

# TABLE OF CONTENTS

Mission Statement	2
Administrative Operation	
Registration	2
New Enrollment, Continuing Enrollment & Withdrawals	
Student Arrival & Departure Times	3
Student Drivers	
Annual Tuition & Fees	3
Additional Fees	
Educational Records	
Grade Reporting	4
Transcript Request	4
<i>Academia</i>	
Academic Planning	4
Course Selection	5
Policies & Procedures	5
Dress Code	5
Disciplinary Measures	5
Attendance	6
Lateness / Absences	
Extracurricular Activities	6
Field Trips	6
Valuable/Personal Items	6

*The purpose of this handbook is to serve as a reference for the operation of this program.  
Any item not specifically indicated in this book falls under the NLCA general handbook policies.*

## **Dual Credit Mission Statement**

New Life Christian Academy partners with Palo Alto College to provide quality courses for students at the high school and college level. The courses chosen are primarily the basic/foundational courses taken by all college students regardless of the academic major. Whenever possible, an elective may be employed based on the student's interest of study.

## **Administrative Operation**

### **Registration**

#### *Enrollment of New Students*

1. Take and pass one of the College Placement Tests (ASSET; ACCUPLACER; THEA).  
General testing in the spring for fall enrollment  
[The minimum TSI requirements are not sufficient for Dual Credit participation]
2. Complete the Parent Consent Form & Military Verification Form if applicable.
3. Complete the Online Application Form\*

#### *Enrollment of Continuing Students*

1. Complete the Parent Consent Form & Military Verification Form if applicable.
2. Complete the Online Application Form\*  
[As Palo Alto changes the process, students will be informed as soon as possible]

\*Palo Alto's Application process is online only

#### *Withdrawal Process*

Students must follow Palo Alto's withdrawal process [initiated with the add/drop form] to withdraw from a course before the last day to drop. If it is deemed necessary to withdraw the student from the college course, a final withdrawal grade must be obtained from the instructor to ensure proper credit for all work performed is given. Without this grade, upon reassignment into the appropriate high school class, all work missed during that semester must be done to catch up accordingly. The NLCA teacher sets the missed coursework completion timeframe. New Life Administration must first approve all course changes prior to the student making those changes at Palo Alto College.

## **Transportation & Student Arrival & Departure Times**

Students may be transported to & from Palo Alto in 1 of 2 methods:

- 1) NLCA Transportation – Fee is paid at the beginning of each month

Pick-up/Drop-off time & location is based on the overall class times & locations

No more than 2 pick-up/drop-off times are arranged

Transportation rules must be abided by at all times or the student will be permanently removed. If this happens, it is the student's responsibility to obtain and establish personal transportation.

- 2) Personal Vehicle - Parent/student drives self

Time of student expected arrival to/from NLCA is determined after classes are set.

Student may ride with another student or parent as long as NLCA has been given written notice of this while relieving the academy of liabilities.

All students are required to sign in & out in the Academy's front office regardless of transportation method.

## **Student Drivers**

All student drivers must fill out the necessary documentation and paperwork with the Academy's Transportation manager.

Students must also obtain a Palo Alto parking decal, at the expense of the driver, to park on their campus.

Students who drive are required to sign in/out in NLCA's front office.

## **Annual Tuition and Fees**

Students have the opportunity to take a maximum of two courses per semester free of charge. [Palo Alto will mail a statement to the student's home; this is not a bill]

Students are responsible to pay for the following:

- NLCA Monthly Transportation Fee [a total of 9 months for '09-10]
- All textbooks and/or any other required class materials as per the instructor

- Any additional courses approved beyond the initial two

Any student who registers for a 3<sup>rd</sup> course without obtaining prior consent from his/her home school will be dropped by PAC from the program.

## **Educational Records**

### **Grade Reporting**

Colleges do not provide progress reports. It is up to the student to keep informed with the course instructor, and to inform his/her parent, and counselor, of his/her progress.

