

NEW LIFE CHRISTIAN ACADEMY STUDENT HANDBOOK

Leading Academics | Authentically Christian

(Approved by the School Board 7/8/2025)

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THE NEW LIFE CHRISTIAN ACADEMY STUDENT HANDBOOK

The NLCA Student Handbook exists to clearly communicate student and parent expectations and responsibilities as part of the NLCA student body. New students and parents/guardians are expected to read the Student Handbook and sign the Parent and Student Covenant as part of the admissions process. All parents/guardians and returning students 3rd-12th grade are expected to read the Student Handbook and sign the Parent and Student Covenant annually, prior to the start of the school year. The NLCA School Board reserves the right to amend and update the New Life Christian Academy Student Handbook at any time. The Student Handbook is available on the NLCA website.

In the event that a student and/or parent/guardian does not meet the expectations or fails to follow the procedures of the Student Handbook, disciplinary action may result. The student and/or parent/guardian may be responsible for any damages, including tuition for the current academic year.

INTRODUCTION TO NEW LIFE CHRISTIAN ACADEMY

Mission Statement: Seek to equip students with a Christ-centered education and challenge each student to strive for academic excellence, as well as personal and spiritual growth.

Faith Statement

- 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 it is 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 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)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary biological sexes together reflect the image and nature of God. (*Genesis 1:26-27*)
- We believe in and follow the Biblical definition of marriage, which can occur only between a man and a woman. (*Genesis 1:27-28, 2:18, 20, 23-24; Matthew 19:4-6; Ephesians 5:23-32*)

Vision

- Christian Character- Maintaining a Christain character, each student will have a passion for Christ evidenced by a servant's heart, spiritual leadership, and the ability to discern and apply Biblical Truth
- Quality Education- Possessing a quality education, each student will be equipped with the necessary skills to successfully pursue opportunities in education, vocation, and ministry.

Values

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

- Academic Excellence – Each student is challenged to achieve his or her maximum potential.
- Accountability – Students, staff, and parents/guardians are expected to take responsibility for academic performance and personal conduct.

Philosophy of Education

New Life Christian Academy (NLCA) 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/guardians the responsibility of educating their children. NLCA desires a partnership with parents/guardians 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 Biblical Christian worldview based on the Truths of the Word of God.

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 in academics, athletics, and fine arts.

ADMISSIONS POLICIES AND PROCEDURES

Profession of Faith

New Life Christian Academy's ministry includes the nurturing of the students from Christian homes. It is for this reason that there is a requirement on the part of students and parents/guardians to acknowledge a personal relationship with Jesus Christ as a condition for admission. New Life Christian Academy is committed to providing an excellent academic program along with Christian discipleship for every student. NLCA staff and families work together to create a nurturing learning environment where young people are encouraged in their continuing maturity. Enrolling students at NLCA means

both parents/guardians and students have read and agreed to support the mission, Statement of Faith, vision, values, philosophy of education and procedures and look forward to participating actively in the process.

Notice of Nondiscrimination

NLCA 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, biological sex, color, handicap, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, or athletic and other school administered programs.

Admission Requirements

- Students must express a desire to attend NLCA
- Completed application for each student, including signed Parental & Student Covenant and Statement of Faith
- Completed Recommendation forms (academic, pastor, and personal [for Preschool & Kindergarten]).
- Homeschool students must provide written documentation of text/curriculum used in schooling and written proof of completion of course work.
- Interview with Admissions Committee
- Academic testing completed (grades K-12). Students must demonstrate an ability to function at grade level.
- Paid Registration fee
- Foreign exchange students and students in foster care will be handled on a case by case basis
- No new students will be accepted for enrollment after March 1st unless they are moving into the area and are transferring from another school with similar curriculum.
- All new students enter on a one-semester probation to determine their academic, spiritual, and behavioral suitability as a student at NLCA.
- Each family must adhere to our Statement of Faith as evidenced by active, ongoing participation in a Bible-believing church.

Preschool and Kindergarten students must have:

- Birth certificate (photocopy acceptable)
- Social security card (photocopy acceptable)
- Physical with vision and hearing tests completed
- Meet birth date requirements (September 1st)

Special considerations

Resource Room openings are limited, and students will be accepted on a case by case evaluation based upon available space in the program and NLCA's ability to meet their academic needs. Full disclosure of all IEP, 504 Plan, and academic/cognitive testing must be made to NLCA. As a private school, NLCA does not have the same resources to accommodate all students in every situation.

Admission/Re-enrollment restrictions: Admission to NLCA will not be granted under the following conditions:

- Student has a continuing record of juvenile or school-related offenses.
- Student has felony convictions.
- Student has emotional, physical, or academic limitations that cannot be accommodated by NLCA.
- Student comes from a home where neither parent agrees to the Statement of Faith.
- Student has been expelled from another school system.

Students expelled from NLCA or asked to not re-enroll, may re-apply for admission after two full semesters. Acceptance will not be considered by the Board until all required conditions set forth during the expulsion process or Student Review Board meeting have been met. At that time, the student may go through the admissions process, and acceptance will be contingent upon Board approval.

Admission of students on Conditional status.

NLCA 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. A student may be admitted on conditional status if he/she tests below grade level expectations in math and/or reading. In this event:

- The Admissions letter will specifically identify the academic area(s) of concern and state that the student is being accepted on a probationary, conditional status. This notice will state that NLCA expects that the parents/guardians 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 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.
- Teachers will be made aware of testing results for all “new” students assigned to their classrooms and will have the opportunity to review the admission tests and any admissions letters that specifically state conditions, etc. Teachers will closely monitor the progress of all new students, especially those who test below grade level. Students in grades 6 - 12 will be given a Probationary Contract that will include academic expectations and/or required remediation as indicated by testing results.
- 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 administrator/designee will monitor the elementary students and the Student Review Board will monitor junior high and high school students.
 - First progress report – establish elementary probationary contract for students not making expected progress and evaluate probationary contracts of students in 6-12 grades.
 - First report card (end of 1st quarter) - continue to monitor all students, and use/change Probationary Contracts; parents/guardians will be informed of progress, continued concerns and recommendations for continued tutoring, etc.
 - End of first semester - evaluate student's progress - if student is not making progress toward grade level expectations, parents/guardians will be notified. At this time, parents/guardians may be informed that the student may be retained to repeat the present grade next year or withdraw from NLCA.

ANNUAL NOTIFICATION OF RIGHTS AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- 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.
- 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 to 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.
- 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:

- 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.
- 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.
- 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. Directory information may also include 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.
- 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.

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. Correspondence may be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605

ATTENDANCE POLICIES

NLCA believes that regular and punctual attendance affects the student's scholastic achievement. Most courses of study are sequentially developed; therefore, absences impede the student's ability to profit from what is offered. It is imperative that parents and students understand the importance of carefully scheduling vacations and times away from school so that absences are kept to a minimum.

Compulsory Attendance Law

Michigan law (Act 451 of 1976, 380.1561) requires that every parent or guardian having charge of a child age six to eighteen 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. Students with unexcused absences or frequent tardiness without a valid reason may be considered Truant and subject to Michigan Truancy Law (MCL 380.1561 (8)).

Students must attend school for a minimum of 3 hours on a particular day in order to participate in the extracurricular activities or practices of that day. The administration may make an exception for illness. Students are expected to attend school the day following school activities/events, such as the school play or athletic events. Attendance is part of the learning experience – such as teaching a good work ethic and learning to make appropriate choices regarding which extracurricular activities they choose to support. Students may not exceed 10 absences (excused and unexcused) per semester. Excessive absences may be referred to the Student Review Board. Excessive absenteeism may result in disciplinary action, grade reduction, failure to pass a grade, or court action.

Absences

- The administration reserves the right to determine whether an absence is excused or unexcused.
- Parents/guardians have the responsibility to call the school office by 8:00 AM to report student absences.

Excused absences will be granted for the following reasons:

- Personal illness of student
- Doctor or dental appointment
- Death in the family
- Unavoidable crisis
- Pre-arranged absence - no more than 5 consecutive absences and no more than 10 total absences per year under the following conditions:
 - One-week notice prior to the absence will be required under normal situations.
 - Parent notification is expected.
 - 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.
 - In the case of a prearranged absence, students must request assignments at least 3 days before the leave of absence. Homework will be due the first day upon return from an extended leave or as arranged by the instructor.
 - 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.

Unexcused/Unauthorized absence includes skipping classes with or without parental consent and frequent tardiness and early dismissal not meeting the definition of an excused absence.

