

## **WELCOME**

New Life Christian Academy is a school comprised of staff and students from all over the tri-county area. The members of this student body come from a wide range of cultural, denominational, and social backgrounds. We find our common center and unity in the person of the Lord Jesus Christ. We desire to be totally committed to Him in our teaching, beliefs and lifestyle. We seek to honor Him by integrating faith and learning while our hearts and lives reflect the process of maturing in Christ. We invite you to join us in discovering what it means to be totally committed.

### **MISSION STATEMENT**

We live in a country where claiming to be a Christian has become much less than the total commitment that Jesus Christ requires of us. New Life Christian Academy is not content to simply move with the times. We believe that God has given us a mission. We have been called to **“Educate Christian students to think and act Christianly, Constructively and Critically”**.

Within our mission we recognize the following distinctives:

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| <b>Evangelism</b>    | We recognize the fact that we are commissioned to evangelize the unsaved through the teaching of the gospel. (See “Statement of Evangelistic Outreach and follow-up on page 9).  |
| <b>Christian</b>     | We have chosen to work with Christian students. This means those who have an alive and ongoing relationship with God through the death and resurrection of Jesus.  |
| <b>Educate</b>       | New Life Christian Academy is an educational ministry. It is our desire not only to provide a quality academic education from K3 through the 12 <sup>th</sup> grade, but also to equip the Body of Christ with Bible centered education necessary for effectual Christian service. |
| <b>Think and Act</b> | We are called to challenge and expand our students’ Christian character as well as their thinking capacities. How our students live out their Christian beliefs is as important as their academic achievements.  |
| <b>Christianly</b>   | We desire to develop in our students the ability to apply a Christian perspective to all facets of their lives as well as integrate a Biblical worldview with life and learning.   |
| <b>Critically</b>    | We wish to impart to our students the ability to evaluate and, if necessary, challenge the constant stream of information and ideas to which they are exposed.   |

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

The Christian school recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the purpose of the Christian school is to provide a school for Christian children or children of Christian parents. The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established.
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22). The key is for each person to discover what God's will is for himself, and then to do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalms 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; II Timothy 2:15). A healthy work ethic has application in so many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.
9. Holding to the traditional family structure (Genesis 2:24). God's plan for the family is still one man and one woman for one lifetime.
10. Moral purity (1 Corinthians 3:16, 17; 6:19, 20). Since bodies belong to God, we must refrain from an act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
11. Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (II Chronicles 7:14) is vital to keeping our nation strong.

It is, therefore, the goal of the Christian school to teach and support these principles, beliefs and values in our role as an extension of the Christian family in the process of educating our children.

## GENERAL INFORMATION

### History and Purpose

New Life Christian Academy was founded in 1979 as a ministry of New Life Christian Center. Growing from an original class of six students to the current enrollment of over 200, NLCA has remained true to its roots while moving ahead for God's glory. At NLCA, students in K3 through the 12<sup>th</sup> grade receive a quality education that is fully integrated with God's Word and Christian principles.

Because NLCA is a ministry of New Life Christian Center, the church provides classrooms, utilities, equipment and other items necessary to the school's operation with tuition and registration fees used as a supplement to the cost. Furthermore, it is the policy of NLCA to engage only personnel of Christian dedication, recognized educational training, and successful experience who will complement your child's Christian home training.

### Admissions Policy

NLCA accepts students regardless of race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate in admissions policies, educational policies, athletic and other school administered programs.

School officials determine grade level placements and teacher assignment. Priority for admissions to NLCA shall be as follows:

1. To presently enrolled students
2. To brothers and sisters of presently enrolled students
3. To members of New Life Christian Center
4. To new families

An applicant for K3 must be 3 years old and completely potty trained, K4 must be 4 years old, K5 must be 5 years old and for the first grade must be 6 years old on or before September 1<sup>st</sup> in the school year applied for.

The student application for admission must be submitted along with the registration fees. The following guidelines are imposed:

\*Academic testing to determine student readiness may be required.

\*The school must have on file a Certificate of Immunization (IMM-50), or a Medical Exemption (IMM-51) form from the Alabama Department of Public Health or from the student's physician by the first day of school. Documentation should show evidence of student(s) having received a second dose of measles vaccine. We advise that all vaccinations and immunizations be kept active.

\*A report card of the student's previous term of work must be presented. A follow up call may be made to the student's previous school and/or principal.

\***A nine-week probationary period will be imposed on all incoming students.** Could be extended if needed

\*No student will be admitted if he/she is currently under suspension or expulsion. Each case will be carefully examined and is at the discretion of the administration.

\*The parent/guardian of each student must have read the current year's handbook and be in agreement with the policies as defined. A signature is required to document such agreement, and the document will be kept in the student's file.

\*Final admission of all students shall be subject to the approval of the principal and the pastor.

\*A student will not be accepted for enrollment if pregnant or sexual promiscuity is known.

## **Financial Policy and Procedures**

The annual tuition and other fees, with the exception of some miscellaneous donations, and fund raisers, are the sole operating funds for NLCA. Therefore, prompt payment of such tuition and fees is necessary in order to guarantee the quality Christian education we are attempting to provide your child.

Furthermore, your cooperation will enable NLCA to maintain a positive Christian testimony by having the funds necessary to meet its financial obligations on a timely basis. We thank you for your support and cooperation with regard to these financial policies.

1. Tuition payments are due by the first of the month beginning in June and ending in May. Payments received after the fifth of the month will be assessed a late fee of \$30.00 for each month past due, which **will be strictly enforced**. Tuition charges are prorated according to the number of children in a family. Registration is due at time of registration.
2. Book fees are divided into three payments in March, April and May before the school year of enrollment. All books must be paid in full by May 1<sup>st</sup>.
3. Any unpaid balance as of May 6 of the current school year, will incur the initial \$30 late fee as well as a \$30 late fee for each month delinquent thereafter. In addition, a charge of 2% per month of the balance due will be assessed. When a balance is past due and there is no attempt for reconciliation, NLCA will have no choice but to seek legal action to collect monies due. The above policy also applies to balances owed upon withdrawal of a student.
4. When an account becomes two months past due, the following procedures will be implemented:
  - a. The parent(s)/guardian will be notified in writing that unless the account is brought to a current status, it will be necessary for the child(ren) to be withdrawn from NLCA. The effective date of withdrawal will be stated in the written notice of impending action.
  - b. Parents who have been notified of impending withdrawal may arrange a personal conference with the administration to discuss an appropriate plan for bringing the account to a current status.
  - c. If arrangements cannot be made between the parent(s) and the administration to keep the child(ren) in school by bringing the account to a current status, the child(ren) must be withdrawn.
  - d. Any child withdrawn from NLCA due to a past due financial account is automatically eligible for readmission at the time the account is brought to a current status.
5. **All monies due must be current before a student is allowed to take mid-term or final exams.**
6. All report cards, diplomas and records will be held in the school office and enrollment for the following year will not be accepted until the past due funds are received.
7. A fee of \$30.00 will be charged for any check returned by the bank. After two such returned checks, tuition payments will be accepted only in cash, by money order or by cashier's check.

## **Refund Policy**

1. Tuition and registration fees are non-refundable.
2. A percentage of the book fees may be refunded before school begins.

## **Supplementary Fees**

1. Achievement Tests: Grades K5-11 will take a national standardized achievement test in the spring. The cost is \$35.00 per student.
2. Graduation Fees: K5 students and seniors are required to pay a graduation fee due on the first of March. Fees are as follows: K5 - \$40.00; Seniors -\$75.00 plus a cap & gown fee. There will be a 10.00 clean-up fee at end of year for Graduation.
3. Course Fees: A \$25.00 Science fee is due for 9<sup>th</sup>-12<sup>th</sup> grade students. A \$50.00 fee is due for all students taking Computer. A \$25 fee is due for all students taking Spanish I and/or Spanish II. Athletic Fee: A \$100.00 fee is due for each sport except football in which a student participates. The cost for varsity football is \$150.00. Jr varsity is \$100.00.

### **Fundraising**

NLCA is endeavoring to keep low tuition rates for the benefit of each family. For that reason, we have to operate an annual fundraising program and anticipate each child's and/or parent's participation in helping us raise the additional funds needed for the designated school projects or programs. The school receives no Federal assistance other than tax exemption status.

### **Contributions**

Contributions are welcomed and accepted to help in the growth and development of NLCA.

### **Optional Charges**

1. School pictures are made in the fall and in the spring; purchases are optional. Fall pictures are used in the yearbook.
2. Senior portraits are taken in the summer; Barry Chrietzberg of Chrietzberg Photography will notify seniors. Seniors may contact his studio at 567-5381, or an alternate photographer. The photographer or student must provide a formal pose to be used in the yearbook.
3. Yearbooks may be ordered, and payment is due at the time the order is placed.

