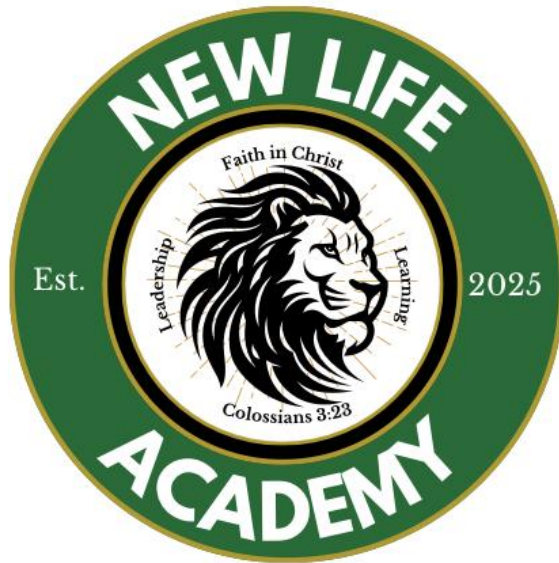


New Life Academy



2026-2027 Elementary Parent/Student Handbook

Revision 6: November 11, 2025

Education with a Higher Purpose

Whatever you do, work at it with all your heart, as working for the Lord... -Colossians 3:23

WELCOME TO NEW LIFE ACADEMY!

We want to welcome you to New Life Academy! Our entire staff believes it is a privilege to have you join us in working together to make New Life Academy a place that will exalt Jesus Christ and honor His Word.

During the school year many spiritual, educational, and social opportunities will be available. Please take advantage of these offerings so that your time here will be challenging, worthwhile, fulfilling, and long remembered. Seek the Lord's wisdom in setting goals with your student and prayerfully asking for His help in accomplishing goals. The NLA board, faculty, and administration are committed to assisting your efforts.

This handbook is designed to help you understand the opportunities and expectations of the school. Please read it carefully and thoroughly, and contact the school office should you have any questions. This information will help us work together more efficiently and effectively as we strive to provide Christ-centered, biblically integrated and academically challenging educational programs.

Thank you again for the opportunity to minister to you and your family. Please join us in praying for God's blessings and work to be accomplished in our NLA family as we train and prepare to be used by God for His good purposes.

Educating for Eternity,

Mrs. Diana Williams, MAT - Principal

and the New Life Academy Board of Education

I. INTRODUCTION

The following pages are the guiding principles by which NLA exists. All policies, procedures, and new ideas are filtered through these avenues to ensure that we stay true to the purpose of our existence. Procedures and programs may change; however, principles will not.

ACCREDITATION

New Life Academy is currently in the process of becoming Indiana State Accredited. New Life Academy is a member of ACSI (Association of Christian Schools International) and working with this organization to become accredited within the goal of 2-3 years.

MISSION

New Life Academy partners with parents to equip their children to serve God by providing an excellent Christ-centered education.

VISION

New Life Academy equips young people to lead Christ-centered, disciplined lives with a passion for learning, a heart for service, and a boldness to impact the world for Christ.

CORE VALUES

- *Commitment to Truth* (II Timothy 3:16; Joshua 1:8-9; Ephesians 4:14-15)
- *Commitment to academic excellence* (Proverbs 3:5-6; Luke 2:52)
- *Commitment to equipping young men and young women to lead Christ-centered, disciplined lives with a passion for learning, a heart for service, and boldness to impact the world for Christ.* (Luke 6:40; II Timothy 2:1-2; II Timothy 3:17; III John 4)
- *Care for teachers* (James 3:1; I Corinthians 9:7-14; Proverbs 29:7)
- *Support of Christian families* (Deuteronomy 6:4-9; Ephesians 6:1-4)
- *Commitment to outreach and ministry* (Acts 1:8; Matthew 28:19-20)

STATEMENT OF FAITH

New Life Academy is an interdenominational school and students attend many churches in Greencastle and surrounding counties. NLA holds these truths to be foundational to its education:

