



New Life Christian Academy 2023 – 2024 School Calendar

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| K4 and K5 Get Together 9:00 a.m. | August 5 |
| Parent-Teacher Open House (1 st – 8 th) 5:30 pm - 7:30 p.m. (K4 – K5) 6:00 pm | August 7 |
| Classes Begin Grades 1 – 8 (All Day) | August 8 |
| K4 and K5 Classes Begin | August 9 |
| Fall Picture Day | August 29 |
| Labor Day (No School) | September 4 |
| Picture Retakes | October 3 |
| First Quarter Ends | October 6 |
| Columbus Day (No School) | October 9 |
| Report Cards | October 12 |
| Veteran’s Day Observed (No School) | November 10 |
| Thanksgiving Holidays (No School) | November 20 – 24 |
| First Semester Exams (Grades 6 – 8) | December 18 – 20 |
| First Semester Ends | December 20 |
| K4, K5 (Dismiss at 10:00) | |
| Grades 1-5 (Dismiss at 10:30) | |
| Christmas Holidays (No School) | Dec 21 – Jan 5 |
| Teacher <i>In-service</i> | January 8 |
| Return to School | January 9 |
| Report Cards | January 11 |
| Martin Luther King Jr. Day (No School) | January 15 |
| Winter Break (No School) | February 16 - 19 |
| Third Quarter Ends | March 15 |
| Spring Pictures | March 19 |
| Report Cards | March 20 |
| Spring Break (No School) | March 25 - 29 |
| SAT Testing (Grades 3 – 8) | April 3 - 5 |
| Teacher Appreciation Day | May 7 |
| Last Day for Grades K4 & K5 | May 15 |
| Kindergarten Graduation 7:00 p.m. | May 17 |
| Final Exams (Grades 6 – 8) | May 20 – 22 |
| Elementary Awards Day (Grades 1 – 5) | May 22 |
| Last Day of School (Dismiss 10:30 a.m. grades 1-5) | May 22 |
| Graduation Service 7:00 p.m. | May 24 |

Updated 6/26/2023

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WELCOME

New Life Christian Academy is a school comprised of staff and students from all over the tri-county area. The members of this student body come from a wide range of cultural, denominational, and social backgrounds. We find our common center and unity in the person of the Lord Jesus Christ. We desire to be totally committed to Jesus in our teaching, beliefs and lifestyle. We seek to honor Him by integrating faith and learning while our hearts and lives reflect the process of maturing in Christ.

Mission Statement

We live in a country where claiming to be a Christian has become much less than the total commitment that Jesus Christ requires of us. New Life Christian Academy is not content to simply move with the times. We believe that God has given us a mission. We have been called to **“Educate Christian students to think and act Christlike, Constructively and Critically”**.

Within our mission we recognize the following distinctives:

- Evangelism** We recognize the fact that we are commissioned to evangelize the unsaved through the teaching of the gospel. (See “Statement of Evangelistic Outreach and Follow-up on page 14).
- Christian** We have chosen to work with Christian students. This means those who have an alive and ongoing relationship with God through the death and resurrection of Jesus.
- Educate** New Life Christian Academy is an educational ministry. It is our desire not only to provide a quality academic education from K3 through the 8th grade, but also to equip the Body of Christ with Bible centered education necessary for effectual Christian service.
- Think and Act** We are called to challenge and expand our students’ Christian character as well as their critical thinking capacities. How our students live out their Christian beliefs is as important as their academic achievements.
- Christianly** We desire to develop in our students the ability to apply a Christian perspective to all facets of their lives as well as integrate a Biblical worldview with life and learning.
- Critically** We wish to impart to our students the ability to evaluate and, if necessary, challenge the constant stream of information and ideas to which they are exposed.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Christian school recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established.
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22). The key is for each person to discover what God's will is for himself, and then to do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalms 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; II Timothy 2:15). A healthy work ethic has application in so many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.
9. Holding to the traditional family structure (Genesis 2:24). God's plan for the family is still one man and one woman for one lifetime.
10. Moral purity (1 Corinthians 3:16, 17; 6:19, 20). Since bodies belong to God, we must refrain from an act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
11. Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (II Chronicles 7:14) is vital to keeping our nation strong.

It is, therefore, the goal of the Christian school to teach and support these principles, beliefs and values in our role as an extension of the Christian family in the process of educating our students.

GENERAL INFORMATION

History and Purpose

New Life Christian Academy was founded in 1979 as a ministry of New Life Christian Center. Growing from an original class of six students to the enrollment of over 200, NLCA has remained true to its roots while moving ahead for God's glory. At NLCA, students in kindergarten through the 8th grade receive a quality education that is fully integrated with God's Word and Christian principles.

Because NLCA is a ministry of New Life Christian Center, the church provides classrooms, utilities, equipment and other items necessary to the school's operation with tuition and registration fees used as a supplement to the cost. Furthermore, it is the policy of NLCA to hire only personnel of Christian dedication, recognized educational training, and successful experience who will complement your child's Christian home training.

Admissions Policy

NLCA accepts students regardless of race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate in admissions policies, educational policies, athletic and other school administered programs.

School officials determine grade level placements and teacher assignment. Priority for admissions to NLCA shall be as follows:

1. To presently enrolled students
2. To brothers and sisters of presently enrolled students
3. To members of New Life Christian Center
4. To new families

An applicant for K4 must be 4 years old and completely potty trained, K5 must be 5 years old and for the first grade must be 6 years old on or before September 1st in the school year applied for.

The student application for admission must be submitted along with the registration fees. The following guidelines are imposed:

- Academic testing to determine student readiness will be required.
- The school must have on file a Certificate of Immunization (IMM-50), or a Medical Exemption (IMM-51) form from the Alabama Department of Public Health or from the student's physician by the first day of school. Documentation must show evidence of student(s) having received a second dose of measles vaccine. All vaccinations and immunizations must be kept active.
- A report card of the student's previous term of work must be presented. A follow up call may be made to the student's previous school and/or principal.
- All new students are subject to a nine-week probationary period. This period may be extended as needed.
- No student will be admitted if he/she is currently under suspension or expulsion or has ever been suspended or expelled. Each case will be carefully examined and is at the discretion of the administration.
- The parent/guardian of each student must have read the current year's handbook and agree with the policies as defined. A signature is required to document the agreement, and the document will be kept in the student's file.
- Final admission of all students shall be subject to the approval of the principal and the pastor.
- A student will not be accepted for enrollment if pregnant or sexual promiscuity is known.

Please note that once admitted, students could be dismissed if derogatory records or information is received.

Financial Policy and Procedures

Annual tuition, some miscellaneous donations, and fundraisers, are the sole operating funds for NLCA. Therefore, prompt payment of such tuition and fees is necessary in order to guarantee the quality Christian education we are attempting to provide your child. Furthermore, your cooperation will enable NLCA to maintain a positive Christian testimony by having the funds necessary to meet its financial obligations on a timely basis. We thank you for your support and cooperation with regard to these financial policies.

1. Tuition payments are due by the first of the month beginning in June and ending in May. Payments received after the fifth of the month will be assessed a late fee of \$30.00 for each month past due, which **will be strictly enforced**. Tuition charges are prorated according to the number of children in a family. Registration is due at time of registration.
2. Book fees are divided into three payments in March, April and May before the school year of enrollment. All books must be paid in full by May 1st.
3. Any unpaid balance as of May 6 of the current school year, will incur the initial \$30 late fee as well as a \$30 late fee for each month delinquent thereafter. In addition, a charge of 2% per month of the balance due will be assessed. When a balance is past due and there is no attempt for reconciliation, NLCA will have no choice but to seek legal action to collect monies due. The above policy also applies to balances owed upon withdrawal of a student.
4. When an account becomes two months past due, the following procedures will be implemented:
 - a. The parent(s)/guardian will be notified in writing that unless the account is brought to a current status, it will be necessary for the child(ren) to be withdrawn from NLCA. The effective date of withdrawal will be stated in the written notice of impending action.
 - b. Parents who have been notified of impending withdrawal may arrange a personal conference with the administration to discuss an appropriate plan for bringing the account to a current status.
 - c. If arrangements cannot be made between the parent(s) and the administration to keep the child(ren) in school by bringing the account to a current status, the child(ren) must be withdrawn.
 - d. Any child withdrawn from NLCA due to a past due financial account is automatically eligible for readmission at the time the account is brought to a current status.
5. All report cards, diplomas and records will be held in the school office and enrollment for the following year will not be accepted until the past due funds are received.
6. A fee of \$30.00 will be charged for any check returned by the bank. After two such returned checks, tuition payments will be accepted only in cash, by money order or by cashier's check.