### **Achievement Tests**

NLCA provides a regular program of standardized tests of achievement to all grades except K-3, K-4 and 12<sup>th</sup> grade. Students are notified well in advance as to the nature of the test, scheduled time and length of testing. These tests are nationally standardized tests and help to recommend students to other schools as well as institutions of higher learning. Furthermore, they provide data, which aid in understanding the needs and development of the pupil's growth and progress in terms of his own systematic and continuous record of student growth. Parents will receive a computer printout of the results of the test.

### **School Hours**

Hours are Monday through Friday. Holiday hours are listed on the school calendar.

School Office:	7:20 a.m. – 3:30 p.m. Phone (334) 285-5615
Pre-K3 & 4:	8:00 a.m. – 12:00 p.m. Extended day 8:00-2:45
Kindergarten:	8:00 a.m. – 12:00 p.m. Extended day 8:00-2:45
Grades 1-6:	8:00 a.m. – 2:45 p.m.
Grades 7-12:	8:00 a.m. – 3:00 p.m.

Children not picked up by 3:15 will be taken to the aftercare program. There will be a charge of \$5.00 per quarter hour for each child. Charges will begin at 3:16. For example: There will be a \$5.00 charge from the time a child (who has not previously been enrolled in the program) is taken to after care until 3:30. An additional charge of \$5.00 will be added at 3:31 and so on.

### **After Care Program**

3:15 – 6:00 P.M. See the office for information.

**Summer Hours:** Monday – Thursday 8:00 a.m. – 4:00 p.m.

## **Emergency Closings**

There may be times NLCA may have to close due to bad weather or circumstances beyond our control. These closings will be announced on the following stations: WSFA and WAKA. We will also send notices via e-mail and text concerning emergency closings.

## **Emergency Drills**

The following emergency drills will be held several times during the school year:

1. Fire Drills: On the signal, all pupils will leave their classrooms in orderly lines and proceed to an assigned place outside the building. They should move as rapidly as order will permit. At the beginning of school, each teacher will be given instructions as to the exit to be used.
2. Tornado Drills: On the signal, all pupils will proceed to the designated place within the buildings. Students should be quiet and orderly and sit against a wall with their heads down and covered with their hands.
3. Lock-down drills: When the pre-determined signal is given the teachers will lock their classrooms, with students and teachers remaining inside the classroom.

## **Attendance Rules, Procedures and Forfeitures of Credits**

**A.** Absences and/or tardies from school and/or class are classified as excused or unexcused. Absences from school will be excused for: (1) illness, (2) emergency family matters, (3) death in the immediate family, (4) dental or medical appointments, when appointments at other times are not possible, (5) court appearance. (6) *one-half (1/2) day for driver's license per school year*. Family vacations, sleeping in or other items of this nature are considered unexcused. **Parental permission for an absence does not necessarily make an absence or tardy excusable.** Please see additional information for excused and unexcused absences in section 'C' below.

**B.** To be classified as an excused absence; **a note from the parents must verify all absences** for our records. *The note does not necessarily make the absence excusable.* The note should be given to the office upon the student's return to school to obtain a sign-in slip for returning to classes. The excuse should contain the pupil's full name, the date of each absence, the reason for the absence and the signature of the parent, guardian, or physician. A student returning to school without a written note will receive a **temporarily unexcused absence**. If a written note is not received within two (2) days, the unexcused absence will become permanent. **Please note that talking with the office concerning a child's absence does not eliminate the necessity of a note.**

**C.** Absences not listed in section 'A' and absences that require an extended amount of time, such as travel out of town, religious observances will need a "prearranged absence" form to be completed and submitted to the office. The office must receive the form at least one (2) weeks in advance to allow reasonable time for assessment by the administration. **Completion of the form does not mandate the absence excused.** When assessing the eligibility of a pre-arranged absence, the administration will take grades, previous attendance, class behavior and detentions into consideration. If the request is approved by the administration, whether deemed excused or unexcused, the request will then be returned to the student to be presented to the teachers of the classes from which the student will be absent so that appropriate assignments and/or make-up work can be scheduled. Work will need to be turned in before date.

The teachers will sign the form verifying that arrangements have been completed with the student. **The student must return** the form to the office in a timely manner.

**D.** Absences from school for any other reason other than the above mentioned will not be excused (including family vacations) by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office.

**E. Unexcused absences:** Any student who accumulates five (5) **unexcused** absences from school during a semester may have one or more of the following actions taken:

1. Failure of the course
2. Request to withdraw
3. Denial of credit
4. Failure of the grade

**The student will receive a zero (0) on all work missed when an absence is unexcused.**

**F. Excessive absences, excused or unexcused, and forfeiture of credit:**

- (1) Warning:** A student may accumulate up to five (5) excused absences per semester that are not verified by a physician's statement or an excused "prearranged absence" form. When a student is absent five (5) times from a semester without a physician's statement or an excused "prearranged absence" form, a letter will be mailed to the parents reminding them of the policy on absenteeism. Each additional absence above these five (5) will require a physician's statement or an excused "prearranged absence" for a more definite assessment of the absence(s) may be determined. When a physician's statement or an excused "prearranged absence" form is not submitted, each absence above five (5) will be considered **unexcused**.
- (2) Forfeiture of Credit:** A student, who for any reason, is absent ten (10) times from a semester will forfeit credit for the course unless there are chronic health conditions or special consideration involved, which must be verified by administration. A physician's statement and/or an excused "prearranged absence" form will determine the validity of each absence over the five (5) allowed. When the administration determines that there is definitely ten (10) absences, excused or unexcused, as shown by the school records and that on review, none were due to extenuating circumstances, then credit will not be allowed and the student may be reassigned.

**G. General:** Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office. (2) Any absences not specifically excused by the school will be considered one of the unexcused absences listed above. This will include leaving for athletic events in which the student is not a participant. Students participating in regularly sanctioned school activities under the supervision of a school staff member shall not be considered absent from school on their permanent records.

**H. Tardies:** Students should not be tardy to school or class without a valid reason. A tardy to class is virtually inexcusable. Teachers will keep accurate records of tardiness and a student without an acceptable excuse will be disciplined. **Student in grades 7<sup>th</sup>-12<sup>th</sup>** automatically receive a fifty-minute (50min) detention upon receiving their third unexcused tardy per quarter, to school and/or class, **and** for each consecutive unexcused tardy, thereafter. The decision as to whether a tardy is excused is made by the administration and is based on the written note to the office stating the reason for tardiness. Personal vehicle problems, sleeping in, family time, looking for a pet, etc. will not be considered as an excused tardy. **A student will receive a zero on any work missed due to an unexcused tardy.** Excused tardiness gives the student the right to make up work.

**K3-6<sup>th</sup> grade:** *When a student in K3-6<sup>th</sup> grade is tardy to school the parent or guardian (not student) should come into the office and sign the student in.* Work missed due to tardiness must be made up during P.E. if needed. Excessive tardiness will result in a meeting between the parent and the principal as well as disciplinary action for the student. Classes start at 8:00, students miss important information when they are not in the class on time and it is disruptive.

### **Make-up Opportunities**

On the day of a student's return to school, **the student** must arrange with the teacher for make-up work to be completed at a mutually agreed upon time. Several high school teacher's assignments are posted on line. A student that has been out is expected to return with (Homework) to turn in. Generally the student has one day for each day absent to complete the work. *Students absent before or on the day of a scheduled test and have their notes already, may be required by the teacher to take the test immediately upon return. With athletes their work is to be turned in, test and quizzes are to be taken before games (unless teacher states differently) they will be taken the day the athletes returns.*

There will be no credit allowed for an unexcused absence whether the absence is for all or part of a day. The student will receive a grade of "0" for all work missed. Students returning to school without a written excuse may be permitted to make-up scheduled work; however, credit will not be allowed until the absence is verified as excused. Failure to make arrangements results in a grade of "0", unless there are verified extenuating circumstances. Assignments and books can be obtained by calling the office no later than 10:00 A.M. and requesting an assignment sheet be sent to the classes at the beginning of the day.

Students who are out of class because of college day or other school activity should be prepared to make up work upon returning to school. Students participating in athletic events are expected to complete scheduled test/quizzes and turn in scheduled assignments **before** leaving the campus for games unless excused in advance by the teacher. All work for prearranged absences must be submitted to the teacher prior to the absence (not the day before) unless approval from teacher.

For excused absences of three (3) consecutive days or more, consideration will be given to the volume of make-up work required of the student. All teachers involved will cooperate to establish a reasonable schedule for submissions of make-up work. Make-up work for a preceding nine-week period should be completed within the next two weeks unless there are extenuating circumstances.

Checkouts and tardies shall be considered as an absence from those classes missed and treated as any other absence. Days absent from school because of suspension are unexcused and credit for work is not permitted.

