

# NEW LIFE CHRISTIAN ACADEMY STUDENT HANDBOOK

*(Approved by the School Board 6/13/2023)*

## TABLE OF CONTENTS

Introduction to NLCA.....	2
Admissions Policies and Procedures.....	4
Arrival and School Dismissal.....	5
Annual Notification of Rights and Family Educational Rights and Privacy Act.....	6
Attendance Policies.....	6
Behavioral Guidelines for Special Events.....	8
Board Involvement.....	8
Chapel.....	8
Closed Campus Policy.....	8
Code of Christian Conduct.....	8
Conflict Resolution Policy.....	9
Discipline Policy.....	10
Dismissal, Grounds for.....	14
Dress Standard.....	14
Electronic Equipment.....	16
Family Service Hours.....	16
Field Trips.....	17
Financial Policies.....	16
Grading.....	17
Health Education.....	18
Homework.....	18
Incomplete Work.....	19
Internet/Technology Acceptable Use Guidelines.....	18
Library Policies.....	20
Lifestyle Expectations- Statement of Marriage, biological sex and sexuality.....	19
Lost or Damaged Property.....	20
Lunch and Snack Information.....	20
Parent Teacher Relationships.....	21
Parties & Holidays.....	21
Probation.....	22
Promotion Policy.....	21
Recess.....	23
Reporting of Child Abuse.....	23
School Hours.....	22
School Rules.....	22
School Safety.....	24
Special Services.....	25
Student Directory.....	25
Student Injury or Illness.....	26
Student Lockers.....	27
Telephone Usage.....	27
Textbooks.....	28
Transportation.....	28
Tutoring.....	28
Use of Facilities.....	26
Visitors on Campus.....	28
Weather or Emergency Closing.....	29
Junior High and Senior High Addendum.....	30
Academic Dishonesty.....	30
Automobile Policy.....	30
Clubs and Associations.....	30
Community Service.....	31
Credit Requirements.....	31
Formal Occasions.....	32
Military Recruiters.....	33
Schedule Changes and Course Withdrawal.....	33
Senior Class Information.....	33
Sexting – Student.....	34
Student Collaboration (Group Projects).....	34
Varsity Letters.....	32
Work Permits.....	35
Worship Team Guidelines.....	35
Additional Policies Available Upon Request.....	36

Return signature page to school office.

# INTRODUCTION TO NEW LIFE CHRISTIAN ACADEMY

## NEW LIFE CHRISTIAN ACADEMY IS A SCHOOL WITH A...

### **Mission**

Leading Academics | Authentically Christian

### **Statement of Faith**

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*Genesis 1:1; John 10:30, 37, 38*)
- We believe the Bible to be verbally inspired, and it is the infallible, authoritative, inerrant Word of God. (*I 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 genders 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**

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

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

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

### **Values**

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

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

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

## **Philosophy of Education**

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

## **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**

NLCA was founded in the fall of 1992 when North Hills Christian School and Great Lakes Christian School merged. In the fall of 1993, the school moved to its current location at the corner of Wadhams and Griswold Roads in Kimball Township. Here, the school has continued to grow both academically and in its athletics program.

## **Handbook Revision Policy**

NLCA reserves the right to change any policy or procedure in the New Life Christian Academy Student Parent Handbook at any time, when at the discretion of the School Board, it deems the change to be in the best interest of the school. The current handbook will be available through the NLCA website. In the event there are any communications in conflict or apparent conflict with the handbook, the Student Parent Handbook shall prevail.

## **Limitation of Damages**

In the event of any breach or alleged breach, for failure to follow the procedures or policies of this handbook, the damages, if any, shall be limited to the tuition paid for the current academic school year.

# **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 to acknowledge a personal relationship with Jesus Christ as a condition for admission. New Life Christian Academy commits 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 and students have read and agree to support the philosophy and mission, Faith Statement, the policies, and look forward to participating actively in the process.

## **Non-Discrimination Policy**

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, 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**

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

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

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

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

### **Additional admissions information:**

- Students must express a desire to attend NLCA.
- Students must demonstrate an ability to function at grade level. Resource Room openings are limited, and students will be accepted 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 is not required to provide accommodations for its students.
- No new students will be accepted for enrollment after March 1st unless they are moving into the area and are transferring from another ABeka school.
- 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.

### **Admissions/Re-enrollment to NLCA will not be granted under the following conditions:**

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

Students expelled from NLCA or asked to not re-enroll as a student at NLCA, may apply for reinstatement at the beginning of the following semester. 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.

**Homeschool students who transfer to NLCA:**

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

**Admission of Conditional or Probationary Students**

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. This policy addresses the procedures for identifying and tracking new students who test below the grade level expectations in reading or math, but are accepted for admission to NLCA on a conditional status.

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

**ARRIVAL AND SCHOOL DISMISSAL**

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

Junior and senior high students enter and exit through the main front doors. Before school, elementary students should wait in the elementary hallway near their classrooms.

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

Kindergarten through fifth grade students will line up on the sidewalk at the elementary entrance. 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.

