to provide auxiliary support to NTA for the enhancement of classroom instruction and the support of the classroom teacher. Interested parents can sign up to serve on one or more of the following committees.

- Teacher Appreciation (Christmas and May)
- Box Tops for Education
- New Family Mentoring
- Open House
- Boosterthon

Some of the ongoing projects are:

- **Boosterthon:** NTA Eagles Fun Run and Color Run proceeds will alternate toward technology in the classroom and playground equipment.
- **Harris Teeter** - You must register or reregister for this school year. You must use a VIC card to participate. Give the cashier our school number, 3588, when you check out and a percentage of your buying power will be returned to the school at the end of the year.
- **Box Tops for Education** - Bring in tops from General Mills and Betty Crocker products. We receive cash based on the number of box tops we turn in at the end of the year.
- **Target** - We can receive 1% from any purchases made on your Target Guest Card. Cash is received for these purchases.

Some of our activities are:

- **Faculty/Staff Christmas Luncheon** – The PTF provides lunch for the faculty and staff for the Christmas Luncheon.
- **Teacher Appreciation Luncheon and daily gifts for teachers** – The PTF provides a luncheon for the teachers during Teacher Appreciation Week and thoughtful gifts and cards during Teacher Appreciation Week.
- **A large needs project as determined by a PTF vote** – The PTF has provided large needs for NTA. Each year it is determined by a vote what the greatest needs are for the year. In the past PTF has helped purchase an activity bus, multiple software programs for our computers, computers for classrooms, playground equipment, and special classroom needs.

## **BOOSTER CLUB**

The Booster Club is a parent-run organization that promotes the athletic department of NTA. The Booster Club raises money through various fund-raisers to purchase equipment for the athletic department. It also maintains and runs the concession stand during basketball season.

Some of our activities are:

- **Field Signs** – This is a great way to advertise your business. 4 x 8 metal signs are for sale on the baseball field.
- **World's Finest Chocolate Sale** - The World's Finest Chocolate Sale begins during the winter semester. Great prizes will be given to everyone that sells. Prepare to sell the chocolate!
- **Discount Coupon Book** - The coupon book will sell for \$25 and offer discounts for area stores and restaurants.

Some of our activities are:

- **Athletic Scholarship** – One senior may be chosen for an athletic scholarship that will go towards the financial needs for college.
- **New additions and needs for athletic competition** – The Booster Club's past additions to NTA were the softball dugouts and working with the PTF for a new bus. There are still needs for the fields such as fencing. The Booster Club most recently purchased the new bleachers in the gym and provided for the total refurbishing of the gym floor. A first-class, professional job included sanding, replacing and repairing boards on the gym floor as well as new paint and eagle art in the floor's center. Several coats of polyurethane were applied to the floor as well. As always, the Booster Club looks forward to the future of athletics at NTA and attempts to provide for the expanding program.
- **Athletic Booster Club Membership Form** – We encourage all our parents, grandparents, and relatives to join the Booster Club. Please complete the membership form on the website. See you at the games!

## **INTERNATIONAL STUDENT PROGRAM (ISP)**

The presence of international students at NTA gives the school community opportunities to put biblical principles and values into practice. One such value is hospitality (Romans 12:13); the Bible specifically teaches us to welcome strangers (Matthew 25:35)—people we don't know and those who may be different for us. International students attending NTA are required to follow all of the policies and procedures found in the NTA handbook as well as the NTA International Student Handbook.

The International Student Program (ISP) Coordinator will handle communication between the school, international students and their parents, and host families. The ISP coordinator provides direction, supervision, advice and counsel to all parties. He or she works with staff members of the school, students and their parents, and host families to ensure a positive experience for all involved. In

conjunction with the school administration, the ISP coordinator works toward integrating the ISP into the overall life and ethos of NTA.

## **ACADEMIC SECTION**

### **ELEMENTARY (Kindergarten -5<sup>th</sup> Grade)**

The academic programs of NTA are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, and Christian-based curriculum are the norm.

### **GRADING SCALE**

#### **Kindergarten**

**E** – Excellent  
**S** – Satisfactory Performance  
**N** – Needs Improvement  
**U** - Unsatisfactory

#### **Grades 1- 5** (Core Subjects)

**A** (100 – 90)  
**B** (89 – 80)  
**C** (79 – 70)  
**D** (69 – 60)  
**F** (below 60)

### **Assessment of Student’s Performance**

Students’ grades in grades 1-2 are determined by tests (50%) and quizzes, classwork, and homework (50%) except Reading which is 40% oral and 60% comprehension.

Students’ grades in grades 3-5 are determined by tests, projects and papers (60% minimum of 3 grades) daily quizzes, class work and homework (40% minimum of 6 grades).

### **HOMEWORK POLICY**

Believing that homework is an integral part of the learning process, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time. In the event of an absence homework may be requested by 9:00 a.m. and may be picked up from the classroom or the office **after 3:15 p.m.** or it may be sent home with a sibling. This will provide teachers time and opportunity to compile the homework for the evening. Parents are urged to check FACTS/RenWeb to view their child’s homework for the day. Failure to do homework could result in the student working during recess to complete assignments.

Homework is given for several reasons:

**Reinforcement:** Most students require adequate review to master material essential to their educational process.

**Practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

**Remedial Activity:** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework is given to overcome such difficulties.

**Special Projects:** Special research assignments, book reports, and science fair experiments are some of the activities that are often the subject of homework attention. We do request parents' full cooperation in seeing that the assignments are completed.

**Extra Credit:** Extra credit work is not permissible at the end of the quarter as a desperate attempt to improve a low grade in the subject, due to a student's lack of consistent effort.

The homework assignments fit each teacher's program. Homework is given to reinforce concepts or to enrich the academic program. Times will vary if the child does not make efficient use of class time or as the curriculum necessitates.

## HONOR GRADES

**Superintendent's Honor Roll:** To qualify for the Superintendent's Honor Roll, students must score an "A" in all subjects and maintain Christian behavior.

**Principal's Honor Roll:** To qualify for the Principal's Honor Roll, students must score a **90% average**, be passing in all subject areas and maintain Christian behavior.

**Teacher's Honor Roll:** To qualify for the Teacher's Honor Roll, students must score an **80% average**, be passing in all subject areas and maintain Christian behavior.

Grades in elementary band will not be calculated in the overall average used to determine academic honor rewards.

An awards day program will be held at the end of each grading period during the school year. An end of the year awards program will be held for overall highest averages in each class and subject.

**Students who have been disciplined with a Category #1 or Category #II offense, in-school-suspension, out-of-school suspension, or expulsion are not eligible for Honor Awards.**

## STENO

Students in 2<sup>nd</sup> - 5<sup>th</sup> grades will be required to maintain a daily assignment steno. **Parents should sign the steno daily to confirm that the student has done the assigned work.** Teachers often send notes in the steno concerning class activities.

## WORK FOLDERS

Work folders are sent home with the student the first school day of each week. Classwork, homework, and tests from the previous week are included for the parents to view and keep. A parent signature is required. Parents may also reply by checking the boxes marked: pleased, concerned, request conference. Work needed for study purposes will be placed in the student binder.

## **ACADEMIC REPORTS**

### **Report Cards:**

Report cards will be sent home at the end of each 9-week grading period. Parents or guardians should review the report card. If parents or guardians do not receive the report cards, they should call the office. Report cards will not be sent home and FACTS/RenWeb will be disabled until all financial obligations are paid. See the school calendar for dates.

### **Progress Reports:**

To keep parents informed concerning your child's grades, progress reports will be issued at the mid-point of each quarter. Teachers will notify parents of academic problems by telephone when necessary. Telephone notifications will not eliminate the regularly scheduled progress reports. See the school calendar for dates.

**Access to FACTS/RenWeb will not be available if ALL financial obligations are not current.**

## **PROMOTION AND RETENTION**

Promotion or retention of a student is the decision of the Academy. The classroom teacher will schedule a conference with parents as early as possible about the possible retention of a student. The final decision to retain or promote a child rests with the principal and the Head of School.

### **Retention is usually based upon the following criteria:**

Students must pass all major academic subjects before being promoted to the next grade level. Major subjects include English, math and reading. If a student makes more than 2 F's or 3 D's in major subjects for the yearly average, the student may be required to repeat the grade. Any student in grades 2-6 who has passed all subjects but has an overall average below 67 will be placed on academic probation. Specialized tutoring may be required in order for student to be promoted to next grade level at parent's expense.

Retention is usually based upon the following criteria:

- Failing three or more subjects. The Head of School could make rare exceptions to this.
- Failure of two vital academic subjects, such as math and/or reading.

### **Achievement and Ability Testing**

Each spring, students in K-5th grades are administered the TerraNova Standardized Test. The results of these tests are used to assess students' strengths and needs. Parents receive the results of the test at the end of the school year with the final report card.