### **Check-outs:**

**No student is permitted to leave school for any reason without being properly checked out through the office.** This includes those who may arrive at school and want to leave before the first bell, regardless of the reason. If a student knows in advance that he/she must leave school before 3:00 PM for unavoidable cases such as doctor or dental appointment, etc. The following procedure should be observed for checking out: (1) the student should bring a note signed by a parent to the office before 8:00AM. The note should state the reason for the check out and a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent, if necessary. (2) The student will receive a checkout slip from the office stating the time of the checkout. (3) The student will present these slips before school or classes begin. The teacher will sign the slip and note whether the absence is excused or unexcused. **Note: the student is responsible to turn in any work that is due and should coordinate with the teacher(s) to take scheduled tests, quizzes, etc. before checking out.** In case of illness, make-up work will be arranged at a later date. (4) When it is time to leave, the student should get up, quietly leave the classroom and report to the office. (5) The student should turn "checkout" pass into the office. If a parent is picking up the student, the parent may simply sign the "checkout" sheet and leave. If the student is providing his/her own transportation, he/she may leave after signing the "checkout" sheet. (6) An official note from the doctor or dentist, etc. must be brought when the student returns to school.

### **Check-ins:**

A student checking in to school must present to the office a parental note or a physician's excuse upon returning to school. At that time, a check in slip will be given to the student to be signed by the teacher(s) of the class(es) that have been missed. The teacher(s) will sign the slip and make note of whether the absence is excused or unexcused. A student checking in after 8:40 will be considered as absent from the first period class.

Note: **the student is responsible to turn in any work that was due in the class missed.** The student should also coordinate with teacher(s) to assure missed tests, quizzes are made-up, unless the teacher(s) arrange for this at a later time.

### **Volunteer Help**

We ask for support in helping with your child's classroom activities and field trips. As the need arises, please volunteer to assist your child's teacher. All parents and visitors must obtain a visitors sticker from the office before going into a classroom or on school grounds this includes parents who are attending field trips.

### **Field Trips**

Students will probably take a field trip during the school year. The trip will be well planned and have a close relation to a unit of study. The student will be under the close supervision of the teacher and parents. Students will dress according to the school dress code unless otherwise approved by the administrator and stated on the permission slip. The student must have a school permission slip signed by the parent and returned to the teacher prior to departure of the trip. **Siblings will not be excused from class to go on any field trip. Even on the end of the year field trips, please spend time with the child going on field trip and leave other children in class or with sitter.**

### **Visitors**

Parents are always welcome to visit NLCA. **However, parents coming to the school must always come by the office to sign in and obtain a visitor's sticker before entering any classroom or proceeding on the school grounds. Any visitor found on the grounds without a sticker will be asked to return to the office to obtain one.** Lunches, school books, P. E. uniforms, or other items your child may have forgotten should be brought to the office and not to the classroom or in front of the Gym. **Furthermore, parents are expected to observe clothing guidelines as outlined in the school dress code while on school grounds.**

For the safety of our children, no visitors will be allowed on campus during school hours without the approval of the administration. **This will be strictly enforced.**

### **Telephone Use**

*Office and school telephones are for official school business and emergency calls only.* Classes are not to be interrupted to call a student to the telephone except in the case of an emergency. If an emergency call needs to be made by a student, a teacher or office staff will make the call. Any other phone calls made by a student should be discussed with the teacher or office staff who will then decide if the call is necessary. No phone calls will be made without staff approval. This rule applies to afterhours also. **NO CELLULAR PHONES ARE ALLOWED WITH STUDENT DURING SCHOOL HOURS.** Phones are to be turned in to the Homeroom teacher during homeroom or left in vehicle. There will be consequences if student has phone.

### **Withdrawals**

If it becomes necessary to withdraw from NLCA, the parents or guardian should notify the school office in writing two weeks in advance, if possible. All school owned books and materials must be cleared before the student is officially withdrawn. **Tuitions must be paid in full before records are released.** Prompt transfer of grades and other student records is dependent on proper withdrawal.

### **Church Night:**

Wednesday evening has been set aside for church activities and no school activity will take place after 4:30PM. Exceptions will be made through school and church officials.

### **Statement of Evangelistic Outreach and Follow-Up**

It is our desire that each of our students comes to the saving knowledge of our Lord Jesus Christ. To this end we will at various times share our Christian faith with those students who express a desire to accept Christ as their Lord and Savior.

### **School Functions**

All student activities, elections of any kind, and any other school related function must be supervised by a NLCA staff member. Furthermore, students are expected to follow dress code at all school events. This includes but is not limited to ball games, practices and fundraisers.

### **Collection of Money at School**

Collection of money at school will not be permitted without getting prior approval of the administration. No fundraising that is not associated with NLCA is allowed. No outside sells of any kind are permitted on campus.

### **Parent – Teacher Orientation**

During the early weeks of school, an orientation will be held for the purpose of acquainting parents with teachers, subjects and grade requirements. Dates for orientation will be noted on the school calendar.

### **Student Mobility – A.M. & P.M.**

**Before School** – K-3, K-4, K-5 go to K-4/K-5 building **before 7:50 A.M.** All other students arriving **before 7:45 A.M.** should be let out in front of the gymnasium. 1<sup>st</sup> through 4<sup>th</sup> grades will go to the gymnasium lunchroom, while grades 5-12 will be required to sit on the bleachers. All students will remain there until dismissed to go to classes. Students may be allowed to go to another area by securing permission from the (teacher) monitor. No food or drinks will be allowed on the bleachers. If a student arrives with breakfast prior to 7:30 A.M. they will be allowed to eat in the lunchroom. **After 7:45 A.M.** K-3 through 6<sup>h</sup> grades should be let out under the awning at the side of the main building or at the sidewalk. 7<sup>th</sup> through 12<sup>th</sup> grades will still be let out in front of the gymnasium. **No student should be in parking lot after he/she arrives at school.** *No students walking or running in parking lot at any-time.*

**After School** – K-3 through 6<sup>th</sup> grade students will be picked up from the sidewalk except in bad weather conditions. In case of bad weather, children will be picked up under the awning of the main building. In case of rain K-3 through 4<sup>th</sup> grade will be in hall while 5<sup>th</sup> and 6<sup>th</sup> grade will be in their rooms. All students should be picked up by 3:15 P.M. After that time, any remaining students will be taken to after care (see pg5). Parents picking students up after 3:15 P.M. will be required to park their cars and come into the office to get their children.

Students 7<sup>th</sup> through 12<sup>th</sup> grades will be supervised in the gym until 3:15. **After 3:15 students will be sent to the sidewalk in front of the gym unsupervised.**

**Students are not allowed in the parking lot between the hours of 8:00 a.m. and 3:00 p.m. unless supervised by a staff member.**

### **School Calendars**

At the end of each month a calendar for the next month will be mailed to each home. The calendar will have important school information such as holidays, special functions, and athletic schedules for the upcoming month as well as information concerning special classroom needs. You may also print the calendar at [www.newlifechristianacademy.com](http://www.newlifechristianacademy.com).

### **Food and Beverages at School**

There is pride in NLCA. Everyone must work together to keep our school attractive. *Students are not permitted to chew gum at school. Please have mints, but NO gum.* Students are not permitted to have food or drink in the classrooms, gymnasium, or foyer unless approved by the administration. **DRINKS WITH RED DYE ARE NOT ALLOWED ON CAMPUS!**

### **Lost and Found**

The lost and found department is located in the box in the lobby of the gym. **Please label all lunch boxes, backpacks, jackets, school supplies, P. E. uniforms, etc.** Articles that are labeled are returned to the owners. Unlabeled articles will be hung on the fence in front of the 5<sup>th</sup> and 6<sup>th</sup> grade classes for claiming. All unclaimed items are then given to those in need at the end of each month.

### **Medical Guidelines**

Should a student become sick or injured at school, NLCA will first attempt to contact the parent(s)/guardian. If the parent/guardian cannot be reached, the following steps will be taken until someone is contacted and/or the student receives the medical attention needed.

1. The person designated for emergencies is contacted.
2. If warranted, call the student's medical doctor.
3. In extreme cases, transport the student to the nearest hospital.

### **Medication at School**

NLCA has some over-the-counter medications in the office for minor accidents, headaches, upset stomachs and allergies. **ONLY** office personnel are to administer medical treatment or medication, including over-the-counter drugs. These medications are given only if the parent has filled out the written consent form included in the school's registration packet. Any medication given will be logged. **ALL** students and parents are to observe the following:

\*If a student is on short term medication, such as an antibiotic, please schedule the dosage so that he receives a morning dose and the remaining doses when he returns from school in the afternoon.

\*Students requiring medication during the school day must inform the office. A form must be obtained from the office and filled out by the prescribing physician. All prescribed medicine for students will be maintained and dispensed in the main office in accordance with the pharmacist's instructions. Dates and times administered will be logged. **All prescribed medications must be in original container.** Please pick up all medications at the end of the year. Any medication remaining in the office will be discarded.

