

New Life Christian Academy

Parent - Student Handbook

2011-2012

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## ***New Life Christian Academy is a school with a . . .***

### **Mission**

New Life Christian Academy (NLCA) provides a Christ-centered education and challenges each NLCA student to reach high academic, personal and spiritual standards.

### **Vision**

*Having experienced that love of Christ . . .* each NLCA student will recognize and utilize God's gifting to live a civically responsible, culturally relevant, and spiritually pure life.

*Possessing a quality education . . .* each student will be equipped with the necessary skills to successfully pursue opportunities in education, vocation and ministry.

*Maintaining a Christian character . . .* each student will have a passion for Christ evidenced by a servant's heart, spiritual leadership and the ability to discern and apply Truth.

### **Values**

*Academic Excellence* – Each student is challenged to achieve his or her maximum potential.

*Christ-centeredness* – Through staff, families, curricula and atmosphere, students are challenged toward spiritual growth and maturity.

*Accountability* – Students, staff and parents are expected to take responsibility for academic performance and personal conduct.

### ***Philosophy of Education***

New Life Christian Academy is a Protestant co-educational institution, preschool through grade twelve, serving Christian families and the Christian community. The school is committed to the historic Christian perspective of life as set forth in the Bible, recognizing God as the Creator of all things, the Son of God as Savior of all who believe in Him, and the Holy Spirit as the Comforter and Convictor of all who believe in Him.

We believe God has given parents the responsibility of educating their children. New Life Christian Academy desires a partnership with parents to integrate Biblical principles and spiritual values into the educational process. We are committed to developing the whole person with challenging academics, social standards, personal spiritual development, physical well-being and emotional balance by teaching a Christian worldview based on the Truths of the Word of God.

### ***Statement of Faith***

- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; John 10:30, 37, 38)
- We believe the Bible to be verbally inspired and the infallible, authoritative, inerrant Word of God. (II Timothy 3:16; II Peter 1:21)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right-hand of the Father, and in His personal return in power and glory. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16)
- We believe that man is sinful by nature and that repentance, personal faith in our Lord Jesus Christ, and regeneration by the Holy Spirit are absolute necessities and the only way for his salvation. (Romans 3:23; John 3:16-19; John 5:24; John 14:6; Ephesians 2:18-19; Acts 4:12; Acts 21:21; Titus 3:5-6; Luke 18:9-14; Luke 13:3)
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Ephesians 5:18; Ephesians 4:30; I Corinthians 3:16, 19, 20)

- We believe in the resurrection of both the saved and the lost - those who are saved unto eternal life and those who are lost unto eternal damnation. (John 5:28-29)
- We believe in the spiritual unity of the believers in our Lord Jesus Christ. (Romans 8:9; II Corinthians 12:12,13)
- We believe in creation by the direct act of God. (Genesis 1:26-28, 5:1-2)

## **NLCA SCHOOL SPIRIT**

School Mascot  
Knight

School Colors  
Red and White

School Fight Song

### **Onward Knights**

*(To the tune of "O, Wisconsin")*

Onward Knights, to glorious battle  
Raise your standard high.  
To your heritage be true  
And give it your best try!

We, the Victors,  
We, the Champions,  
Will, with Christ prevail.  
To every friend be true  
And every foe assail.

Terry and Tammy Bennett, 1995

## **History of NLCA**

New Life Christian Academy began in the fall of 1992 when North Hills Christian School and Great Lakes Christian School merged. In the fall of 1993, the school moved to its current location at the corner of Wadhams and Griswold Roads in Kimball Township. Here, the school has continued to grow both academically and in its athletics program. The latest addition to the campus is a regulation size soccer field.

### ***REVISION POLICY***

New Life Christian Academy reserves the right to change any policy or procedure in the Parent/Student Handbook at any time, when at the discretion of the school board, it deems the change to be in the best interest of the school.

## **ADMISSIONS POLICIES AND PROCEDURES**

### **Non-Discrimination Policy**

***New Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. NLCA does not discriminate on the basis of race, sex, color, handicap or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, athletic and other school administered programs.***

### **Admission to NLCA is contingent upon the receipt/completion of the following:**

- Completed application, including signed Statement of Faith – student enrolled by parent/legal guardian
- Recommendation form (personal, teacher or principal)
- Pastor Recommendation form
- Parent-Student Agreement signed
- Interview with Admissions Committee
- Academic testing completed (grades K-12)
- Registration fee paid
- Foreign exchange students will be handled on a case by case basis

### **In addition, students in Preschool, Junior Kindergarten and Kindergarten must have:**

- Birth certificate (photocopy acceptable)
- Social security card (photocopy acceptable)
- Physical with vision and hearing tests completed
- Meet birth date requirements (September 1<sup>st</sup>, although June 1<sup>st</sup> is preferred for boys)

### **Additional Admissions Information:**

- Students must express a desire to attend NLCA.
- Students must demonstrate an ability to function at grade level.
- No new students will be accepted for enrollment after March 1<sup>st</sup> unless they are moving into the area and are transferring from another ABeka school.
- All new students enter on one-semester probation to determine their academic, spiritual and behavioral suitability as a student at NLCA.

**Each family must adhere to our Mission Statement as evidenced by *active, ongoing participation in a Bible-believing church.***

### **Admissions/Reenrollment to NLCA will not be granted under the following conditions:**

- Applicant has a continuing record of juvenile or school-related offenses.
- Applicant has felony convictions.
- Applicant has emotional, physical or academic limitations that cannot be accommodated by NLCA.
- Applicant comes from a home where neither parent subscribes to the Statement of Faith.
- Applicant has been expelled from any school system.
- Students expelled from NLCA may apply for reinstatement at the beginning of the following semester. Acceptance will be contingent upon Board approval.

### **Home school students that transfer to NLCA:**

- Must show written proof of completion of course work.
- Must provide written documentation of text/curriculum used in schooling.

**Students on probation** (new, academic or behavioral) are not eligible to serve as class officers, homecoming court representatives or Student Council representatives until the probationary period has been completed.

## **ADMITTING OF CONDITIONAL OR PROBATIONARY STUDENTS**

New Life Christian Academy strives for excellence in all areas, and desires that all students be successful at their grade level. We also recognize that not all students who apply for admission to NLCA have the same academic

background as students who have been attending the school. We acknowledge that some of these students need to have extra time and/or remediation to be able to perform at grade level. This policy addresses the procedures for identifying and tracking new students who test below the grade level expectations in reading or math, but are accepted for admission to NLCA on a conditional status.

1. The Admissions letter sent to the family will specifically identify the academic area(s) of concern, and state that the student is being accepted on a provisional or conditional status. This notice will state that NLCA expects that the parents and the student will take necessary steps to achieve the goal of grade-level performance as soon as possible during the current school year. Recommendations to the family may include extra remedial homework, after-school tutoring by the classroom teacher or other NLCA staff, outside tutoring help arranged by parents, or professional testing for learning disabilities. The admissions letter will state that progress will be closely monitored until their student is able to demonstrate ability to work at grade level.
2. Teachers will be made aware of testing results for all “new” students assigned to their classroom by having the opportunity to review the admission tests, and any admissions letters to parents that specifically state conditions, etc. Teachers will closely monitor the progress of all new students, especially those who tested below grade level. Students in grades 6 - 12 will be given a Probation Contract that will include academic expectations and/or remediation as indicated by testing results.
3. Teachers will communicate concerns about students as soon as a problem is evident, and each student will be tracked at “checkpoint” times throughout the first semester. The elementary principal will monitor the elementary students, and the Student Review committee will monitor junior high and high school students.
  - First progress report time – establish elementary probation contract if necessary for students not making expected progress and evaluate probation contracts of students in 6 -12 grades.
  - First report card (end of 1st quarter) - continue to monitor all students, use/change Probation Contracts; parents will be kept informed of progress; continue tutoring, etc. if student continues to be below grade level expectations.
  - End of first semester - evaluate student’s progress - if student is not working up to grade level at this time, parents will be again notified that the student is not meeting grade level expectations. Parents will be told at this time that their student will possibly be required to repeat the present grade next year or withdraw from NLCA.

### **AFTER SCHOOL DISMISSAL**

**Students should be picked up promptly at their dismissal time.** Conduct before and after school should be orderly. Students are not to run in the parking lot area or climb in trees.

First through fifth grade students will line up on the sidewalk at the elementary entrance. Students with late arriving transportation (after 3:00 PM) will be waiting near the main entrance. Students waiting for older students from their carpool to be dismissed must be seated on the benches or in their car pool’s vehicle.

Junior and senior high students enter/exit through main front doors.

Doors will open at 7:30 AM and students may wait inside. Duty teachers begin supervising students at 7:30 in the morning and supervise after school until 3:15 PM.

### **Annual Notification of Rights and Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- 1.) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents and eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2.) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s rights of privacy. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and

specify why it is inaccurate, misleading or in violation of their privacy rights. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the law authorizes disclosure without consent.

