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# **Parent & Academy Expectations**

## **A Working Relationship**

### What Parents Expect from the Academy

Jesus in the classroom

Safety

Academic Excellence (Course difficulty & Dual-Credit)

Athletics Program

Parental Support – Death of loved one / Loss of job / etc.

### What the Academy Expects from the Parents

Cultivate a Christian environment for your child

Be an active member at your church – attend regularly

Monitor your children's homework/progress

Support your school: Activities/Staff (take the “team” attitude)

Provide emotional safety (Encourage them when they fall short;

don't put them down)

## **Section I. General**

### **Mission Statement**

The New Life Christian Academy, a private school operating as a ministry of the New Life Christian Center Church, is committed to the Christian mission of promoting the full development of the whole child in Christ - spiritually, mentally, and physically.

### **New Life Christian Academy's Philosophy**

Christian education is based on these three premises:

The earth and its fullness thereof are of God and are His property;

Man is given the responsibility to have and maintain dominion over God's earth;

Man must be prepared before God to perform this responsibility.

Therefore man must be trained to view the world and life from God's point-of-view. (Christian education starts in the home, with parents following biblical principles and mandates for the education of their children. New Life Christian Academy serves as an extension of the home and is an essential element in the partnership – home, school, and church – necessary to fulfill a complete and total Christian education for children.) Biblical principles and Godly character training is core to our educational programs; and we are being obedient to God's mandates by providing a Christ-centered learning environment for each child in our school.

### **Statement of Faith**

We believe the Bible is the inspired Word of God and Divine revelation of Jesus Christ, God's son. We believe in the Trinity of the God-Head: the Father, the Son, and the Holy Spirit. We believe that Jesus Christ was born of a virgin; walked upon and ministered on the earth; died the death of the cross; arose from the dead; and is now seated at the right hand of God. We believe that man's only salvation is through the recognition of the Lordship of Jesus and the acceptance of Him as Lord and Savior. We believe that Jesus Christ has sent the Comforter, in the person of the Holy Spirit and that we may be filled by Him and speak in other tongues as He gives us the utterance as recorded in God's Word. We believe in the gifts of the Spirit as expressed in I Corinthians chapters 12 – 14, being manifested in the local church. We believe in water baptism by immersion after accepting Jesus as Lord and Savior. We believe in the

celebration of the Lord's Supper in remembrance of our Lord, Jesus Christ. We believe in the total substitutionary sacrifice of Jesus – He was made poor that we might be rich. We believe that God is our answer, not our problem, and that He does not use sickness, disease, test, trials, and tragedy to teach His children, but instead use His Word to instruct us in the ways of righteousness. We believe in the second coming of Jesus Christ and that we, as members of His Body, shall reign together with Him. We believe in conducting our business and personal lives in a manner that will not bring dishonor or reproach to the Name of Jesus. We believe in the building up of the Body of Christ through the assembling of ourselves together for fellowship and the teaching of God's Word.

## **Non-Discriminatory Policy**

In the spirit of Christian unity and the love that Christ shows for all mankind, New Life Christian Academy (NLCA) does not discriminate on the basis of race, sex, national origin, or physical disability. However, NLCA does reserve the right to use appropriate selection criteria in fulfillment of its goals and objectives for employment and student enrollment.

## **Academy Administration & Academics**

### **New Life Christian Academy Administration**

Chancellor	Pastor LaSalle R. Vaughn
Superintendent	Co-Pastor Portia B. Vaughn
Principal	Elder Anthony L. Jackson
Vice Principal/Counselor	Sis. Ada S. Marquez
Administration	Sis. Nicole Rodriguez
Academy Liaison	Elder Peter Onofre

## Section II. Administration

### Part A. Administrative Operation

#### Hours of Operation

1. The Academy's general office hours of operation are Monday - Friday from 8:00 a.m. - 3:30 p.m.
2. Please call for an appointment to discuss school related business or concerns.
3. Parents are not allowed to approach teachers or the school staff concerning school related business during church services (non-school hours).

#### Admission & Registration

##### Enrollment of New Students

1. Complete the Registration Checklist:
  - A. Complete the Application Packet that includes a copy of the latest report card.
  - B. Provide an up-to-date copy of the immunization records, social security card, and birth certificate
  - C. Obtain a recommendation form from previous teachers and a copy of school records prior to taking the entrance exam.
  - D. Pass the Entrance Exam with a 70 minimum in each area.
  - E. Interview with an administrator.
  - F. Pay the applicable registration fee.
  - G. Attend the Orientation, if enrollment is at the beginning of the year. If enrollment is during the year, view Orientation video.
2. New students may not be more than 1 year behind his/her age appropriate grade.
3. Foreign Exchange Student(s): NLCA will accept foreign exchange students on an individual case basis.

##### Enrollment of Continuing Students

1. Update the Application Packet.
2. Provide an up-to-date copy of immunization records, as needed.
3. Pay the applicable registration fee per student.
4. Attend the **Open House** at the beginning of the year.

5. Students attend the Spiritual Retreat held before the First Day of School

### Re-enrollment

Re-enrollment is dependent upon space availability and whether the student left NLCA, and the last attended school, in good standing.

If a student is pulled out of school during the year, a \$150.00 fee will be charged for re-enrollment for the student to return during that same school year. *A student may be allowed to re-enroll only once during his/her NLCA schooling.*

Exceptions for multiple re-enrollments are extenuating circumstances such as military assignments or extensive illnesses. All re-enrollments must be approved by administration.

### Withdrawals

1. A parent may choose to withdraw a child at any time during the school year, before or after the school day.
2. Parents must come to the office to initiate the withdrawal process by completing the Official Withdrawal Form.
3. All financial records and balances must be cleared before the withdrawal process can be completed. (Grades/Records will not be released if an outstanding balance exists.)
4. The official withdrawal form may be picked up no earlier than 24 hrs from initiation.
5. There are no refunds and the academy is not obligated to re-enroll children.
6. **Transcript Request must follow the guidelines for Student Records Review unless the withdrawal process has been initiated.**

## **Change in Student Information**

It's imperative that the school office be notified immediately of a change of address, home or work phone number, or emergency information during the school year. If a change is needed, a Change of Address Form must be filled out. This information may not be provided over the phone.

## **Student Arrival & Departure Times**

1. Students may be brought to school between 7:30 a.m. and 8:15 a.m. **Students must be in their**

**assigned seats and prepared for morning devotion by 8:30 a.m.**

2. Any student dropped-off before 7:30 a.m. will be assessed a fee. We are NOT responsible for any student left on the premises before 7:30 a.m.
3. Any student arriving after **8:25 a.m. must be signed in by a parent**; arrivals after 8:30 a.m. will be counted as tardy for that day. Please do not simply drop off the student. **Parents will be contacted to return to the school to sign the child in.**
4. 6<sup>th</sup> through 8<sup>th</sup> grade students entering after 9:00 a.m., will be counted as absent for the day. 9<sup>th</sup> through 12<sup>th</sup> grade students will be marked absent for the class or classes that were missed.
5. **No** admittance is allowed after 10:00 a.m.
6. Parents must make arrangements to pick up students by 3:30 p.m. The school staff will not make arrangements to pick up your child. Staff members cannot take your child home or keep your child with them.
7. Except for bus/van students, all students are released from the same location. ***Please do not park in a place that would provoke a child to leave other than directed, for this will result in a fine.***
8. Any student that develops a habit of repeatedly holding up the dismissal line will be assigned a detention.

## **Student Drivers**

All students who drive cars to school must register their cars with the transportation manager. If the student drives more than one family car, each car must be registered. Registration will be on an annual basis. Drivers are not to exceed 10 mph on school premises and should drive with extreme caution to prevent accident or injury. Students are to park in the designated area(s). Violation of regulations may result in withdrawal of permission to drive on school property. Cars are to be used for transportation to and from school only. Students are not to be in or near the cars during school hours.

