

Parent & Student Handbook 2017/2018

NEW LIFE CHRISTIAN ACADEMY

WARRIORS



*Updated on
July 25, 2017*

Phone: 910-592-3700 Fax: 910-592-3780
www.nlcanc.org
2605 Southeast Blvd. ~ Clinton, NC 28328

Handbook Contents

2017/2018 School Year

Introduction.....4
 Mission
 Statement of Faith
 Purpose and Goal
 Accreditation
 Administration

Admissions.....5
 Church attendance
 Testing
 Communicable diseases

Academics.....7
 Staff
 Curriculum
 Homework
 Progress reports
 Report cards
 SchoolWorx
 Grading scale
 Promotion
 Requirements for graduation
 Classification
 Byars Merit Scholarship

Attendance.....11
 Tardy
 Absence
 Excuses

Conduct and Discipline.....12
 K through 3rd grade
 4th through 12th grade

Standards of Dress
and Appearance.....15
 Young men
 Young ladies

I have read and understand the NLCA Parent/
Student handbook. I agree to abide by the
handbook and support the school in every
way possible .

Name of Parent or Guardian (Print)

Name of Parent or Guardian (signature)

Signature of student

I give permission for my child's photograph
to be used for promotional purpose for
NLCA.

Name of Parent or Guardian (Print)

Name of Parent or Guardian (signature)

Name of student (s)

After School Care

- After school care is offered each day as needed. Arrangements must be made with the teacher in charge.
- Payment is required in advance.

Withdrawal

When withdrawing from the academy, a student must check out at the office. All library books, choral music, athletic uniforms, etc. owned by the academy must be turned in and final bill must be paid before records will be released. A checkout form must be completed and financial obligations must be satisfied before withdrawal can be finalized.

Asbestos Management Program

There are no identified asbestos-containing building materials in New Life Christian Academy. We are aware of the state and federal asbestos regulations, and we are in compliance with those regulations. Our management plan is on file in school office, it is public information, and it is available for review at any time.

Extra-curricular Activities.....	17
School attendance	
Travel procedures	
Leadership commitment	
Financial Policies.....	19
General Policies and Information.....	20
Automobiles	
Before/after school	
Books and supplies	
Change of address/telephone	
Chapel	
Check-in and check-out procedures	
School internet use	
Academy fundraisers	
Emergency announcements	
Health	
Accidents	
Forms	
Illness	
Medication	
Insurance	
Library	
Lunches	
Parent-teacher communication	
Photographs	
School hours	
Telephone	
Visitor policy	
Athletics	
Academic eligibility	
Withdrawal	
Signature Page	27

Please be advised that the school handbook is subject to be added to or changed at any time during the school year. In the event that a change is made, proper notice will be given.

Introduction

Since its establishment in 2008, NLCA has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purpose of the Academy is to provide thorough academic instruction from a biblical worldview, to help students develop socially by teaching patriotism and respect for authority, and to encourage students spiritually by emphasizing one's personal accountability to God while developing the mind of Christ. When a student graduates from NLCA it is our desire that they are fully prepared to step into the next phase of their life.

Statement of Faith

New Life Christian Academy, as a ministry of New Life Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ. New Life Christian Academy believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction. We believe the institution of marriage is between one man and one woman.

Notice of Non-Discriminatory Policy

New Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Telephone

Students may obtain permission to use the telephone in the school office for necessary calls. Students may not use mobile phones on campus during the school day without specific permission, and must be used in the foyer by the office. All electronics must be turned in to the school office at the beginning of the day and may be picked up upon departure for the day. (No earphones allowed!)

Visitor Policy

All visitors to the campus must check in at the academy office upon arrival. Visits will be confined to the office area unless otherwise approved by the administration. Any request to visit classes must be approved through the office at least one day in advance. All student visitors are asked to honor the academy dress code and must secure a visitor's pass before attending classes.

Athletics

Currently we offer boys varsity basketball, boys varsity soccer, girls varsity volleyball, coed softball and a shooting team.