- *We believe that God created male and female (Genesis 1:27)*
- *We believe that all scripture is the inspired Word of God (II Timothy 3:16)*
- *We believe God created the Heavens and the Earth (Genesis 1:1)*
- *Our creed is Jesus Christ. We accept His Word, as stated in the New Testament, as our rule of faith and practice. Nothing can be added or taken from it (John 1:1; Matthew 16:16, 18; Revelation 22: 18-19)*
- *We believe that Jesus Christ is the only begotten Son of God, our perfect example, who was crucified and rose on the third day to provide the forgiveness for our sins (Matthew 1:23; I Corinthians 15:4)*
- *We believe that Christ established His Kingdom, the Church, on the Day of Pentecost after His resurrection (Acts 2)*
- *We believe that Christ's Church is made up of all those who:*
 - *Have faith in Jesus Christ as the Son of God (Romans 1:16)*
 - *Repent of their sins, which means turning away from sin and walking in righteousness (Luke 13:3; Acts 2:38)*
 - *Confess this faith and repentance with their mouths and by their lives (Romans 10:9-10)*
 - *Are immersed into Christ for the remission of their sins. (We do not believe infant baptizing is necessary.) (Romans 6:4)*
 - *Continue to follow Christ's teachings and are faithful to His commands (Romans 12:10-11)*
- *We believe in observing the Lord's Supper (communion) on the first day of the week, Sunday, the Lord's Day (Luke 22:19; Acts 20:7; I Corinthians 11:28)*
- *We believe in the Holy Spirit as the third person of the Godhead, our Comforter, and the Spirit of Truth (Matthew 28:19)*
- *We believe in the Priesthood of all believers. Every Christian must support the local church by his/her sacrificial giving and by his/her Godly example—both in the home, in the community, and in active involvement in the Lord's church (Acts 20:35; I Corinthians 16:2)*
- *We believe in the existence of Satan, the father of all lies, the prince of this world, the chief of the fallen angels. We recognize his power and influence, but also know that he has lost and will be cast into Hell (Revelation 20:10)*
- *We believe in the Second Coming of our Lord and Savior, Jesus Christ. We believe there will be a great judgment, a separating of the sheep from the goats, an eternal Heaven and Hell (Revelation 22:12-13; Matthew 25:32-34).*

Family Role

- Hold fast to Biblical absolutes.
- Emphasize character development.
- Incorporate a Biblical worldview with higher academic standards.
- Train your child to be a critical thinker, using God's word as a guide.
- Develop positive parent-teacher relationships, supporting caring teachers that are willing to work through issues of concern in order to foster a team approach to education.
- Encourage willing hearts that set aside idle talk (gossip) which can compromise our personal witness.
- Promote being a part of the solution as opposed to promoting a critical spirit.
- Reserve the sexual activity for the sanctity of marriage between man and women.

NLA EXPECTED STUDENT OUTCOMES

New Life Academy is fully committed to upholding a Christ-like example based on the Bible. A strong connection exists between what one believes and how one behaves. We must allow the Holy Spirit to filter our thoughts, attitudes, speech, reactions, and decisions through enduring truths of the Bible. Therefore, the following principles of Christ-centered conduct are the hallmark of NLA students.

Whatever you do, work at it with all your heart, as working for the Lord... Colossians 3:23

1. We will live Christ-centered lives.
 - Commit to principles of Christ and demonstrate actions that reveal Christian character.
 - Equip with the knowledge of His Word.
 - Know, love, and serve Jesus Christ.
2. We will lead disciplined lives.
 - Respect those in authority and each other.
 - Demonstrate self-control in speech, actions, reactions, and attitude so as to promote the best in others.
 - Submit to spiritual accountability.
 - Participate in extra-curricular activities so as to take a Christian approach in both competitive and noncompetitive settings.
3. We will develop a passion for learning.
 - Strive for excellence by taking personal responsibility for learning.
 - Think, work both individually and in groups, and solve problems.
 - Transform disappointments and challenges into learning experiences.
4. We will possess a heart for service.
 - Develop leadership skills.
 - Serve without any expectation of return or recognition.
 - Seek opportunities of service and respond when God opens doors.
5. We will impact the world for Christ

- Seek God's direction for future plans.
- Spread the gospel.
- Commit to a life of service, loyalty, and leadership in a local church.

Relationship: Our greatest desire is for students to develop a personal relationship with Christ. We nurture, encourage and support students in this relationship and provide opportunities for parents and families to develop meaningful relationships in the Christian community.

Philosophy of Education:

New Life Academy desires, intends, and plans for this philosophy of Christian education to be the foundation upon which all NLA curricular, co-curricular, and extra-curricular programs and activities are built. NLA is grounded in a philosophy of education that is based on biblical truth reflected in the life and teachings of Jesus Christ. Our academic excellence is based on a Christ-centered view that all truth is God's truth, and that the Bible is the inspired, infallible, authoritative Word of God. The Word of God is to permeate all areas of the NLA experience – our curriculum, culture, relationships, extracurricular activities, attitudes—instead of simply being a separate subject taught on a purely intellectual basis. Jesus Christ is our foundations, and all the treasures of wisdom and knowledge are found in Him. We believe that God is the Creator and Sustainer of all things and that mankind's greatest need is to be in a right relationship with Him. It is from this view of the spiritual needs of the student that we approach the intellectual, social, emotional, and physical aspects of the whole child. We believe that God has created and designed the family as the major institution to teach children. NLA partners with families to assist them with a biblically driven education consistent with the Christian home and church. A Christian philosophy of education requires both a proper understanding and demonstration of the nature and role of the teacher (to impart knowledge and to be an example) as well as that of the learner (to pursue and receive truth).