Long-Term Absence Policy

Cases of long-term absence will be evaluated by the administration on an individual basis. In the case of long-term illness, a health provider note of explanation may be requested in order to excuse the absences. If educational services are desired for a student facing a long-term absence (more than 10 consecutive school days) due to illness or other circumstances, tuition payments must be continued through the absence period. In the case of illness, a doctor's note must be supplied in order for these accommodations to be met. All completed assignments must be returned in a timely manner (pre-determined time limits between school and parents) in order to keep both the student and the teacher current in the coursework. Summer school may be necessary in order to show evidence of coursework completed satisfactorily. Failure to complete the coursework in a timely manner creates a gap in the education of the student which may affect learning at a later time.

Early Dismissal

There may be times that it is necessary for a student to leave school before the end of the school day. A parent/guardian is expected to contact the school office or notify the teacher in regard to an early dismissal. The parent/guardian must come into the school office and sign-out the child.

Tardy Policy

Excused reasons for tardiness are weather-related issues (ice, etc.), doctor appointments, trains, and car problems. 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.

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

- For students in grades 6-12, after three tardies, a parent/guardian will be notified, and students will lose 2% of their marking period grade (for that class) for each additional tardy past the third tardy.
- Students with excessive tardies may be referred to the Student Review Board and may be subject to Truancy.

AUTOMOBILE POLICY

It is a privilege to be able to drive a car on school property; therefore, we expect all licensed drivers to follow these policies:

- Park properly in the school's main parking lot.
- 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.
- All driving in the parking lot should be careful and courteous. NLCA reserves the right to deny parking and driving privileges in the case of erratic, unsafe or unlawful driving
- Handicap parking is reserved for those with a legal handicap permit.

BEHAVIORAL GUIDELINES FOR SPECIAL EVENTS

Field trips, school fine arts productions, 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 in accordance with the Student Conduct Standard, this privilege could be taken away. Any student who does not obey the chaperone 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 on school campus.

BOARD INVOLVEMENT

NLCA as an organization is operated as a non-profit corporation, managed by The School Board. The School Board has seven members, elected at the annual meeting in the fall. Members serve (staggered) three year terms. School Board Meetings are held the second Tuesday of the month. It is the desire of NLCA to work in harmony with home and church. In keeping with this principle, association members may attend board meetings except during executive sessions. .

Standing Committees for School Board

- Admissions
- Athletics
- Buildings and Grounds
- Discipline (Student Review Board - consisting of the Administrator, disciplinary designee, designated Board Member, and/or other appointed staff)
- Education
- Fundraising
- Spiritual Life
- 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 POLICY

NLCA has a closed campus policy. All entry doors are locked for safety reasons. Visitors enter and exit the building through the main doors using an audio-visual monitoring system and report first to the school office. Students may not leave the school campus during school hours without permission from the office. Additionally, students are not to be in the parking lot during the school day unless they have received permission from the school office.

CODE OF CHRISTIAN CONDUCT

Matters of Christian Conduct and moral turpitude will be dealt with on a case by case basis at the Board's discretion. Moral misconduct is defined as any verbal or physical behavior expressly seen or construed as being immoral, sexual in nature and or categorized as an act of sexual harassment. This would also include personal use, possession or distribution of any pornographic materials.

The potential for serious misconduct of students is as real in a Christian school as it is in the world. This is particularly true with the de-emphasis by secular institutions of moral values and the substitution of humanistic principles. This policy defines the issues of moral conduct and the responsibility of New Life Christian Academy to maintain Biblical standards and discipline in accordance with those standards. (I Corinthians 6:9-20)

CONFLICT RESOLUTION POLICY

In the normal course of the operation of NLCA, 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 disagreements, 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. In many cases, the School may also be perceived as a 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.

NLCA uses principles outlined in Matthew 18:15-17 to move toward resolution of a conflict:

1. The offended party should contact the party that has given the offense to discuss the issue ("just between the two of you") and pray for mutual understanding. .
2. If, after consultation and prayer for mutual understanding, no reconciliation is reached, both parties should agree to go together to an administrator for counsel ("take one or two others...") . If faculty or staff are involved, the first contact should be the immediate supervisor. Otherwise, the school administrator or designee should be contacted.
3. If consultation with a first administrative representative is not successful in resolving the issue, involvement of successive levels of authority within the school is appropriate: Administrator, Appropriate Committee, Student Review Board.
4. When the need arises for the administration or School board to become involved ("...tell it to the church...") in the resolution of a conflict, additional actions must be taken. The objective must be to take action to heal the relationship between all parties involved.
5. The School (administration and/or board) must humbly offer immediate apology for any way it may have contributed to the offense
 - The School should make every attempt to assist in restoring the relationship of the specific parties involved.

- 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.
- 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:

- 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.)
- 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*)
- The individual contacted should offer to accompany the offended party in meeting with the offending party to facilitate the restoration of the relationship.
- 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 offender. (If in doubt, contact administration.)
- The offender should then pray for wisdom. Matthew 5:23-26 clearly exhorts an offender to be reconciled to the offended.
- Having counseled the offended party about reconciliation and having informed the offender, the school will encourage complete resolution in compliance with the stated procedures.

The offended party 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.

- The administrator should determine the identity of the original offended party.
- The administrator or designee should 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*)
- Actions of resolution of conflict should then proceed as discussed in the previous sections.

DISCIPLINE POLICY

NLCA intends to collaborate with the home in developing good habits in each student based on the following principles of student conduct:

- 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 Parent & Student Covenant is the established agreement for implementation of NLCA's Discipline Policy. NLCA will not tolerate profanity, obscenity (in action or word), or disrespect to God, country, or school personnel. Students are expected to follow state law and refrain from alcohol, tobacco, cigarette, vapor and illegal substance use. The practice of spiritual rebellion, especially occult activities (ouija board, astrology, etc.) will be investigated and jeopardize the family's involvement with the school.

NLCA considers the following factors in determining disciplinary action (except in the case of weapons possession).

- the student's age
- the student's disciplinary history
- the seriousness of the behavior
- whether the behavior posed a safety risk
- whether restorative practices are a better option
- whether lesser interventions would address the behavior

Efforts shall be made by the staff to resolve disciplinary problems within the school setting prior to sending to the disciplinarian/administration whenever possible. Interventions will be considered prior to a suspension/expulsion from school. These interventions do not preclude the use of other methods or approaches which are reasonable and purposeful. In all cases, the Student Review Board has broad discretion to determine disciplinary interventions. The School Board may review the actions of the Student Review Board. The decision of the School Board is final.

- Warning- a verbal notice to the student that their behavior is unacceptable. Parent/Guardian may be contacted regarding student behavior.
- Discipline Report - a document that specifies the unacceptable behavior and the disciplinary action(s) to be taken. The form is completed by staff, sent home, and returned with parent/guardian signature. The disciplinarian will follow-up as needed.
- Detention is a supervised, quiet study time for students receiving discipline for conduct not in keeping with school guidelines. Detention is monitored by Faculty/Staff members. Detention is not for the convenience of the parent/student; therefore, students must serve it on the day it is assigned. Detention may be rescheduled one time only, prior to the day it is to be served as agreed upon under the discretion of the administrator/designee and parent/guardian.
- Student/Teacher conference- for the purpose of discussing and resolving behavior problems
- Parent/Teacher conference- in person or virtual for the purpose of discussing and resolving behavior problems. The emphasis is on enlisting the support of the parent/guardian. The student may also be present.
- Referral to a Resource Person or Agency- disciplinarian, school counselor, resource room coordinator, administration for assistance in resolving the behavior problem. This may include the development of a Behavior Intervention Plan.
- In school suspension withholding from the student the privilege of attending class at NLCA for a specific period of time during the school day while remaining on campus. In school suspension is rarely utilized as an option at the discretion of the disciplinarian/administration.
- Out of School Suspension- withholding from the student the privilege of being on campus at NLCA. The intention is to discipline the student for a period of time in which he/she will have the opportunity to reflect upon the seriousness of his/her actions, and take the necessary steps to correct his/her behavior and attitude. Students are not allowed to attend or participate in extracurricular activities while on suspension. The Administration has the authority to suspend a student. The length of suspension will be 1-5 days as determined by the Administration, or longer as determined by the Student Review Board.

Changes in the student's attitudes and actions will be expected prior to attending class or participating in extracurricular activities. As such, a meeting with the Student Review Board may be required before being allowed to attend classes or participating in extracurricular activities.

SPECIFIC DISCIPLINARY ISSUES

Academic Dishonesty

Violation of this policy includes, but is not limited to the following forms of academic dishonesty: misrepresenting one's knowledge through acts of cheating, intentional plagiarism, using computer generated material, copying another student's work or allowing another student to copy one's work, obtaining sensitive information about tests/exams in advance, using or consulting unauthorized material or devices on papers, quizzes, tests/exams, and using previously completed, or portions of previously completed, projects or papers for more than one course without teacher permission. Plagiarism is defined as the act of wrongfully using or taking credit for the work or ideas of others without giving due credit. Papers are electronically checked for plagiarism.

