



**NLCA**  
NEW LIFE CHRISTIAN ACADEMY

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## New Life Christian Academy Parent / Student Handbook

### STATEMENT OF BASIC BELIEFS

The Bible was written by men directly inspired by the Holy Spirit and is the record of God's revelation of Himself to man. It is written without error and is the standard by which all human conduct and creeds should be evaluated. There is one living and true God existing in three persons: God, the Father; God, the Son; God, the Holy Spirit. God is eternal, perfect, holy, sovereign, loving and the Savior of all who accept His plan of salvation. Man is the crowning act of God's creation. Though originally created free from sin, man fell from his first estate because of sin. Romans 3:10 as it is written, there is none righteous no, not one. Romans 3:23 for all have sinned, and come short of the glory of God. Jesus Christ is fully God who took on flesh, was sinless, and gave Himself as a substitution payment for our sins by shedding His blood and dying on the cross. He then returned from the dead, ascended to the right hand of the Father, and will return in power and glory. Salvation is freely offered to all who truly repent of their sin and accept the finished work of Jesus Christ on the cross of Calvary, making Him their Lord and Savior. Salvation is by faith, not works. The moment a person receives Christ as his Savior, the Holy Spirit indwells him and he is sealed until the day of redemption. John 1:12 But as many as received Him, to them gave he the power to become the sons of God, even to them that believe on His name. John 3:16 For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish, but have everlasting life. Romans 10:9 That if thou shalt confess with thy mouth the Lord Jesus Christ, and shalt believe in thine heart that God hath raised Him from the dead, thou shalt be saved.

### SCHOOL HOURS

All classes will begin promptly at 7:50 a.m. and will dismiss at 3:00p.m. First bell will ring at 7:50 am and tardy bell will ring at 8:00 am. Our doors will open at 7:20 am for drop off. Students dropped off early will be required to remain in the café or designated area until the beginning of class. Due to safety protocol, our school gate that enters into the school parking lot will remain locked from 8:00 am until 3:00 pm. If you arrive after 8:00, you will be considered tardy. Three tardies will result in your student receiving one absence. Parents will be required to report to the office and sign-in your student. Should your student need to be checked out for any reason, they must be checked out prior to 2:30 pm.

If parents need to come to school between the hours of 8:00 am and 3:00 pm, they must report to the school office and sign-in. All guests will be presented with a "Visitor Badge" that must be worn at all times while on campus.

Once parents are ready to leave campus, they must report to the office to return their badge and sign out.

NLCA offers after school care from 3:00 p.m. to 6:00p.m. After school care is \$10.00 a day or \$40.00 a week. A student can stay daily if needed or weekly. Any students not picked up prior to 3:30 will be placed in afterschool. A fee of \$10 will be assessed to their account. There is no afterschool care on ½ days.

### **HEALTH CERTIFICATES**

All students are required to have an updated immunization record on file with the office. TDAP vaccinations are required for all students entering the 7<sup>th</sup> grade. Updated immunization records need to be turned into the office by September 15, 2017. Current immunization records are required for all students Pre-K through 6<sup>th</sup> grade. All students are required to have his/her birth certificate on file.

### **TUITION**

It is our goal to provide the highest education possible in a Christian environment. To do this we have the best and most qualified teachers available. To maintain this excellent staff, we must keep our finances current.

Tuition is due on the first day of the month and is late if received after 4:00 p.m. on the tenth of the month. If the tenth falls on a weekend, this deadline will be extended to the following Monday.

A \$25.00 late fee will be added to your account for tuition received after the 10<sup>th</sup> of the month.

Students will not be admitted to class and no schoolwork given if payments are one month in arrears. There is a \$25 fee for any checks returned to us by your bank, for any reason. Students whose account is in arrears may not receive their report card until balance is current, or it has been worked out with the school board.

### **VOLUNTEER HOURS**

All families are required to volunteer 15 hours each year at New Life Christian Academy. In Lieu of unworked hours a fee of \$25.00 an hour will be assessed to your account. (See Volunteer Hour Policy)

### **STUDENT CONDUCT**

Since nothing productive can take place in a disorderly atmosphere, it is necessary that a cooperative spirit and obedient, non-disruptive behavior be in evidence on the part of all students. All who attend and work at New Life Christian Academy are expected to act in a manner that reflects a Christian attitude and belief. New Life Christian Academy has open enrollment and therefore some of our students may not be Christians. However, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by our Standards of Conduct and maintain Christian standards. Staff members will work with students to teach and develop Christian character. However, salvation by faith in Jesus Christ is the initial step in the Christian life, allowing the Holy Spirit to make the Christian conscious of the Biblical demands for a holy life. (Matthew 22:37-39, Romans 13:8-10, Galatians 5:14)

### **STANDARDS OF CONDUCT**

NLCA holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). The growth begins at the initial moment of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for the holy life which fulfills both God's moral law and high law of love (Matthew

22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities.