### **Duke Talent Identification Program (TIP)**

Students in grades 4 through 5 who score in the 95 percentile or higher on a national standardized achievement test battery are invited to participate in this program.

## **ACCELERATED READING (AR)**

Accelerated Reading (AR) is a program that is designed to instill a love of reading while developing reading comprehension. Students may check out books from the library to read or read books from home and may test on them during designated times. The number of points earned is determined by the test grade. AR is a voluntary program for students in Grade 1 for the 1st semester. Students in grades 2-5 (and 1st grade second semester) must earn a pre-determined number of points each nine weeks and maintain an 85% test average. In grades 4-5, AR scores will be incorporated as part of the reading grade. Students are motivated by contests, goals, and activities.

## **ELEMENTARY DISCIPLINE POLICY**

*“Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it.”*

*Hebrews 12:11 (NKJV)*

*“Do not be misled. Bad company corrupts good character.”*

*1 Cor. 15:33*

The goal of NTA is to provide the best possible learning environment in a Christian atmosphere. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. Discipline is vital to the development of Christian character in the life of a student. The teachers and administration at NTA are part of that character development process in the Christian school setting. Classroom teachers are responsible to carry out the NTA discipline policies and procedures. Teachers discipline procedures are in accordance with Christian principles and have administration approval. Parental support of discipline is necessary in character development in the life of children. **Administration reserves the right to discuss any disciplinary issue with a student without a parent present.**

While on Northwood Temple Academy property, no student has any reasonable expectation of privacy with respect to personal property. NTA and/or one of its designees, reserves the right, at all times, to conduct searches and inspections of student clothing, possessions, lockers, and vehicles, if the School has a reasonable suspicion that there has been a violation of any policy contained in this Handbook. Searches will generally be approved by the Head of School and will usually be conducted in the presence of two members of the administration or faculty.

Northwood Temple Academy does not and will not tolerate any type of harassment and bullying of our students. The teachers and administration acknowledge the dignity and worth of all students and strive to create a safe, orderly, caring, and inviting Christian school environment to facilitate student learning and achievement. The academy will not tolerate any form of unlawful harassment or bullying or ungodly behavior in any of its educational activities. The academy prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

For purposes of this policy, the following definitions of bullying or intimidation applies: “Bullying or Intimidation” means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her



property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

#### Examples of Bullying

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes, texts or pictures in any medium (social media, cell phones, or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctances to attend school, a decline in work standards or problem behaviors.

#### CLASSROOM DISCIPLINARY GUIDELINES:

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to shut up or get lost, etc., even if done in fun, are examples of conduct which are not acceptable and can result in immediate disciplinary action. This includes electronic and digital communication.

#### DISCIPLINARY GOALS:

1. Respect authority - "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves." Rom 13:2
2. Use time wisely - "Teach us to number our days aright, that we may gain a heart of wisdom." Ps. 90:12
3. Be considerate of others - "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32

The Academy maintains the right to remove any student from its enrollment if the Academy feels that the parent(s) are not in harmony with the philosophy of the Academy. The Academy will cooperate with the home and in the nurturing of the student(s). The Academy reserves the right, that if at any time and at the Academy's sole discretion, if the Academy can no longer assist the family in the nurturing of their children, the Academy can remove the student(s) from their enrollment.

#### **METHOD OF DISCIPLINE:**

1. Preschool-Grade 3: Students in kindergarten-third grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. The teacher will determine the disciplinary action based on the seriousness of the offense, the student's age, frequency of misbehavior, the student's attitude, and parental support. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.

2. Grade 4-5: Students in fourth and fifth grade begin the upper elementary experience. This requires greater responsibility and accountability. Teachers still determine disciplinary action based on the seriousness of the offense, frequency of misbehavior, the student's attitude, and parental support. Teachers and/or administration will make a phone call and the discipline offense will be recorded in FACTS/RenWeb. The principal may, at his/her discretion, circumvent the evaluation process due to the gravity of the offense.

Depending on the age and grade of the student the following consequences to misbehavior can be assigned:

- Loss of recess privilege
- Writing assignment
- Detention
- In-school-suspension
- Out-of-school suspension

Students can be dismissed for further misbehavior following a suspension.

## **ACADEMIC SECTION MIDDLE SCHOOL/HIGH SCHOOL GRADES 6-12**

The academic programs of NTA are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, and Christian-based curriculum are the norm.

## GRADING SCALES

### Grades 6 - 12 Basic Subjects

Grade	Average	QP	QP	QP
		Regular	Honor	AP/FTCC College Transfer
A	90 – 100	4	4.5	5
B	80 – 89	3	3.5	4
C	70 – 79	2	2.5	3
D	60 – 69	1	1.5	2
F	59 and below	0	0	0

## MIDDLE SCHOOL

Middle school students are provided with a solid foundation in all core subjects and are offered electives to explore additional interest. High school credits for Algebra I and/or Spanish I may be awarded to eighth grade students that complete the course with a grade of 85 or higher. Eligibility for enrollment in high school credit courses are a grade of 85 or higher in the previous course of that content area and teacher recommendation.

NTA middle school courses in grades 6-8 are taught in a traditional 50-minute period. Students will have seven courses per year. Student's final grades for a course are determined by an average of the four nine-week grading periods, midterm exam, and a final exam. Each nine-week grade will count 20 percent of the final grade and the midterm and final exam will each count 10 percent of the final grade. Students who have an A (90-100) average and who have missed fewer than 5 days first semester and a total of fewer than 10 days for the year, may be exempt from an exam at teacher's discretion. Sixth grade does not administer a midterm or final exam in any courses; however, a cumulative review may be given as a midterm and final exam.

## LATE HOMEWORK/CLASSWORK

**6<sup>th</sup> grade:** For quarter 1, 10 points will be deducted per school day. For quarters 2-4, 20 points will be deducted per school day.

**7<sup>th</sup> and 8<sup>th</sup> grades:** For quarters 1-4, 20 points will be deducted per school day.

**6<sup>th</sup>-8<sup>th</sup> grades:** After 5 school days, the late work will be recorded as a zero. For excused absences, students will follow the Make-Up Work policy in this handbook.

## HIGH SCHOOL

NTA high school courses in grades 9-12 are taught in a modified block schedule with a combination of traditional 50-minute periods (yearlong courses) and 90-minute block periods (semester long courses). Students will have eight courses per year. Student's final grades for a traditional course are determined by an average of the four nine-week grading periods, midterm exam, and a final exam. Each of the four grading periods will count 20 percent of the final grade and the midterm and final exam will each count 10 percent of the final grade. Student's final grades for a semester course are determined by an average of two grading periods and a final exam. Each grading period will count 40 percent of the final grade and the final exam will count 20 percent of the final grade. Students in a yearlong course who have an A (90-100) average and who have missed fewer than 5 days first term and a total of fewer than 10 days for the year may be exempt

from an exam at teacher’s discretion. Students in a semester long course who have an A (90-100) average and who have missed fewer than 10 days in the semester may be exempt from an exam at the teacher’s discretion. All students taking AP/Honor level courses are required to take the final exam for the class.

A minimum of 25 credits must be earned in grades 9-12 to be eligible for graduation. College preparatory students should graduate with 28 credits. Each student should take the most rigorous schedule that is appropriate for him/her. A transcript that includes the most rigorous courses is an important factor for college admissions. Class(es) not taken at NTA, as well as any other unapproved class(es), will not be calculated on the transcript and will not affect the GPA (beginning with the class of 2018).

## **HONORS AND ADVANCED PLACEMENT COURSES**

NTA offers a variety of honors and Advanced Placement courses to challenge more academically oriented students. For most honors and Advanced Placement classes, a grade of 85% or higher in the previous content area course and teacher recommendation is required. Honors courses carry 4.5 quality points for an A. The yearbook editor(s) will receive honors credit for the class. Students in eleventh and twelfth grade band are eligible to participate in additional requirements to receive honors credit.

Advanced Placement courses are only available to juniors and seniors. Advanced Placement courses provide the opportunity to earn college placement or credit while in high school. An acceptable score on the Advanced Placement College Board Exam is required for college placement or credit by universities. Students should understand that additional work outside of class is needed to score a 3, 4, or 5 on the AP exam to receive college credit. College Board charges for the exam. In order to remain in an Advanced Placement course, a student must maintain a quarterly average of at least 75%. If the quarterly numeric average is below 75%, the student will be moved to the next level course. Homework for an Advanced Placement course can be at least one hour per night. Advanced Placement courses carry 5 quality points for an A.

## **ACADEMIC TRACKS AT NTA**

### **CURRENT REQUIREMENTS FOR HIGH SCHOOL GRADUATION:**

Course Load: To ensure that each student may derive the full benefit of a high school education, he/she must take a full course load. Special schedules may be arranged with approval from the Head of School.