The School will disclose personally identifiable information contained in education records without consent as permitted or required by law, including under the following circumstances:

- a.) To school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - b.) Upon request by the parent or eligible student, to officials of another educational agency or institution in which a student seeks or intends to enroll.
  - c.) Directory information will be disclosed unless a parent or eligible student notifies the school principal in writing within ten (10) days from the date of this notice that he/she wishes to exercise his/her right to refuse to let the School designate any or all information about the student as directory information. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports. Weight and height of members of athletic teams, degrees, awards and honors received, the most recent previous educational agency or institution attended and other information that is generally found in directories, yearbooks and athletic programs.
  - d.) Names, addresses, telephone numbers of high school students will be made available to recruiting representatives of the armed forces and service academies of the United States to be used to inform students of educational and employment opportunities unless a parent or eligible student notifies the school principal in writing he/she does not want this information to be accessible to such recruiting representatives.
- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605

## **ATTENDANCE POLICIES**

### **Compulsory Attendance Law**

Michigan law requires that every parent or guardian having charge of a child age six to sixteen shall send that child to school for the entire school year and the child's attendance shall be continuous and consecutive. Parents who violate the School Compulsory Law are subject to court action that could result in fine, imprisonment, or both.

### **NLCA Attendance Philosophy**

Regular and punctual attendance affects the student's scholastic achievement. Most courses of study are sequentially developed; therefore, absence impedes the student's ability to profit from what is offered. It is important that parents and students understand the importance of scheduling vacations and times away from school so that all classes are attended.

**Please call the school office by 9:00 AM to report student absences.**

### **Excused absences:**

1. An excused absence will be given for the following reasons:
  - Personal illness of student
  - Doctor or dental appointment

- Death in the family
  - Unavoidable crisis
2. The administration reserves the right to make individual judgements concerning the validity of these requests. The REASON determines whether the absence is excused or unexcused.
  3. Pre-arranged absences may be excused at the discretion of and with the approval of the administration with not more than five consecutive absences and no more than ten days per year under the following conditions:
    - One-week notice prior to the absence will be required under normal situations.
    - Notification must be in writing by the parents.
    - Administration will make the final decisions regarding the excused status of prearranged absences.
    - The student will inform the teachers and gather available assignments for the time of absence. Since the school calendar allows for many vacations in and around the holiday season, parents should try to arrange vacations and doctor's appointments to coincide with school vacation time.
    - Students will be given the same number of days missed in which to complete assignments and turn them into the teacher. Credit will not be given after this time has elapsed.
    - Students must arrange a time to meet with teachers in order to get help needed after an extended absence. Class time may not be used to catch-up a student at the expense of others.
  4. Cases of long-term illness will be evaluated by the administration on an individual basis.
  5. Students must attend school for the entire day in order to participate in the extra-curricular activities or practices of that day. The school office staff may make an exception for illness.
  6. Students may not exceed ten (10) absences (excused and unexcused) per semester. Excessive absences will be handled by the Student Review Board.
  7. Excessive pupil absenteeism can result in disciplinary action, grade reduction, failure to pass a grade or court action.

### **Early Dismissals**

If you find it necessary to pick-up your child earlier than regular dismissal time, please notify your child's teacher by note or contact the school office by telephone. The parent must sign-out the child at the office.

### **Tardy Policy (All Students)**

Acceptable reasons for tardiness are weather-related issues (ice, etc.), doctor appointments and car problems. Trains are not considered an acceptable excuse. Carpools are not acceptable excuses because if a child is not ready, the carpool needs to leave without him/her. Promptness and being ready on time are important skills to have in the working world.

### **Tardy Policy**

Students will come to the office to receive a pass to enter class.

1. After **three** tardies, students in grades 6-12 will lose 1% of their nine week grade (for that class) for each additional tardy.
2. Excessive tardies will be referred to the Student Review Board.

### **BEHAVIORAL GUIDELINES FOR SPECIAL EVENTS**

Field trips and athletic activities are a privilege for students. NLCA desires to maintain a good testimony in the community; therefore, if a student does not conduct himself/herself properly, this privilege could be taken away. Any student who does not obey the parent/driver shall be reported to the teacher and these situations will be discussed with administration for potential disciplinary action. Students are expected to abide by the school rules at special events, sporting events and on field trips. Violations occurring at any of these events will be dealt with in the same manner they would be handled if they occurred in the building.

### **BOARD INVOLVEMENT**

Our school desires to work in harmony with home and church. In keeping with this principle, association members may attend board meetings except during executive sessions. Meetings are held the second Tuesday of the month. The school board has seven members, elected at the annual meeting in May. Members serve (staggered) three year terms.

Standing Committees for School Board\*  
Admissions

Athletic Liaison  
Building and Grounds  
Discipline (Student Review Committee)  
Education  
Finance  
Spiritual Life of NLCA

\*Ad hoc committees may be established for various reasons throughout the school year. Parents may be invited to serve on these ad hoc committees.

## **CHAPEL**

Age appropriate, regular chapel time will be held as part of the school program. Chapel attendance is required of all students. These chapel times are designed to provide a positive, meaningful experience for all students of NLCA. Disrespect, mockery, or inappropriate behavior will result in immediate removal from chapel and appropriate discipline. It is expected that students will be courteous and respectful to chapel guests at all times. Parents are welcome to attend chapel at any time.

## **CLOSED CAMPUS**

NLCA has a closed campus policy. Students may not leave the school campus during school hours without permission from the office. Seniors who would like to go a restaurant or store during the school day (with permission from the office) must also have parental permission. Additionally, students are not to be in the parking lot during the school day unless they have received permission from the school office.

## **CONFLICT RESOLUTION**

In the normal course of the operation of New Life Christian Academy, disagreements will arise. Jesus spoke of this in Matthew 18:7. Such disagreements may arise between parents, staff, administration, board members, outsiders or some combination of members of these groups. In dealing with disappointments, the School, as represented by its administration and board, has multiple responsibilities.

First, the School has a responsibility to strive for restoration of the relationship between the parties involved. This is handled effectively using principles outlined in Matthew 18:15-17. In many cases, the School may also be perceived as co-offender because of the nature of its responsibility for the actions and activities of the faculty, staff, board, parents, and students that may take place at the school or anywhere these individuals can be seen as representing the school.

The following procedure should be undertaken by the parties in the conflict:

1. The offended party should contact the party that has given the offense to discuss the issue and pray for mutual understanding. The principles of Matthew 18:15-17 should be employed.
2. If, after consultation and prayer for mutual understanding, no reconciliation is reached, they should agree to go together to an administrator for counsel. If faculty or staff are involved, the first contact should be the immediate supervisor. Otherwise, the school administrator or one of the principals should be contacted.
3. If consultation with a first administration representative is not successful in resolving the issue, involvement of successive levels of authority within the school is appropriate: Administrator, Education Committee, School Board, Mediation/Arbitration. When the need arises for the administration or a board member to become involved in the resolution of a conflict, additional actions must be taken. In most cases, the School as represented by the administration or board, because of its general responsibility for the actions of the people employed by the School or attending the School, must consider itself involved in the offense. The objective must be to take action to heal the relationship between the individual and the School.
  - a.) The School (administration or board) must humbly offer immediate apology for any way it may have contributed to the offense.
  - b.) The School should make every attempt to assist in restoring the relationship of the specific parties involved.
  - c.) The School should take any necessary action to make certain that it has done everything possible to assure that by action or inaction it does not contribute to, cause, encourage or condone the offensive action.
  - d.) Every effort should be made to assure that future recurrences of the offense are avoided.

### Special Cases:

#### The offended party is not willing to confront the offender.

Usually this case arises when the offended party contacts a staff member, parent or a board member to voice a complaint about an offense. The following procedure is appropriate:

1. The individual contacted should apologize on behalf of the School for any offense taken and any part the School may have played in creating the offense. (Restore relationship to School, model proper response to offense given. )
2. The individual contacted should attempt to disciple the offended party to understand the scriptural principles for restoration of relationships. (Matthew 5:23-24; Matthew 18:15-17; Ephesians 4:17-32)
3. The individual contacted should offer to accompany the offended party in meeting with the offending party to facilitate the restoration of the relationship.
4. If the offended party remains unwilling to follow the principles of restoration, the apology on behalf of the school should be reiterated, and the individual contacted should get in touch with the offended. (If in doubt, contact administration.)
5. The offender now needs to pray for wisdom. Matthew 5:23-26 clearly exhorts an offended to be reconciled to the offended.
6. Having counseled the offended party about reconciliation and having informed the offended, the school will encourage complete resolution in compliance with the stated procedures.

#### Offended discusses the offense with uninvolved parties

If a member of the staff or board becomes aware of talk associated with a perceived offense among uninvolved parties, the administrator should be immediately informed.

1. The administrator should determine the identity of the original offended party.
2. An appropriate individual should be sent to talk with the offended party to confront them with the sin of gossip and help them understand the Lord's abhorrence of this practice. (Romans 1:29; II Corinthians 12:20)
3. Actions of resolution of conflict should then proceed as discussed in the previous sections.

## **DISCIPLINE**

### **GENERAL INFORMATION**

- Elementary infractions will be addressed on a situational basis and disciplinary actions may be applied.
- All rules of conduct are related to on campus or school related activities.
- Parent contact will be made by notice of concern, demerit slip, detention slip or a phone contact in all disciplinary action.
- Severity of discipline is as follows:
  1. Lunch Detention
  2. Morning Detention
  3. Suspension
- Lunch detention that is administered will be in place of a demerit. After 3 lunch detentions have been served a demerit will be given for parent signature. Lunch detention will be served the same/or next day. These may be given for late work, eating in class, lacking a hall pass, dress code violation, playing cards, etc.

