

# *New Life Christian Academy 2018-2019*

## **Elementary Student Handbook**

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### **BIBLE VERSE**

“Finally, my brethren, be strong in the Lord and in the power of His might.”

*Ephesians 6:10*

### **MISSION STATEMENT**

New Life Christian Academy exists to educate, equip, and encourage children to become fully-devoted followers of Jesus Christ.

### **LOGO**

A child shadowed by a soldier

### **PURPOSE**

It is the purpose of New Life Christian Academy (NLCA) to provide a sound, high quality academic program within a Christian environment. This objective is achieved through constant emphasis, which builds on the fundamentals of reading, writing, spelling, arithmetic, science and history. Added emphasis is given to proper development of social behavior and manners.

In addition, the academy’s purpose is to ensure that the salvation message, according to the Gospel of Jesus Christ, is clearly and truthfully presented to each student and that each child has an opportunity to give their heart and life to Jesus Christ as their personal Lord and Savior.

### **NON-DISCRIMINATORY POLICY**

NLCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, scholarship loan programs, athletic, and other academy administered programs.

### **CHRISTIAN EDUCATION**

The ideals of NLCA are to provide students with a high quality Christian education based upon Biblical values and principles. We believe a student’s education must be more than knowledge of academics. It must include a firm basis for moral conduct, which will strengthen the student’s ideals and responsibilities throughout life. Therefore, teaching children how to stand as strong soldiers of the Lord is central in all of NLCA’s teachings, both in the classroom and on the playground.

### **TEACHING**

NLCA provides sound curriculum and applied skills in a sequential order that is developmentally appropriate. Learning takes place through accountability, relationships, motivation, goal setting, and a caring environment that stimulates learning.

Curriculum selected presents appropriate subject matter for students to develop the skills necessary to progress and become proficient in all subject matters. Materials are taught in a manner suggested by ABEKA, which is created to help students learn, memorize and retain material.

NLCA teachers are responsible for recognizing their student's academic strengths and weaknesses, for understanding a student's unique characteristics and the way in which they learn, and for implementing a variety of techniques that will help meet the student's individual needs. NLCA teachers are expected to demonstrate warm, fair, considerate, and respectful behavior toward all students. They are to encourage and teach students academically, socially, and spiritually by modeling moral maturity and characteristics of Christ through personal relationships not only with students, but also with parents.

## **NLCA OBJECTIVES**

### **Spiritual Growth**

NLCA desires to lead each student to:

- Know that God is their Creator and Sustainer of all things. To accept His Son, Jesus Christ as Lord and Savior, and to help students to be strong as soldiers in the Lord.
- Believe that the Bible is the Word of God, the foundation of our faith, and that God will speak to us through it.
- Turn away from sin and turn to God in belief through prayer, listening when He speaks, and growing in a personal prayer life.
- Be doers of the Word, accepting Christian standards and ideals as a basis for choices and opportunities.
- Adopt a world-view that includes seeing truth, reality, and ethics from a Biblical perspective.

### **Personal Student Growth**

NLCA seeks to build positive concepts in each student by:

- Increasing personal understanding of their physical and mental abilities.
- Encouraging the acceptance of mistakes as a part of the learning process, yet having students assume responsibility for their behavior.
- Helping them build strong relationships with families, teachers, adults and fellow students.

### **Social Growth**

NLCA strives to have each student:

- Demonstrate sensitivity to the similarities and differences of other students.
- Develop abilities to work productively and fairly in group settings, identifying with Christian ethics and values.
- Demonstrate obedience and respect for those in authority in order to achieve optimal group and team goals.

Home, church, and the academy should compliment each other in promoting positive and healthy spiritual, academic, social, emotional, and physical growth for the student. The training and examples in each of these areas should prepare the student for a life of fellowship with God and the ability to carry out God's will in their life.

### **Cultural Awareness**

NLCA aims to teach students:

- The history and culture of the United States, not only from factual documentation, but also from a spiritual viewpoint.
- To understand and value the privilege of being a free citizen.
- To recognize the variety of cultures that makes up America today.
- To appreciate the heritage that is theirs as a "Child of God."
- To understand how we became "One nation under God" and how this right is gradually being removed from our country.