### **GENERAL TRACK**

The general track is designed to meet the needs of students who plan to attend technical, junior or community colleges.

COURSES	CREDITS
English .....	4
Mathematics .....	4
Social Studies.....	4
U.S. History I and U.S. History II; Civics (1); World History (1)	

Science .....	3
Biology (1); Physical Science (1); Earth Science (1)	
Physical Education .....	1
Bible .....	4
Foreign Language .....	2
Electives .....	3
Minimum required for graduation .....	25
Additional possible electives .....	4
Total .....	29
<ul style="list-style-type: none"> <li>• Class of 2024: The Social Studies requirement will be Civics (1), Economics &amp; Personal Finance (1), American History I (1), American History II (1), World History (1).</li> <li>• Class of 2025: The Social Studies requirement will be Civics (1), Economics &amp; Personal Finance (1), American History (1), World History (1).</li> </ul>	

### **COLLEGE PREPARATORY TRACK**

College preparatory students are strongly encouraged to graduate with the following 28 credits and to take those courses in which the student will be strongly versed in fundamental subjects as well as in the broad background of a general high school program. Students should take as many Dual Enrollment, Advanced Placement, and Honor courses available at Northwood Temple Academy for the best preparation for college. The following courses are suggested by the school for a student to be well prepared for college:

COURSES	CREDITS
English .....	4
English I/H (1); English II/H (1); English III/AP (1); English IV/AP (1)	
Mathematics .....	4
Algebra I (1) & II/H (1); Geometry/H (1); Electives (1); Adv Functions & Modeling; Pre-Calculus/H; Calculus/AP; FTCC Math (1)	
Social Studies .....	4
Civics/H (1); World History/H (1); U.S. History AP (1); FTCC HIS courses (2); Advanced Government/AP; European History/AP	
Science .....	4
Earth Science (1); Biology/H (1); Physical Science (1); Electives (1): Chemistry/H; Advanced Biology AP; Environmental Science AP	
Bible .....	4
P.E. & Health .....	1
Foreign Language .....	2
Electives .....	3
Minimum required for graduation .....	26
Additional possible electives .....	3
Total encouraged for college bound .....	29
<ul style="list-style-type: none"> <li>• Class of 2024: The Social Studies requirement will be Civics (1), Economics &amp; Personal Finance (1), American History I (1), American History II (1), World History (1).</li> <li>• Class of 2025: The Social Studies requirement will be Civics (1), Economics &amp; Personal Finance (1), American History (1), World History (1).</li> </ul>	

## HONOR GRADES

- Superintendent's Honor Roll: To qualify for the Superintendent's Honor Roll, students must score an "A" in all subjects and maintain Christian behavior in each class.
- Principal's Honor Roll: To qualify for the Principal's Honor Roll, students must score a 90% average, be passing all subjects, and maintain Christian behavior in each class.
- Teacher's Honor Roll: To qualify for the Teacher's Honor Roll, students must score an **80% average**, be passing in all subject areas and maintain Christian behavior.

An awards day program will be held at the end of each grading period during the school year. An end of the year awards program will be held for overall highest averages in each class and subject.

**Beta Club:** The National Beta Club is a club for those students who maintain a 93% numeric average on a constant basis or 3.5 cumulative GPA on a constant basis and demonstrate Christian attitudes. The National Beta Club is by invitation for 9th – 12th students. Students maintain their membership by paying of dues and collecting service points earned by community, church, or school service activities. Complete a minimum of 40 service hours per year by the 4<sup>th</sup> quarter progress report.

**Students who have been disciplined with a Category #1 or Category #II offense, in-school-suspension, out-of-school suspension, or expulsion are not eligible for Honor Awards.**

## NTA EARLY COLLEGE

Northwood Temple Academy's Early College Program provides seamless dual enrollment educational opportunities for eligible NTA students. This program allows students to accelerate the completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Eligibility is determined by the requirements set forth by High School Connections at FTCC and approval of the high school principal or his/her designee. There are two ways for eligible NTA students to enroll:

- A college transfer pathway
- A career and technical education pathway

Students who have been disciplined with a Category #1 or Category #II offense, in-school-suspension, out-of-school suspension, or expulsion are not eligible for Honor Awards.

## COLLEGE TRANSFER PATHWAY

The College Transfer Pathways are designed for NTA juniors and seniors who wish to begin earning credits toward a baccalaureate degree while in high school. The College Transfer Pathways provide several hours of tuition-free college credits as part of the Universal General Education Transfer Component (UGETC) courses, which are guaranteed to transfer for general education equivalency credit to each of the 16 UNC institutions.

1. To be eligible, a NTA student must meet the following
  - a. Be a NTA junior or senior
  - b. Have a weighted GPA of 2.8 or higher on high school courses

- c. Have approval of the high school principal or his/her designee based on an evaluation of the student's attendance and behavioral records.
2. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 GPA in college coursework after completing two courses. Per FTCC policy, students who fall below a 2.0 GPA in their college coursework will become ineligible for future courses with High School Connections.
  - c. Maintain a 3.0 GPA in NTA high school coursework.
  - d. Maintain approval of the high school principal or his/her designee.
3. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another program per FTCC policy.
4. With approval of the high school principal or his/her designee, a student may enroll in both a College Transfer Pathway and a Career and Technical Education Pathway.
5. NTA students are not eligible to enroll in Sociology 210 and Psychology 150. These courses do not align with the NTA Mission/Vision Statement.
6. NTA students may not enroll in FTCC Biology 110 prior to completion of NTA Biology. NTA students may not enroll in FTCC CHM 151+ prior to completion NTA Chemistry.
7. NTA students cannot enroll in Math 151/152 without the recommendation of NTA Math Dept. Chair.
- 8. The NTA Administration may require students to take FTCC classes at the NTA campus when available. The NTA Administration may require online FTCC classes to be taken on NTA campus during school hours.**

## **CAREER AND TECHNICAL EDUCATION PATHWAYS**

Career and Technical Education Pathways (CTE) are programs of study to provide expanded opportunities for eligible NTA students. This program enables students to participate in career and technical educational tuition-free courses and to expose students to a variety of high-skill career options.

1. To be eligible for enrollment, a high school student must meet the following
  - a. Be a NTA junior or senior
  - b. Have a weighted GPA of 2.8 on high school courses or have the recommendation of the high school principal or his/her designee
  - c. Meet the prerequisites for the career pathway per FTCC policy
  - d. Have approval of the high school principal or his/her designee based on an evaluation of the student's attendance and behavioral records.
2. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation
  - b. Maintain a 2.0 in college coursework after completing two courses. Students who fall below a 2.0 GPA in their college coursework will become ineligible for future courses with High School Connections.
  - c. Maintain approval of the high school principal or his/her designee.
3. A student may not substitute courses in one program for courses in another. A student may enroll in two CTE programs at the same time, provided the exception has been approved by the High School Connections at FTCC.

## INFORMATION ABOUT HIGH SCHOOL CONNECTIONS AT FTCC

Tuition is free, but the student is responsible for textbook and supply cost. Supply cost may include uniforms and special tools and equipment. High School Connections courses will appear on the NTA transcript. College transfer courses will be awarded one quality point and CTE courses will be recorded as regular classes.

High School Connections Course Grade	College Transfer Course	CTE Course
<b>A</b>	5.0	4.0
<b>B</b>	4.0	3.0
<b>C</b>	3.0	2.0
<b>D</b>	2.0	1.0
<b>F</b>	0.0	0.0

- NTA Early College student enrollment in fall and spring semester courses at FTCC will require the approval of the high school principal or his/her designee. Regardless of the number of approved courses, only two courses per semester will be calculated in the high school grade point average calculation (beginning with the class of 2018). All courses will appear on the NTA transcript.
- NTA Early College students are permitted to enroll in summer courses if eligibility criteria are met. All summer credits awarded by FTCC will appear on the NTA high school transcript; however, FTCC summer courses will not be calculated in the high school grade point average calculation (beginning with the class of 2018).
- High School Connections classes are composed only of high school students.
- Students may take approved FTCC courses concurrently with the regular adult students when approved by NTA administration.
- High School Connections courses are offered on FTCC's main campus, satellite campuses, and online. High School Connections courses typically follow the Cumberland County Schools calendar. Most High School Connections courses have a web-assisted component, which will require some work to be done online through Blackboard. Students are responsible for access to and the use of the required technology for the online component.
- NTA will not provide transportation to FTCC for instruction. Transportation will be the responsibility of the student. Students who are taking online classes may be required to stay on the NTA campus until the end of the school day at a designated classroom location. The class will be designated as FTCC/Study Hall.
- Students who successfully complete a Career and Technical Education certificate program with a minimum of 2.0 FTCC GPA will be eligible to participate in the FTCC spring commencement ceremony.
- FTCC reserves priority admission to seniors for high demand programs and will factor in their high school GPA. FTCC religion courses will not fulfill a required Bible credit at NTA.
- NTA Early College students will be required to participate in a philosophy course at NTA.