### **CHEATING**

- 1<sup>st</sup> occurrence – Parent contact, one day suspension
- Repeat Violations – Parent contact, 5 day suspension and student must meet with Student Review Board

**COMPUTER FRAUD** – Intentionally accessing a computer, computer program, computer network or system to acquire, alter, damage, delete or destroy property or other unauthorized use of the computer is forbidden.

- 1<sup>st</sup> occurrence – Suspension up to 5 days, parent contact, recommendation for expulsion if appropriate.
- Repeat violation – 10 days suspension, parent contact, recommendation for expulsion if appropriate.

**DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY** – students must respect the authority of ALL teachers/staff AND the rights and property of all others. (Insubordination)

- 1<sup>st</sup> occurrence – Morning Detention

- Repeat violation – Suspension (1, 3, 5 days) after third violation student must meet with the student review board.

#### **DESTRUCTION OR DEFACEMENT OF SCHOOL PROPERTY**

- 1<sup>st</sup> occurrence – suspension up to 10 days, conference with parents, and restitution made.
- Repeat violation – Recommendation for expulsion

**DISORDERLY CONDUCT / INAPPROPRIATE BEHAVIOR** – movement in the corridors, between classes or during classes/chapel must be done quietly and in an orderly fashion. This includes profane or obscene language or actions and behavior or words antagonistic to school objectives or resulting in adverse effects on others.

- 1<sup>st</sup> occurrence – morning detention
- Repeat violation – Suspension (1, 3, 5, 10 days) after third violation student must meet with the student review board.

**DRESS CODE VIOLATION** – If a student’s attire does not meet school dress code, he/she will be referred to the office. The student may be sent home, upon parent contact, to change clothes before returning to class; asked to modify his/her attire in some way. (See NLCA School Uniform Additional information)

- 1<sup>st</sup> occurrence – Lunch Detention
- 2<sup>nd</sup>/3<sup>rd</sup> occurrence – Lunch detention
- Repeat Violation – Morning detention

#### **EATING/DRINKING ANY FOOD ITEM IN THE CLASSROOM OR IN THE HALLWAY IS NOT ALLOWED UNLESS GIVEN PERMISSION** - Students are not allowed to chew gum in the school building.

- 1<sup>st</sup> occurrence – Lunch Detention
- 2<sup>nd</sup> /3<sup>rd</sup> occurrence – 2 lunch detentions
- Repeat Violation – Morning Detention

#### **ENDANGERING THE HEALTH AND SAFETY OF OTHERS**

1. Skateboarding and rollerblades present safety issues, and are not allowed on school property unless authorized by administration.
  2. Reckless driving or excessive speed on school property is prohibited. (See **Automobile Policy**)
  3. Throwing of snowballs, sticks, rocks, stones, etc is prohibited on school property
- 1<sup>st</sup> occurrence – Morning detention
  - Repeat Violation – Parent contact, suspension (1, 3, 5 days) student must meet with Student Review Board.

#### **FIGHTING**

- 1<sup>st</sup> occurrence – parents contacted, 5 day suspension, student must meet with the student review board.
- Repeat violations – 10 day suspension and recommendation for expulsion if appropriate.

#### **FORGERY**

- 1<sup>st</sup> occurrence – parent contact, One day suspension
- Repeat violations – Parent contact, 3-day suspension and student meets with Student Review Board

**HARASSMENT / BULLY-LIKE BEHAVIOR** – Any unwelcome advances including physical, verbal and/or written harassment will not be tolerated. The offended party must report any incident to the administration immediately so that action can be taken. This includes racial, sexual gender, etc.

- 1<sup>st</sup> occurrence – Parent contact, up to 5 days suspension, student must meet with the Student Review Board.
- Repeat violations – 10 day suspension , possible recommendation for expulsion if appropriate

#### **LACK OF HALL PASS**

1. Any student leaving a room during class time must have a pass from the teacher stating the destination, date and time.

2. Students will NOT be allowed in the hallway before 7:50 AM except with a pass from the on duty supervisor. The halls will be closed to students at 3:30 PM and students are expected to secure needed locker items before this time
3. All students must leave the building by 3:30 PM unless under direction of a teacher or coach.
  - 1<sup>st</sup> occurrence – Lunch detention
  - Repeat Violation – Morning detention

#### **LATE ASSIGNMENTS**

1. Work not turned in on the due date will not be accepted. A zero will be given for the assignment.
2. Teachers (individually) may have a policy of giving one “freebie” – the opportunity to turn in an assignment on day late – one assignment per marking period with or without a grade penalty. (Students will be aware of individual policies.)
3. Students receive one day for each missed day to complete make up work.
4. Long-term assignments are due on the due date or the first day back after an absence. (In other words, if you are absent Monday and a long-term assignment is due on Tuesday, it is due for you as well.)
  - Repeat Violations – If this becomes a problem for a student the student will be referred to the Student Review Board.

**MISSING DETENTION** – Detention may be rescheduled one time only – prior to the day it is to be served.

- Each occurrence – Original detention served and an addition detention given to serve

#### **MISUSE OF ELECTRONIC COMMUNICATION DEVICES**

1. **(Possession/Use of pagers is prohibited) Cell phones must be turned off and in student lockers during school hours (7:50 AM – 2:55 PM)**
2. Ringing, buzzing, and/or vibrating or any interruption due to cell phone is prohibited.
3. Use of cell phones may ONLY be used with the permission from office personnel and MUST be used in sight of the office personnel.
4. If a teacher or staff member finds a student with their cell phone out – ON or OFF – the teacher or staff member will confiscate the phone and give it to the office personnel.
5. Cell phones may be examined by school personnel if they have been confiscated because a student has violated the cell phone policy.
  - 1<sup>st</sup> occurrence – Device is confiscated and will be returned to student upon request at the end of the day and morning detention assigned.
  - 2<sup>nd</sup> occurrence – Device is confiscated and will be returned when parent comes to school to retrieve it and morning detention assigned.
  - 3<sup>rd</sup> occurrence – Device is confiscated and will be returned at the end of the 9-week period upon parent request and suspension for up to 3 days.

#### **NON-APPROVED OFF CAMPUS / PARKING LOT DURING SCHOOL HOURS WITHOUT PERMISSION**

- 1<sup>st</sup> occurrence – Morning Detention
- Repeat Violations – Parent contact, suspension (1, 3, 5 days)

**OTHER SERIOUS VIOLATIONS** – Extortion, bomb threat, possession and/or use of explosives and/or fireworks, firearms, self defense weapons, false fire alarm, arson, smoke/stink bombs.

- 1<sup>st</sup> occurrence – parent contact, up to 10-day suspension, possible recommendation for expulsion

#### **PLAGIARISM**

- 1<sup>st</sup> occurrence – Parent contact, Morning detention
- Repeat violations – Parent contact, suspension (1, 3, 5 days)

#### **PUBLIC DISPLAY OF AFFECTION**

- 1<sup>st</sup> occurrence – Morning detention
- Repeat violations – Parent contact, suspension (1, 3, 5 days)

**SMOKING ON OR OFF CAMPUS** – This includes on campus or a school related activity that is on or off campus.

- 1<sup>st</sup> occurrence – Parent contact, suspension of 1 day
- Repeat violation – Parent contact, suspension of 5 days, possible recommendation for expulsion

**THEFT**

- 1<sup>st</sup> occurrence – Parent contact, up to 5 day suspension
- Repeat violations – Parent contact, up to 10 days suspension and recommendation for expulsion

**TRUANCIES**

- 1<sup>st</sup> occurrence – Parent contact, suspension for one day
- Repeat Violations – Parent contact, suspension (3, 5, 10 days), student to meet with the Student Review Board

**USE OF PLAYING CARDS DURING SCHOOL HOURS**

- 1<sup>st</sup> occurrence – Lunch detention
- Repeat occurrence – Morning detention

**USE, POSSESSION, SALE, DISTRIBUTION OF ILLEGAL DRUGS AND PARAPHERNALIA**

- 1<sup>st</sup> occurrence – Parent contact, 10-day suspension and recommendation for expulsion

**USE, AND/OR POSSESSION OF A WEAPON AND/OR LOOK ALIKE WEAPON**

- 1<sup>st</sup> occurrence – Expulsion

**USE, POSSESSION AND/OR UNDER INFLUENCE OF ALCOHOL** – This includes on campus or a school related activity that is on or off campus.

- 1<sup>st</sup> occurrence – Parent contact, 5-day suspension, referral to chemical awareness group or 10-day suspension, student to meet with the Student Review Board
- Repeat Violation – Parent contact, 10-day suspension, and recommendation for expulsion

**VIOLATION OF INTERNET/ON-LINE SERVICES USER AGREEMENT**

- 1<sup>st</sup> occurrence – loss of access, parent contact, one day suspension
- Repeat violation – Suspension of 5 days, parent contact and recommendation for expulsion if appropriate

**DISMISSAL, GROUNDS FOR**

It is not our desire to ever have to ask a student to leave New Life Christian Academy. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal. *At New Life, we believe that attitude is often more crucial than visible actions. These actions may occur outside of school, but become disruptive influences at school. Parental attitudes are also an important part of the experience at NLCA and there is an expectation that parental attitudes will also reflect Christ.*

**Attitudes Reflecting a “Flaunting of Sin”**

As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian lifestyle. If a student’s attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in the school and to work toward change.