Academic Eligibility

Students involved in extra-curricular activities must maintain a passing grade in every subject that they are presently taking. Grades will be checked at three-week intervals beginning with the completion of the third week of school. A student must not have any "I's" (incompletes) to be able to participate in practices or games for a sports team. All "I's" (incompletes) must be made up 24 hours prior to the activity to be able to participate. Any student failing to maintain eligibility will become ineligible to participate for a period of not less than one week, after which grades may be checked on a weekly basis to determine eligibility. Suspension from participation will begin on the week following the grade check and the student may return to participation on the first Monday of eligibility following the one-week suspension.

Food may be warmed up in a microwave if needed. For grades 3 and under all food should have your child's name marked on it as well as an "S" for snack or an "L" for lunch. On Wednesday the juniors and seniors will be selling pizza and snacks for lunch. On Thursdays NLCA will order from local restaurants. Orders and money for both days must be turned in by Tuesday. (cash or check) Parents are invited to join their children for lunch at any time. Please notify the school office ahead of time. Other guests must sign in and out through the academy office.

Parent-Teacher Communication

It is often necessary for the parent/guardian and the teacher to meet to discuss certain situations. Individual teachers may be reached through the academy office. Any situation that is not adequately addressed through a parent-teacher conference first should be referred to the administration.

Note: Meetings between administration and parents/guardians may only be attended by the parents/guardians. No one else may attend.

Note: Profanity or abusive language from a parent or student toward any staff member or any assistant is grounds for immediate dismissal of student from the academy.

Photographs

Pictures taken of students and events may be used for promotional material and for the academy yearbook unless otherwise requested by the parent/guardian. Please sign the form included in this book to grant permission for photograph usage.

School Hours

Kindergarten – 12th grade classes are from 8:00 a.m. – 2:40 p.m. each day. Academy office hours are Monday – Thursday, 7:45 a.m.– 3:00 p.m. (Friday office hours are 7:45a.m.— 12:15pm)

Purpose and Goal

The purpose of New Life Christian Academy is to support the family and the work of the local church. Christian education is the development of the mind of Christ in each student.

Accreditation

New Life Christian Academy uses the Abeka curriculum out of Pensacola Florida which is accredited by the **Florida Association of Christian Schools (FACCS)**. This curriculum is used nation-wide. The FACCS provides national recognition through the Florida Association of Academic Nonpublic schools (FAANS). The Abeka curriculum is also accredited by the **Southern Association of Colleges & School Council on Accreditation & School Improvement (SACS CASI)** which is an accreditation division of AdvancED and is one of only six agencies that accredit both public & nonpublic education institutions. SACS CASI accreditation is recognized throughout the world as a symbol of quality in education. NLCA is a member of the **North Carolina Christian School Association (NCCSA)** as well as the **American Association of Christian Schools (AACCS)**. All onsite teachers are degreed, and/or accredited by either the **NCCSA** or **PECS (Professional Employee Certification Service)**

Administration

*Dave Page—Administrator *Sherry Hines—School Secretary
*David Joiner—Assistant to the Administrator

Admissions

The Pastor and the administration of the academy reserve the right to establish and maintain standards for student conduct and dress. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate the letter of the law and spirit of rules and guidelines will be subject to dismissal from school.

New Life Christian Academy makes no distinction in the admission of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to the academy is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student, and his family, is fully supportive of the goals of the Academy.

Church Attendance

A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements for a Christian education. Every family with students enrolled in the academy is strongly encouraged to have their children in a Bible-preaching church each week. Students are encouraged to serve in a local church ministry.

Testing

New applicants to NLCA will be given age-appropriate ability and achievement examinations. This is done through Testpoint. The scores achieved on these examinations will be used by the administration to determine the grade level best suited to the student's capabilities.