**[Refer to the Transportation Handbook]**

## **Annual Tuition and Fees**

**No Grace Period Is Provided For Tuition Payment Or Any Other Fees.  
Prices are subject to change without warning.**

Tuition is due on the 1<sup>st</sup> of each month (If the 1<sup>st</sup> falls on a weekend, tuition must be paid the last day of school preceding that weekend).

The Academy only accepts payments by Cashier's checks, Money Orders, Cash, Military Allotments or on-line transactions. **No Personal Checks.**

Any student making a tuition payment must do so between 8:00 & 8:30 a.m. On tuition days, the student may use the receipt as the admit pass to class.

A \$30.00 late fee per child will be assessed if monthly tuition is not paid on time.

If payments are not paid by the 1<sup>st</sup> of every month, students will not be admitted to school, starting on the 2<sup>nd</sup> day, until it is paid.

Also starting on the 2<sup>nd</sup> day, and for each day the tuition or late fees is not paid, a \$5.00 nonpayment fee will be assessed per child.

### **Additional Fees**

**All Fees and Costs are subject to change without notice.**

#### **Non-Optional Fees (payment is due at the time of enrollment)**

One-Time Administrative Fee:      Textbooks & Supplies\*

\*Some courses/classes may require additional fees for materials, books, and/or workbooks.

#### **Optional Fees**

Lunch Fee: \$3.00 per day

All payments are due on the first day of the week. For purposes of quantity preparation, students will not be allowed to purchase lunch after 10:00 a.m.

Breakfast Fee: \$1.75 per day

Music (piano) Fee: \$45 per month

Bus Fee: Refer to the Transportation Handbook

The bus fee is determined by two criteria, the number of children you have riding the bus and the location (zone) of pick-up/drop-off. The zones are determined by the proximity to the Academy.

### *In Addition*

- All registration, tuition, and contributions to fundraisers are non-refundable, non-negotiable, and non-transferable.
- Parents are financially responsible if their child willfully damages school or church property (i.e. books, furniture, equipment, building, etc.)
- Students who have any unpaid balances, late fees, borrowed New Life equipment, etc., will not have grades issued.

### *School Enhancement Fees*

A set bi-annual fee has been established to aid in the overall expenses and needs of the Academy. Parents will be informed of the school's objectives for enhancement, and whether or not the goal has been met. Donations above and beyond this amount are always welcomed.

## **Parent-Teacher Fellowships**

Parent-Teacher Fellowships are functions that allow the adults to meet on behalf of the child in a more informal gathering. Generally held quarterly, these functions may be as a stand-alone event, or as part of a student-oriented event. Since continual communication between the parent and the teacher is vital to ensure the child's successful academic development, the fellowship provides the 'human' contact between the parents and teacher, and gives the parent information on what is expected from the child in order to succeed.

### *Teacher/Administrator Conferences*

We welcome your requests for conferences. If a parent needs to speak to an individual teacher, he/she may make an appointment by contacting the office or writing a note to the teacher or administrator. Please do not ask to speak to the teacher during school hours without an appointment.

Conferences are held within the regular office hours; primarily during the teacher's conference period. To assist you in conducting a productive conference, the following guide is available for your use:

### Before the Conference

Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Attempt to get the facts about a school situation before reacting to it. Discuss concerns with your spouse. Ideally, both parents/guardians should attend the conference. To make certain all concerns are addressed, parents/guardians are encouraged to bring personal notes relating to the conference.

Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems.

### After the Conference

Discuss the conference with your child. Be positive. Point out the good aspects before discussing areas that may have been identified for improvement.

***Conferences with an Administrator can be scheduled only after the Parent-Teacher conference has been determined, by either party, to be unsuccessful in helping the child.***

As stated under Administrative Operation, parents are not allowed to approach teachers or the school staff concerning school-related business **during church services, nor non-school hours.**

## **Booster Club/Parent Advisory Board**

The primary mission of the Booster Club is to support the NLCA students and administration by encouraging and nurturing an enthusiastic interest within our community in all events in which the students participate. Parents are in partnership with the staff of NLCA in working for the children's best interests and educational development. Scheduled meetings are held to provide more parental involvement and opportunities to sharing in their children's learning experiences. Participation is encouraged by all.

## **Visitors/Volunteers/Chaperones**

All visitors, students or adults, and volunteers must sign in at the front office. Visits should be timed to avoid interrupting instructional or testing activities; therefore, it is requested that visits with a teacher be pre-arranged. Student visitors may **not** come to the campus for social reasons during the school day. All Volunteers must complete an application form, & background check, and be approved before being allowed to volunteer. Volunteers are not allowed to approach teachers & classrooms for anything other than what they have come to assist with.

All Chapel visits must be pre-approved.

## **Part B. Educational Records**

### **Grade Reporting**

Progress reports will be provided twice during each grading period. This is one of the main contacts that a teacher has to inform the parent of the student's progress; therefore, the forms must be signed and returned. If you have not received a progress report within 1 or 2 days of the date, please contact the teacher. (Refer to school calendar)

Report cards will be distributed within 1 week after each grading period to the primary mailing address on file. Please return the signed copy to school no later than 1 week after it is received. Any changes to the distribution dates will be announced. [Refer to the school profile for the grading scale.]

### **Student Records**

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to student educational records.

The parent/student may review the student's education records within 45 days of the day the school receives a written request for access indicating the records he/she wishes access to. The principal will make the necessary arrangements and notify the parent/student of the time and place where the records may be reviewed.

The parent/student may request amendments to the education records if he/she believes there are inaccuracies within 14 days. He/she must submit, in writing, the part of the record he/she wants changed and provide proper documentation to prove the inaccuracy. All documentation will be reviewed, and amendments approved, by a school administrator.

FERPA requires that, with certain exceptions, your written consent be obtained prior to the disclosure of personally identifiable information from the student's records. If you do not want NLCA to disclose information from your student's records without your prior written consent, you must notify the office in writing within 3 weeks of the student's enrollment of each school year.

## **Record Retention**

All student records are retained according to the Texas State Library and Archives Commission regulations. Elementary and middle school records will be destroyed after a 7-year retention period, and high school records [with a complete year] will be permanently retained. The records for withdrawn students are kept for 7 years.

Material in each student's cumulative file is confidential and shall be accessible only by permission of the school administrator or principal.

Information on the student's permanent record will be given out to the following:

1. To the parents and students upon request of the parents.
2. To prospective employers upon receipt of parent/student authorization.
3. To colleges, universities and military services upon the parent/student's request.
4. To police by parental permission or by warrant or court order (Parents will be notified).

## **Transcript Request**

A parent or the student (over 18) may request a copy of the student's transcript. Parents cannot request records for a student if the student is over 18 years of age. The first copy is free. To request a copy:

1. Complete a Transcript Request Form
  - If the request is for an imminent withdrawal, The Withdrawal Process must be initiated
  - If the request is for records review, The Student Records Process must be followed
2. Provide the processing fee of \$5.00

Faxed requests will be accepted if payment arrangements have been made. (No verbal or telephone request will be honored) Requests not accompanied by payment will not be sent until payment is made.

Official transcripts are issued directly to institutions and employers. Official copies are signed, have an imprint seal, and are sealed inside an envelope. Personal [unofficial] copies may be issued to students.

A period of 5 to 7 business days is required for processing.

*Note: all requests are processed in the order they are received.*

## **Section III. Academia**

### **Accreditation**

New Life Christian Academy is fully accredited by the International Christian Association (ICAA) and the Texas Education Agency (TEA).

### **Education and Training Provided**

The New Life Christian Academy provides both academic and Christian training to all students. We believe in putting God first in all that we do, so every morning, we set aside time for devotion and training from the Word of God. Although the remainder of the day is devoted to academic training, the environment is always one of Christian love. We believe that we are called to raise and prepare the next generation for the purpose in which God has made them. Our goal is to see that each student reaches his or her maximum potential. Our school provides a wide variety of curricula for students.

### **Subject Matter**

Bible and Chapel

Mathematics (including Advanced)

Foreign Language and Computers

Grammar/Composition & Vocabulary

Dual Credit College Courses

Life and Applied Science

History and Social Studies

Health and Physical Education

Literature and Reading

Home Economics and Music

1. Teachers need the full support of parents to maintain discipline and order in the classroom. Each student is responsible for his conduct and must respect the rights of others.