If the student’s attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible “bragging” about sinful conduct that may or may not be true.

**Attitudes which Create a Negative Tenor for Other Students**

Proverbs speaks repeatedly about the power of a person’s influence in others’ lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions; yet we often see that one or two individuals can create a negative school that is composed of a totally Christian student body, no matter how much their handbook might attempt to legislate such matters.

At NLCA, attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals within the school.

#### Attitudes which Continue to “Dampen” Spiritual Growth in Others

This would include any kind of mocking of the things of God, or the creation of a “peer pressure” that make spiritual growth difficult for others.

New Life Christian Academy maintains the right to dismiss students upon the recommendation of the Discipline Committee and/or School Board.

### **DRESS STANDARD**

**PURPOSE:** To promote neatness, the best possible appearance and an atmosphere conducive to learning.

**NOTE:** The dress standard by no means is meant to imply that outward appearance indicates spirituality or to quench individuality, but rather to support the stated purpose.

**NLCA SCHOOL UNIFORM COMPANY:** *Schoolbelles, which is the standard for uniform styles.* If you have questions whether any other uniform item is acceptable, consult its catalog for exact matches. **Uniform items purchased from another company MUST meet the standard – EXACT color, fabric and style!**

**NOTE:** Dress standard is to be worn until 3:15 PM unless students are involved in an after school activity sponsored by NLCA.

1. Belts must be worn with any clothing that has belt loops. (Exception: Junior Kindergarten and Kindergarten students are not required to wear belts.)
2. **It is suggested that shoes/sandals be worn with socks.** NO “boots” may be worn as a part of the uniform. Slippers may not be worn. Flip flops and thong sandals may be worn in September, October, April, May and June. Shoes must be worn at school – students may not walk around in socks or bare footed.
3. Skirt length (includes skorts and jumpers) – 2” above the bend of the knee when kneeling on the floor. Remember that as the year progresses, skirts get shorter as girls get taller.
4. Shorts must be uniform shorts (longer inseam). THIS WILL BE STRICTLY ENFORCED.
5. Spirit wear, *including* NLCA sweatshirts, purchased in the school office may be worn as a part of the uniform. NLCA hooded sweatshirts are considered “*outer wear*” and not allowed in the classroom.
6. Coats, jackets, windbreakers and sweatshirts and sweatshirt jackets are **NOT** allowed in the classroom. Please note that this includes **non-NLCA** fleece jackets/vests/pullovers. Students should purchase a uniform cardigan, vest or NLCA spirit wear for cold weather.
7. NLCA spirit wear sweatshirts must be worn with a collar.
8. Shirt must be worn tucked-in completely - blousing and rolling under of tops is unacceptable. Girls must wear the correct size of top – and may not layer tanks and t-shirts underneath them. No more than the top button may be unbuttoned on any style of buttoned shirt. Long sleeves must be worn with the cuff buttoned. Sleeves are not to extend below the wrist.
9. All sweaters/vests must have uniform shirts worn underneath.
10. T-shirts showing under uniform shirts (at the neck) must be white ONLY. Long sleeved t-shirts may not be worn under short-sleeved polos.
11. **Students in grades 6-12 MUST wear Schoolbelles slacks.**
12. For JrK- 5<sup>th</sup> grades’ slacks – and **all** students’ shorts - MUST be uniform style – no outside pockets, no flare bottoms, no low-riding styles.
13. No visible tattoos are allowed for boys or girls.
14. No body piercing – in any visible area - for boys or girls. The exception is ear piercing for girls.
15. Hair: No extreme styles (tails, spikes/shapes engraved into hair, no Mohawks, etc.)
16. *Natural* hair colors only (NO burgundy/purple/dark black/pink/blue, etc.) **Boys:** hair must not be over the eyebrows, ears or collar – no mustaches or beards.
17. Make-up must be natural in color (No Goth style make-up) and not extreme. (This includes nail and toe polish.) No make-up/nail polish on boys.

18. No hats, bandanas, handkerchiefs, headwear, athletic headbands, or wallet chains may be worn during the school day.
19. Pants, skirts and shorts must be worn at the waistline,
20. Gloves/mittens are not to be worn in the classroom.

**NONCOMPLIANCE:** If a student does not come in school dress code, they will be sent to the office and the parent or guardian will be called at home or work. The student will wait in the office for a parent or guardian to bring the proper item of clothing to be worn the remainder of the school day.

**NOTE:** In all cases, the discretion of the administration to make individual judgment calls takes precedence over these rules.

### **ELECTRONIC EQUIPMENT**

Possession/use of pagers is prohibited.

IPods, MP3 players, and laser pointers are not allowed in the school unless requested by the teacher.

Battery operated video games (GameBoy, etc.) are not allowed at school – during recess or in classrooms. If a student brings a game, the teacher or office will keep it until a parent comes to claim the game.

### **FIELD TRIPS**

Teachers may coordinate class trips as a part of their curriculum and request parent driver/chaperones to accompany the class. Responsible adults (twenty one and older) who accompany students on class trips must be drivers in good standing, carrying a valid driver's license and the vehicle must be in good condition and insured. Statements testifying to this will be signed by all drivers and kept on file in the office. The school carries insurance on all students on trips (not chaperones or accompanying siblings).

Participation in field trips (day long or overnight trips) is strongly recommended. Children smaller than an adult in stature must not be seated in a front seat with airbags.

### **FINANCIAL POLICIES**

- All accounts must be up to date before a student may be enrolled for the next school year.
- All accounts must be paid in full in order for a senior to participate in commencement exercises. All accounts must be kept up to date in order for the student to continue their education at NLCA. Failure to keep accounts current will result in dismissal from NLCA. The school will pursue collecting the balance owed to the school at the time of the student's dismissal.
- Student report cards will be held each marking period if there are outstanding financial obligations (tuition, fees, owing office, library fines or books) owed to the school. Report cards will be released when obligations are met.
- When all financial obligations have been met (tuition, fees, etc.), the student's year-end report card can be sent and permanent records completed. No records can be transferred to another school until all accounts are complete. Tuition will be based on a nine-month plan for any student withdrawn before the end of the school year.
- Collection bureau fees will be added to any accounts that are turned-over to such an agency.
- **Book fees are due by the first day of school.** Late fees will be added (\$25/per student) to book fees not paid in full by the first day of school.
- **Students beginning after the first day of school or leaving before the last day of school will be charged for the months that they attend NLCA.** (Example: A student attending September 1<sup>st</sup> through November 10<sup>th</sup> would be charged for three months of tuition. The total tuition would be converted to a nine-month payment plan – see ten-month payment plan information – and the amount owed NLCA refigured.)
- A **monthly payment plan** is available – 10 payments due the 15<sup>th</sup> of the month, August through May. (One payment does not cover a month's tuition. One payment covers 90% of one month; therefore, if a student arrives or leaves during the school year, their tuition will be converted to a nine-month plan.)
- Payment due dates vary according to the plan chosen. A \$10.00 late fee will be assessed for late payments.
- **Students may not be allowed to take exams if the family's tuition payment schedule is not up to date.**
- If a family has five students enrolled at NLCA, the youngest student's tuition will be waived.

- The administrator must approve all student fundraising activities. The sponsor of each organization must complete the proper procedure for fundraising within the school.
- Fundraising for **other** organizations may not be conducted at the school or during school hours.
- The Hardy Scholarship is available to assist with tuition. Applications are available in the school office.

### **GENERAL LUNCH AND SNACK INFORMATION**

1. Each student is responsible to pick-up trash and place it in the proper containers.
2. At mid-morning, students will have a snack break. No sugary drinks or desserts are allowed. Snacks are available to purchase at the lunch counter. If sending a snack from home, please be conscientious in preparing your child a nutritious snack.
3. Students may bring sack lunches. A selection of foods will be available to purchase from the lunch counter. We will be able to accommodate microwave warm-ups only on pre-packaged items that do **not** require refrigeration. These should be marked clearly with the child's name.
4. With permission of the teacher, students may drink water during school hours. Water may only be drunk out of clear water bottles/containers.
5. No open beverage cans (from lunch time), coffee mugs or other containers of drinks may be brought to the classroom or kept in lockers.

### **GRADING**

All grading will be based in percentages in a given marking period, as percentages offer the most fair and accurate system of averaging the two quarterly grades and the exam grades. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

|    |              |
|----|--------------|
| A+ | 100          |
| A  | 93-99        |
| A- | 90-92        |
| B+ | 87-89        |
| B  | 83-86        |
| B- | 80-82        |
| C+ | 77-79        |
| C  | 73-76        |
| C- | 70-72        |
| D+ | 67-69        |
| D  | 63-66        |
| D- | 60-62        |
| F  | 59 and Below |

### **HOMEWORK**

Assignments given as homework are designed to develop initiative, responsibility and independent learning skills. **Homework is not the same as “unfinished” seatwork or classroom assignments.** Long term assignments should be considered just that – projects that are spread over an extended period of time in order to teach students the value of organization and research skills. Homework provides an opportunity to further practice and apply concepts learned within the classroom. In an effort to support activities of the local church, the homework load is typically reduced on Wednesday evenings and major tests are not normally administered on Thursdays.