Communicable Diseases

While it is not the intent of the school to discriminate against any child, a safe learning environment must be provided for the students, which includes protecting students from exposure to communicable disease. In the best interests of both the sick and the well child, it is the policy of the academy not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This applies also to students known to be infected with HTLV-III/ LAV, and to students testing positive for the presence of antibodies to the AIDS virus.

- **Illness**

Students who become ill during the school day will report to the academy office. If it becomes necessary for the student to go home, the office will contact the parent/ guardian. Upon arrival, parents must report to the office. All students must sign out before leaving the campus. For a student to return to class we ask that they be fever-free for at least 24 hours. Any communicable disease such as, but not limited to Chicken Pox, Measles, Mumps, Ring Worm, Strep, Pink Eye and Meningitis should have a doctor's note before returning to school. If a child develops a fever of 100.4 or higher the parent will be notified immediately to pick his or her child up.

- **Medication**

The academy office must be informed of any significant and/or long-term medications taken by a student. No medications (including aspirin, vitamins, etc.) are to be kept in a student's possession at any time. If it is necessary for a student to take medication during the school day, it must be sent to the academy office with specific instructions for administration. No medication can be provided by New Life Christian Academy.

Insurance

NLCA is insured through Southern Church Mutual which has a Triple A rating. All questions should be directed to the business office or the administration.

Library

Books may be checked out of the academy library through the appropriate means. Students will be charged for lost or damaged books. We have attempted to screen all books in the library, however all books in the library are not necessarily endorsed by NLCA.

Lunches

Students must provide their own lunch. Students may also purchase drinks and snacks from our vending machines.

School Internet Use

NLCA has put safeguards in place for student use of the internet while at school. The academy expects students to use this resource wisely and with discretion. No social networking sites or questionable video sites such as You-Tube, are allowed. Permission must be granted by the teacher or administration for a student to use the internet.

Academy Fundraisers

All fundraisers will be used as deemed necessary for the school by school administration, unless the fundraiser was for a specific purpose (i.e. athletics/school equipment etc.)

Emergency Announcements

New Life Christian Academy uses the rapid alert system for weather-related issues, emergency closings and other pertinent information related to the school. Parents will be notified as soon as decisions are made.

Health

- Accidents

Injuries incurred on the campus or during an academy-sponsored activity should be reported immediately to the academy personnel responsible for supervision. Information requested by an insurance company may be obtained through the business office. Personnel responsible for supervision must fill out an accident report office in the school office.

- Forms

All students are required to comply to health department regulations with regard to vaccinations and immunizations. All pertinent records must be on file in the academy office by September 1 of the current year.

Academics

The program of NLCA places a strong emphasis on academic fundamentals. All students in Kindergarten through 11th grade are administered the Iowa Test of Basic Skills each spring. Student scores are included in the AACS national testing program as well as in the national norms. All subjects are taught in light of biblical truth.

Staff

Academy staff are all dedicated Christians who serve faithfully at New Life Baptist Church or a church of like faith. Each member of our staff understands the importance of spiritual and academic development in the lives of the students at New Life.

Curriculum

The curriculum for all grades has been structured so that the students will receive training in all academic subjects required by the State of North Carolina. All subjects are taught from a biblical world view. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism. Various field trips are included throughout the year as a compliment and extension of the academic curriculum.

Homework

Homework will be regularly assigned in each grade level. Assignments are designed to reinforce classroom instruction, to provide additional enrichment, or to allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education.

Progress Reports

Progress reports will be issued at the mid-point of each nine week grading period.

Report Cards

Report cards are issued at the end of each nine-week grading period.

SchoolWorx

NLCA is using Schoolworx as its grading/report card software program for this school year. Parents and students will have constant access to their accounts giving them the ability to view progress on a regular basis. Updates will be available the following day.

