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WELCOME

Dear Students and Parents,

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

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

In His Service,

Margaret Campbell
Principal

NEW LIFE CHRISTIAN ACADEMY

MISSION STATEMENT

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

*Established spiritually
in God's Word*

Challenged academically

Confident socially

Prepared physically

. . . ready to lead their generation!

NEW LIFE CHRISTIAN ACADEMY

STATEMENT OF FAITH

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

GENERAL INFORMATION

CAMPUS POLICY

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

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

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

PERSONAL ELECTRONIC EQUIPMENT

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

CELL PHONES POLICY

Students are not permitted to use their cell phones during school hours unless given permission by the teacher. This includes, but is not limited to texting, placing calls and social media. Students may be required to turn their phone in at the beginning of each day, and/or class period. NLCA is not responsible for lost, stolen, or damaged phones.

SCHOOL TELEPHONES

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

LOST AND FOUND

The lost and found are collected in a bin located near the custodian closet in the main building. At the end of each quarter, all items which have not been picked up will be disposed of in an appropriate manner.

ONLINE INFORMATION

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

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

TEACHER/PARENT ACADEMIC COMMUNICATION

It is important to have good communication between teacher and parent for monitoring your child's academic progress. We generate grade cards at the end of each nine-week period. You may also check your student's grades at any time on RenWeb. Instructions for accessing RenWeb may be obtained in the office. You may contact your teacher by e-mail through the school website www.nlca.info or call for an appointment.

RETREATS AND FIELD TRIPS

Prior to all field trips and retreats, parents or guardians must sign a permission slip authorizing the student's participation and the method of transportation. This includes all school activities, and is not limited to sporting events.

Secondary Spiritual Retreat (7-12 Grades)

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

Field Trips (Pre-K – 12 Grades)

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

BREAKFAST AND LUNCH PROGRAM

We offer breakfast each morning from 7:30 - 8:00. The cost is \$0.80 which includes milk or juice.

The cost for lunch, including one (1) milk, is \$1.65. Extra sandwiches are \$0.50 and extra milks are \$0.30. Both breakfast and lunch will be served Monday through Friday. Menus for the upcoming month will be posted online at www.nlca.info at the end of each month. A paper copy may be obtained from the school office upon request.

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

LUNCHROOM RULES

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

ATTENDANCE POLICY

School hours are from 8:00 – 2:55. The first bell rings at 7:50. Students are considered tardy if they are not in their classrooms by 8:00.

All students that arrive before 7:50 must report to the cafeteria. No students should arrive before 7:30. The doors to the cafeteria will remain locked until that time. There will be at least one teacher on duty at this time. If your child will not be going to the cafeteria, the main door will open at 7:50.

When picking up elementary students at the end of the day, please remain in the foyer until the students are released from their classes. Secondary students are dismissed at 2:55. Public bus students are dismissed at 2:30 and school van students are dismissed at 2:50.

ATTENDANCE POLICY

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

Parents will receive a call from the main office each time a student is absent. The call will verify the absence as excused or unexcused.

Excused Absences

An absence is excused only if there is a legitimate reason. The parent is to call the school between 8:00 and 9:30 to explain why his/her child is not in school that day. Doctor’s excuses need to be turned in on the first day back to school to assure the absence is marked as *excused*.

Unexcused Absences

Daily class work and homework assignments due during an unexcused absence may be graded as a “0”. Major tests and assignments missed may be made up with up to 20% reduced credit. These tests or assignments must be completed in the time allotted for makeup work, per the teacher’s homework policy. Suspension days are considered unexcused absences.

Anticipated Absences

In the event of a planned absence, the student is responsible for obtaining makeup work. Due dates will be at the discretion of the teacher. Please see the teacher's blog for the homework policy.

Make-up Work

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

All other makeup work is at the discretion of the teacher. Their classroom policy can be found on their blogs.

TARDY POLICY

School begins at 8:00. Students are tardy if they are not in their homeroom when the 8:00 bell rings.

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

Students are also tardy when they are in their assigned classroom, but without their proper materials. When students are tardy to individual classes, the teacher will make note in their record book. On the 3rd offense, it will be reported to the office to be recorded as an unexcused absence and for disciplinary action. NLCA follows all WV State codes and laws concerning school absences. Excess tardy and absences will be reported to the proper authorities.