Refund Policy

1. Tuition and registration fees are non-refundable.
2. A percentage of the book fees may be refunded before school begins.

Supplementary Fees

All Fees are reflected on your financial card. (Except Athletic Fees).

Fundraising

NLCA endeavors to keep low tuition rates for the benefit of each family. For that reason, we have to operate an annual fundraising program and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects or programs. The school receives no Federal assistance other than tax exemption status.

Contributions

Contributions are welcomed and accepted to help in the growth and development of NLCA.

Optional Charges—Pictures

School pictures are made in the fall and in the spring; purchases are optional.

Achievement Tests

NLCA provides a regular program of standardized tests of achievement to grades 3rd – 8th. Students are notified well in advance as to the nature of the test, scheduled time and length of testing. These tests are nationally standardized tests and help to recommend students to other schools as well as institutions of higher learning. Furthermore, they provide data which aid in understanding the needs and development of the pupil's growth and progress in terms of his own systematic and continuous record of student growth. Parents will receive a computer printout of the results of the test.

School Hours

Hours are Monday through Friday. Holiday hours are listed on the school calendar.

| | |
|-------------------|---|
| School Office: | 7:20 a.m. – 3:30 p.m. |
| | Phone (334) 285-5615 |
| Pre-Kindergarten: | 8:00 a.m. – 12:00 p.m. Extended day 8:00-3:00 |
| Kindergarten: | 8:00 a.m. – 12:00 p.m. Extended day 8:00-3:00 |
| Grades 1-8: | 8:00 a.m. – 3:00 p.m. |

Children not picked up by 3:15 will be taken to the aftercare program. If your child is not registered in our aftercare program, there will be a charge of \$5.00 per quarter hour for each child. Charges begin at 3:16. For example: there will be a \$5.00 charge from the time a child is taken to after care until 3:30. An additional charge of \$5.00 will be added at 3:31, 3:46 and every 15 minutes thereafter.

After Care Program

3:15 – 6:00 P.M. See the office for information.

Summer Hours

Monday – Friday 8:00 a.m. – 4:00 p.m.

Emergency Closings

There may be times NLCA may close due to bad weather or circumstances beyond our control. These closings will be announced on WSFA and WAKA. We also send notices via e-mail and text announcing emergency closings. When you tune into at WSFA or WAKA live or online, make sure that the closure says “New Life Christian Academy Millbrook” as there are several schools in the region that share our name. In general, we follow Elmore County Schools’ closing decisions. But, please note that Elmore County Schools’ decision to close early or open late is dependent upon their extensive bus routes. Since NLCA does not rely on a bus system, our decisions to close early or open later may vary from Elmore County Schools.

Emergency Drills

The following emergency drills will be held several times during the school year:

1. Fire/Evacuation Drills
2. Severe Weather/Tornado Drills
3. Lock-down drills

Attendance Rules, Procedures and Forfeitures of Credits

A. Absences and/or tardiness from school and/or class are classified as excused or unexcused. Absences from school will be excused for: (1) illness, (2) emergency family matters, (3) death in the immediate family, (4) dental or medical appointments, when appointments at other times are not possible, (5) court

appearance. Absences will not count against students who are absent due to an epidemic (example COVID-19). Family vacations, sleeping in or similar situations are considered unexcused. **Parental permission for an absence does not necessarily make an absence or tardy excusable.** Please see additional information for excused and unexcused absences in section ‘C’ below.

B. To be classified as an excused absence; **a note or verbal communication from the parent/guardian must verify all absences** for our **records.** *This does not necessarily make the absence excusable.* The written excuse should contain the pupil’s full name, the date of each absence, the reason for the absence and the signature of the parent, guardian, or physician. A student returning to school without a proper communication will temporarily receive an **unexcused absence.** If proper communication is not received within two days, the unexcused absence will become permanent.

C. Absences not listed in section ‘A’ and absences that require an extended amount of time, such as travel out of town, and religious observances will need a “prearranged absence” form to be completed and submitted to the office. The office must receive the form at least two (2) **weeks in advance** to allow reasonable time for assessment by the administration. **Completion of the form does not automatically make the absence excused.** If the request is approved by the administration, whether deemed excused or unexcused, the request will then be returned to the student to be presented to the teachers of the classes from which the student will be absent so that appropriate assignments and/or make-up work can be scheduled. Work will need to be turned in before date. The teachers will sign the form verifying that arrangements have been completed with the student. **The student must return** the form to the office in a timely manner.

D. Absences from school for any other reason other than the above mentioned will not be excused (including family vacations) by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office.

E. Unexcused absences (6th – 8th grade): Any student who accumulates five (5) **unexcused** absences from class during a semester may have one or more of the following actions taken:

1. Failure of the course
2. Request to withdraw
3. Denial of credit
4. Failure of the grade

The student will receive a zero (0) on all work missed when an absence is unexcused.

F. Excessive absences, excused or unexcused, and forfeiture of credit:

- (1) **Warning:** A student may accumulate up to five (5) excused absences per semester that are not verified by a physician’s statement or an excused “prearranged absence” form. When a student is absent five (5) times from a semester without a physician’s statement or an excused “prearranged absence” form, a letter will be mailed to the parents reminding them of the policy on absenteeism. Each additional absence above these five (5) will require a physician’s statement or an excused “prearranged absence” before a more definite assessment of the absence(s) may be determined. When a physician’s statement or an excused “prearranged absence” form is not submitted, each absence above five (5) will be considered **unexcused.**
- (2) **Forfeiture of Credit:** A student, who for any reason, is absent ten (10) times from a semester will forfeit credit for the course unless there are chronic health conditions with proper Physician’s Verification or special consideration involved, which must be verified by administration. A physician’s statement and/or an excused “prearranged absence” form will determine the validity of each absence over the five (5) allowed. When the administration determines that there are definitely ten (10) absences, excused or unexcused, as shown by the school records and that on review, none were due to extenuating circumstances, then credit will not be allowed and the student may be reassigned.

G. General: Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents *and check out at the office*. (2) Any absences not specifically excused by the school will be considered one of the unexcused absences listed above. This will include leaving for athletic events in which the student is not a participant. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

H. Tardies: Students should not be tardy to school or class without a valid reason. A tardy to class is virtually inexcusable. Detention will be given for tardies after Lunch and Break. Teachers will keep accurate records of tardiness and a student without an acceptable excuse will be disciplined.

Student in grades 6th–8th automatically receive a fifty-minute (50 min) detention upon receiving their third unexcused tardy per quarter, to school and/or class, **and** for each consecutive unexcused tardy, thereafter. The decision as to whether a tardy is excused is made by the administration and is based on the written note to the office stating the reason for tardiness. Personal vehicle problems, sleeping in, family time, looking for a pet, etc. will not be considered as an excused tardy. **A student will receive a zero on any work missed due to an unexcused tardy.** An excused tardy allows the student to make up the missed work.

Students in K-5th grade: When a student in K-5th grade is tardy to school the parent or guardian (not student) will come into the office and sign the student in. Work missed due to tardiness must be made up during recess if needed. Excessive tardiness will result in a meeting between the parent and the principal as well as disciplinary action for the student. Classes start at 8:00, students miss important information when they are not in the class on time and late arrival is disruptive.