Service: We believe that scripture commands Christians to love and serve one another. We believe that we are called to help students develop lifelong habits of service.

Christian Worldview: Students develop a strong worldview, rooted in Jesus Christ. This foundation equips them with wisdom, knowledge, and a growing personal relationship with Jesus Christ in order to share the gospel.

Service and Influence: New Life Academy prepares students to influence and serve others, in order to glorify God. This includes respecting those in authority and each other, as well as demonstrating self-control in speech, actions, reactions, and attitude so as to promote the best in others.

Relationships: Building meaningful relationships within the Christian community is essential. New Life Academy fosters relationships among students, families, and staff.

The purpose of Christian Education (Psalms 78:4-7 NIV)

We believe Christian education should be a planned and purposeful activity that leads not only to learning but also to the transforming of the student's identity into a child of God. We train children to know God and to glorify Him throughout life. We guide students to develop knowledge that leads to true wisdom, skills, and godly character. We challenge and encourage students to take their proper position in creation as those who bear the image of God, living in His will (Genesis 1:26-28, Psalm 8, Ephesians 2:10).

STUDENT COMMITMENT

As a student at New Life Academy, it is expected that you will abide by the NLA Code of Conduct. You not only represent Jesus Christ, but our Christian school as well. (Students are to have a parent/guardian read the following and agree to this commitment each year. A parent/guardian signature on the Student Commitment form is required.)

1. Strive for a Christ-honoring attitude and behavior (Colossians 3:12-17, 23-24; Matthew 28:18-20, Philippians 2:1-11).
2. Honor and obey my parents (Exodus 20:12; Ephesians 6:1-3).
3. Do my very best--strive for excellence (Romans 12:3; Ephesians 2:10; Philippians 1:10, 4:8; Colossians 1:9-14; I Peter 1:13).
4. Cooperate respectfully and obey willingly those in authority, demonstrating self-control in speech, actions, reactions, and attitude so as to promote the best in others (Hebrews 13:17; Romans 13:1-5).
5. Make godly choices that help my spiritual growth (Ephesians 5:15-17; Hebrews 12:1-3).
6. Avoid anything that would bring dishonor to Jesus Christ, my parents, and NLA both on and off campus (I Thessalonians 5:22, I Timothy 6:11, II Timothy 2:22). This includes any form of bullying.
7. Be honest, trustworthy, kind, and compassionate (Ephesians 4:32, Proverbs 16:13).
8. Refrain from unwholesome talk, gossip, arguing, and complaining (Philippians 2:14-15, Exodus 20:16, Ephesians 4:29-32).
9. Do not cheat, lie, steal, or copy another's ideas/answers—plagiarize (Deuteronomy 25:16; Exodus 20:15-16; Leviticus 19:11).
10. Submit to the philosophy, policies, and discipline of NLA (I Peter 2:13; Hebrews 13:17; Romans 13:1-5).
11. I will not promote or attempt to convert NLA staff or students to any other form of religion besides Evangelical Christianity.

I agree to the above Student Commitment:

Signed: _____ (Parent/Guardian or Student)

Date: _____

PARENT/GUARDIAN COMMITMENT

(Parents/Guardians are asked to read and sign the Parental Commitment form each year.)

As a parent/guardian I commit to upholding these principles in our home in regard to our children. When other NLA families entrust their children to my care, they can count on me to honor, support, and enforce these principles, as well. I acknowledge and understand that this is the school's position and policy in regards to NLA students, 24 hours a day, 7 days a week.

I will not promote, advocate, proselytize, or attempt to convert NLA staff or students to any other form of religion besides evangelical Christianity. This includes the utilization of written form, speech or technology.

I agree to the above Parent/Guardian Commitment:

Signed: _____ (Parent/Guardian)

Date: _____

ARBITRATION POLICY FOR CONFLICT RESOLUTION

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them.” -Matthew 18:15-20

Because of the counsel contained in the Bible (Matthew 18:15-20; I Corinthians 6:1-8; and Galatians 6:1) and because of the fervent desire of NLA to resolve conflicts in a Christian manner, every conflict or violation which may arise between individuals, has a prescribed grievance process that is to be followed.