WELLNESS POLICY

If your child has been sent home sick (has a fever, or vomiting/diarrhea) they may not return to school until they have been fever free or symptom free (no vomiting or diarrhea) for over 24 hours. If your child is kept home sick, the same rule applies. If they return to school before the allotted time, you will be asked to pick them up.

DRESS CODE

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

FEMALE STUDENTS K-4 THRU 12TH

- Skirts and dresses are to be modestly tailored (not skin tight) and must be no shorter than 2” above the knees when worn alone or with leggings.
- Dresses or skirts should not have slits that extend above the knee.
- Modestly tailored pants, slacks or jeans are acceptable. Leggings and Yoga pants are permitted if worn with a loose longer than average tunic length top that covers the front and back.
- Clothes must not have holes, unusual patches, or frays.
- Shorts should be no shorter than two inches above the knee while standing. Shorts/Pants are not to be form-fitting (bicycle or aerobic shorts, etc.).
- Undergarments should not be distinguishable through exterior clothing.
- Blouses or shirts must be modest in style. No cleavage should be exposed. No tight-fitting shirts are to be worn. No sleeveless tops. No spaghetti strap tops; shoulder material should be no less than 2 inches. Shirts, blouses, or dresses must cover the entire torso the entire time, even in movement (when raising hands, bending, etc.).
- Hair style and make up must be modest.
 - Hair color must be a natural color (e.g. no pink, orange, green, purple, blue, etc.). No severe color contrasts.
 - Extreme hairstyles, including but not limited to, dreadlocks, Mohawks, and Fauxhawks, are prohibited. Undercuts are permissible; however, female students must conceal their undercuts with longer hair while at school or attending school functions. If in doubt, check with the principal first.
- Clean, casual, sport, or dress shoes are required. Tennis shoes are required for PE.

- Caps or head coverings of any type are not to be worn during school. If worn to school, items are to be put into locker upon arrival and taken out at the end of the school day.
- Clothing, jewelry, and personal belongings that contain messages relating to drugs, alcohol, tobacco, sex, vulgarity, or that adversely affect persons because of their race, sex, color, creed, natural origin, or ancestry are not permitted including rebel flags. This includes, but is not limited to, clothing that advertises secular music groups which promote life styles that conflict with Christian values.
- No “gothic” attire is permitted.

MALE STUDENTS K-4 THRU 12TH

- Dress, casual slacks, and jeans are acceptable. Pants are to be worn at the waist, not baggy. Pants legs must not sag over the shoe or drag on the floor.
- Shorts should be no shorter than 2 inches above the knee while standing. Shorts/pants are not to be form fitting (bicycle or exercise shorts, etc.).
- Clothes must not have holes, unusual patches, or frays.
- All shirts must have sleeves and shirts with buttons may have only the collar button open.
- Hair must be well-groomed and a reasonable length.
 - Reasonable length for males means hair must remain above the collar, and must not fall below the ears or eyebrows.
 - No unnatural hair colors (e.g. pink, orange, green, purple, blue, etc.). No severe color contrasts.
 - Extreme hairstyles, including but not limited to, shaves, lines/designs, dreadlocks, Mohawks, and Fauxhawks, are prohibited. A single part line is acceptable.
 - Undercuts and fades are permissible; however, the sides and back may not be cut lower than a size two (2) guard. Manbuns, extreme spikes, and ponytails are not permitted. If in doubt, check with the principal first.
- Caps or head coverings of any type are not to be worn during school. If worn to school, items are to be put into locker upon arrival and taken out at the end of the school day.
- Clean, casual, sport, or dress shoes are required. Tennis shoes are required for PE.

- Clothing, jewelry, and personal belongings that contain messages relating to drugs, alcohol, tobacco, sex, vulgarity, or that adversely affect persons because of their race, sex, color, creed, natural origin, or ancestry are not permitted including rebel flags. This includes but is not limited to clothing that advertises secular music groups which promote life styles that conflict with Christian values.
- Facial hair should be neat, clean, closely trimmed
- No “gothic” attire is permitted.

ACCESSORIES (Males & Females K – 4 thru 12th)

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

Swimming Policy

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

Formal Attire

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

NLCA SCHOOL EVENTS

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

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

DISCIPLINARY POLICY

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

We understand the crucial part parents play in this process. To facilitate communication and cooperation, a detention notice will be sent to parents whenever a serious infraction occurs. This notice must be signed by a parent and returned to school the following day. Any consequence a student receives from NLCA staff is not considered complete until the notice is returned to administration. The detention notice does not apply to lunch detention.