## **DRESS STANDARDS**

NLCA bases its dress code on two criteria: Biblical standards of modesty (I Timothy 2:9 and Romans 12:1) and for the student's personal safety.

### **DRESS STANDARDS FOR UNIFORMS** Monday -Thursday

- ◆ **Polo Shirts**---Red, white and navy blue (American flag colors)
- ◆ **Pants, Skorts, Shorts and Skirts**---Navy blue, black and khaki & black jeans or blue jeans (*Shorts and skorts must be no shorter than three inches above the knee*) **Form-fitting clothing is not allowed at any time!**
- ◆ **Shoes**---All shoes must be closed-toe with the heel covered. Rubber soles are recommended.
- ◆ **Socks, Tights, and Leggings**---Red, white, navy blue, or black
- ◆ **Hair**---Girls and boys must keep their hair cut and styled neatly. Hair styles that cause a distraction are not allowed. Boy's hair must not be touching their shirt collar. No dyed hair allowed. Faux Hawk is a hairstyle that is allowed for boys, which is a section of hair running from the front to the back of the head but cannot be more than 1 inch in length. The sides or the back of the head cannot be shaved. Mohawks are not allowed.
- ◆ **Accessories**---nail polish, pictures and writing on backpacks, lunch pail, sweaters, sweat-shirts, pencils, hair accessories etc...must be in good taste and non-offensive. Tattoos of any kind, monsters, skulls and cross bones, anything gothic in nature, gang related, drugs, tobacco, alcohol etc... are not allowed.
- ◆ **Girls Make-up**---clear lip gloss or chap stick only
- ◆ **Girls Jewelry**---for safety reasons, girls may wear post earrings only. All other jewelry may be worn in moderation, if it is deemed safe and not a distraction. Boys are not allowed to wear earrings. No other piercings are allowed for boys or girls.
- ◆ **Undershirts**---in school colors only (red, white, and navy blue)
- ◆ **Uniforms must be purchased in the uniform section of department stores.**
- ◆ **Field Trips**---Students can wear black or blue jeans and their Spirit shirt (available for purchase in the school office.)

### **DRESS STANDARDS FOR SCHOOL SPIRIT DAY** Friday

Students can wear black or blue jean pants or shorts and a shirt with NLCA logos, which may be purchased in the office (otherwise, school uniforms are required). Jean pants and shorts must be in good repair (fraying and holes are not allowed). **Form-fitting clothing is not allowed at any time!**

**Dress Standard Enforcement** - Students who are out of dress standards will be sent to the office to change into loaner clothes. The Principal will decide if the student is following dress standards.

## **ATTENDANCE POLICY**

The same laws and regulations govern private schools as public schools regarding attendance policies. Therefore, NLCA has adopted and will enforce the following sections of the California Education Code:

Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse for three (3) full days in one school year or tardy or absent for more than any thirty (30) minute period during the school day without a valid excuse on three occasions during the school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. E.C. 48260

**Per California Student Attendance Review Board (SARB), acceptable reasons for excused absences are:**

- Personal illness (doctor's verification will be required after three consecutive absences or if school deems absences excessive)
- Quarantine under the direction of a health officer
- Personal medical/dental appointment (requires doctor's note)
- Funeral services for family members

- Exclusion for medical reasons (not to exceed 5 days)
- Personal court appearance (requires verification)

A note from the parent or doctor must come in with the student upon first day of return. Absences and tardies for personal reasons will be determined as excused at the Principal's discretion.

**Unexcused absences and tardies are as follows:**

- Going to work with parent or other family member
- Going to the beach, lake, river, mountains, or desert
- Visiting family
- Going to medical appointments for family members
- Baby-sitting, taking care of other family members
- Under the influence of drugs or alcohol
- Going on vacation
- Personal problems
- Repairing car or household items
- Shopping-personal or for school/classroom
- Any other reasons not included in acceptable reasons for excused student absences
- Doing homework or working on a school project
- Attending a sporting event or concert
- Oversleeping

A note from a parent *will not* excuse a tardy or an absence for the above stated reasons. If your child is tardy or absent, please call the school to notify the office. Three unexcused tardies is equivalent to 1 day absent.

**STUDENTS LEAVING THE CLASSROOM**

If there are special circumstances that require your student to leave the classroom at times other than regularly scheduled recesses, it must be stated in writing and will require a doctor's note.