- The resolution of any conflict initially is to be resolved at the lowest level possible with only the people who are directly involved.
- Although others may have similar concerns or conflicts, scripture requires that we deal with conflict as an individual and not as a group. Christians are required to speak only to the individual with whom they have the conflict and to no other person. To involve anyone else is gossip and counterproductive. With this in mind, the process is as follows:
 1. STEP 1: Go to the person involved and in a respectful manner ask questions about the situation or concern (parent to parent, teacher to teacher, student to student, teacher to parent, parent to teacher, etc.). Use this information to make an informed assessment and to maintain an open dialogue with that person about your views. The hope is to mutually find resolution at this level. If the issue is not resolved, go to the next step.
 2. STEP 2: Go to the administrator (principal) of the school. If the issue is not resolved, go to the next step.
 3. STEP 3: Request a hearing with the School Board.

FINAL PROCEDURAL GUIDELINES

- All parties will follow the above guidelines for resolving issues of concern and will make sure that other levels have not been bypassed.
- School board members do not operate individually, but as a body. Therefore, step three requires a designated committee to review a situation.
- Only in extreme cases will the Board of Education entertain contacts without utilizing previous steps of the grievance policy. This contact is to be made to the school board president only.
- Anonymous letters or the like will be disregarded. It is an inappropriate manner of dealing with conflict.

TEACHER DISCIPLINE AUTHORITY

Teachers shall uphold the spirit of the school's handbooks. Consequences for minor student misbehavior rest with the classroom teachers and Staff. All Staff and Administration are expected to discipline with kindness, firmness, and love that looks toward the restoration of the student in line with NLA's Discipline Philosophy.

Discipline Philosophy

NLA's Administration, Faculty, and Staff are guided by biblical principles in the area of discipline.

The character qualities related to NLA's discipline philosophies include the following:

obedience -- doing as told without challenge, excuse, or delay (Hebrews 13:7); **respect** -- honoring and esteeming those that God has put in authority (I Thessalonians 5:13); **self-control** -- doing something even when one doesn't feel like it (I Corinthians 9:25a); **honor** -- showing a deep respect for God and others (Hebrews 12:9); and **wisdom** - thinking and doing things God's way (Proverbs 4:7).

When discipline is necessary, it must be administered in the spirit of Galatians 6:1, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

Discipline Principles

The character qualities that guide NLA's discipline principles include the following:

forgiveness -- treating an offender as though he/she has never offended (Colossians 3:13); **discernment** -- seeing things as they really are (Hebrews 11:1); **tenderheartedness** -- feeling the joys and hurts of others (Ephesians 4:32a); and finally, **wisdom** -- thinking and doing things God's way (Proverbs 4:7).

The Purpose of Discipline

The purpose of the discipline policies at NLA are as follows:

1. To assist students in developing a lifestyle that is pleasing unto the Lord as they strive to become more like Him;
2. To facilitate learning;
3. To apply biblical principles in handling daily problems;
4. To provide a consistent pattern of expectations to which students can respond positively;
5. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will;
6. To protect and build respect for the personal rights of fellow students and adults;
7. To protect and build respect for the personal property of persons and organizations;
8. To encourage students to accept responsibility for their words and their actions;
9. To establish standards that would support the biblical instruction that is provided in the Christian home of which NLA is an extension;
10. To encourage complete honesty in all matters;
11. To avoid behavior which may tempt a weaker brother;
12. To protect the integrity of the individual by keeping all disciplinary actions as private as possible

FRAMEWORK FOR DISCIPLINE

Administrators, Faculty, and Staff should use the following steps in seeking to resolve discipline problems.

The seriousness or persistence of the problem will determine which steps should be taken.

1. Teacher issues a Communication Slip (pull a stick or paper slip appropriate to grade) and may also follow step two in appropriate situations.
2. Teacher talks to, counsels, and prays with the student.
3. Disciplinary action is taken, in keeping with the offense.
4. Since students are under the authority of the parents, the parents will be notified any time disciplinary action is taken. NLA Staff members are an extension of the home, not a replacement for it.
5. Parent – Teacher – Student conference.
6. Student referred to Principal.
7. Parent – Teacher – Principal conference.
8. Suspension and/or probation (conditional status) and/or recommendation to the Principal for expulsion.

For some practical help in discipline, schedule a meeting with the Principal and School Board.

II. GENERAL SCHOOL POLICIES AND PROCEDURES

Admissions

Student Enrollment

Open Enrollment: December 1st. Re-enrollment for current families: January 1st.