\*Students are not to give to or take from other students any prescription or over-the-counter medications.

### **Contagious Diseases and Parasites**

A parent, legal guardian, or other person responsible for a student shall notify the school principal if the student has any medical condition which is defined by the Center for Disease Control as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known.

If a student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the administration may order the student excluded from class. A student with a temperature of 100 degrees or more will need to be checked out of class, or kept at home until temperature is normal.

Children must stay out of school a minimum number of days for certain contagious diseases unless the doctor clears them for earlier re-admittance, in which case the child will be readmitted only with a doctor's written permission.

Parents are strongly advised to adhere to the following suggested days of convalescence for these childhood illnesses: **Chicken Pox** – five days after breaking out; **Red Measles** – seven days after breaking out; **Pink Eye** – one day following initial use of prescribed medication; **Strep Throat** – one day after beginning antibiotic and following cessation of fever. Guidelines are offered to ensure minimum transfer of contagious infections/diseases. **Head Lice** – Students discovered to have head lice are required to remain home during treatment. Parents are requested to immediately notify the school of the infestation. Students will be readmitted to school upon presentation of a statement from the child's physician verifying that the child is free of head lice or cleared by the office.

### **Epidemics**

In the event of an epidemic, the administration may close the school.

## **ACADEMIC INFORMATION**

### **Academic Policies**

The following are the current academic policies of NLCA and are founded upon the following points:

**\*Accountability** – As a school we are accountable to God for the training of our students as far as our scope of influence on their lives extends. Each student is accountable to God for living a life consistent with His will.

**\*Responsibility** – All persons in our school have specific responsibilities to fulfill to themselves and to each other.

**\*Individuality** – We recognize that not all students have equal aptitudes or interests yet all are equally responsible to be faithful in using what God has given them.

**\*Discipleship** – Although we are individually responsible for our own actions we are able to shape each other's lives for good through correction, exhortation, and encouragement.

### **Classroom Behavior**

Courteous behavior, respect for authority, and consideration for others are the expected norms in the classroom. At NLCA, teachers use an assertive discipline plan to establish and maintain an atmosphere conducive to learning.

### **Homework**

Homework is an essential part of the education program, as skills are mastered only through practice. Therefore, each teacher is expected to make reasonable homework assignments and parental cooperation is expected to insure that assignments are completed. Parents are encouraged to help their children understand concepts, but are not expected to do their homework for them. In Grades 1–6 a daily homework pad is required to be taken home every day and should be signed by the parent/guardian, indicating that the student has completed the assignments listed. Grades 7-12 are encouraged to use an assignment pad or student planner to keep up with their assignments; it will be required if the student is having a problem completing assignments. A student who does not complete homework regularly, as assigned, can expect to be disciplined by the teacher(s) and/or administration. A detention will be given upon the 3<sup>rd</sup> no homework, as well as each consecutive no homework in the quarter. Also, **homework is ten percent of a student's grade.**

### Grading and Report Cards

Report cards will be given out at the end of each nine-week period. (See the school calendar for dates) The following grading scale is used:

A+	98– 100	B-	80 – 83	D	64 – 67
A	94 – 97	C+	78 – 79	D-	60 – 63
A-	90 – 93	C	74 – 77	F	0 – 59
B+	88 – 89	C-	70 – 73		
B	84 – 87	D+	68 – 69		

### Academic Progress Reports

Progress reports are sent home weekly to parents of students in grades 7 through 12 to inform them of the students' progress. Note the following policy concerning progress reports:

- 1) Progress Paper reports are to be signed by the parent/guardian and returned to the respective teachers within three (3) school days. Teachers will need email address for electronic reports.
- 2) **A follow-up progress report will not be sent out unless the previous one has been signed and returned.** It is the responsibility of the student to turn in and keep up with their progress report(s).
- 3) A new progress report will not be issued until the student or parent requests a new progress report and pays the \$2.00 fee charged for reissuing a progress report

### Honor Roll

The honor roll will be announced at the end of each quarter and semester for grades 1-12. Requirements for making the A Honor Roll are to maintain A's in every subject for that grading period. To be named on the A-B Honor Roll, the student must make A's and B's for the grading period.

### Academic Awards

Each year a valedictorian and a salutatorian are selected from the senior class. Students must be on the honors diploma tract to qualify for the valedictorian or salutatorian award. These rankings are based on GPA and numeric averages. The student with the highest GPA will be selected as the valedictorian. The student with the second highest GPA will be selected as the salutatorian. In some cases students may have the same GPA. In such cases the student with the highest **numeric average** will receive the valedictorian award.

### Exam Exemption Requirements for Grades 7-12

In order for a student to be exempt from semester exams, he/she must have an 'A' with no more than 5 absences of which no more than 2 may be unexcused. There are no exceptions to this policy. A student who acquires more than two no homework detentions a semester or a student who has been suspended during the semester of exams will not be eligible for exam exemption.

### Academic Probation

This is a period of time in which specific assistance is given to the student during which his/her academic efforts are monitored in order to determine his/her academic direction. A student identified as having a pattern of academic difficulty with failing averages in any one subject will be placed on academic probation. When a student is placed on academic probation, the following restrictions apply:

1. The student may be required to attend after-school remedial classes as requested by his/her teacher.

2. The student will not be involved in any school sports or any other extra-curricular activities which represent the school until improvement is noted as determined by the principal.

The student's progress will be evaluated and when gains are sufficient, he/she will be removed from probation and returned to the regular assistance program.

If sufficient progress is not made, the student may be required to attend classes in isolation for a period of time as so designated by the administrator or asked to withdraw from the school.

### **Cheating**

Cheating is defined as willful, deliberate, and wrongful use of helps or another person's work to improve one's grade. (Example) Homework, using classmates note cards during quiz and test. Any middle or high school student guilty of cheating, or of helping another to cheat, will be subject to the following discipline:

#### Elementary School Policy: (Grades 1-4)

For the first offense a zero (0) will be given for that test or assignment and the parent will be notified. For the second offense, a student will be given a zero for the test and discipline will be administered as discussed with the parent or guardian.

#### Middle School Policy: (Grades 5-6)

For the first offense a zero (0) will be given for that test or assignment and the parent will be notified. The second offense will result in the student receiving a zero on the assignment and a parent conference. In addition to the zero (0) on the work, the student will be required to attend four hours of detention. If any subsequent offense involving cheating should occur, the student will be suspended for a period of time determined by the principal.

#### High School Policy: (Grades 7-12)

For the first offense, a zero (0) will be given for that test or assignment and one detention, the parent/guardian will be contacted. The second offense will result in the student receiving a zero (0) on the assignment plus four detentions as well as a meeting with the teacher and/or principal and parent/guardian. For the third offense, in addition to the zero, the student will be given four detentions, two days out-of-school suspension and a meeting with the parent/guardian and principal and/or teacher. Students will not be allowed to make up work missed during suspension. If any subsequent offense should occur, the student will be expelled for the remainder of the school year with the right to reapply at the beginning of the next school year. Acceptance for re-enrollment will be at the discretion of the administration.

### **Promotion and Retention**

**Kindergarten:** Students will be tested for promotion.

**Grades 1-8:** The requirements of NLCA dictate that a student must achieve to or above grade level in order to be promoted to the next grade level. Results of standardized achievement and ability tests are carefully considered in addition to the student's academic performance in the class. In all cases the final decision concerning promotion or retention will be made by the administration in consultation with the teacher(s).

**Grades 9-12:** The requirements of NLCA dictate that a student complete the number of credits needed to be promoted to the next grade level. Should a student be deficient in a subject or subjects, he/she will be required to make up the credit(s) needed in summer school. If the deficiency is so great that the credits cannot be made up in summer school, the student may be retained. Results of standardized achievement and ability tests are carefully considered. In all cases, the final decision regarding promotion and retention will be made by the administration in consultation with the teacher(s).

### **Curriculum**

NLCA uses the following Christian based curriculums:

**Grades 1-7:** *A Beka, Alpha Omega* and other supporting materials

**Grades 8-12:** *A Beka, Bob Jones University, Alpha Omega, Glencoe* and other supporting materials.

**Credits**

Grades 9-12 earn credits toward graduation. The credits needed for graduation is 24.

**Diplomas**

All students entering the 9<sup>th</sup> grade will choose an Honors or Standard Diploma and pursue the courses needed to obtain the chosen diploma. Each of these diplomas requires that the student earn 24 credits beginning with the ninth grade following the guidelines set by the Alabama Board of Education. Furthermore, those pursuing the Honors Diploma must maintain at least a “C” numeric average in each course to be eligible for the diploma. Only those students earning an Honors Diploma will be considered for Valedictorian and Salutatorian.