- 1st occurrence: parent contact, 1 day suspension

- 2nd occurrence: parent contact, 5 day suspension and student must meet with Student Review Board

Automobile Policy

Reckless driving or excessive speed on school property is not permitted. The school parking lot speed limit is 5 MPH.

- 1st occurrence: parent contact, warning
- 2nd occurrence: parent contact, one-week suspension from driving on school property
- 3rd occurrence: parent contact, cancellation of driving privileges at NLCA

Computer Fraud

Intentionally accessing a computer, computer program, computer network, Wi-Fi, or system to acquire, alter, damage, delete or destroy property, or other unauthorized use of the computer is forbidden. Includes using technology to misrepresent oneself or slander another individual.

- 1st occurrence: parent contact, suspension up to 5 days, recommendation for expulsion if appropriate
- 2nd occurrence: parent contact, 10 day suspension, recommendation for expulsion if appropriate

Defiance of School Personnel's Authority/Insubordination

Insubordination is defined as defiance of authority. This includes acts of deliberate disobedience.

- 1st occurrence: parent contact, detention
- 2nd occurrence: parent contact, suspension (1, 3, or 5 days).
- 3rd occurrence: parent contact, and student must meet with the Student Review Board

Detention - Failure to report

- First occurrence: parent contact, serve original detention plus one additional detention
- second occurrence: 1 day suspension

Disorderly Conduct or Inappropriate Behavior

Profane or obscene language, loud and aggressive actions and behavior, or words antagonistic to school objectives or resulting in adverse effects on others will not be tolerated.

- 1st occurrence: parent contact, Detention
- 2nd occurrence: suspension (1, 3, 5, or 10 day suspension)
- 3rd occurrence, student must meet with the Student Review Board

Dress Standard Violation

If a student's attire does not meet school dress standard, he/she will be referred to the office. The student may be sent home, upon parent contact, to change clothes before returning to class or asked to modify his/her attire in some way. (See Dress Standard)

- 1st occurrence – receive a warning
- 2nd occurrence – parent contact, Lose Dress Down Day for the month (if offense occurs after the Dress down Day for that month, the student will lose the Dress Down Day for the following month).
- 3rd occurrence – Detention

Electronic Device Misuse

If a teacher or staff member finds a student with his or her Electronic Device out, whether it is on or off, the teacher or staff member will confiscate the device and give it to the office personnel.

- 1st occurrence: verbal warning, Electronic Device is confiscated and will be returned to student upon request at the end of the day.
- Repeat occurrence: detention, Electronic Device is confiscated and will be returned when a parent comes to school to retrieve it.
- Continued electronic device infractions by a student may result in a meeting with the Student Review Board for further discipline.

Endangering the Health and Safety of Others

Defined as any action, word, or gesture that causes physical harm or can potentially cause physical harm. Specific actions such as throwing of snowballs, sticks, rocks, stones, etc. are prohibited on school campus. See Bully and Harassment section for more information.

- 1st occurrence: parent contact and detention
- 2nd occurrence: suspension (1, 3, or 5 days), student must meet with Student Review Board
- Repeat occurrence: recommendation for expulsion

Serious violations include, but are not limited to, extortion; making a bomb threat; arson; triggering a false fire alarm; and possession and/or use of explosives and/or fireworks, smoke/stink bombs, etc. Also see School Safety Section.

- 1st occurrence: parent contact, up to 10-day suspension, possible recommendation for expulsion

Fighting

Defined as an act of verbal or physical aggression toward another person.

- 1st occurrence: parent contact, up to 5 day suspension, student must meet with the Student Review Board
- Repeat occurrence: 10 day suspension and recommendation for expulsion if appropriate

Forgery

Forgery includes falsely making or changing a written paper, signing someone else's name, and/or falsely making or copying documents or other items.

- 1st occurrence: parent contact, 1 day suspension
- Repeat occurrence: parent contact, 3 day suspension, student must meet with Student Review Board

Gum

Students are not allowed to chew gum in the school building.

- 1st occurrence: warning
- Repeat occurrence: lunch detention

Harassment / Bully-Like Behavior

NLCA is committed to providing a safe and nurturing educational environment for all of its students on campus and at all NLCA events. This includes protecting all students from bullying/aggressive behavior. Bullying, intimidation, aggressive behavior, and any form of harassment is strictly prohibited. This prohibition includes written, verbal, physical or mental abuse including hazing, gestures, comments, threats or actions to a student in any form which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are strictly prohibited and will be addressed as harassment behavior.

The School Board has a specific policy to address harassment/ Bully-like behavior. This policy is reviewed with students at least annually and posted visibly throughout the campus. The Student Review Board is responsible for interpreting and implementing the Harassment/Bully-Like Behavior Policy. This policy is found in the Student Policies section of the Board Policy Manual. This policy applies to all "at school" activities, including but not limited to activities on school property, in a school vehicle, or at a school-sponsored, school-approved, or school-related activity or function. In addition, misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

- 1st occurrence: parent contact, up to 5 days suspension, student must meet with the Student Review Board
- Repeat occurrence: 10 day suspension, recommendation for expulsion if appropriate

Late Assignments

Work not turned in on the due date will not be accepted. A zero will be given for the assignment. 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 made aware of individual policies.)

- Students receive one day, for each excused day absent, to complete make up work.
- 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 occurrence: If this becomes a problem for a student, the student will be referred to the Student Review Board.

Locker Violation

Students who violate the locker and padlock policy will be subject to discipline as follows:

- 1st occurrence: parent contact and detention
- 2nd occurrence: 1 day suspension
- 3rd occurrence: meeting with the Student Review Board

Property Damage (non-malicious)

- Students are responsible to pay for, replace, and/or repair damaged or lost school property.
- In all occurrences, parent contact will occur, and appropriate disciplinary action will be determined by the Administrator and/or designee.

Public Display of Affection

NLCA has a hands-off policy on school campus and any NLCA school activity that is on or off campus.

- 1st occurrence: verbal warning
- Repeat violation: parent contact, detention

Substance Use on or off campus

In accordance with the Parent and Student Covenant (24 hrs a day-7 days a week-365 days a year), substance use by students will not be tolerated at any time, during the student's enrollment at NLCA. This includes digital or print photos or images showing substance use that are shared with others or posted online through all social media. Substance use includes but is not limited to alcohol, tobacco, nicotine products (Cigarettes, e-cigarettes, vaping, hookahs), illegal drugs, inappropriate use of prescription drugs, and drug paraphernalia.

- 1st occurrence: parent contact, up to 10 day suspension, meeting with the Student Review Board, and recommendation for expulsion
- Repeat occurrence: parent contact, 10 day suspension, and recommendation for expulsion

Theft

Theft is the act of stealing, wrongfully taking and carrying away the property of another person with the intent of depriving the rightful owner of the possession.

- 1st occurrence: parent contact, up to 5 day suspension, meet with the Student Review Board.
- Repeat occurrence: parent contact, up to 10 days suspension and recommendation for expulsion

Truancy

Truancy is defined as the action of staying away from school without permission and/or good reason as determined by school administration; absenteeism.

- 1st occurrence: parent contact, 1 day suspension
- Repeat occurrence: parent contact, suspension (3, 5, 10 days), student to meet with the Student Review Board

Vandalism

Vandalism is defined as the deliberate destruction of or damage to School Property

- 1st occurrence: parent contact, suspension up to 10 days, conference with parents, and students are responsible to pay for, replace, and/or repair damaged or lost school property.
- Repeat occurrence: recommendation for expulsion

Weapons and/or look-a-like Weapon violation

- 1st occurrence: Parent contact, immediate suspension, probable expulsion

○

○ **INTERNET/TECHNOLOGY ACCEPTABLE USE GUIDELINES VIOLATION** Inappropriate use may result in limiting or revoking technology and/or Internet privileges, suspension, or expulsion from NLCA, and/or possible criminal or legal sanctions.

- Any occurrence: parent contact, meeting with the Student Review Board, and recommendation for suspension or expulsion if appropriate

CUSTODIAL AND NONCUSTODIAL PARENTS/GUARDIANS

- Custody documentation: At the time of enrollment, parent/guardians shall provide all relevant documents concerning custody or visitation of each student enrolled at New Life Christian Academy. Parent/guardians of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to New Life Christian Academy within seven days of change or at the time of reenrollment if the school has dismissed for summer break.
- School records: A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding document.
- Dismissal and early releases: No student shall be released to any individual other than a custodial parent unless express written permission is first given to New Life Christian Academy by a custodial parent or a valid legally binding document granting release is on file with New Life Christian Academy. All early dismissal requests shall be through the Administrator's office. A parent/guardian cannot ask the school to withhold release of his or her student to the other parent/guardian or parent/guardian's representative without a legally binding document.
- Parent-teacher meetings: It is New Life Christian Academy's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.
- School communications: It is the custodial parent/guardian's duty to communicate with the noncustodial parent/guardian regarding school announcements and notes.