Homework will be sent for an extended absence of three (3) days or more upon request. If a student misses one or two days, it is suggested that they call a classmate to gain access to assignments given while they were away from the classroom. A one-day notice is required before homework will be ready to be picked up. In case of an extended leave, students must request assignments at least three days before the leave of absence. **Homework will be due upon returning from the extended leave or as arranged by the instructor.**

When a student is absent from school, he will be permitted to have the same number of days to make up the work that was missed by an excused absence. Students must have the work completed when returning to school if the assignment was long-term in nature and if adequate notice was given to the student. **The teacher's discretion will be followed.** The burden of responsibility for make-up work rests on the student. A typical student would have ten minutes of homework per grade level. (Example: Fifth grade would have fifty minutes of homework per night.)

## **INCOMPLETE WORK**

Incompletes, late assignments and assignments required in order to receive credit for a course must be completed by the date assigned by the teachers unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a prolonged illness.

A teacher has the right to refuse any late assignment if that is the stated policy. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failure for the course.

At the discretion of the teacher, an overdue assignment may be required to be completed without credit.

All work must be made up by the close of the marking period. If assignments are not submitted by the end of the marking period because of illness or some emergency situation, the student may receive an "Incomplete" on his/her report card. In such cases, two weeks will be allowed for the work to be submitted. Work not received within the extension period will receive a zero. The grade will be recomputed and marked on the student's report card.

## **JEAN DAY and DRESS DOWN DAY – Acceptable Clothing**

1. For grades 6-12, Jean and T-shirt day at NLCA will consist of wearing a NLCA t-shirt and jeans. Jeans must meet the standard listed below.
2. Elementary grades (JrK-5) may wear an appropriate t-shirt and jeans on jean and t-shirt days.
3. T-shirts must be in good condition and meet the following criteria: No inappropriate language/sign/symbols (Includes messages that are suggestive in nature, expresses profane or vulgar language or which makes derogatory comments regarding any race, creed, religion or national origin, and any material which encourages illegal substance use/abuse (including alcohol), tobacco, sexual references, gang related symbols or cults.)
4. Jeans may not be slashed/torn or a laced-up style, in other words – no holes allowed.
5. Undergarments may not be visible at any time.
6. All tops **MUST** cover the waist at all times.
7. On dress down days, bare midriffs, bare backs, halter tops, spaghetti straps, and tank tops are not acceptable. Straps must be a minimum of two inches ON the shoulder.
8. Pants and shorts must be worn at the waistline.
9. No clothing is allowed to be worn at NLCA from *Abercrombie and Fitch* or *Hollister*.

## **LIBRARY POLICIES**

### **General Guidelines**

1. All books will be checked out for one week, and may be renewed. Fines will be assessed at the rate of twenty-five (25) cents per day/per book and fifty (50) cents per day/per video. First through twelfth grade may check out two books per week and one video per week.
2. All books and videos returned (other than elementary classes on their regularly scheduled day) are to be placed in the library box outside the library door.
3. During class, students will need a hall pass from their teacher to use the library. The librarian will return the pass with the student (after initialing it).
4. Books used for reports may be checked out for the duration of the reading/research, and is due the day the report is due.

### **Lost or Damaged Library Books**

If a book is lost, damaged or late for two weeks, it must be purchased! The student account's secretary will add the cost of the book to the student's account. Once purchased, the book belongs to the student purchasing it, even if it is found at a later date. There will be no refunds.

## **LOST OR DAMAGED PROPERTY**

Information regarding lost and found items may be obtained in the office. Unclaimed items left in the office over two weeks become the property of the school and may be discarded or donated to a charitable organization. Please note that some athletic items may be claimed from the Athletic Director. **Students are responsible for paying for and/or repairing lost or damaged school property that was individually or collectively lost or damaged.**

## **PARENT ORGANIZATIONS AND TEACHER-PARENT RELATIONSHIPS**

### **Parent Teacher Fellowship**

The purpose of the fellowship is to provide parents and teachers with opportunity to become better acquainted so that they might work together more effectively to provide the best education for each student. It also provides the opportunity for parents to participate in projects that are essential for the ongoing work of our school. Parents desiring an active role in their child's school are encouraged to be involved in this organization.

### **Moms in Touch**

*Moms in Touch International* is an organization founded upon the principles that moms would intercede for their children through prayer, and pray that schools would be guided by biblical values and high moral standards. This group meets weekly to pray for the needs of the students, staff and faculty.

### **Parent Teacher Conferences**

Conferences are scheduled after first and third grading periods. It is expected that all parents will attend conferences. Appointment sign-up sheets will be posted outside of the school office. Junior and senior high conferences are held in the multi-purpose room.

### **Parent Teacher Communication**

1. Report cards will be issued at the end of each nine-week grading period. (Junior Kindergarten will receive their first card after the second nine weeks.)
2. Mid-grading period progress reports are used to inform parents of grades lower than C in grades 1-6.
3. When a parent needs to communicate with a teacher, please use the following procedures:
  - Send a note to the teacher requesting a phone call. Be specific when you are available. No one likes calls during family dinnertime.
  - Call the school office and leave a message *on the teacher's voicemail*.
  - Email the teacher at school.
  - Set up a conference with the teacher.
  - **If it is a classroom issue, parents need to contact the teacher FIRST!**

If the situation does not seem to be resolved, continue with these steps:

- Request a conference with the teacher and appropriate principal
  - Request a conference with the teacher, principal and administration
  - Write a formal letter to the Education Committee. (The Committee will determine further action.)
4. Progress reports are sent home mid-marking period for grades 6-12. Parents are required to promptly sign and return the reports.

## **PARTIES & HOLIDAYS**

### **Birthdays**

- Party invitations cannot be passed out in the classroom unless all students are being invited to the party.
- All birthday celebrations in a classroom must be approved by the classroom teacher.

### **Holidays**

- NLCA does not celebrate Halloween. No treats, decorations or clothing may reflect this holiday.
- Easter and Christmas must reflect the Christian celebration, not the secular celebration.

## **PROBATION**

### **Academic**

Students who fail a class may be placed on probation. A follow-up letter will be sent to the parents. Parents will be informed that under probation, the student may not be allowed to register for the next school year, but that a seat will be reserved.

The student under probation may be ineligible for all extracurricular activities for a nine-week period. At the end of probation an evaluation will be made. Those who have successfully met the mark will be notified. Upon notification, parents have two weeks to register their child for fall semester. After the two-week period, New Life Christian Academy will no longer hold that child's seat.

### **Behavioral/Conduct**

A student may be placed on behavioral or poor conduct probation at any time. As above, conferences will be held with the parents.

### **New Student**

All new students in grades six through twelve will enter the school "on probation" for their first semester in attendance. This is an opportunity for them to become established as a student at NLCA. At the end of the first semester in attendance, they will be removed from probationary status unless there are circumstances that would warrant them remaining on probation, or they will meet with the Student Review Board for dismissal. The Student Review Board makes final decisions regarding probation.

### **PUBLIC DISPLAY OF AFFECTION**

The general rule is "hands off." This includes hand holding, kissing, embracing, hugging the opposite sex, etc. See *Discipline*, p. 10.

### **RECESS**

All children are expected to participate in recess periods. It is integral part of the school's health program. We believe that participation in vigorous play and exercise helps develop fitness and it is important to the development of muscular strength and co-ordination. Outside recess will not occur during inclement weather or extreme cold. It is important that children have boots for use in snow or muddy weather.

If an unusual condition exists which permits attendance at school but makes participation in recess periods inadvisable, a note from the doctor must be sent to the teacher who will make arrangements for supervision of the child at that time. If a child has to remain inside for more than two days, a note from the doctor is required.

### **REPORTING OF CHILD ABUSE**

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **SCHOOL HOURS**

|             |                 |
|-------------|-----------------|
| JrK         | 8:00 – 11:30 AM |
| Grades K-5  | 8:00 – 2:45 PM  |
| Grades 6-12 | 8:00 – 2:55 PM  |

### **SCHOOL RULES**

1. Students must respect the authority of ALL teachers AND the rights and property of all others.
2. Elementary students are not to bring toys to school unless requested by a teacher for "show and tell." This eliminates the need for teachers to deal with situations that occur when toys are lost, given-away or dirtied because they were brought to school.
3. All student organizations that meet in the school must have an authorized sponsor with them.
4. Movement in the corridors between classes or during classes must be done quietly and in an orderly manner.

*See Discipline p.10 for more specific guidelines.*

## **SPECIAL SERVICES**

Speech therapy, psychological testing and social services may be available to NLCA students through the Port Huron Area School District.

## **STUDENT CONDUCT**

NLCA hopes to cooperate with the home in forming good habits in the student such as:

- Cheerful obedience and respect for authority
- Responsibility
- Courtesy and respect for others and their property
- Cooperation with others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Promptness
- Morally good conduct

The standards of the school do not tolerate profanity, obscenity (in action or word) or disrespect to God, country or school personnel. The practice of spiritual rebellion, especially occult activities (ouija board, astrology, etc.) will be investigated and jeopardize the family's involvement with the school.