Both the Honors and Standard Diplomas will allow the student to receive an education that prepares him/her for college. The Honors Program is for the student who is academically talented and highly motivated. It is designed to meet the needs of those students who plan to attend college. Instruction is on a high level of difficulty and students will need to maintain a “C” average in order to receive Honors credit. Students that do not maintain at least a “C” average in each individual course will receive credit but will not fulfill requirements for an Honors Diploma.

**Honors Diploma**

<b>English</b>	<b>4 Credits</b>	<b>Science</b>	<b>4 Credits</b>
		Physical Science	
<b>Mathematics</b>	<b>4 Credits</b>	Biology	
Algebra I		Chemistry	
Geometry		Advanced Physics	
Advanced Algebra II		<b>Bible</b>	<b>4 Credits</b>
Pre-Calculus		(1 for each year enrolled at NLCA)	
		<b>Physical Education</b>	<b>1 Credit</b>
<b>Social Studies</b>	<b>4 Credits</b>	<b>Art Education</b>	<b>½ Credit</b>
World History		<b>Health</b>	<b>½ Credit</b>
American History up to 1877 with Geography		<b>Electives</b>	<b>1Credit</b>
American History 1877 to present			
Government and Economics		<b>Foreign Language</b>	<b>1 Credit</b>
		<b>Computer App</b>	<b>½ Credit</b>
		<b>TOTAL</b>	<b>24 Credits</b>

**STANDARD DIPLOMA**

Minimum requirements for the Standard Diploma:

<b>English</b>	<b>4 Credits</b>	<b>Science</b>	<b>4 Credits</b>
<b>Mathematics</b>	<b>4 Credits</b>	Physical Science	
Algebra I		Biology	
Geometry		Earth Science	
Foundations of Algebra II		Conceptual Physics	
Consumer Math		<b>Bible</b>	<b>4 Credits</b>
		(1 for each year enrolled at NLCA)	
<b>Social Studies</b>	<b>4 Credits</b>	<b>Physical Education</b>	<b>1 Credit</b>
World History		<b>Art Education</b>	<b>½ Credit</b>
(See Above)		<b>Health</b>	<b>½ Credit</b>
Government and Economics		<b>Electives</b>	<b>2 Credit</b>
		<b>Computer App.</b>	<b>½ Credit</b>
		<b>TOTAL</b>	<b>24 Credits</b>

**Grade Placement Requirements:**

**Tenth Grade 6 Credits**

**Eleventh Grade 12 Credits**

**Twelfth Grade 18 Credits**

## **ACADEMIC DISTINCTIONS**

### **Christian Emphasis**

New Life Christian Academy is not a school merely for the sake of academics, but for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandate. (Deuteronomy 6:7, Proverbs 22:6, II Timothy 3:15-17)

NLCA strives to:

- \*Follow curriculum that is based on the Scripture because all truth comes from God and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. (II Timothy 3:16-17)
- \*Provide teachers who are called by God and will be an example of the Biblical Christian life.
- \*Encourage every student in developing and maintaining a relationship with God the Father through His Son, Jesus. (Matthew 28:18-20; Matthew 19:13-15)

### **Academic Emphasis**

New Life Christian Academy emphasizes the importance of successful completion of academic subjects. You will find that routine daily homework is the norm. Furthermore, students coming from other educational backgrounds often find the homework more demanding. NLCA's curriculum and correlated materials seek to:

- \*Emphasize that mathematics, grammar, and spelling are rule-governed subjects that fully accord with scriptural principles about orderliness and authority.
- \*Teach that history is a record of God's plan for mankind as related to man's creation and fall, the redemptive plan of God, and fulfillment of God's perfect will and purpose for His creatures.
- \*Present science as the one way that man can fulfill the Genesis command to subdue the earth and exercise dominion over it. (Genesis 1:28a)
- \*Encourage all students to develop a love for learning and to reach their academic potential.

### **Athletics**

At NLCA we see no conflict between academic excellence and inter-scholastic athletics but rather feel that the two complement each other. A student receiving a failing grade on his/her report card will not be eligible to participate in NLCA athletics. NLCA has junior high and high school basketball, a varsity and junior varsity football team and a baseball team. NLCA also has girls' basketball team, softball team, volleyball team, cheerleaders, and majorettes. A fee is due for each sport. Contact the coaches or athletic director for information concerning athletic fees.

### **Awards for Academics/Athletics**

At the end of each school year a ceremony will be held to honor all outstanding academic students in grades 1<sup>st</sup>-6<sup>th</sup> and all athletic students. Awards for achievements will be given at that time.

## **Accreditation**

Life Christian Academy is fully accredited through the National Private School Accreditation Group. Generally, accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Usually, registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests, i.e. the ACT and/or the SAT.

The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school. A combination of curriculums is used at the high school level to accomplish optimal academic achievement.

## **Transfer**

As a general rule, each credit of study in another school will be considered as the same year or grade level at NLCA. When possible, the courses taken will be transferred into the NLCA equivalent courses with the NLCA credit values and/or grade point average assigned to them.

Credits for courses not offered in the NLCA curriculum will be granted as elective credits. The student's exact grade level and credit standing cannot be officially established until we have a complete official high school transcript and the screening test has been completed.

## **Scheduling and transferring of Grades – High School**

1. Students taken out of class because of discipline reasons will receive zeros on all missed work.
2. **Adding or dropping courses must be done within the first two weeks of the semester and with approval of administration and teacher recommendation.**
3. NLCA does not have a mid-term graduation program.
4. Courses taken in summer school will not enable a student to raise grades taken during the regular year. All summer school courses are counted as regular courses in assigning quality points.
5. A student must complete his/her junior and senior years at NLCA and be taking courses for the College Preparatory Diploma to be considered for Valedictorian or Salutatorian. Students are placed according to the credits required for a particular grade level:
  - 10<sup>th</sup> Grade – 6 Credits
  - 11<sup>th</sup> Grade – 12 Credits
  - 12<sup>th</sup> Grade – 18 Credits

## **Summer School –High School**

When staff is available, NLCA will offer summer school for some high school subjects. All summer school credits earned outside of NLCA must be approved by the principal.

## **High School Code**

The high school code for NLCA is 011-757. This school code is required on several applications that seniors and juniors complete for ACT and SAT testing.

### **Student Textbooks (hardback)**

Some textbooks used in the high school are very expensive, therefore in order to keep book costs down, these books are assigned and distributed to students for use during the term or year and turned in at the end of the term or year. **Students are responsible for paying for the books that are lost or damaged.** Loaning or sharing these books with other students is discouraged. Any student that loans a book to another student remains responsible for the book originally issued. Books are assigned by number. A student's name may be written in the front of the book to provide a quick means for identification in case it is misplaced. The parents/guardians are encouraged to ensure that the student takes care of assigned books and pay for books that are lost or damaged. The formula for replacing lost or damaged textbooks is 75% of the original cost of the textbook for used books and 100% of the original cost for new textbooks.

Records or report cards will not be released until all books are returned or payment for missing book(s) has been received. Workbooks that are issued in classes become possession of the student.

## **STUDENT LIFE**

### **BIBLICAL STANDARDS**

In light of our desire to be totally committed to Jesus, we are also completely committed to the Bible, His Work, as the standard of our faith and conduct.

We accept the Bible as containing the non-optional principles with which all believers must comply. It is in submission and obedience to His Word that we receive the blessing of obedience.

### **GENERAL STANDARDS OF CONDUCT**

Every institution has standards of conduct. These can be stated as rules, dos and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In doing so, he misses the spirit of love implied by the rule. However, a principle says: "Love your fellow student and treat them the way you would treat the Lord." This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not saying or doing anything that would hurt them, etc. **Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions.**

This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the **nature of Christ formed in us** (II Peter 1:3,4).

Therefore, the following are some examples of principles set forth as a standard for student behavior:

1. *Faithfulness*- covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
2. *Honor*- the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teach-ability; gratefulness.
3. *Harmony*- dwelling together in unity; friendship and sharing; peace and joy; cooperation.
4. *Honesty*- being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
5. *Purity*- holy to the Lord; cleanness; modesty and decency; noble and lovely.
6. *Order*- under discipline and self- disciplined; neat and orderly; organized and clear-thinking.

7. *Stewardship*- accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

Each student who chooses to be a member of the school is expected to uphold all these standards of lifestyle both in attitude and action. Because of the importance of trust and responsibility to one another, violations of these standards are regarded as a serious breach of integrity.

## **SCHOOL STANDARDS**

As each member demonstrates responsibility in upholding our Biblical and school standards, we believe the following goals will be achieved:

### **We will please God.**

We please our Heavenly Father as we live according to His Word (John 8:31). It is also pleasing to Him for us to obey human authorities and regulations which we are instructed to submit to “as unto Him” (Hebrew 13:17).