In order for someone to become a student of New Life Academy, he/she must meet all requirements for admission. Students not meeting requirements in these areas will not be admitted.

- **Application** – An application must be filled out for all students and returned with a \$100 application fee for new students, and a \$25 application fee for returning students. This application fee will be used as a symbol of commitment to enroll your child and hold your child's position in the class.

All information given on the application should be up-to-date and accurate. Completed application information includes: Statement of faith, immunization record or waiver, birth certificate, parent agreement form, pastor recommendation, and IEP/ISP or 504 documentation (if applicable).

- **Appropriate Age** – Students entering Kindergarten must be 5 by August 1st. All students should be toilet trained before entering school. Parents must select either half-day or full-day kindergarten for the first semester and have the option to change at the start of second semester.
- **Student Commitment Form** – We ask parents or guardians to read and discuss the student agreement form with their child and then sign and return it, as this indicates the student understands his/her commitment to NLA.
- **Parent/Guardian Commitment Form** – We ask parents or guardians to read and sign a parental agreement which indicates the support of the parent/guardian of the school's policies and procedures and their willingness to work with faculty and staff as a team in providing the best education possible for their children. The form also affirms the financial responsibility of the parent or guardian to the commitment of prompt and complete payment of tuition and fees in order to ensure that New Life Academy has the financial means to meet the needs of the students that God has entrusted to our care.
- **Immunizations Record** – The office staff should receive this completed information and/or a waiver in order for admission to be complete.

- **Medical Treatment Authorization** – Complete the medical treatment authorization form so that in the event of an emergency and/or inability to reach a parent/guardian, the student can receive medical treatment.
- **Medication Form** – Complete the medication form that gives staff permission to administer over-the-counter medication (such as Tylenol) and/or prescription medication (such as inhalers).
- **Interview** – An interview with the prospective student and parent(s)/guardian will be conducted with school administration before the student will be allowed to complete enrollment. The interview ensures the parent's desire a Christian education for their child, and family beliefs and practices are consistent with the standards, doctrine, and values of the school.
- **Admission Acceptance** – Admissions are reviewed yearly for continuing enrollment. Students who are currently enrolled will be permitted to return on a preferential basis as long as they have maintained appropriate academic, spiritual, disciplinary standards, and have fulfilled their financial obligations.

Mid-year and probationary admissions are offered with certain stipulations and may last up to a nine-week period and are subject to the approval of the administration.

- **Search & Inspection Policy**-NLA reserves the right at all times, while any student, Faculty, or Staff member is on NLA premises or is otherwise on duty, to have the Administration, authorized individuals, or search and inspection specialists conduct searches and inspections of Faculty and Staff and/or any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles for the purpose of determining if such persons are in possession, use, transportation, or concealment of any of the prohibited items and substances of this handbook. Searches will be conducted by two or more individuals of the same gender as the student, Faculty, or Staff being searched.
- **Non – Discriminatory Policy**- The NLA School Board, located at 51 Ridgeway St. in Greencastle, Indiana, has adopted the following non-discriminatory policy: The School, by and through the operation of its educational schools, admits students and employs Staff of any race, color, national and ethnic origin, or sex (biological sex of man or woman as defined in Genesis 1:26-27) with all the rights, privileges, programs, and activities generally accorded or made available to students and Staff of the School. The School does not discriminate on the basis of race, color, national and ethnic origin, and sex (biological sex of man or woman as defined in Genesis 1:26-27) in Administration of

its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs, and hiring practices. Pursuant to applicable federal and state law, the School may discriminate on the basis of religion with respect to (i) students who, in the determination of the School, possess and exemplify a religion or religious belief philosophy that is a harmful deviation in the belief system of and detrimental to the interests of the School; and (ii) hiring Employees which are in contradiction to the schools whose functions serve the School's spiritual and religious-based education missions or whose duties consist of teaching, spreading the School's faith, the School's governance, supervision of a religious order, or supervise or participate in the School's religious education mission.

Academics

Homework

- Homework is crucial for student progress. If a student feels overwhelmed, schedule a meeting with their teacher to create a plan that allows your student to accomplish what they need to with their homework. Homework may include:
 - **Drill and Practice:** Essential for mastering material.
 - **Remedial Activity:** For reinforcing areas of weakness.
 - **Special Projects:** To develop cognitive and reasoning skills.

Homework and Absences

- Students are allowed one day per day of absence to make up work that was missed. If assignments or assessments were due on the day of the absence, those assignments and assessments will be due the day they return to class.
- Late assignments may receive partial credit, depending on the teacher's late work policy.