2. Completion of homework and all assignments reflects character. Students are responsible to bring homework in; failure to do so will result in a “0”.
3. When your child is absent from school and needs his/her homework assignment, please call the office in the morning. The teachers will be notified and a homework folder will be made for all of your child’s classes. Homework assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **Homework Policy**

Home study is a necessary part of each student's educational program. Conflict between homework and other activities does not lessen the student's responsibility for completing assignments on time. One-and-a-half to three hours is an ESTIMATE of the amount of time required per night for the average student to complete his assignments.

### **Wednesday Homework Policy**

There is no homework given to be completed on Wednesday nights. Semester exams are an exception. Homework will not be given over vacation breaks of four or more days with the exception of English summer reading.

### **Incomplete Grades**

*All term/semester incomplete grades must be made up and submitted to the office within the first two (2) weeks of the following marking period.* Students not finishing the make-up work on time receive zeros for the incomplete portion and the grade is then computed.

### **Incomplete Work**

Whenever a student does not complete several assignments, the teacher will contact the parents. Various options will be considered by the teacher and parents as a means of improving the student's performance. Any late assignments that are allowed to be made up will be given a reduced grade.

## **Academic Planning**

Upon entering the ninth grade, the student has a designated curriculum path towards graduation. This is referred to as the Recommended High School Program, which meets the recommended requirements set by ICAA and TEA. **Participation in the Dual Credit Program, and taking advanced level courses can place the student on an advanced path known as the Distinguished High School Program.**

## **Chapel & Assemblies**

Regular **required** chapel is scheduled for all students. Chapel services provide an opportunity to hear special speakers, musical groups, and view films. Students must bring their Bibles. Quiet and courtesy are expected. **[Grades and assignments can result from attendance/participation; therefore, this is not the time to take out your child for appointments]**

## **Dual Credit Courses**

Dual Credit classes are available to eligible Juniors and Seniors. English is mandatory for participation. Certain courses are deemed by PAC as Honors courses and are weighted accordingly.

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 class. Students must abide to all College and Academy policies; failure to do so will result in permanent removal from the program. [Refer to the Dual Credit Handbook for additional policies & guidelines]

## **Credits**

Year-long classes receive 1 full credit, while Semester classes receive ½ credit. Students must pass BOTH semesters in order to receive a full credit, even if the final yearly average is passing.

High School promotions are based on the number of credits earned.

## **Transfer of Credits**

New students entering New Life must submit a transcript of grades from their previous school. NLCA will accept the credit and grades from other recognized schools. Home School credits are not accepted for

2<sup>nd</sup> semester 9<sup>th</sup>, through 12<sup>th</sup> graders.

Students leaving NLCA may have a transcript of their grades sent to the new school if accounts are current.

### **Repeating High School Subjects**

A student who receives a failing grade in a subject, during any semester, must repeat and pass that semester. NLCA awards credit on a semester basis; even though the yearly average may be a 70 or above. The student is encouraged to re-take the class as soon as possible to limit interference with future course scheduling. When the failed course is repeated and passed, the student will receive the credit for that course and the new grade will be computed into the grade point average. However, the original grade remains on the transcript and is computed in the GPA.

*A student who repeats a course at another institution must make a 80 or higher to receive credit from NLCA. **No more than 3 semester course credits will be accepted from another institution.***

## **Testing**

### **Classroom Tests**

Oral and written tests are given to assist teachers in the evaluation and learning processes. There is to be no communication between students during any test or examination. *Cheating, in any form (i.e. copying homework, test information, inappropriate cell phone use, etc), will result in a zero grade for that assignment and possible detention or suspension as deemed by administration.*

### **Semester Exams**

An **EXAM WEEK** at the end of each semester is scheduled for cumulative semester exams. The schedule is set such that the students will be taking two final exams each day. The testing time is 90 minutes per exam. ALL students will be released early on these days.

### **Standardized Tests**

In addition to routine classroom examinations, students are evaluated through standardized testing. At least one battery of achievement tests is administered annually to students in grades K-12. The tests serve as one type of measurement of a child's academic progress and potential in relationship to others in the school, state and country. All seniors are required to take the standardized tests if they have not all taken either the SAT or ACT by January of their graduating year.

### College Board Exams

High school juniors and seniors should make provision for taking the SAT or ACT college entrance exams at least two times before graduation. The NLCA school code number for the **SAT/ACT is 446184**.

## **Scholastic Probation**

Scholastic Probation is the process of closely reviewing and monitoring a student who has barely met minimum academic requirements and/or who is failing a course.

### For New Students

1. Grades and academic performance will be reviewed by the teachers and administration on each reporting period [progress reports & report cards] for the designated probationary period.
2. An '80' or above must be maintained in each & every subject for a minimum of nine consecutive weeks.
3. Based on the Entrance Exam, attend tutoring in the required subject.
4. Home Schooled students entering the 6<sup>th</sup> – 8<sup>th</sup> grade will be assessed by the administrator.

### For Current Students

1. Grades and academic performance will be reviewed by the teachers and administration on each reporting period [progress reports & report cards] for the designated period.
2. A '75' or above must be maintained in each & every subject for a minimum of nine consecutive weeks.
3. Tutoring is mandatory for a minimum of the 1<sup>st</sup> 9 weeks of the probationary period.
4. Prompt attendance and preparation is a must for all classes and tutorials.
5. Eligibility in extra-curricular activities will be reviewed and determined by administration.

Consequences for any probationary student's inability to meet the above objectives include, but are not limited to the following:

- Credit not being awarded for the class(es), even if the average is above 70.
- Grade Retention - Repetition of the entire academic year [no credits awarded]

- Subject to dismissal from NLCA by the administrator.

(An academic dismissal does not allow the student to re-enroll at a later date.)

## **Requirements for Graduation**

1. Except for first time enrolled students, all students must have attended New Life Christian Academy as a junior. This includes students who have left, for whatever reason, and returned.
2. New students must meet all entrance and enrollment requirements to enter New Life Christian Academy.
3. Students must maintain a minimum of a '70' or above every semester in all subjects offered by our curriculum.
4. Students must be in good standing with New Life Christian Academy and that good standing will be evaluated and reviewed every grading period by the New Life Christian Academy faculty and administrators.
5. New Life Christian Academy's valedictorian and salutatorian status is based on those students who are in good standing and have completed their junior and senior years, in their entirety, at the Academy.
6. A mandatory \$80 graduation fee must be paid by all graduating seniors during the 2<sup>nd</sup> semester before being allowed to participate in the graduation ceremony and obtain his/her diploma. Each student will be required to participate in the rehearsals.
7. Students choosing not to participate in the ceremony must pay a \$30 graduating fee. Due to preparation and planning, if this option is chosen, they may not choose to participate at a later date.
8. The graduation ceremony is a school function and thereby designates the end of the school year for all graduating seniors. Any senior assigned a disciplinary action, as a result of failing to abide by the Academy's rules and policies, that extends between the period of finals and the actual ceremony, must complete the assigned action or may lose the privilege of participating in the graduating ceremony, or the reception of the diploma/final transcripts.