DISMISSAL/EXPULSION, GROUNDS FOR

Expulsion is the mandatory withdrawal from school.

It is the desire of NLCA to never have to ask a student to leave NLCA. However, offenses and actions may result in expulsion including, but not limited to: computer fraud, vandalism, fighting/physical aggression, harassment/bully-like behavior, possession of and/or substance use, theft, possession of a weapon and/or look-alike weapon, involvement in gang activity, other serious violations/endangering the health and safety of others, multiple suspensions, or a violation in the Parent & Student covenant.

At New Life, we believe that attitude is often more crucial than visible actions. Because outward behavior may be a visible reflection of an internal attitude, these behaviors/actions, whether they occur at school or outside of the school environment, may 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. Expulsion may be recommended if it becomes apparent a student's behavior is preventing classroom instruction or is counter to the mission, vision, and values of NLCA. Students who are expelled may not attend any school function on or off campus. The following are additional grounds for possible dismissal:

Behavior 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 maintains an attitude of repentance concerning a personal sin and is serious about change, the administration may allow the student to remain in the school and to work toward change.

If the student's behavior 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 behavior and conduct may include possible "bragging" about sinful conduct that may or may not be true.

Behavior which Creates 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 must make his or her 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 environment even in a school that is composed of a totally Christian student body, no matter how much the 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.

Behavior which Continues 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 makes spiritual growth difficult for others.

DELIVERY SERVICES

Students are not allowed to request or receive any delivery services at school without the permission of the school administrator. This includes, but is not limited to, food delivery, Amazon, Fed Ex, UPS, etc.

DRESS STANDARD

Purpose

New Life Christian Academy has developed a dress code policy that defines regular school dress, field trips, school-sponsored athletic or recreational activities, dressy occasions, and physical education. At all times students are to dress in accordance with their given biological sex. The Dress Standard is designed 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.

Schoolbelles is our uniform company.

Note: Dress standard is to be worn until the end of the school day, unless students are involved in an after-school activity sponsored by NLCA.

- Belts must be worn with any clothing that has belt loops. (Exception: Preschool and Kindergarten students are not required to wear belts.) Belt buckles, socks, leggings, tights, and shoes must be appropriate to the school's standards.
- Pants, shorts and skirts must be worn at the waistline.

- It is suggested that shoes/sandals be worn with socks. No “outdoor type boots” may be worn as a part of the uniform. Slippers may not be worn. Shoes must be worn at school – students may not walk around in socks or barefooted.
- Skirts, shorts, and jumper length should be no higher than 2 inches from the bend of the knee.
- Girls wearing skirts must also wear leggings, tights, or shorts/scooters to enhance modesty.
- NLCA sweatshirts/selected hoodies, athletic warm-up jackets, NLCA fleece jackets may be worn as a part of the /uniform. Any other outerwear must be left in lockers.
- Shirts must be worn tucked-in. Tops must fit appropriately to meet the school’s standards. All sweaters/vests must have uniform shirts worn underneath.
- 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.
- No visible tattoos are allowed for boys or girls.
- No body piercing or gages in any visible area for boys or girls. The exception is ear piercing for girls.
- Hair:
 - Natural hair colors only
 - Girls: Hair should be neat and clean. Hair must not hang over the eyes.
 - Boys: Hair should be neat and clean. Hair must not be over the eyebrows, must not extend past the earlobes when untucked from behind the ear, and must not extend past the top of the collar. No extreme styles (tails, spikes/shapes engraved into hair, no Mohawks, man buns, mullets, etc.).
 - No mustaches or beards.
- Make-up must be natural in color.
- No make-up/nail polish on boys.
- No head coverings may be worn during the school day.

Jean Day and Dress Down Day

On occasion, students may choose to participate in a scheduled Jean or Dress Down day T-shirts/sweatshirts must be in good condition and meet the following criteria: No inappropriate language/sign/symbols (Includes messages that are suggestive in nature, express profane or vulgar language, or which make derogatory comments regarding any race, creed, religion or national origin, and any material which encourages substance use/abuse, including alcohol and tobacco, sexual references, gang related symbols, or cults.) Undergarments may not be visible at any time. All tops must cover the waist at all times. No bare midriffs, bare backs, halter tops, spaghetti straps, or tank tops are permitted. Straps must be a minimum of two inches on the shoulder. No clothing from Abercrombie and Fitch or Hollister is to be worn at NLCA.

For Jean Days, students may wear jeans. Jeans may not be slashed/torn or a laced-up style- no holes allowed This includes jeans that have fabric “under” the holes.

- Grades 6-12. Students may wear an NLCA t-shirt/sweatshirt.
- Grades PK-5: Students may wear an appropriate t-shirt/sweatshirt.

For dress down days, students may wear jeans, sport pants, or shorts (no short or full length leggings as outerwear), t-shirts or sweatshirts. Pants and shorts must be worn at the waistline. Shorts should be no higher than 2 inches from the bend of the knee.

Physical Education dress standard (Grades 5-12)

School designated dress standard attire must be worn every day in PE class. NLCA T-shirts, appropriate length 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

ELECTRONIC DEVICES

Electronic Devices (including but not limited to cell phones) must be turned off and in student lockers during school hours. Electronic Devices may only be used with the permission of and in the sight of school staff or faculty. Any Electronic Device usage outside of approved usage by school staff or faculty is strictly prohibited.

Electronic Devices may be examined by school personnel if they have been confiscated because a student has violated the electronic device policy. See Discipline Policy.

FAMILY SERVICE HOURS

The Family Service Hour Program is designed to complement our staff and faculty at NLCA. Family/Parent/guardian support is needed to help run the school and its programs effectively and serves as an excellent example of love to your children. To better serve you and your family, I--I Family Service Hour Program has been created.

Each family is required to participate in the Family Service Hour Program. Credit for Family Service Hours will be determined and approved by school staff.

Families will complete 20 service hours per school year. Single parent families are responsible to complete 10 service hours per school year. Families with only preschool children enrolled at NLCA are responsible to complete 10 service hours per school year.

Family service hours will begin as of August 1 and run through May 31. Hours will be tracked in the school office. If a family is unable to complete service hours, a \$25/per hour fee will be added to their account. We trust that each family will find opportunities to serve at NLCA in such a way that they will enjoy the experience and make new friends.

FIELD TRIPS

The educational program shall include excursions and trips under the supervision and instruction of teachers. The place to be visited and the method of transportation shall be approved by the Administration. All such trips will require the prior written consent of the parents/guardian of each student attending. Teachers may coordinate class trips as a part of their curriculum and request parent/guardian drivers/chaperones to accompany the class. Responsible adults (twenty-one and older) who serve as drivers on class trips must complete the volunteer driver form, provide a copy of a valid driver's license and proof of vehicle insurance to the office, be a driver in good standing, Vehicles used for student transportation must be in good condition. Every child must have a seatbelt. All documentation and signed statements testifying to this will be 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

1. All accounts must be up to date before a student may be enrolled for the next school year.
2. All accounts must be paid in full in order for a senior to participate in commencement exercises.
3. 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.
4. Student report cards will be held each marking period if there are outstanding financial obligations (tuition, fees, money owed to the office, library fines or books) owed to the school. Report cards will be released when obligations are met.
5. Students will not be allowed to take exams if the family's tuition payments are not up to date.
6. When all financial obligations have been met (tuition, fees, etc.), the student's year-end report card will be sent and permanent records completed.
7. Collection bureau fees will be added to any accounts that are turned-over to such an agency.
8. 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.
9. Tuition will be based on a nine-month plan for any student withdrawn before the end of the school year. Students beginning after the first day of school or leaving before the last day of school, including expelled students, will be charged for the months that they attend NLCA. (Example: A student attending September 1st through November 10th

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 below – and the amount owed NLCA refigured.)

10. A monthly payment plan is available – 10 payments, each due the 20th 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.) A \$10.00 late fee will be assessed for late payments
11. Tuition accounts are expected to remain in good standing. Tuition accounts long overdue, without payments and/or communication with the Finance Office will be turned over to collections..
12. The administrator must approve all student fundraising activities. The sponsor of each organization must complete the proper procedure for fundraising within the school.
13. Fundraising for other organizations may not be conducted at the school or during school hours.
14. Scholarships may be available to currently enrolled families to assist with tuition. Applications are available in the school office.
15. Families may not use more than one tuition discount. They may choose the discount with the greatest benefit for their tuition account. See Financial Office for available discounts.

GRADING

All grading will be based in percentages. Report card grades will be 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

Student transcripts reflect semester grades only and utilize a letter grade based on the following grade computation:

- Marking period grades are based on homework, tests, and projects as assigned and graded by the teacher within a grading period.
- For students in grades 6-12, 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 Policies)
- WF (Withdrawal Fail) recorded on the report card will result in an F (0) for the semester average.