**SCHOOL CLOSURE POLICY**

NLCA will announce any school closures on our school website and on Gradelink via email. Please make sure your email is current in the school office. It is the parent's responsibility to find out if school is in session.

**DROPPING OFF/PICKING UP OR VISITING**

Courtesy and consideration of the law and other students should be observed while on campus. NLCA is a closed campus. Students are to remain on campus from the time they arrive until the end of the school day, unless they are signed out through the office.

**Dropping Off**

- Students may not be dropped off on campus before 7:45 a.m.
- Parents who drop off their child before 7:45 a.m. must sign them in at Daycare and will be charged accordingly.
- Parents will be charged from 6:30 a.m. to 7:45 a.m. each time their child is not signed in.

**Picking Up**

- If you pick up your child before 3:00 p.m. you must sign them out through the office. If possible, please contact the school in advance. This gives the teacher and student the time needed to go over homework or class work.
- Children will be sent to Daycare when parents do not pick them up by 3:15 p.m. and charged accordingly.
- When picking up your child from Daycare, you must sign them out. Parents will be charged from 3:15 p.m. to 6:30 p.m. each time their child is not signed out. If your student is not picked up by 6:30 pm, you will be charged \$1 per minute you are late which is due immediately and will be made payable to the attendant on duty. If you are late more than three times, your child may not be allowed to attend the academy.

## VISITING THE CAMPUS OR THE CLASSROOM

Because NLCA must maintain a safe environment for students and staff, it is **mandatory** when coming onto campus during school hours to first sign in and obtain a pass from the office.

## MEDICATION

If your child needs to take any medication, including over-the-counter (Tylenol, cough drops, Neosporin, etc.), it is important that a form is filled out and accompanies the medication. Without the proper forms, NLCA will not be able to administer any medication for your child. Forms are available through the office.

- The school shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matters set forth in the statement of the physician. E.C. 49423
- The medication must be brought to school by the parent or guardian.
- The medication must be in the original container with the physician's prescription on the label.
- All medication must be kept and administered in the school office except as allowed by state law.

## DISCIPLINE POLICY

*No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11*

The effectiveness of our discipline policy is greatly dependent upon cooperation between the home and NLCA. We do not expect parents to solve discipline problems alone; likewise, please do not expect NLCA to solve such discipline problems alone. We desire that both NLCA and the home will work together.

Students are required to respect all constituted authorities, including, but not limited to: teachers, principal, and all staff members. High personal standards of courtesy, decency, morality, fairness, and honesty will be encouraged and maintained through wholesome relationships at NLCA, along with respect for real and personal property.

Students must conform to NLCA's rules, regulations, guidelines, procedures, and those provisions of the law, which apply to the conduct of juveniles or minors. NLCA's desire is to have a **bully free** campus. This includes physical or verbal intimidation. We will do what is necessary to make sure your child is safe and enjoys his/her time at school.

*Any action, behavior, or practice, which interferes with another student's right to learn or a right to safety, will not be tolerated.*

## RECESS/DAYCARE/LUNCHROOM RULES

### **Playground/Daycare/Lunchroom Rules**

- Follow directions the first-time given
- Keep hands, feet and all objects to yourself
- Off-task disruptive behavior is not allowed

### Positive Reinforcement

- Verbal Praise, Soldier Cards, Free Snack, Free Lunch, Free T-shirt

### Consequences

First Warning = Verbal Warning. This allows the student to change his/her inappropriate behavior.

- Second Warning = Walk 1 lap as a redirecting technique.
- Third Warning = Walk 2 laps as a redirecting technique.
- Fourth Warning = Walk 3 laps as a redirecting technique.
- Fifth Warning = Severe Clause/Detention, suspension or expulsion,  
Sent to Principal's Office

(The proctors may implement other consequences they deem necessary such as: sentences, time-out, loss of playground equipment etc...)

