

NEW LIFE
CHRISTIAN ACADEMY
Growth for Mind, Body & Spirit



Parent & Student Handbook

NEW LIFE CHRISTIAN ACADEMY

899 Broad Street, Summersville, WV 26651
(304) 872-1148

www.nlca.info

- Introduction**..... 4
 - Leadership 5
 - Faculty 5
- Foundations** 6
 - Vision Statement 6
 - Mission Statement 6
 - Core Values 6
 - Philosophy of Education..... 6
 - Expected Student Outcomes 7
 - Statement of Faith 8
 - Statement of Biblical Authority 8
 - Statement of Marriage & Sexuality 8
 - School History 9
- Governance** 9
 - Accreditation & Affiliation 9
 - Addressing Disagreements 10
- General Information** 10
 - Admission Philosophy, Policies and Procedures 10
 - Tuition and Fees 11
 - Payment 11
 - Change of Contact Information 12
 - Delinquent Accounts 12
 - Withdrawal from New Life Christian Academy 12
 - Refund of Fees 12
 - Re-Enrollment 12
 - Financial Aid Program 13
 - Funding..... 13
 - Ways to Give 13
 - Outright Gifts 14
 - Volunteers 14
- Campus Information** 14
 - Campus Hours 14
 - Campus Visitors 14
 - Meal Program 15
 - Lunch Room Rules and Procedures 15
 - Before/After Care – Lions Club 15
 - Chapel 15
 - Calendar 15

- School Closure Information 15
- Messages 16
- Operational Procedures** 16
 - Teacher’s Standards and Qualifications 16
 - Textbook Selection Guidelines 16
 - Curriculum 16
 - Standardized Testing 16
 - Conferences..... 16
 - Pledges 17
 - Grading Scale 17
 - Graduation Requirements 17
 - GPA/Class Rank 18
 - Report Cards and Progress Reports 18
 - Academic Recognition 18
 - Transcripts/Student Records 18
 - Academic Probation 18
 - Homework 18
 - Makeup Work 19
- Attendance and Activities** 19
 - Attendance/Tardy Policy 19
 - Pickup of Students 20
 - Field Trips 20
 - Recess 20
 - Student Activities 20
 - Bathrooms/Locker Rooms 20
 - Activity Eligibility 20
- Behavior and Discipline** 21
 - Student Conduct/Discipline 22
 - School Wide Rules 22
 - School Wide Procedures 22
 - Behavioral Policies 23
 - Suspension, Expulsion and Social Probation 26
- Procedures and Policies** 27
 - Student Relationships 27
 - Dress Code and Grooming 27
 - Immunizations 29
 - Illness Guidelines 29
 - Distribution and Consumption of Medication 29
 - First Aid Procedures 30
 - Safety & Security 30
 - Electronic Device/Internet Acceptable Use Policy 30
- Appendix** 31
 - Enrollment Process 31
 - Sexual Harassment Policy 31
 - Anti-bullying Policy 35

Introduction

■ Letter from the Administrator

Dear parents and students,

On behalf of the staff at New Life Christian Academy, I am happy to welcome you to the new school year. We are looking forward to an exciting year. We know a strong partnership with you will make a difference in your child's education socially, academically and spiritually.

I encourage you and your child to read the Parent-Student Handbook. You will find information related to:

- Leadership
- List of Faculty
- Statements regarding our vision, mission and core values
- Position on gender, marriage and sexuality
- Addressing disagreements
- General information about the organization of the school
- Campus information
- Volunteer opportunities
- Lunch program
- Operational procedures
- Counseling and support services
- Attendance policies
- Student conduct and discipline
- Dress code
- School calendar

If you have any questions about the rules and expectations, please feel free to contact our principal Mrs. Lucky. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

We thank you for your support and look forward to working with your child this year.

Serving Him Together,

Pastor Reggie Knowles
Administrator

■ Leadership – New Life Assembly

Pastor Reggie Knowles – Chairman of the Board
Rick Stewart – Trustee/Board Member
Bryan Gray – Secretary/Board Member
Deborah Stewart – Treasurer
Missy Wood – Board Member
Christy Allman – Board Member

■ School Board

Pastor Reggie Knowles – Chairman of the Board
Kevin Lucky
Bobby Clark
Marshall Robinson
Tom Fast
Tom Toler
Sonny Gray

■ Faculty

Chessica Lucky – Principal – clucky@nlca.info
Kristi Clark – Vice Principal – kclark@nlca.info
Jessica Bleigh-Pre-School- jbleigh@nlca.info
Jamie Hines- Kindergarten- jhines@nlca.info
Debbie Dingess – First Grade – ddingess@nlca.info
Amanda Clark –Second Grade - aclark@nlca.info
Darcy Miles – Third Grade - dmiles@nlca.info
Debbie Meadows – Fourth Grade - dmeadows@nlca.info
Cassie Stull - Fifth Grade - cstull@nlca.info
Sasha Lefler – Science – slefler@nlca.info
Gary Johnson – Math- gjohnson@nlca.info
Carol Cole – History – ccole@nlca.info
Serena Thies – Math/Bible/AC – sthies@nlca.info
Lisa Conley – Computers – lconley@nlca.info
Karen Jordan – Aide- kjordan@nlca.info
Charleigh Knowles – Aide- cknowles@nlca.info
Jessica Grose – Physical Education – jgrose@nlca.info
Emily Clagg – Home Economics/Spanish – eclagg@nlca.info

Staff

Annie Hicks – Secretary- office@nlca.info
Jean McEarchern – Bookkeeping – bookkeeping@nlca.info
Missy Underwood – Kitchen/Athletic Director – munderwood@nlca.info
Aretta Underwood – Kitchen
Susie Legg – Janitor

Foundations

■ Vision Statement

Our vision is a commitment to excellence in education, so our students can reach their God-given potential and become God-fearing leaders that positively impact the world in which they live.

■ Mission Statement

To train Christian leaders of tomorrow who are established spiritually in God's Word, academically achieved, confident socially, and prepared physically to be ready to lead their generation.

■ Core Values

In partnership with committed parents, NLCA will provide a purpose-driven college preparatory program, within a vibrant Christ-centered environment that empowers students to discover their passions and to develop their unique gifts and abilities while growing in faith, wisdom, knowledge, leadership, and service.

Biblical Authority

The Bible is the foundation for all of our programs. We will not compromise our Christian values as found in the Bible and reflected in the life and teachings of Jesus Christ.

Student Success

We are committed in everything we do to help students succeed academically, athletically and artistically; to develop leadership skills; and to grow into a mature relationship with Jesus Christ.

Focused Academics and Programs of Excellence

We provide excellent college-preparatory programs attracting outstanding students who will serve as leaders in their future professions, across our nation and the world.

Servant Leadership, Faculty and staff

Our teachers are mature in their faith, actively and effectively model a relationship with Jesus Christ, and are available to mentor students in all aspects of their academic and spiritual development. Our faculty and staff are committed to building godly leaders and encouraging the gifts, talents and potential of each student in their extra-curricular progress.

Partnering with Families and the Community

We believe Deuteronomy 6:6-9, *“These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”* is a foundation for our Christian educational purpose, and therefore partnering with families is our priority. We count it a privilege to partner with parents in the community to provide the best in Christian education and equip our students with servant leadership as they team up to serve others before self.

■ Philosophy of Education

NLCA believes that quality education must be: centered in Christ; founded on Biblical Truth; learned by exercising God-given abilities; and guided by Godly teachers who nurture students to love God, respect authority, interact positively with peers, and enjoy learning.

When God created the world, He made the first man and woman perfect. Adam creatively named the animals, Adam and Eve communicated with God and each other in Eden, and both used their rational ability to care for the garden. Unfortunately, Adam and Eve yielded to Satan's temptation, rebelled against God, offended their Maker, marred God's image in them, and earned the sentence of eternal death by their sin. The sons and daughters of Adam and Eve inherited a sin nature, an irresistible inclination to do evil, and reflected in their lives the marred Image of God. Communicative, creative and rational

abilities were each dulled by man's sin nature and were further destroyed when men and women chose to sin. In addition, each man and woman born, because they sinned, earned the sentence of eternal death.