# **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:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents and eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s rights of privacy. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy rights. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the law authorizes disclosure without consent.
4. The School will disclose personally identifiable information contained in education records without consent as permitted or required by law, including under the following circumstances:
  - a. To school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - b. Upon request by the parent or eligible student, to officials of another educational agency or institution in which a student seeks or intends to enroll.
  - c. Directory information will be disclosed unless a parent or eligible student notifies the school principal in writing within ten (10) days from the date of this notice that he/she wishes to exercise his/her right to refuse to let the School designate any or all information about the student as directory information. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed and includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports. 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.
  - d. Names, addresses, telephone numbers of high school students will be made available to recruiting representatives of the armed forces and service academies of the United States to be used to inform students of educational and employment opportunities unless a parent or eligible student notifies the school principal in writing he/she does not want this information to be accessible to such recruiting representatives.
5. 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**

Please call the school office by 8:00 AM to report student absences.

### **Compulsory Attendance Law**

Michigan law 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.

## **NLCA Attendance Philosophy**

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.

### **Excused absences**

1. An excused absence will be granted for the following reasons:
  - a. Personal illness of student
  - b. Doctor or dental appointment
  - c. Death in the family
  - d. Unavoidable crisis
2. The administration reserves the right to make individual judgments concerning the validity of these requests. The reason for the absence determines whether the absence is excused or unexcused.
3. Pre-arranged absences may be excused at the discretion of and with the approval of the administration. Pre-arranged absences are to be no more than 5 consecutive absences and no more than 10 days per year under the following conditions:
  - a. One-week notice prior to the absence will be required under normal situations.
  - b. Parent notification is expected.
  - c. Administration will make the final decision regarding the excused status of pre-arranged absences.
  - d. 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.
  - e. Students will be granted the same number of days missed in which to complete assignments and turn them into the teacher. Credit will not be given after this time has elapsed.
  - f. Students must arrange a time to meet with teachers in order to get help needed after an extended absence. Class time may not be used to catch-up a student at the expense of others.
4. Cases of long-term illness will be evaluated by the administration on an individual basis. A doctor's note of explanation of the illness/medical issue may be requested in order to excuse the absences.
5. 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 school office staff may make an exception for illness.
6. 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.
7. Students may not exceed 10 absences (excused and unexcused) per semester. Excessive absences may be referred to the Student Review Board.
8. Excessive pupil absenteeism can result in disciplinary action, grade reduction, failure to pass a grade, or court action.

### **Long-Term Absence Policy**

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 Dismissals**

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

### **Tardy Policy**

Acceptable reasons for tardiness are weather-related issues (ice, etc.), doctor appointments, 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.

1. After three tardies, for students in grades 6-12, parents will be notified, and students will lose 2% of their marking period grade (for that class) for each additional tardy past the third tardy.
2. Students with excessive tardies may be referred to the Student Review Board.

## **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 parent/driver shall be reported to the teacher, and these situations will be discussed with administration for potential disciplinary action. Students are expected to abide by the school rules at special events, sporting events, and on field trips. Violations occurring at any of these events will be dealt with in the same manner they would be handled if they occurred on school campus.

## **BOARD INVOLVEMENT**

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

### **Standing Committees for School Board**

- Admissions
- Athletic Liaison
- Building and Grounds
- Discipline (Student Review Board)
- Education
- Finance
- Spiritual Life of NLCA
- Technology Liaison
- 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. 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. This is handled effectively using principles outlined in Matthew 18:15-17. In many cases, the School may also be perceived as co-offender because of the nature of its responsibility for the actions and activities of the faculty, staff, board, parents, and students that may take place at the school or anywhere these individuals can be seen as representing the school.

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

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

### **Special Cases**

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

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

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

6. Having counseled the offended party about reconciliation and having informed the offender, the school will encourage complete resolution in compliance with the stated procedures.

### **Offended discusses the offense with uninvolved parties.**

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

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

## **DISCIPLINE POLICY**

NLCA hopes 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 standards of the school do 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 and cigarette use. This includes vapor inhalants and oral tobacco. The practice of spiritual rebellion in contrast to the signed Parent/Student Covenant, especially occult activities (ouija board, astrology, etc.) will be investigated and jeopardize the family's involvement with the school. In the event that a student violates the principles of student conduct, the following disciplinary procedures apply.

### **General Information**

- Elementary infractions will be addressed on a situational basis and disciplinary actions may be applied.
- All rules of conduct are required as agreed upon in the Parent/Student Covenant.
- Parent contact will be made by notice of concern form, demerit slip, detention slip, letter, email, a phone contact, or other responsible form of communication regarding the disciplinary action.
- In all cases, the Student Review Board has broad discretion to determine disciplinary measures.
- At its discretion, the School Board may review the actions of the Student Review Board. The decision of the Board is final.

### **Detention**

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

### **Suspension**

Suspension is withholding from the student the privilege of attending class 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 School Review Board.

Changes in the student's attitudes and actions will be expected prior to attending class or participating in extracurricular activities.

## **Academic Dishonesty**

Honest behavior is the responsibility of all members of the learning community. 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, 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 sent to "Check4Plagiarism"

- 1<sup>st</sup> occurrence: parent contact, 1 day suspension
- Repeat violation: parent contact, 5 day suspension and student must meet with Student Review Board

## **Automobile Policy**

Failure to observe the automobile policies will result in the following:

- 1<sup>st</sup> occurrence: warning
- 2<sup>nd</sup> occurrence: one-week suspension from driving to school
- 3<sup>rd</sup> occurrence: 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.