Grading Scale

97-100—A+	83-86—B	70-72—C-	0-59—F
93-96—A	80-82—B-	67-69—D+	
90-92—A-	77-79—C+	63-66—D	
87-89—B+	73-76—C	60-62—D-	

Promotion

Students in grades K-6 may not be promoted if they fail three core subjects (language, math, and reading), or if they fail one core subject and earn a “D” in the other two core subjects. Academy-approved tutoring, in the designated core subjects, may be required in order for the student to move to the next grade. Tutoring must include a minimum of 12 hours of instructional time after which the student must pass a proficiency test in the subject for the appropriate grade level.

Students in grades 7 – 8 who fail two or more subjects must complete an approved summer school course or tutoring schedule in the deficient subjects in order to be promoted to the next grade.

Students in grades 9-12 who receive a failing grade on their report card will be placed on academic probation and will be re-evaluated each week.

In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives. Groups meeting before or after school must use only the area of the building reserved for them, and must leave all rooms and equipment in proper condition.

Books and Supplies

All textbooks and workbooks are provided through the NLCA. The book fee covers the rental of non-consumable textbooks as well as required workbooks. Students are responsible for lost or damaged textbooks. Non-consumable textbooks are not to be written in, highlighted, etc.

Change of Address or Telephone Number

Families should inform the office promptly of any change of address or telephone number.

Chapel

Chapel services will be held once each week for all students. All students are required to be prepared and participate in the chapel services. Chapel dress is expected at all services. Parents are invited to attend any chapel services they wish.

Check-In and Check-Out Procedures

Parents of students arriving at school after 8:00 a.m., or leaving campus before 2:45p.m., must sign their child in/out through the academy office. Parents must contact the office if arrangements have been made for students to leave the campus with someone other than the parent/guardian, or the persons listed on their pick-up form. Parents arriving on campus to pick up children during school hours must report to the academy office. The office will send for the student. Messages and/or deliveries from home must be left in the office.

General Policies and Information

Automobiles

Properly licensed students may drive an automobile to school (no bicycles, scooters, or motorcycles). Students driving to school must obtain a parking permit from the Academy office and must park in the designated area.

Speeding and reckless driving on campus will not be tolerated. Driving privileges will be revoked.

Students may not return to their car during the school day without permission.

Students may not loiter in the parking lot before or after school. Upon arrival on campus, students must enter the building within a reasonable amount of time (as opposed to waiting in a car).

Automobiles may be inspected at the discretion of the administration.

Students who drive to school must have a driving privileges form from NLCA signed by a parent/guardian.

Students must have written permission from a parent/guardian to leave the campus with another student or adult. In the case of an emergency, a parent/guardian must contact the academy office.

Before/After School Care

Students may not arrive at school before 7:40 a.m. Upon arrival they must report to school cafeteria. Students are not to be in other areas of the campus without permission.

Students must be picked up by 2:45 pm. After 2:45pm students will be placed in afterschool care at the rate of \$5 per hour.

Requirements for Graduation

College Preparatory Track

Bible 4 credits *

English 4 credits

Mathematics 4 credits

Algebra I

Algebra II or other math elective

Plane Geometry or other elective

Pre-Calculus or other math elective

History/Social Studies 4 credits

World History

United States History

1/2 credit in American Government

1/2 credit in Economics

1 credit World Geography

Science 3 credits

Physical Science

Biology

Chemistry or Physics

Foreign Language 2 credits
of same language

Physical Education 1 credit

Practical Performing Arts 1 credit

Speech – ½ Credit

Performing Arts – ½ Credit

Choir – ½ Credit

Electives—1 credit

Total Credits Required: 24 credits

*One year of Bible is required for each year enrolled at New Life Christian Academy.

General Track

Bible 4 credits *

English 4 credits

Mathematics 4 credits

Algebra I

Three math Electives

History/Social Studies 3 credits

Government/Economics

United States History

World History or Geography

Science 3 credits

Physical Science

Biology or Chemistry

Science Elective

Physical Education 1 unit

Electives 2 credits

(must include one credit of math, science, or history)

Total Units Required: 21 credits

* One year of Bible is required for each year enrolled at New Life Christian Academy.