God, recognizing man's sinful and helpless state, established His law as a standard contrasting His holiness with humans' imperfection and powerlessness to resist sin. Later, God sent His Son, Jesus, to pay sin's penalty (death) and offer men and women forgiveness for sin; and His Spirit, to indwell believers and empower them to be transformed into the image of His Son. Spirit-filled teachers guide students empowered by the Spirit and nurture conformity to God's image so that students increasingly communicate more clearly and wholesomely, create constructively and innovatively, and reason thoroughly and rationally. Students conformed to God's image, walk in the Spirit, and do not fulfill the lust of the flesh.

Students are taught to see God's truth and to integrate material learned in each subject with that truth, and interpret it with God's Word being the basis. We desire students and teachers alike to seek to develop a Christian mind where every thought is brought into captivity by Christ and every activity completed, and every relationship established, brings glory to God. Our desire is to prepare students to be fully equipped for ministry through the vocation to which God leads them. Our goal is that each staff member, student, and alumnus will daily be a witness of Christ's work in their life and understand God's great commission to include their personal involvement to reach their generation throughout the world for Jesus Christ. We believe that Christian education is that process of living through which one develops into that kind of person God wants him/her to become commensurate with his/her capabilities, resources, and opportunities.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives and from Biblical instruction making parents responsible for the total education and training of their children. By enrollment in NLCA, the Christian school, along with the church, becomes a partner with the parents in giving this education. From this philosophy stems our vision, mission, goals, and objectives.

■ Expected Student Outcomes

Honoring Christ in all we do:

- Learning and leading through Biblical truth.
- Living balanced and healthy lives, striving to be good stewards of their God-given resources, talents, and gifts.
- Developing and retaining a teachable spirit
- Striving to be Christ-centered in all aspects of their lives.
- Displaying God's love to a diversity of people, locally and globally.

Pursuing Excellence in all we do:

- Striving for the highest level of achievement in all academic and extra-curricular areas.
- Preparing to be successful in college or university.

Serving Others and Impacting the World for Christ:

- Effectively engaging and impacting their generation for Jesus Christ.
- Pursuing an environment of generosity and compassion that is responsive to the needs of others.
- Collaborating with and supporting local as well as global churches, ministries, and communities

Living with Integrity:

- Demonstrating lives of Christian virtues with accountability to Christ, each other, and our community.
- Having discernment in responding to moral and ethical issues.

■ Statement of Faith

The following foundational beliefs are set forth as the basic, guiding biblical principles of NLCA:

God: We believe that there is one true God. He is the Creator. He is Sovereign. He is the Lord who sustains, rules, and by grace, redeems. We believe that God eternally exists in three persons: Father, Son and Holy Spirit. We believe that God is love and He is passionate about His relationship with people. Gen 1:1, Ps 135:6, Dan 4:34-35, Ex 34:14, Ps 54:4, Ps 103:19, Ps 34:4, Col 1:12-13, 2 Cor 5:21, Matt 28:19, Luke 3:22, 1 John 4:8-10, John 3:16-17

Jesus Christ: We believe that Jesus Christ is the Son of God. He became flesh; born of a virgin and conceived by the Holy Spirit. He lived a life on earth holy and perfect, without sin. He died a sacrificial death on a cross for our sins. On the third day, by God's power, He rose from the dead. He ascended into heaven and is seated at the right hand of God. John 1:14, Luke 24:39, Matt 1:1-23, 1 Peter 2:22-23, 1 Cor 6:14, 2 Cor 5:21, Gal 3:13-14, Luke 1:31,35, Eph 1:20-21, Acts 2:32-33

Holy Spirit: We believe the Holy Spirit continues the work of spiritual growth begun at the time of salvation. The Holy Spirit dwells within our hearts and produces in us the fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. The Holy Spirit instructs and empowers us for godly living and service. John 16:13, Gal 5:22-23, Rom 8:13-14, 16, 26-27, John 16:13

The Bible: We believe the Bible is the inspired, infallible and inerrant Word of God. The Bible is profitable for teaching, for reproof, for correction and for training in righteousness. 2 Tim 3:15-17

Salvation: We believe that salvation is by God's grace alone through faith in Jesus Christ. We believe that whoever will call on the name of the Lord will be saved. Col 1:12, Eph 2:8, Rom 10:13

Prayer: We believe that prayer is an intimate and essential part of a person's growing and maturing relationship with Christ. Matt 6:6, 1 Thes 5:17, James 5:16

Servant Leaders: We believe that as followers of Jesus Christ, we are called to serve God through serving others. We believe that whoever wishes to become great among men shall be a servant of men and that we should model our lives after the life of Christ, in that the Son of man did not come to be served, but to serve. Gal 5:13-14, Matt 20:26, 28

Unity: We believe in the spiritual unity of all who believe in salvation through Jesus Christ's redemptive work, regardless of denomination or affiliation. 1 Cor 12:12-13, Heb 10:34, 1 Peter 1:4, Rom 12:4-5

Heaven: We believe that heaven is the reward for all believers. We believe that every person has a choice to accept Christ and spend eternity with Him, or to reject Him and spend eternity apart from Him. We believe we will reign with Christ forever. Rom 3:22, Rev. 22:5, 2 Tim. 2:12

■ Statement of Biblical Authority

NLCA's statement of faith does not exhaust the extent of our Christian faith. The Bible itself, as the inspired and infallible Word of God, that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of school policy, practice, and discipline, the New Life Assembly Board of Elders is the school's final interpretive authority on the Bible's meaning and application.

■ Statement of Marriage and Sexuality

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex at birth, is sinful and offensive to God.

We believe that in order to provide a biblical role model to the school and the community, it is imperative that all persons employed by the school in any capacity, or who serve as volunteer, should abide by and agree to this Statement on marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded love, and respect. Hateful and harassing behavior or attitudes toward any individuals are to be repudiated and are not in accordance with scripture or NLCA's behavior standards.

■ School History

In 1985 the vision for New Life Christian Academy began in the hearts of the people of New Life Assembly. In our first year, the school was held in the church basement. Although, as the vision began to spread, it became obvious that God gave our people a heart and a mind to work. During that time many of the staff worked for low wages and some even worked only for the tuition of their children. Before the second year began, the school moved to its present location. However, the original facility did not include the two gymnasiums or the secondary building. This move was triggered by an extraordinary service one Sunday morning when God moved on the people to pay off the original church mortgage before taking on additional debt. During that one miraculous gathering over \$86,000 was raised. It was also interesting that the average age of the congregation was only 25-40 years old. These people were just starting careers, had young children, and not particularly established financially. Nevertheless, these people gave from the depths of their hearts. Their sacrifices included some items that were later converted into cash. Some of the gifts included wedding bands, engagement rings, precious stones, an 18th century Hawkin rifle, a car, a camper, one 150 year old railroad watch, and an uncirculated coin collection. Others took out personal loans, some gave away college funds for their children and even monies that had been set aside for vacations. All were gifts above and beyond their tithes and everyone who made a commitment that morning kept their vow.

After the balance of the church mortgage was paid in full, we began to search for a separate facility to house the school. The property that was chosen was the former Summersville Clinic. The first addition was the cafeteria, followed by a gym, the secondary building and finally a second gym.

God tells us in Isaiah 55:11, "So shall my word be that goeth forth out of my mouth: it shall not return unto me void, but it shall accomplish that which I please, and it shall prosper in the thing whereto I sent it." Through our school, His Word has been planted in the hearts of so many young people. How far reaching has that been and will continue to be! Some of our former students have been foreign exchange students from the Philippines, Germany, Brazil, and Vietnam. Our graduates have gone on to become teachers, police officers, pastors, engineers, pharmacists, school principals, broadcasters, business leaders, and instructors in the military. The "good hand of the Lord" is upon this school but let us not forget the sacrifices that have been paid and may God breathe freshly on His vision.

Governance

■ Accreditation and Affiliation

NLCA is a ministry which has the legal status of an independent, non-profit organization. The Board of Directors of NLCA serve at the pleasure of the Board of Elders of New Life Assembly, which has the ultimate authority and responsibility for New Life Christian Academy. Under Policy Governance, the Board contracts with the Board of Elders to administer all aspects of the school program under their supervision.