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

## **Defiance of School Personnel's Authority (Insubordination)**

Students must respect the authority of all teachers/staff and the rights and property of all others.

- 1<sup>st</sup> occurrence: parent contact, detention
- Repeat occurrence: suspension (1, 3, or 5 days).
- After third occurrence, student must meet with the Student Review Board

## **Destruction or Defacement of School Property**

- 1<sup>st</sup> occurrence: suspension up to 10 days, conference with parents, and restitution made
- Repeat occurrence: recommendation for expulsion

## **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.

- 1<sup>st</sup> occurrence: parent contact, Detention
- Repeat occurrence: suspension (1, 3, 5, or 10 day suspension)
- After third 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 page 14.)

- 1<sup>st</sup> occurrence: parent contact
- Repeat occurrence: detention

## **Eating and Drinking**

Eating or drinking any food item in the classroom or in the hallway is not allowed unless given explicit permission. Students are not allowed to chew gum in the school building.

- 1<sup>st</sup> occurrence: lunch detention
- Repeat occurrence: detention

## **Endangering the Health and Safety of Others**

1. Reckless driving or excessive speed on school property is prohibited.
  - 1<sup>st</sup> occurrence: warning
  - 2<sup>nd</sup> occurrence: one-week suspension of driving privileges
  - 3<sup>rd</sup> occurrence: cancellation of driving privileges at NLCA
2. Throwing of snowballs, sticks, rocks, stones, etc. is prohibited on school campus.
  - 1<sup>st</sup> occurrence: detention
  - Repeat occurrence: parent contact, suspension (1, 3, or 5 days), student must meet with Student Review Board

## **Fighting**

- 1<sup>st</sup> occurrence: parent contact, 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.

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

## **Harassment / Bully-Like Behavior**

Any unwelcome advances including physical, verbal and/or written harassment, including on social media, will not be tolerated. The offended party must report any incident to the administration immediately so that action can be taken. This includes, but is not limited to, racial, sexual, and gender-based harassment.

- 1<sup>st</sup> 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**

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

## Missing Detention

Detention may be rescheduled one time only – prior to the day it is to be served—without penalty.

- Each additional occurrence: original detention served plus an additional day of detention will be given to serve

## 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– 2:55 PM)

1. Electronic Communication Devices may only be used with the permission of office personnel and must be used in sight of the office personnel.
  2. 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.
- 1<sup>st</sup> occurrence: verbal warning, Electronic Communication Device is confiscated and will be returned to student upon request at the end of the day.
  - Repeat occurrence: detention, Electronic Communication Device is confiscated and will be returned when a parent comes to school to retrieve it.

## Other Serious Violations

Serious violations include 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.

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

## Public Display of Affection

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

- 1<sup>st</sup> occurrence: verbal warning
- Repeat violation: parent contact, detention

## Student Lockers

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

- 1<sup>st</sup> occurrence: detention
- 2<sup>nd</sup> occurrence: 1 day suspension
- 3<sup>rd</sup> occurrence: meeting with the Student Review Board

## Substance Use on or off campus

Substance use by students on campus, at any school activities or functions, or off campus will not be tolerated. This includes digital or print photos or images showing substance use that are shared with others or posted online through social media (e-mail, Facebook, twitter, Snapchat, Tumblr, Instagram, etc.) 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.

- 1<sup>st</sup> 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

- 1<sup>st</sup> 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

## Truancies

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

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

## **Use, and/or Possession of a Weapon and/or Look-Alike Weapon**

This includes, knives, firearms, self-defense weapons, or dangerous weapon as defined by the state of Michigan.

- 1<sup>st</sup> occurrence: expulsion

## **Violation of Internet/Online Services User Agreement**

- 1<sup>st</sup> occurrence: parent contact, 1 day suspension
- Repeat occurrence: 5 day suspension, parent contact, meeting with the Student Review Board, and recommendation for expulsion if appropriate

## **DISMISSAL/EXPULSION, GROUNDS FOR**

Expulsion is the mandatory withdrawal from school.

It is not our desire to ever have to ask a student to leave NLCA. Yet, we understand that these difficult times may come. Offenses and actions that will result in expulsion include, but are not limited to: possession or use of illegal drugs or alcohol both on and off campus, possession of any type of weapon, striking a teacher or staff member, destruction of school property, involvement in gang activity, reckless or dangerous driving, endangering lives of students or faculty, multiple suspensions, and inappropriate sexual conduct.

The following are 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 their handbook might attempt to legislate such matters.

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

### **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.

At New Life, we believe that attitude is often more crucial than visible actions. These actions may occur outside of school, but become disruptive influences at school. Parental attitudes are also an important part of the experience at NLCA and there is an expectation that parental attitudes will also reflect Christ. Expulsion will be recommended if it becomes

apparent a student's behavior is preventing classroom instruction or is in violation of NLCA philosophy. Students who are expelled may not attend any school function on or off campus. They may not return to New Life Christian Academy during the school year in which they have been expelled. To be readmitted to NLCA, the student must show a changed and repentant attitude. The expulsion date may be immediate. NLCA maintains the right to dismiss students upon the recommendation of the Student Review Board and/or School Board.