- Students must be enrolled at NTA for at least one year before being approved to take dual enrollment classes.
- Any student who fails an FTCC course or has been withdrawn from an FTCC course because of grades may be ineligible to participate in the NTA dual enrollment program.
- Students will provide their FTCC username and password to the high school principal who will be allowed to check dual enrollment grades and progress.

## **SUMMER SCHOOL**

All summer school courses must have prior approval by the Secondary Principal or Head of School. Class(es) not taken at NTA, as well as any other unapproved class(es), will not be calculated on the transcript and will not affect the GPA (beginning with the class of 2018). Students who fail classes during the school year are required to make up the course(s) during summer school or retake the course during the next school year. Both grades will be calculated toward the GPA. All summer school courses taken outside of NTA must be approved by the NTA administration on the “Request to Enroll in Course not offered by NTA” form.

## **INCOMPLETE COURSES**

Students who receive an incomplete grade on a report card must satisfy the requirements within 10 school days following the end of the grading period. After that time, an “incomplete” will be changed to an F. Exceptions may be granted with approval of the Head of School.

## **TRANSFER CREDITS**

NTA reserves the right to receive credits from other institutions in accordance with its own grading policies. NTA is on a 4.0 weighted scale. Home school students who transfer will not be given honors or AP credit for any course unless taken at an accredited institution or accredited community college. Prerequisites for honors and AP classes at NTA must meet NTA prerequisites requirements. Students transferring from schools with a different grading scale other than NTA will have their courses converted to the NTA 10-point scale. Students transferring from schools using the letter grade system will have their grades converted to the NTA 10-point scale which is the median numerical grade equivalent to the letter grade, i.e., A=95; B=85; C=75; and D=65. Student transferring from schools with + and – letter grades will transfer credits to the 4.0 weighted scale of NTA based only on the letter grade, without regard to a + or -. For example, a B+, B, or B-will each transfer as a B, and weighted 3.0 in the student’s GPA. Students transferring from other high schools starting their junior or senior year will be required to complete 1 unit of Bible to graduate, unless conflicts occur in scheduling to meet the standards for the North Carolina graduation requirements. No senior may receive the honor of Valedictorian or Salutatorian unless he/she has attended NTA for his/her entire junior and senior year.

## **GRADUATION HONORS**

The Valedictorian and Salutatorian positions will be awarded to the students who have earned the highest and second highest GPA respectively. Each position will be determined the second semester of their senior year at the fourth (4th) quarter progress report period. Each of these students must have taken the most academically rigorous courses offered at NTA which may include honors, Advanced Placement, and/or NTA approved dual enrollment classes. The cumulative GPA will be rounded to the one thousandth place (.001) to determine the Valedictorian and Salutatorian. In the event, rounding to the one thousandth place (.001) creates a tie ranking for

either the Valedictorian or Salutatorian positions, NTA will award Co-Valedictorian or Co-Salutatorian. For any student to receive the honor of Valedictorian or Salutatorian the student must have been enrolled at NTA his/her full junior and senior years.

Students who are honored as class Valedictorian and Salutatorian will have the opportunity to give a speech. The purpose of these speeches is to challenge their classmates to seek God's will and success for the future. All speeches must be approved by the high school principal. Students are to be reminded that this graduation speech is about the class and not the individual. It is not a time to bring attention to the speaker. It is a time to honor God, their parents, family, faculty and friends who have invested and sacrificed in their lives. Inappropriate behavior, gestures, or words will result in appropriate disciplinary actions.

Seniors cannot serve as Valedictorian or Salutatorian if they have been disciplined with a Category #1 or Category #II offense, in-school-suspension, out-of-school suspension, or expulsion.

**The NTA Administration reserves the right to select seniors to lead in graduation ceremony tasks such as prayer, scripture reading, etc.**

### **Marshals**

Students who are juniors with a GPA of 3.5 or higher (no rounding) may serve as a graduation marshal for the senior graduation ceremony. Students cannot serve as a marshal if they have been disciplined with a Category #1 or Category #II offense, in-school-suspension, out-of-school suspension, or expulsion.

If a student has been suspended during their sophomore or junior year, it is at the discretion of administration as to whether an invitation to serve as marshal is extended. For any student to receive the honor of serving as marshal, the student must have been enrolled at NTA his/her full junior year.

A junior with a cumulative GPA of 3.5 or higher, not necessarily the highest cumulative GPA, who exhibits leadership, character and service may be chosen to serve as Chief Marshal.

### **Senior Class President**

The senior that receives the distinction of serving as class president may be invited to give a speech at the graduation ceremony or at the senior dinner. Size of class and/or time restraints may impact their inclusion at either ceremony.

The Senior Class President will preside over the "turning of the tassels" at the graduation ceremony.

**Seniors must remain enrolled at Northwood Temple Academy their entire senior year to be eligible to participate in the graduation ceremony.**

**Seniors are required to participate in all senior mission/community service projects.**

## Senior Graduation Awards

- Gold honor cords are given to seniors with accumulative GPA of 3.5 or higher.
- Gold honor stoles are given to Valedictorians and Salutatorians.
- Beta Medallions are given to seniors who have been a member of the Beta Club for a minimum of their junior and senior years. They must have maintained a 93% numeric average or 3.5 cumulative GPA for their entire junior and senior year.
- Complete a minimum of 40 Service Hours per year by the end of the quarter progress report.

Other distinguished awards may include the following:

- **The John Hedgepeth Award of Excellence in English and Literature:**  
The John Hedgepeth Award is presented to the senior who has demonstrated outstanding abilities in written communication and literacy analysis and has a love for the English language.
- **Aletheia (Truth) Award:** The Aletheia Award is presented to the student who exemplifies the NTA vision statement, “academically prepared to articulate boldly and effectively a Biblical Worldview.”
- **Marquis De Lafayette Award:** This award is presented to the senior who has a love of “HISTORY” and understands God’s hand at work since the beginning of history. This senior can apply scripture and has the ability to analyze our modern society from a Biblical perspective.
- **Edith M. Stephenson Math Award:** This award is presented to the senior for enthusiasm, dedication and achievement in the field of mathematics.
- **Amplexor Bilinguis Award: Foreign Language Achievement Award:** This award is presented to the senior(s) who has embraced more than one language with mastery.
- **The Science Achievement Award:** This award is presented to the senior who has demonstrated a love for the sciences. This senior has taken the most rigorous science courses offered at NTA and excelled in each one.
- **David Choi Band Award:** This award will be presented to the senior who has demonstrated excellence in music.
- **Mark 10:45 Award:** This award is presented to the senior who best exemplifies the first part of the Bible verse where it states, “For even the Son of Man came not to be served but to serve...” It is presented to the senior who has demonstrated the love of the Lord through action and service.
- **President’s Award:** This award is presented to the senior class president.

## HOMWORK POLICY

Believing that homework is an integral part of the learning process, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time. Failure to do homework could result in adversely affecting the student’s grade.

Homework is given for several reasons:

**Reinforcement:** Most students require adequate review to master material essential to their educational process.

**Practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

**Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework is given to overcome such difficulties.

**Special Projects:** Special research assignments, book reports, and science fair experiments are some of the activities that are often the subject of homework attention. We do request parents' full cooperation in seeing that the assignments are completed.

**Extra Credit:** Extra credit work is not permissible at the end of the quarter as a desperate attempt to improve a low grade in the subject, due to a student's lack of consistent effort.

#### Homework Expectations:

- Students have homework in all of their classes on a regular basis. Grades on late assignments are substantially reduced when graded. When a student is absent, it is his/her responsibility to get the assignments missed and complete them. A student will have one day for each day missed to complete missing assignments, unless other arrangements are made with the teacher. If a student knows that he/she will be absent from school, it is that student's responsibility to see the teachers in advance to make arrangements to make up missed work.
- Students excused early from school for sports or other activities must submit current assignments due and make arrangements to take tests (at the teacher's discretion) before they leave school and obtain the assignment for the next school day.
- Any class work that is not made up after 1 week automatically becomes a zero.

## **MAKE-UP WORK**

Students who are granted an excused absence will be responsible to arrange with their teachers to make up work. It is the student's responsibility to see that the work is done within the teacher's assigned deadline.

- A student who has an absence shall, by the end of the day of the student's return to school, make arrangements with the teacher(s) for any make-up work. It is the student's responsibility to make these arrangements.
- Students who are suspended out of school or have skipped a class (as determined by an administrator, based on evidence) **MAY NOT** make up tests and other graded work missed during the period of suspension. Students who are suspended in school **MAY** make up tests and other graded work missed during the period of suspension but the highest grade that may be earned will be 70 (i.e., if the grade on a makeup test is 85, 70 will be recorded in the grade book).
- Students shall be allowed at least the same number of school days for make-up work as the number of school days absent with the exception of tests. If a student is absent only on the day of a planned test, the student must make up the test when he or she returns. Teachers may make allowances for extenuating circumstances.
- Make-up work lists may be requested following the second day of absence. This request must take place by 9:00 a.m. or before, in order to ensure that teachers can have it ready following afternoon dismissal.