A sense of the need for spiritual growth in our students has led NLCA to adopt the following standards which are based upon biblical principles and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment, whether at home, school or elsewhere and regardless of whether or not school is in session.

1. Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercing; smoking, possessions or use of alcoholic beverages, drugs or tobacco (any kind, such as, but not limited to, cigarettes, vaping and/or chewing tobacco); involvement in occult; gambling; stealing; pornography; premarital sex; promoting or participating in a gay, lesbian or homosexual lifestyle or other lifestyles contrary to Scripture.
2. Refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit through symbols pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
3. Students are not to friend and/or follow any teacher or staff member at NLCA on any social media site.
4. Students may not bring any type of weapons onto school campus and/or at any school events.
5. Maintain Christian standards in courtesy, kindness, honesty, morality, dress and entertainment.

Students found to be out of compliance or harmony with NLCA's Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or non-guilty. Any student who is adjudicated guilty will be transferred out of NLCA.

NLCA has open enrollment, and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. **Attendance at NCLA is a privilege, not a right.**

### **DRUGS & ALCOHOL**

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances. Alcoholic beverages, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana or any other controlled substances. Students are not allowed to use any chemicals and/or substances with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior. This also includes but not limited to energy drinks such as, Monster, Red Bull, 5-Hour Energy, Mountain Dew Kickstart etc.

Possession or use of prescription and over-the counter drugs is not a violation of this policy; however, students are not allowed to carry medication with them. All medication must be registered within the school office. (See Medication Policy)

### **SEARCH & SEIZURE**

NLCA values the privacy and ownership rights of all students and no students' personal items are subject to search or seizure unless there is a genuine belief that the student has threatened harm or has created a situation where harm may be brought to the person or property of another. All students' materials are subject to being searched by appropriate school personnel. This includes but is not limited to lockers, book bags, desk, personal vehicles etc. A students' failure to permit searches and seizures is prohibited. When appropriate and at the discretion of school personnel parents may be notified prior to or after a property search has occurred.

## School/Classroom Conduct

- Gum is not permitted on school property. This includes classroom and/or surrounding properties (i.e. playground, athletic fields, parking lots etc.)
- Food and drinks will be limited to cafeteria only, except when designated by teachers.
- Cell phones, iPods, iPads, gaming devices and/or any other electronic device is prohibited. All cell phones must be turned in daily to student's homeroom teacher at the beginning of the day. Students will be given phones back at the end of the day.
- If a student is caught with a device, it will be confiscated and returned at the end of the day. If student continues to abuse this policy, they will lose their right to bring cell phones, and/or any other device on school campus.
- All students are required to be prepared for class. This means, a student must have all required material to begin class in a timely manner. (i.e. books, pencils, papers, homework etc.) If student comes to class unprepared and class has begun, the student will not be allowed to leave class to obtain materials. \*\*\*\* *If a student loses books at any time during the school year, the student will be required to purchase a new book. This will be charged to the student's account and will require payment from parents.* \*\*\*\*
- It is the desire of Administration and the faculty to be a service to both parents and students. Each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour. We ask that you do not interrupt a teacher's classroom by walking your students to class and/or visiting unannounced.

### DISCIPLINE:

The goal of NLCA is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the students as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which he/she feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. The teacher is responsible to maintain appropriate classroom behavior that does not hinder the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, one-hour detention (detention will result in punishment, such as, yard clean up, facility clean up, and any other task deemed appropriate for corrective measure), student-administrator conference, after school and/or parent-teacher conference. Students can be suspended or expelled for excessive discipline infractions. NLCA does not incorporate the use of corporal punishment.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items or symbols, or other misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. NLCA has adopted the "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students' lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. We will make decisions on an individual basis regarding suspension and expulsions.

A sense of the need for spiritual growth in the light of Biblical principles has led NLCA to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare

of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Each student is fully responsible for the reputation he builds for himself, including online and through social media.

Students will not be admitted to class without a signed Parent Student Handbook agreement on file at NLCA. Keeping the standards of Conduct is necessary to remain a student at NLCA. Students who do not report violations of the Standards of Conduct may be subject to disciplinary action. The Parent Student Handbook signature page must be turned into the homeroom teacher no later than 2 weeks after students first day of school.