## **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.

1. Belts must be worn with any clothing that has belt loops. (Exception: Junior Kindergarten and Kindergarten students are not required to wear belts.) Belt buckles, socks, leggings, tights, and shoes must be appropriate to the school's standards.
2. 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.
3. Skirts, shorts, and jumper length should be 2 inches from the bend of the knee.
4. Girls wearing skirts must also wear leggings, tights, or shorts/scooters to enhance modesty.
5. NLCA sweatshirts/selected hoodies, athletic warm-up jackets, NLCA fleece jackets may be worn as a part of the uniform. Any other outer wear must be left in lockers.
6. 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.
7. 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.
8. No visible tattoos are allowed for boys or girls.
9. No body piercing or gages in any visible area for boys or girls. The exception is ear piercing for girls.
10. Hair:
  - a. Natural hair colors only
  - b. Girls: Hair should be neat and clean. Hair must not hang over the eyes.
  - c. 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.).
  - d. No mustaches or beards.
11. Make-up must be natural in color.

12. No make-up/nail polish on boys.

13. No head coverings may be worn during the school day.

### **DRESS CODE ENFORCEMENT**

If a student comes to school out of dress code, the following will occur:

**First offense** – receive a warning

**Second offense** – 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).

**Third Offense** – Detention

Students will receive only one warning during the entire school year.

### **Jean Day and Dress Down Day**

On occasion, students may choose to participate in scheduled dress down days. Acceptable clothing for such days is as follows:

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

### **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 EQUIPMENT**

All Electronic Devices including laptops, iPads, iPods, MP3 players, e-readers, android devices, internet connected watches, and laser pointers are not allowed in the school unless permitted by the teacher. (Exception: students in grades 11/12 or Resource Room students given permission by administration). Portable gaming systems or battery- operated video games are not allowed at school. If a student brings a game, it will be confiscated. The teacher or office will keep it, and it will be sent home at the end of the day.

### **FAMILY SERVICE HOURS**

The Family Service Hour Program is designed to complement our staff and faculty at NLCA. Parent 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, the 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 administration. Family Service Hours cannot be approved or established by any other NLCA staff member. The name of the game is F A I R. Every family will be treated the same and is expected to keep their commitment to NLCA.



Parents 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 of each student attending. Teachers may coordinate class trips as a part of their curriculum and request parent driver/chaperones to accompany the class. Responsible adults (twenty-one and older) who serve as drivers on class trips must be drivers in good standing, must carry a valid driver's license, and the vehicle must be insured. 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. 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.
3. 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.
4. Students will not be allowed to take exams if the family's tuition payments are not up to date.
5. When all financial obligations have been met (tuition, fees, etc.), the student's year-end report card will be sent and permanent records completed.
6. Collection bureau fees will be added to any accounts that are turned-over to such an agency.
7. 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.
8. 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.)
9. 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.
10. The administrator must approve all student fundraising activities. The sponsor of each organization must complete the proper procedure for fundraising within the school.
11. Fundraising for other organizations may not be conducted at the school or during school hours.
12. The Hardy Scholarship is available to currently enrolled families to assist with tuition. Applications are available in the school office. Distribution of funds is provided based on availability on a first come, first serve basis.
13. 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**

1. 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

2. Student transcripts reflect semester grades only and utilize a letter grade based on the following grade computation:
  - a) Marking period grades are based on homework, tests, and projects as assigned and graded by the teacher within a grading period.
  - b) 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.
3. 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.
4. Attendance deficiencies can result in loss of credit for the semester and/or year. (See Attendance Policies on page 6-7.)
5. WF (Withdrawal Fail) recorded on the report card will result in an F (0) for the semester average.

## **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.

## **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 Headmaster to gain access to missed assignments. A one-day notice is required before homework will be available for pick up. In the case of an extended leave, students must request assignments at least 3 days before the leave of absence. Homework will be due upon returning from the extended leave or as arranged by the instructor.

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.

## **INTERNET/TECHNOLOGY ACCEPTABLE USE GUIDELINES**

Use of technology and Internet/online services can greatly enhance a student’s educational experience. The following Acceptable Use Guidelines are provided so that student and parents/guardians are aware of the responsibilities involved in using various technology resources and Internet/online services at NLCA. Use of technology and the Internet is a privilege, not a right. Appropriate discipline as outlined in the NLCA Student Handbook will be administered for violation of any of the following guidelines. Such discipline may include, but not be limited to, revoking technology and/or Internet privileges, dismissal, or expulsion from NLCA, and/or possible criminal or legal sanctions.