Requests for a student to graduate ahead of their class will be considered only in exceptional situations

Students may not substitute summer school or correspondence work for a class that can be accommodated in their regular schedule. All additional course work must be approved by the administration.

The total number of credits required for graduation must be earned while in attendance in grades nine through twelve. High school courses completed prior to 9th grade will be noted on the student's high school transcript and recognized for placement in the next sequential level of the subject, but will not be included for credit in terms of required units, and will not be included in the student's cumulative GPA. (Some exceptions may apply)

National testing - PSAT/NMSQT - 10th grade
SAT/ACT - 11th – 12th grade

Classification

High school classification is determined by the accumulation of the following number of credits:

- 0 – 5 Credits 9th grade
- 6 – 11 Credits 10th grade
- 12 – 17 Credits 11th grade

Byars Merit Scholarship

Minimum Requirements

- 2.75 GPA
- Attend NLCA Two Years or more
- Attend church on a regular basis
- Shows good moral conduct at all times
- Participates in at least one school sport or approved extra-curricular organization (such as 4-H or community service project)
- Enrolled in a college or trade school

Financial Policies

The registration fee must be paid at the time of registration and is nonrefundable and nontransferable.

A 10% discount on tuition is applicable to NLBC members.

Monthly payments begin Aug. 5th. The academy business office is available to answer any questions regarding an account.

When an account becomes one month overdue, students will not be permitted to attend classes until the account is brought up to date, or an acceptable plan or accommodations have been made. Students who miss classes due to financial reasons will be counted absent, but will be excused and will be permitted to make up work upon their return to school. Families whose accounts are consistently delinquent may not be given the opportunity to return to school.

No student records will be released for students whose family accounts are not current at the close of the school year or upon the student's withdrawal from the academy until the accounts are current.

In the case of early withdrawal, tuition will be refunded on a pro-rated basis determined by the date of withdrawal from the academy for those who have paid in full for the year. All other fees are non-refundable.

When you enroll your child into NLCA, teacher contracts and budgets are set according to student enrolment. Early withdrawal creates a vacancy that may not be able to filled quickly enough to meet the budget, therefore an early termination fee of \$340 will be assessed to your account. Your child's records will not be released until all fees have been satisfied.

Leadership Commitment

Students who are involved in extra-curricular activities are expected to provide the student body with strong, spiritual leadership. In order to participate in such activities, students are expected to demonstrate a higher level of commitment than that required of the general student population. Failure to comply with these guidelines may result in suspension from extra-curricular activities.

Church attendance – Students are encouraged to attend the weekly meetings at New Life Baptist Church or another Bible-preaching church.

Ministry involvement – Students are encouraged to be involved in their church

Entertainment – Students are not to participate in activities or entertainments that are not consistent with a Christ-honoring testimony. This would include, but not be confined to, attendance at inappropriate music concerts, questionable establishments etc. Students in leadership are expected to listen to and view those things that would honor the Lord.

Conduct – Students are to be exemplary in their conduct at school. The accumulation of excessive demerits, or discipline for more serious matters, may affect a student's privilege to participate in extra-curricular activities.

Dress – Students are expected to dress consistently in an appropriate and modest manner. This would include school approved dress for academy meetings, programs, and trips.

The school day begins promptly at 8:00 a.m. Doors open for student arrival at 7:40 am. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardies will be granted for the following reasons:

- Doctor or dental appointment (**appointments should be made after school hours when possible**)
- Local disaster
- Pre-approved family/church events (requests must be in writing to the school office)
- Funeral, Personal illness or emergency (**Doctor's note after 2 days continued absence**)
- **Parental note is required for all absences.**

Days missed due to late registration (except in the case of transfer) or late financial payments are excused but will be considered days absent and will be included in the total number of absences permitted for the semester.

Tardy

Students must be present for open assembly by 8:00 am. Parents of students arriving after 8:00 am must sign their children in at the academy office. Students arriving after 8:00 am will be considered tardy. The accumulation of three (3) unexcused tardies in a semester will result in a charged absence as related to perfect attendance. Students must be present from 8-11:30 am or from 11am—2:30 pm to get credit for the day. Repeated un-excused tardies will result in disciplinary action.