*The New Life Christian Academy Administration reserves the right to establish graduation/honors criteria above and beyond the criteria set forth by the state.*

## Section IV. Policies & Procedures

### Dress & Grooming Code

#### Daily Attire

##### Appearance of All

1. The uniform will be strictly enforced. Students habitually out of uniform will be suspended. Students must be in full uniform each day, including ties and sweaters. The uniform must be clean and pressed; blouses and shirts must be white. Uniforms must not be faded or torn.
2. Students must ARRIVE on campus in full uniform and must REMAIN in full uniform. Students leaving campus (i.e. walking to VIA) must REMAIN in uniform.
3. If the uniform is worn off of NLCA's campus, the dress code is still enforced, and therefore it must remain on appropriately and in its entirety.
4. Students not wearing ties, tabs, or belts will have to rent or purchase one from our bookstore that same day. (*Daily rental \$5, purchase is \$8*).
5. On Chapel Days, students must wear the designated dress uniforms the entire day, i.e. dress shirt with tab or tie and sweater (substitutes are not allowed). Students are not allowed to change from the polo shirt to the dress shirt for Chapel.
6. Parents are responsible for ensuring students are in the proper uniform. Students not in correct uniform will not be allowed to attend classes, and **sent home immediately**.
7. Students must wear plain white crew length (mid-calf) socks without any designs or logos. Ankle socks are not permitted.
8. Students are expected to utilize proper personal and dental hygiene on a daily basis.
9. No faddish haircuts or hair styles will be allowed.
10. Body piercings or tattoos are absolutely prohibited. No tongue piercings, no brow piercings, no temporary tattoos.
11. All students represent New Life Christian Academy both on and off campus; therefore, boys are NOT allowed to wear earrings or any questionable style or fad at away games or during any other school function on or off campus. Girls must wear modest apparel at away games or during any

other school function on or off campus.

Lower Temperatures may make additional clothing desirable. Exterior jacket/sweaters must be plain and of blue or black color. Articles worn under the uniform must not be visible. Such items may be instructed to be removed in its entirety.

**Appearance of Males:**

Jewelry must be extremely moderate: 1 watch & 2 rings maximum. (No earrings; no chains or necklaces) In short, nothing that would depict the world's standards.

**Hair:** Boy's hair must be clean, well groomed, and neat, and must not contain excessive amounts of grooming aids. Hair will not touch eyebrows when properly groomed. Boy's hair must have a tapered appearance on both sides and the back of the head. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point of the skull. It will not be worn in an extreme faddish (braided or twisted dreadlock), or spiked style or in such a way that exceeds length or bulk standards or violates safety requirements. **Hair will not cover the ears**, and only closely cut or shaved hair on the back of the neck may touch the collar. It will not exceed 2 inches in bulk, regardless of the length and not exceed 1 ½ inches at the natural termination point. Boy's hair will not contain or have any visible foreign items attached to it.

**Sideburns:** Sideburns will be neatly trimmed and tapered in the same manner as a haircut. They will be straight and of even width (not flared or shaped to a point) and end in a clean-shaven horizontal line. They will not extend below the lowest part of the exterior ear opening.

**Mustaches and Beards:** Mustaches and beards will not be worn under any circumstances. **A doctor's note must be presented if a student is unable to shave on a daily basis.**

**Trousers:** The trousers are Navy blue full cut, straight hanging, and without cuffs. No Dockers, Dickee or designer type brands should be displayed on the pants. The parts should Be trim-fitted with no bunching at the waist or bagging at the seat. The pants should be worn to fit around the waist and not sagging to display undergarments. A black belt without

design must be worn with the pants. Belt buckles should be without design or extreme faddish in style. Pants that are worn, torn, damaged, discolored must be replaced immediately. The final decision as to whether trousers will be replaced rests solely at the discretion of the Principal, Superintendent or Chancellor.

**Shoes:** Only rubber sole, black dress shoes will be worn with the school uniform. Oxford or penny loafer type lace up only (no boots, sneakers, Sketchers, etc).

### **Appearance of Females :**

**Make-up:** No body glitter. No make-up for 6<sup>th</sup> graders. No lip-gloss. Make-up for 7<sup>th</sup> – 12<sup>th</sup> must be extremely moderate. No red or dark lipstick; fingernails must be of modest length & nail polish color. *Make-up applied in class will be confiscated and NOT returned.*

**Jewelry:** Jewelry must be extremely moderate. No more than 2 necklaces. No large dangle-type earrings. Quarter size or smaller is the standard. **Maximum of two per ear lobe.** No earrings are allowed to be worn in the upper ear.

**Shoes:** Only rubber sole, black dress shoes will be worn with the school uniform. The maximum height of the shoe's heel is 1" with a ½" sole; high heels or platforms are prohibited.

**Skirts:** Skirts and jumpers must be worn 2-3 inches below the knee.

### **Dress Down Days**

From time to time the Academy allows the students to wear their regular clothes to school for a minimal fee. The normal dress code remains in effect for hair, makeup, and jewelry.

Clothing is as follows: No shorts; no flip-flops; no tight fitting apparel of any sort

Boys: No T-shirts with team logos

No cut off sleeves or stretchy T-shirts

No excessive baggy pants

Shirts must be tucked in; belts must be worn

Girls: No low cut or spaghetti string T-shirts

No Capri's

Dresses and skirts must come to or below the knee.

No tight, or skinny, fitting jeans

### **Spirit Day/Week (regular clothing is not permitted)**

#### Acceptable Styles:

- NLCA apparel (including long and short-sleeved T-shirts)
- Jeans

**Students who disregard the dress code and/or the grooming code may be denied class attendance until the corrections are made. Also, students who are not properly dressed while in attendance at a school-sponsored activity may be asked to leave the activity and school grounds.**

*If a student questions his/her attire, it's best he/she doesn't wear it to school*

*Any questionable style, fashion, dress, or form will be at the discretion of the administrator.*

### **Uniform Suppliers**

School uniforms are supplied by, and can be purchased from:

- \* Uniform Plus  
2142 Jackson Keller Rd; San Antonio, TX 78213  
(210) 651-1255
- \* Physical Education Uniforms are ordered through NLCA Athletics Supply

Children not in correct P.E. uniform will receive a "0" for that day of Physical Education (*No Exceptions, No Excuses*)

*\*If, for whatever reason the uniform supplier does not have an article(s) in stock a temporary substitution may be made. Please stay in contact with the supplier or the school because the item must be obtained within 1 week after the supplier informs the school that it is in stock.*

### **Discipline**

At NLCA high standards of conduct at all times are one of our primary goals. The setting of these standards must be based on the Word of God (Proverbs 16:32), with any subsequent variation from these standards treated as prescribed in that same word (Proverbs 3:12; 19:18; 22:15; 23:13; 29:15).

Positive signs of increasing self-control and obedience to authority are demonstrated by a student who is diligent, neat, quiet, practices good posture, courteous to others and stays within the limits imposed by those in authority. Within the classroom, three basic rules apply: (1) Only talk with permission; (2) Remain in assigned seat or workplace; (3) Stay on task at all times. Being on time, honest, practicing good manners in the lunchroom, cooperating with fellow students and teachers, and showing respect for others as well as himself, toward property and authority also fall within the realm of presenting oneself “holy and acceptable unto God” (Romans 12:1).

Corrective Discipline will be administered the first time misbehavior occurs, either by oral correction or removal from the classroom. Sarcasm or public embarrassment will not be used as a form of discipline.

Suspension and/or expulsion may be used by the school administration to deal with chronic or serious behavior problems. Any suspension exceeding three school days and all expulsions will be subject to review by the school board. Suspended students are not allowed on campus for games or any other school related activities, during or after school hours.

Paramount in all the above policies regarding discipline shall be the concern for serving the best interest of the student and the school and glorifying God in all our activities and decisions.

## **Questioning Students**

Any New Life Christian Academy Administrator or Staff member may question a student in regard to the student’s own conduct or the conduct of other students. In reference to school affairs and school discipline, students have no claim to the right not to incriminate themselves.

## **Disciplinary Measures**

1. The school administrators are responsible for maintaining discipline in the school for the progress, conduct, and welfare of each student. It is their duty to maintain good order and conduct in the school. To enable the staff to discharge their duties effectively they must be permitted to discipline a student, as it becomes necessary, for his misconduct.
2. It is neither the policy nor the practice of the school administrator to use any unreasonable or excessive force upon any student. It may, however, become necessary to discipline a student for his misconduct or misbehavior by mildly spanking him. It is therefore required as a condition of

enrollment that each parent sign a Permission to Use Disciplinary Measures Form wherein the parent gives his permission to the administrator to use mild spanking as a disciplinary measure.