Palo Alto posts the final grades online for the students; they are neither mailed, nor sent to the individual high school. It is the student's responsibility to submit a copy of these grades to NLCA Administration. ***Without this copy, high school credit cannot be given.***

If a student fails a Palo Alto course in the spring semester of his/her senior year, it could result in that student not being eligible for graduation at the end of the New Life school year. It is the student's responsibility to keep NLCA, and his/her parents informed of their academic progress.

### **Transcripts and Transcript Request**

Upon graduation a final official transcript is automatically sent to Palo Alto [*if the student's account is clear*]; no transcript request form is needed.

**The student must submit a request, through Palo Alto's process, to have Palo Alto's transcript sent to the college of his/her choice.**

Palo Alto will not release a transcript to any other college until NLCA's transcript has been received.

Some courses taken are considered honor courses. Whenever applicable, appropriate notation and credit is indicated on the transcript.

# **Academia**

## **Academic Planning**

The Dual-Credit Classes are actual college courses taught by college instructors. Each class is a semester long; therefore, the student receives 3 college credits and ½ high school credit for the same course.

All students must maintain a minimum of a C average, in all college classes. A final grade of a D in any of these classes will result in an automatic drop from the program.

Participating students must maintain a passing grade in all New Life High School courses. Failure of any New Life course during any grading period will result in that student being removed from this program. Participation in the Dual-Credit program is a privilege, not a right. There will be no exceptions to this policy.

## **Course Selection**

All classes taken must be approved by both NLCA and Palo Alto to receive dual credit. The classes selected per student are based on the high school requirements for graduation & the testing scores.

Scheduling processes and limitations of both campuses mandates English as a requirement for participation.

Each student is provided with a class syllabus at the beginning of the semester stating the class requirements.

## **Policies & Procedures**

Students are to abide by all policies set forth in both the NLCA Handbook and Palo Alto's Handbook.

Failure to do so will result in permanent removal from the program.

## **Dress Code**

All students represent New Life Christian Academy both on and off campus. Unless it is a Dress Down Day, students are required to remain in full uniform on Palo Alto's campus.

## **Disciplinary Measures**

NLCA reserves the right to remove from the program any student believed to negatively misrepresent the academy in appearance or behavior.

Each participant is placed in an actual class during the time frames that the Dual Credit classes are scheduled to meet as a 'study hall'. The student is not allowed to distract/interfere with neither the course of instruction nor the students. Repeated disruption by the student may result in a dismissal from the program.

Any student administratively removed [by NLCA or PAC] is disqualified from any future participation.

## **Attendance**

Palo Alto allows only 3 absences per class. Each instructor may set a different allowance based on the course' objectives. It is the student's responsibility to attend class as required. Students must attend the appropriate campus for any holiday/off day not recognized by the other. [i.e. it is possible that spring break is on 2 separate weeks – students must still attend any class in session at either campus]

## **Lateness / Absences**

Palo Alto instructors have the right to not admit any student reporting to class late. He or she will then be counted absent.

After the maximum number of absences has been used, the instructor may administratively drop the student from the course.

## **Extracurricular Activities**

The 'No Pass, No Play' policy is in affect for dual credit courses.

If a student fails more than 1 subject at the end of a grading period, he is placed on academic probation for 3 weeks. During this time, he or she may not participate in, or practice for, any of the events.

## **Field Trips**

The student must inform administration of any required field trips administered by any teacher/instructor that may conflict with classes on the other campus.

## **Valuable/Personal Items**

Students are responsible for their own personal items while on either campus grounds. Cell phones "needed" at Palo Alto must be kept in the vehicle/locker upon arrival to NLCA campus. Some PAC classes allow and encourage the use of laptops in class. For any such class, the student must inform administration and maintain the item in his/her locker when not in use.

**Note:** Any phone found on a student is subject to confiscation. Items Confiscated will not be returned.