The Principal reports to the board on a monthly basis and is charged with the responsibility of the day-to-day operation of the organization under the direction of the Pastor of New Life Assembly, who also serves as the Administrator of NLCA and Chairman of the School Board. The Principal along with the Administrator, in partnership with the faculty, provides the board with information, ideas, and recommendations in order that the board might be well informed and make policy decisions in the best interest of the school.

Our staff is actively engaged in our ministry and is charged with the Christian formation of our students as well as providing a distinctive academic and extra-curricular education focused on a Biblical worldview, in accordance with NLCA's Educational Philosophy and Statement of Faith.

New Life Christian Academy is fully accredited by AdvancEd.

■ Addressing Disagreements

If we follow Christ's example for settling differences, our approach to solving problems will include a humble, gentle attitude, a servant's heart, a teachable spirit, an attitude of reconciliation and a strong desire to live at peace with all. Even with the best of intentions, disagreements may occur. In those cases, Matthew 18:14-17 and other scriptures require Christians to take proper steps in resolving issues. The steps we expect to be followed are:

1. Go directly to the person involved and discuss and pray about the matter together.
2. If there is not resolution, put the issue in writing for presentation to the next higher authority (example: if the issue is with a teacher, go to the teacher first, then the principal, etc.).
3. If the matter still cannot be settled, bring the issue in writing to the school board. The board will have the final authority to resolve issues.

General Information

■ Admission Philosophy, Policies and Procedures

NLCA is open to anyone interested in securing a Christian education, from preschool through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by NLCA rules. It must always be understood that attendance at NLCA is a privilege and **not a right**. This privilege must be forfeited by any student/parents who do not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

The following standards have been established for entrance into New Life Christian Academy:

- Parent(s) and student must agree with NLCA's Statement of Faith, Statement of Biblical Authority and the Statement of Marriage and Sexuality and must sign the agreement form at the end of the document.
- Parents must be in agreement with the basic objectives of NLCA and be willing to actively support and pray for the school.
- The student must have a sincere desire for a Christian education and must be willing to submit to the standards and regulations of the school.
- The student's record of behavior at home must indicate an understanding of parental authority and reflect good citizenship. The student must agree to abide by the conduct standards and guidelines **on and off** campus.
- Pre-enrollment testing determines the suitability for enrollment and placement in the school. An entrance exam may be required for prospective students.
- Parents must be willing to volunteer at least 10 hours per school year as requested by the administration
- An initial interview with both parents (single parents excepted) will be required as a part of the acceptance procedure for any student applying for admission. The NLCA principal or a designated representative shall conduct the interview.

Upon completion of all steps of enrollment, the business office will notify parents generally within two (2) weeks as to whether their child has been accepted to the school. All new enrollment applications that are accepted will include the condition of a nine week probationary period to be sure your child adjusts properly to our school. All students must be convinced they want to attend NLCA and agree to honestly and wholeheartedly apply themselves to "study to show

[themselves] approved unto God," 2 Timothy 2:14. They also agree to be courteous and respectful to their peers, staff, faculty and other daily associates.

Students Transferring to NLCA

Grades K- 5: student records received from their previous school will normally be accepted as verification of grade level completion. Documentation of courses completed shall be evaluated to determine grade placement for home school students applying for entrance to school.

Grades 6-12: Grades received from an accredited school or home school program will be accepted as verification of courses taken. Documentation of courses completed from a non-accredited school or home school program shall be evaluated to determine the appropriate grade placement for the student.

The school reserves the right to test a student at any grade level in order to properly place or verify the placement of a student within the academic structure of the school. Students in high school will receive credit for home school classes with a grade of Passing with no effect on GPA. All new students are on a probationary period until the end of the first quarter.

Important Legal Information

In the case of students with divorced parents, it is imperative that any and all custody paperwork be in each student's file. This helps NLCA to protect their students. In regards to accounts where more than one party is making payments toward student accounts, one person/household is being asked to take ultimate, and from NLCA's perspective, full responsibility for student accounts. Once that party has been determined, they will sign required documents for the student. All student accounts for the business office will be established under that person's contact information. It will then be that party's responsibility to communicate with any other party making payments to ensure timely submission of all requirements from the school.

Non-Discrimination

NLCA admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. NLCA reserves the right to select students on the basis of academic performance, and the student's and parent's Christian lifestyle commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with NLCA administration and to abide by its policies.

■ Tuition and Fees

Visit the NLCA website or contact the business office for information regarding tuition and fees.

■ Payment

Each family, or responsible party, is required to submit a Tuition Payment Agreement defining how tuition will be submitted for the school year. Payment is due on September 1st. Prepayment is available to those who are making payment annually or by semester by September 1st and January 1st. All other tuition payments are to be made on an annual, semester, quarterly or monthly basis on the 1st of the month.

Changes in payment account information should be submitted in writing at least 15 days prior to the withdrawal date. Lump sum payments to reduce the monthly cost can be submitted at any time.

■ Change of Contact Information

When families have a change in personal contact information during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate records

■ Delinquent Accounts

Families are expected to make payments according to their Tuition Payment Agreement. NLCA reserves the right to suspend any student whose account falls two (2) months behind until the account is settled or satisfactory arrangements have been made. Student records including grade cards, transcripts and diplomas may be withheld if there is an outstanding balance owed to NLCA for tuition or other fees.

■ Withdrawal from NLCA

Families choosing to withdraw from NLCA should report to the admissions office to complete the exit process. If there is an outstanding balance on the account, the family will meet with the business office as well. Tuition will be due and withdrawn until the date of any withdrawal.

■ Refund of Fees

Registration Fees are \$125 for Pre-k and Kindergarten; \$225 for Grades 1-6; \$250 from Secondary Students
Registration fees are non-refundable. This is due at the time of enrollment.

Tuition

If a student has paid tuition and must leave NLCA, we will prorate the monthly fee and the difference will be refunded by NLCA.

■ Re-Enrollment

Students who are presently enrolled at NLCA are given the first opportunity to re-enroll for the following year by the published deadline. Accounts must be current in order for a student to be eligible for re-enrollment. Re-enrollment consists of completion of the following by the deadline date:

- Submission of re-enrollment form
- Submission of the re-enrollment fee per student. The fee is non-refundable.

■ Financial Aid Program

Current Families: NLCA has a tuition assistance program available to families. The maximum amount of assistance is typically 50% of tuition per student with exceptions granted for families of 3 or more students or other special circumstances. The discount award is generally determined by the Tuition Assistance Team with hardship cases being submitted for board approval. Every effort will be made to notify or meet with families on a timely basis. The following conditions apply:

- Accounts with NLCA must be current or an arrangement developed with the business office.
- Application must be submitted and completed to the Tuition Assistance Team that will present the school with the amount of funds available to pay tuition.
- Submission of a registration fee per student. All but \$25 is refundable if the discount does not allow the family to move forward with (re)enrollment.

New Families: The process is the same as listed above with the exception that all enrollment steps must be completed including acceptance to NLCA. Application can be submitted at the same time as enrollment and discounts will be determined following acceptance into NLCA by administration.

■ Funding

Contribution income and net profits from fundraising activities are an integral part of the resources available NLCA, which is organized as a 501(c)(3) non-profit corporation. All development efforts are an opportunity for those who are able to financially support the mission of the school. To ensure that all fundraising activities are conducted in the proper environment and manner, the following will apply:

- All major fundraising activities, including capital campaigns, auctions, etc., must be approved by the school administration or the school board.
- All fundraising activities should be in accordance with the funding philosophy of the board.
- All contracts must be submitted to and signed by the business office. No parent is allowed to sign for the school with outside vendors or contacts.

■ Ways to Give

When a gift is made to NLCA, donors have tremendous flexibility in determining how the funds will be used as well as flexibility in making their gift.

Unrestricted gifts (or undesignated gifts) are among the most valuable to NLCA because they allow the school to allocate funds wherever the need is greatest, and to take advantage of unique opportunities as they arise. Unrestricted gifts may be used to support costs associated with program enhancement, tuition discounts, innovation in teaching, equipment, facilities, and much more.