Please feel free to consult with the administration about any problems or questions that concerns the welfare of students. It is the desire of the administration and the faculty to be a service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visit be made by appointment with the teacher at a convenient after-school hour. Administration will work alongside individual teachers to maintain order within their classrooms. Each teacher has the authority to implement classroom rules and consequences.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of NLCA whether or not there is any definite breach of conduct, he may be requested to transfer out. NLCA is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at NLCA for worldly practices or divisions so common among other institutions. NLCA has the reputation of having a student body with an excellent spirit with every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through social media, secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of NLCA and may be withdrawn or refused reenrollment at the discretion of the administration..

Attendance at NLCA is a privilege and not a right. Students forfeit this privilege if they do not comply with the standards and ideals of work and life of NLCA.

## **STUDENT ACADEMICS**

It is New Life Christian Academy's goal to grow students in two ways: academically and spiritually. The academic programs at New Life Christian Academy are based on the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, our academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study and Christian textbooks are the norm. New Life Christian Academy strives for academic excellence.

## **COMMUNITY SERVICE**

A key aspect of the teachings of Jesus can be found in Matthew 20:25-28. As Christians we are called to serve others. It is our desire that our students would learn to act upon the needs of others with a willing, gracious heart. In order to help develop this trait, all 9<sup>th</sup> – 12<sup>th</sup> grade students will be asked to complete a minimum of 10 hours of community service per year. Students will be provided with a volunteer log that will need to be signed by parents along with a member from the organization. Logs will be turned into their homeroom teacher and filed in the office for monitoring.

To qualify as community service, the hours must meet the following guidelines:

- The hours must be performed without pay or compensation and the organization with which the student is working should be non-profit in nature.
- Hours must be performed outside of the normal school day
- Services can include but are not limited to church or religious-activity volunteer work, a nursing home, after-school tutoring services, and providing assistance at school-related functions such as fall carnivals, evening events, and service projects.
- Neither grades nor credits included in the GPA calculation will be awarded for community service hours.
- All service hours must include the date and hours the service was performed, the nature of the service, and a signature of the person responsible for supervising the work performed.
- Additional hours may be required for any additional clubs or programs students are involved in such as National Honor Society
- Required hours will be prorated for students who enroll after January 1<sup>st</sup>.
- Service hours completed during the summer months may be applied to the upcoming school year, however, additional hours over the required minimum may not be carried over to the following year.
- Community service forms must be turned in to the office at the end of each grading period.
- These hours do not translate into the required 15 hours of volunteer service per family per year.

## **ACADEMICS**

Teachers and Staff members will provide students with a clear understanding of their expectation for in-class work, along with, expectations for homework and/or special projects. Students will be required to complete all assignments and homework in a timely manner. Grades will be evaluated every 4 ½ weeks via a progress report and report cards. Progress reports and Report Cards will be sent home for parents review and signature. Grades 3, 6, 9, & 11 will be given an achievement test at the end of each school year.

NLCA offers an online platform called Schoology. This web based program allows parents to have access to current grades and averages along with classroom information and updates. It is the parent's responsibility for grades 3 -12 to enroll their children into this program. Classroom codes will be provided from student's homeroom teachers.

## **HOMEWORK**

We believe that homework is vital to a student's academic development. It stimulates independence and self-direction. Homework acquaints parents with what the child is learning and affords them the opportunity to help their child. Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in their agenda each day. Parents should check to see that all homework is completed and all books returned to the classroom. If continued neglect of homework assignments occurs, students will be required to stay afterschool for detention and/or forfeit recess. If a student continually does not complete homework/seatwork, the parents will be notified and a conference may be scheduled. At the discretion of each teacher, full credit may not be given for assignments that are handed in late or not completed in a reasonable amount of time.

All efforts will be made by teachers, students, parents and administrators to help students meet academic expectations, including but not limited to academic tutoring. Tutoring may be recommended for students who find the curriculum or a specific subject challenging. New Life Christian Academy does not grade on a “curve system”. Student’s grades will reflect student’s performances.

### **REPORT CARDS**

Evaluations of the student’s progress will be made and given out at the end of each 9 weeks. Report cards must be signed and returned within 3 school days. The student’s progress is based on unit tests, quizzes, homework, class work, projects and reports.