Communication

Effective communication between parents, teachers, and students is crucial. We will keep you informed through emails, phone calls, text messages, and/or written notices regarding significant school events. Some communications may require a parent's/guardian's signature—please return these as requested. If you have a question or concern, go directly to the person involved (staff member); if the issue is not resolved, then go to an administrator of the school; if the issue is still not resolved, then request a hearing with the school board.

Parent-Teacher Conferences

We encourage teachers and parents to communicate with each other as needed for the benefit of the student. Sometimes, it will be necessary for the teacher and parents to meet in person to discuss a student's needs. Parents or teachers should feel free to set up a meeting. After school hours will probably be the best time for both parties to meet. Scheduled parent-teacher conferences will be held after 1st and 3rd quarters.

Parent Visits

Parents are welcome during the school day as long as they schedule 3 days in advance and with approval of the said teacher. As much as possible, the administration and faculty are available to talk with parents and students about concerns and questions. When a visit to the classroom is necessary, you must check in at the office first, sign in, and receive a visitor's badge.

Grades

Teachers will submit new grades on a weekly basis. Please monitor your child's progress and grades.

Report Cards

Report cards will be sent home every nine weeks and require a parent's/guardian's signature. Any student who has an incomplete at the end of a grading period has two weeks after the end of the term to make up that work and receive an actual grade.

Progress Reports

Progress reports are done at the 4-1/2 week mid-point of the grading term. The report gives both students and parents a "snapshot" of the grade at the moment. This report is designed to advise the parent/guardian of the student's progress and provide an opportunity for the parent/guardian and school to work together in helping their student succeed. Parents/guardians have the responsibility to reinforce and review a skill; a student has the responsibility to listen during class and neatly and accurately complete work to the best of his/her ability.

Student Records

Student records are maintained in both paper copy and digitally. These records are available upon request.

Standardized Testing

Elementary students will take the Iowa Test of Basic Skills in the spring. Students' scores are compared to regional and national norms. Students will also take a Cognitive Abilities Test (CogAT).

Promotion and Retention

Students will be promoted based on their ability to be successful at the next grade level. A student's ability, achievement, and maturity level will be taken into consideration. Parents should be notified by the end of the 3rd grading period if retention is likely and beneficial.

Withdrawal Policy

Student/Family commitment fee is non-refundable. In order to withdraw a child from NLA, parents/guardians must fill out a withdrawal form in the main office. Once a student begins a semester, the parent is responsible for the total payment of that semester, even if they choose to withdraw their student. Transcripts will not be released until all debt has been paid.

Medication Policy

A medication form must be signed before medication can be authorized and administered by a staff member. Parents should drop off medication, along with the prescription and clear instructions. All medicine and prescription drugs must be left in the school office. No drugs or medications (prescription or over-the-counter) are to be in the student's possession. Please mark each medication with the student's name, name of medication, and provide clear instructions for its use. Medication must be in the original container to be administered. This includes inhalers and epi-pens.

Fundraising

Any fundraising activity associated with NLA must first be presented to and approved by the administration. This limits the number of fundraisers and thereby does not place undue financial stress on family, staff, and community.

CELL PHONES & OTHER ELECTRONIC COMMUNICATION DEVICES

Teacher Responsibility in Regards to Student Usage: Students may bring cell phones to school, but they should not use cell phones during classes unless authorized by the teacher for academic purposes only. Phones should be turned off or on airplane mode. Any inappropriate or misuses of electronic devices is strictly prohibited and will result in termination of the students right to use. (This includes inappropriate websites, games, explicit material etc.).

Handheld electronic communication devices (ECD) include: **cell phones, smart watches, tablets, cameras, video games, etc.** While many capabilities of these devices have made life easier, the use of these devices during the school day by students is often the source of disruptions to a positive Christ-centered learning environment. (Emergency phone calls can be made through the main office.)

- These devices may **not** be on the child at any time during the school day, including lunch. ECDs may be kept in the student's cubby/locker, backpack during the school

day and must be on SILENT mode. Students may only use their devices before and after school or if they have been given specific permission from the principal or designee. Students may use their cell phone to make calls in the main office with permission. If a student is using a device outside of the permitted times and permitted location, the device will be confiscated. Confiscated devices will be secured in the main office and may be returned to the student at the end of the day after parent notification. Further incidents will result in parent/guardian pickup ONLY as well as additional discipline.