Make-up Opportunities

On the day of a student's return to school, **the student** must arrange with the teacher for make-up work to be completed at a mutually agreed upon time. Teachers' assignments are posted online. A student that has been out is expected to return with homework to turn in. Generally, the student has one day for each day absent to complete the work.

Students absent before or on the day of a scheduled test, may be required by the teacher to take the test immediately upon return.

Failure to make up missed assignments will result in a grade of "0", unless there are verified extenuating circumstances. Books can be obtained by calling the office no later than 10:00 A.M. Students who are out of class because of a school activity should be prepared to make up work upon returning to school. Students participating in athletic events are expected to complete scheduled test/quizzes and turn in scheduled assignments **before** leaving the campus for games unless excused in advance by the teacher. All work for prearranged absences must be submitted to the teacher prior to the absence unless approval from teacher has been obtained.

For excused absences of three (3) consecutive days or more, consideration will be given to the volume of make-up work required of the student. All teachers involved will cooperate to establish a reasonable schedule for submissions of make-up work. Make-up work for a preceding nine-week period should be completed within the next two weeks unless there are extenuating circumstances.

Checkouts and tardies shall be considered as an absence from those classes missed and treated as any other absence. Days absent from school because of suspension are unexcused and grades for tests and quizzes are zeroes.

Check-outs

No student is permitted to leave school for any reason without being properly checked out through the office. If a student knows in advance that he/she must leave school before 3:00 PM for unavoidable cases such as doctor or dental appointment, etc., the student should bring a note signed by a parent to the office before 8:00 AM. The note should state the reason for the check out and a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent, if necessary. **Note: the student is responsible to turn in any work that is due and should coordinate with the teacher(s) to take scheduled tests, quizzes, etc. before checking out.** In case of illness, make-up work will be arranged at a later date. If a parent is picking up the student, the parent may simply sign the “checkout” sheet and leave. An official note from the doctor or dentist, etc. must be brought when the student returns to school.

Check-ins

A student checking in to school must present to the office a parental note or a physician’s excuse upon returning to school. A student checking in after 8:40 will be considered as absent from the first period class. Note: **the student is responsible to turn in any work that was due in the class missed.** The student should also coordinate with teacher(s) to assure missed tests, quizzes are made-up.

Volunteer Help

We ask for support in helping with your child’s classroom activities and field trips. As the need arises, please volunteer to assist your child’s teacher. All parents and visitors must obtain a visitor’s sticker from the office before going into a classroom or on school grounds this includes parents who are attending field trips.

Field Trips

Students will probably take a field trip during the school year. The trip will be well planned and have a link to a unit of study. The student will be under the close supervision of the teacher and parents. Students will dress according to the school dress code unless otherwise approved by the administrator and stated on the permission slip. The student must have a school permission slip signed by the parent and returned to the teacher prior to departure of the trip. **Siblings and friends are not allowed to go on any field trip.**

Visitors

Parents are always welcome to visit NLCA. Parents are allowed to have lunch with their child. Other relatives will only be allowed when accompanied by a parent. Contact office if there are special circumstances. All visitors must come by the office to sign in and obtain a visitor’s sticker before proceeding on the school grounds. Any visitor found on the grounds without a sticker will be asked to return to the office to obtain one and office will be notified (if the person is known). If the person is not known they will be escorted to office. Lunches, school books, PE uniforms, or other items your child may have forgotten must be brought to the office and NOT to the classroom or in front of the Gym.

For the safety of our children, no visitors will be allowed on campus or in school buildings during school hours without the approval of the administration. **This will be strictly enforced.**

Telephone Use

Office and school telephones are for official school business and emergency calls only. Classes will not be interrupted to call a student to the telephone except in the case of an emergency. If an emergency call needs to be made by a student, a teacher or office staff will make the call. Any other phone calls made by a student should be discussed with the teacher or office staff who will then decide if the call is necessary. No phone calls will be made without staff approval. **CELLULAR PHONES, BLUETOOTH HEADPHONES, SMART WATCHES, OR SIMILAR DEVICES ARE NOT ALLOWED WITH STUDENT DURING SCHOOL HOURS.** If there is a medical issue that requires a similar device, please contact school administration. Phones must be turned into the homeroom teacher during homeroom. If a

student checks in after homeroom, they are still required to turn their phone to their homeroom teacher. Students may also choose to leave their phone in their vehicle. A student caught with a phone during school hours will have the phone confiscated by a staff member. A parent/guardian must pick up the phone in the office. The second time the phone is confiscated, the student will be prohibited to have a phone on campus for the rest of the year. Please note a student that is dishonest about having their phone will receive one or more detentions up to and including suspension. Please contact our office if there are special health circumstances.

Lockers

Grades 4-8 are furnished with lockers at no charge.

1. Lockers are to be cleaned daily and no food left in them overnight.
2. Students may not place stickers or decals on or in their lockers.
3. At Thanksgiving, Christmas, Spring Break and the last official week of school, all lockers are to be emptied.
4. No contraband materials will be stored in the lockers at any time.
5. Lockers and desks are properties of NLCA and students have no expectations of privacy. The administration and staff of NLCA reserve the right to search lockers as deemed necessary.
6. Lunch boxes are kept in lockers during the day and need to be taken home at the end of the school day. **Food containers left will be discarded.**

Personal Items

Students are not permitted to bring toys or other entertainment items which may lead to the disruption of class or which are potentially dangerous or damaging to students, staff or school property. **Items which are expressly prohibited include, but are not limited to:**

1. Electronic devices (tablets, recorders, headsets, air pods, MP3, electronic games, computers, etc.)
2. Fireworks
3. Toy weapons (BB guns, guns, water guns, etc.)
4. All nicotine and vaping paraphernalia and products
5. Exceptions – Electronic devices may be allowed in English for assigned reading. (If device is used for any reason other than assigned reading, privilege will be revoked.)

No item considered to be a weapon of any sort is permitted on campus. This includes but is not limited to pocket knives.

Property Damage

The administration of NLCA is authorized to collect from the student or his parent(s)/guardian the exact amount of repair/replacement and labor costs which result from damage done to the school and/or church properties by said student. In addition, appropriate disciplinary action will be taken. Should the repair/replacement bill not be paid, records and/or report cards will not be released.

Valuables at School

Although we are a Christian school, we recognize the fact that man is fallen and will sin. **Students, not the school, are responsible for their personal property.** Personal property should be taken home after school and when at school kept in the student's personal locker and locker locked. Sharing lockers is not recommended as too many items get lost. Be smart and take care of any valuable items by leaving them at home.

Withdrawal

If it becomes necessary to withdraw from NLCA, the parents or guardian should notify the school office in writing two weeks in advance, if possible. All school owned books and materials must be cleared before the student is officially withdrawn. **Tuitions must be paid in full before records are released.** Prompt transfer of grades and other student records is dependent on proper withdrawal.

Church Night

Wednesday evening has been set aside for church activities. No school activity will take place after 4:30 PM. Exceptions must be made through school and church administration.

Statement of Evangelistic Outreach and Follow-Up

It is our desire that each of our students comes to the saving knowledge of our Lord Jesus Christ. Therefore, we will share our Christian faith with those students who express a desire to accept Christ as their Lord and Savior.

School Functions

All student activities and any other school related function must be supervised by a NLCA staff member. Students are expected to follow dress code at *all* school events. This includes, but is not limited to, ball games, practices and fundraisers. If student is absent from school, they are not allowed to attend school function unless approved by administration.

Collection of Money at School

Different groups at NLCA raise money throughout the year. All school fundraisers and collection of money at school require prior approval of the administration. Sales not affiliated with NLCA and fundraising that is not associated with NLCA are not allowed on campus.

Parent – Teacher Orientation

During the first week of school, NLCA holds orientations to acquaint parents with teachers, subjects and grade requirements. Dates for grade specific orientations are noted on the school calendar.

Drop-off & Pick-up Procedures

Please follow these drop-off and pick-up procedures for the safety of our students.