### **We will grow.**

As we live to please God, it produces personal spiritual growth. The apostle Paul wrote to a young man, Timothy, “Discipline yourself for the purpose of godliness” (I Timothy 4:7). In this way the entire school grows “up into Him who is the head, that is Christ” (Ephesians 4:15).

### **We will experience true freedom.**

It is by living within the parameters of God’s will that we experience true freedom (John 8:32). If everyone does “That which is right in their own eyes” it does not produce freedom, but rather it is an invitation to chaos. The structure of God’s Word and our school are not to restrict but to give freedom to accomplish our objectives.

### **We will prove our love for each other.**

By living these standards, we not only demonstrate our love for God but also our love for each other (John 13:34, 35). These guidelines are to help us function together in order, peace, and unity that demonstrate care and concern for one another.

## **SPIRITUAL GROWTH OPPORTUNITIES**

Growth in Christ does not automatically happen because we are a Christian school. Therefore, we plan opportunities that will encourage spiritual growth. Your participation in these programs will help to meet the goals for such.

### **Chapel**

Chapel services will be held at least every other Wednesday. **All NLCA students are expected to attend and bring their Bibles to chapel services.** Every effort is made to assure services are Biblically sound, morally and spiritually edifying, and inspirational. Because it is our desire to see each and every student come to a closer walk with our Lord and Savior Jesus Christ, every effort is made to enrich the student’s life by having special music, ministers, evangelists, missionaries, and drama teams from our area, state and other parts of the world. Students also have an opportunity for ministry in these services.

### **Prayer Meeting**

There are opportunities for daily and/or weekly prayer meetings in which students are encouraged to participate.

### **Ministry Opportunity**

The students also have the opportunity for ministry such as specials in chapel services, drama, and community service, witnessing and other ways of serving Christ.

### **Devotions and Bible**

Devotions are held daily in every class, giving every student an opportunity to hear the Word and to share prayer requests and praise reports. Bible, a required subject, exposes the students to the principles of God's Word and teaches them to apply those Spiritual principles to their lives.

### **SOCIAL LIFE**

Great value is placed on the quality of relationships at NLCA. We are a school where we are dependent on, and accountable to, one another and we expect that each member of the student body will strive consciously to maintain relationships which support, encourage, and help others. Relationships of this quality enrich our lives, honor our God, and assist in meeting the goals of our school.

The Bible teaches that living daily in fellowship with other Christians is a privilege and an expression of God's grace. Such a fellowship privilege requires responsibilities such as love, forgiveness, tolerance, patience, respect, honesty, kindness and submission. Irresponsibility such as teasing, gossip, backbiting, greed, vulgarity, anger and pride hinder such fellowship.

When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, to forgive one another and to restore relationships.

Furthermore at NLCA, students should not display affection in inappropriate ways. **Public displays of affection are not appropriate for a school setting and will not be allowed during the day or at school events.**

### **LIFESTYLE EXPECTATIONS**

#### **Doctrinal Distinctive**

Students come to NLCA from many denominations with varied beliefs and practices. Students are to respect the different beliefs on nonessentials of the faith that other members of NLCA may hold and refrain from such practices that may be divisive on these issues.

#### **Morality**

Certain behaviors are prohibited in the Scriptures and must be avoided by all. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity, homosexuality and drunkenness. It is expected that our students will exercise moral purity in their conduct.

Students struggling with any of these important issues should seek help from their parents or pastor or counseling with the administration.

#### **Attitudes**

Scriptures clearly condemn attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they hinder our relationships with God and others, and eventually lead to unacceptable behavior. In language, students are to demonstrate moral purity by refraining from obscenity, vulgarity and unkind jesting and joking.

#### **Music**

It is our desire that the God given gift of music enjoyed and performed within the context of NLCA would glorify God (Ephesians 5:19, 20), encourage others in their spiritual life, and assist in worship and witness. In light of these purposes the following guidelines have been established:

\*The lyrics should clearly characterize the thought and principles of the Word of God to help us “renew our minds” and to encourage us in loving God with all our mind (Philippians 4:7, 8). In the light of the vast amount of music being produced in our culture, we have decided to encourage quality music put out by Christian labels.

\*Music in vehicles should never be audible outside the vehicle. **No** loud bass.

\*Bluetooth headphones, disc players, iPods, or MP3 players and phones are not permitted with student during school hours.

### **Entertainment**

Movies, videos and other forms of entertainment shown at NLCA will uphold God’s standard of holiness, and will have sensitivity to what is pleasing to Him and will be a wise stewardship of time. A testimony and example to other students, our staff members and the public is an expectation (Philippians 4:8, 9). Use of the NLCA video equipment for entertainment purposes will only be allowed with faculty supervision. Viewing guidelines include no scenes of immorality, no vulgarity, no occult practices or philosophies, no blasphemy, no profanity, no excessive violence, and no mocking of Christianity.

### **Substance Abuse**

NLCA recognizes the danger to one’s physical, psychological and spiritual well-being in the use of certain products. Therefore, students of NLCA are to refrain from the use of tobacco in any form, alcoholic beverages of all types, and non-medicinal drugs. Under no circumstances are these to be used, possessed or distributed on or away from campus, and any student caught doing or possessing paraphernalia associated with tobacco, drugs, and/or alcohol could be suspended or expelled.

### **Pornography**

The pornography industry exploits people. Further, the use of the industry’s product is immoral and spiritually detrimental. Pornographic materials are not to be used, possessed, or distributed on campus. Materials that are not overtly pornographic but which are deemed to be in opposition to Biblical standards will not be permitted to be displayed in lockers or locker rooms.( Including Music.)

### **Occult**

Occult practices are strictly forbidden on campus. Any literature, posters, signs, games, music, jewelry or materials depicting the occult are not to be used nor brought on campus. In light of Halloween’s increasing connection with the occult it will not be observed, instead NLCA may choose to glorify the Lord that night by offering a Hallelujah festival which is an alternative to Halloween.

### **Automobile Policy**

It is a privilege to be able to drive a car to school. Each driver should be courteous with careful driving habits. Failure to observe the following rules will necessitate suspension and/or cancellation of that privilege.

1. All driving students must furnish the office with a copy of their driver’s license, as well as the make, model and tag number of their vehicles. In addition, they must furnish proof that their vehicle carries liability insurance as required by Alabama State law. (See office for a form to be completed by student and signed by the parent/guardian)
2. No reckless driving. Follow the direction of the staff directing traffic. Use turn signal and observe all arrows in the parking lot.
3. Student vehicles are to be parked in areas designated by the administration. Once the car is parked, the student must leave the parking area and may not return without permission from the office.
4. **No** loitering in cars or the parking lot at any-time during school hours or during after-school functions.
5. **No** loud music or bass music should be heard outside the vehicle.

6. Emblems and designs that are considered to be offensive or are an advertisement for alcohol or tobacco will not be displayed at any-time on vehicles.

### **Lockers**

Grades 7-12 are furnished with lockers at no charge. Please observe the following:

1. Lockers are to be cleaned daily and no food left in them overnight.
2. Students may not place stickers or decals on or in their lockers.
3. At Christmas, spring break and the last official school day, all lockers are to be emptied.
4. No contraband materials will be stored in the lockers at any time.
5. Lockers and desks are properties of NLCA and students have no expectations of privacy. The administration and staff of NLCA reserve the right to search lockers as deemed necessary.
6. Lunch boxes are kept in lockers during the day and need to be taken home at the end of the school day. **Food containers left will be thrown away.**

### **Personal Items**

Students are not permitted to bring toys or other entertainment items which may lead to the disruption of class or which are potentially dangerous or damaging to students, staff or school property. Items which are expressly prohibited include, but are not limited to:

1. electronic devices (radios, tape recorders, headsets, **ipods**, cell phones, MP3, electronic games, computers, etc.)
2. fireworks
3. toy weapons (BB guns, guns, water guns, etc)

No item considered to be a weapon of any sort is permitted on campus. This includes but is not limited to pocket knives.

**\*Exceptions** to the stated policy may be authorized by the administration for specific instructional or extracurricular activities.

### **Property Damage**

The administration of NLCA is authorized to collect from the student or his parent(s)/guardian the exact amount of repair/replacement and labor costs which result from damage done to the school and/or church properties by said student. In addition, appropriate disciplinary action will be taken. Should the repair/replacement bill not be paid, records and/or report cards will not be released.

### **Valuables at School**

Although we are a Christian school, we recognize the fact that man is fallen and will sin. **Students, not the school, are responsible for their personal property.** Personal property should be taken home after school and when at school kept in the student's personal locker. Sharing lockers is not allowed as too many items get lost. Be smart and take care of any valuable items by leaving them at home.