## **STUDENT DIRECTORY**

A NLCA directory will be made available to school families. This directory will include names, addresses and phone numbers of parents and students. Families are encouraged to report any changes or updates to the office. This directory is not intended as a source for solicitation purposes beyond regular school functions. Please respect this intent.

## **STUDENT INJURY OR ILLNESS**

### **Injuries**

Students will be sent to the office so that the proper authority may be summoned to administer first aid. If the injury involves a broken arm or limb or an undetermined injury of a serious nature, the pupil will not be moved until the proper medical aid arrives.

### **Sick Children**

Should a child become ill during the day, he may be sent to the office to lie down for a maximum of fifteen minutes. After that time, he will either be sent home or back to class. It is essential that student emergency information in the school office be kept current so that parents may be contacted immediately in cases of injury or illness.

It is necessary that children with colds, sore throats and coughs remain at home until recovered, since they would be endangering their own health and the health of other children by returning too soon. **Do not send a child to school that has been vomiting or has a temperature above 98.6 degrees in the last twenty-four hours.** They will not be permitted in class.

### **Medication Policy**

Ideally, all medication should be given at home. If prescribed medications are to be given during school hours, under the direction of school administration, a school employee may administer medication. The following regulations must be observed:

1. Written orders from a physician must detail the name of the drug, dosage, time interval that the medication is to be taken, and the diagnosis or reason for the medication given.
2. The parent/guardian requesting that NLCA comply with the physician's orders must provide written permission.
3. Medication should be brought to the school office in a container appropriately labeled by the pharmacy or physician.
4. All medications will be kept in a secured area in the office and distributed by a designated school authority.
5. Except in cases of emergency, the medication must be given in the presence of another adult.

### **Blood Borne Facts**

Persons who have direct exposure to blood or any potentially infectious materials run the risk of contracting blood borne infections from hepatitis B virus (HBV), human immunodeficiency virus (HIV) that causes AIDS, and other pathogens. Although the risk of exposure may be low, students should first contact a teacher to handle these situations. No one should ever allow exposure to potentially infectious materials without personal protection equipment (gloves, eye protection, etc.)

### **STUDENT LOCKERS**

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or specific information is given by the principal or her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students; nor should they divulge locker combinations to other students, unless authorized by the school principal or her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for students and personnel. Accordingly, the board authorizes the principal or her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. This includes canine searches.

The principal or her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or her designee shall supervise the search. In the course of a locker search, the principal or her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy or rules.

When conducting locker searches, the school principal or her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: firearms, explosives, weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies.

#### **Care of Lockers**

- Maintain a neat and clean locker – NO food, pop cans left in locker.
- Do not slam doors of lockers – fingers will get caught in them.
- Writing of any kind inside or outside of lockers will result in a financial fine.

#### **Locker Decorations**

- Pictures and decorations may be neatly displayed on the **inside** only and must be consistent with the values of NLCA.
- Decorations may only be attached by use of **magnets** only.

Students are responsible to pay for any locker damage they do in violation of these rules.

Violation of any of these rules can result in temporary or permanent suspension of locker privileges.

The school is not responsible for lost, stolen or damaged goods belonging to students.

### **TELEPHONE USAGE (Student)**

Students are permitted to use the school telephones for emergencies or as a result of a last minute change in a pre-announced program. The following **are not considered emergencies**: forgetting supplies or assignments, requesting to attend an athletic event or asking to spend the night at a friend's house.

#### **Cell Phones at School**

**Cell phones must be kept off and put away during the school day (7:50 AM – 3:00 PM).** Ringing, buzzing, and/or vibrating or any interruption due to cell phone is prohibited. Use of cell phones may ONLY be with the permission from office personnel and MUST be used in sight of the office personnel.

If a teacher or staff member finds a student with their cell phone out – on or off – the teacher or staff member will confiscate the phone and give it to office personnel. Cell phones may be examined by school personnel if they have been confiscated because a student has violated the cell phone policy. (See Discipline p. 10) Continued cell phone infractions by a student may cause them to meet with the Student Review Board for further discipline.

### **TEXTBOOKS**

All non-consumable textbooks are leased from the school. On the day of issuance, the name of the student should be written on the inside cover of the book and recorded by the teacher. Books are to be covered, handled with care and kept in good condition, free from marks. Any damage to the book and/or replacement costs must be paid before final report cards are received.

### **THREATS OF VIOLENCE**

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school, and the student cannot be involved with any law enforcement agencies for "incidents". No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat or danger.

(See *Discipline* page 10)

### **TRANSPORTATION**

The school does not provide any type of transportation for students, although the school will assist parents by providing a student directory that may be used to form car pools.

### **TUTORING**

A list of teachers willing to tutor is available in the school office. A fee may be charged for tutoring services.

### **WEAPONS**

New Life Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously.

If a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

### **Definitions:**

Dangerous weapon – means a firearm, gun, revolver pistol, dagger, dirk, stiletto, knife with a blade over 3-inches, pocketknife opened by a mechanical device, iron bar, or brass knuckles. In addition, training program tools and materials will be considered weapons if used or threatened use of such items are made for purposes of inflicting bodily injury.

Weapon – means any instrumentality which does not fall within the definition of a dangerous weapon and which is designed to, may be readily converted to or has the potential of inflicting serious bodily injury to oneself or another person or a “look-alike” or replica “dangerous weapon.”

Weapon free school zone – means school property and/or vehicle used by the school to transport students to or from the school property.

School property – means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

Firearm – means (a) a weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a “firearm.”

Arson – means a felony violation of chapter X of the Michigan Penal Code, Act No. 328 of the Public Acts of 1931, being sections 750.71 to 750.80 of the Michigan Compiled Laws.

See *Discipline* p.10.

### **VISITORS ON CAMPUS**

***New Life Christian Academy has a closed campus. Any persons other than students, staff, faculty or administration are considered visitors and must come directly to the office for clearance before going to any part of the building.***

**Anyone visiting the campus must check in at the school office and receive a visitor’s ID. There are no exceptions.**

Adult visitors (parents, etc.) who may be assisting in classrooms must also check in at the office and receive a visitor ID. Volunteers are not allowed to be alone in classrooms with students. A staff member must be present.

Former students who withdrew or did not re-enroll under favorable conditions may not visit the school during school hours or extra-curricular activities, but may attend public functions of NLCA (games and performances). Former students who withdrew or did not re-enroll for cause (disciplinary reasons) or were expelled are not allowed on campus during school hours, extra curricular activities or public functions of NLCA for a minimum of one year. Guests are not allowed at lunch with the exception of youth pastors or alumni (who will check in with the school office upon arrival at the school).

In order to bring a prospective student to school, students must request a visitor’s pass two days prior to the visit. Visits are subject to approval by the administration. Students who fail to ask permission and bring someone without prior notice and approval will not be allowed to take the guest with them to class. ***The goal of NLCA is to educate students and a constant stream of visitors is not conducive to good use of classroom time.***

### **WEATHER OR EMERGENCY CLOSING**

Inclement weather may cause school to be cancelled or force classes to be dismissed early. In such cases, the decision to close will be made as early as possible. Parents should listen to local radio stations (see below) or Detroit TV stations for such an announcement. In most cases of questionable weather, we follow Port Huron Area School District closing.

When it is necessary to dismiss school early, cancel or make a change in schedule, we will announce our new schedule on the following radio stations:

|      |          |
|------|----------|
| WPHM | 1380 AM  |
| WHLS | 1450 AM  |
| WNFR | 90.7 FM  |
| WGRT | 102.3 FM |

Closings will also be on the major Detroit TV stations (FOX 2, NBC 4, ABC 7). Parents may also check [www.freep.com/closings](http://www.freep.com/closings) (Detroit Free Press). Always check to make certain that NLCA is closed.

Do not assume that because PHASD is closed, NLCA is closed.

*As always, if parents feel it is NOT safe to make the trip to school, they may call and have their child excused – even though school has not been cancelled.*

**In the event that NLCA closes during the school day, students will ONLY be dismissed through the main front doors and ONLY after denoting how or with whom the student has been dismissed.**

## JUNIOR HIGH and SENIOR HIGH Additional Information

### **ACADEMIC DISHONESTY**

New Life Christian Academy views any form of academic dishonesty as a serious offense. Academic dishonesty includes, but is not limited to:

1. Cheating on a test or assignment. Cheating is defined as knowingly giving or receiving information relative to written assignments, tests, or quizzes in an unauthorized fashion.
2. Handing in the same paper or substituting a similar paper in more than one class without the written permission of all instructors involved.
3. Sharing or receiving advance information regarding the content or answers for a test/quiz.
4. Plagiarism is defined as a) representing the words or unique thoughts of another as your own or b) failure to accurately differentiate between material which originated from you and that obtained from other sources.
5. Submitting as your own work (papers or projects) materials unethically or inappropriately enhanced by another student or typist without the specific written permission of the faculty member. Students should carefully note department or class parameters in this respect. Absent these specific instructions, typists or proofreaders must be careful to avoid making corrections or alterations which change the creative or intellectual content or quality of the work.
6. Cyber-plagiarism is defined as downloading from the Internet or other electronic sources information or term papers which are submitted as the student's own work. Downloading papers for submission as one's own work or for the purpose of assisting another student are grievous breaches of academic honesty which may result in class failure or expulsion.  
See *Discipline* page 10.