1. Acceptable Use Guidelines apply at all times.
2. Students are responsible for appropriate behavior on school computers and networks just as they are in classrooms, hallways, and on school campus.
3. Students may not damage computer systems, or computer networks, or change computer settings without permission.
4. Students may not trespass in another person’s folders or files and may not modify computer files or student work other than their own. This includes any personal internet connected electronic device.
5. Students may not send, receive, or display offensive messages or pictures, or use obscene language; nor may students use technology to harass, insult, or attack others. This includes items seen or accessed on social media or with a personal internet connected electronic device. This includes behavior on or off campus.
6. Students may not share their passwords with anyone or use or give out another person’s account information and/or password.
7. Students are to follow copyright laws (including those on plagiarism) with regard to software and material available through the Internet or online services.
8. Students are to report misuse of technology resources to their teacher or other person in charge.
9. Students are not to load, remove, or copy software without permission of the Director of Technology.
10. Transmission of any material in violation of US or state regulations — including copyrighted, threatening, or obscene materials—is prohibited.
11. Students may not use the network or technology for commercial, profit-making purposes, for political lobbying, product promotion, or illegal activities.
12. Students may not enter or sign in to any social media portal for any purpose while on campus. This includes, but is not limited to, Facebook, Twitter, Snapchat, and YouTube.
13. Students may 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.)
14. Students may not check any personal email accounts.
15. Students will also report accidental access of inappropriate web sites to their teacher or other person in charge.
16. Students may not communicate with other students (or people outside of school) using technology devices during school hours.

NLCA decides what is appropriate use of internet/technology and reserves the right to review any material stored in files and may remove or edit any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.

# **LIBRARY POLICIES**

## **General Guidelines**

1. 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. Kindergarten through twelfth grade may check out two books per week and one video per week.
2. All books and videos returned (other than elementary classes on their regularly scheduled day) are to be placed in the library box outside the library door.
3. 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 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.

## **LOST OR DAMAGED PROPERTY**

Information regarding lost and found items may be obtained in the office. Unclaimed items left in the office over two weeks become the property of the school and may be discarded or donated to a charitable organization. The Athletic Director may claim some athletic items. Students are responsible for paying for, replacing, and/or repairing damaged or lost school property.

## **LUNCH AND SNACK INFORMATION**

1. Each student is responsible to pick-up their trash and place it in the proper containers.

2. 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.
3. Students may bring sack lunches. A selection of foods will be available to purchase from the lunch counter. We will be able to accommodate microwave warm-ups only on pre-packaged items that do not require refrigeration. These should be marked clearly with the child's name.
4. With permission of the teacher, students may drink water during school hours. Water may only be drunk out of clear water bottles/containers.
5. No open beverage cans (from lunch time), bottles, coffee mugs, or other containers of drinks may be brought to the classroom or kept in lockers.

## **PARENT TEACHER RELATIONSHIPS**

### **Moms in Prayer**

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

### **Parent Teacher Conferences**

Conferences are scheduled after 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.

1. Report cards will be issued at the end of each nine-week grading period. (Preschool will receive their first card after the second nine weeks.)
2. Parents and students have access to Headmaster Online in order to check progress, grades, and assignments.
3. If there is a classroom issue/conflict, parents should contact the teacher first.
4. When a parent needs to communicate with a teacher, parents are asked to cooperate with the following guidelines:
  - a. Send a note, or email the teacher, requesting a phone call. Be specific concerning when you are available.
  - b. Call the school office and leave a message on the teacher's voicemail.
  - c. Set up a conference with the teacher.
5. If the situation does not seem to be resolved, continue with these steps:
  - a. Request a conference with the teacher and appropriate administrator
  - b. Request a conference with the teacher, principal, and other appropriate administration
  - c. Write a formal letter to the NLCA School Board's Education Committee. (The Committee will determine further action.)

### **Teacher Appreciation Fund**

This fund is used to assist NLCA teachers with projects, as well as bless them during Teacher Appreciation Week in May. The school carnival is the major fundraiser for this fund.

## **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. If a student does not meet the terms of the probation within the required time, enrollment may be terminated. The Student Review Board makes final decisions regarding probation. NLCA recognizes three types of probation:

### **Academic**

Failure of a class will require a student to be placed on academic probation. Academic probation is designed to hold a student accountable when grades drop to "D" or "F" levels. A follow-up letter will be sent to the parents. Parents will be informed that under probation, the student may not be allowed to register for the next school year, but that a seat will be reserved.

The student under probation may be ineligible for all extracurricular activities for a nine-week period. At the end of probation an evaluation will be made. Failure to meet the conditions of Academic Probation will result in a review by the Student Review Board. 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 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.

### **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. At the end of the first semester in attendance, they will be removed from probationary status unless there are circumstances that would warrant them remaining on probation, or they will meet with the Student Review Board for dismissal. The Student Review Board makes final decisions regarding probation.

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

## **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 of the student after the first semester is completed and explain any concerns regarding promotion of the student. The teacher and the parents will determine a plan to help the student meet the academic expectations of the

next grade level, but if the student does not successfully achieve those expectations, he/she will be retained in the current grade.

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

1. A student who fails two or more academic subjects (English, math, Bible, science, or social studies) for the year, based on the average of the two semester grades, will not be promoted to the next grade.
2. Any junior high student deemed by the administration to be lacking in or deficient of the necessary skills for promotion may be required to complete that course in an approved summer school program to be eligible to promote to the next grade level.
3. Failure of the approved summer school program will result in that student being required to repeat that year of school. A grade of "C" or better will be required of any student enrolled in a summer school course in order to pass that course.
4. 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.