### **STUDENT APPEARANCE**

An individual's personal appearance reflects his/her character. Dress for the Christian should be in keeping with the principle of modesty, neatness, and the God-given distinctiveness of the sexes. It is our hope that parents and students will recognize the parents and/or student's obligation to select clothing conducive to an academic and a Christian atmosphere. While NLCA would prefer to leave such decisions to the students and their parents, it is our belief that the school must exercise its authority when other alternatives fail. Dress code issues identified as a disruption by a classroom teacher will require alteration by the student. Time missed from class will be **unexcused**. We are a conservative Christian school. If you have a question regarding dress code issues, please check with the administrator or office staff before making a decision. NLCA uses the following standards in this area:

## ALL STUDENTS

1. Extremes in hairstyles for both boys and girls will not be tolerated. *Boys and Girls need to have bangs cut to stay out of eyes*. All students are required to wear their hair in such a manner that it is not to be considered unkempt, unclean, or hanging in the eyes. Students are not to wear hair dyed in unusual, unnatural colors, spiked mohawks, Mohawks, shaven head areas, or patterns (numbers, names, symbols, designs, etc.) Male students' hair length must not touch the shoulders, nor can it be in a ponytail, pinned up, or with a rat-tail braid, etc. **It should be the parent's responsibility to see the child has a hairstyle that is well groomed.**
2. Apparel should not display risqué prints or symbols; vulgar, obscene, or suggestive language or design. Pants are not to have any writing across the back. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence, death i.e. skulls etc., the occult, secular music groups and new age are prohibited on all apparel, jewelry, and accessories.
3. Dressing in accordance with fads that have their basis in things such as fear, hate, racism, death, sorrow, violence, depression, darkness and such will not be permitted.
4. Hats, caps, headbands, bandannas, do-rags, sunglasses or other head coverings will not be worn on the campus. Ball caps and sunglasses may be worn for sports, PE, and sporting events, however; they will not be worn in the buildings during school hours.
5. No apparel considered to be revealing shall be worn. Torn, "holey", patched or thin apparel will not be permitted.
6. No water shoes or cleats of any type.
7. No clothing, shoes, or accessories that identify or associate a student as a member of a gang or other disruptive organization. No apparel with emblems or designs that could be racially offensive, this includes the rebel flag emblem.
8. Jeans are allowed and should be neat, clean, **no holes** and modest in fit, (not tight or too big) with **no patches** or logos.
9. Male students may not wear earrings during school or any school sponsored functions or activities including homecoming, prom and away games or field trips. (*No facial earrings on Boys or Girls*) Will have to wear clear tubing at all times.
10. Dress codes for special occasions, such as homecoming and/or the "Junior-Senior Celebration" will be issued several weeks prior to these events.
11. Tattoos have to be covered at all times.
12. See specific rules for each group below.

Students found in violation of the dress code will be required to change clothes. If a student has to leave campus to change, he/she will not be allowed to make up missed class work or tests. This is also the discretion of administration.

**P.E. Requirements:** Girls and boys grades 7<sup>th</sup> through 12<sup>th</sup> are required to wear regulation P.E. uniforms and tennis shoes during P.E. class. Failure to do so will be reflected in their grade. **NO EXCEPTIONS!**

## **GIRLS**

**All grades** are **not** permitted to wear tank tops, body suits, or halters. Shirts should be long enough to tuck in – no midriff should show at any time including when arms are raised. All dresses and tops should have a modest neckline and be modest in fit.

## K-4 through 2<sup>nd</sup> Grade

1. All should dress appropriately for their age and the weather conditions.
2. **Avoid shorts and skirts that are short and too tight.** No biker shorts.
3. Dresses must have full backs; sleeveless dresses and shirts may be worn as long as no undergarments may be seen.
4. Overalls may be worn only if the child is able to handle them without assistance.
5. See above rules that apply to all students.

### 3<sup>rd</sup> through 4<sup>th</sup> Grade

1. Shorts should be no more than **four inches** above the knee. No biker shorts.
2. No low cut blouses or dresses.
3. Dresses must have full backs; sleeveless dresses and shirts may be worn as long as no undergarments may be seen.
4. Dresses and skirts should be **no more than 2 inches above** the top of the knee. **If wearing leggings or jeggings dresses or tops should still meet the dress code length.**
5. See above rules that apply to all students.

### 5<sup>th</sup> through 12<sup>th</sup> Grade

1. Slacks and jeans that do **not** have “poured into” appearance. *Sweat pants and P.E. shorts will not be permitted except during P.E.*
2. All tops must be full length. Absolutely **no** midriff or cleavage showing. All must have a modest neckline and be modest in fit (no poured in appearance)NO racer-backs. Sleeveless garments may not be worn. Cap sleeves will be permitted. **No** undergarments may be seen. Tops under see through tops must be a permitted top.
3. The length of dresses and skirts is required to be **no more than 2 inches** above the top of the knee. If the skirt or dress has a slit, the slit should be no more than 2 inches above the knee. **If leggings or jeggings are worn under a dress or top, the dress or top must still meet the required length.** No racer-backs, backless or spaghetti straps allowed – no sundresses. Again dresses must have a modest neckline – no cleavage showing.
4. Shorts will be permitted if they are no shorter than 3 inches above the top of the knee. If this standard is violated the student will not be allowed to wear shorts for the remainder of the year.
5. See above rules that apply to all students.
6. During prom, homecoming & special Events, skirt lengths are the same as regular dress code. All dresses must be approved by administration prior to the event this is to include the dates of male students. If dress is not approved prior to the event the guest may be asked to leave if the attire does not meet acceptable standards.

### **BOYS**

**All grades** are **not** permitted to wear tank tops, biker shorts, or sleeveless shirts. Pants are to be worn properly – up to the waist – not on the hips – **No** “busting slack”. **Jeans are not to be frayed, tattered, or “holey”.** Males are not to wear earrings.

### K-4 through 2<sup>nd</sup> Grade

1. All should dress appropriately for their age and the weather conditions.
2. Avoid shorts that are too short. No biker shorts.
3. Overalls may be worn only if the child is able to handle them without assistance.
4. See above rules that apply to all students.

### 3<sup>rd</sup> through 4<sup>th</sup> Grade

1. Shorts should be no more than **four inches** above the knee. No biker shorts.
2. See above rules that apply to all students.

### 5<sup>th</sup> through 12<sup>th</sup> Grade

1. No sweat pants allowed except for grades 7-12 who are required to wear regulation uniforms during PE.
2. All clothing will be worn as it was designed to be worn, no slacks on the hip, no shirts half buttoned, no underwear showing at any time. Sleeveless garments may **not** be worn except during athletic practices. Men's muscle tee shirts or tank tops are not permitted at any time.
3. **All boys in 7<sup>th</sup> – 12<sup>th</sup> grades are required to wear shirts tucked in with a belt at all times.**
4. Shorts will be permitted if they are no shorter than 3 inches above the top of the knee. If this standard is violated the student will not be allowed to wear shorts for the remainder of the year.
5. See above rules that apply to all students.

### Dress Code Violations

**1<sup>st</sup> violation:** the parent will be called to bring a change of clothes for the student.

**2<sup>nd</sup> violation:** The parent will be called to bring a change of clothes and the student will receive a detention.

**3<sup>rd</sup> violation:** The student will be sent home and will not be allowed to make up any missed assignments.

## **DISCIPLINE INFORMATION**

Because New Life Christian Academy is attended by people who are capable of taking responsibility, it should not be necessary for us to have a large number of do's and don'ts for the safe operation of the school. There are a few rules, however, where the need is obvious, some that are legal restrictions, and others that are just plain common sense. The thinking student will know what is right and what is wrong, what is appropriate and what is inappropriate for our school. There are legal restrictions on smoking. There are also restrictions on using drugs, including alcoholic beverages. None of these activities help your learning, and they often cause behavior that is not helpful to receiving a good education.

**Attendance at NLCA is for the purpose of obtaining an education.** This requires full attendance at all classes, coming to class on time, and using every minute productively. Always have the books, pencils, and notebooks required for class. On a practical basis, we ask you not to bring food or drink into the classrooms. You are there to recite, to write, to learn and to listen.

No student is allowed to chew gum at school, this includes lunch and break. Because there is plenty of time allowed for lunch and break, a student should not be late to class after these breaks.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of their school, should immediately discuss the matter with a teacher. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "***Therefore to him that knoweth to do good and doeth it not, to him it is sin.***" –James 4:17

Above all, everyone at NLCA has a right to be secure in his or her mind, body, and property. We should respect each other and each other's property. There is to be no fighting in the school or on the grounds. Nothing can happen between two people in this school that cannot be settled in a rational, peaceful, productive way. We have administrators, staff, teachers, and other people willing to help. Violence and vandalism are illegal, impractical, and inhuman. Let us do unto others, as we would have others do unto us.