Drop-off Before School

Kindergarten students go to K-4/K-5 building **before 7:50 A.M.**

All other students arriving **before 7:45 A.M.** should be dropped off in front of the gymnasium.

Grades 1st through 8th will go to the lunchroom. All students will stay in the lunchroom until dismissed to go to classes. **After 7:45 A.M.** Kindergarten through 3rd grades should be dropped off on the sidewalk at their respective gate. During inclement weather you may drop your student off at the side of the main building under the awning. **Grades 4th through 8th grades** will still be let out in front of the gymnasium. Parents if you need to park please accompany your child through the parking lot. **No student should be unaccompanied in the parking lot after he/she arrives at school.**

Pick-up After School

Kindergarten through 3rd grade students will be picked up from the sidewalk except in bad weather conditions. In case of bad weather, children will be picked up under the awning of the main building. In case of rain, kindergarten through 3rd grade will be in the hall in front of the office. After that time, any remaining students will be taken to after care (see page 9). Parents picking students up after 3:15 P.M. will be required to park their cars and come into the office to get their children.

Students 4th through 8th grades will be picked up in front of the gym. They will be supervised in the gym until 3:15. After 3:15 students will be sent to Aftercare.

Students are not allowed in the parking lot between the hours of 8:00 a.m. and 3:00 p.m. unless supervised by a staff member.

School Calendars

At the end of each month, a calendar for the next month will be available in Gradelink or on our website. Calendars include important school information such as holidays, special functions, and athletic schedules for the upcoming month as well as information concerning special classroom needs.

Food and Beverages at School

Students are not permitted to chew gum at school; however, mints are allowed. Students are not permitted to have food or drink, except water, in the classrooms, gymnasium, or foyer unless approved by the administration. **DRINKS WITH RED DYE ARE NOT ALLOWED ON CAMPUS!** Additionally, no Yeti style cups are allowed; only bottles of water are allowed in classrooms. The water must be clear with no flavoring or additives.

Lost and Found

The lost and found department is located in the container in the lobby of the gym. **Please label all lunch boxes, backpacks, jackets, school supplies, PE uniforms, etc.** Articles that are labeled are returned to the owners. Unlabeled articles will periodically be hung on the fence in front of the 1st and 2nd grade classes for their owners to reclaim. All unclaimed items are then given to charity at the end of each month.

Medical Guidelines

Should a student become sick or injured at school, NLCA will first attempt to contact the parent(s)/guardian. If the parent/guardian cannot be reached, the following steps will be taken until someone is contacted and/or the student receives the medical attention needed.

1. The person designated for emergencies is contacted.
2. If warranted, call the student's medical doctor.
3. In extreme cases, transport the student to the nearest hospital.

Medication at School

NLCA has some over-the-counter medications in the office for minor accidents, headaches, upset stomachs and allergies. **ONLY** office personnel administer medical treatment or medication, including over-the-counter drugs. These medications are handed out only if the parent has filled out the written consent form included in the school's registration packet. All medication handed out will be logged. **ALL** students and parents are to observe the following:

- If a student is on short term medication, such as an antibiotic, please schedule the dosage so that your child receives a morning dose and the remaining doses when they return from school in the afternoon.
- Parents with students requiring medication during the school day must inform the office. A form must be obtained from the office and filled out by the prescribing physician. All prescribed medicine for students will be maintained and dispensed in the main office in accordance with the pharmacist's instructions. Dates and times administered will be logged. **All prescribed medications must be in original container.** Please pick up all medications at the end of the year. Any medications remaining in the office at the end of the year will be discarded.
- Students are not to give to or take from other students any prescription or over-the-counter medications.
- Students may not have any medicine in their possession.

Contagious Diseases and Parasites

A parent, legal guardian, or other person responsible for a student shall notify the school principal if the student has any medical condition which is defined by the Center for Disease Control as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known.

If a student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the administration may order the student excluded from class. A student with a temperature of 100 degrees or more must be checked out of class, or kept at home until temperature is normal for 24 hours. Exception, students can return to school if seen by physician and is cleared to return with a note.

Children must stay out of school a minimum number of days for certain contagious diseases unless the doctor clears them for earlier re-admittance, in which case the child will be readmitted only with a doctor's written permission.

Parents are strongly advised to adhere to the following suggested days of convalescence for these childhood illnesses as these guidelines are offered to ensure minimum transfer of contagious infections/diseases:

Chicken Pox – five days after breaking out

Red Measles – seven days after breaking out

Pink Eye – one day following initial use of prescribed medication

Strep Throat – one day after beginning antibiotic and following cessation of fever.

Head Lice – Students discovered to have head lice are required to remain home during treatment. Parents are requested to immediately notify the school of the infestation. Students will be readmitted to school upon presentation of a statement from the child's physician verifying that the child is free of head lice or cleared by the office.

Epidemics

In the event of an epidemic, the administration may find it necessary to close the school.

It is the desire of the NLCA staff and administration to be pro-active in preventing the spread of disease. We will regularly update our epidemic/COVID policies, as needed, based upon CDC guidance and the advice of local medical professionals.

ACADEMIC INFORMATION

Academic Policies

The following are the current academic policies of NLCA and are founded upon the following points:

Accountability – As a school we are accountable to God for the training of our students as far as our scope of influence on their lives extends. Each student is accountable to God for living a life consistent with His will.

Responsibility – All persons in our school have specific responsibilities to fulfill to themselves and to each other.

Individuality – We recognize that not all students have equal aptitudes or interests yet all are equally responsible to be faithful in using what God has given them.

Discipleship – Although we are individually responsible for our own actions we are able to shape each other's lives for good through correction, exhortation, and encouragement.

Classroom Behavior

Courteous behavior, respect for authority, and consideration for others are the expected norms in the classroom. At NLCA, teachers use an assertive discipline plan and procedures to establish and maintain an atmosphere conducive to learning.

Homework

Athletes cannot just watch several plays and then show up for a game and expect to win; they must practice. Homework is an essential part of the education program, as skills are mastered only through practice. We expect our teachers to make reasonable homework assignments and parental cooperation is expected to ensure that assignments are completed. Parents are encouraged to help their children understand concepts, but are not expected to do their homework for them. First through 8th grade homework assignments are online in our school's data system (Gradelink). A student who does not complete homework regularly, as assigned, can expect consequences from their teacher(s) and/or administration. For grades 6th through 8th, a detention will be given upon the 3rd no homework in an individual class and for *each* additional no homework through the end of the quarter. Remember that **homework is at least ten percent of a student's grade**. Daily assignments, homework, Progress Reports, grades, and discipline reports are on our database program. (refer to Academic Progress Reports for more information.)

Grading and Report Cards

Report cards will be given out at the end of each nine-week period. Please see the school calendar for report card release dates. New Life uses the following grading scale:

| | | | | | |
|----|---------|----|---------|----|---------|
| A+ | 98– 100 | B- | 80 – 83 | D | 64 – 67 |
| A | 94 – 97 | C+ | 78 – 79 | D- | 60 – 63 |
| A- | 90 – 93 | C | 74 – 77 | F | 0 – 59 |
| B+ | 88 – 89 | C- | 70 – 73 | | |
| B | 84 – 87 | D+ | 68 – 69 | | |

Academic Progress Information

First through eighth grade academic progress, discipline reports, grades and daily assignments are posted in our Gradelink software. You can access the information you need by downloading the Gradelink app for your smartphone. Your student will have their own student account and parents/guardians have a family account. Logging into your family's account gives you access to the information for all the children in your family.

Honor Roll

The honor roll will be announced at the end of semester for grades 1-8. Requirements for making the A Honor Roll are to maintain A's in every subject for that grading period. To be named on the A-B Honor Roll, the student must make A's and B's for the grading period.