Advanced Placement courses require Department Head, School Counselor, and Administrative approval – should it be available to students. When offered, Advanced Placement courses ONLY will receive extra weight as follows:

GRADE	WEIGHT
A	5 points
B	4 points
C	3 points
D	2 points
F	0 points

*All other courses are weighted on a 4.0 scale.

AP has a specific curriculum that is monitored by the College Board. The student may choose to take the subject area test in the spring to earn college credit via College Board. The student and his/her parent/guardian are solely responsible for coordinating and participating in this test (registration, travel, materials, etc.). Many U.S. colleges will grant college credit for a score of 3 or above on the test. The highest score is a 5. For more information about AP courses and processes, please visit <https://apstudent.collegeboard.org/creditandplacem>.

HEALTH EDUCATION

It is the intent of NLCA to emphasize healthy lifestyles by implementing a specific health curriculum for grades K-12. God created our bodies in His image. He created spiritual, physical, mental, and emotional elements to make up a whole person. While spiritual and mental aspects are challenged readily at New Life, educating students on physical and emotional health is vital to holistically equipping students for life. The importance of healthy living will be taught per grade level and will highlight age-specific issues and topics. General topics to be discussed include nutrition, hygiene, body systems, health habits, and relationships as based on Scripture. It is essential to teach students to strive for excellence not only in academics, but to educate them on how to properly care for themselves.

ACADEMIC HONESTY

Honesty is expected in all areas of conduct, including all academic areas. Any form of academic dishonesty as a serious offense. Examples of Academic dishonesty includes, but are not limited to:

- 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.
- Handing in the same paper or substituting a similar paper in more than one class without the written permission of all instructors involved.
- Sharing or receiving advance information regarding the content or answers for an assignment, quiz and/or test.
- Committing plagiarism which 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 which was obtained from another source.
- Submitting as your own work (papers or projects) materials unethically or inappropriately enhanced by another student, typist, or artificial intelligence 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.
- Committing cyber-plagiarism which 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. NLCA uses Check 4 Plagiarism to verify authenticity of student papers.

HOMEWORK

The New Life Christian Academy Board recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. 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, research skills, and time management. Homework provides an opportunity to further practice and apply concepts learned within the classroom. In an effort to support activities of the local churches, homework is typically reduced on Wednesday evenings, and major tests are not normally administered on Thursdays. A typical student would have no more than ten minutes of homework each night per grade level. (Example: Fifth grade would have no more than fifty minutes of homework per night.)

Homework will be sent home for an extended absence of 3 days or more upon request. If a student misses 1 or 2 days, it is suggested that he or she call a classmate or check MySchoolWorx to gain access to missed assignments. A one-day notice is required before homework will be available for pick up. The burden of responsibility for make-up work rests on the student.

INCOMPLETE WORK

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 due to illness or other emergency, 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.

STUDENT COLLABORATION (GROUP PROJECTS)

- Collaboration (cooperation of students with each other in preparation for a class) is a legitimate learning experience. However, faculty expects that a student will initially do his own work, and each student is accountable for his or her own work.
- It is acceptable for a student who filled out his study guides, but is 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 review for a quiz, test, or other academic assessment.
- 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.
- 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 another student's work (notes, study guides, quizzes/tests, etc.) from a prior semester.
- It is acceptable to refer to another student's paper for help in understanding the form and structure of a written piece, but it is not acceptable to use content from that paper for one's own paper. It is also unacceptable to use material from a book or article, either printed or digital, without properly citing that material in the paper according to the academic writing convention assigned by the teacher (e.g. APA or MLA format).
- 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.

INTERNET/TECHNOLOGY - ACCEPTABLE USE GUIDELINES

Use of technology and Internet/online services can greatly enhance a student's educational experience. Use of technology and the Internet is a privilege, not a right. The following Acceptable Use Guidelines are provided so that students and parents/guardians are aware of the responsibilities involved in using various technology resources and Internet/online services at NLCA.

For any student using an electronic device for school related activities, both student and/or parent/guardian, must review and sign the "Student Technology Device Use Agreement." For any student using a personal device for school related activities, both student and parent/guardian must review the "Protocol for the Use of Technology on Campus" and review and sign the "Bring Your Own Device Student and Parent Agreement" form. "Acceptable Use Guidelines apply at all times.

- Students are responsible for appropriate behavior on personal or school owned electronic devices.
- Students may access NLCA approved online group, club, class, team or other school-specific collective entities.
- Students will not represent NLCA online or use its image or likeness without prior consent from the Administrator.
- New Life Christian Academy social media sites are intended to be informational. Students/parents/guardians should not use these forums for making any official communications to the school; for example, reporting misconduct, reporting dangerous conditions, requesting a meeting.
- Students will not damage computer systems, or computer networks, or change computer settings without permission.
- Students will not trespass in another person's folders or files and will not modify computer files or student work other than their own.
- Students will not send, receive, or display offensive messages or pictures, or use obscene language; or will not use technology to harass, insult, or attack others. This includes items seen or accessed on social media. This includes behavior on or off campus. See Harassment/Bully-Like Behavior section for more details.
- Students will not share their passwords with anyone nor use another person's account information and/or password.
- Students are to follow copyright laws (including those on plagiarism) with regard to software and material available through the Internet or online services.
- Students are to report misuse of technology resources to their teacher or other person in charge.
- Students are not to load, remove, or copy software without permission of the Director of Technology/Administrator.
- Transmission of any material in violation of US or state regulations — including copyrighted, threatening, or obscene materials—is prohibited.
- Students will not use the network or technology for commercial, profit-making purposes, for political lobbying, product promotion, or illegal activities.
- Students will not enter or sign in to any social/sharing media platform for any purpose while on campus.
- Students will not divulge personal information about themselves, or others, to strangers (e.g. address, telephone number, email address, parents' names, credit card numbers, passwords, or other confidential information.)
- Students may not check any personal email accounts, unless instructed to do so by school staff.
- Students will also report accidental access of inappropriate websites to their teacher or other person in charge.
- Students may communicate using technology devices during school hours only in the office at the discretion of staff.

NLCA has sole discretion to decide what is and what is not appropriate use of internet/technology. NLCA reserves the right to review any material stored in files. Staff will report any material which the staff believes may be unlawful, obscene, abusive, or otherwise objectionable.

As per the Social Media Policy, New Life Christian Academy shall be the sole owner of all social media accounts and reserves the right to not publish or remove any postings which contain inappropriate content, including, but not limited to:

- Potentially libelous comments;
- Obscene or racist comments;
- Derogatory or inflammatory comments about an individual's gender, race, age, disability, religion, or national origin;
- Personal attacks, insults, or threatening language;
- Private, personal information offered without written consent;

- Comments unrelated to the topic of discussion;
- Hyperlinks to materials not directly related to the discussion;
- Material known to be plagiarized;
- Commercial promotions, including for-profit advertisements or products for sale;
- Content appearing to be “spam”;
- Comments pertaining to organized political activities, including political endorsements;
- Any content that is not deemed to be in the best interest of the school.

Mobile Phone Use at School

Although personal electronic devices are allowed on campus, they must be turned off and put away during the school day (7:50 AM – 3:00 PM). This includes, but is not limited to:

- Cell phones
- Smartwatches
- Tablets
- Earbuds and headphones
- Any other personal communication or wireless devices

Any interruptions caused by ringing, buzzing, vibrating, notifications, or use of these devices during the school day are strictly prohibited.

Use of any electronic mobile communication device during school hours is only permitted with direct permission from office personnel and must occur in the presence of and under supervision by office staff.

If a student is found using or displaying any device during school hours – whether on or off – it will be confiscated by a teacher or staff member and turned in to the office. Confiscated devices may be reviewed by school personnel if they were used in violation of school policies.

Repeated violations of this policy may result in a referral to the Student Review Board and additional disciplinary action.

Misuse of Electronic Communication Devices

Electronic Communication Devices (internet-enabled devices) must be turned off and in student lockers during school hours (7:50 AM – 3:00 PM)

Electronic Communication Devices may only be used with the permission of office personnel and must be used in sight of the office personnel.

If a teacher or staff member finds a student with his or her Electronic Communication Device out, whether it is on or off, the teacher or staff member will confiscate the device and give it to the office personnel.

- **1st Occurrence:** Verbal warning, Electronic Communication Device is confiscated and will be returned to the student upon request at the end of the day.
- **2nd Occurrence:** Detention, Electronic Communication Device is confiscated and will be returned when a parent/guardian comes to school to retrieve it.
- **Repeat Occurrence:** Meeting with the Student Review Board, Electronic Communication Device is confiscated and will be returned when a parent/guardian comes to school to retrieve it.