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. *In case of a minor infraction, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved.* The school administrator will generally be responsible for handling the more serious offences. Parents can expect to be notified of the nature of the offense and the disciplinary action taken. Parents are expected to support the faculty and administration when discipline is administered. If your child should come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that his/her reporting may be emotionally based or without complete information.
3. Realize that we have reasons for all rules, and they are enforced without favor.
4. Support the school and feel free to call us for all the facts.

### **Complaint or Concern**

If a parent has a concern about a school policy or a staff member, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Call the office to make an appointment to discuss both sides of the situation with the teacher.
2. Appointments should be made for a time that the teacher is not responsible for other students such as before or after school.
3. Please be considerate of the teacher's time. **Pick-up and drop-off times are not appropriate times to try to discuss concerns or problems.**

*If the problem still exists, contact the office for an appointment with the principal.*

*Please refrain from discussing problem matters with other parents as to not "sow discord among the brethren." (Proverbs 6:19)*

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

Having read through the standards in the handbook, you will now understand the nature and direction of our school. In choosing to join our school, you and your parents will agree to abide by all these regulations and standards. Violation of any of these regulations will then have the following consequences. Some of these **may be omitted** if deemed necessary.

## **Behavior Record**

Each violation that personnel are aware of is recorded on an appropriate report. Copies of reports will be kept on file and/or will be sent home to parents.

## **Counseling**

In each violation incident the student will be counseled and given appropriate discipline that will help the student assume his/her responsibility in the future. This may include the removal of privileges and/or other corrective measures. If continual negligence is demonstrated, the following process of intervention will normally be used to help the student to behave responsibly.

## **Corporal Correction**

In a few cases it may be necessary to administer corporal correction. This is done within the following guidelines:

1. The parents have been consulted and/or have given written approval.
2. Corporal correction is administered privately by an adult with adult witness present.
3. A minimum of two to a maximum of 5 strokes may be administered.

## **Detention Time, Teachers**

A student who shows behavioral problems or is delinquent in homework may be required to serve before school detention. This is an indication to parents to take action at home so that school time is not consumed with behavioral problems but rather is spent with academic instruction. We expect full cooperation from both students and parents. Please note: Athletes will be expected to serve any detentions they receive. **Game days are no exception.**

Detentions are served on Tuesdays from 7:00 – 7:50 A.M. The policy is as follows:

1. A slip(s) stating the offense(s) will be sent home for the parent/guardian to sign and return the next day. It is the student's responsibility to see that the slip gets home and is returned to school. Students will be expected to serve detention, as scheduled, even if slip is not returned.
2. A fifty-minute detention will be served for each detention slip received.
3. Detention will be served in an assigned classroom under teacher supervision.
4. Consequences will be determined by the principal for failure to serve an assigned detention without receiving advanced written approval.
5. After three detentions, parent(s)/guardian will be contacted and may request a school conference with the principal, parent(s)/guardian, and student. Unless there are extenuating circumstances, students can be expected to be placed on Conduct Probation.
6. **Students are required to be in the classroom before 7:00. Door will be closed and locked at 7:00. Student will need to be in gym by 6:50. Being in gym is not considered in Detention.**

Detention does not officially begin until the second week of the school year. Prior to the second week, the teachers handle infractions with warnings to students and/or phone calls to parents. The following is a list of the most repeated offenses that result in detentions:

1. Failure to complete homework assignments
2. Repeated disobedience (such as continuous talking, inattentiveness, disrupting class, writing notes, etc.)
3. Rough housing/horseplay (could result in suspension)
4. Lying

5. Forgery of another's signature
6. Disrespect
7. Inappropriate language or gestures (could result in suspension)
8. Three unexcused tardies to school
9. Tardy from break and lunch
10. Failure to bring books, etc., to class
11. Stealing (could result in suspension from school)
12. Fighting (could result in suspension from school)
13. Defacing school property (could result in suspension from school)
14. Chewing gum and eating candy
- 15. Failure to serve break detention**

### **Conduct Probation**

A student may be placed on probation for behavioral or attitudinal irresponsibility. Appropriate discipline during the period of conduct probation will be set at the discretion of the school administration as determined on a per case basis.

### **Suspension**

A student may be suspended from school or placed on in-house suspension for a period of time to allow the student or the administration to consider a different course of action. In-house suspension may be recommended when a student's behavior warrants removal from classes for a period of time, but suspension or expulsion from school may not be recommended. In-house suspension is an alternative to standard suspension from school or expulsion and is an effort to help the student. When in-house suspension is recommended the student's parents must be willing to pay a substitute teacher for the period of the suspension. If not, the suspension from school will be the remaining course of action. When a student is placed on in-house suspension, he or she will be expected to do work assigned including tests and quizzes (which they will not receive grades). The following restriction applies: the student may not be involved in school sports or any other extra-curricular activities which represent the school including attending home and away games until the student has met required standards of grades and behavior.

Students can be suspended for any of the following offenses. Student may even be expelled if the misconduct involves violence or creates a major disturbance.

1. Accumulation of 10 detention notices- **(1<sup>st</sup> suspension In House 1 to 3 days)** *Each detention after will result in suspension at home unless exceptions are made by the administration.*
2. Using profanity
3. Stealing (minor offenses)
4. Disrespect to school official
5. Cheating
6. Causing personal injury to someone
7. Open defiance
8. Fighting
9. Repeated misconduct in class
10. Forgery
11. Possessing any items not allowed on campus
12. Smoking or possession of any form of tobacco, drugs, etc.
13. Possessing and/or using pornographic material

**Expulsion or Withdrawal**

Due to their serious breach of Christian testimony and infectious influence, the following infractions will normally result in immediate expulsion:

1. Accumulation of three school suspensions
2. Stealing (major or repeated offenses)
3. Destruction of personal and/or school property
4. Possessing, transmitting, displaying or using a weapon (including pocket knives).
5. Giving, selling, using or possessing a drug (including alcohol) in any form
6. Involvement in occult
7. Continued and willful defiance of rules and guidelines
8. Sexual promiscuity or pregnancy

**Appeal Policy**

All final decisions will be left up to the school administration.

**Discipline Policy Endorsement**

Each student and parent makes the decision to attend New Life Christian Academy. Those who decide to do so thereby agree to model the school's standards, principles, and requirements. Therefore, each parent or guardian is required to sign that he/she endorses both the regulations and the system of discipline used by the school. Unsigned applications will not be accepted. For us to pursue any other course would be to abandon the responsibility of the Christian school. We appreciate the confidence shown in placing your children within our power to guide and teach the student socially, academically, and spiritually.

## **DOCTRINAL STATEMENT**

### **The Scriptures**

We believe in the plenary, verbal inspiration of the Old and New Testament Scriptures as originally given. These Scriptures are inerrant in that they affirm and are our final authority in all matters of faith and conduct.

### **The Godhead**

We believe there is one living and one true God, eternally existing in three persons, Father, Son and Holy Spirit, who are the same in essence and co-equal in power and glory.

### **Jesus Christ**

We believe Jesus Christ is fully God and fully Man in one Person. Prior to His incarnation He eternally existed with the Father. Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary. Though tempted by Satan, He lived a sinless life on this earth. He paid the penalty for the sins of all men with His own blood on the cross. He arose bodily from the grave and ascended into Heaven, where He now intercedes for His own as their great High Priest.

### **The Holy Spirit**

We believe in the personality of the Holy Spirit, He convicts the world of sin, righteousness, and judgment. At conversion He regenerates, indwells, seals, and baptizes the believer into the body of Christ. He enables the believer to live a life of Christian victory through faith in Jesus Christ and obedience to the Word of God. As he wills, the Holy Spirit gives spiritual gifts and empowerment for spiritual service.

### **Creation**

We believe in the direct creative acts of God during the six-day creation account as recorded in Genesis chapter one.

### **Satan**

We believe in the personality of Satan, a fallen angel, who with other angelic beings rebelled against God and was cast out of Heaven. Although he was defeated at the cross and his final destiny shall be in the lake of fire, he continues to be the archenemy of God, angels and man.

### **Man and Sin**

We believe man was created in the image of God. In Adam, he fell because of disobedience and rebellion against God and thereby incurred not only physical death, but also spiritual death which is separation from God. As a consequence, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word, and deed.

### **Salvation**

We believe the grace of God provided salvation from sin for all men only through personal repentance and faith in Jesus Christ and His atoning work.

### **The Church**

We believe the Universal Church is comprised of all true believers. With Christ as her head, she exists in local expression to glorify Him by edifying believers and evangelizing lost men everywhere.

### **The Second Coming**

We believe in the literal, physical premillennial second coming of the Lord Jesus Christ.

### **Future State of the Dead**

We believe that at death all men continue in conscious existence; the just in the presence of Christ, the unjust in torment in Hades. The just await their bodily resurrection, at the rapture of the Church, to the reward of everlasting life and blessedness. The unjust await their bodily resurrection at the great White Throne, to judgment and everlasting punishment of conscious torment in the lake of fire.