Exam Exemption Requirements for Grades 6-8

In order for a student to be exempt from semester exams for any class, he/she must have an 'A' average for the semester in the class with no more than 5 absences of which no more than 2 may be unexcused. The only exceptions to this policy is if there is an epidemic. A cold, strep, allergies are not epidemics. A student who acquires more than two no homework detentions a semester in that class or a student who has been suspended during the semester of exams will not be eligible for exam exemption. *Special circumstances can be reviewed by Administration.*

Promotion and Retention

Kindergarten: Students will be tested for promotion.

Grades 1-8: The requirements of NLCA dictate that a student must achieve at or above grade level in order to be promoted to the next grade level. Results of standardized achievement and ability tests are carefully considered in addition to the student's academic performance in the class. In all cases the final decision concerning promotion or retention will be made by the administration in consultation with the teacher(s). Results of standardized achievement and ability tests are carefully considered.

Academic Probation

This is a period of time in which a student's academic efforts are monitored in order to determine his/her academic direction. A student identified as having a pattern of academic difficulty with failing averages in any one subject will be placed on academic probation. Please note that credits for courses are awarded by the semester. If a student fails a course for a quarter, the student is placed on academic probation. The following rules apply:

1. The student may be required to attend after-school remedial classes or tutoring as requested by his/her teacher.
2. Students will have three weeks to raise their average above passing for the semester (the average of the grades from both quarters).
3. After three weeks, the student's grade will be monitored every two weeks.
4. The student's progress will be evaluated and when gains are sufficient, he/she will be removed from probation.
5. Continued lack of progress, could result in the student being withdrawn from the school.

Cheating

Cheating is defined as willful, deliberate, and wrongful use of help or another person's work to improve one's grade. Examples: copying homework, using note cards during quiz/test or using test or quiz information posted online from websites like Quizlet. Major cheating like plagiarism will be handled differently as its definition and consequences are listed below. Any student guilty of cheating, or of helping another to cheat, will be subject to the following discipline:

Elementary School Policy: (Grades 1-5)

For the first offense a zero (0) will be given for that test or assignment and the parent will be notified. For the second offense, a student will be given a zero for the test and discipline will be administered as discussed with the parent or guardian.

Middle School Policy: (Grades 6-8)

For the first offense, a zero (0) will be given for that test or assignment and one detention, the parent/guardian will be contacted. The second offense will result in the student receiving a zero (0) on the

assignment plus four detentions as well as a meeting with the teacher and/or principal and parent/guardian. For the third offense, in addition to the zero, the student will be given four detentions, two days of suspension and a meeting with the parent/guardian and principal and/or teacher. Students will not be allowed to make up work missed during suspension. If any subsequent offense should occur, the student will be expelled for the remainder of the school year with the right to reapply at the beginning of the next school year. Acceptance for re-enrollment will be at the discretion of the administration.

Plagiarism Policy

Definition of Plagiarism

In defining plagiarism, the Council of Writing Program Administrators states, “Plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source.”*

For further clarification, plagiarism can be subdivided into two categories: intentional and inadvertent. The Baylor University website provides clear examples of these two categories. **

Intentional Plagiarism

1. Passing off as one’s own pre-written papers from the internet or other sources
2. Copying an essay or article from the internet, on-line source, or electronic database without quoting or giving credit
3. Cutting and pasting from more than one source to create a paper without quoting or giving credit
4. Allowing someone else to write the paper or do the work
5. Borrowing words or IDEAS from other students or sources (such as *Cliff’s Notes*) without giving credit
6. Failing to put quotation marks around the words of others
7. Fabricating a quotation or a source
8. Pretending that an instant translation is one’s own work
9. Using ChatGPT or other similar artificial intelligence to generate student essays

Inadvertent Plagiarism

1. Paraphrasing poorly: changing a few words without changing the sentence structure of the original or changing the sentence structure but not the words or using words from the original that aren’t part of one’s vocabulary
 2. Quoting poorly: putting quotation marks around part of a quotation but not around all of it, or putting quotation marks around a passage that is partly paraphrased and partly quoted
 3. Citing poorly: omitting an occasional citation or citing inaccurately
- ***When in doubt about plagiarism, students must check with the teacher.

*Another form of inadvertent plagiarism occurs when the student has received so much outside help that the paper no longer accurately reflects his own writing ability and ideas. Parents and others are welcome (and encouraged) to assist the student by pointing out mechanical errors, organizational flaws, poor sentence structure, faulty reasoning, and lack of support. However, those who help the student should refrain from correcting those mistakes themselves.

Consequences of Intentional plagiarism

Same Policy as “Middle School Policy” for Cheating listed above.

Consequences of Inadvertent plagiarism

Will result in an academic penalty of a deduction of points. These deducted points will be determined based on the degree of plagiarism in the assignment up to and including receiving a zero on the paper.

* “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices.” Council of Writing Program Administrators. Council of Writing Program Administrators, 2014. Web. 16 October 2015

** “Intentional and Unintentional Plagiarism.” Baylor School. n.p., n.d. Web. 16 October 2015

***Courtesy of Cindy Quinlan, Abeka Education Consultant

ACADEMIC DISTINCTIONS

Christian Emphasis

New Life Christian Academy focuses day to day on academics, but, our purpose is for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate. (Deuteronomy 6:7, Proverbs 22:6, II Timothy 3:15-17)

NLCA strives to:

- Follow curriculum that is based on the Scripture because all truth comes from God and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. (II Timothy 3:16-17)
- Provide teachers who are called by God and will be an example of the Biblical Christian life.
- Encourage every student in developing and maintaining a relationship with God the Father through His Son, Jesus. (Matthew 28:18-20; Matthew 19:13-15)

Academic Emphasis

New Life Christian Academy emphasizes the importance of successful completion of academic subjects. You will find that routine daily homework is the norm. Furthermore, students coming from other educational backgrounds often find the homework more demanding. NLCA's curriculum and correlated materials seek to:

- Emphasize that mathematics, grammar, and spelling are rule-governed subjects that fully accord with scriptural principles about orderliness and authority.
- Teach that history is a record of God's plan for mankind as related to man's creation and fall, the redemptive plan of God, and fulfillment of God's perfect will and purpose for His creatures.
- Present science as the one way that man can fulfill the Genesis command to subdue the earth and exercise dominion over it. (Genesis 1:28a)
- Encourage all students to develop a love for learning and to reach their academic potential.

Accreditation

New Life Christian Academy is fully accredited through the National Private School Accreditation Group. We are currently in the process of qualifying and receiving three additional accreditations: Association of Christian Teachers and Schools, National Council of Private Schools and Cognia. The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school. A combination of curriculums is used to accomplish optimal academic achievement with Abeka as our major curriculum provider.

Transfer

As a general rule, each credit of study in another school will be considered as the same year or grade level at NLCA. When possible, the courses taken will be transferred into the NLCA equivalent courses with the NLCA credit values and/or grade point average assigned to them. Credits for courses not offered in the NLCA curriculum will be granted as elective credits. The student's exact grade level and credit standing cannot be officially established until we have an official school transcript and the screening test has been completed.

School Code

The high school code for NLCA is 011-757. This school code is required on several applications, for example, ACT and SAT testing.

Student Textbooks

Some (hardback) textbooks used in middle school are very expensive, therefore in order to keep book costs down, these books are assigned and distributed to students for use during the term or year and turned in at the end of the term or year. **Students are responsible for paying for the books that are lost or damaged.**

Loaning or sharing these books with other students is discouraged. Any student that loans a book to another student remains responsible for the book originally issued. Books are assigned by number. A student's name will be written in the front of the book to provide a quick means for identification in case it is misplaced. The parents/guardians are encouraged to ensure that the student takes care of assigned books and pay for books that are lost or damaged. The formula for replacing lost or damaged textbooks is 75% of the original cost of the textbook for used books and 100% of the original cost for new textbooks.

Records or report cards will not be released until all books are returned or payment for missing book(s) has been received. Workbooks that are issued in classes become the possession of the student.

