

# NEW LIFE

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## CHRISTIAN ACADEMY

*Growth for Mind, Body & Spirit*

# STUDENT HANDBOOK



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Dear students and parents,

Thank you for choosing New Life Christian Academy. May I also commend you for the decision you have made regarding education. Christian education is not an expense, it is an investment. It is an investment in the future, not only of your family, but also our nation and world. At NLCA, we are committed to “training tomorrow’s Christian leaders today.”

Please familiarize yourself with the relevant material in this handbook. You will find its contents valuable during your time at NLCA. Together let us strive to make this school year the very best!

In His Service,

Margaret Campbell  
Principal

# NEW LIFE CHRISTIAN ACADEMY MISSION STATEMENT

New Life Christian Academy  
is training Christian leaders of tomorrow who are . . .

*Established spiritually  
in God's Word*

*Challenged academically*

*Confident socially*

*Prepared physically*

*. . . ready to lead their generation!*

## **NEW LIFE CHRISTIAN ACADEMY STATEMENT OF FAITH**

- 1. We believe the sixty-six books of the Old and New Testaments of the Bible to be the only inspired, infallible and authoritative Word of God.**
- 2. We believe in one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.**
- 3. We believe that through divine creation, in the space of six days, all life and matter came into being.**
- 4. We believe that by one man, Adam, sin entered the world; that all mankind is therefore lost; and that for salvation of the lost, regeneration by the Holy Spirit through faith in our Lord Jesus Christ is absolutely necessary.**
- 5. We believe in the deity, virgin birth, and miracles of our Lord Jesus Christ; that He died upon the cross as a substitutionary sacrifice for sin; that He arose from the dead and ascended into heaven to the right hand of the Father, from whence He will return in power and glory.**
- 6. We believe in justification by faith, realizing it is impossible for man, through works, to please God or save himself.**
- 7. We believe in the resurrection of both the saved and the lost; the saved unto everlasting life and the lost unto eternal punishment and damnation.**
- 8. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.**
- 9. We believe in the spiritual unity of all believers within the body of Christ.**

## 2011-2012 SCHOOL CALENDAR

### August

- 18 First day for Grades 1<sup>st</sup> thru 12<sup>th</sup>
- 18 **Picture Day - Individuals for Grades 1-12<sup>th</sup> & Staff**
- 22 First day for Pre-K and Kindergarten

### September

- 05 **Labor Day - No School**
- 07 Theme and D.E.A.R. Day
- 16 First Nine Weeks Progress Reports

### October

- 03 Instructional Support & Enhancement [ISE Day] - Teachers only
- 04 **Election Day - NLCA in session - No Public School Transportation**
- 05 Theme and D.E.A.R. Day
- 12 **Picture Day - Make-ups, Individuals for Grades Pre-K & K, Classrooms for Grades Pre-K -12<sup>th</sup>**
- 19 PSAT - 10/11<sup>th</sup> graders only
- 20 First Nine Weeks Ends
- 20 Ivy & Stone Production Grades K-5<sup>th</sup>
- Explore Testing - 8<sup>th</sup> graders only [Date TBA]
- Plan Exam - 10<sup>th</sup> graders only [Date TBA]

### November

- 02 Theme and D.E.A.R. Day
- 11 **Veterans Day - No School**
- 21-25 **Thanksgiving Break - No School**
- 28 Students Return
- 29 Second Nine Weeks Progress Reports
- Social Studies Fair [Dates TBA]

### December

- 07 Theme and D.E.A.R. Day
- 07 Spelling Bee - Grades 4-8<sup>th</sup> only - Starting at 9:00 am
- 14 National Geography Bee - Grades 4-8<sup>th</sup> only - Starting at 9:00 am
- 23 Instructional Support & Enhancement [ISE Day] - Teachers only
- 26-Jan 02 **Christmas Break - No School**

### January

- 03 Students Return
- 04 Theme and D.E.A.R. Day
- 09 Second Nine Weeks Ends
- 16 **Martin Luther King, Jr. Day - No School**

**February**

- 01 Theme and D.E.A.R. Day
- 09 Third Weeks Progress Reports
- 20 Instructional Support & Enhancement [ISE Day] - Teachers only

