



# Northeast Christian Academy Standard Permission Form

Throughout the school calendar year, various activities are available to our students that require that they go off campus. Depending on the grade level, these might include lunches with their adviser/advisee group, with a club or organization, or with an individual teacher, field trips such as drama, art, music exhibitions, or competitions, and class mission trips.

To facilitate students, parents, and the school offices, we offer this form to grant permission of the parent for their student to attend such school functions. **There will be times throughout the year when other permission forms may be required; however it is our hope that this form will provide for most of our student's needs. One form needs to be fully completed for each student!**

STUDENT'S NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

PARENT/GUARDIAN(S) \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

MOTHER CELL/WORK: \_\_\_\_\_

FATHER CELL/WORK: \_\_\_\_\_

FATHER EMAIL: \_\_\_\_\_ MOTHER EMAIL: \_\_\_\_\_

STUDENT RESIDES WITH: \_\_\_\_\_

Please check if you **DO NOT** want your information published in the school directory.

EMERGENCY CONTACT/AUTHORIZED TO PICK UP STUDENT FROM SCHOOL OR SCHOOL FUNCTION:  
(If parent/guardian can not be reached):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**SPECIAL MEDICAL CONDITON/ALLERGIES:** \_\_\_\_\_

**Medication Required:** \_\_\_\_\_  
**PLEASE KEEP SCHOOL INFORMED OF ANY CHANGES IN MEDICAL CONDITIONS AND EMERGENCY CONTACTS!**

My child will be allowed to take age appropriate Tylenol, Advil, Benadryl, or Midol (or generic form) as needed.  
 Yes  No

Students will only be administered age/weight appropriate dosage that is specified on the medication instructions. Parents must supply school with written permission to administer anything over the specified dosage. All other medications will need to be supplied by parents and dropped off at the front desk clearly marked with child's name. A medication request form with proper dosage instructions will need to be completed before any other medications will be administered to your child.

- My child has my permission to be transported on the NCA School Bus for school outings:  Yes  No
- My child has my permission to be transported with a school approved chaperone for school outings:  Yes  No
- My child is a licensed driver and is permitted to drive his/her vehicle on school outings:  Yes  No
- My child has my permission to ride with another licensed student:  Yes  No
- My child has my permission to transport student passengers in his/her vehicle:  Yes  No

My child and I have discussed that he/she is to drive responsibly only to designated locations on school sponsored outings and must obey all traffic laws. If a school representative feels that the privilege has been violated or if the student is observed driving recklessly, then the privilege may be revoked. Furthermore, we understand that minimum legal insurance is required on my child's vehicle and the inspection sticker must remain current.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**PLEASE TURN PAGE OVER AND COMPLETE BACKSIDE!**

**HANDBOOK ACKNOWLEDGEMENT**

In order to be expeditious with your tuition dollars, NCA will no longer be printing the Family Handbook. In lieu of a printed document, the handbook has been placed on the NCA website and can be accessed at [www.nca-kingwood.org](http://www.nca-kingwood.org). There is a link to the handbook directly off the home page on the left side. The handbook is an Adobe document and if you do not have the software to view this document, there is also a link off the newsletter page so you can download this free software. You may also go directly to [www.adobe.com](http://www.adobe.com) and download the Adobe reader. A copy of the handbook will be placed in the school library for you to view. *All parents (guardians) will document, by affixing your signature below, that you will review the Family Handbook on the NCA website so all policies and procedures are known and followed.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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**MEDICAL CONSENT & RELEASE**

I understand and accept the policies of Northeast Christian Academy and do hereby release and hold harmless any agent of the school, chaperones, or students from any liability for accidents, injuries, or illnesses under all circumstances. Furthermore I grant Northeast Christian Academy and any representative thereof to render medical assistance and seek medical attention in the event of an emergency.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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**DRUG TESTING AUTHORIZATION (This section applies to students in 8<sup>th</sup> through 12<sup>th</sup> grade only!)**

I acknowledge that I have read the NCA drug testing policy posted on the newsletter page at [www.nca-kingwood.org](http://www.nca-kingwood.org) or on the RenWeb Newsletter & Downloads page. I recognize and understand that I could be randomly selected and asked to provide a urine sample for drug analysis. I consent to any such testing conducted as part of the NCA drug testing policy. I agree that I will not refuse to take any such test(s). I understand that if I refuse to test I will not be allowed to continue in extra-curricular activities and student driving and parking privileges will be revoked. I also understand that refusing to take such test(s) may result in other sanctions, including being asked to withdraw from NCA. I have been given the right to ask questions about the drug testing policy and I fully understand the provisions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature / Date

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**SENIOR PRIVILEGE**

**POLICY:** A senior who has a free period/lunch period during the school day will be afforded the privilege of leaving campus during that period only. The senior must be on time to their next class and attend all chapel times to retain the opportunity to continue the privilege. The senior must sign in and out on the *Senior Privilege Book* located at the front desk when exercising this privilege. *(This includes Senior's that are arriving for a "late arrival" due to no morning class.)* Failure to do so will result in the loss of the privilege as outlined in the "Code of Conduct". There is no guarantee that the privilege will be reinstated once it has been forfeited. Northeast Christian Academy will not be held responsible for any activity that occurs off campus.

My high school senior has my permission to be off campus during the above mentioned times.       Yes  No

We have discussed the above-mentioned policy and my high school senior clearly understands the policy and the possible penalties.       Yes  No

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature / Date

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**APPEARANCE CLAUSE (Optional)**

I understand Northeast Christian Academy from time to time produces promotional material about its programs. I understand that my child may be included in videotape or photographs taken at the school. I hereby grant Northeast Christian Academy the right to photograph and/or video tape my child and further utilize participant's name, face likeness, voice and appearance as part of the program and in advertising and promoting the program, without reservation or limitation. In granting this license, I understand that Northeast Christian Academy is under no obligation to exercise any of its rights, licenses and privileges herein granted by participant(s).

**I have read the Appearance Clause and sign in agreement.**

\_\_\_\_\_  
Signature of Parent/Guardian

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