*Severe Clause: A child may be given a "Severe Clause" without going through steps 1-4. This may be given for consistent breaking of rules or procedures, defiance, arguing with, or ignoring authority (intentional disregard to the commands or request of the authority and/or intentionally disobeying instruction), fighting, pushing, wrestling, pinching, slapping, hitting, spitting, or hands-on another student for any reason, even in fun, causing physical harm or injury to another person, hate crimes, racial slurs, negative remarks regarding a person's race, color, or culture, vulgarity, inappropriate language, cussing, slang, bodily gestures, coarse joking, name calling of any kind, verbally insulting another person's look, appearance, intelligence or abilities, sexual harassment (making any sexual comments to other students of any kind), indecent exposure (exposing any body part), consistent or extreme unruliness, ruining or destroying school or student property, illegal possession of fireworks, alcohol, matches, lighters, drugs, tobacco, weapons of any kind, stealing, chewing gum, throwing tantrums, saying no, not using self-control, etc....*

## **LUNCHES**

When students bring a sack lunch we encourage you to send a healthy snack and a healthy lunch with your child as this will help them in the learning environment. (*Please note: Soda, hard candy and gum are not allowed on campus.*) The monthly menu will be available on the Gradelink calendar. *Pre-orders will not be required.* Instead, Lunch Cards are available for purchase in the office for: \$20 for 5 lunches, \$40 for 10 lunches, \$60 for 15 lunches, or \$80 for 20 lunches. Or an invoice will be created and sent home as soon as a lunch card has been completed.

**How to order a lunch?** When your child comes to school, the teacher will take a count for those purchasing lunch that day. Their Lunch Card will be marked to show that they purchased lunch for that day. As a parent, you will need to keep purchasing a new Lunch Card as your child's Lunch Card gets low. If your child shows up to school needing lunch and there aren't any available lunches on his/her Lunch Card, then a new 5-Meal Lunch Card will be started, and you will be billed \$20. At the beginning of the school year, all parents are encouraged to purchase a minimum \$20 Lunch Card for their child to have available. **Daily lunches must be ordered by 9:00 am. After 9:00 am, students may be subject to an emergency lunch which may consist of a peanut butter and jelly sandwich. The cost of an emergency lunch is \$5.00.**

**On minimum days,** lunch will not be served. Students must bring their own lunch if they are planning on attending afternoon daycare.

## **SNACKS**

For children in Kindergarten-6<sup>th</sup> grade, snacks are available for purchase at recess for \$.50 to \$1.00.

## **ITEMS FROM HOME**

Please check your child's backpack and pockets before arriving at school. Any toys, electronic devices (cell phones, iPods, iPads, Tablets, MP3 players, portable CD players, etc...), skateboards, magazines, movies, items other than school supplies or show and tell items approved by the teacher, will be confiscated and left in the office to be picked up by parent or guardian. If items continue to be brought from home, they will be taken and not returned until the end of the school year.

## **STUDENT SEXUAL HARASSMENT POLICY**

This academy is committed to maintaining a safe academic environment in which all individuals treat each other with dignity and respect, minimizing all forms of intimidation, exploitation and harassment, including sexual harassment. NLCA is prepared to act to prevent or correct any violation of this policy. Anyone violation of this policy will be subject to discipline, up to and including expulsion.

## **HOMEWORK**

Homework will be kept to a minimum, preferably 10 minutes per grade level, per day, and will be material the student is familiar with. In addition, we strongly recommend students to read or be read to 30 minutes each day. If students do not turn in their homework at the required time, they will be expected to do it during recess, even if homework was done but left at home.

## **NO ANIMALS ALLOWED ON CAMPUS**

For the safety of the students, staff and parents, animals are not allowed on campus.

## **CHAPEL**

Chapel is held on Thursday mornings at 8:15 a.m. in the Youth Chapel, unless otherwise indicated. This is a time of worship and growing together in the knowledge of the Lord. Parents and friends are welcome to attend any of our chapel services; however, we ask that noises and distractions are kept to a minimum. Our chapel services are designed to encourage understanding of how God is glorified, respected, and worshiped. Respect for chapel service is emphasized and reverence is expected.

## **PARTIES**

Parties are predominately held on Fridays, and under the leadership of the individual classroom teacher. Parents will be asked to participate with the parties. Parents who would like to celebrate their child's birthday during class time must notify their teacher one-week prior.

## **FIELD TRIPS**

As part of the instructional program of NLCA, classes are encouraged to take field trips throughout the year. There will be times when recreational field trips will be permitted. Parents are encouraged to participate by volunteering to drive and/or chaperone.