### **AUTOMOBILE POLICY**

It is a privilege to be able to drive a car to school; therefore, we expect driving students to follow these policies:

1. Students are to park in the school's main parking lot.
2. When students arrive by car, they are to lock their cars and are not allowed to return to them during the school day without permission from the office.
3. NLCA reserves the right to deny parking and driving privileges in the case of erratic, unsafe or unlawful driving. All driving in the parking lot should be careful and courteous.
4. Handicap parking is reserved for those with a legal handicap permit.
5. Failure to observe the automobile policies will result in the following:
  - First offense – warning
  - Second offense – one-week suspension from driving to school
  - Third offense – cancellation of driving privileges at NLCA

### **CLUBS AND ASSOCIATIONS**

1. Class officers will be elected in the fall for each grade (9-12). The requirement for eligibility is a 2.0 GPA and approval from the advisor and principal. Students on probation (any type) are not eligible to be class officers. Repeated misbehavior or a GPA that fall below 2.0 during the student's tenure of office may result in removing that student from office.
2. All clubs must be approved by the administration and be led by an approved adult sponsor.
3. Club or association field trips will require that students return permission slips from their parents before being permitted to attend.

- Class and school socials must be coordinated with the school office as to date, time, location and sponsor.

### **COLLEGE BOARDS TESTING**

Information regarding college entrance examinations is available for high school students. Registration packets for both the *Scholastic Aptitude Test* (SAT) and *American College Test* (ACT) are available from the school counselor. Since there are many testing dates for both examinations, dates and times will be posted in the office and on the college information bulletin board. **The school code for NLCA is 233-087.**

### **COMMUNITY SERVICE**

#### **STUDENTS IN ACTION POLICY**

- Students are required to schedule serving hours, obtain his or her own transportation to and from the venue of service.
- The following are the requirement of hours for each grade.
  - 12<sup>th</sup> Grade: 25 Hours Maximum 5 hrs. within NLCA or Church.
  - 11<sup>th</sup> Grade: 20 Hours Maximum 5 hrs. within NLCA or Church.
  - 10<sup>th</sup> Grade: 15 Hours Maximum 5 hrs. within NLCA or Church.
  - 9<sup>th</sup> Grade: 10 Hours Maximum 5 hrs. within NLCA or Church.
  - 8<sup>th</sup> Grade: 7 Hours Maximum 5 hrs. within NLCA or Church.
  - 7<sup>th</sup> Grade: 5 Hours May be completed at NLCA or Church.
  - 6<sup>th</sup> Grade: 5 Hours May be completed at NLCA or Church.
- Incomplete as well as excess hours completed follow the student to the next year.
- Community service is considered time spent working with organizations *such as* Habitat for Humanity, Mercy Village, Youth for Christ, St. Clair County Sheriff Department, American Red Cross, AYSO, Blue Water Pregnancy Care Center.
- A mission trip may count for up to half of total community service hours required to graduate.
- If a student uses a mission trip for hours, they must write a paper summarizing exactly what work was done on their trip, and must also perform some type of service in our local community in addition to the trip.
- Community service that is completed within NLCA or their church must be events or activities that are geared to reach the community. *For example:* Trunk or Treat, Salvation Army, VBS, or Operation Transformation.
- Helping at your church on Sunday's or Mid-week services cannot count for community service. *This is considered being an active participate of church.*
- Parents' signatures will not be accepted for approval due to this being a conflict of interest.**
- Services must be completed outside of school hours unless approved 2 weeks in advance with the Secondary Principal. Parent approval must be submitted to the school office for students to be dismissed.

### **CREDIT REQUIREMENTS**

#### **Junior High Requirements: Sixth – Eighth Grades**

Bible, English, Science, History, Math, Selected special classes per grade

#### **High School Graduation Requirements\*:**

|                  |           |
|------------------|-----------|
| Bible            | 8 credits |
| English          | 8 credits |
| Social Studies   | 8 credits |
| Science          | 6 credits |
| Math             | 8 credits |
| Fine Arts        | 2 credits |
| Phys Ed          | 1 credit  |
| Health           | 1 credit  |
| Foreign Language | 4credits  |
| Electives        | 6 credits |
| J-Term           | 3 credits |

### **Additional Requirements for Honor Diploma Graduates:**

|                  |             |
|------------------|-------------|
| Math and Science | 14 credits* |
| Foreign Language | 4 credits   |
| Fine Arts        | 4 credits   |

Minimum 3.3 GPA

\*As a minimum requirement, students must have completed through Algebra II.

\*Meets minimum Michigan Merit Curriculum requirements

### **DUAL ENROLLMENT**

#### **Dual Enrollment**

Dual enrollment allows 11th & 12th grade students to earn college credit while fulfilling high school requirements. NLCA will work with the following colleges for dual enrollment through Sevenstar Academy.

- David College
- God's Bible School
- Indiana Wesleyan University
- Taylor University

(A full list of online classes offered for dual enrollment through these colleges can be obtained by request.)

In addition to the above-mentioned colleges, students may also take online courses during school hours through St. Clair County Community College.

*See the Dual Enrollment Policy for financial terms.*

#### **Online Education**

In addition to our traditional education, NLCA's online program offers Advanced Placement (AP) or additional elective courses for students in grades 11 & 12. All SevenStar Academy courses are **Biblically Integrated**. Courses may also be taken through Michigan Virtual University.

If interested in AP or additional elective courses, please contact Secondary Principal, Melody Mills at 810-367-3770, ext. 506 or [mmills@nlcaschool.com](mailto:mmills@nlcaschool.com). *See the Online Education Policy for financial terms.*

#### **Online Education Policy**

1. A student will need to achieve in the 95th percentile on the Stanford Testing in a subject in order to be allowed to take AP classes in that subject.
2. If a student desires to take an AP course and did not achieve in the 95th percentile on their Stanford Testing in a given subject, the student will need administration approval.
3. New Life Christian Academy will reimburse for completed courses according to the following: \$100 per semester (\$200 per year) for a student who currently has a 3.0 GPA or \$200 (\$400 per year) for a student who currently has a 3.5 GPA or above per semester after the student presents their grade for the online course taken and it is a minimum of a "B". All classes must be paid in full prior to beginning the course. If a course is dropped, the cost of the course remains the responsibility of the student.
4. Transfer students (high school) may be qualified to take online course(s) to fulfill required high school credits (not elective courses). Courses provided online by NLCA to get students in line with NLCA requirements are not reimbursed. Administration will make the final decision regarding all online classes for students.

#### **Dual Enrollment Policy**

1. Juniors or seniors interested in dual enrollment must apply for approval through Administration.
2. Juniors or seniors applying for dual enrollment must have a minimum ACT score of 25 and/or 3.0 GPA with a good attendance record to qualify.
3. New Life Christian Academy will reimburse for completed courses according to the following: \$100 per semester (\$200 per year) for a student who currently has a 3.0 GPA or \$200 (\$400 per year) for a student who currently has a 3.5 GPA or above per semester after the student presents their grade for the course taken and it is a minimum of a "B".
4. Students scheduling classes through SC4 for dual enrollment must register at SC4 at least two weeks before the semester begins (at NLCA) in order to complete their NLCA schedule.
5. Students desiring to take more than one college level course will be responsible to pay for the additional course(s).

6. Scheduling conflicts that arise due to dual enrollment will be scheduled through Sevenstar Academy.
7. Administration has the authority to disapprove a student's class choice for reimbursement.
8. All classes must be paid in full prior to beginning the course. If a course is dropped, the cost of the course remains the responsibility of the student.
9. Credit recovery: Failure of any required class - payment for class made by the student with administrative approval.

### **FORMAL OCCASIONS**

**We want our students to dress appropriately for special events. Modesty should be the rule for all clothing students choose to wear. I Timothy 2:9 states "I also want women to dress modestly, with decency and propriety . . . "**

#### **Young Ladies Formal Wear Guidelines**

##### **Unacceptable:**

- Dresses with open back below the bra-line
- Plunging necklines (no cleavage should be visible)
- Dresses with slits that reach higher than two inches above the knee
- Dresses with midriff showing (if arms are raised over the head)

#### **Young Men Formal Wear Guidelines**

##### **Unacceptable:**

1. Formal attire is required. A tuxedo is optional, but a sport jacket, dress slacks and dress shoes are minimal expectations.
2. Tasteless attire is not acceptable.
3. Remember: When bringing a guest from outside the school or an underclass person, it is your responsibility to inform him/her of our banquet dress guidelines.

**NOTE:** Anyone coming as guests from outside New Life Christian Academy is required to follow the same dress guidelines. A *Guest Application Form* must be completed and on file in the office.

### **GRADING INFORMATION**

- Student transcripts reflect semester grades only and also utilize a letter grade based on the grade computation as explained below:
- Marking period grades are based on homework, tests and projects as assigned and graded by the teacher within a grading period.
- Semester grades are based on the two marking period grades and a final exam. Each marking period will count as forty percent of the semester grade. The semester exam will count as twenty percent of the semester grade.