LIBRARY POLICIES

General Guidelines

- All books will be checked out for one week and may be renewed. Overdue fines will be assessed at the rate of 25 cents per day/per book and 50 cents per day/per video.
- 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.
- Books used for reports may be checked out for the duration of the reading/research and are due the day the report is due.

Lost or Damaged Library Books

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

LIFESTYLE EXPECTATIONS - STATEMENT ON MARRIAGE, BIOLOGICAL SEX AND SEXUALITY

The biblical and philosophical goal of NLCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life 24/7/365, so of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at NLCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. This includes our belief in and following of the Biblical definition of marriage.

God wonderfully and immutably creates each person as male or female. These two distinct, complementary biological sex together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. NLCA defines biological sex and gender as the same.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 1:27-28, 2:18-25; Matthew 19:4-6; Ephesian 5:23-32) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18; 7:2-5; Hebrews 6:9-10) We believe that God has commanded that no intimate sexual activity is to be engaged in outside of marriage between a man and a woman.

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10)

In order to preserve the function and integrity of New Life Christian Academy as the local body of Christ, and to provide a Biblical role model to our families, our students and the community, it is imperative that all students attending New Life Christian Academy agree to and abide by this and the above Statements of Marriage, Biological Sex and Sexuality. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)

NLCA retains the right to refuse enrollment to or to expel any student who engages in sexual immorality (*Leviticus 20:13; Romans 1:27*). This also means using social media appropriately and abstaining from verbal and visual obscenities, bullying, profanity, violence, harassment, and gossip.

LOCKERS

A student may be assigned a locker for 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 lunches. Students are solely responsible for the contents of their lockers and should not share their lockers with other students.

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

Care of Lockers

- Maintain a neat and clean locker. No food, pop cans, or water bottles are to be left in lockers.
- To prevent injury to others and property damage, do not slam locker doors.
- Writing of any kind inside or outside of a locker is considered vandalism or property damage.

Locker Decorations

- Pictures and decorations may only be displayed on the inside of the locker. Pictures and decorations must be consistent with the values of NLCA.
- Decorations may only be attached by use of magnets; no tape, sticky tack or other adhesive.

Padlocks for Lockers

Students in grades 6-12 may place a padlock on their locker. All padlock combinations or an extra key must be left in the school office and the student should not divulge locker combinations to other students, unless authorized by the school administrator or designee. Students are to touch their own locker only.

NLCA does not sponsor school dances. NLCA is an interdenominational school, and therefore its families have many beliefs about dancing. As a Christian school, we have chosen to not offend other believers in this matter. Personal invitations to such events may not be passed out at school. The “after party” for the Junior-Senior Formal is planned and supervised by school parents. It is not a school sponsored activity

LOST AND FOUND

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. The Athletic Director may claim some athletic items.

LUNCH AND SNACK INFORMATION

- Students may have snacks and lunch in the multipurpose room or the classroom. Each student is responsible to pick-up their trash and place it in the proper containers.
- At mid-morning, students will have a snack break. Sugary drinks or desserts are highly discouraged. (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.
- Students may bring sack lunches.
- A selection of snack and lunch foods may be available for purchase from the lunch counter. Students may pay cash or use a pre-paid lunch card. Lunch cards with a positive balance are considered “active” and can be used. Lunch cards with a negative balance are considered “in-active” and can not be used. Parents are notified of negative lunch card balances digitally.
- Microwaves are available for warm-ups on packaged items that do not require refrigeration. These should be marked clearly with the child’s name and grade.
- With permission of the teacher, students may have water in the classrooms. Water must be in a clear bottle/container.
- No open beverage cans (from lunch time), bottles, coffee mugs, or other containers of drinks may be brought to the classroom or kept in lockers.

PARENT TEACHER RELATIONSHIPS

Parents in Prayer

Parents in Prayer is an organization founded upon the principles that parents/guardians would intercede for students through prayer, and pray that schools would be guided by biblical values and high moral standards. This group meets regularly to pray for the needs of the students, staff and faculty. Information is available in the school office at the start of each school year.

Parent Teacher Conferences

Conferences are scheduled after the first grading period. It is expected that all parents will attend conferences.

Parent Teacher Communication

New Life Christian Academy believes it is best when school and home to work together in order to promote effective communication and understanding.

- Report cards will be issued at the end of each nine-week grading period.
- Parents/Guardians and students have access to MySchoolWorx in order to check progress, grades, and assignments
- If there is a classroom issue/conflict, parents should contact the teacher first
- When a parent needs to communicate with a teacher.
 - Send a note, email the teacher, or request a phone call. Be specific concerning when you are available
 - Call the school office and leave a message on the teacher's voicemail.
 - Set up a conference with the teacher.

If there is a classroom issue/conflict, parents are expected to follow the conflict resolution policy

S.T.E.P.S.

The S.T.E.P.S. (Serving Teachers, Encouraging Parents & Students) Group is an assembly of parents working side by side to serve teachers and faculty through volunteer efforts to assist with events, programs, fundraisers and parent/student needs. "The steps of a man are established by the LORD, and He delights in his way." Psalm 37:23.

The S.T.E.P.S. group meets regularly to pray for staff, and plan events and activities.

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

Probation is defined as a set of standards that a student is required to meet within a specified timeframe as determined by NLCA Administration. The Administration will determine the length and terms of probation. Students on probation are not eligible to serve as class officers, homecoming court representatives, serve on the worship team, or Student Council representatives until the probationary period has been completed; failure to meet the conditions of probation will result in a review by the student review Board. Enrollment may be terminated. The Student Review Board makes final decisions regarding probation. NLCA recognizes three types of probation:

New Student

All new students 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. If expectations of probation are met at the end of the first semester, the student will be removed from New Student probationary status. If some expectations are not met or other circumstances arise, the student may remain on New Student probation.

Academic

Failure of a class will require a student, grades 6-12, to be placed on academic probation. Academic probation is designed to hold a student accountable when grades drop to "F" levels. Parents/guardians will be informed in writing when a student is placed on Academic Probation. The student may not be allowed to register for the next school year, but that a seat will be reserved.

The student under Academic Probation may be ineligible for extracurricular activities at the discretion of the Administrator. At the end of probation an evaluation will be made. Those who have earned a passing grade will be notified. Upon notification, parents have two weeks to register their child for fall semester. After the two-week period, NLCA will no longer hold that child's seat.

Behavioral/Conduct

A student may be placed on behavioral or poor conduct probation at any time due to violations as listed in the Student Handbook and Student Covenant. Parents/guardians will be asked to attend a conference when misbehavior becomes an issue. Probation will be established if behavior results in administrative action, an uncooperative attitude persists, or little improvement in behavior is evident. A Behavior Contract will be implemented. Failure to meet the conditions of the Behavioral Contract will result in a review by the Student Review Board.

PROMOTION POLICY

Elementary Promotion (Grades K-5)

Elementary students will be promoted to the next grade unless the teacher's evaluation is that the student is not academically (or emotionally/socially) prepared for the expectations of the next grade level. The teacher will meet with the parents/guardian of the student after the first semester is completed to discuss any concerns regarding promotion of the student. The teacher and the parents/guardian will determine a plan to help the student meet the academic expectations of the next grade level. If the student does not successfully achieve those expectations, he/she will be retained in the current grade.

Junior High Promotion (Grades 6-8)

Each academic year junior high students will be enrolled in the following courses: Bible, English, Science, History, Math, and various elective classes.

- A letter will be issued to parents at the end of the third marking period regarding potential failure and the possible necessity of summer school.
- 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.
- Any junior high student deemed by the administration to be lacking in or deficient of the necessary skills for promotion may be required to complete that course in an approved summer school program to be eligible to be promoted to the next grade level.
- 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 any student enrolled in a summer school course in order to pass that course.

Senior High Promotion (Grades 9-12)

Class standing will be based on the following requirements:

- Freshman 14 credits earned by the end of the school year
- Sophomore: 28 credits earned by the end of the school year
- Junior: 42 credits earned by the end of the school year
- Senior: 56 credits earned by the end of the school year to graduate

All high school courses are considered semester courses. Students who receive a failing grade for the semester will not earn credit for that semester and must take an approved equivalent in order to earn credit.

Students who fail must enroll in an approved summer course to recover the required credit. It is the responsibility of the student's parent/guardian to pay for course(s) taken for credit recovery.

RECESS

All elementary students are expected to participate in recess periods. It is an 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 coordination. Outside recess will not occur during inclement weather or extreme cold. It is important that children have snow pants and boots for use in snow or boots for 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 arrange for supervision of the child at that time.

Parents/Guardians may volunteer to provide supervision during recess. Information is available in the office.