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

1. Senior high students will be promoted according to the acquired credit totals each year. The class standing will be based on the following requirements:
  - a. Freshman 14 (earned credits to begin the year)
  - b. Sophomore: 14 (earned credits to begin the year)
  - c. Junior: 28 (earned credits to begin the year)
  - d. Senior: 42 (earned credits to begin the year)
2. All high school courses are considered semester courses. Students who receive a failing grade for the semester will not earn credit for that semester and must take an approved equivalent in order to earn credit.
3. Students who fail must enroll in a summer course to recover the required credit. It is the responsibility of the student's family to pay for course(s) taken for credit recovery.

### **RECESS**

All children 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. If a child has to remain inside for more than two days, a note from the doctor is required.

### **REPORTING OF CHILD ABUSE**

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

### **SCHOOL HOURS**

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

## **SCHOOL RULES**

1. Students must respect the authority of all teachers and the rights and property of all others.
2. Elementary students are not to bring toys, 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.
3. All student organizations that meet in the school must have an authorized sponsor with them.
4. Movement in the corridors between classes or during classes must be done quietly and in an orderly manner.

See Discipline Policy on page 10 for more specific guidelines.

## **SCHOOL SAFETY**

### **School Safety Plan**

In order to make every effort to ensure safety for everyone on campus, in any given situation where a threat to student or employee safety occurs, a detailed School Safety Plan is in place. It is kept current and all employees receive proper training in the implementation of the School Safety Plan. Furthermore, implementation of the plan is practiced on a regular basis with all employees and students, at a minimum, in compliance with state law. A printed copy of the School Safety Plan is in the school office.

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, NLCA has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Administrator and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Administrator or the Administrator's designated agent, subject to legal impoundment.

To maintain overall school safety and security, NLCA has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

The Search and Seizure Policy and Procedures Statement will be disseminated to students and their parents or guardians annually.

### **Threats of Violence/Duty to Warn**

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



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

See Discipline Policy on page 10.

## **Weapons**

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

### **Definitions:**

1. Dangerous weapon: a firearm, gun, revolver pistol, dagger, dirk, stiletto, knife with a blade over 3 inches, pocketknife opened by a mechanical device, iron bar, or brass knuckles. In addition, training program tools and materials will be considered weapons if used or threatened use of such items are made for purposes of inflicting bodily injury.
2. Weapon: any instrumentality which does not fall within the definition of a dangerous weapon and which is designed to, may be readily converted to, or has the potential of inflicting serious bodily injury to oneself or another person or a “look-alike” or replica “dangerous weapon.”
3. Weapon-free school zone: school property and/or vehicle used by the school to transport students to or from the school property.
4. School property: 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.
5. Firearm:
  - a. a weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; or
  - b. the frame or receiver of any such weapon; or
  - c. any firearm muffler or firearm silencer; or
  - d. any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant.
  - e. For purposes of application and enforcement of this policy, a B-B gun is considered to be a “firearm.”
6. Arson: a felony violation of chapter X of the Michigan Penal Code, Act No. 328 of the Public Acts of 1931, being sections 750.71 to 750.80 of the Michigan Compiled Laws.

See Discipline Policy on page 10.

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

# **STUDENT INJURY OR ILLNESS**

## **Immunization Policy**

The New Life Christian Academy policy on immunization follows the same procedures as the state of Michigan's public school entry policy. Any changes made by the state of Michigan will be incorporated into NLCA policy

## **Injuries**

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

## **Sick Children**

Should a child become ill during the day, he or she may be sent to the office to determine if he/she will be sent home or back to class. It is essential that student emergency information in the school office be kept current so that parents may be contacted immediately in cases of injury or illness.

It is necessary that children with colds, sore throats, and coughs remain at home until recovered, since they would be endangering their own health and the health of other children by returning too soon. **Do not send** a child to school who has been vomiting or who has had a temperature above 100° within the last 24 hours. They will not be permitted in class.

## **Student Insurance**

New Life Christian Academy provides limited student insurance coverage from a provider that offers some additional coverage above a family's insurance for injuries on school grounds or at school activities. If the student insurance provided is insufficient to cover costs not covered by the family's insurance, New Life Christian Academy is not responsible for those costs.

## **Medication Policy**

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

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

## **Blood Borne Facts**

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

## **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).

## **STUDENT LOCKERS**

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

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for students and personnel. Accordingly, the School Board authorizes the principal or designee with at least one other school personnel as a witness, to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. This includes canine searches.

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

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

### **Care of Lockers**

- Maintain a neat and clean locker. No food, pop cans, 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 lockers is considered Destruction or Defacement of School Property.

### **Locker Decorations**

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

Students are responsible to pay for any locker damage they do in violation of these rules. Violation of any of these rules can result in temporary or permanent suspension of locker privileges. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### **Padlocks for Lockers**

Students in grades 6-12 may place a padlock on their locker. Padlocks help to protect technology (such as phones) that students bring with them to school. All padlock combinations or an extra key must be left in the school office. Students should not leave their padlock "set" to open, nor should they leave their padlock open and unlocked in their locker. Students are to touch their own locker only.