3. In the event of extreme misconduct on the part of a student, it becomes necessary to use disciplinary measures other than mild spanking, the parent will be notified either by telephone, in person, or in writing of the student's extreme misconduct. The administrator will not use any disciplinary measures other than mild spanking.
4. **FIGHTING: Fighting will not be tolerated.** Any student who fights in school will be IMMEDIATELY suspended for a minimum of three days. A repeat offense of fighting will constitute in permanent dismissal. NO EXCEPTIONS!!!!
5. **CHEATING:** Each student is expected to do his/her own work on all tests, projects or assignments. Cheating is a serious offense. If a student is caught cheating, he will receive a "0" on the assignment or test, and may be suspended for a minimum of one day. These guidelines will apply to the person copying as well as the person who supplies the material to be copied. A repeat offense of cheating may result in a permanent dismissal.
6. No student will be allowed to continue to attend the Academy if they are pregnant, impregnates someone, is married, or is living with a boyfriend or a girlfriend.
7. All lockers, book-bags, backpacks, and purses are subject to inspection at any time without notice.
8. A. Students are not allowed to bring electronic devices such as, but not limited to, pagers, CDs, ipods, laptops, or any electronic games to school. Such items will be confiscated. The Academy is not responsible for these and other valuables.  
B. **Cell phones cannot be in use during school hours; this includes the use as a camera.** If cell phones are used during school hours, they will be confiscated.  
C. Confiscated items may only be returned under the following conditions:
  - 1<sup>st</sup> Infraction: \$15 fine
  - 2<sup>nd</sup> Infraction: \$25 fine and conference with parent
  - 3<sup>rd</sup> Infraction: Item will not be returned

**Note:** From time to time, teachers may require the use of an electronic device. In these instances, the student is to keep the device with the teacher making the requirement. If the use is outside of class time, the student must obtain an expressed written note from the teacher explaining the use.

9. Wherever it is deemed applicable, detentions may be issued for continued misconduct or non-compliance to the Academy's policies. Depending on the offense and/or circumstances, Saturday Detentions may also be employed with a \$30 fee. If the latter is used, the student may not be admitted back into school until the fee and detention is completed. Before assigning students to detention, the child shall be informed of the misconduct and given an opportunity to explain his version of the incident. No detention will begin until the parent is first notified of the reason in writing.

Progressive Detention Levels

1 <sup>st</sup> & 2 <sup>nd</sup> :	Morning	6:45 a.m. to 7:55 a.m.	
3 <sup>rd</sup> :	After School	3:35 p.m. to 4:45 p.m.	+ \$15.00
4 <sup>th</sup> :	Saturday	8:00 a.m. to 12:00 p.m.	+ \$30.00
5 <sup>th</sup> :	Suspension	length to be determined by administrator	

*\*If the student commits the same offense on the 2nd level as on the 1<sup>st</sup>, 2 morning detentions shall be assigned (or the after school with fee) and the 3<sup>rd</sup> offense will resume on the next level.*

10. The following infractions could result in immediate suspension or complete removal from school:
- a. Possession or use of alcohol, tobacco, or illegal drugs
  - b. Immoral sexual conduct (engaging in offensive conduct of a sexual nature, whether verbal or physical; this includes hugging among students)
  - c. Illegal possession or use of fireworks, explosives or weapons
  - d. Conduct tending to reflect serious discredit to the school
  - e. Vandalism or willful destruction of property, or stealing
  - f. Defiance and disrespect for authority
  - g. Gang membership or the endorsement of gang practice is not permitted
  - h. The penalty for gang membership is expulsion without appeal
  - i. Use of profanity, vulgar language, obscene gestures, or racial slurs
  - j. Body piercing and tattoos
  - k. Misbehavior and bad conduct (such as truancy from class)
  - l. Horse playing that causes bodily injury to another student.**
  - m. Any and all other violations that are not conducive to the purpose or mission of the Academy

**Inappropriate relationships:**

There will be no boyfriend/girlfriend type relationships at New Life Christian Academy. Dating is a marriage-oriented behavior that will not be condoned nor tolerated. Individuals showing this type of behavior will be separated, and their parents notified. Disciplinary action resulting from such infractions will range from detention, suspension, to expulsion (depending upon the severity of the situation). The final decision will be at the discretion of the Principal, Superintendent or Chancellor.

**SUPERINTENDENT'S NOTE:** Any irate parent using abusive language will be escorted from the property by the proper authorities and the parent and child will be dismissed from the Academy. This also applies if the teacher is approached in like manner during non-school hours.

## **Disciplinary Probation**

1. Disciplinary Probation is the process of monitoring and reviewing a student's misconduct in and outside the classroom who has been referred to the administrator more than twice.
2. If the student chooses to conduct himself in proper order and is not referred to the administrator within nine consecutive weeks, he will be taken off of probation.
3. If the misconduct continues, the student may be dismissed from the academy by the administrator.

## **Student Health & Safety**

### **Health and Medication**

1. Parents and students are required to inform administration of any special health or medical conditions.
2. Due to state regulation, before commencement of attendance, the parent must present an up-to-date inoculation of immunization records for each student that the parent will enroll.
3. Students with any type of contagious disease will not be permitted in the school. In addition, students who contract communicable and contagious diseases or illnesses, to include, but not limited to, pink-eye, fungi, ring-worm, or lice, etc. while in attendance at the school will not be permitted to continue in attendance until a physician certifies that the critical stages of the disease or illness have passed.
4. No medication, or food supplements, will be administered to any student without the expressed written consent of the parent. Such consent shall be given by the parent's completion of a Permission

to Administer Medication form. In addition, parents must also complete an Emergency Medical Consent form.

5. Any student dispensing any form of medication, herbs, or food supplements, to another student may be subject to expulsion.
6. Required annual screenings are done on all students as listed below unless a parent provides a note stating otherwise to be filed in the nurse's office:
  1. Vision - K, 1, 3, 8
  2. Hearing - 1, 4, 7, 10

### **School Nurse**

NLCA has a qualified nurse on staff. First aid is provided only, no diagnosis of an illness. For whatever the reason, it may be necessary for the nurse to refer to the parent to seek medical attention for the student. If upon review such a referral is not made, and the parent chooses to have a 2<sup>nd</sup> opinion, the medical expenses incurred are the sole responsibility of the parent.

### **Classroom Removal**

Any student exhibiting disruptive behavior, habitually out of proper uniform, or deemed to have a serious illness of a contagious nature will not be allowed to remain around the other students while waiting on parent pick up. A student recovering from a communicable disease must report to the nurse or provide a 'release to school' note from a doctor prior to being readmitted to class.

### **Traffic Safety**

During morning drop-offs and afternoon pick-up the speed limit is 10 mph. Designated lanes are made to ease the flow as well as to monitor the children as they proceed to/from the vehicles. Driving/parking in undesignated areas is prohibited.

Note: NLCA is a closed campus. Students are not permitted to come and go as they please; and all visitors and guests are required to sign-in at the front office.

### **Attendance**

The student must attend at least 90 percent of the days school is in session. Any 6<sup>th</sup> – 8<sup>th</sup> grade student who attends less than 90 percent will not be promoted, regardless of grades; and any high school student will not receive credit for the class(es). A written notice will be sent to the parent if the student has accumulated 10 absences and is at risk of falling below the 90 percentile.

## **Tardiness to School**

Each student must be in his/her assigned seat by the designated time for each class, or a tardy is applied. 6<sup>th</sup> – 8<sup>th</sup> graders are absent after 9:00 a.m. No student is allowed admittance after 10:00 a.m.

Tardiness will take the following process:

- 1<sup>st</sup>: Verbal Warning
- 2<sup>nd</sup>: Phone call to parent
- 3<sup>rd</sup>: Detention assigned
- 4<sup>th</sup>: \*Unexcused Absence
- 5<sup>th</sup>: Parent Conference
- 6<sup>th</sup>: Automatic After School Detention or possible Suspension if offense is during the same class & grading period

\*Every 4<sup>th</sup> Tardy is counted as an unexcused absence

## **Excused and Unexcused Absences**

If a student is absent, **on the 1<sup>st</sup> school day he returns**, he must bring a note stating the reason for the absence. All doctor's notes and only 2 parental notes per semester will be considered as excused absences; all others are unexcused.