- To protect the educational environment, the use of air pods/headphones/earbuds during the school day will ONLY be permitted when plugged into student computers and with teacher permission for academic purposes.
- Students are prohibited from using ECDs to capture, record or transmit the words (audio) and/or images (pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless AUTHORIZED BY THE PARENT AND THE PRINCIPAL.
- Use of cellular phones and other ECDs that contain built-in cameras is prohibited in bathrooms or locker rooms.
- Inappropriate misuse

VIDEO SURVEILLANCE/PHOTO & VIDEO RELEASES

NLA premises are monitored and taped continuously by video cameras inside and outside the school to protect the student body and Staff, and to discourage vandalism. The majority of the video cameras and footage are the property of the owner of the facility, New Life Baptist Church (NLBC). Should a question arise that would necessitate the review of video footage, the Administration will work with the NLBC Facilities Manager at his availability to review footage and determine appropriate action when necessary. Parents will not be allowed access to or viewing of video footage unless necessitated by law.

Faculty and Staff may be photographed, videotaped or recorded by NLA representatives (yearbook, etc.) or members of the community press (TV, radio, newspaper). These images or recordings may be used in yearbooks, displays, newsletters, promotions, videos, CDs, DVDs, or other media distributed by the school for advertisement or promotion. Parents or students with reasons for suppressing this information need to contact the school Administration to assure the exclusion of their name or images from such school usages. NLA cannot control or be held liable for the postings of photographs/videos by non-employees in the NLA community.

NLA staff is not responsible for stolen, misplaced, or damaged devices.

Dress Code

Guidelines

School is a child's "place of business" and each child is expected to report to school well-groomed and dressed for work. The work is the process of education, and expressions of individuality are not appropriate when they contribute to disruption or distraction in the classroom. Our dress code is designed to help both parents/guardians and students select comfortable appropriate clothing for the school day. Dressing for the occasion is a lifetime skill.

When selecting clothes to be worn at school, we encourage you to make choices that promote Christian values. Students' clothing should reflect their God-given biological gender, and be neat, clean, comfortable, and in good taste at the discretion of administration. Garments should not be too tight or baggy. Apparel should be in good repair (no holes or rips). Parents may be called and expected to bring a change of clothes if clothing does not meet guidelines.

- Shirts: Shirts must reflect Christian values and should be modest, have sleeves, and not expose a person's midsection. Hoodies that meet these guidelines are acceptable; however, hoods may not be worn in the building—only outdoors.
- Shorts: Shorts must be fingertip length without writing and/or pictures across the seat of the shorts.
- Pants: Pants must fit appropriately – with no writing and/or pictures across the seat. Students may not wear leggings or yoga-style pants unless under skirts, dresses, shorts, and longer shirts. Sweatpants, athletic pants, pajama-type pants are not allowed.
- Dresses and Skirts: Must be fingertip length.
- Shoes: Age/activity appropriate shoes must be worn at all times. No flipflops. Sandals with straps that secure the back of the ankle are fine.
- Accessories: Sunglasses, hats and hoods are not allowed in the school building. Hair should be trimmed and neatly groomed, with only traditional/natural hair colors, and long hair should be neatly tied back/off the face as this can be a distraction to the learning process.

Lost and found items are placed in the main office.

Attendance

School Hours

The school day begins at 8:00 am and ends at 3:00 pm. Students should not arrive before 7:50 am and report to their classrooms immediately upon arrival.

Attendance Policy

It is important that both parents and students take attendance and punctuality very seriously. Dependability, responsibility, and promptness are character traits that are necessary in today's workplace, and we seek to instill those in our young people at an early age. In addition, when a child is tardy, essential instruction time is lost for all students in that class. In order to provide an environment that conducive to excellence in education and effectively prepares our students for success in college and the workplace, the following attendance policy has been adopted:

Excused Absences

Definition: *An excused absence is a period during which a student is not present at school or class, but the absence is justified by valid reasons and acknowledged by the school administration, thereby not negatively impacting the student's attendance record.*

Criteria for Excused Absences:

- **Medical Reasons:** Absences due to medical appointments, illnesses, or emergencies that are documented by a healthcare provider.
- **Family Emergencies:** Situations such as a death in the family, a serious illness of a family member, or other urgent matters that require immediate attention.
- **Legal Obligations:** Absences due to court appearances or other legal matters.
- **Significant Life Events:** Important family events such as weddings, graduations, or the birth of a sibling, provided they are communicated in advance.
- **Pre-approved Absences:** Any other reasons that have been pre-approved by the school administration.