- Student athletes must make arrangements with teachers at least one day in advance of any class missed because of the sports program. This includes making arrangements for tests, quizzes, and homework that might be taken or assigned during the student's absence. The teacher will give zeros if this policy is not followed.

## **EXAMS**

Exemptions apply to finals only. Students in grades 9–12 are required to take midterm exams. Semester exams constitute 20% of the student's semester grade in the course. Students who have an A (90-100) average and who have missed fewer than 5 days first term and a total of fewer than 10 days for the year may be exempt from an exam in a yearlong course at the teacher's discretion. Students who have an A (90-100) average and who have missed fewer than 5 days in the semester may be exempt from an exam in a semester long course. All students taking AP/Honor level courses are required to take the final exam for the class.

## **ACADEMIC PROBATION**

- Any student in grades 6 – 12 who fails any two subjects or fails one subject and does not maintain an overall average of 67 will be placed on academic probation.
- Any student in grades 6 – 12 who has passed all subjects but has an overall average below 67 will be placed on academic probation.
- If significant progress has not been made to improve academic performance, the student maybe dismissed from Northwood Temple Academy.

## **ACADEMIC REPORTS**

### **Report Cards:**

Report cards will be emailed home at the end of each 9-week grading period. Parents or guardians should review the report card. If parents or guardians do not receive the report cards, they should call the office. Report cards will not be sent home and FACTS/RenWeb will be disabled until all financial obligations are paid. (See the calendar for the scheduled dates.)

### **Progress Reports:**

Progress reports will be issued to all students at the midpoint of each grading period. Whenever a student shows a strong sign of experiencing academic difficulty in a course or subject area, the teacher will report the problem to the parents as part of the regular progress report procedure. (See the calendar for dates.) Students on academic probation are required to attend all scheduled tutoring sessions. Students refusing to attend tutoring sessions may be asked to withdraw from NTA.

### **6-8<sup>th</sup> grades retention is usually based upon the following criteria:**

1. Failing three or more subjects. The Head of School could make rare exceptions to this.
2. Failure of two vital academic subjects, such as math and/or English.

### **Classification:**

1. To be a senior, a student must have at least 19 credits, 3 of which must be in English.
2. To be a junior, a student must have 13 credits, 2 of which must be in English.
3. To be a sophomore, a student must have 6 credits, 1 of which must be in English.

**Reclassification:**

- Holding back/repeating a grade
- Realigning a past academic grade level

At Northwood Temple Academy, reclassification is used for academic purposes only. Reclassification will not be used to manipulate athletic eligibility. This policy is in accordance with the North Carolina Independent Schools Athletic Association, which also states that no player shall reach his/her 19<sup>th</sup> birthday before August 1 of the current year (*NCISAA Handbook 7*).

The criteria listed below will be considered when reclassifying at Northwood Temple Academy. These conditions are relevant for current NTA students and those transferring to the school.

- A student may be reclassified if he or she fails the core subject of English or math.
- A student may be reclassified if he or she is significantly below the benchmarks in the areas of math or English on a standardized test taken within a year (Terra Nova, Iowa, EOG). The student may be required to retake a math or English course based on the standardized test score, even if he/she previously passed the class. In such cases, both final scores will be calculated in the student's GPA and on the student's final transcript.
- A student may be reclassified to be a freshman again if he or she has earned five or less credits at the end of his or her freshman year.
- A student may be reclassified to be a sophomore again if he or she has earned twelve or less credits at the end of his or her sophomore year.
- A student may be reclassified to be a junior again if he or she has earned eighteen or less credits at the end of his or her junior year.
- A transfer student may not be reclassified as a senior.
- In order to graduate, students are required to complete a full academic track as stated in the NTA handbook.

Reclassified students are not eligible to be valedictorian or salutatorian upon graduation.

A student will not be reclassified if he/she will reach his/her 19<sup>th</sup> birthday before the first day of his/her senior year.

A reclassified student will retake the core courses of his previous year, regardless of pass or fail status.

Parents are responsible for their student's tuition and fees for the fifth year of high school.

Reclassification is:

- Holding back/repeating a grade
- Realigning a past academic grade level

At Northwood Temple Academy (NTA), reclassification is used for academic purposes only. Reclassification will not be used to manipulate athletic eligibility. This policy is in accordance with the North Carolina Independent Schools Athletic Association, which also states that no player shall reach his/her 19<sup>th</sup> birthday before August 1 of the current year (*NCISAA Handbook 7*).

The criteria listed below will be considered when reclassifying a student at Northwood Temple Academy. These conditions are relevant for current NTA students and those transferring to the school.

- A student may be reclassified if he or she fails the core subject of English or math.
- A student may be reclassified if he or she is significantly below the benchmarks in the areas of math or English on a standardized test taken within a year (PSAT, SAT, Terra Nova, Iowa, EOG). The student may be required to retake a math or English course based on the standardized test score, even if he/she previously passed the class. In such cases, both final scores will be calculated in the student's GPA and on the student's final transcript.
- A student may be reclassified to be a freshman again if he or she has earned five or less credits at the end of his or her freshman year.
- A student may be reclassified to be a sophomore again if he or she has earned twelve or less credits at the end of his or her sophomore year.
- A student may be reclassified to be a junior again if he or she has earned eighteen or less credits at the end of his or her junior year.
- A transfer student may not be reclassified as a senior.
- In order to graduate, students are required to complete a full academic track as stated in the NTA handbook.

Reclassified students are not eligible to be valedictorian or salutatorian upon graduation. A student will not be reclassified if he/she will reach his/her 19<sup>th</sup> birthday before the first day of his/her senior year.

A reclassified student will retake the core courses of his previous year, regardless of pass or fail status.

Parents are responsible for their student's tuition and fees for the fifth year of high school.

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, have read the above statements and understand the reclassification policy of Northwood Temple Academy. I request that NTA re-class my child with the acknowledgement that he or she will be re-classed to the \_\_\_\_\_ grade for the \_\_\_\_\_ academic school year. I acknowledge that my child will graduate later than his or her original graduation year.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

NTA Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

# DISCIPLINE POLICY

*"Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it."  
Hebrews 12:11 (NKJV)*

*"Do not be misled. Bad company corrupts good character."  
1 Cor. 15:33*

## Discipline Goals

### **Respect and honor authority:**

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13:17

### **Use time wisely:**

"Teach us to number our days aright, that we may gain a heart of wisdom." Psalm 90:2

### **Be considerate of others:**

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."  
Ephesians 4:20, 32

## NTA Honor Code for Middle and High School

The purpose of the honor code at NTA is to remind students of **their** responsibility to build and maintain a strong system of integrity and character. It is the Academy's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations. The NTA Honor Code Vow will be signed by each student.

The NTA Honor Vow states the following:

### Honor Code

- I understand that I am a NTA School student 24 hours a day, 7 days a week.
- I will practice courtesy, kindness, morality, honesty, and consideration, and offer respect in my association with my parents, teachers, school employees, fellow students, and visitors.
- I will abstain, both on and off campus, from the use or possession of alcoholic beverages, tobacco (including inhaling electronic devices, for example, but not limited to vaping or e-cigarettes), drugs, pornography, gambling, and other undesirable practices.
- I will complete my own work. I understand the definition of plagiarism as defined in the Cheating and Plagiarism section of this handbook.
- I will respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord.
- I will refrain from bringing to school dangerous items including, but not limited to, guns, knives, simulated weapons, and lighters or matches.



- I will refrain from using email, websites, or any other electronic communication to threaten, intimidate, or frighten others, or portray myself or the school in an un-Christ-like manner.
- I will dress appropriately and modestly, adhering to the stated school standards.
- I will refrain from drawing, wearing, or displaying signs or symbols that are suggestive of immoral behavior, or in any other way objected to by the Administration and do not bring glory to God.
- I will abstain from profanity and vulgar or abusive speech or actions.
- I will strive to be beyond reproach in my behavior toward others, refraining from inappropriate physical (romantic) contact while on campus or at any school function.
- I will respect the NTA campus and will strive to keep it clean.
- I will not lie (intentionally misrepresent or omit facts in order to deceive someone or obscure the truth) nor will I knowingly assist anyone who does.
- I will not steal (fail to respect the rights of another by taking something without his or her permission, or vandalize property of another individual or the community, irrespective of the personal or monetary value of an item) nor will I knowingly assist anyone who does.