**March**

- 01-02 Outside School Environment **NLCA in session - No Public School Transportation**
- 05 Outside School Environment **NLCA in session - No Public School Transportation**
- 06 Ivy & Stone Production Grades 9-12<sup>th</sup>
- 07 Theme and D.E.A.R. Day
- 16 Third Nine Weeks Ends

**April**

- 04 Theme and D.E.A.R. Day
- 04 Outside School Environment **NLCA in session - No Public School Transportation**
- 05 Outside School Environment **NLCA in session - No Public School Transportation**
- 06-13 **Easter Break No School**
- 16 Students Return
- 26 Fourth Nine Weeks Progress Reports

**May**

- 02 Theme and D.E.A.R. Day
- 03 Tentative Date for National Day of Prayer
- 08 **Election Day - NLCA in session - No Public School Transportation**
- 14-18 Achievement Testing [No Make-up Dates]
- 19 Graduation
- 28 **Memorial Day - No School**
- 31 Last Day for Students [See Note Below]
- 31 Fourth Nine Weeks Ends

**NOTE:**

The following dates, May 31<sup>st</sup>; June 1<sup>st</sup> & June 4-8<sup>th</sup>, will be used for making up snow days. If all seven days are needed, the last day for students will be Friday - June 8<sup>th</sup> and the last day for teachers will be Monday - June 11<sup>th</sup>.

**Please schedule vacations after June 11<sup>th</sup>.**

**The above is subject to change - pending circumstances and/or inclement weather.**

## GENERAL INFORMATION

### CAMPUS POLICY

NLCA has a closed campus policy. All visitors must check in at the school office upon arrival. Students must remain on campus throughout the school day unless excused by the school office. Students who are to leave campus early must give the school secretary a note from home before school begins. Students who drive and leave campus may not return without prior permission from the office. Non NLCA students shall not be on campus without prior approval. Alumni are welcome but are to follow these same check-in procedures. Parents who pick up their children early must sign them out in the office.

On special occasions NLCA students may invite relatives or friends to attend class with them. Visitors must have permission from the office at least one day in advance of visitation. When permission is granted, it will be for a short, specific period of time. Teachers shall not admit visitors without written permission from the office. **Although parents are welcome, we ask that you sign in so that we can call your child to the office and not disrupt the other children in the classroom.** These policies allow us to monitor our campus and provide a safe environment for our students.

Our campus is protected by video surveillance and automatic locks on the main entrance. If you are visiting NLCA during school hours, you will need to ring the buzzer located in the foyer on the right of the main door. All other doors will remain locked and you will only be able to enter the school through the main entrance. Our secretary will be able to see who is ringing the buzzer and will be able to speak to you for identification. Upon receiving clearance, the door will unlock for you. In addition, our new gym and secondary building also will remain locked during school hours.

### PERSONAL ELECTRONIC EQUIPMENT

Personal electronic equipment, such as CD players, iPods, mp3 players, electronic games, etc. is not to be used during school hours from 8:00 to 2:55. They may be used in the cafeteria from 7:30 am. to 8:00 am. Use on school transportation will be defined by the driver. NLCA does not assume responsibility for damage of such items. Inappropriate music or materials may be confiscated by NLCA staff.

**Pictures or videos of students and staff are not to be taken on cell phones, computers, or other electronic devices. This is a violation of privacy laws.**

## **CELL PHONES POLICY**

Carrying a cellular phone to school is a privilege, not a right.

If you choose to bring a cellular phone to school, you will have to label it and check it in each morning with a specified teacher. You may pick your phone up at 2:50 when the bus bell rings. Any student caught carrying their phone, or storing it in the school *anywhere* will face the following consequences:

**1st Offense:** The parent will have to come in and pick up the phone from the Principal.

**2nd Offense:** Two days in school detention and the parent will have to come and pick up the phone from the Principal.

If a student is caught with a cell phone during school hours, after a second offense, they will be subject to suspension.

## **SOCIAL NETWORKING**

Our registration form consists of a web release page that states whether or not we are given permission to use photos of students ***on our Official NLCA Web Page***. However, the current increase in Social Networking has provided the opportunity for pictures to be used on such sites as Facebook and Blogger. **It is against our policy** to post pictures of students on **ANY** such Social Networking Site. You can easily access pictures from our school and events on our webpage at [www.nlca.info](http://www.nlca.info).