Directed gifts (or designated gifts) allows donors to designate their gift to a specific budgeted program or activity at NLCA. When donors make a directed gift, they enjoy the satisfaction of knowing that a program or fee that is meaningful to them is being advanced. Donors also have the flexibility of designating their gifts for current use or for board-approved endowment funds.

Current-use gifts provide funds and flexibility over the short term, whereas endowment gifts provide security over the long-term by expanding NCLA's permanent financial base, and creating a predictable source of future income for such things as endowed faculty positions, monetary assistance, facilities, or even entire academic programs

■ Outright Gifts

When donors provide an outright gift to NLCA, their contribution is put to work immediately, either providing funding for current programs or areas, or creating a reliable source of future income by expanding endowment. An outright gift may be composed of almost any asset of value:

- Cash gifts are the simplest and easiest gifts to make – using outright cash, personal checks, credit card transactions, money orders, or wire transfers.
- Appreciated securities, stocks and bond gifts also provide considerable tax advantages when transferred to NLCA before they are sold. For securities that have been held for more than one year, the gift may provide a two-fold benefit: creating an income-tax deduction as well as helping avoid capital gains tax from their sale.
- Real estate gifts offer a wide array of tax and other benefits and could include personal residences, second homes, income property and vacant land.
- Personal property gifts enable donors to make a significant gift to support NLCA in exchange for possible tax benefits. Such items could include rare books, works of art, valuable collectibles and tangible items of demonstrable value.

Donors wishing to provide gifts of appreciated securities, stocks and bonds, real estate, or personal property should contact the Principal for more information.

■ Volunteers

NLCA desires to create an environment where volunteers serve the school in the unique ways that God designed them, bringing fulfillment to the worker, aid to the school, fellowship to the school community and glory to the Father in the process.

A person wishing to serve as a volunteer, who does not have children or grandchildren enrolled in the school, will be required to complete an application. The application will be reviewed by a designated individual(s). Persons accepted for volunteer work will be assigned at the direction of the principal as appropriate. They will work under the supervision of the teacher or staff member to whom assigned. When appropriate, volunteers will remain under the supervision of the principal.

While working, the volunteer will monitor student behavior. A volunteer is expected to make an appropriate comment to a student when they observe any behavior or language that is improper. If the condition persists, the volunteer shall notify the teacher or person in charge.

All volunteers will be required to complete a background check prior to volunteering.

Campus Information

■ Campus Hours

The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday (except Holidays). K-12th grade classes begin promptly at 8:00 a.m. and dismiss at 3:00 p.m. daily.

■ Campus Visitors

All visitors, **including volunteers**, must check in at the front office. If the purpose of the visit is for the classroom, make sure the teacher is aware of the visit before arriving on campus. Visitors are always welcome at NLCA; however, it is the school's responsibility to take all reasonable steps to ensure each student's safety.

Students wishing to bring a visitor to the school must receive approval from the principal prior to the day of the planned visit. On the day of the approved visit, the student and visitor must report to the office to pick up a visitor pass.

■ Meal Program

NLCA participates in the federal meal program. Each student is required to fill out the appropriate documentation and return it to NLCA at the beginning of each school year.

■ Lunch Room Rules and Procedures

Elementary Lunch Room Rules and Procedures:

1. Sit at the table assigned to your class.
2. Stay seated until excused by an adult. Eat and drink at your seat.
3. Clean up your lunch space (table and floor).
4. Use your inside voice and follow red light rules of cafeteria.
5. Line up for dismissal when directed by an adult.
6. Be respectful to classmates and lunch supervisors.
7. Clean the cafeteria as assigned by grade.

Middle and High School Rules and Procedures:

1. Sit where you wish.
2. Clean up your lunch space (table and floor).
3. Clean the cafeteria when assigned by grade.
4. Eat and drink in the cafeteria only.
5. Be respectful to classmates and lunch supervisors.

■ Before/After School Care – Lions Club

After school care is available until 6:00 PM. Paperwork for enrollment can be found in the main office. There is a discount for multi-children families.

■ Chapel

Weekly chapels present opportunities for students to learn and participate in worship and hear inspirational messages from a wide variety of speakers. Student and staff attendance at chapel is required. Parents and guests are always welcome to attend chapel. Chapel takes place each Wednesday Morning from 8:00am – 8:50am. Elementary Chapel will be held in the old gym, and secondary chapel in the new gym. The school-wide chapel will be held on the last Wednesday of each month in the new gym.

■ Calendar

The school calendar is posted on the Website (www.nlca.info)

■ School Closure Information

NLCA cancels classes due to inclement weather. Should weather conditions result in school being canceled; the principal will notify the local TV and radio stations. Parents will receive a call from the schools phone announcement system. If no announcement has been made and there is no message specifically announcing that NLCA has been

canceled, parents and students should assume school will be open as normal. Snow days will be made up either during established school holidays, Spring break or at the end of the school year, as determined by the Board.

■ Messages

If parents need to communicate with their child during the school day, they may leave a message for their child with the office, or they can e-mail their child's teacher. Teachers and students will not be contacted in class to receive telephone calls.

Students may use the phone during/after school hours at the teacher's discretion, and in keeping with the following guidelines:

- Students may not use the phone for social plans (i.e., making evening plans, asking to go home with someone after school, etc.)
- If a student needs to use the phone for something they forgot for class or an after school activity, the student must get permission from the teacher.

Note: We understand unexpected needs for phone use do arise. Those situations will be considered on an individual basis. Electronic devices may not be used by students at NLCA during class.

Operational Procedures

■ Teacher's Standards and Qualifications

The administration always seeks teachers who are born again Christians, have college degrees or certifications, or have prior teaching experience. NLCA teachers are dedicated to serving the Lord through the ministry of teaching young people. Teachers are carefully selected and prayerfully chosen by the administration.

■ Textbook Selection Guidelines

Textbooks and other printed materials are prayerfully selected by the administration.

■ Curriculum

To help parents and students understand expectations and objectives, a course description or classroom guidelines are provided at the start of the semester. In addition, curriculum guides are developed for each class and outline the objectives, resources, activities and biblical integration for the class. Textbooks are aligned to the expected outcome and are just one resource used in the education process.

■ Standardized Testing

The Stanford Achievement Test is given annually to students in kindergarten through eleventh grade. Individual student results are sent to parents, usually with the final report card. All high school students are encouraged to register for the ACT test by going to www.act.org.

■ Conferences

Parents are encouraged to keep communications open with teachers and request a conference with the teacher whenever necessary. Parents can also keep updated with student grades through RenWeb. NLCA has Parent/Teacher conferences for all grade levels in the fall. Please refer to the school calendar for the dates of the conferences each year.

■ Pledges

The Early Childhood Center – 5th grade students will say the following pledges each day in their classrooms. On Mondays, a student government representative will say the pledges over the intercom for the entire school. The expectation is for MS/HS students to actively participate at that time.

- **Pledge to the Bible**

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its word in my heart that I might not sin against God.

- **Pledge to the Christian Flag**

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.

- **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

■ Grading Scale

The purpose of a reporting system is to provide parents and students with a means of noting the progress of the student. Each child’s ability, attitude, and application are taken into account in the grading process. NLCA uses the following grading scale for 1st - 12th grade: (Kindergarten is based upon mastery of basic skills.)

| Percentage | Letter Grade |
|------------|--------------|
| 92-100 | A |
| 85-91 | B |
| 76-84 | C |
| 70-75 | D |
| Below 70 | F |

■ Graduation Requirements

| | |
|----------------------|--------------------|
| 4 Bible | 4 Math |
| 4 English | 4 Social Studies |
| 4 Science | 2 Foreign Language |
| 1 Practical Arts | 1 Fine Arts |
| 1 Physical Education | 1 Health |
| | 3 Electives |

■ GPA/Class Rank

Grade Point Average (GPA)

The final GPA on the transcript will be for all classes taken in grades 9-12.

Class Rank

This is not reported officially other than for seniors.

■ Report Cards and Progress Reports

Each school year consists of 4 quarters. Grades are posted weekly online. Parents may review current grades at any time. If a student is earning a “D” or “F,” parents will be notified by the teacher.