The goal of NTA is to provide the best possible learning environment in a Christian atmosphere. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. Discipline is vital to the development of Christian character in the life of a student. The teachers and administration at NTA are part of that character development process in the Christian school setting. Classroom teachers are responsible to carry out the NTA discipline policies and procedures. Teachers discipline procedures are in accordance with Christian principles and have administration approval. Parental support of discipline is necessary in character development in the life of children.

While on Northwood Temple Academy property, Administration reserves the right to meet with students to discuss discipline matters without a parent present. No student has any reasonable expectation of privacy with respect to personal property. NTA and/or one of its designees, reserves the right, at all times, to conduct searches and inspections of student clothing, possessions, lockers, and vehicles, if the School has a reasonable suspicion that there has been a violation of any policy contained in this Handbook. Searches will generally be approved by the Head of School and will usually be conducted in the presence of two members of the administration or faculty.

Northwood Temple Academy does not and will not tolerate any type of harassment and bullying of our students. The teachers and administration acknowledge the dignity and worth of all students and strive to create a safe, orderly, caring, and inviting Christian school environment to facilitate student learning and achievement. The academy will not tolerate any form of unlawful harassment or bullying or ungodly behavior in any of its educational activities. The academy prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

## Definitions

For purposes of this policy, the following definitions of bullying or intimidation applies: “Bullying or Intimidation” means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

What Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

These actions can cause great distress. However, they do not fit the definition of bullying, and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

Examples of Bullying

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes, texts or pictures in any medium (social media, cell phones, or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctances to attend school, a decline in work standards or problem behaviors.

Sexual harassment means that someone is being treated differently because of his or her gender. It is a behavior or words that:

- Are directed at a person because of his or her gender
- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended
- Create an environment that makes learning difficult
- May be repeated or may be very offensive on a one-time basis.

Examples of physical sexual harassment are:

- Grabbing or touching someone, especially his or her sexual parts
- Tearing or pulling at a person’s clothing
- Purposely bumping or rubbing against a person
- Kissing or holding a person against his or her will
- Impeding a person’s movements or preventing a person from moving freely.

Examples of verbal sexual harassment are:

- Comments about body parts or rating people’s bodies

- Sexual suggestions or threats
- Spreading sexual rumors or stories
- Sexual jokes

Examples of nonverbal sexual harassment are:

- Staring or pointing at a person's body or body parts
- Making obscene gestures
- Displaying obscene sexual material or placing it in someone's locker or on someone's computer
- Writing people's names along with sexual remarks, suggestions, or drawings in public places.

All students are expected to exhibit the qualities of a Christ-like life espoused and taught by NTA and to refrain from certain activities and behavior. Thus, NTA retains the right to refuse enrollment to or to require automatic withdrawal of any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgendered or is a practicing homosexual/bisexual/transgendered, as well as any student who condones, supports, or otherwise promotes such practices or is unable to support the moral principles of the school (Leviticus 20:13, Romans 1:27). NTA retains the right to refuse enrollment or require automatic withdrawal of students if a parent engages in sexual immorality, including any who practice, promote and/or condone homosexual/bisexual/transgendered behavior (Romans 1:24-27, 1 Cor. 6:9. 1 Cor. 6:18-20. 1 Thess. 4:3-5, Heb. 13:4).

## **DRUGS, ALCOHOL and VAPING**

Northwood Temple Academy believes the buying, selling, or other transfer of drugs, alcohol and/or vaping cannot be tolerated and will result in automatic withdrawal of the offending student or students. Consumption of drugs, alcohol or vaping is neither compatible nor permissible within the wholesome Christian environment we provide at NTA. First, drinking, drugs and vaping are illegal. Second, rarely does a student drink alone but influences others. Third, students who drink are a danger to themselves and others. If situations warrant restoration the respective principal will be given due consideration. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random alcohol and/or drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.

NTA reserves the right to invite the Cumberland County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto Academy premises. Any alcohol, drugs, or vaping paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

What is Vaping?

Vaping is the use of a battery-operated device to inhale an aerosol, often containing nicotine (though not always), flavorings, marijuana, or other chemicals. The device is called an electronic cigarette, e-cigarette, e-vaporizer, or electronic nicotine delivery system (ENDS). Students may call them e-cigs, hookahs, or hookah pens, among other terms.

Electronic cigarettes can resemble traditional tobacco cigarettes, cigars, or pipes, but the newer generation of products look markedly different. In fact, JUUL, considered one of the trendier brands, is a much smaller, sleeker, and more discreet e-cigarette than what you may have come to expect, and it's made to look just like a USB charger. Devices that include other features, such as those with fillable tanks, may look completely different.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school, and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

**Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this school will be revoked.

**Locker Searches:** Student lockers are NTA property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. NTA exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by NTA officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

**Automobile Searches:** Students are permitted to park on NTA premises as a matter of privilege, not a right. NTA retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **CATEGORIES OF OFFENSES**

### **Category #1**

1. Weapons – knives, firearms, other dangerous weapons. NTA does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles that may result in suspension or dismissal at the discretion of the principal.
2. Drug possession, vaping, and alcoholic beverages. Any unauthorized medication or drugs will be considered as drug possession.
3. Threats toward a staff member, another student, or the NTA facility.
4. Vandalism—breaking, defacing, or destroying public or private property. Consequences may result in dismissal or suspension, restitution for damages, and a written apology.
5. Repeated disrespect toward rules/personnel.
6. Assault on another student or any staff member.
7. Theft—taking of property or work whether in a locked or secured location or not.
8. Sexual immorality: to include physical intimacy, pregnancy, abortion, homosexuality/bisexuality/transgenderism.
9. Sexual immorality: to include sending and/or receiving inappropriate sexual notes, texts, photos, videos in any media; (social media, cellphones, internet, etc.)
10. Sexual immorality, sexual harassment or bullying as previously defined in the NTA Handbook.
11. Repeated, intentional acts of bullying.
12. Repeated intentional acts of cheating and/or plagiarism.
13. Repeated use of and/or sharing of alcohol, tobacco products, drugs, and/or vaping products.
14. Repeated acts of vaping products.

### **Category #1 – Disciplinary Action**

Offenses may call for immediate expulsion and, in some circumstances, may require notification of local law enforcement officials. Offenses, depending on their nature and frequency, will be met with in-school suspension (ISS), and/or out-of-school suspension (OSS). Students cannot serve as a junior marshal or Salutatorian/Valedictorian of their senior class if they have been disciplined with a Category #1 offense during their junior or senior year.

### **Category #2**

1. Use of alcohol, tobacco products, drugs and/or vaping products
2. Use of and/or sharing of alcohol, tobacco products, drugs and/or vaping products
3. Fighting
4. Cheating/Plagiarism—If a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects. Plagiarism is the act of using another person's ideas or expressions without acknowledging the source or giving the impression that you have written or thought something that you have in fact borrowed from someone else. Electronic, high tech, or web-based plagiarism such as downloading or cutting and pasting information (photos, snippets, videos, graphs, charts, etc.) directly into a paper from the internet without quotations or citation of that source is yet another form of plagiarism. Flagrant offenses may result in expulsion.
5. Misuse of school property
6. Physical contact between couples on campus or at school functions off campus
7. Lying or deceitful behavior, especially as applied to transfer of communications between school and parent by student

8. Disruptive behavior, thus endangering the safety of personnel and students and/or interrupting the academic schedule of the school
9. Profanity—student who uses or shares profanity (cursing and swearing and or vulgar remarks or gestures verbally, written, in social media, music, video, etc. Flagrant, repeated offenses may result in dismissal.
10. Skipping class (on or off campus)
11. Repeated misuse of cellular devices, computers or of the Internet
12. Disrespect towards the rules/personnel.

### **Category #2 – Disciplinary Action**

Offenses, depending on their nature and frequency, will be met with detention, in-school suspension (ISS), and/or out-of-school suspension (OSS) or if otherwise noted.

### **Category #3**

Breaking the following general campus rules:

1. Failure to report to designated (assigned) area before and after school.
2. Repeated disruption of classroom.
3. Failure to register and obtain a parking permit (student drivers)
4. Failure to park in designated parking space
5. Failure to check in cellphones and/or electronic devices to the main office when assigned to do so.
6. Failure to follow the teacher's classroom rules and expectations
7. Uniform violations
8. Leaving campus without permission or signing out in main office
9. Chewing Gum (no gum allowed in the building).

### **Category #3 – Disciplinary Action**

Offenses, depending on their nature and frequency, will be met with detention, in-school suspension (ISS), and/or out-of-school suspension (OSS).

## **Classroom Discipline**

Classroom discipline shall be maintained by the teacher. The teacher should keep a record of offenses, punishments, and contacts made with the parents. If the student has not improved, he/she will be referred to Administration.