## **SCHOOL TELEPHONES**

School telephones are for school business. Students will be allowed to use the telephone with office approval. Parents should not expect students to be summoned from class for telephone calls. If messages are sent, the office staff will relay them to the student at the appropriate time.

## **LOST AND FOUND**

The lost and found department of the school is operated from the school office. At the end of each quarter, all items which have not been picked up will be disposed of in an appropriate manner.

## **ONLINE INFORMATION**

Information pertaining to most aspects of your child's school life will be available online. Go to [www.nlca.info](http://www.nlca.info) to find the following information and more:

- Breakfast/Lunch Menus
- Announcements
- Sports Calendars
- Recognitions
- Updates
- Photos
- General Information

Our online website will replace most of our traditional paper handouts and postings. A paper copy may be obtained from the school office if needed upon request.

## **TEACHER/PARENT ACADEMIC COMMUNICATION**

It is important to have good communication between teacher and parent for monitoring your child's academic progress. We generate grade cards at the end of each nine week period. In addition, each student will receive a progress report at the mid point of the nine week period. You may contact your teacher by e-mail through the school website [www.nlca.info](http://www.nlca.info) or call for an appointment.

## **RETREATS AND FIELD TRIPS**

Students are not permitted to ride to or from school events with anyone other than their parent or guardian. This includes all school activities, and is not limited to sporting events. If you permit your child to ride with another individual, you must send a written note with them prior to the event.

### **Secondary Spiritual Retreat (7-12 Grades)**

A minimum of one overnight spiritual retreat will be held during the school year. It will be dependant upon material students are studying in bible class. Therefore, attendance is important. Please plan on attending these events. Chaperones including staff as well as parents are always welcome.

### **Field Trips (Pre K – 12 Grades)**

Field trips are planned by classroom teachers and although they are not mandatory, attendance is encouraged. The teacher will outline the need for chaperones, money and any other necessity. Permission slips must be signed and returned before a student will be permitted to attend the event.

## **BREAKFAST AND LUNCH PROGRAM**

This year, we will be offering breakfast which will be served from 7:30 - 8:00. The cost will be \$.75 which includes milk or juice.

The cost for lunch is \$1.35 which includes one milk. Extra sandwiches are \$0.50 Extra milk is \$0.25. Both breakfast and lunch will be served Monday through Friday. Menus for the upcoming month will be posted online at [www.nlca.info](http://www.nlca.info) at the end of each month. A paper copy may be obtained from the school office upon request.

The school participates in the state mandated Free & Reduced Lunch Program. If you think you may qualify, we strongly urge you to complete a confidential one page application to determine eligibility. Please contact the office for an application.

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### **LUNCHROOM RULES**

- Always use appropriate table manners (no food throwing, bothering food of others, etc.).
- Show respect to kitchen personnel.
- Use appropriate “inside” voice at all times.
- Place all garbage in cans. Do not “stomp” or “crunch” food, cartons, bags, or cans. Place all items in the proper container.
- Table captains will be assigned by the lunchroom teacher. This applies to elementary grades only. They are to make sure that their table is clean with no crumbs on the table and no trash on the floor underneath. Tables need to be wiped off at the end of every lunch period.
- Secondary students will be assigned by class to help with lunchroom duties.

## **ATTENDANCE POLICY**

School hours are from 8:05 – 2:55. The first bell rings at 7:50. Students are considered tardy if they are not in their classrooms by 8:05.

All students that arrive before 7:50 must report to the cafeteria. No students should arrive before 7:20. The doors to the cafeteria will remain locked until that time. There will be at least one teacher on duty at this time.

*When picking up elementary students at the end of the day (2:55), please remain in the foyer until the students are released from their classes. The last few minutes of class are important to us and it is difficult for students to give full attention when hallways are noisy.*

### **ATTENDANCE POLICY**

Attendance at school provides a student with classroom\_experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up”. This makes attendance a very important matter.

Students in Pre-K thru sixth grade can miss no more than twenty (20) days during the school year and be promoted. Students in grades 7-12 can miss no more than twenty (20) days during the school year and receive credit for a class. Under extenuating circumstances, credit or promotion can be given by School Board approval.