### **Excused Absences**

#### **General**

1. **Personal Illness** - The administration reserves the right to make a final determination in questionable cases.
2. **Death Within the Family** - A death within a student's immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case. Therefore, the

administration reserves the right to make individual judgments.

3. Family Emergencies - This category refers to cases of family illness, hardships, and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning validity of requests and actual number of days.

### **Pre-Notification**

4. Family Vacations - Students may be excused, at the request of the parents and the discretion/approval of the administration, for up to five (5) consecutive days and no more than a total of ten (10) days per school year.
5. College Days - Each high school junior and senior is allotted a maximum of three (3) days per year for college visitation. Since the school calendar allows ample time for vacations in and around the holiday seasons, parents should make every effort to arrange vacations to coincide with the school vacation time. Furthermore, Family Vacation Days and College Days are not to be taken during examination weeks (i.e., the last four-day period prior to the end of the first semester and the last four days of the school year). Any violation of this policy provision may result in the absence(s) being declared as unexcused and all appropriate penalties being invoked.
6. Professional Appointments- Professional appointments (i.e. appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. The administration reserves the right to request notes from any professional if confirmation of the absence is needed. **Whenever possible, professional appointments should be made after school hours.**
7. Approved School Activities - Students missing classes for field trips, athletic events, etc. will be considered excused if such activity is sanctioned by the administration. These absences will not be recorded on the student's attendance record.
8. Homebound Instruction - Certain situations may occur (e.g., surgery) that require a student to miss school for an extended length of time. The administration requires appropriate written verification of such absence.
9. Miscellaneous - It is possible that occasions may arise, other than those listed in this section, necessitating a student absence. The administration shall make the sole determination of whether such an absence is excused or unexcused.

### **Make-up Work (Excused Absence)**

When prior notice is not required the student will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work. Some assignments such as **term papers**/special projects are to be turned in by the due date required. The **student is responsible** for securing from the teacher or a fellow student a listing of assignments missed and for completing those assignments on time when he is absent for any reason. Teachers are not expected to pursue students to see that work is made-up.

### **Unexcused Absences**

All student absences not declared as excused absences will be recorded as unexcused absences. Examples of unexcused absences include, but are not limited to, the following:

1. Not following proper absence declaration procedures.
2. Missing class without proper notification.
3. Not providing proper notice of absence when prior notice is required.
4. Absence (whole day or partial) not deemed acceptable by the principal.
5. Suspension.

Athletes may not play or practice if absence is unexcused for that day.

### **Make-up work (Unexcused Absence)**

Class work, participation grades, and regular assignments due on the day or days of unexcused absences will receive no credit for each day of class missed. Missed tests and quizzes must be taken on the day the student returns to school [i.e. the 1<sup>st</sup> class session upon the student's return]. Special assignments (e.g. term paper) due during the unexcused absence/truancy must be turned in the day the student returns to school. Please remember that declaring a student unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls.

**Students who leave school early on non-emergency reasons are still required to turn in work for all classes that day.**

**NOTE:** All excused and unexcused absences are applied to the total absence count. The only difference is that the student may make up the work if the absence is excused.

## **Truancy**

Truancy is defined as being absent from school without the parent's permission and the school's permission. The student will receive a zero (0) for all work required for that day, including any missed tests or quizzes, and assigned a minimum of a detention.

It is the parent's responsibility to ensure that the student is in school every instructional day. If the parent/guardian has been informed in writing of the student's in-attendance as required by law, a court complaint may be filed against the parent/guardians.

## **Student Release from School**

### **After School Pick Up**

1. Early pick up of students will only be allowed In Cases of true Emergency and Doctor's Appointment. *(Not for convenience)* Removal of a student before the end of the class may result in the student receiving no credit for the present assignment.
2. No student will be permitted to leave the school with someone other than the parents unless the parent notifies the administration of the same with a written note.
3. School dismissal is 3:30 p.m. A \$30.00 fee will be assessed if students are not picked up by 3:35 p.m.

**Students are not allowed to "hang around" while waiting for church events.**

4. **The school must be notified before 12:00 noon if there are changes in riding the bus, van, etc.**
5. NLCA does not have a work-study program. Students **do not** have permission to leave school early to go to work.

### **Non-Parental Pick Up**

1. If the student must be picked up by someone other than the persons specified on the student's application, a written notice must be received by the school no later than the morning of the pick up. This notice may be faxed, however, phone notices are not honored. Picture ID may be required at the time of pick up.
2. The school staff will not be held responsible for pick-up arrangements between parents.

## **Early Release**

Throughout the school year there are set days in which the students will be dismissed before the end of a full day, although these days will count for a full day. These 11:30 a.m. dismissals include, but are not limited to the beginning of a holiday, end of a grading period, and semester exam days.

## **Section V. Miscellaneous**

### **Breakfast/Lunch Program**

The Academy provides a hot meal daily for the students that may be purchased per day, **payable on the first day of the week.**

Breakfast is served every day from 7:30 – 8:15 a.m. Students who arrive in plenty of time to eat, yet wait until 7:55 to do so, may not be served. Bus students arriving after 8:15 may eat breakfast after reporting to their teacher first. Failing to do so may result in a tardy.

A lunch schedule is distributed to the students in advance to determine their purchasing options. This schedule may change without notice.

The lunch fee is due at the beginning of each week, by 8:30 a.m. If a child decides to eat after the lunch count/money is taken, **the charge is \$4.00 for that day, and only if enough food is available. For purposes of quantity preparation, students will not be allowed to purchase lunch after 10:00 a.m.**

Students must bring their lunches with them in the mornings or purchase it from the Academy. Students are not to order delivery foods. Outside food may NOT be brought to them, forgotten lunches or otherwise.

Lunches are to be eaten in the assigned areas only. Food/gum/candy are **not** to be eaten in the halls or classrooms. Students are expected to, and will contribute in, keeping the lunch area clean. Students should remain in the lunch area until the end of the lunch period.

## **Extracurricular Activities**

Throughout the year various athletic and non-athletic activities are available for the students' participation. In regards to any activities bearing the school's name (i.e. trips, games, banquets, etc.), the policies, dress, and code of conduct must be abided by.

NLCA strives to provide an Athletic Department that is very competitive while instilling Godly principles and character building within our Student/Athletes. Since 1996, NLCA's Athletic Department has won numerous District Titles as well as Tournament Championships, State Runner-ups, and State Championships in different sports such as Track and Field, Cross Country, Tennis, Basketball, and Volleyball.

We receive no outside funding from other entities, all of our funding comes through Tuition and Fees. Due to inflation and the rising cost of Sports equipment, Official Fees, Vehicle Rentals, Gas and Tournament Fees, athletes are required to cover all cost of hotel room fees for all out of town games, as well as to continue to cover their meal cost.

Students participating in athletics during a given semester must continue to participate for the whole semester to receive credit. [Credit substitution must have prior approval by the Athletics Dept and Administration]

**The 'No Pass, No Play' policy is applied and enforced on these activities. No student can participate in any extracurricular activity if he is not passing or is demonstrating behavioral problems; this includes O.R.U.E.F. events.**

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 (home or away). This includes, but is not limited to, Jr. Achievement, Cheerleading, etc.

Any student absent from school will not be allowed to participate in school-related activities on that day or evening. If the event is away and requires the team to miss most of the school day, the student must be present the day before.

Students must have a ride waiting to pick them up after a game and practice. Failure to do so will result in a late fee.

## **Lockers**

Students are assigned a hall locker that remains the property of the school. Personal locks may **not** be used on school owned lockers. Students are not allowed to share lockers for any reason without administrative approval. Sharing of lockers may result in the re-assignment or complete exclusion of the use of lockers by both parties involved.

Each student is to maintain his/her locker in a neat, clean, and orderly fashion. Pictures, decorations, and notes can be displayed using **magnets** to preserve the paint on the lockers. [At the end of the school year, the student must remove these without damage to the locker.] Locker inspections will be conducted as necessary to assist students in this responsibility.