REPORTING OF CHILD ABUSE

School staff are Mandated Reporters and are required by law to report reasonably suspected child abuse, child neglect, sexual abuse, and sexual exploitation. Failure to report may lead to civil and criminal penalties. School staff will not contact parents in advance of making a report to the Centralized Intake Unit (dhhs.michigan.gov, APB 2022-002, 9-1-2022) 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 or neglect be made. School staff will make such reports in the best interest of the affected child.

RESTROOM FACILITIES

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex (Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.) shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

SCHOOL HOURS

Preschool	Half Day and Full Day options
Grades K-5	8:00 – 2:45 PM
Grades 6-12	8:00 – 2:55 PM, Fridays end at 2:45 PM

Doors will open at 7:30 AM.

Kindergarten through 12th grade students enter through the main front doors.

Students should be picked up promptly at their dismissal time. Students with late arriving transportation (after 3:00 PM) will wait near the main entrance. Students waiting for older students from their carpool to be dismissed must be seated on the benches or in their carpool's vehicle. Conduct before and after school should be orderly. Students are not to run in the parking lot area or climb in trees.

Kindergarten through 5th grade students exit through the elementary wing doors.

6th through 12th grade students exit through the main front doors.

Preschool students enter and exit at the elementary wing.

SCHOOL RULES

- Students and parents/guardians are expected to read and comply with the guidelines set forth in the Student Handbook and Parent and Student Covenant.
- Students and parents/guardians must respect the authority of all teachers and the rights and property of all others.
- Elementary students are not to bring toys, trading cards, etc. 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, traded, broken, or dirtied because they were brought to school.
- Individual teachers will provide written individual classroom rules and expectations to students/parents/guardians at the beginning of the school year.
- Movement in the hallways between classes or during classes must be done quietly and in an orderly manner.

SCHOOL SAFETY

NLCA's Emergency Operations Plan (EOP) has been prepared to facilitate response and recovery efforts during emergencies. The plan is reviewed and revised as needed to keep current and relevant. The response and hazard specific guides provide procedures to be followed during emergencies including fire, active shooter, lock down, severe weather, shelter in place, medical/cardiac, power outage, hazardous materials, natural gas leak, open carry of a gun, reunification response, and bomb threat.

A copy of the EOP is in each classroom and in the school office. Training and exercising of the EOP is completed annually. The EOP is reviewed annually and revised as needed. Please refer to the EOP for further information.

School Safety Plan

To maintain safety on school property and at school-related events, in accordance with the Revised School Code (MCL 380.1306), NLCA has the right to perform searches of property and persons and to seize contraband. There are 2 types of searches: reasonable suspicion-based or suspicionless.

- Suspicion-based - if there is reasonable suspicion of a violation of a school rule or the law.
- Suspicionless search - may be performed regarding school owned property such as desks, lockers, and school owned technology, items in plain view, and locker contents. There is no expectation of privacy regarding school owned property. The search may include opening a gym bag, backpack, or purse, reviewing the contents of an electronic device, and an emptying of pockets.

The Administrator and a designated staff member may conduct a search. A law enforcement agency may assist personnel in conducting a search. This may include canine searches in cooperation with law enforcement personnel.

If a dangerous weapon and/or other contraband (all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, or incendiary devices) is found in a student's possession, the administrator and designee may confiscate the item. Parents/guardians will be informed. 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. Storage, return, or destruction of other items shall be at the discretion of the Administrator or the Administrator's designated agent. Law Enforcement may be involved.

Threats of Violence/Duty to Warn

NLCA 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 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 and their parents/guardians or staff member threatened. The school will also report the threat to appropriate authorities. 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 that the student made a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, including all cases in which the student was "just joking," a parent/guardian meeting will be scheduled. 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.

Weapons and/or look-a-like weapons

NCLA is a Weapon-free school zone. No weapons, except by law enforcement personnel, are allowed on school property and/or in a vehicle used by the school to transport students to or from the school property. School property is defined as: 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.

- **The Revised School Code (MCL 380.1313) defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.**

- A Firearm is
 - 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; or
 - the frame or receiver of any such weapon; or
 - any firearm muffler or firearm silencer; or
 - 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."
- 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. A Weapon may be any instrument 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."

SPECIAL SERVICES

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

STUDENT DIRECTORY

An NLCA directory may be made available to school families. With parent/guardian consent, names, addresses, and phone numbers of parents/guardians and students will be included in the directory. 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 HEALTH

Each student will have an emergency information card on file in the school office. Parents/guardians or emergency contact persons will be contacted in the event of illness, injury, or health emergency. In the event of non acute illness such as headache or non emergency injury, treatment will be provided consistent with the Student Emergency Card.

Immunization Policy

NLCA follows the guidelines set forth in the State of Michigan Revised School Code (MCL Section 380.1177) in regard to immunization status. Any changes made by the State of Michigan will be incorporated into NLCA policy.

Injury

NCLA faculty and support staff are trained in First Aid and CPR. In the event of an injury or health emergency, staff will deliver care in accordance with this training. In the event of possible exposure to blood or other potentially infectious body fluid, universal standards and the use of personal protective equipment will be followed in accordance with OSHA standards (osha.gov).

Illness

For the health and safety of all staff and students, any student with symptoms of an acute illness should not attend school until fully recovered. Symptoms of acute illness may include but are not limited to the following: nasal congestion, nasal drainage, cough, sore throat, stomach upset, nausea, vomiting, diarrhea, fever. The Student must be free from vomiting and/or fever without medication intervention for at least 24 hours before returning to school.

Student Health Insurance

New Life Christian Academy provides limited student health insurance coverage from a provider that offers some additional coverage above a student's own health insurance for injuries on school grounds or at school activities. NLCA is not responsible for any costs not covered by the student's own health insurance and NLCA's student health insurance.

Medication Administration Policy

If prescribed medications need to be given at school, the following process will be followed:

- All medications will be kept in a locked area in the office and distributed by a designated school staff.
- Medication must be brought to the school office by the parent/guardian in the original container from the pharmacy.
- Parent/guardian will only provide the amount/quantity of medication needed at school. Medications will be counted upon receipt and number documented on the Medication Administration form. Any unused medication will be returned to the parent/guardian.
- A Medication Administration form with the name of the medication, dosage, and directions for administration will be signed by the prescriber, parent/guardian and school administrator. This form serves as written permission from the parent/guardian for school staff to administer the medication.
- Directions on the Medication Administration form must match directions on the prescription bottle in order for school staff to safely administer medication.
- Except in cases of emergency, the medication will be given in the presence of another adult.

Communicable Childhood Diseases, Parasites and Other Health Concerns

New Life Christian Academy follows, at a minimum, the Center for Disease Control and Prevention (CDC) recommendations for care and prevention of communicable diseases, parasites and other health concerns. When necessary, NLCA reserves the right to enhance CDC recommendations (e.g., head lice care includes being nit free).

SEXTING – STUDENT

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via mobile phone, computer, or other internet-connected, communication device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain sexual messages or images a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

TELEPHONE USAGE

Students are permitted to use the school telephones for emergencies or in the event 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.

TEXTBOOKS

All non-consumable textbooks are leased from the school. On the day of issuance, the name of the student will be written on the inside cover of the book and recorded by the teacher. Books should be handled with care, and kept in good condition, free from marks. Any repair and/or replacement textbook costs must be paid before a student's final report card(s) will be issued.

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

Names of individuals willing to tutor are available in the school office. Opting for tutoring services is the personal decision of an individual school family, and as such, is that family's personal financial responsibility.

VISITORS ON CAMPUS

NLCA has a closed campus. Any persons other than students, staff, faculty, or administration are considered visitors.

Anyone visiting the campus must check in at the school office and receive a visitor's ID. There are no exceptions. Adult visitors (parents/guardians, 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. 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).

The parent/guardian of a potential student must arrange the visit with office staff. Visits are subject to approval by the administration.

Volunteers

Volunteers and helpers make an important contribution to NLCA. Please inquire in the school office for more information.

WEATHER OR EMERGENCY CLOSING

Inclement weather may cause school to be canceled or force classes to be dismissed early. In such cases, the decision to close will be made as early as possible. Parents/guardians will receive a Remind text as soon as the decision to close the school has been made. Parents/guardians may also listen to local radio stations (see below) or Detroit TV stations for such an announcement. In some cases of questionable weather, NLCA may follow Port Huron Area School District closing. However, do not assume that because PHASD is closed, NLCA is closed.

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
- WNFA 88.3 FM
- WGRT 102.3 FM

Closings will also be on the major Detroit TV stations (FOX 2, NBC 4, ABC 7).

As always, if parents/guardians 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 canceled.

In the event that NLCA closes early during the school day, students will only be dismissed through the main front doors to an authorized adult..