STUDENT LIFE

Biblical Standards

In light of our desire to be committed to Jesus, we are also committed to the Bible, His Work, as the standard of our faith and conduct. We accept the Bible as containing the non-optional principles with which all believers must comply. It is in submission and obedience to His Word that we receive the blessing of obedience.

General Standards of Conduct

Every institution has standards of conduct. These can be stated as rules, dos and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In doing so, he misses the spirit of love implied by the rule. However, a principle says: "Love your fellow student and treat them the way you would treat the Lord." This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not saying or doing anything that would hurt them, etc. **Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions.**

This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the **nature of Christ formed in us** (II Peter 1:3,4). The following are some examples of principles set forth as a standard for student behavior:

1. *Faithfulness*- covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor*- the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
3. *Harmony*- dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty*- being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity*- holy to the Lord; cleanness; modesty and decency; noble and lovely.
6. *Order*- under discipline and self-disciplined; neat and orderly; organized and clear-thinking.
7. *Stewardship*- accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

Each student who chooses to be a member of the school is expected to uphold all these standards of lifestyle both in attitude and action. Because of the importance of trust and responsibility to one another, violations of these standards are regarded as a serious breach of integrity.

School Standards

As each member demonstrates responsibility in upholding our Biblical and school standards, we believe the following goals will be achieved:

We will please God.

We please our Heavenly Father as we live according to His Word (John 8:31). It is also pleasing to Him for us to obey human authorities and regulations which we are instructed to submit to "as unto Him" (Hebrew 13:17).

We will grow.

As we live to please God, it produces personal spiritual growth. The apostle Paul wrote to a young man, Timothy, "Discipline yourself for the purpose of godliness" (I Timothy 4:7). In this way the entire school grows "up into Him who is the head, that is Christ" (Ephesians 4:15).

We will experience true freedom.

It is by living within the parameters of God's will that we experience true freedom (John 8:32). If everyone does "That which is right in their own eyes" it does not produce freedom, but rather it is

an invitation to chaos. The structure of God's Word and our school are not to restrict but to give freedom to accomplish our objectives.

We will prove our love for each other.

By living these standards, we not only demonstrate our love for God but also our love for each other (John 13:34, 35). These guidelines are to help us function together in order, peace, and unity that demonstrate care and concern for one another.

Spiritual Growth Opportunities

Growth in Christ does not automatically happen because we are a Christian school. Therefore, we plan opportunities that will encourage spiritual growth. Your participation in these programs will help to meet the goals for such.

Chapel

Chapel services will be held every other Wednesday beginning in September. **All NLCA students will attend and bring their Bibles to chapel services.** *Please do not use Chapel for appointments or allowing child to sleep in.* Every effort is made to assure services are Biblically sound, morally and spiritually edifying, and inspirational. Because it is our desire to see each and every student come to a closer walk with our Lord and Savior Jesus Christ, every effort is made to enrich the student's life by having special music, ministers, evangelists, missionaries, and drama teams from our area, state and other parts of the world. Students also have an opportunity for ministry in these services.

Prayer Meeting

There are opportunities for daily and/or weekly prayer meetings in which students are encouraged to participate.

Ministry Opportunity

The students also have the opportunity for ministry such as specials in chapel services, drama, and community service, witnessing and other ways of serving Christ.

Devotions and Bible

Devotions are held regularly, giving every student an opportunity to hear the Word and to share prayer requests and praise reports. Bible, a required subject, exposes the students to the principles of God's Word and teaches them to apply those Spiritual principles to their lives.

Social Life

Great value is placed on the quality of relationships at NLCA. We are a school dependent on, and accountable to, one another and we expect that each member of the student body will strive consciously to maintain relationships which support, encourage, and help others. Relationships of this quality enrich our lives, honor our God, and assist in meeting the goals of our school.

The Bible teaches that living daily in fellowship with other Christians is a privilege and an expression of God's grace. Such a fellowship privilege requires responsibilities such as love, forgiveness, tolerance, patience, respect, honesty, kindness and submission. Irresponsibility such as teasing, gossip, backbiting, greed, vulgarity, anger and pride hinder such fellowship. **When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, to forgive one another and to restore relationships.**

LIFESTYLE EXPECTATIONS

Doctrinal Distinctive

Students come to NLCA from many denominations with varied beliefs and practices. Students must respect the different beliefs on nonessential issues of the faith that other members of NLCA family may hold and refrain from such practices that may be divisive on these issues.

Morality

Certain behaviors are prohibited in the Scriptures and must be avoided by all. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity, homosexuality and drunkenness. It is expected that our students will exercise moral purity in their conduct. Students should not display affection in inappropriate ways. **Public displays of affection are not appropriate for a school setting and will not be allowed during the day or at school events.** Students struggling with any of these important issues should seek help from their parents or pastor or counseling with the administration.

Attitudes

Scriptures clearly condemn attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they hinder our relationships with God and others, and eventually lead to unacceptable behavior. In language, students are to demonstrate moral purity by refraining from obscenity, vulgarity and unkind jesting and joking.

Music

It is our desire that the God given gift of music enjoyed and performed within the context of NLCA would glorify God (Ephesians 5:19, 20), encourage others in their spiritual life, and assist in worship and witness. The lyrics should clearly characterize the thought and principles of the Word of God to help us “renew our minds” and to encourage us in loving God with all our mind (Philippians 4:7, 8).

Entertainment

Movies, videos and other forms of entertainment shown at NLCA will uphold God’s standard of holiness, and will have sensitivity to what is pleasing to Him and will be a wise stewardship of time. A testimony and example to other students, our staff members and the public is an expectation (Philippians 4:8, 9). Use of the NLCA video equipment for entertainment purposes will only be allowed with faculty supervision. Viewing guidelines include no scenes of immorality, no vulgarity, no occult practices or philosophies, no blasphemy, no profanity, no excessive violence, and no mocking of Christianity.

Substance Abuse

NLCA recognizes the danger to one’s physical, psychological and spiritual well-being in the use of certain products. Therefore, students of NLCA are to refrain from the use of tobacco (Vaping) in any form, alcoholic beverages of all types, and non-medicinal drugs. Under no circumstances are these to be used, possessed or distributed and any student caught doing or possessing paraphernalia associated with tobacco, vaping, drugs, and/or alcohol will be suspended or expelled.

Pornography

The pornography industry exploits people. Additionally, the use of the industry’s product is immoral and spiritually detrimental. Pornographic materials are not to be used, possessed, or distributed on campus. Materials that are not overtly pornographic but which are deemed to be in opposition to Biblical standards will not be permitted to be displayed in lockers or locker rooms (including music).

Occult

Occult practices are strictly forbidden on campus. Any literature, posters, signs, games, music, jewelry or materials depicting the occult are not to be used nor brought on campus. In light of Halloween’s increasing connection with the occult it will not be observed.

STUDENT APPEARANCE

An individual's personal appearance reflects his/her character. Dress for the Christian should be in keeping with the principle of modesty, neatness, and the God-given distinctiveness of the sexes. Students that deviate from our dress code will be identified by a classroom teacher or staff member. The student is required to come into compliance with the code. If the code violation cannot be fixed immediately (like putting on a sweater or jacket), the time missed from class will be **unexcused**. If you have a question regarding dress code issues, please check with the administrator or office staff before making a decision. NLCA uses the following standards in this area:

All Students

1. Extreme hairstyles for both boys and girls will not be tolerated. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or hanging in the eyes. Students will not wear hair dyed in unusual, unnatural colors, Mohawks, shaven head areas, or patterns (numbers, names, symbols, designs, etc.) Male students' hair length cannot touch the shoulders, or be in a ponytail, pinned up, or with a rat-tail braid, etc. Note that if a conference requires shorter hair for participation in their sports, students must comply with league rules. **It is parent's responsibility to see the child has a well-groomed hairstyle**
2. Apparel should not display risqué prints or symbols; vulgar, obscene, or suggestive language or design. Pants are not to have any writing across the back. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence, death i.e. skulls etc., the occult, secular music groups and new age are prohibited on all apparel, jewelry, and accessories.
3. Clothes that express fads that have their basis in things such as fear, hate, racism, death, sorrow, violence, depression, darkness and such will not be permitted.
4. Hats, caps, headbands, bandannas, do-rags, sunglasses or other head coverings will not be worn on the campus. Ball caps and sunglasses may be worn for sports, PE, and sporting events, however; they will not be worn in the buildings during school hours.
5. No revealing apparel will be worn. Torn, "holey" or thin apparel will not be permitted.
6. No water shoes or cleats of any type.
7. No clothing, shoes, or accessories that identify or associate a student as a member of a gang or other disruptive organization, e.g. Antifa, white supremacist organizations, Black Lives Matter, neo-Nazi groups or any group that encourages racism, hate or violence. No apparel with emblems or designs that could be racially offensive, e.g., the rebel flag and swastikas.
8. Jeans are allowed and should be neat, clean, **no holes** and modest in fit, (not too tight or too big) with **no** logos.
9. Male students may not wear earrings during school or school events. *Facial earrings, ear gauges or plugs on boys or girls are prohibited.*
10. Tattoos must be covered at all times.
11. See specific rules for each group below.