A	90-100	Outstanding	O	Outstanding
B	80-89	Above Average	S	Satisfactory
C	70-79	Average	N	Needs Improvement
D	60-69	Below Average		
F	Below 60	Failing		

<u>Average</u>	<u>Letter Grade</u>	<u>Unweighted Scale</u>	<u>Weighted Scale</u>
98-100	A+	4	4.5
93-97	A	4	4.5
90-92	A-	3.9	4.4
87-89	B+	3.1	3.6
83-86	B	3	3.5
80-82	B -	2.9	3.4
77-79	C+	2.1	2.6
73-76	C	2	2.5
70-72	C-	1.9	2.4
67-69	D+	1.1	1.6
60-66	D	1	1.5
0-59	F	0	0

### **END OF YEAR AWARDS**

Honor roll awards will be given during our final awards ceremony. The Headmaster’s award will be awarded when a student obtains all A’s on his/her report card, not an average, in every subject for the entire year. A/B Honor Roll, and B Honor Roll will be determined based upon overall averages for each subject, for the entire year. Any student receiving a D or below, in any subject, will be ineligible for any of the above awards. (Please note: Three unexcused tardies will result in one absence, therefore, making the student ineligible for the Perfect Attendance Award. Please see Tardiness Policy listed below)

### **ATTENDANCE**

Our curriculum moves at a rapid pace. When a student is absent, he or she misses valuable classroom instruction and discussion that might help them understand a concept. Students are expected to be on time and attend school whenever they are able to be there.

### **ABSENCES**

When a child misses school, they miss part of the teaching process, which is built upon on a daily basis. For this reason we discourage unnecessary absences. In the event of an absence, a written excuse signed

by the parent of a student must be presented to the school office when the student returns to school. After 3 days, a doctor's note will be required. Any work missed during the time of the absence will be required to be made up within 48 hours of the student returning to school provided the absence is excused. Excused absences may be defined as, but not limited to, student illness, death in the immediate family, doctor and dentist appointments. Field trips outside of the individual student's homeroom are considered unexcused absences. However, if a circumstance requires you to be out for an extended period of time, your teacher will work alongside of student and parents to ensure the appropriate amount of time is given for all homework and classwork needing to be completed. Family vacation and trips should be scheduled during school vacation since it is often difficult for a child to make up work missed during an absence. In the event of a known extended absence, parents are asked to provide classroom teachers a minimum of two weeks' notice in order to prepare student work. If your child misses more than 20 days during the school year, their promotion may be in jeopardy. Students who are absent must check with the teacher to get all assignments missed. Work not made up within the 48 hours, or within time period agreed upon with teacher, may go on record as a failing grade. It is the responsibility of the student and parents to find out what classwork has been missed during periods of absence and to make up the work. Parents should contact teachers directly for missed assignments, not the school office. High school students who miss more than 10 days in a semester are subject to receiving an incomplete grade and lack of credit for the course. However, if a long term illness presents the appropriate documentation must be provided.

### **ILLNESS**

For the welfare of your child and others in the school, parents are requested to keep their child home when he or she is sick. Any student with a temperature of 100 degrees or more will not be permitted to stay in school. Please assure your child is fever free for 24 hours, without medication, before returning to school. If a student becomes ill during the day, he or she will be sent to the office and we will contact the parents. In event parents cannot be reached, the school will contact the emergency number listed. If it is an emergency situation, we will contact EMS. All charges will be the responsibility of the parents.

### **TARDINESS**

It is extremely important that parents instill the value of being punctual to their children. It is disruptive to the teacher and class when a student arrives late. The teacher will keep a record of tardiness on each student.

Any student who has three unexcused tardies will receive a one day absence from that class. This will result in students not receiving the Perfect Attendance Award. Excessive tardiness may place a student's promotion in jeopardy. We urge the parent to cooperate in this vital area by having the student arrive to school on time. Tardiness will be monitored by homeroom teachers. High School students who drive to school may have their parking passes revoked for excessive tardiness.

### **DRESS CODE**

It is NLCA's vision that boys and girls are taught your appearance is a reflection of who you are in Christ. Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed, distracted, or tempted. In 1 Timothy 2:9 and 1 Peter 3:3 we are asked to refrain from extremes which call attention to ourselves. The manner of dress is directly related to the kind of people we are and what we think ourselves to be. Christian character includes being disciplined in the areas of clothing, hair and make-up.