Report Cards will be sent within 10 days of the last day of each quarter.

■ Academic Recognition

- A/B Honor Roll: students 6th-12th who receive A’s and B’s will be on the Honor Roll. Secondary honor roll is based on semester grades (i.e. a student must have A’s or B’s for each semester).
- Principal’s Honor Roll: students 6th-12th who receive all A’s will be on the Principal’s honor roll. Secondary Principal’s honor roll is based on semester grades.

■ Transcripts/Student Records

A records release form must be signed for student records to be sent to/from another school. Graduating students in need of transcripts being sent to colleges must contact the school counselor with the college name and address. NLCA will send an official copy to the college. The office will have official transcripts sent within 48 hours of request. Failure to pay tuition or other obligations could result in records being held until the obligation is paid.

■ Academic Probation

Students who are not maintaining an appropriate level of academic performance will be placed on academic probation. Being placed on academic probation means the student will be closely monitored by the office for improvement. Lack of improvement can result in expulsion.

■ Homework

While NLCA does not have a rigid policy regarding the matter of homework it is our philosophy that worthwhile homework assignments can extend classroom lessons, build independent study habits, and encourage children to think and work creatively outside of school. No homework will be given on Wednesdays as to encourage mid-week church attendance.

■ Makeup Work

Makeup work fits into three categories and is treated as follows:

- **Unexcused Absence** – students are required to make up work but will not receive credit for any assignments given or due on the day the student was absent.
- **Pre – Arranged /Excused Absence** – students who have been excused by the office are allowed two days to make up work per day missed.

Homework may be requested to be picked up at the welcome center if your child is absent, however, it may not be ready to retrieve until after 3:00 pm allowing teachers time to gather and bring down all required material for the missed work.

Attendance and Activities

■ Attendance/Tardy Policy

Regular school attendance is required by law and is necessary for good scholarship. A student's success is directly related to his/her attendance in school. In addition, effective communication between the school and the parents in regards to a student's attendance is vital. Parents are encouraged to schedule their child's necessary appointments outside of regular school hours. Any student arriving late or leaving early must be signed in/out through the school office by a parent, guardian or responsible adult designated by the parent.

All absences must be reported to the office by the parent, legal guardian, or host family. Absences reported to teachers or staff in lieu of the school attendance office will not be accepted.

Students may be dropped off at school beginning at 7:30am with classes beginning promptly at 8:00am.

Travel safety should precede punctuality. The principal may suspend the tracking of tardies or officially recognized "bad weather" days.

Late to School is arriving at school after the school day begins. Students must sign in at the office by a parent, legal guardian, or host family, in order to receive a tardy slip to be admitted to their class. Students late to school may receive a warning, a call to parents, detention, or In-School-Suspension (ISS).

Tardy is being late to class. Unexcused lateness beyond ten minutes is generally counted as an unexcused absence. Tardiness is disruptive. Students are expected to be in their seats ready to start work at the appropriate starting time. Excessive tardiness may result in disciplinary action.

Excused absences: Every day is important for students and regular attendance is necessary for proper functioning of each classroom. When absence occurs, it will be an excused absence for the following reasons:

- Illness
- Death in the family
- A doctor or dental appointment that could not be scheduled outside of school hours
- Out-of-town trips

Unexcused Absences are absences for all or part of the regular school day without a valid reason as defined by the school administration. Class work missed must be completed but credit will not be given by the teacher.

Excessive Absences – A student who is absent more than nine times per class per semester may be reported to Child Protective Services for truancy. Exceptions may be made at the discretion of the Administration.

Truancy – Truancy is being absent without the knowledge and consent of parents and school officials. A student is truant when he or she stays out of any part of or all of a scheduled class and/or leaves campus without permission. Parents will be notified of all truantries. Truancy is a serious offense and will result in disciplinary action.

Pickup of Students

School will be in session from 8:00 a.m. to 3:00 p.m. for all grades. For security reasons, students and parents must enter and exit through the main entrance of the building. Specific Parking and Pickup instructions are continually being revised for efficiency and convenience. Communications will be sent to parents as revisions are made. If a student must leave school early, a parent/guardian must go to the front office and check them out. The student will be called out of class from the front office.

■ Field Trips

Along with a strong emphasis on academics and scholarship, NLCA incorporates events and activities that advance the student's education while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Field trips and other educational presentations will be scheduled throughout the school year.

■ Recess

Students in K- 5th grades are scheduled to have one or two recesses each day. Please be aware that unless the weather is inclement, bitterly cold or extremely hot, students will be going outside for recess. Be sure to check the weather and send the appropriate clothing for the conditions.

■ Student Activities

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Students should consult the principal for specific eligibility questions. Opportunities for students to participate in extra activities are outlined below:

- **Non-Athletics**

- Audio/Video Club

- Choir

- Expressive Praise and Worship Team

- Yearbook and Photography

- **Athletics:** The Athletic Program is designed to assist a student to: (1) grow spiritually, (2) build Christian character through meeting challenges, dealing with winning and losing, and developing a sense of cooperation and teamwork, and (3) develop physically while improving his/her condition and skills. We want to help each student athlete to do their best as they strive for excellence. 7th-12th grade students are encouraged to participate in the following sports:

- Boys Basketball

- Girls Basketball

- Archery

- Girls Volleyball

- Elementary Basketball

■ Bathrooms/Locker Rooms

Students, Faculty, Staff, Parents, and visitors to NLCA will use or frequent ONLY those bathrooms and or locker rooms that match their gender at birth.

■ Activity Eligibility

Activity eligibility is based upon overall academic achievement and student conduct, and is subject to the discretion of the principal, under the advisement of applicable faculty members. In the event that a student is determined ineligible to participate in said extra-curricular activity, a written explanation or face-to-face conference with the principal may be requested by the student's parent/guardian.

Behavior and Discipline

■ Student Conduct/Discipline

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities **as well as the time they are away from school.**

Expectations for conduct in particular areas are as stated in each category below:

NLCA purposes to work with parents in developing guidelines for raising children and in supporting the parents in their emphasis and enforcement of consistently high standards of conduct for their children.

Goal: To develop and train by instruction, encouragement, and exercise self-control. “Our fathers disciplined us for a little while as they thought best, but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:10-11 (NIV)

Just as discipline is a key element in a solid and secure Christian home and victorious Christian life, it is a major component in the Christian school. Teaching that is not backed up with biblical discipline does not convey love and understanding to a child. What it does convey is a lack of concern. We believe that all things should be done decently and in order (2 Corinthians 14:40) and that our children must learn responsibility for their actions.

At NLCA, discipline utilized is firm, consistent, fair, and exemplifies respect for one’s self and others. This same biblical discipline is tempered with love and heightened with encouragement to strive for excellence in character and academics.

The following are basic principles:

- The Bible is the basis for ALL decisions regarding discipline.
- The root of discipline is disciple.
- The authority and the responsibility to disciple comes from God.
- Love is at the heart of all discipline.
- People choose their choices, not their consequences.
- The ultimate goal for each child is a self-disciplined life through regeneration by the Holy Spirit
- and submission to the Lord’s will

NLCA also desires to cooperate with the parents in forming good habits in their child.

Therefore, the following are habits that are encouraged include:

- Quick, cheerful obedience to authority.
- Responsibility in doing expected tasks.
- Kindness and cooperation with others.
- Courtesy and respect for others’ property.
- Cleanliness in person and property.
- Truthfulness and honesty.
- Punctuality and good attendance.
- Morally good conduct.
- Accuracy and completion of assignments.
- Neatness in their work.

■ School Wide Rules

Be on time and prepared to work by . . .

- Arriving at school between 7:30 a.m. and 7:55 a.m.
- Being in your seat before instruction begins.
- Bringing materials, books and assignments to class.

Show courtesy and respect for everyone by . . .

- Following directions of all adults **the first time** without being disrespectful.
- Keeping hands, feet, and objects to oneself.
- Using appropriate language and behavior.
- Waiting your turn to speak.
- Wearing hats outside only.
- Remembering to use courteous words such as “please,” “thank you,” and “excuse me” often.
- Refraining from bullying, harassing, threatening or intimidating others.
- Not bringing dangerous objects, alcohol, drugs and tobacco products (this includes e-cigarettes and vaping products) to school.
- Using computer technology appropriately.
- Middle and high school only: Leaving cell phones turned off school hours. Cell phones may be used before and after school only.