Absence

Students with an excused absence will be allowed to make up missed work, for full credit, within a reasonable amount of time as determined by the classroom teacher. Requests for excused absences must be received in the academy office no later than the day following the absence. Students charged with an unexcused absence must complete missed assignments and may receive, at the discretion of the administration, full or partial credit for work completed. An accumulation of 21 or more unexcused absences during the year **will jeopardize a student's promotion to the next grade.** (*Summer school may be required*) Exceptions may be made in the case of an extended illness.

Excuses

Students must report to the office with a written excuse to receive a pass to class. Students tardy must also report to the office with a written excuse for their tardy.

Conduct and Discipline

The desire of the administration and faculty of the academy is to develop and nurture an atmosphere of obedience and service in each student. The Bible clearly states, “Train up a child in the way he should go...” (Proverbs 22:6). Discipline is not simply punishment for wrong attitudes or actions; it is the biblical, loving correction that leads to a change in thought and behavior. Discipline is administered in an effort to instill in the student a personal accountability to God for his or her attitudes and actions. Open communication between the classroom teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher first. If the situation warrants, the administration is willing to assist in any matter. Discipline may include one or more of the following:

- Detention
- Parent-teacher conference
- Loss of privilege
- Suspension or expulsion from school

Elementary

Consistent training during elementary years is critical to the development of good habits and discipline in young people. Good manners and appropriate conduct will be emphasized. Most discipline problems are minor and will be handled by the classroom teacher. Continued discipline problems or those of a more serious nature, may be referred to the administrator.

Extra-Curricular Activities

Extra-curricular activities and participants should exemplify the spirit and guidelines of NLCA. The following policies will govern student participation in such activities.

Including but not limited to:

- Field Trips
- Sports Trips
- Fundraisers
- Programs
- Soccer
- Volleyball
- Shooting Team
- Basketball
- Drama
- Etc.

School Attendance

Students may not participate in extra-curricular activities on a day for which they have been charged with an unexcused absence. In the case of illness, a student must have checked in before 3rd period (9:30 a.m. for elementary students) in order to be eligible to participate. Any student checking out before 2:30 p.m. due to illness is not eligible to participate on that day.

Travel Procedures

Students involved in extra-curricular activities will travel on school-provided transportation to and from the activities unless the administration, the appropriate sponsor, and the parent/guardian agree upon other arrangements. A signed permission slip must be turned in prior to the activity in order to participate. Students must wear school-approved attire. Detailed travel procedures will be explained and implemented by the supervising personnel. No electronics may be taken on school-sponsored events. Students are required to make sure transportation vehicles are cleaned before they leave.

Young Ladies

- Pants or skirts of khaki or navy blue color may be worn. Skirts should go to the top of the knee while standing or sitting. They should not be form-fitting. (no tube skirts)
- Shirts are to be NLCA polo shirts and are available for purchase through the NLCA website.
- No skinny pants may be worn.
- No flip-flops are allowed.
- Khaki or navy blue shorts may be worn, but must go to the top of the knee.
- All under garments must be worn UNDER your clothes. This includes bra straps and underwear. Under garments should not be visible while bending, sitting or squatting.
- Jewelry should be modest and tasteful.
- Hair color must be a natural hair color.
- **Chapel:** A dress or skirt of proper length should be worn. No pants, denim, leggings or t-shirts permitted. (dress shoes only)

**Students are required to dress neatly and modestly.

**Dresses for the Junior/Senior formal must be approved by the administration at least two weeks prior to the event. Guidelines will be given for this.