## **Acceptable Use of Technology**

### Definitions

*Computer users* = Employees and students of New Life Christian Academy

*Technology Administrator* = The Technology Administrator is the individual granted authority and responsibility to manage the computer network of NLCA. The Technology Administrator may delegate responsibilities to other NLCA staff members.

*Harmful to minors* = Any picture, image or other visual representation that appeals to an interest in nudity, sex, or any action thereof.

*Inappropriate material* = That which is deemed appropriate and inappropriate shall be determined by administration.

### Acceptable Use

New Life Christian Academy shall develop and incorporate administrative guidelines and user agreements in accordance with the Academy's mission and policies. All users shall be required to acknowledge receipt and understanding of these policies governing the use of NLCA computers and electronic equipment. The use of NLCA electronic systems and computer resources is a privilege, not a right. Failure to comply with the guidelines and policies may result in temporary to permanent revocation of such privileges by NLCA. Any criminal violation may result in prosecution by NLCA.

### Internet Safety Policy

New Life Christian Academy shall adopt and implement an Internet safety policy to:

Control access to inappropriate websites and materials to minors

Monitor and limit use of electronic mail, chat rooms, and other types of electronic communications  
Prevent unauthorized use and distribution of personal identifying information of minors  
Prevent unauthorized unlawful activities

### Password Policies

**Display and Printing of Passwords:** Passwords may not be stored in a readable format or written down.

**Initial Password Transmission:** New students will receive their initial password from the computer teacher. Students must change their password at first logon.

**Intentional Password Lockout:** Intentionally locking another user's account by guessing at their password is prohibited.

**Password Sharing Prohibition:** Passwords are not to be shared with anyone.

**Resetting Passwords on User Accounts:** The computer teacher or administrator will reset forgotten passwords. The new password will be communicated verbally.

### Logon Policies

**Logging-Off:** Users may not leave their computer unattended without first logging-out. Password-protected screen savers are prohibited.

**Using Others Logon:** Users may not logon to any NLCA computer using someone else's user-ID and Password.

### Use of NLCA Computers

**Computer Alteration / Expansion:** Computer equipment provided by NLCA must not be altered, vandalized, or added to in any way. The installation of personal software on NLCA computers is prohibited.

**Student PC s on School Property:** Students are prohibited from bringing their own computers, computer peripherals, or computer software into NLCA facilities without prior authorization from the administration.

**Games / Music / Video:** Games, Music and/or Video clips may not be stored, played, or used on any NLCA computer unless specifically required by class assignments or when authorized by the Computer teacher or the Technology Administrator.

**Headphones:** Headphones are prohibited on any NLCA computer except when specifically authorized by the Computer teacher.

***Personal Use of Computers and the Network:*** NLCA computers and networks are provided for, and must be used only for, business or educational purposes only.

***System Security:*** Students are not permitted to use other Operating Systems, keystroke loggers, or any programs that can be used to circumvent password and/or system security. Any attempt to gain access to the network using wireless devices such as PSP, cell phones, or laptops is prohibited. (Violation will lead to disciplinary action up to and including dismissal from school.)

### *Administrative Policies*

***Deletion of Student Files:*** Unless instructions to the contrary have been received, four weeks after the last scheduled school day, all student files held in that user's directories will be purged.

***Internal Reporting of Information Security Violations & Problems:*** NLCA students have a duty to report all information security violations and problems to the teacher or administration on a timely basis so that prompt remedial action may be taken.

### *Data Security and Ownership*

***Legal Ownership of Files and Messages:*** NLCA has legal ownership of the contents of all files stored on its computer and network systems as well as all messages transmitted via these systems. NLCA reserves the right to access this information without prior notice whenever there is a genuine need.

### *Internet Acceptable Use Policies*

***Internet Access is a Privilege:*** NLCA reserves the right to limit Internet access for grade appropriateness or for those who abuse the privilege.

***Web Site Blocks:*** NLCA routinely prevent users from connecting with certain web sites. Students who discover that they have connected with a web site that contains sexually explicit, racist or potentially offensive material or music must immediately disconnect from that site and notify the teacher. The ability to connect with a specific web site does not in itself imply that users are permitted to visit that site. If the monitoring of a student's internet activity reveals a clear intent to visit inappropriate websites then disciplinary action will be taken up to and including dismissal from school.

***My Space & Chat Rooms:*** NLCA Internet systems intentionally block personalized blog sites and chat rooms. The ability to connect with a specific web site does not in itself imply that users are permitted to visit that site. Access to a specific chat room and newsgroups are permissible under supervision for

educational purposes only. If the monitoring of a student's internet activity reveals a clear intent to visit unauthorized websites then disciplinary action will be taken up to and including dismissal from school.

**Firewall:** Internet access using computers at NLCA is permissible only when users go through a firewall. If it is determined that a student is intentionally attempting to bypass the firewall or internet filter then disciplinary action will be taken up to and including dismissal from school.

**Monitoring and Logging:** Internet access using NLCA computers will be monitored and logged and subject to review by NLCA management.

### Administrative Supervision Responsibilities

NLCA will be responsible to:

- \*Distribute & enforce the technology acceptable policies and guidelines
- \*Ensure that all computer users sign an acknowledgement form stating agreement to abide by the policies and guidelines
- \*Monitor and control all systems' use as deemed appropriate for the safety and proper use of the minors.

### Computer User Responsibilities

The computer user is fully and completely responsible for any and all activities which occur on the terminal and network under their assigned user-ID and password combination.

The computer user will be responsible to not:

- \*send, forward, or post chain emails, or messages that are offensive, abusive, obscene, threatening, pornographic, or illegal
- \*to meet people from on-line communications, and to immediately report it to a teacher or administration
- \*participate in any action that will introduce a virus to the system
- \*distribute anyone's personal identification information

### Academy Website

New Life Christian Academy will maintain a website for the purpose of informing employees, students, parents and members of the community of Academy programs and practices.

### Monitoring

Emails and all other electronic communication by students and employees shall be considered private. NLCA reserves the right to monitor the use of such activities as part of routine maintenance, and other functions not limited to the preparation of files for in-house or external law enforcement agencies.

### Liability Disclaimer

NLCA shall not be liable for inappropriate use of computers, systems, and electronic communications or violations of copyright restrictions or other laws, mistakes or negligence by computer users.

### Donations

Donations may be received by the Academy for the purpose of purchasing, refurbishing or repairing computer equipment

A violation of any of the policies listed above, unless otherwise stated, will result in a minimum of detention being assigned.

*All school-owned equipment – such as lockers, desks, and computers – are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a car search and body search of the student in the presence of an appropriate adult and the student's parent/guardian.*

## **NLCA & National Christian Honor Society**

Membership in the NLCA Honor Society is open to qualified students in grades 6-8, and the NCHS to qualified students in grades 9-12. The student's grade point average and citizenship average, as well as faculty evaluation determine eligibility.

A student must have a minimum 3.5 GPA (high school) and 3.0 GPA (middle school) **for each** of the preceding three semesters of the current school year. The faculty evaluation is based upon combination of the student's service, leadership, and Christian character as demonstrated in his life. Students must maintain a 3.5/3.30, respectively, each year to remain in the Honor Society.

## **Summer School/ Night/ Online School**

Summer/Night school credits will be accepted by NLCA for eligibility purposes and/or to fulfill graduation requirements but not toward early graduation. Permission from the principal or guidance office must be obtained before registering for classes. NLCA only offers summer courses when there is a minimum need of 3 students per subject. Online courses are offered on a case by case basis. It is the parents' responsibility to submit a copy of the report card grades obtained for any classes taken off campus to the Academy. A student's home school will post these grades only on the transcript.

## **Class Parties**

Birthdays may only be celebrated with the purchase of a package from the Academy.

Package 1: Cake & ice cream, plates, cups, etc. for \$30.

Package 2: Child's name in lights (starting the evening before), cake & ice cream, plates, cups, etc. for \$45.

Served by the staff, this celebration can only take place during lunchtime.