Students found in violation of the dress code will be required to change clothes. If a student has to leave campus to change, he/she will not be allowed to make up missed class work or tests.

PE Requirements

Girls and boys in grades 6th through 8th are required to wear regulation PE uniforms and tennis shoes during PE class. Failure to do so will be reflected in their grade. **NO EXCEPTIONS!**

Girls

All grades are **not** permitted to wear body suits, halters or racer backs. Shirts should be long enough to tuck in – no midriff should show at any time including when arms are raised. All dresses and tops should have a modest neckline and be modest in fit. **No undergarments can be visible at any time.**

K-4 through 3rd Grade

1. All should dress appropriately for their age and the weather conditions.
2. Avoid shorts and skirts that are short and too tight. No biker shorts.
3. Dresses and shirts can be spaghetti straps, tank top or sleeveless as long as no undergarments may be seen, with no midriff showing, and is modest in fit.
4. Overalls may be worn only if the child is able to handle them without assistance.
5. If wearing leggings or jeggings dresses or tops must be below the rear end.

4th through 5th Grade

1. Shorts should be no more than **four inches** above the knee. No biker shorts
2. No low-cut blouses or dresses. All tops must be full length with no midriff or cleavage showing.
3. Dresses must have full backs. Sleeveless dresses and shirts may be worn as long as straps are at least two inches wide. No undergarments may be seen.
4. Dresses and skirts should be no more than two inches above the top of the knee. If wearing leggings or jeggings dresses or tops should be no more than four inches above knee.
5. See above rules that apply to all students.

6th through 8th Grade

1. Slacks and jeans that do not have “poured into” appearance. Sweat pants and PE shorts will not be permitted except during PE.
2. All tops must be full length with absolutely **no** midriff or cleavage showing. All must have a modest neckline and be modest in fit (no poured in appearance). Spaghetti straps, backless and racer-backs are not permitted. Sleeveless garments may be worn as long as the straps are at least two inches wide. **No** undergarments may be seen. Tops underneath *see through* and lace tops must meet the guidance listed above and the straps must be at least two inches wide.
3. The length of dresses and skirts is required to be **no more than two inches above the front and back of the top of the knee**. If the skirt or dress has a slit, the slit should be no more than two inches above the knee. Dresses must have a modest neckline – no cleavage showing. No racer-backs, backless or spaghetti straps allowed – no sundresses. Sleeveless garments may be worn as long as the straps are at least two inches wide. Fabric panels underneath sheer fabric must meet all above guidelines.
4. If leggings or jeggings are worn under a dress or top, the dress or top must be no shorter than three inches above the top of the knee.
5. Shorts will be permitted if they are no shorter than 3 inches above the top of the knee. If this standard is violated the student will not be allowed to wear shorts for the remainder of the year.
6. See above rules that apply to all students.

Boys

For all grades—Biker shorts are **not** permitted. Pants must be worn properly – up to the waist – not on the hips. **Jeans are not to be tattered, or “holey”**. Males are not allowed to wear earrings.

K-4 through 3rd Grade

1. All should dress appropriately for their age and the weather conditions.
2. Avoid shorts that are too short.
3. Overalls may be worn only if the child is able to handle them without assistance.
4. See above rules that apply to all students.

4th through 5th Grade

1. Shorts should be no more than **four inches** above the knee. No biker shorts.
2. No sleeveless shirts or tank tops
3. See above rules that apply to all students.

6th through 8th Grade

1. No sweat pants or athletic shorts allowed except during PE when students are required to wear regulation uniforms during the PE class.
2. All clothing will be worn as it was designed to be worn, no slacks on the hip, no shirts half buttoned, no underwear showing at any time. Sleeveless garments may **not** be worn except during athletic practices. Men's muscle tee shirts or tank tops are not permitted at any time.
3. Shorts must be no shorter than three inches above the top of the knee. If the student violates this standard, the student will not be allowed to wear shorts for the remainder of the year.
4. See above rules that apply to all students.

Dress Code Violations

1st violation: the parent will be called to bring a change of clothes for the student.

2nd violation: the parent will be called to bring a change of clothes and the student will receive a detention.

3rd violation: the student will be sent home and will not be allowed to make up any missed assignments.

DISCIPLINE INFORMATION

Students attend NLCA for the purpose of obtaining an education. This requires full attendance at all classes, showing up for class on time, and using any spare time productively. Students must have all required materials (like books, pencils, calculators and notebooks) for class. Food or drink (except for water bottles) are not permitted in the classrooms. No student is allowed to chew gum at school, this includes lunch and break. There is plenty of time allowed for lunch and break, a student should not be late to class after these breaks. Students that arrive late to class after break or lunch receive a 50-minute detention.

Any student observing questionable activities or overhearing improper or vulgar conversations, which are contrary to the policies of NLCA, should immediately discuss the matter with a teacher. **This is not tattling, it is reporting.** It has been said, “All it takes for evil to triumph is for good men to do nothing.” ***“Therefore to him that knoweth to do good and doeth it not, to him it is sin.” –James 4:17***

Above all, everyone at NLCA has a right to be secure in his or her mind, body, and property. Students must respect each other and other’s property. There will be no fighting in the school or on the grounds. Nothing can happen between two people in this school that cannot be settled in a rational, peaceful, productive way. We have administrators, staff, teachers, and other people willing to help. Violence and vandalism are illegal, impractical, and inhuman. Let us do unto others, as we would have others do unto us.

Teachers are responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they fail to follow guidelines or procedures. *In case of a minor infraction, parents will generally not be contacted unless the corrective action has proven unsuccessful, in which case parents will be informed and involved.* The school administrator will generally be responsible for handling the more serious offences. Students removed from class because of discipline reasons will receive zeros on all missed work. Parents can expect to be notified of the nature of the offense and the disciplinary action taken. Parents are expected to support the faculty and administration when discipline is administered. If your child should come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that his/her reporting may be emotionally based or without complete information.
3. Realize that we have reasons for all rules, and they are enforced without favor.
4. Support the school and feel free to call us for all the facts.
5. Speak with the teacher involved first for clarification or better understanding of the facts.

After meeting with teacher and a problem still exists, contact office for meeting with teacher and principal. Please refrain from discussing the matter with other parents as to not “sow discord among the brethren.” (Proverbs 6:19)

In choosing to join our school, students and parents agree to abide by the NLCA standards listed in the handbook. Violation of particular standards have the following consequences.

Behavior Record

Each violation that personnel are aware of is recorded on an appropriate report. Copies of reports will be kept on file and/or will be sent home to parents.

Counseling

In each violation incident the student will be counseled and given appropriate discipline that will help the student assume his/her responsibility in the future. This may include the removal of privileges and/or other corrective measures. If continual negligence is demonstrated, the following process of intervention will normally be used to help the student to behave responsibly.