### **Definitions of Disciplinary Actions**

1. **In-School Suspensions**: Students given in-school suspension will be assigned to the Alternative Classroom (AC). The AC has been created to assist teachers who have a student who has:
  - Moved through the hierarchy of classroom behavioral consequences due to repeated misbehavior and reached the point that the consequence is the Alternative Classroom.
  - Severely behaved in such a way that administrative support is immediately needed.
  - Students will receive their assignments from their teachers while in detention. This work will be completed while the student is assigned in-school suspension.
2. **Suspension**: Students will not be allowed to come to school until a conference is held with parents via phone, email or face-to-face. Suspension will be from 1 to 10 days.

3. **Expulsion:** Students who show no signs of trying to correct persistent misbehavior or who are guilty of more serious offenses may be expelled from school.
4. **Probation:** Any student, who, in the opinion of the faculty and administration, demonstrates behavior that is unacceptable, may be placed on probation for a 9-week period, a semester, or for a year. If the behavioral problem is not corrected, the student may be asked to withdraw, may be offered a conditional re-enrollment, or may not be offered an invitation to enroll the next school year.
5. **Detention:** Students who are given detention will go to the Alternative Classroom (AC) for 45 minutes.
6. The severity of the misbehavior will determine the method of discipline.
7. Suspension will be either in-school or home suspension, at the discretion of the appropriate principal.
8. Students who are suspended out of school **MAY NOT** make up tests and other graded work missed during the period of suspension. Students who are suspended in school **MAY** make up tests and other graded work missed during the period of suspension but the highest grade that may be earned will be 70 (i.e., if the grade on a make-up test is 85, 70 will be recorded in the grade book).
- 9.

### **Conduct On or Off the School Campus**

Northwood Temple Academy reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the Academy has no control over student activity off campus which is not Academy sponsored and does not supervise student conduct off campus during an activity which is not Academy sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion. NTA maintains the right to remove any student from its enrollment if NTA feels that the parent(s) are not in harmony with the philosophy of NTA. NTA reserves the right, that if at any time and at NTA's sole discretion, NTA can no longer assist the family in the nurturing of their children, NTA can remove the student(s) from their enrollment.

### **RESTORATION**

Northwood Temple Academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest to not allow readmission. The request for readmission should be in writing to the Head of School. Restoration at a Christian school is always a difficult matter. Students who have been expelled from NTA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the following process must be followed from the time of dismissal.

- Student must be involved in a program of church attendance and youth group involvement.
- Student must be disciplined weekly by a youth pastor or Christian school teacher.
- Upon completion of the restoration program, recommendations by the student's pastor, youth pastor, and the person by whom the student was disciplined will be considered by the respective Head of School and administrative staff to determine the student's reinstatement.
- Students returning to NTA will be on disciplinary probation for one year.

# NTA UNIFORM POLICY

## COMPLIANCE

Students in **all** grades are to wear the school uniform at **all** times except on announced special occasions. Students will be checked each morning to see that they are in compliance. They may continue to be checked throughout the day, in the halls, classrooms, cafeteria, gym, and other parts of the campus. **Students are to remain in uniform while in afterschool care.** If students are not in compliance, they will not be allowed to attend class until in compliance. Students and parents who show continual disregard for the dress code will be placed on probation and possible suspension or withdrawal from the Academy.

## GENERAL UNIFORM POLICY (ALL GRADES)

- Students attending **any school event or function** not requiring the school uniform must be appropriately dressed. Students should consider the "tone" of our uniform policy when dressing for school functions. Extremes in style that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than the ears (girls only) or having a visible tattoo.
- School shirts and sweatshirts cannot have any pattern or logo except the NTA logo.
- Shorts, skorts, skirts, and jumpers are to be no shorter than 3 inches above the knee (wearing shorts or leggings under a skirt or jumper that is too short is not in compliance).
- Dress, casual, or tennis shoes are allowed. Laces must be kept tied.
- Belts must be worn with all clothing that has belt loops (except kindergarten and first grades).
- Students must keep their hair neat, clean, and well groomed. Hairstyles that call excessive attention to a student are not acceptable.
- Boys are to keep their hair moderate in length and style. Sideburns should not be below the ear.
- Administration reserves the right to determine the appropriateness of hairstyles or hair coloring.
- Boys should be clean-shaven, unless there is a documented medical exemption.
- Boys are not permitted to wear earrings at school or to **any school function**. Wallet chains are not permitted.
- Body-piercing jewelry (except for girls' earrings), tattoos, or other body painting or markings are not allowed.
- Hats and sunglasses are not to be worn during the school day unless specifically permitted for special school-authorized events.
- Sleeveless shirts may not be worn.
- Whenever a field trip involves water activities, girls should wear one-piece swimsuits with no cut-outs or they will be required to wear a shirt over the bathing suit.
- Seniors may wear college shirts and hoodies on Fridays only.
- Students in grades 7-12 participating in PE are required to wear the NTA PE uniform t-shirt and gym shorts. PE uniforms are available for purchase in the main office.
- **Students in K-12 are allowed to wear NTA Spirit Wear every day.**



## **UNIFORM POLICY (K-3RD GRADE)**

Students in kindergarten through 3<sup>rd</sup> grade may wear NTA Spirit Wear every day. They may also wear uniform tops and bottoms from the vendor or store of your choice. If not ordering from one of our uniform partner sites (Lands' End, French Toast, Tommy Hilfiger), then all polo tops must be embroidered with the initials NTA. The letters must be embroidered with 1-inch block style lettering. The letters must be on the left side of chest and read NTA in all caps.

If parents choose to order tops from one of NTA's uniform partner sites (Lands' End, French Toast, Tommy Hilfiger), the Northwood Temple Academy logo will be embroidered on the polos.

### **Tops**

- NTA Spirit Wear
- Long or short-sleeved polo shirt. All polo shirts must have the NTA school initials or Northwood Temple Academy logo available from our partner sites: Lands' End, French Toast, Tommy Hilfiger.
- All colors found on the partner websites (Lands' End, French Toast, Tommy Hilfiger) are acceptable.
- T-shirts sold by the NTA Parent Teacher Fellowship or NTA Booster Club may be worn on Fridays.

### **Bottoms**

- School uniform pants, shorts, skirts, skorts or capris may be purchased from the vendor or store of your choice.
- School uniform traditional or cargo pants in khaki, navy or black are acceptable.
- Students may wear shorts, skirts, skorts, jumpers or capris. Shorts, skirts and jumpers are to be no shorter than 3 inches above the knee.
- Leggings or shorts may not be worn under a skirt or jumper that does not meet the length requirement.

### **Outerwear in the Classroom**

- Students in grades K – 3 are required to have the NTA Spirit Wear or an embroidered fleece from NTA uniform partners (Lands' End, French Toast, Tommy Hilfiger) for use in the classroom. No other outerwear can be worn inside the school building.

## **UNIFORM POLICY (GRADES 4-12)**

**Students in grades 4-12 may wear NTA Spirit Wear every day. Students may also wear uniform tops purchased from one of NTA's uniform partner websites: Lands' End, French Toast, or Tommy Hilfiger.** The school codes are: Lands' End – 900055930, French Toast - QS444DK and Tommy Hilfiger - NORT08. These links will be available on the NTA website. Outerwear may be purchased from NTA Spirit Wear or uniform partner websites.

### **Tops**

- NTA Spirit Wear
- Long or short-sleeved polo shirt. All polo shirts must have the Northwood Temple Academy embroidery selected when ordering from Lands' End, French Toast and Tommy Hilfiger.
- All colors found in the school uniform partner websites are acceptable.

- T-shirts sold by the NTA Parent Teacher Fellowship or NTA Booster Club may be worn on Fridays.
- No long sleeve shirts or hoodies are to be worn under a polo shirt (grades 6-12).
- **Please note: Grades K-12 are allowed to wear NTA Spirit Wear every day. If students are wearing layers, please be sure that both the shirt and sweatshirt are spirit wear.**

### **Outerwear in the Classroom**

- Students in grades 4 – 5 are required to have the NTA Spirit Wear or an embroidered fleece from NTA uniform partners (Lands’ End, French Toast, Tommy Hilfiger) for use in the classroom. No other outerwear can be worn inside the school building.
- Students in grades 6 – 12 are required to have the NTA Spirit Wear, NTA Athletic Wear or an embroidered fleece from NTA uniform partners (Lands’ End, French Toast, Tommy Hilfiger) for use in the classroom. No other outerwear can be worn inside the school building.

### **Bottoms**

- School uniform pants, shorts, skirts, skorts or capris may be purchased from the vendor or store of your choice.
- **NO** skinny pants, leggings or jeggings may be worn.
- School uniform traditional or cargo pants in khaki, navy or black are acceptable.
- Students may wear shorts, skirts, skorts, jumpers or capris. Shorts, skirts and jumpers are to be no shorter than 3 inches above the knee.
- Leggings or shorts may not be worn under a skirt or jumper that does not meet the length requirement.