In any given semester, once a student has five (5) absences, parents will be contacted by the school principal. After seven (7) absences, a parental consultation will be required, and the necessary action taken.

### **Anticipated Absences**

In the event of a planned absence, a note from the parent or guardian is to be presented to the office at least one week in advance. All makeup work given to the student is to be completed and turned in on the day he/she returns to school.

In the event that a parent does not want a student to participate in a school field trip, the student will be required to attend school that day. A note stating the reason must be presented to the office at least three days in advance of the field trip.

### **Excused Absences**

An absence is excused only if there is a legitimate reason. The parent is to call the school between 8:00 and 9:30 a.m. to explain why his/her child is not in school that day.

When a student is absent and a phone call is not received, the office will contact parents to find out the reason, calling first the home number, then work number, then emergency contact. If there is not a legitimate reason, the student will receive an unexcused absence.

### **Unexcused Absences**

Suspension days are considered unexcused absences. **Daily** class work and homework assignments due during an unexcused absence will be graded as a "0". **Major** tests and assignments missed may be made up with a 20% reduced credit. These tests or assignments must be completed in the time allotted for makeup work.

### **Make-up Work**

If students are absent because of illness, they will be given twice the number of days missed to turn in all make-up work. Example: A student is out two days; all work needs to be turned in four days after they return to school. It is the responsibility of the student to obtain assignments from the teacher. At the end of the allotted time, a student will receive a "0" for all uncompleted work.

### **TARDY POLICY**

School begins at 8:05 a.m. Students are tardy if they are not in their homeroom when the 8:05 bell rings.

When students are tardy, they must report to the office to get a tardy slip before they are permitted into class. When students leave before 2:55, it will be recorded as a tardy or half-day absence, depending on the time of day the student leaves. Every 3<sup>rd</sup> unexcused tardy will be recorded as one day unexcused absence and the student will be assigned after-school detention.

Students are also tardy when they are in their assigned classroom, but without their proper materials. When students are tardy to individual classes, the teacher will make note in their record book. On the 3<sup>rd</sup> offense, it will be reported to the office. Student will then be assigned after-school detention.

## DRESS CODE

Since Christian education involves the total person, helping our parents educate their children on proper dress is a valuable part of the program at New Life Christian Academy. Our children need to learn how to dress modestly in all situations. Studies show that dress does influence actions. Sloppy dress equals sloppy actions.

<b>Female students Grades K- 4 thru 12<sup>th</sup></b>
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- Skirts and dresses are to be modestly tailored (not skin tight) and must reach the top of the knee when standing.
- Dresses or skirts should not have slits that extend above the knee.
- Modestly tailored pants, (not skin tight) slacks or jeans are acceptable. No cut lower than low waist will be permitted. Pants legs must not sag over the shoe or drag on the floor.
- Clothes must not have holes, unusual patches, or frays.
- Shorts should be no shorter than two inches above the knee while standing. Shorts/Pants are not to be form-fitting (bicycle or aerobic shorts, etc.).
- Undergarments should not be distinguishable through exterior clothing.
- Sweatshirts are permissible but sweatpants are not.
- Blouses or shirts must be modest in style. No cleavage should be exposed. No tight fitting shirts are to be worn. No sleeveless tops. No spaghetti strap tops; shoulder material should be no less than 2 inches. Shirts, blouses, or dresses must cover the entire torso the entire time, even in movement (when raising hands, bending, etc.).
- Caps or head coverings of any type are not to be worn during school. If worn to school, items are to be put into locker upon arrival and taken out at the end of the school day.
- Hair style and make up must be modest. Highlighting of hair is fine but extreme changes in natural color are not permissible. If in doubt, check with the principal first.
- Clean, casual, sport, or dress shoes are required. Sandals are permitted but no flip-flops. A sandal is defined as a shoe with one wide strap (at least two inches) **or** two or more smaller straps connecting one side to the other.
- Clothing, jewelry, and personal belongings that contain messages relating to drugs, alcohol, tobacco, sex, vulgarity, or that adversely affect persons because of their race, sex, color, creed, natural origin, or ancestry are not permitted including rebel flags. This includes but is not limited to clothing that advertises secular music groups that promote life styles that are in conflict with Christian values.
- No “gothic” attire is permitted.