Corporal Correction

In a few cases it may be necessary to administer corporal correction. This is done within the following guidelines:

1. The parents have been consulted and/or have given written approval.
2. Corporal correction is only administered after consultation with a parent. It will be administered privately by an adult with an adult witness present. It is preferred the parent come to school and administer the correction.
3. A minimum of two to a maximum of five strokes may be administered.

Detention Information

A student from grades 6 to 8, who shows behavioral problems may be required to serve before school detention. This is an indication to parents to take action at home so that school time is not consumed with behavioral problems but rather is spent with an academic focus. We expect full cooperation from both students and parents.

Detentions are served on Tuesdays from 7:00 – 7:50 A.M. The policy is as follows:

1. A slip(s) stating the offense(s) will be sent home for the parent/guardian to sign and return the next day. It is the student's responsibility to see that the slip gets home and is returned to school. Students will be expected to serve detention, as scheduled, even if slip is not returned.
2. A fifty-minute detention will be served for each detention slip received.
3. Detention will be served in an assigned classroom under teacher supervision.
4. Consequences will be determined by the principal for failure to serve an assigned detention without receiving advanced written approval.
5. After three detentions related to misconduct, parent(s)/guardian will be contacted and a school conference may be requested with the principal, parent(s)/guardian, and student. Unless there are extenuating circumstances, students can be expected to be placed on conduct probation.
6. Students are required to be in the classroom before 7:00. Door will be closed and locked at 7:00. Student should be in gym by 6:50. Please note that being in the gym is not considered in detention.

Detention does not officially begin until the second week of the school year. Prior to the second week, the teachers handle infractions with warnings to students and/or phone calls to parents. The following is a list of the most repeated past offenses that result in detentions:

1. Failure to complete homework assignments
2. Repeated disobedience (such as continuous talking, inattentiveness, disrupting class, writing notes, etc.)
3. Rough housing/horseplay (could result in suspension)
4. Lying
5. Forgery of another's signature
6. Disrespect
7. Inappropriate language or gestures (could result in suspension)
8. Three unexcused tardies to school
9. Tardy from break and lunch
10. Failure to bring books, etc., to class
11. Stealing (could result in suspension from school)
12. Fighting (could result in suspension or expulsion from school)
13. Defacing school property (could result in suspension from school and repayment of damage to property)
14. Chewing gum and eating candy
15. Failure to serve break detention

Conduct Probation

A student may be placed on probation for behavioral or attitudinal irresponsibility. Appropriate discipline during the period of conduct probation will be set at the discretion of the school administration as determined on a per case basis.

Suspension

A student may be suspended from school or placed on in-house suspension for a period of time to allow the student or the administration to consider a different course of action. In-house suspension may be recommended when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school may not be recommended. In-house suspension is an alternative to standard suspension from school or expulsion and is an effort to help the student. When in-house suspension is recommended the student's parents must be willing to pay a substitute teacher for the period of the suspension. If not, the suspension from school will be the remaining course of action. When a student is placed on in-house suspension, he or she will be expected to do work assigned including tests and quizzes (which they will not receive grades).

Students can be suspended for any of the following offenses. Student may even be expelled if the misconduct involves violence or creates a major disturbance.

1. Repeated detentions
2. Using profanity
3. Stealing (minor offenses)
4. Disrespect to school official
5. Cheating
6. Causing personal injury to someone
7. Open defiance
8. Fighting
9. Repeated misconduct in class
10. Forgery
11. Possessing any items not allowed on campus
12. Smoking or possession of any form of alcohol, tobacco, drugs, JUUL etc.
13. Possessing and/or using pornographic material

Expulsion or Withdrawal

Due to their serious breach of Christian testimony and infectious influence, the following infractions will normally result in immediate expulsion:

1. Accumulation of three school suspensions
2. Stealing (major or repeated offenses)
3. Fighting or causing personal injury
4. Destruction of personal and/or school property
5. Possessing, transmitting, displaying or using a weapon (including pocket knives).
6. Giving, selling, using or possessing a drug, tobacco, JUUL (including alcohol) in any form or paraphernalia.
7. Involvement in occult
8. Continued and willful defiance of rules and guidelines
9. Sexual promiscuity or pregnancy

Appeal Policy

School administration (the Senior Pastor) makes all final decisions.

Discipline Policy Endorsement

As part of the decision to attend New Life Christian Academy, all students and parent agree to model the school's standards, principles, and requirements. Each parent or guardian is required to sign that he/she endorses both the regulations and the system of discipline used by the school. Unsigned applications will

not be accepted. We appreciate the confidence shown in placing your children at NLCA to guide and teach the student socially, academically, and spiritually.

COMPLAINTS OR CONCERNS

If a parent has a concern about a school policy or a staff member, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Call the office to make an appointment to discuss both sides of the situation with the teacher or coach.
2. Appointments should be made for a time that the teacher is not responsible for other students such as before or after school.
3. Please be considerate of the coach's or teacher's time. Pick-up and drop-off times are not appropriate times to try to discuss concerns or problems as many teachers have student safety obligations until pick-up/drop-off is complete.
4. At NO time is a parent allowed to confront any student or teacher on campus nor will aggressive and confrontational posts via social media. This would include call, texts or emails. Please set up an appointment (see #1).

ASBESTOS COMPLIANT STATEMENT

The Environmental Protection Agency (EPA) requires that all Local Education Agencies (LEA) provide written notice to parents, students, teachers and employees as to the availability of the Asbestos Management Plan (AMP) for the local school. New Life Christian Academy (NLCA) has been inspected and is in compliance with the EPA and is an Asbestos free facility.

DOCTRINAL STATEMENT

The Scriptures

We believe in the plenary, verbal inspiration of the Old and New Testament Scriptures as originally given. These Scriptures are inerrant in that they affirm and are our final authority in all matters of faith and conduct.

The Godhead

We believe there is one living and one true God, eternally existing in three persons, Father, Son and Holy Spirit, who are the same in essence and co-equal in power and glory.

Jesus Christ

We believe Jesus Christ is fully God and fully Man in one Person. Prior to His incarnation He eternally existed with the Father. Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary. Though tempted by Satan, He lived a sinless life on this earth. He paid the penalty for the sins of all men with His own blood on the cross. He arose bodily from the grave and ascended into Heaven, where He now intercedes for His own as their great High Priest.

The Holy Spirit

We believe in the personality of the Holy Spirit, He convicts the world of sin, righteousness, and judgment. At conversion He regenerates, indwells, seals, and baptizes the believer into the body of Christ. He enables the believer to live a life of Christian victory through faith in Jesus Christ and obedience to the Word of God. As he wills, the Holy Spirit gives spiritual gifts and empowerment for spiritual service.

Creation

We believe in the direct creative acts of God during the six-day creation account as recorded in Genesis chapter one.

Satan

We believe in the personality of Satan, a fallen angel, who with other angelic beings rebelled against God and was cast out of Heaven. Although he was defeated at the cross and his final destiny shall be in the lake of fire, he continues to be the archenemy of God, angels and man.

Man and Sin

We believe man was created in the image of God. In Adam, he fell because of disobedience and rebellion against God and thereby incurred not only physical death, but also spiritual death which is separation from God. As a consequence, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word, and deed.

Salvation

We believe the grace of God provided salvation from sin for all men only through personal repentance and faith in Jesus Christ and His atoning work.

The Church

We believe the Universal Church is comprised of all true believers. With Christ as her head, she exists in local expression to glorify Him by edifying believers and evangelizing lost men everywhere.

The Second Coming

We believe in the literal, physical premillennial second coming of the Lord Jesus Christ.

Future State of the Dead

We believe that at death all men continue in conscious existence; the just in the presence of Christ, the unjust in torment in Hades. The just await their bodily resurrection, at the rapture of the Church, to the reward of everlasting life and blessedness. The unjust await their bodily resurrection at the great White Throne, to judgment and everlasting punishment of conscious torment in the lake of fire.

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