- Proof of full coverage insurance & Driver's License must be on file in the office before the event along with a completed, signed Volunteer Driver Application Form.
- Seat belts are required for each passenger.
- State law requires booster seats up to 8 yr. / 80 lbs.

Complete guidelines for chaperones and drivers are available in the school office.

*Students who have received a severe clause during the quarter of the field trip may not be allowed to attend. Decision is at the Principal/teacher's discretion.*

## **Complaint or Concern**

If a student or a parent has a concern about a policy or an employee, the following procedure should be followed to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the problems.
2. If the problem still exists, contact the Principal.
3. If still unresolved, contact the Pastor.

## **PROGRESS REPORTS AND GRADELINK REPORT CARDS**

Daily progress is available on Graedlink. Progress Reports will not be sent home. Report cards are published and available on Gradelink at the end of each quarter. Refer to the Gradelink calendar for dates and times. Two parent/teacher conferences will be scheduled to discuss your student's progress or concerns. **Final Report Cards are scheduled to be mailed out one week after school has ended. All balances must be paid in full to receive your child's report card.**

## **PRINCIPAL'S HONOR ROLL**

### **First - Sixth Grades Award Scale**

**Gold Honors:** No single grade below A-

**Silver Honors:** No single grade below B-

### **Percent (%) Scale**

A+= 97-100%

A = 94-96%

A- = 90-93%

B+= 87-89%

B = 83-86%

B- = 80-82%

C+= 77-79%

C = 73-76%

C- = 70-72%

D+= 67-69%

D = 63-66%

D- = 60-62%

F = 0-59%

## **YEAR END AWARDS**

At the end of the year, awards will be presented to students at each grade level:

<b><i>NLCA Classroom Soldier Award:</i></b>	a student who demonstrates Christian conduct all year
<b><i>Outstanding Academics:</i></b>	a student with the highest grades
<b><i>Most Improved:</i></b>	a student who demonstrates improvement in conduct and academics throughout the year
<b><i>Perfect Attendance:</i></b>	three unexcused tar dies will nullify this award
<b><i>Soldier of the Year:</i></b>	only one student from NLCA will receive this award. This is for the student who follows the rules, demonstrates excellent conduct, and exceptional Christian love and kindness.

***NLCA reserves the right to change any policy at any time that would be in the best interest of the academy or students.***

## **New Life Christian Academy's Statement of Faith**

- We believe the Bible to be the inspired, only infallible, and authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation; and that heaven and hell are definite places.
- We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is essential.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit, by whose indwelling enables the Christian to live a godly life.
- We do not question our God-given, birth certificate gender, therefore we will not request nor expect to use the opposite genders' restroom.

## **NLCA Employees Lifestyle Statement**

New Life Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. New Life Christian Academy requires its employees to be born-again Christians, living lives as Christian role models (Rom. 10:9-10, 1Tim 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow Matthew 18 principle when an issue arises with parents, students, employees or management.

New Life Christian Academy Lifestyle Statement also expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualifications for employees to be Christian role models, includes, but not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom, 1:21-27, 1 Cor. 6:9-20). New Life Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

**New Life Christian Academy Student Handbook Consent Form**

I understand that enrollment at NLCA is a privilege, not a right. During my enrollment at NLCA, I will comply with the following:

- I will attend class promptly and regularly.
- I will demonstrate that I am making every effort to pass my class.
- I will complete and turn in all assignments on time.
- I will follow all teacher instructions and when appropriate, ask questions of the teacher about things I do not understand.
- I will comply with the discipline code as stated in the student handbook.
- I will refrain from offenses and/or infractions that could cause me to receive a severe clause.
- I will comply with all ethical and moral requirements established in the student handbook and as given by the authority of the Word of God.
- I will comply with the dress code.
- I will not question my God-given, birth certificate gender, therefore, I will not request nor expect to use the opposite genders' restroom.

**I further understand that failure to do any and/or all the above will result in immediate discipline and reevaluation of my placement at NLCA as a regularly enrolled student.**

My parents have explained, and we agree to follow the rules, regulations, dress code, classroom procedures and discipline plan.

I have read and fully agree to the **Handbook** and **Statement of Faith** and the **Lifestyle Statement**. I consent to the terms outlined in the discipline plan. I will advise and encourage my child to comply with the rules, regulations, dress code, classroom procedures, and all other policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date