<b>Male students Grades K- 4 thru 12th</b>
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- Dress, casual slacks or jeans are acceptable. Pants are to be worn at the waist, not baggy. Pants legs must not sag over the shoe or drag on the floor.
- Shorts should be no shorter than 2 inches above the knee while standing. Shorts/pants are not to be form fitting (bicycle or exercise shorts, etc.).
- Clothes must not have holes, unusual patches, or frays.
- All shirts must have sleeves and shirts with buttons may have only the collar button open.
- Sweatshirts are permissible but sweatpants are not.
- Hair length must not be below the eye brows, over the shirt collar, and cannot be longer than the bottom of the ear. No hair styles that combine long and shaved areas of the hair are permitted. Highlighting of hair is fine but extreme changes in natural color are not permissible. If in doubt, check with the principal first.
- Caps or head coverings of any type are not to be worn during school. If worn to school, items are to be put into locker upon arrival and taken out at the end of the school day.
- Clean, casual, sport, or dress shoes are required. Sandals are permitted but no flip-flops. A sandal is defined as a shoe with one wide strap (at least two inches) **or** two or more smaller straps connecting one side to the other.
- Clothing, jewelry, and personal belongings that contain messages relating to drugs, alcohol, tobacco, sex, vulgarity, or that adversely affect persons because of their race, sex, color, creed, natural origin, or ancestry are not permitted including rebel flags. This includes but is not limited to clothing that advertises secular music groups that promote life styles that are in conflict with Christian values.
- Facial hair should be neat, clean, closely trimmed
- No “gothic” attire is permitted.

## **Accessories**

### **Males & Females K – 4 thru 12<sup>th</sup>**

- Piercing jewelry for girls is to be confined to the ear only. **Unacceptable earrings** are [but not limited to include] golf tees, gauges, rods, etc. If in doubt, check with the principal in advance.
- No piercing jewelry is to be worn by boys.
- No tattoos. [If a student already had a tattoo applied, it must be covered during school hours and school functions.]
- Heavy chain-like or spike jewelry or chained wallets violate the weapons policy and may not be brought or worn to school or school functions.

## **Swimming Policy**

- Male students must wear non form-fitting trunks.
- Female students must wear one-piece swim suits.

## **Formal Attire**

- Males must wear shirt, tie, belt, dress slacks, and clean dress shoes.
- Female students may wear knee length, tea length, or full length formal dress. Knee length should be no shorter than 2 inches above the knee while standing. Slits on side or back of dress are permitted, but no shorter than 2" above the knee while standing. No cleavage can be showing.

## **NLCA School Events**

When students attend NLCA school events outside of school, whether academic, recreational, or athletic, they are to dress appropriately and within school guidelines. Attire will be determined by supervising teacher/coach.

**Final determination of issues regarding dress code, hair, or accessories is the responsibility of the principal.**

## **Disciplinary Policy**

New Life Christian Academy's discipline philosophy is to be firm, fair and consistent. Our goal is to move students from external forms of discipline to self-discipline. Our objective is to ensure an environment that is safe and respectful. We use a system of consequences that are designed to help our students change any attitudes or behaviors that hinder their education or the education of others. Therefore, we will use the following process as a general guideline for discipline. However, we reserve the right to use detention, suspension, or expulsion at any time we feel the severity of the offense warrants.

We understand the crucial part parents play in this process. In order to facilitate communication and cooperation, a disciplinary letter will be sent to parents whenever a behavior infraction occurs. This letter must be signed by a parent and returned to school the following day. Any consequence a student receives from NLCA staff is not considered complete until the letter is returned to administration.

### **Lunch Detention**

Students will report directly to the cafeteria, sit in a designated area without talking or interacting with other students. The detention will last the entire lunch period. If lunch detention is violated, the result will be after-school detention to be served the following school day.

### **After-School Detention**

After-school detention will be served in an assigned room. Students serving detention must report by 3:05. Students will have assigned work or an appropriate book and will remain on task throughout the detention period. First thru sixth graders will serve until 3:35 (thirty minutes) and seventh - twelfth graders will serve until 4:05 (one hour). Picking up the student serving detention will be the responsibility of the parent. We ask that you pick up your child promptly. A letter will be sent home the day before to inform parents a child will be required to serve. This letter should be signed and returned to the school office.