Respect property by . . .

- Taking care of school property and the property of others.
- Not taking other people's property unless you have their permission.
- Keeping your feet on the floor, not on the furniture.
- Following classroom guidelines set by the teacher for eating and drinking in class.
- Eating lunch only at the lunch tables not in classrooms or hallways.
- Not littering anywhere on campus.

Respect the learning process by . . .

- Following all school and classroom rules and procedures.
- Using appropriate behavior in all classrooms, assemblies and/or hallways.
- Walking quietly through the building.
- Wearing clothing that is appropriate for school.
- High school only: Taking care of personal needs on your own time. Restroom passes will be limited.

■ School Wide Procedures

Middle and high school students are expected to leave cell phones shut off during the school day.

Elementary students are not allowed to bring cell phones, Apple watches, or other electronic devices.

1st offense..... Confiscate and bring device to the office

2nd offense..... Confiscate, bring device to the office, parents are contacted and must pick up the device

3rd offense Confiscate, bring device to the office, parents are contacted, and the device is banned from school, detention is served

Subsequent offenses..... Parents contacted, in-school or out-of-school suspension

Students are expected to arrive to class on time.

- 1st offense Warning
 2nd offense Warning and parents are notified
 3rd offense Parents contacted, detention is given (30 minutes served with teacher/office)
 Subsequent offenses..... Student is sent to the office, parents are contacted, detention, in-school or out-of-school suspensions are given.

Students are expected to turn in assignments on time.**General Consequences:**

- 1st offense Warning
 2nd offense Private conference with Student
 3rd offense Parents notified
 4th offense Parents called, detention is given, in-school or out-of-school suspension

■ Behavioral Policies**Students are expected to behave according to Biblical principles, exemplifying Christ to those around them.**

- Lying, deceiving, cheating, plagiarism, disrespect to a superior, and insubordination may result in in-school suspension or out-of-school suspension at the discretion of the principal.
- Use of tobacco, alcohol, illegal drugs, or vaping/e-cigarettes **in or out of school** may be handled with the police authorities and an in or out of school suspension up to expulsion determined by the administration.
- Students who break the law outside of school hours must inform the principal and consequences will be enforced upon the discretion of the principal.
- Setting off fire alarms as a prank and threats of harm to property, another person, or oneself will be taken seriously and may result in in-school suspension or out-of-school suspension at the discretion of the principal.
- Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are **away from school**.
- Expectations for conduct in the destruction of ANY property and/or behavior that endangers others or leads to the breakdown of a classes' ability to function in a manner conducive to learning can result in either suspension or expulsion from NLCA.
- Chewing gum is prohibited on the school campus.
- Once a student has gone to the principal's office, parents will be notified by phone or in writing.

Expectations for conduct in particular areas are as stated in each category below:

Discipline consequences **may** include:

- Verbal Reprimand by the Principal
- Loss of Privileges
- Conference with Parents
- Detention
- In-School Suspension
- Out of School Suspension

Discipline: Altercation Policy

Any student involved in an altercation that is clearly outside the normal contact associated with recreational activities and/or sports programs may be subject to immediate suspension.

This includes but is not limited to, assault inside or outside the classroom, continued contact well after the whistle or stoppage of play, or verbal/physical confrontation. Suspensions, expulsions or permanent removal from NLCA will be administered individually by the principal.

The following items are not allowed on school property:

- Knives or weapons of any kind.
- Violent toys or action figures.
- Portable video games, MP3 players, etc.
- Personal items with no relation to school assignments.

Searches

Lockers, desks, and other school areas are subject to search by Administration or their designees when there is reasonable cause to suspect the presence of prohibited items or violations of school rules. A student's backpack, wallet, knapsack, briefcase, or clothing may be subject to search when there is reasonable cause to suspect the presence of prohibited items or a violation of school rules. A motor vehicle parked on school property is subject to search by Administration or their designee if there is reasonable cause to suspect that controlled substances or other prohibited materials are contained within the vehicle. Upon request by Administration, the local police may be called.

Classroom Discipline

Each teacher has a classroom discipline plan that deals with most normal, daily discipline problems. These plans are submitted to the principal for approval. Parents are informed of the classroom plan at the beginning of the year. Once a child has exhausted the teacher's classroom discipline plan, he/she will immediately be sent to the principal. The principal will determine what form of discipline is necessary depending on the offense.

Respect

Students are to respect all individuals in the school. The authority of the teachers and staff is to be respected. Respect of fellow students is equally important. Making fun, picking on, or shunning a fellow student will not be tolerated.

Social Media

Social media reaches far beyond the school community, therefore students must use social media sites responsibly and be accountable for their actions. Students must understand that anything posted online is a reflection on not only themselves, but also NLCA, and ultimately Jesus Christ. Below are specific guidelines regarding student use of social media:

- Use of NLCA logos or images on your personal social networking sites is prohibited.
- NLCA reserves the right to request school-related images or content posted without permission to be removed from the internet.
- If a student sees anything of concern on a fellow NLCA student's social networking page or account, they should immediately contact a school counselor or principal. Drinking alcohol, using illegal drugs including marijuana, misuse of over-the-counter or prescription medications, use of tobacco products including smokeless tobacco and snuff, use of profanity, disrespect of authority or property, improper sexual behavior, and the abuse of others area all prohibited. Disregard of these rules will result in disciplinary action, including possible suspension or expulsion. **This applies to school and also non-school related social activities where such unacceptable behavior would have an adverse effect on the testimony of the school.**

Sexting

In keeping with NLCA's responsibility to provide a safe learning environment for all students, the following policy has been established regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities on or off campus are subject to state laws and school discipline. Sending, sharing, possessing, or even viewing pictures, text messages, social media posts, or emails that contain a sexual message or image is a violation of this policy. Such a violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. **Students are required to immediately report any incident of sexting to a teacher of school administrator.**

Sexual Activity and Student Pregnancy

NLCA believes that pre-marital sexual activity is forbidden by scripture and that those who do so are walking outside of God's plan their life and inviting numerous negative consequences. Due to this fact, NLCA will intervene with students known to be involved in such activity. Such intervention may include the following:

- Out of School Suspension up to expulsion determined by the administration.
- The student will be required to attend Christian counseling at least twice a month and receive a signature to assure this attendance.
- The student will be required to attend church weekly and receive a signature from a pastor to assure this attendance.
- The student will be assigned to a staff mentor in which they will be required to meet once every two weeks and receive a signature to assure this attendance.

In the event of a resulting pregnancy, NLCA will work with the student(s) and the students' parents to determine the most appropriate manner for continuing their education. Great care will be taken to acknowledge the continued spiritual and educational needs of the students involved, while maintaining a healthy school environment for the remaining student body. Intervention for student pregnancy may include, but is not limited to the following:

- All interventions listed above for pre-marital sexual activity.
- The mother must identify paternity of the child so that the father may be addressed in a similar manner as the mother, if a student at NLCA.
- The student must attend a parenting class agreed upon by the parents and school administration.
- The student will not receive any form of baby shower or celebration of life party nor solicit or NLCA students for attendance of said event. While NLCA does celebrate the sanctity of life we do not want to celebrate the act of pre-marital sexual activity and will take action in line with these beliefs.

Sexual Harassment

Definition of sexual harassment - Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature. Any student who engages in the sexual harassment while on school property or while participating in school activities will be subject to disciplinary action, up to and including expulsion.

**See complete Sexual Harassment Policy in appendix*

Anti-bullying Policy

Definition of bullying - Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others (Griffiths “Bullying in Schools...” 2003). The definition includes the A, B, C, and D of bullying.

A – Aggressive: Attacks physically, socially, and/or emotionally

B – Balance of Power is Unequal: Bigger vs Smaller, Older vs Younger

C – Consistent: It happens more than once over a period of time

D – Deliberate: There is an intent to hurt or harm

Incidents outside of this definition are not considered as bullying and will be treated accordingly.