Unexcused Absences

Definition: *An unexcused absence is a period during which a student is not present at school or class without a valid or acceptable reason as determined by the school administration. Such absences are not acknowledged as legitimate and negatively impact the student's attendance record.*

Criteria for Unexcused Absences:

- **Lack of Documentation:** Absences without the required documentation to support the reason for the absence.
- **Non-approved Vacations:** Family vacations or trips that were not pre-approved by the school administration.
- **Oversleeping:** Absences due to oversleeping or missing transportation without a valid and documented reason.
- **Truancy:** Deliberate absence from school without parental or guardian knowledge or permission.
- **Non-emergency Situations:** Absences for personal errands, shopping, etc. that are not considered emergencies.
- **Failure to Follow Procedure:** Absences where parents or guardians fail to notify the school office within the specified timeframe or do not provide the required documentation.
- **Unauthorized Activities:** Participation in non-school-sponsored activities or events without prior approval from the school administration.

Students are expected to be in class. If a student is excessively absent, essential instruction time is lost and a grade of incomplete will be given for that class until instruction time has been made up.

- Students are allowed only 9 absences per year.
- After 9 absences, there will be a mandatory meeting with parents, students, and administration to develop an action plan to help the student be successful. (The Indiana Department of Education strongly encourages schools to notify the department of Child Protective Services of excessive absences and tardies.)

Students who are absent three days or fewer must bring a written excuse from the parent/guardian upon returning to school. Except for childhood diseases, a doctor's verification will be required for an absence of more than three days.

If the parent/guardian needs to take his/her child out of class during the day, a note should accompany the child that day with a specific time stated. Parents/guardians should always **come to the office first to sign out the child. The child will then report to the office.** If the student returns/he/she must sign in at the office and get a pass to return to class.

- All absences and tardies, whether excused or unexcused, will be recorded on the report card.
- Excused tardies will be granted for medical appointment reasons. A note from the parent/guardian or doctor should be given to the office upon arrival to school.

- Unexcused tardies are all other tardies for non-appointment reasons. Students must attend at least a half-day of school (4 hours) in order to participate in school events that afternoon or evening.
- Scheduled field trips are an extension of the learning process. Attendance is expected, not optional.

Parents/guardians are responsible to call the office by 9:00 a.m. to report a student's absence. Homework should be requested at this time.

School Closings

Occasionally the school will need to be closed due to weather. School closing information will be posted on the NLA Facebook page.

Student Messages

Only emergency messages will be delivered to students.

Spiritual Life

Part of our mission at New Life Academy is to create and maintain a Christian environment for our students and staff. In addition to having a Christian atmosphere at school, we desire to equip our students to live a distinctly Christian life in the world around them and to shine as lights for the Lord.

Personal Testimony

We desire for each student to begin to develop a relationship with Christ in his or her elementary school years. We desire for each student to have a personal relationship with Christ as his or her Savior. We will not allow a new student to enroll unless he or she displays a willingness to learn and grow in Christ. We strongly encourage each student to be committed to being a part of a local church.

Bible Instruction

The Bible and scripture are integrated throughout the curriculum. It is the desire of New Life Academy that students not only learn the Bible, but be able to apply its truths in everyday life. We define marriage as between one man and one woman, as noted in scripture (Genesis 2:24).

Chapel

All students will attend a weekly chapel that will focus on the teaching of God's word as we address spiritual issues that are relevant and appropriate to their age group. The primary purpose of chapel is to promote spiritual growth in the lives of our students.

CONDUCT AND EXPECTATIONS

PRINCIPLES OF CHRIST-CENTERED CONDUCT

Although our culture is constantly changing, NLA is fully committed to upholding a Christ-like example based on the Bible. A strong connection exists between what one believes and how one behaves. We must allow the Holy Spirit to filter thoughts, attitudes, speech, actions, reactions, and decisions through enduring truths of the Bible. Therefore, the following principles of Christ-centered conduct are to be the hallmark of administrators, school board members, faculty, staff, coaches, students, and parents.

- C – Christ likeness – Committed to the principles of Christ and living life His way.
- H – Humility – Submission to God and looking out for the welfare of others before self.
- R – Respect – Seeing others through God’s eyes and treating them accordingly.
- I – Integrity – Honorable behavior at all times.
- S – Service – Meeting the needs of others.
- T – Truthfulness – Honesty in all interactions without any deception.

New Life Academy elementary discipline plan encourages the student to assume responsibility for his/her own behavior. Students are motivated and encouraged to attain appropriate behavior that is based on respect for God and man.

All elementary teachers follow a discipline system that enables the student to reflect on his/her behavior and then, if necessary, correct the behavior to better mirror Christ and His teachings/scripture.

Teachers will warn the student of improper behavior and allow him/her the opportunity to correct his/her behavior. Furthermore, teachers will communicate with parents/guardians via phone call or email, and may refer the student to the principal if the negative behavior is not resolved, disruptive to learning, and/or requires additional discussion, consequences, or follow-up.