### **In-School Detention**

Student will report to the assigned room by 8:05 with books and materials for the day. Student will remain in the assigned room for the entire day, including lunch. Teachers will send assigned work to the supervisor, who will collect work and return it to the teacher at the end of the school day.

## **Out-of-School Suspension**

A student who moves through the lower levels of discipline without a change of behavior may be subject to out-of-school suspension. Any student who is a violent threat to others, or refuses to cooperate with NLCA staff may be immediately removed from campus and will be subject to out- of-school suspension. Immediate removal may occur if a student is found under the influence of, or in possession of alcohol or illegal drugs, using or possessing tobacco products, in possession of any type of weapon, in possession of pornographic materials, or exhibiting sexually inappropriate behavior. Suspension will remain in effect while school officials contact parents and proper authorities, if necessary. Suspension may result in a recommendation for expulsion to the School Board. Out of school suspension will be, but is not limited to 1, 3, & 5 day periods. A suspension will be considered an unexcused absence and subject to terms thereof. Out-of-school suspension is our most serious form of discipline and reserved for any behavior that threatens the safety and integrity of our school.

## **Contraband**

Contraband materials are not to be in a student's possession or brought on to school property. All contraband materials are subject to immediate confiscation and, if illegal in nature, authorities will be contacted. Contraband materials include alcohol, illegal drugs, tobacco products, pornographic materials, lighters, matches, etc.

## **Weapons**

NLCA has a zero tolerance policy involving threats or perceived threats of violence by students. One of the school's primary responsibilities is to provide a safe environment for all our students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function or has a weapon on his/her person, the student will be subject to immediate expulsion. The school may then contact the local police and note in the student's permanent record that he/she was expelled for a weapons violation. Possession includes, but is not limited to having a weapon in a locker, book bag, purse, or vehicle.

The following definition constitutes a weapon:

Firearms of any kind including, but not limited to guns, stun guns, pellet guns, BB guns, etc.

Razors.

Knives of any kind including those less than 3-1/2 inches in length.

Chemical devices of any kind including but not limited to mace, gas repellent, chemical sprays, etc.

Chains, clubs, rings, pipes, studded or pointed bracelets, or any device intended to produce bodily harm.

## **Harassment Policy**

NLCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion. Parents of students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a teacher or the principal.

## **Conduct Violations and Consequences**

Sexual impropriety that is not compliant with Biblical standards will be subject to expulsion

Any student who is actively propagating any religion other than Christianity and/or dishonors Christianity in any way will be subject to expulsion

### **Offense**

- Alcohol or Illegal Drugs – Being under the influence of or possession of said substance
- Possession of weapon
- Pregnancy – male or female involvement
- Any student considered to be a physical threat to students or staff

### **Action Taken**

Subject to immediate expulsion

### **Offense**

- Aggressive Behavior – fighting, threatening, harassment, stealing, etc.
- Insubordination – Refusal to follow staff directions
- Contraband – Having possession of tobacco products, pornographic materials, matches, lighters, etc.
- Destruction of Property – Students will be subject to disciplinary procedures and parents/guardians will be held liable for restoration and payment for all damages.

### **Action Taken**

Any student involved in the above behaviors will be immediately isolated.

First Offense	Suspension of 1, 3, or 5 days
Second Offense	Suspension of 3 or 5 days
Third Offense	Expulsion

**Note: According to WV state law, any student expelled cannot enroll in another school until the expulsion has been served.**

### **Offense**

- Class Disruption – Students who interfere with the teacher’s control of the classroom or other students right to learn
- Horseplay – Pushing, hitting, or inappropriate behavior not necessarily aggressive in nature
- Lying, profanity
- Addressing staff inappropriately – Not using “Ma’am/Sir” or having a disrespectful attitude
- Public Displays of Affection – No kissing, amorous hugging, hand holding, etc.
- Homework not completed
- Having food or drink in the classroom

### **Action Taken**

Students exhibiting the above behavior will be subject to the following discipline procedures:

First Offense	Verbal Warning and Redirection
Second Offense	Lunch Detention
Third Offense	After School Detention

### **Offense**

Cheating

### **Action Taken**

Students found cheating will receive a zero (0) on all work in which cheating occurred. They will **not** be allowed to make up work.