If student is not in compliance with NLCA dresscode, that student will be referred to the school office and a call placed to the parent. Any referral to the school office will be done silently as to not embarrass the student. Students will have the opportunity to contact their parents and/or guardian to bring the appropriate clothing to school. If parents are unavailable to be contacted, the student will be provided with

NLCA spirit wear for the remainder of the day. This will be at the cost of the parents and will be charged to their account. Please keep in mind, clothes that fit appropriately in September may not fit appropriately in January

Student's appearance must be conservative, neat, and modest. Hair must be well groomed, out of eyes, and does not obstruct vision.

### **Pre-Kindergarten – Eighth Grade**

All students who attend NLCA in Kindergarten through 8<sup>th</sup> grade will be required to wear uniforms. Uniforms will consist of Khaki, Navy, or Black pants, shorts, capris, or skirts along with Red, White or Navy Blue polo style shirts. All shorts, skirts, or dresses must be knee length. Pants and/or shorts must be worn with a belt and shirts must be tucked in (for boys and girls). Students may also choose to wear an NLCA Spirit Wear shirt daily along with their uniform bottoms. The "Spirit Wear" shirts must be NLCA shirts purchased from NLCA only.

No leggings or Jeggings should be worn alone as pants. Leggings may be permitted only if worn under a dress or skirt that can be worn independently (Knee Length). Leggings should only be worn in the same manner as tights or pantyhose.

Although we do not have a policy on shoes, it is highly suggested that the Pre-K through 3<sup>rd</sup> graders do not wear flip flops and/or sandals without a back strap. Younger students tend to hurt themselves when on playground and during PE.

Every Friday will be Missions Jean Day. Students will be allowed to pay \$1.00 to wear jeans along with, an NLCA spirit wear shirt. These shirts will consist of any NLCA t-shirts purchased through the school office.

### **High School Students Grades 9<sup>th</sup> -12<sup>th</sup>**

Students will NOT be required to wear uniforms. They will; however, maintain a strict dress-code and any violations will result in the same consequences as the remaining students.

- High school students will be allowed to wear jeans and/or any other type of dress pant/shorts. Pants, shorts, and Jeans must be free from holes and frays.
- High school boys will still be required to wear a collared shirt, such as, a dress shirt or polo style shirt. Shirts may be of any color or pattern they choose; however, must not have any writing and/or graphics of any kind on them. (No T-Shirts).
- Students may also choose to wear an NLCA Spirit Wear shirt daily. The "Spirit Wear" shirts must be NLCA shirts purchased from NLCA only.
- High school girls will be required to continue a modest dress code. High school girls may not wear tops that are revealing in any way. No visible cleavage will be allowed. A suggestion to avoid immodesty = one handbreadth (not including the thumb) below the base of the neck. If cleavage is visible (even if your clothing is in compliance with this recommendation), the student will be considered in violation of dress code.
- No undergarments (including bra straps, and bralettes) should ever be seen under any circumstances. Camisoles should not be worn as a blouse. Camisoles should be worn under another garment for modesty.
- Clothing with alcoholic beverage ads, suggestive slogans, or promoting movies, products, or music groups are not to be worn at any time.

- Wallet chains will not be permitted.
- Students may not wear ornamentation of any type in pierced body parts (i.e. nose rings, tongue rings) during school hours or while participating in school functions (except ear piercings).
- Shirts must be long enough to cover entire torso when arms are fully raised.
- Tightly fitting pants will not be permitted. No leggings, Jeggings, skinny jeans, yoga pants, and/or any solid, lace or “fish-net” type pants will be allowed. Pants and Jeans must be free from holes and frays. Shorts and skirts must be no more than three inches above the knee and/or Bermuda length.
- No hats of any kind, baseball caps, visors, toboggans etc. Although we understand during the winter months your child may want to wear a cap of some sort on their way to and from school; however, while in the building all hats should be removed and kept in their book bags and/or cubbies.
- No t-shirts, Sweatshirts, Hoodies, Pullovers and/or Jackets with any type words, logos or graphics should be worn (Small Logo’s, such as a Nike Swoosh, or Under Armor logo are permitted)
- No outer clothing should be overly tight. Pants, Shirts, Shorts, Skirts, and Jeans must all be appropriate waist size and worn pulled up with a belt. They must be free of holes and frays.
- No Tank tops – A Tank top is defined as anything with a strap narrower than a handbreadth (sleeveless and cap sleeves will be allowed)
- No Athletic wear should be worn during school hours, with the exception of middle/high school students during PE. This includes, gym shorts, gym pants, yoga pants, leggings, t-shirts and /or muscle/sleeveless shirts.
- Attire worn for PE must also meet dress code. Shirts should be NLCA t-shirts only. Shorts must Knee/Bermuda length. No leggings or Yoga pants will be permitted during PE.
- Collegiate outerwear, such as, hoodies and/or jackets may be worn; however, you must be in dress code underneath outerwear.