## **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.

### **Mobile Phones at School**

Although they are allowed on campus, mobile phones must be kept off and put away during the school day (7:50 AM – 3:00 PM). Ringing, buzzing, and/or vibrating or any interruption due to mobile phones is prohibited. Use of mobile phones may only be with the permission from office personnel and must be used in sight of the office personnel.

If a teacher or staff member finds a student with his or her mobile phone out – on or off – the teacher or staff member will confiscate the phone and give it to office personnel. Mobile phones may be examined by school personnel if they have been confiscated because a student has violated the cell phone policy (Discipline Policy on page 10). Continued mobile phone infractions by a student may result in a meeting with the Student Review Board for further discipline.

## **TEXTBOOKS**

All non-consumable textbooks are leased from the school. On the day of issuance, the name of the student should be written on the inside cover of the book and recorded by the teacher. Books are to be covered, handled with care, and kept in good condition, free from marks. Any 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 teachers 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.

## **USE OF LAVATORY 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.

## **VISITORS ON CAMPUS**

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

Anyone visiting the campus must check in at the school office and receive a visitor's ID. There are no exceptions. Adult visitors (parents, etc.) who may be assisting in classrooms must also check in at the office and receive a visitor ID. Volunteers are not allowed to be alone in classrooms with students. A staff member must be present. 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).

### **Guidelines for Volunteers**

Volunteers and helpers make an important contribution to NLCA. To insure that we make good use of this type of contribution it will be important to follow certain guidelines. Refer to family service hours in student handbook.

Former students who withdrew or did not re-enroll for disciplinary reasons may not visit the school during school hours or extracurricular activities, but may attend public functions of NLCA (games and performances). Former students who withdrew, did not re-enroll for disciplinary reasons, or were expelled are not allowed on campus during school hours, extracurricular activities, or public functions of NLCA for a minimum of one year.

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

## **WEATHER OR EMERGENCY CLOSING**

Inclement weather may cause school to be cancelled or force classes to be dismissed early. In such cases, the decision to close will be made as early as possible. Parents will receive a Headmaster email and/or Remind text as soon as the decision to close the school has been made. Parents may also listen to local radio stations (see below) or Detroit TV stations for such an announcement. In most cases of questionable weather, we follow Port Huron Area School District closing. 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 feel it is not safe to make the trip to school, they may call and have their child excused – even though school has not been cancelled.

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

# JUNIOR HIGH AND SENIOR HIGH ADDENDUM

## ACADEMIC DISHONESTY

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

1. Cheating on a test or assignment. Cheating is defined as knowingly giving or receiving information relative to written assignments, tests, or quizzes in an unauthorized fashion.
2. Handing in the same paper or substituting a similar paper in more than one class without the written permission of all instructors involved.
3. Sharing or receiving advance information regarding the content or answers for a test/quiz.
4. 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.
5. Submitting as your own work (papers or projects) materials unethically or inappropriately enhanced by another student or typist without the specific written permission of the faculty member. Students should carefully note department or class parameters in this respect. Absent these specific instructions, typists or proofreaders must be careful to avoid making corrections or alterations which change the creative or intellectual content or quality of the work.
6. 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.

See Discipline Policy on page 10.

## AUTOMOBILE POLICY

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

1. Students are to park properly in the school's main parking lot.
2. When students arrive by car, they are to lock their cars and are not allowed to return to them during the school day without permission from the office.
3. NLCA reserves the right to deny parking and driving privileges in the case of erratic, unsafe or unlawful driving. All driving in the parking lot should be careful and courteous.
4. Handicap parking is reserved for those with a legal handicap permit.

## CLUBS AND ASSOCIATIONS

### **Student Council**

Class officers will be elected for each high school grade. The requirement for eligibility is a 2.0 GPA, approval from the class advisor and principal, 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.

### **Clubs**

1. All clubs must be approved by the administration and be led by an approved adult sponsor.
2. Club or association field trips will require that students return permission slips from their parents before being permitted to attend.
3. Class and school socials must be coordinated with the school office as to date, time, location, and sponsor.

# **COMMUNITY SERVICE**

## **Students in Action Policy**

1. Students are personally responsible for seeking out and scheduling community service hours. Students obtain their own transportation to and from the venue of service.
2. The following are the community service hours required for each student according to grade level.
  - a. 12th Grade: 25 Hours Maximum 5 hrs. within NLCA or Church
  - b. 11th Grade: 20 Hours Maximum 5 hrs. within NLCA or Church
  - c. 10th Grade: 15 Hours Maximum 5 hrs. within NLCA or Church
  - d. 9th Grade: 10 Hours Maximum 5 hrs. within NLCA or Church
  - e. 8th Grade: 7 Hours Maximum 5 hrs. within NLCA or Church
  - f. 7th Grade: 5 Hours May be completed at NLCA or Church
  - g. 6th Grade: 5 Hours May be completed at NLCA or Church
3. Incomplete hours, as well as excess hours completed, are carried over to the student's next school year required hours.
4. Community service is considered time spent working with organizations such as Habitat for Humanity, Mercy Village, Youth for Christ, St. Clair County Sheriff Department, American Red Cross, AYSO, and/or Blue Water Pregnancy Care Center.
5. A mission trip may count for up to half of total community service hours required to graduate.
6. 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, Salvation Army, VBS, or Operation Transformation.
7. Helping at your church on Sunday's or mid-week services will not count for community service. This is considered being an active participant of a church community.
8. Students must complete a form (available in the school office) for each activity they participate in to earn hours. Parents' signatures will not be accepted for approval due to this being a conflict of interest.
9. 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.