Second Offense	Suspension
Third Offense	Subject to expulsion

**Dress Code Offense**

- Offensive/indecent clothing or violation of jewelry policies

First Offense	Student will be sent to office until proper clothing can be obtained
Second Offense	Lunch detention
Third Offense	After-school detention

**Hair Code Offense**

- First Offense Verbal warning
- Second Offense Parental Notification
- Third Offense After-school detention
- Subsequent Offenses After school detention

**Students will be subject to suspension or expulsion as severity of offense warrants.**

## **ATHLETIC POLICY**

NLCA provides a wide range of sports for the development and enjoyment of its students. Parents and students need to understand this is a privilege and not an automatic right. Students must be in good standing academically and behaviorally to participate. Coaches will provide players with rules and guidelines for their sport at the beginning of the season. Coaches are selected and work under the supervision of the Athletic Director and Principal. Cheerleaders are also covered by these same guidelines.

### **GAME PLAY**

Students must attend the entire day of school to be eligible to participate in the events of the evening, or obtain prior permission for special circumstances.

No athletic events or activities will be scheduled during semester or achievement test periods.

### **CODE OF CONDUCT**

Christian conduct must be maintained by players, parents, and coaches at all times.

### **FUNDRAISERS**

If fundraisers are held to earn money for uniforms, etc., we ask that all athletes and their parents participate.

All fundraisers or requests for funds must be approved by the principal.

School staff will be asked to take turns selling tickets, working the concession stand, and supervising school events.

### **PHYSICAL EXAMINATIONS AND INSURANCE COVERAGE**

All athletes must have a physical examination before practice begins. Only physicals given after June 1 of that year will be accepted. Papers signed by a doctor must be given to the coach before you are allowed to practice. At this time, you must also give him a copy of your insurance card. If you do not have insurance, you may enroll through the school. Forms are available in the school office.

## **SPORTS ELIGIBILITY**

- To be eligible to participate in a team sport, all athletes must have at least a “C” overall average with no failing grade in any subject.
- Eligibility for sports will be based on student grades at the following checkpoints:
  - End of 1<sup>st</sup> Nine Weeks
  - Cumulative 1<sup>st</sup> & 2<sup>nd</sup> Nine Weeks Average
  - Cumulative 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Nine Weeks Average
  - Cumulative Year (Final Grades)
- Coaches reserve the right to check their team’s grades. They may withhold them for failing grades; however, NLCA will only be using the above listed checkpoints to determine eligibility.
- Once an athlete has reached a passing grade average, they become eligible to resume the sport from which they were suspended.
- Fall sports participation will be based on the Final Grades from the previous year.

## **MEDICATION POLICY**

**The school will not provide any over-the-counter medications, including cough drops. If a student needs to bring medication to school, the following requirements must be met:**

### **Prescription Medications**

- Must be clearly identified as to the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, drug dosage, doctor's name, and prescription date.
- The prescription must be current.
- A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amount, specific dosage items, and other instructions if necessary.
- No more than one week of medication may be sent at one time unless directed by the physician.
- Specify if refrigeration is necessary.
- Medication will be dispensed by office personnel only.

### **Non-prescription Medication**

- Must be in the original container.
- Must be clearly identified as to the name and type of medication dosage instruction.
- A note, signed and dated by the parent giving the child's name, medication name, dosage amount, dosage times, and other necessary instructions must accompany the medication.

## **LIBRARY GUIDELINES**

**The NLCA library has been established to provide the following:**

- Books which espouse spiritual values and inoculation against anti-Christian philosophies
- Material that reflects understanding and resolution of situations rather than leaving open-ended thoughts in the reader's mind
- Reference material that will encourage student research
- Wholesome recreational reading

**In light of these purposes the library will include books that:**

- Model positive character traits
- Show conclusive results of actions whether positive or negative
- Clearly draw the line between good and evil
- Do not contain blatant and frequent objectionable language
- May include humanistic influence in parts of the book when the major thrust emulates wholesome values

## **HOMEWORK POLICY**

The following schedule should represent the **maximum** amount of daily homework for your child provided he or she has been on task in class. If your child is spending an inordinate amount of time on homework, please contact the classroom teacher immediately.