### **LUNCH**

Children may bring their lunch to school or they can purchase lunches brought into school from outside sources. Microwaves and refrigerators will be available for student use. We will have a set menu for boxed lunches. Students will need to turn in lunch money every morning to their teacher by 8:00. Lunch will be ordered for the day at 8:10. If a student forgets to bring lunch, they may advise their teacher and a lunch will be ordered. This will be billed to their account. NLCA’s cafeteria will close at 8:00 a.m. Middle/High School students will not be allowed in the café during class changes. Snacks and drinks must be purchased before the morning tardy bell at 8:00.

### **ATHLETIC**

Athletes in grades 7-12 must have passing grades in each core subject (English, Math, Science, History, Bible) at the end of each nine-week grading period to participate in Athletics. A student failing one of these five courses in the previous grading period shall be ineligible to play for the following two weeks. Grades will be re-evaluated after the two week suspension.

### **FIELD TRIPS**

There will be field trips during the year for classes. Permission slips will be sent home prior to the trip and must be signed and returned with payment if required. All deposits for field trips are non-refundable. If a field trip is cancelled by the school, money will be returned. If a student cannot attend the field trip, money is non-refundable.

Field trips are for specific classes only. Students from other classes and/or siblings will not be permitted to attend field trips that aren’t scheduled for their grade level. (See unexcused absences).

Parent Chaperones will be permitted to attend field trips based upon needs of individual classes. All Chaperones will need to complete a background check for approval from Administration. If a parent chaperone is driving any student, other than their own, they must also complete a MVR driving record form. These forms will be maintained in the school office. Chaperones will be expected to pay all fees associated with field trip.

### **MEDICATION POLICY**

Students are not permitted to carry medication (either over the counter or prescription) on their person or in their desks, cubbies, lockers, or backpacks. Parents must bring all medications to the School office, and it will be administered to your child. Medicine must be labeled with the child's name, doctor's directions, and dosage. Parents will be required to fill out a medical release permission form before any medication is administered, even over the counter medicine.

### **EMERGENCY PROCEDURES**

In the event of adverse weather or an emergency situation, New Life Christian Academy, will send out a REMIND message via the texting notification system, post message on the website and facebook as we become aware. In the event of an early dismissal, parents will be notified by staff, and the REMIND texting notification system. It is important to keep all phone numbers current in your child's records. Notify the school office immediately if any information changes.

### **STUDENT DRIVERS**

High school students who will be driving to school will need to purchase a parking pass for \$25.00 from the school office. Student drivers will be required to park in designated areas and obey all traffic patterns. Student drivers should be mindful of their speed while in the parking lot, along with, their radio volume. There should not be any loitering in the parking lot, before or after school hours. If a student leaves campus early they may not return later for lunch or any other reason. If a student driver leaves campus early and needs to return to pick up sibling, student driver should follow carline procedures. They should not at any time come to the school office/front parking lot to pick up siblings. Any student who violates these policies may lose their driving privileges. Parking passes must be renewed each year.

### **EARLY DISMISSAL**

Should you find it necessary to have your child excused from school, you must sign the child out in the office stating the reason and time of dismissal. Students are not permitted to leave school grounds without written permission.

New Life Christian Academy of Rocky Mount, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to NLCA students. We do not discriminate on the basis of sex, race, and color, national or ethnic origin in the administration of our educational policies and procedures, athletic or other school-administered programs.

Disclaimer – Please note this document is subject to change within the school year. If such changes are made you will be notified with an addendum to be signed.

This Handbook is designed to fulfill Colossians 3:17, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”

### TO GOD BE THE GLORY

New Life Christian Academy is asking that after reading the material contained within this handbook by both the Parents and Students that you sign this document. It is our goal at New Life that we as the staff, along with the parents and students will work together to have a successful year. To do that, all of these policies and procedures will need to be adhered to. This will require effort on behalf of all parties, The Parents/Guardians and Students.

Please sign below that you have read this document and you understand the guidelines laid out within.

Student Name: \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance at New Life Christian Academy is a privilege not a right. Students in 8<sup>th</sup> -12<sup>th</sup> grade must sign this document acknowledging they desire to comply with the guidelines laid out in the Parent Student Handbook and they are choosing to attend NLCA.

Middle and High Students Signature: \_\_\_\_\_