## **School Trips**

Students are required to participate in all school trips. A parent permission slip must be signed and returned prior to the school trip. Students must dress appropriately and adhere to the school code of conduct. Field trips will not be scheduled during the months of December and May. Field trip chaperones are selected on a rotational basis whenever possible. Children of any parent/guardian in attendance other than as a designated chaperone are no longer the responsibility of the Academy and are considered withdrawn for the remainder of the day.

**Educational Tours:** Starting with the 2009 – 2010 school year, during the 2<sup>nd</sup> semester of each year, NLCA will be hosting school trips for all 6<sup>th</sup> – 12<sup>th</sup> graders to places such as Washington, D.C. to learn about our country's government. Students are required to participate in any fundraisers attached to this event.

## **Valuable/Personal Items**

Students are responsible for their own personal items while on school grounds or school related events. The Academy is NOT responsible for these items. Items Confiscated will not be returned.

In cases of away events, if the student must have a cell phone while on campus, he is to immediately keep it with the coaches or sponsors; otherwise, the phone is subject to confiscation.

## **School Supply List**

The school supply lists can be obtained from the school office. Some general supplies will be made available for purchase in the office throughout the school year.

## **School Closings**

The decision not to begin a school day because of adverse weather conditions, or other emergency situations, will be made by the administration. The school will notify parents through the 3 local television channels &/or the Edline Message System.

## **Emergency Preparedness**

Drills are conducted at regular intervals as an important safety precaution. Different types are held periodically to ensure each child knows his responsibility in the event of danger from fire, severe storms, etc.

### **Fire Drills**

When the fire alarm sounds, all students are to immediately leave the building as directed by the teacher and proceed to the designated exit in a quiet and orderly manner. They must continue in same manner until the safety area has been reached, at which time they are to turn and face the building while remaining quietly in line.

### **Disaster Drills**

When the alarm signals, all students are to immediately proceed to the designated area,, away from windows and doors, as directed by the teacher in a quiet and orderly manner. All students outside are to report to the designated areas [avoiding the gym].

Students are to take the proper position upon reaching the area: kneel on the floor, lean forward and touch the forehead to the floor, then clasp the hands together behind the back of the head.

## **Lock-Down Drills**

In cases of imminent danger within the building, the lock-down procedure will be followed pertaining to the type of situation. These procedures are communicated to the appropriate personnel.

Any action, event, or appearance that reflects negatively on NLCA or any person in attendance with NLCA and that is not expressly written in this handbook shall be ruled at the discretion of the administration.



Reaching this generation through  
Christian education

*NEW LIFE CHRISTIAN ACADEMY*  
*6622 Hwy 90 West San Antonio, Texas 78227*  
(210) 679-6001 Fax (210) 679-6080  
[www.newlifeca.org](http://www.newlifeca.org)

## ACADEMY PROFILE

### Administration

Dr. LaSalle R. Vaughn ....	Chancellor	Portia B. Vaughn .....	Superintendent
Anthony Jackson .....	Principal	Ada Marquez .....	Vice Principal/Counselor
Marilyn McDonald .....	Finance Officer	Veronica Jaime.....	Registrar
Nicole Rodriguez.....	Administrator	Peter Onofre.....	Academy Liaison

### Accreditation & School Description

New Life Christian Academy is fully accredited by the International Christian Association (ICAA) and the Texas Education Agency (TEA).

Founded in 1988 by Dr. LaSalle R. Vaughn, the primary objective of the school is to provide a quality education on a strong Christian foundation. The school instructs students from Pre-K4 through 12<sup>th</sup> grade.

### Mission Statement

N. L. C. A., a private school operating as a ministry of the New Life Christian Center Church, is committed to the Christian mission of promoting the full development of the whole child in Christ --- spiritually, mentally, and physically.

### Community

NLCA is located on the southwest side of San Antonio, Texas, on the New Life Christian Center complex. It rest beside Lackland Air Force Base, just behind Wilford Hall Medical Center.

### Curriculum

New Life Christian Academy uses the ABEKA & BJU Christian curriculum, which is geared towards college-bound students. Junior & Seniors have the opportunity to participate in the Dual-Credit program, with Palo Alto College, to receive college credit before graduating from high school.

### Academic Grading Scale

A: 100 – 90 (4.0)    B: 89 – 80 (3.0)    C: 79 – 75 (2.0)    D: 74 – 70 (1.0)    F: 69 – 0 (0.0)

Dual-Credit Honor Courses:

A: 100 – 93 (5.0)    B: 92 – 85 (4.0)    C: 84 – 78 (3.0)    D: 77 – 70 (2.0)    F: 69 – 0 (0.0)

### Graduation Requirements

Bible .....	4.0	Social Studies .....	3.0	Physical Education .....	2.0
English .....	4.0	Economics .....	0.5	Communication Application.....	0.5
Mathematics .....	4.0	Foreign Language .....	2.0	Health .....	0.5
Science .....	4.0	Computer Applications....	1.0	Electives .....	2.0

# ALMA MATER

Victorious! Victorious we stand  
Standing with another's hand  
Directed by God's plan

We Stand! We're secure in the Word of God  
United with another's heart  
From God's ways we vow, we'll never part

We are the Eagles  
Released to soar towards destiny  
Holding firm the keys we need to be all God requires

We won't forget the principles set forth in us  
It's on God's Word we've learned to trust and find  
All we need for a successful – New Life

**The NLCA School Code Number (CEEB number) is**

**4 4 6 1 8 4**

**2010 – 11 SAT TEST DATES**

<u>TEST DATE</u>	<u>REGISTRATION DEADLINE</u>
October 1 <sup>st</sup> , 2011	September 9 <sup>th</sup> , 2011
November 5 <sup>th</sup> , 2011	October 7 <sup>th</sup> , 2011
December 3 <sup>rd</sup> , 2011	November 8 <sup>th</sup> , 2011
January 28 <sup>th</sup> , 2012	December 30 <sup>th</sup> , 2011
March 10 <sup>th</sup> , 2012	February 10 <sup>th</sup> , 2012
May 5 <sup>th</sup> , 2012	April 6 <sup>th</sup> , 2012
June 2 <sup>nd</sup> , 2012	May 8 <sup>th</sup> , 2012

**2011 PSAT/NMSQT TEST DATE (NLCA campus)**

Wednesday, October 12<sup>th</sup>

# Section VI. Release of Information Form

## New Life Christian Academy

### Parent Authorization to Release Information

Family Educational Rights and Privacy Act [FERPA] & the Texas Public Information Act Signature Page

According to the and the Family Educational Rights and Privacy Act [FERPA] and the Texas Public Information Act certain information about students is considered directory information and will be released to anyone following procedures requesting such information, unless the parent/guardian objects to the release.

If you do not want the information released, you must inform the school's office in writing within the first 3 weeks of the child's enrollment of this school year. Failure to return this form will result in the disclosure of Directory Information upon request.

Designated Directory Information includes, but not limited to:

- \*Student's name, address, phone number, and DOB
- \*Grade, dates of attendance, enrollment status
- \*Activities of participation, honors & awards received

- Directory Information concerning my child may be released without prior written consent
- Directory Information concerning my child may not be released without prior written consent

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

## Section VII. Acknowledgement Form

### New Life Christian Academy

#### Release of Pictures

New Life Christian Academy reserves the right to use any and pictures taken at the Academy, or at an Academy function, for yearbook, honor roll, advertisement purposes, etc.

#### Acknowledgment and Acceptance of Guidelines

**Note: Disagreement with these policies, and failure to sign, is a disqualification for enrollment.**

I have read and I do understand everything that is included in the parent-student's handbook. I agree with the mission statement, school's philosophy, policies, procedures, and statement of faith. I understand that any clarification or interpretation of any statement set forth in this handbook will be resolved by administration. I further understand that unless signed and returned, attendance at the Academy will not be allowed one week after school begins.

_____	_____	_____	2011-12
Printed Student's Name	Student's Signature	Grade	Year

_____	_____
Home Address	City, State and Zip Code

_____	_____
Parent/Guardian Name	Signature

Please return this page to the office immediately,  
the information requested will be kept on file and used to maintain our locator.