<b>K.....</b>	<b>5-10 minutes (not daily)</b>
<b>1<sup>st</sup> grade...</b>	<b>15-20 minutes</b>
<b>2<sup>nd</sup> grade...</b>	<b>15-20 minutes</b>
<b>3<sup>rd</sup> grade...</b>	<b>20-25 minutes</b>
<b>4<sup>th</sup> grade...</b>	<b>30-40 minutes</b>
<b>5<sup>th</sup> grade...</b>	<b>30-40 minutes</b>
<b>6<sup>th</sup> grade...</b>	<b>30-40 minutes</b>
<b>7<sup>th</sup> grade...</b>	<b>30-60 minutes</b>
<b>8<sup>th</sup> grade...</b>	<b>30-60 minutes</b>
<b>9<sup>th</sup> grade...</b>	<b>60-90 minutes</b>
<b>10<sup>th</sup> grade...</b>	<b>60-90 minutes</b>
<b>11<sup>th</sup> grade...</b>	<b>60-90 minutes</b>
<b>12<sup>th</sup> grade...</b>	<b>60-90 minutes</b>

Since time needed to study varies from student, dependent upon skills and attention levels, parents should understand that study time is in addition to homework. To encourage church attendance, homework on Wednesdays will be limited to study and preparation for previously assigned tests and/or quizzes.

## GRADING SCALE

Letter Grade	Percentage Range	Grade Point Average
A+	98 - 100	4.00
A	95 - 97	4.00
A-	92 - 94	4.00
B+	90 - 91	3.75
B	87 - 89	3.50
B-	85 - 86	3.00
C+	82 - 84	2.75
C	79 - 81	2.50
C-	76 - 78	2.00
D+	74 - 75	1.75
D	72 - 73	1.50
D-	70 - 71	1.00
F	0 - 69	0.00
I	0 - 0	0.00

### HONOR ROLL

Principal's List	A+	98 -100	4.00
A-Honor Roll	A	92 - 97	4.00
B-Honor Roll	B	90 - 91	3.75
B-Honor Roll	B	87 - 89	3.50
B-Honor Roll	B	85 - 86	3.00

Principal's List Requirements	All A's
A-Honor Roll Requirements	All A's, 1 B
B-Honor Roll Requirements	All A's and B's, 1 C

## DIPLOMA REQUIREMENTS

New Life Christian Academy offers two Diplomas of Graduation - General and Academic (college preparatory). The following are the minimum requirements of each:

### General Diploma

<u>Courses</u>	<u>Units</u>
English	4
Mathematics*	4
Science	4
Social Studies	4
Bible	4
Health	1
Physical Education	1
Applied Arts [Performing or Fine]	1
Foreign Language	1
Electives	3

### Academic Diploma

<u>Courses</u>	<u>Units</u>
English	4
Mathematics **	4
Science	4
Social Studies	4
Bible	4
Health	1
Physical Education	1
Applied Arts [Performing or Fine]	1
Foreign Language	2
Electives	2

\*Must include Algebra I or 2 years of Applied Math

\*\*Must include Algebra I, II, & higher

## COMPLAINT PROCEDURES

Even in the best run Christian school there can be problems that lead to complaints against the school staff. It is important that these be handled politely and promptly. The following steps are based upon the biblical principle set forth in Matthew 18.

In Matthew 18, the Lord Jesus Himself gives us the model for resolving conflict. Matthew 18 outlines for us the process by which we should seek peace and resolution with one another. Parents, staff members or even the students are enjoined to submit to this procedure. We encourage the one or ones who received an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, the principal may seek a resolution as the third party, or if necessary, on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a professional, charitable manner only with the one that has caused the offense. The temptation to talk with others about the problem is great, but it is not God's way.

1. The parent meets privately with the teacher to seek a resolution of the problem with a spirit of reconciliation.
2. If the problem persists, the parent meets with the teacher and principal to seek resolution, again in the spirit of reconciliation.
3. If the problem continues, the case is presented to the Administrator. The Administrator calls upon the parties involved as seems warranted, all with an effort to reconcile.
4. If the problem remains unresolved, it will be presented to the NLCA Board of Education. The Board will call upon the parties involved in order to work out a final resolution. All decisions of the Board are final.