### **PE Uniforms (Grades 7-12)**

- All students participating in PE class will wear the NTA PE uniform t-shirt and gym shorts.
- PE uniforms are available for purchase in the main office. PE t-shirts are not considered spirit wear and must only be worn during PE

## **JEAN DAY**

Jean Day is a privilege. Students who comply with **all** uniform rules throughout the week will be allowed to wear jeans (any color) on Friday. A proper fit of jeans should include proper length and waist fit. There should be **NO** holes or frayed jeans. Belts are still required with jeans and shirts must be tucked in. Students who fail to comply with the uniform rules during the week will not be allowed to wear jeans on Friday and will have to wear uniforms that day.

**Students who wear jeans that have holes or are frayed will lose the privilege of jean day.**

## **PROM AND HOMECOMING DRESS GUIDELINES**

Prom and Homecoming provide an opportunity for our NTA ladies to dress in formal wear. Please remember that our desire is to glorify the Lord in whatever we do. Below are the guidelines for the girls’ dresses.

1. Absolutely no two-piece dresses will be acceptable.

2. Strapless dresses and strapped dresses are not to be lower than the waist line in the back.
3. Cleavage should not show at all.
4. The sides cannot be cut out of the dress.
5. Slits should be **no higher than 3 inches** above the knee.
6. Bras should be worn unless the dress has a built-in bra.

Students who do not follow these guidelines will not be allowed to participate in the event. These guidelines are no different than those followed by the public school. Please do not ask for any exceptions.

Prom date guidelines include:

- All dates are subject to the dress code guideline listed above.
- All dates must be no older than 20 years of age on the day of the prom.
- The only students that are allowed to attend are juniors and seniors. Underclassmen may also attend if they are accompanying juniors or seniors as a date.
- Dates that are not current NTA students must submit an application, which can be obtained through the main office or Junior Class Advisor.

## **FAMILY LIFE CENTER**

**The Northwood Temple Family Life Center is under the supervision of Northwood Temple Church (FLC Director) and is available to NTA students ages 14 and older for a membership fee. Supervision is directed by the FLC Director and not by NTA employees.** Only student members of the Family Life Center are permitted in that area (which includes the gym, gym lobby, weight room, and walking track) at the close of the school day. Memberships are available through the Family Life Center. **This membership does not include before school care.** Students are not permitted in the Family Life Center at any time during the day unless accompanied by a teacher or coach. The cost for an NTA student is \$100.00 per year. Students may obtain an application in the lobby of the Family Life Center or from the FLC Director. As members, students will be expected to follow the guidelines of the Family Life Center.

Academy students who are participating in sports are able to use the facility at no charge while they are under the supervision of a coach during or after school; however, the coach must be present before student can enter into activity or enter the FLC area. **Nonmember students should not be in the Family Life Center area for pickup after school unless school sports function is in progress. This is not a designated pickup area.**

Several general guidelines are requested of all members.

- No food or drink except bottled water allowed in any of the workout areas. Please discard your bottles.
- All males should wear shirts when ladies are present.
- At no time are a male and female student allowed to be alone in any part of the FLC.
- No shoes with cleats should be worn in the building.
- All equipment should be returned to its proper place at the end of a workout.

- Participants will conduct themselves and dress with the highest Christian standards in mind. At no time may short shorts or other clothing that does not go along with the “tone” of the dress code of the school be allowed.
- Profanity, vulgarity, or any other un-Christ-like speech or actions will not be tolerated.
- Any student who is not a member of the FLC or under a coach’s supervision must report to afterschool care or be picked up at the close of each school day.

**Weight Room Guidelines** – Coaches will instruct students to yield to adult members in the weight room or walking track. All FLC participants are asked to report any equipment failure or need for repair to the FLC Director immediately.

**Gymnasium Guidelines** – Priority is given to scheduled academy and FLC activities and functions. Shirts and soft-soled athletic shoes must be worn at all times. Dunking is **NOT** permitted on **SIDE** goals.

### **Walking Track Guidelines**

NO RUNNING ON TRACK when others are walking.

Students must **NOT**

- Interfere with adult walkers
- Hang over the rails upstairs
- Throw any items off the walking track (including balls)
- Open outside door except in case of emergency
- Sit on walking track
- 

*Students not following these guidelines are subjected to membership restrictions or suspension of membership by the FLC Director.*

## **ATHLETICS**

Northwood Temple Academy offers an athletic program of soccer, baseball, softball, basketball, volleyball, golf, and cheerleading.

### **Northwood Temple Academy Athletic Spiritual Mission Statement**

Together as players, coaches, teachers, and staff, we will help the academy present every student in our sports program with a credible offer of the Gospel, encourage them to pursue God, and equip them for spiritual service on the playing fields and courts, in the home, church, community, nation, and the world. With these tools and the experiences gained as an athlete of Northwood Temple Academy, our athletes will be prepared to pursue future athletic participation in college. Guided by our Student Services team, athletes will be advised and assisted throughout the registration process for the NCAA Clearinghouse if so desired and applicable.

### **Athletic Participation Philosophy**

Participation in athletics at Northwood Temple Academy is open to every student but conditioned upon meeting the criteria of academics, character, and athletic skill necessary to compete. While

all teams at Northwood Temple Academy are expected to play hard in the true spirit of competition, there is a different emphasis at each level of play.

- Junior Varsity (grades 7-10) – The athlete improves skills while learning team concepts that are more complex. At this level of increased physical development and better competition, there is an equal emphasis on winning and participation.
- Varsity –The athlete is advanced in skill and physical development. Emphasis is placed upon individual and team potential. The athlete’s playing time is determined by how it will best serve the team.

## **Eligibility Requirements**

In order to be eligible for participation in Northwood Temple Academy sports programs, students must meet these basic requirements:

- Be an enrolled student of Northwood Temple Academy in good standing who will NOT reach his/her 19<sup>th</sup> birthday on or before August 1 of the school year.
- Meet the scholastic requirements
- Desire to be on a competitive team of same gender
- Adhere to the standards presented in the Athletic Handbook
- All NTA students who meet the eligibility standards may try out to be on a sports team. The tryout dates will be announced through email, social media, and over the intercom.

Students and patrons are encouraged to support the games. The conduct of those participating or attending athletic events should be such that no reproach is brought upon the individual or to NTA.

To be eligible to participate in any of the athletic programs, students must meet the following standards:

**ACADEMIC REQUIREMENTS:** Any student who wishes to be a part of any NTA sports team MUST be passing all subjects and maintain a 77 (C) overall average each nine weeks. To be eligible for the fall season, the student’s previous year’s last quarter will be used for determining eligibility. This policy also applies to transfer students. Eligibility will be reviewed at the end of each quarter. If a student fails to meet the minimum average, he or she will not be eligible to participate in any practice or competition until significant improvement in meeting the minimum requirements is met, as evaluated by the next progress report. Coaches have the right to inquire about student grades at any time during the school year.

**ATTENDANCE REQUIREMENTS:** Students must be counted present on the day of any game or practice or they will not be allowed to participate in that activity. If students are too sick to attend class, they are too sick to participate in athletics. Students are also expected to be in school on time. They may be asked to resign from the team rather than have sports interfere with their academic progress if they do not abide by these requirements.

**ATTITUDE:** Students are to maintain a disposition complementary to a Christian on the field or court. Conduct that is considered unsportsmanlike may result in suspension from the team or squad. Contrary to popular belief, "yelling at the referees" is not part of the game. Any discussion with the referees is to be done by the coach and not the ball players or cheerleaders. NTA believes in playing to win, but not at the expense of its Christian testimony. Students must cooperate fully with the coaches' training rules and strategy during games, practice attendance requirements, etc.

## **GENERAL**

- Students must have a completed Medical Release Form submitted to the Athletic Director before they will be able to participate in sports. NTA does not provide insurance; therefore, parents and students should include all necessary insurance information with this release form. NTA will not be responsible for any medical expenses that occur for an injury connected to the athletic program.
- Coaches will determine appropriate uniforms for each specific sport. Students should NOT call home to get uniforms or practice clothes during school hours. Schedules for all practices and games will be provided to the athletes in advance.
- Students must ride to and from “away” games by school-provided transportation unless they obtain permission from their coach to ride with their parents or with another student's parents.
- Profanity, inappropriate music, and/or bad behavior will NOT be tolerated during practice, at away or home games, or during transportation to and from games.

### **A NOTE TO ATHLETES AND PARENTS:**

The NTA athletic program shall strive to ensure a true biblical philosophy of sports. The program will be concerned with the Christian character among athletes. The following should be the attitude of those connected to our athletic program:

- I want Christ to be seen in my life.
- Anything less than my best does not honor God.

**We expect these guidelines to be followed by all students and parents. For more detail added breakdown of the information above, please see the Athletic Handbook.**