JUNIOR HIGH AND SENIOR HIGH

CLUBS AND ASSOCIATIONS

Student Government

Class officers will be elected for each high school grade. The requirement for eligibility is a minimum of a 2.0 GPA, approval from the class sponsor and administrator, and the successful completion of the Student Leadership form. Students on probation (any type) are not eligible to be class officers. Repeated misbehavior, disciplinary action, or a GPA that falls below 2.0 during the student's tenure of office may result in removal of that student from office.

Student Council

The Student Council as a group organizes various school events and service projects. Each secondary class may have representation on the Student Council. Eligibility requirements are the same as for a Student Government position.

Clubs

All clubs must be approved by the administrator and be led by an approved adult sponsor. Written Parent/guardian permission is required for participation in any school sponsored club. Club events must be coordinated with the school office as to date, time, location, and sponsor.

COMMUNITY SERVICE

NLCA desires to cultivate a heart of Service to others. Community Service is a graduation requirement. Some examples of community service include, but are not limited to, volunteering at school, church, other ministries and non profit or public service organizations. A mission trip may count for up to half of total community service hours required to graduate. The school may share community service opportunities with students. Ultimately, it is the students responsibility to seek out, schedule and submit documentation for completed community service hours to the school office.

The following are the community service hour requirements for each student according to grade level.

- | | | |
|--------------|----------|--------------------------------------------------------------------|
| • 6th grade: | 5 hours | all may be completed at NLCA or church |
| • 7th grade: | 5 hours | all may be completed at NLCA or church |
| • 8th grade: | 7 hours | 5 hour maximum at NLCA or church, 2 hours at another organization |
| • 9th grade: | 10 hours | 5 hour maximum at NLCA or church, 5 hours at another organization |
| • 10th grade | 15 hours | 5 hour maximum at NLCA or church, 10 hours at another organization |
| • 11th grade | 20 hours | 5 hour maximum at NLCA or church, 15 hours at another organization |
| • 12th grade | 25 hours | 5 hour maximum at NLCA or church, 20 hours at another organization |

Incomplete hours, as well as excess hours completed, are carried over to the student's next school year required hours.

- Community service that is completed within NLCA or the student's church must be events or activities that are focused on community outreach. For example: Trunk or Treat, VBS, etc.
- Serving in an ongoing ministry at church (Sunday school, mid--week programs, choir, worship team, etc) will not count for community service. This is considered being an active participant of a church community.
- Students must complete a form (available in the school office) for each service event to receive credit for hours earned. The form must be signed by the adult overseeing the student's volunteer time. 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 school office. Parent approval must be submitted to the school office for students to be dismissed.

High School Graduation Credit Requirements: (For specific course requirements, see office)

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| • Bible | 8 credits |
| • English | 8 credits |
| • Social Studies | 8 credits |
| • Science | 8 credits |
| • Math | 8 credits |
| • Fine Arts/Electives | 8 credits |
| • Psychology | 1 credit |
| • Physical Education | 1 credit |
| • Health | 1 credit |
| • Foreign Language | 4 credits |

Alternative High School Education Policy

- NLCA desires to provide a Christ-centered curriculum for students at all academic levels. If a student chooses to participate in an off-campus program, including, but not limited to, TEC (RESA) or SC4, the following information applies: TEC Student's tuition will be 60% of the NLCA high school tuition rate plus all applicable fees.
- Scheduling at NLCA is unique and complex due to class size and limited faculty. Courses may only be offered once per day. The administration cannot guarantee that NLCA's class schedule will accommodate the class/program schedule of a student enrolled in a class/program in any alternative education programs.
- Students applying for SC4 Guest Enrollment must coordinate their classes through the office of the NLCA school administration.
- Transportation to alternative education programs is the responsibility of the student's family.

Online Courses Policy

Students must first complete the NLCA programming, course, and graduation requirements for each subject to be eligible to participate in and receive further instruction through Dual Enrollment and Advanced Placement (AP).

Students who have accomplished the above requirements are allowed to submit a request to enroll in AP or Dual Enrollment courses. However, this request must be approved by the subject teacher, department head, school counselor, and/or administrator.

- Student tuition will be 100% of the NLCA high school tuition rate, plus all applicable fees, even if a student does not enroll with a full class load at NLCA. (See Financial Policies)
- Online courses will be accepted on an individual basis at the discretion of the NLCA School administrator.
- NLCA offers courses that meet the Michigan Merit Curriculum. In order to offer more courses and accommodate gifted and talented students, online courses may be an option for students.
- The student's parent/guardian is responsible for paying the cost of online courses.

Credit Recovery Policy

- Online courses for credit recovery may be used at the discretion of the NLCA School Administration to assist students in recovering credits.
- It is the responsibility of the student's family to pay for course(s) taken for credit recovery.
- Credit recovery must be completed in a timely manner as approved and/or determined by NLCA administration.

FORMAL OCCASIONS

We expect our students and their guests to dress appropriately for special events. Modesty is 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." If a student and/or guest attends a school sponsored formal occasion in inappropriate attire, sponsors will provide an appropriate accessory to ensure modesty.

NLCA does not sponsor school dances. NLCA is an interdenominational school, and therefore its families have many beliefs about dancing. As a Christian school, we have chosen to not offend other believers in this matter. Personal invitations to such events may not be passed out at school. The "after party" for the Junior-Senior Formal is planned and supervised by school parents. It is not a school sponsored activity

These events include: Homecoming, Snowcoming and Junior-Senior Formal.

Young Ladies' Formal Wear Restrictions includes but not limited to:

- 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)
- Dresses without shoulder straps
- Dresses with hemline higher than two inches above the knee

Young Men's Formal Wear Guidelines

Formal attire is required. A tuxedo is optional, but a sport jacket, shirt and tie, dress slacks, and dress shoes are minimal expectations.

Guests

When a student brings a guest who is not a student at NLCA or is an underclassman, it is the student's responsibility to inform the guest of the NLCA formal wear guidelines. A Guest Application Form must be completed and on file in the office for any non-NLCA student attending the event.

MILITARY RECRUITERS

NLCA 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.

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 senior trip 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 Behavioral Guidelines for Special events 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 (at least a 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 administrator. Any school rules violated on the senior trip may result in the student losing commencement privileges.

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/guardians.

Senior Exam Policy

- Seniors will only be tested on the material taught through their last official day of class.
- Seniors who 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 NLCA 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 be eligible to be issued any academic honor-including, but not limited to Principal's Honor Award, Honor Roll, Salutatorian, Valedictorian, and other academic Honors. To be eligible to receive a Graduation honor, the student must have followed NLCA's Academic Honesty policy and Student Covenant throughout the student's high school years. Graduation Honors may be reviewed and awarded at the discretion of the Student Review Board.

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.
- Complete all standard Michigan Merit Curriculum requirements, and NLCA's schedule of required classes for graduation.
- Attend NLCA full time their junior and senior years.
- When offered, students must complete the courses at the college preparation level.

Additional Graduation Honors:

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|-----------------------------------------|---------------------------------------------------------------------|
| ■ Principal's Honor Award: | GPA 3.6 – 4.0 over seven semesters (gold cord) |
| ■ Honor Diploma: | GPA 3.5 – 4.0 over seven semesters |
| ■ Honor Roll Award: | GPA 3.2 – 3.59 over seven semesters (silver cord) |
| ■ Student Council Member/Class Officer: | minimum two years' service (black cord) |
| ■ Fine Arts: | minimum two years of one area of study in the fine arts (blue cord) |

- Valedictorian/Salutatorian: honor sash and medallion

KINDERGARTEN GRADUATION

Kindergarten Graduation at NLCA is a formal ceremony representing successful completion of Kindergarten. Students who have not successfully met completion criteria for promotion on to first grade and whose student account is not paid in full, cannot participate in Kindergarten Graduation.

VARSITY LETTERS

To earn a Varsity letter a student must complete the following criteria:

Athletics - complete three seasons of a Varsity sport, after seventh grade.

Fine arts - earn three high school credits in high school fine arts including but not limited to art, band, drama, or chorale.

Drama - participate in three high school productions, after eighth grade.

A student will receive one varsity letter during their high school career.

WORK PERMITS

Student work permits are available in the school office or from the student's place of employment. Requests regarding student work permits should be made to the school secretary. Administration will complete the form as needed by the student.

WORSHIP TEAM GUIDELINES

Worship Team members are serving as leaders in the worship ministry at NLCA and as such, are expected to adhere to the following:

- Attend all scheduled practice times.
- Assist with setup and teardown as directed by the worship team leader.
- Be in dress standard to participate.
- Have not received any discipline during the week they are serving on the team.
- Maintain at least a C- in every class to participate.
- Must successfully complete a Student Leadership form.

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! Each worship team member signs a contract for participation. Repeated disciplinary infractions may result in removing that student from serving on the Worship Team.

ADDITIONAL POLICY AVAILABLE UPON REQUEST

- **Student Pregnancy Policy**