**See complete Anti-bullying Policy in appendix*

■ Suspension, Expulsion and Social Probation

The school reserves the right to withhold educational services in those cases where a student demonstrates refusal to follow school regulations or where the presence of a particular student is judged to be a danger or a disruptive force.

Suspension may take place in school or out of school as deemed appropriate by the school administration. Although students may work independently on their course work, teachers’ obligations to forward class work during suspensions are limited. In many circumstances, students who are suspended may expect academic consequences. If given an in-school suspension (ISS) students will receive credit for their make-up work. If given an out-of-school suspension, students may not receive credit for their make-up work.

In all cases of suspension or expulsion, the student and his/her parents will be informed of the reasons for the suspension or expulsion. If a disagreement exists as to the appropriateness of such action, student, parent or administrator can appeal to the Board of Education. The school may also impose social probation as a means of discipline. Social probation limits the student’s attendance or participation in school-related functions outside the classroom or the regular school day. The terms and length of time for such probation will be determined on an individual basis.

IMPORTANT: Many colleges ask the school and the applicant whether the applicant has ever been suspended from the school. The NLCA staff will answer these questions truthfully and expect students to do the same. The school will report out-of-school suspensions that have resulted from serious honor violations, such as lying, cheating, stealing or other unethical behavior. The school will report all major violations of the discipline code to colleges to which a student has applied, regardless of the time of year in which it occurs, or when the information becomes known to the school administration. The school reserves the right to rescind all letters of recommendation.

Procedures and Policies

■ Student Relationships

Public displays of affection are not permitted during school or school activities. Consequences will be enforced based on the discretion of the administration.

■ Dress Code and Grooming

Dress Code and Personal Appearance for all school sponsored events (both spectators and participants)

Romans 12:2: "And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God."

In response to God's command to not be conformed to this world and as representatives of Jesus Christ we believe that our dress should reflect our Christian walk and character. Encouraging each student to dress appropriately, this policy exemplifies cleanliness, neatness and modesty before the Lord. We are setting a standard in dress that will first and foremost glorify God and secondly, honor and respect each other. This dress code is designed to instill a sense of belonging and pride in our school, promote sound academic performance, and reduce competition in the matter of personal dress, as well as being convenient for parents. As our philosophy includes partnering with parents, it is the parents' responsibility to ensure that their students are in complete compliance with the school's dress code policy. The administration and teachers of NLCA have the responsibility of maintaining a well-managed classroom, creating a quality, learning environment, and enforcing the standards of the school, which includes the following dress code policy.

Hair: Hair should be neat and clean. No unnatural colors. Mohawks or carving letters or lines into the hair is not allowed.

Special Occasions: Parents will be notified when special events require change in dress code.

Dress Code Policy:

1 Corinthians 6:19-20: "Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's."

Striving to glorify God with our bodies, our dress code is based on four standards. Each of these standards should be used as a guide to determine the appropriateness of a student's appearance.

- Is my appearance neat and clean?
- Is my appearance modest and appropriate, not attempting to draw attention to my body?
- Is my appearance non-distracting to the school community?
- Am I in compliance with the dress code policy? Students and families are expected to fully comply with the dress code. Parents have ultimate responsibility to ensure that their child is appropriately dressed.

Dress Code and Personal Appearance requirements:

Clean and in keeping with health, sanitary, and safety requirements.

- Class activities which present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.

Any dress or grooming that interferes with the educational process and is not glorifying to God will not be permitted in the schools.

- Excessive bagging/sagging pants, jeans with holes and/or tears that reveal skin (cargo-style pants are permitted), or pajama pants
- Tattoos, and body piercing (except for female ear)
- Hats, skullcaps, or beanies may not be worn indoors; however, functional hair tiebacks are acceptable. No sunglasses or hoods may be worn indoors.
- Male's tops must have sleeves. Females may wear sleeveless. Absolutely no tank tops.
- No undergarments showing (bras, cammies/tank straps, panties, boxers, etc.)
- Shorts/Skorts should be non-form fitting (at least a hand length from the middle of the knee cap to the lowest point of the short) and no shorter than three inches above the knee. For example: "girl athletic running shorts" are not allowed.
- Shoes, boots or other types of footwear must be worn at all times
- No printed wording or pictures on clothing advertising or promoting drugs, alcohol, demonic or that are obscene, suggestive or profane in interpretation.

Girls. . .

- No cleavage or midriffs showing (even while bending over or raising arms above the head).
- Skirts must be a hand length from the bottom of the knee cap or lower.
- Leggings can only be worn if worn with a tunic length top.

Dress Code infraction consequences:

1st Offense: Students will be removed from school or class to change clothing or wear school-provided attire for that day. This absence will be regarded as an unexcused absence from school. There will be parent notification.

2nd Offense: Students may be placed on one to five day in-school suspension. Parents will be notified.

3rd Offense: Students may be placed on a five to ten day out-of-school suspension and parents will be notified.

The administration will be the final authority to determine neatness and modesty, and retains sole discretion to determine whether a student's appearance is appropriate.

■ Immunizations

Before the first day of school every new student entering NLCA must present records showing that all immunizations are current.

■ Illness Guidelines

It is difficult at times to know whether or not to send a child to school when he or she complains of not feeling well. However, there are five symptoms that definitely indicate that a child needs to remain at home:

- Vomiting and/or diarrhea during the past 24 hours
- Fever above 100 degrees Fahrenheit during the past 24 hours
- An unidentified rash (children may return to school after the doctor has deemed the rash non-contagious or the rash is gone)
- Open sores (minor sores must be covered with a dressing while the child is in school)
- Communicable diseases as listed:

| | |
|--------------------|---------------------------|
| AIDS | Chicken Pox |
| Common Cold | Conjunctivitis (pink eye) |
| Influenza | Hepatitis A and B |
| Impetigo | Measles |
| Mononucleosis | Mumps |
| Pediculosis (lice) | Scabies |
| Rubella | Strep Throat |
| Tuberculosis | Whooping Cough |
| Ringworm | |

Some special conditions that interfere with a child's ability to participate in the school program may make it advisable to keep a child at home where close observation is possible.

Children who complain of stomach aches and headaches in the morning just before school are more difficult to evaluate. First, take the child's temperature. If the temperature is normal, if the child has not been ill for the past 24 hours, and if no one at home has been ill with similar symptoms, then the child can probably be sent to school.

■ Distribution and Consumption of Medication

- Prescription and/or non-prescription medication shall be given to a student only with dated, written permission from the student's parent(s), including amount needed and time to be given.
- All prescription medicine/drugs shall be in the original container and labeled with the student's name, physician's name and written instructions.
- Aspirin or aspirin-type medication cannot be dispensed except by permission of the parents.
- A log will be kept in the office to record each time medication is given. Medication must be kept, handled, and given by the school nurse. Inhalers are the exception in which teachers may keep and give when requested by a physician or parent.
- Minor cuts and scrapes may be dealt with in the classroom.

■ First Aid Procedures

The school faculty and staff will adhere to the following procedures for any student who is injured:

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.

- Parents will be notified. If they cannot be consulted immediately, the doctor, physician, or health care agency on file with the student's records will be contacted.
- A representative of the school faculty will stay with the child until the parents or other family member assumes responsibility.
- Internal medication will be given only by, or on the order of a physician.

■ Safety & Security

The school maintains a crisis safety plan, and all personnel are trained in procedures. Regular drills are conducted and facilities/systems are monitored to ensure safety of staff and students. In case of emergency, parents contacting the office will be directed to the appropriate representative to answer questions.

■ Electronic Device/Internet Acceptable Use Policy

With the educational opportunity of both electronic devices and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults. It is important that you and your child read and discuss the following policies regarding the use of electronic devices and Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of online and basic computer privileges.

Summary of Electronic Devices and Internet Use at NLCA

- It is a privilege, not a right, to use electronic devices and Internet at NLCA.
- Inappropriate use will result in cancellation of usage.
- Internet and computer/device access is for educational purposes, and NLCA has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.
- It is impossible for the school and its employees to restrict access to all controversial materials. Parents agree to not hold NLCA or its employees responsible for materials acquired by students on the network in violation of the Internet and Electronic Device Acceptable Use Policy.