Grade point average is the system used to compute a student's average grade for a marking period, a year, and for total course work for four years. Academic probation, athletic eligibility, class rank and honors will be based upon grade point average (GPA) on a 4.0 scale.

Attendance deficiencies can result in loss of credit for the semester and/or year. (See **Attendance Policy**)

WF (Withdrawal Fail) recorded on the report card will result in an F (0) for the semester average.

### **HONOR ROLL – GRADES 6-12**

|                    |                         |               |
|--------------------|-------------------------|---------------|
| <b>High Honors</b> | Minimum of four classes | 4.0 GPA       |
| <b>Honors</b>      | Minimum of four classes | 2.75-3.99 GPA |
| <b>Merit</b>       | Minimum of four classes | 2.0-2.75 GPA  |

### **J-TERM (January Term)**

Junior and senior high students will participate in a one week J-Term session before the start of second semester in January. Each student will earn one half (1/2) credit for each completed course. Absences during the J-Term courses and its affect on the earning of a credit will be determined on an individual basis. Due to the shortness of J-Term, students are only required to earn 3 J-Term credits to graduate. Students who fail a J-Term course will be ineligible to participate in any extra-curricular activities during the following one week (when second semester eligibility lists become effective).

### **LATE ASSIGNMENTS**

1. Work not turned in on the due date will not be accepted. A zero will be given for the assignment.
2. Teachers (individually) may have a policy of giving one “freebie” – the opportunity to turn in an assignment one day late – one assignment per marking period with or without a grade penalty. (Students will be aware of individual policies.)
3. Students receive one day for each missed day to complete make up work.
4. Long-term assignments are due on the due date or the first day back after an absence. (In other words, if you are absent Monday and a long-term assignment is due on Tuesday, it is due for you as well.)

### **MILITARY RECRUITERS**

New Life Christian Academy must give names, addresses and phone numbers of secondary students to military recruiters per the *Elementary and Secondary Education Act's "No Child Left Behind Act"* (section 9528). Under existing privacy laws, parents may request of the school – in writing by the first day of school – that their child's information not be given to the military recruiters.

### **PHYSICAL EDUCATION UNIFORMS (Grades 5-12)**

School designated uniforms must be worn every day in PE class. Complete uniforms consisting of shirts, shorts, socks and tennis shoes are required for class. Students not wearing the proper uniform will be marked “unprepared for class” for that class period. Uniform T-shirts may be purchased from the physical education teacher.

### **PROMOTION POLICY**

#### **Junior High Promotion (grades 6-8)**

1. A student who fails two or more academic subjects (English, math, Bible, science or social studies) for the year, based on the average of the two semester grades, will not be promoted to the next grade.
2. Any junior high student deemed by the administration to be lacking in or deficient of the necessary skills for promotion may be asked to complete that course in an approved summer school program.
3. Failure of the approved summer school program will result in that student being required to repeat that year of school. A grade of “C” or better will be required of students enrolled in a summer school course in order to pass that course.
4. A letter will be issued at the end of the third marking period regarding failure potential and the necessity of summer school.

#### **Senior High Promotion (Grades 9-12)**

1. Senior high students will be promoted according to the acquired credit totals each year. The class standing will be based on the following requirements:

##### **Freshman**

**Sophomore            14**

(earned credits to begin the year)

**Junior                    28**

(earned credits to begin the year)

**Senior                    42**

(earned credits to begin the year)

2. All high school courses are considered semester courses. Students who receive a failing grade for the semester will not receive credit for that semester and must repeat the semester or take an approved equivalent in order to receive credit.
3. The failed subjects must be scheduled first; then the available grade subject(s) may be added. The school is not responsible for scheduling problems incurred as a result of retaking a subject.

## **SCHEDULE CHANGES AND COURSE WITHDRAWAL**

- A class may be dropped at the end of the first semester with teacher, parent and administrative approval. Exceptions are for elective classes which are scheduled for the entire year. Exceptions for withdrawing may only be made by administrative review.
- Class withdrawal after the two-day deadline will be recorded as WP (withdrawal pass) or WF (withdrawal fail) depending on the grade status at the time of withdrawal.
- Performance classes such as band and choir are a contractual commitment. Failure to complete a semester in these classes will result in WF unless the instructor initiates the withdrawal.

## **SENIOR CLASS INFORMATION**

### **Senior Class Trip**

Each year the senior class plans a trip to Washington, D.C., that is designed for all seniors as a time together away from school. Dress standards are relaxed during this event but all students will be expected to abide by NLCA conduct and any other rules as specified by the travel agent, the school or the sponsor. In order to attend the senior trip, students' work must be current and passing (D- for the semester) in each class and all Community Service hours must be completed. Exceptions may be made by the class sponsor with the approval of the administration.

### **Senior Standing/Credit Requirements**

Any student entering their senior year at NLCA must have earned 42 credits. If a student is short credits, they have until the end of first semester to earn a minimum of 45 credits in order to maintain their standing as a senior. If they have failed to earn 45 credits, the student loses their standing as a senior and the privilege of going on the senior trip.

NLCA requires that high school students spend four years to complete the required curriculum. (Exemptions will be handled on an individual basis.) Transfer students must attend NLCA their entire senior year in order to graduate. (Exceptions made by administration with Education Committee.)

The school will monitor each student's credits, but the responsibility that all credit requirements have been met lies with the student and parents.

### **Senior Exam Policy**

1. Seniors can only be tested on the material taught through their last official day of class.
2. Seniors that have maintained a "B" average (80% or above) for second semester, are exempt from exams. (This is the average of combined grades for the third and fourth marking periods.)

### **Commencement**

Commencement at New Life Christian Academy is a formal ceremony that both commissions and graduates the senior class members. It is our desire to see NLCA graduates serve the Lord with their talents and gifts. Participation in commencement exercises is a privilege *and* a requirement.

Students are expected to attend all practices, cooperate with the administration and class sponsor in preparation for such activities and attend commencement. Students who are short credits/Community Service hours, failing classes or whose student account is not paid in full, cannot march in commencement.

### **Graduation Honors**

#### **To qualify for valedictorian or salutatorian:**

- Students must maintain a minimum grade point average of 3.8 (scale of 4.0) based on seven semesters.
- Attend NLCA full time their junior and senior years.
- Complete the additional credit requirements for college bound students (math, science, foreign language). These requirements are *in addition to* the general graduation requirements.
- When offered, students must complete the courses at the college prep level.

**Additional Graduation Honors:**

- *Principal's Honor Students* – GPA 3.6 – 4.0 over seven semesters (gold cord)
- *Honor Roll Students* – GPA 3.2 – 3.59 over seven semesters (silver cord)
- *Class Officer* – minimum two years' service (black cord)
- *Fine Arts* – minimum two years of one area of study in the fine arts (blue cord)

**STUDENT COLLABORATION (Group Projects)**

1. Collaboration (cooperation of students with each other in preparation for a class) is a legitimate learning experience. However, faculty expect that a student will initially do his own work.
2. It is acceptable for a student who filled out his study guide, but unable to find an answer or did not understand one of the questions to ask for help from another student. It is not acceptable for a student who failed to do his study guide to ask to borrow his neighbor's study guide to cram for the quiz.
3. It is acceptable for a group of students, after doing their own initial work, to compare answers and to quiz each other over the test or quiz questions. It is not acceptable for a student who has done little or no personal preparation to join such a study group.
4. It is acceptable for a student who was absent from class to obtain notes from another student for the day he was absent. It is not acceptable for a student who did not feel like taking notes, or who was working on other class work, to obtain notes from another student. It is also unacceptable for a student to use notes or study guides from a prior semester.
5. It is acceptable to use another student's paper for help on the form and structure, but it is not acceptable to use content from that paper for his own paper. It is also unacceptable to use material from a book or article without citing that material in the paper.
6. If a faculty member assigns group work or if students are involved in a joint project with full knowledge of the instructor, then such guidelines as the instructor sets forth shall be followed.

**WORK PERMITS**

Student work permits are available in the school office. Requests regarding student work permits should be made to the school secretary.

**WORSHIP TEAM GUIDELINES**

Students involved in the junior and senior high worship teams must agree to the following:

1. Practice for Wednesday's chapels at assigned times.
2. All worship team members will assist with set-up and tear-down as directed by the worship team leader.
3. Team members must be in dress standard to participate.
4. Team members may not have received a demerit during the week they are to serve on the team.
5. Team members must be earning at least a C- in every class in order to participate.

Worship team members should serve the Lord with enthusiasm and humility; cherishing the time to grow in their gifts and to help the student body prepare their hearts for an encounter with the Lord and His Truth. To be a worship team member is an awesome privilege and responsibility!

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Please return this portion of the page to the school office. Students returning this by September 13, 2010 will receive a reward and be entered into prize drawings. We appreciate your cooperation in helping our school family understand their rights and responsibilities while attending NLCA.

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*I have read NLCA's Student Handbook for the 2011-2012 school year.*

Student name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Signature of 6 -12 grade student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (all grades)

\_\_\_\_\_  
Date