## **CREDIT REQUIREMENTS**

### **Junior High Requirements: 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.

### **High School Graduation Requirements: Grades 9-12** (For specific course requirements, see office)

- |                        |           |
|------------------------|-----------|
| 1. Bible               | 8 credits |
| 2. English             | 8 credits |
| 3. Social Studies      | 8 credits |
| 4. Science             | 8 credits |
| 5. Math                | 8 credits |
| 6. Fine Arts/Electives | 8 credits |
| 7. Psychology          | 1 credit  |
| 8. Physical Education  | 1 credit  |
| 9. Health              | 1 credit  |
| 10. 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, Tech (RESA) or SC4, the following information applies:

1. The will pay 60% of the NLCA high school tuition rate, and all applicable fees.
2. Scheduling at NLCA is unique and complex due to class size and limited faculty. Courses are 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.
3. Students applying for SC4 Guest Enrollment must coordinate their classes through the office of the NLCA school administration.
  4. Transportation to alternative education programs is the responsibility of the student's family.

## **Online Courses Policy**

1. The student's family is still responsible for full NLCA tuition even if a student does not enroll with a full class load at NLCA. (See Financial Policies)
2. NLCA accepts Michigan Virtual High School, Clintondale Virtual School, or Christian Schools International online course credits. Other online courses will be accepted on an individual basis at the discretion of the NLCA School administration.
3. 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.
4. The student's family is responsible for paying the cost of online courses.

## **Credit Recovery Policy**

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

## **Blue Water Middle College**

Due to the unique scheduling of NLCA, it is extremely difficult to coordinate the school schedule with BWMCA courses. BWMCA students attend regular SC4 classes open to all SC4 students. Discussions, assignments, and research requirements are at the discretion of the college instructor and may include adult and/or controversial subjects. Many of the philosophical worldviews of the professors go against the values and beliefs of NLCA's Christ-centered curriculum. For these reasons, NLCA has chosen to not participate in the Blue Water Middle College Program.

## **FORMAL OCCASIONS**

We expect our students 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."

These events include: Homecoming Court, Junior-Senior Formal.

If students attend in inappropriate attire (see below), sponsors will provide an appropriate accessory to ensure modesty.

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

Modesty is the expectation for all formal wear.

#### **Unacceptable:**

- Dresses with open back below the bra-line
- Plunging necklines (no cleavage should be visible)
- Dresses with slits that reach higher than two inches above the knee
- Dresses with midriff showing (if arms are raised over the head)
- Dresses without shoulder straps

### **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 bringing a guest from outside the school or an underclassman, it is the student's responsibility to inform him/her of our formal wear guidelines. A Guest Application Form must be completed and on file in the office for any non-NLCA student attending the event.

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

## **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 trip to Washington, D.C., that is designed for all seniors as a time together away from school. Dress standards are relaxed during this event, but all students will be expected to abide by NLCA conduct and any other rules as specified by the travel agent, the school, or the sponsor. In order to attend the senior trip, students' work must be current and passing (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 administration. 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.

## Senior Exam Policy

1. Seniors will only be tested on the material taught through their last official day of class.
2. 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 Students, Honor Roll Student, Salutatorian, Valedictorian, or any other academic Honor- a student must not have violated NLCA's Academic Dishonesty policy and Student Covenant at any time during the student's high school years--Grades 9-12-- 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:

- Principal's Honor Students: GPA 3.6 – 4.0 over seven semesters (gold cord)
- Honor Diploma: GPA 3.5 – 4.0 over seven semesters
- Honor Roll Students: 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

## 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 in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## STUDENT COLLABORATION (GROUP PROJECTS)

1. 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.

2. 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.
3. It is acceptable for a group of students, after doing their own initial work, to compare answers and to quiz each other over the test or quiz questions. It is not acceptable for a student who has done little or no personal preparation to join such a study group.
4. It is acceptable for a student who was absent from class to obtain notes from another student for the day he was absent. It is not acceptable for a student who did not feel like taking notes, or who was working on other class work, to obtain notes from another student. It is also unacceptable for a student to use another student's work (notes, study guides, quizzes/tests, etc.) from a prior semester.
5. 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).
6. If a faculty member assigns group work or if students are involved in a joint project with full knowledge of the instructor, then such guidelines as the instructor sets forth shall be followed.

## **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 art, band, 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:

1. Practice for chapels during lunch and before school.
2. Assist with setup and teardown as directed by the worship team leader.
3. Be in dress standard to participate.
4. Have not received any discipline during the week they are serving on the team.
5. Maintain at least a C- in every class to participate.
6. 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! Repeated disciplinary infractions may result in removing that student from serving on the Worship Team.

## **ADDITIONAL POLICIES AVAILABLE UPON REQUEST**

**Student Pregnancy Policy**

**Custodial and Non-Custodial Parents**