Unacceptable Uses

1. Using copyrighted materials in reports without permission.
2. Publicizing your home address, phone number, or other personal information.
3. Copying and distributing commercial software in violation of copyright law.
4. Using profanity or obscenity.
5. Creating a computer virus and placing it on the school devices or Internet.
6. Sending anonymous messages of any kind.
7. Altering or forwarding personal communication without the author's prior consent.
8. Ordering services or merchandise from other agencies. NLCA shall not be held responsible for any transactions or be liable for any cost or damages arising out of the actions of students or merchants. Students and parents will indemnify and hold harmless NLCA for unauthorized internet transactions.
9. Using the Internet for sending/receiving personal messages, via e-mail, chat rooms, or social networking.
10. Using the Internet to send and or receive inflammatory messages.
11. Using the Internet for financial gain, for commercial activity, or for any illegal activity.
12. Using the Internet to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
13. Downloading or installing programs without the permission of the IT coordinator.
14. In addition, students will abide by any other rules instituted by staff members in individual class settings regarding the use of technology.

Appendix

■ Enrollment Process

Parents should thoroughly read the Admissions information.

- Tour with Admissions Coordinator
- Submission of enrollment forms
- Payment of minimum of enrollment fee
- Completion and submission of Authorization to Release Student Records
- Tuition Payment Agreement
- Immunization Records
- Copy of Birth Certificate
- Notification of any health condition that requires medication
- Any IEP, 504 or disciplinary records (Failure to submit could lead to withdrawal of student)

When all the necessary documents and fees have been received, parents will be contacted to schedule a family interview with the principal.

At the interview, the following information will be discussed:

- School policies, procedures, and guidelines
- Enrollment Forms
- Vision of the School

Family will meet with Business office to pay fees.

■ Sexual Harassment Policy

The Board of Education is committed to maintaining an environment for its students and employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Sexual Harassment cases that the Principal feels merits the board's attention will be brought to the board president immediately.

I. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
- Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
- Such conduct creates an intimidating, hostile, or offensive educational or work environment.
- Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to any sexual advance or requests for sexual favors.

II. Examples of Sexual Harassment

A. Unwelcome Sexual Advances

Whether the advance is “unwelcome” is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

1. Any invitation (even subtle) intended to result in a sexual liaison
2. Invitations to social events, when refusal results in the loss of a privilege or in other adverse action
3. Propositioning an employee or student

B. Unwelcome Verbal Conduct of a Sexual Nature

This may include, but is not limited to the following:

1. Sexually provocative or explicit speech
2. Publicly expressed sexual fantasies
3. Jokes of a sexual or crude nature
4. Derogatory comments directed to males or females as a class (language directed toward a specific person is more likely to be viewed as sexual harassment); Demeaning comments; threats for not agreeing to submit to sexual advances; Writing sexually explicit texts or notes. Inappropriate exchange of images or messages via cell phones or other devices.

C. Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to the following:

1. Grabbing or twisting an individual’s arm
2. Any unwarranted touching
3. Sexually offensive pranks
4. Drawing sexually explicit cartoons, other drawings, or graffiti
5. Gestures indicating sexual behavior
6. Suggestive winks
7. Kissing

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment. Such harassment may include, but is not limited to the following:

- Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student’s movement, pulling at clothes, students “making out” on the school premises
- A student in a predominately single-gender class who is subjected to sexual remarks by a teacher or student who regard the comments as joking and part of the usual class environment
- Interfering with a student’s achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student’s ability to handle the work, or suggesting that the student is “abnormal” for enrolling in the class.
- Purposefully limiting or denying students access to educational resources because of their gender
- Teasing a student about the student’s enrollment in a predominantly or historically single gender class.

III. Nature of Sexual Harassment

A. Sexual harassment is not limited to conduct by males toward females.

B. Sexual harassment may occur between any or all of the following;

1. Student to Student
2. Staff to student; Student to Staff
3. Male to Male; Female to Female
4. Male to Female; Female to Male

IV. Investigation of Sexual Harassment Complaints

1. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal.
2. If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking to someone other than the building principal, the student may contact any teacher or Principal.
3. If neither the student's building principal nor any available teacher is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another teacher or principal within the School, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
4. Any teacher, counselor, or principal who receives a report, orally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal and the Principal within twenty-four (24) hours, or within a reasonable extension of time thereafter, for good cause shown.
5. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint. However, the complainant's refusal to sign a complaint does not relieve the School of the obligation to investigate the complaint.
6. A student who believes that he or she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
7. Following receipt of the report, School personnel will promptly and fully investigate the complaint and will notify the student and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.
8. Upon receipt of the report, the Principal will appoint an investigator to investigate the complaint, which investigation shall commence within forty-eight (48) hours (weekends and holidays excepted) after such appointment.
9. The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
10. The investigator will put his or her findings in writing and will forward a copy to the principal and Principal within one week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
11. If the investigation substantiates the complaint, the School will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment).
12. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Principal in a file separate and apart from any student or personnel file.
13. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complaint has been subjected to sexual harassment.
14. The responsible principal shall follow up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.
15. Nothing in this reporting and investigation procedure shall relieve any employee of the School from his or her obligation, to report suspected child abuse and/or neglect.

V. Enforcement

1. The principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility the principal, or his or her designee, shall take appropriate actions to enforce the School's sexual harassment policies, including but not limited to the following:
2. All vulgar or sexually offensive graffiti shall be removed from the premises;
3. The principal shall provide an in-service regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
4. All teachers and staff shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis;
5. The principal, or his designee, shall take prompt action to investigate all complaints of sexual harassment;
6. The principal, or his designee, shall take appropriate disciplinary action as necessary.

VI. Discipline/Consequences

1. Any student, who is the subject of a sexual harassment investigation, either as the perpetrator or the recipient of the alleged harassment, may be separated from the student body if deemed appropriate by the Principal.
2. Any student who engages in the sexual harassment while on school property or while participating in school activities will be subject to disciplinary action, up to and including expulsion.
3. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
4. Any student who brings a false charge or sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the school was unable to substantiate.

■ Anti-bullying Policy

The Board, administration, and faculty of NLCA in partnership with parents and their churches seek to develop individuals who are growing toward maturity in Jesus Christ. This maturity is demonstrated in the life of a disciple who follows Christ by loving God and loving others, by pursuing knowledge and anticipating an eternal home in heaven with Jesus. Aggressive and mean behavior does not reflect God's love and grace.

Biblical foundation:

John 15:12 - "This is my commandment, that you love one another as I have loved you."

Matthew 7:12 - "So whatever you wish that others would do to you, do also to them..."

Matthew 22:37-39 - "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself."

Rationale:

In an effort to instill biblical values and create a more loving environment, the school has adopted this policy. From time to time, conflict can occur. NLCA realizes that while bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and to help the bully learn how to relate in a way that is line with biblical standards.

Policy Statement:

From time to time in a large community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

NLCA realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is "not OK at NLCA." NLCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

Procedures:

- All parties will be spoken to: victim, bully, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- All incidences are to be documented, and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgment of the allegation of bullying and assessment of student safety must take place within one school day of the report.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy found within the handbook.

RESPONSIBILITIES OF STUDENTS, PARENTS, AND STAFF

Students being bullied or witnessing bullying activity must take action immediately the following ways:

- Ask the bully to stop the mean behavior.
- Report the incident to a teacher, the counselor, the nurse, or the administration.
- Be willing to work through resolution of the situation, including actively forgiving.

Parents are encouraged to consider the following:

- Look and listen for patterns of bullying words and/or behavior directed at or from your child.
- Understand that school relationship dynamics may be more complex than one story heard.
- Be willing to report bullying words and/or behavior to a teacher or the administration.

Staff, including substitutes and non-teaching personnel, are directed to follow these procedures:

- Consider whether the incident is isolated or part of a pattern of mean words/behavior.
- Discuss the incident with the bully, the victim, and select witnesses to discover the big picture.
- Fill out a discipline report for the incident and refer the students to the office.
- Disciplinary action will follow the guidelines established in the handbook.