**All outerwear for ladies and men is subject to classroom teacher's discretion.

**Sandals and crocs may be worn but must have a back strap (this is for safety reasons)

**Students are required to dress neatly, modestly and tastefully.

Junior High & High School

In the upper grades a demerit system will be utilized. Demerits may be issued for offences that do not warrant more serious discipline, yet excessive accumulation of demerits will lead to further discipline. Demerits are accrued on a semester basis and become a part of the student's permanent file. Students may receive demerits by any school staff member. The following actions will accompany the stated accumulation of demerits:

Detention after the accumulation of 5 demerits and thereafter respectively. (5,10,15,20,25,30)

Parents will be notified when their child has accumulated 5, 10, and 15 demerits and thereafter respectively in a semester.

The accumulation of 25 demerits in a semester may result in a one-day suspension.*

The accumulation of 35 demerits in a semester may result in a multiple-day suspension.*

The accumulation of 50 demerits in a semester may result in expulsion.**

* Suspensions will be counted as absences. Work that is missed is due upon the student's return to class. Quizzes and tests must be made up in a timely fashion. **Three points will be deducted from the final grading period average in each class for each day of suspension.** In the event that a student accumulates excessive demerits within the final three weeks of the semester, disciplinary action will be carried to the following semester.

** Expulsion will be effective immediately upon the notification of the parent/guardian. **Academic consequences may range from not less than the deduction of ten points from the final grading period average in each class to a complete loss of credit for the semester.** Application for reinstatement must be reviewed by the administration.

The following may result in one demerits for the first three violations and two demerits for each subsequent violation:

- Eating in the classroom
- Failure to sign in/out
- Unexcused tardy
- Unexcused absence (exceptions may be made for absences when advance arrangements are made through the academy office)
- Unprepared for class (supplies, assignments)

The following may result in two demerits for the first three violations and five demerits for each subsequent violation:

- Talking, disturbing and sleeping in class
- Crude or inappropriate language
- Disrespect toward faculty
- Dress code violation
- Unauthorized use of electronic devices (mobile phones, PDA's, electronic games, iPods, etc. are not allowed on campus for student use)
- Dishonesty (stealing, lying, cheating)
- Cell-phone texting during school
- Any other infractions deemed necessary by teacher

Violations in the following areas will result in discipline, at the discretion of the administration and the board, ranging from automatic detention to legal action:

- Reckless driving on campus
- Intentional, inappropriate contact with another student on or off campus
- Possession/use of tobacco in any form on or off campus
- Offensive or profane literature on or off campus
- Theft on or off campus
- Possession or use of any alcoholic beverage on or off campus
- Possession/use of a controlled substance on/off campus
- Vandalism on or off campus
- Possession of a weapon on school property
(Shooting team must turn weapons in to the office)

The Internet

Students and parents are responsible for what they say or post via the internet. Anything deemed inappropriate will be addressed by the school administration, and is subject to expulsion of the student (s).

NLCA rules concerning male/female relationships

1. NLCA has a “no-touch” policy
2. No students are allowed to be with a member of the opposite sex in a room by themselves.
3. No hugging is allowed.
4. No male students are to “help” female students with any of their attire (including, but not limited to tying shoes / “fixing hair” / zipping up coats etc.)

Note: This includes sports trips or any other school sponsored activity in which students are under the supervision and responsibility of school officials.

Special Note: Any “common sense” infringements in this area will be dealt with, even if the rules do not specifically address that issue. [Refer back to the “no-touch” policy rule]

Standards of Dress and Appearance

Young Men

- Hair must be neat and off the collar. Facial hair is not acceptable. Hair color must be a natural hair color.
- Pants are to be khaki style in either khaki or navy blue color.
- Khaki or navy blue shorts may be worn, but must go to the knee. (If there are belt loops a belt is required.)
- Shirts are to be NLCA polo shirts which are available for purchase on the NLCA website. (must be tucked in)
- All under garments must be UNDER your garments.
- No earrings or flip-flops may be worn.
- No jewelry except class rings or bracelets for medical purposes. (watches may be worn)
- **Chapel:** Button-down collared shirts, tucked in with dress or khaki pants, ties and dress shoes are required. (No denim)