Lunch Detention

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

In-School Detention

Student will report to the assigned room by 8:00 with books and materials for the day. Student will remain in the assigned room for the entire day, including lunch. Teachers will send assigned work to the supervisor, who will collect work and return it to the teacher at the end of the school day.

Out of School Suspension

A student who moves through the lower levels of discipline without a change of behavior may be subject to out-of-school suspension. Any student who is a violent threat to others, or refuses to cooperate with NLCA staff may be immediately removed from campus and will be subject to out-of-school suspension. Immediate removal may occur if a student is found under the influence of, or in possession of alcohol or illegal drugs, using or possessing tobacco products, in possession of any type of weapon, in possession of pornographic materials, or exhibiting

sexually inappropriate behavior. Suspension will remain in effect while school officials contact parents and proper authorities, if necessary. Suspension may result in a recommendation for expulsion to the School Board. Out of school suspension will be, but is not limited to 1, 3, & 5 day periods. A suspension will be considered an unexcused absence and subject to terms thereof. Out-of-school suspension is our most serious form of discipline and reserved for any behavior that threatens the safety and integrity of our school.

Contraband

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

Weapons

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

- Firearms of any kind including, but not limited to guns, stun guns, pellet guns, BB guns, etc.
- Razors and knives of any kind including those less than 3-1/2 inches in length
- Chemical devices of any kind including but not limited to mace, gas repellent, chemical sprays, etc.
- Chains, clubs, rings, pipes, studded or pointed bracelets, or any device intended to produce bodily harm.

Harassment Policy

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

CONDUCT VIOLATIONS AND CONSEQUENCES

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

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

1. Offense

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

Action Taken

Student will subject to immediate expulsion.

2. Offense

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

Action Taken

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

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

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

3. Offense

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

Action Taken

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

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

4. Offense

- Cheating

Action Taken

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

- Second Offense – Suspension
- Third Offense - Subject to expulsion

5. Dress Code Offense

- Offensive/indecent clothing or violation of jewelry policies

Action Taken

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

- Third Offense - After-school detention

6. Hair Code Offense

- Hair policy violation

Action Taken

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

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

ATHLETIC POLICY

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

GAME PLAY

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

To be eligible to participate in any NLCA sporting event, a player must have attended a minimum of ten separate, coach supervised practices. Until the ten practices have been attended, the player will not be allowed to participate. The player may be allowed to dress and sit with the team at the coach's discretion.

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

CODE OF CONDUCT

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

Being a Christian school, one of our greatest responsibilities is to make sure that other people may always see Christ in us. Nowhere is this as apparent as in sporting events. Therefore, good sportsmanship is expected and required of all NLCA players and coaching staff. Any un-sportsman like conduct will be addressed and if deemed necessary, disciplinary action will be taken.

Any technical foul that is called on any NLCA player will result in that player remaining seated for the first half of the next scheduled game. If two technical fouls are received, (resulting in the player being ejected from the game), the player will be required to sit out the entire next scheduled game. Any playing time for the player during the remaining time of the game that the technical foul was received in, is left up to the coach's discretion. In case of unjust calls, these can be appealed and reviewed. In case of an unjust call no disciplinary actions will be taken.

FUNDRAISERS

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

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

School staff and parents will be asked to help sell tickets, work the concession stand, and supervise school events.

PHYSICAL EXAMINATIONS

All athletes must have a physical examination before practice begins. Only physicals given after June 1 of that year will be accepted. Papers signed by a doctor must be given to the coach before an athlete can practice.

SPORTS ELIGIBILITY

Grades will be monitored and participation will be at the discretion of the parents and coach. Most coaches require a 2.0 GPA for participation.

MEDICATION POLICY

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

PRESCRIPTION MEDICATIONS

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

NON-PRESCRIPTION MEDICATION

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

GRADING SCALE

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

HONOR ROLL

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

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

DIPLOMA REQUIREMENTS

The following are the minimum requirements for graduation:

GENERAL DIPLOMA

<u>Courses</u>	<u>Units</u>
English	4
Mathematics*	4
Science	4
Social Studies	4
Bible	4
Health	1
Physical Education	1
Applied Arts [Performing or Fine]	1
Foreign Language	2
Electives	3

COMPLAINT PROCEDURES

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

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

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

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