

## Table of Contents

<u>Subject</u>	<u>Page</u>	<u>Subject</u>	<u>Page</u>
Purpose/Mission Statements .....	2	Check Policies .....	10
Statement to Parents.....	2	Drop Boxes.....	10
Affiliation.....	2	Holidays, Illness, and Vacations.....	10
Academy History .....	2	Extended Care Fees .....	11
Statement of Faith .....	3	Lunch and Snacks.....	11
Notice of Non-Discrimination Policy .....	3	Questions and Concerns .....	12
Curriculum .....	4	Book Bags .....	12
Bible.....	4	Chapel.....	12
Report Cards & Progress Reports .....	4	Extended Care .....	12
Promotion and Retention .....	4	Family Information.....	12
Conferences.....	4	Field Trips .....	12
Parent/School Communication.....	5	Fire Drills.....	12
Homework.....	5	Fund Raisers .....	13
Standardized Tests .....	5	Illness .....	13
School Hours.....	6	Inclement Weather.....	14
Early Departure from School .....	6	Kindergarten Rest Time .....	14
Attendance/Tardies .....	6	Library.....	14
Arrival and Departure Procedures.....	6	Lost and Found.....	14
Visitors.....	6	Parties and Birthdays.....	14
Student Conduct.....	7	PE .....	14
Discipline Guidelines .....	7	Pictures .....	14
Suspension .....	7	Restrictions for Child Pickup .....	15
Probation / Expulsion.....	7	Special Classes .....	15
Withdrawal.....	8	Supplies .....	15
Disabilities .....	8	Telephone .....	15
Media and Personal Items .....	9	Student Appearance.....	16-17
Tuition Payment Plans .....	10	Uniforms.....	16-17

# **NEW LIFE CHRISTIAN ACADEMY**

## **PURPOSE STATEMENT**

New Life Christian Academy seeks to ensure that every child realizes his/her full academic potential as a person who has been uniquely created by God. Our purpose is to see that our children have every opportunity and the proper training to reach their academic and spiritual goals.

## **MISSION STATEMENT**

New Life Christian Academy desires to inspire in every child a love of learning, the means to acquire sound knowledge from a Christian world view, and Godly character to guide them in taking this knowledge out into the world. **We recognize the Bible as our only standard for instruction in daily living and spiritual lifestyle.**

## **STATEMENT TO PARENTS**

New Life Christian Academy recognizes and respects the parental responsibility to guarantee each child the best education possible. It is our goal to partner with parents and to be an extension of the character training, education, and biblical practices begun in the home. In order for us to provide a quality education for each child, we expect parents to interact with and support the teachers, to closely monitor their child's schoolwork, to praise and encourage their child in his/her efforts at school, to provide an appropriate study environment at home, and to uphold the policies of the school.

## **AFFILIATION**

New Life Christian Academy is an approved private Christian school through the North Carolina Department of Non-Public Education.

## **ACADEMY HISTORY**

New Life Fellowship Church was organized in August of 1989. Shortly afterwards, under the direction of the founding pastor, Art Webb, the congregation bought a 5,700 square foot church building with 10 acres of land on Poplar Tent Road in Concord, North Carolina. This was purchased from the Western Conference of the United Methodist Church and is our current location.

In the fall of 1992, realizing the need for more space, a new 8,000 square foot addition was constructed to provide a new sanctuary and classrooms. Because the church has always had a passion for the ministry of children, in 1995, New Life Child Development Center was founded. Then in 1997, New Life Christian Academy began with five students. As the ministries of the church began to grow, so did the need for more space. In 1999, a 12,500 square foot multi-purpose building was constructed. The church has been blessed with opportunities to purchase additional parcels of property adjacent to its property giving the church a total of 18 1/2 acres of property.

New Life Christian Academy is a ministerial outreach to the people of Cabarrus and the surrounding counties. New Life Christian Academy exists under the leadership and guidance of New Life Fellowship Church.

## **STATEMENT OF FAITH**

Without apology, New Life Christian Academy holds to the sixteen tenets of faith of New Life Fellowship Church of Concord, North Carolina.

1. The Scriptures Inspired
2. The One True God
3. The Deity of the Lord Jesus Christ
4. The Fall of Man
5. The Salvation of Man
6. The Ordinances of the Church
7. The Baptism in the Holy Ghost
8. Evidence of Baptism in the Holy Ghost
9. Sanctification
10. The Church and its Mission
11. The Ministry
12. Divine Healing
13. The Blessed Hope
14. The Millennial Reign of Christ
15. The Final Judgment
16. The New Heavens and the New Earth

## **NOTICE OF NON-DISCRIMINATION POLICY**

New Life Christian Academy does not determine admission on the basis of race, color, national or ethnic origin, or denominational affiliation. We extend all the rights, privileges, programs and activities generally afforded or made available to all of the students at the school.

# ACADEMICS

## CURRICULUM

New Life Christian Academy uses the A Beka Curriculum for lower elementary grades. For higher elementary through 12<sup>th</sup> grade, we use various curricula that enables our students to reach their fullest academic potential. Teachers use a variety of teaching strategies to help students seek mastery learning in each subject. The truths of the Bible are woven into each class. Each day, all classes begin with a Bible lesson. We hope to plant into each child the desire to be a life-long learner.

## BIBLE

Because we recognize the importance of daily Bible study, scripture is woven into the subjects that are taught at New Life. We are privileged to teach Science from the perspective of studying God's word. History and Social Studies are studied in a manner reflective of the Biblical world view with a determination to learn from our present and past mistakes.

## REPORT CARDS AND PROGRESS REPORTS

All grade levels adhere to the nine-week grading period. Each student will be evaluated according to the following grading scale. Grades determine student placement on the honor roll. Report cards will not be issued at year-end and records will not be released to potential schools if any money is owed to NLCA for fees such as enrollment, tuition, library books, lunch/snack, etc.

### **Academic Scale**

A+	99-100	B+	90-92	C+	83-84	D+	75-77
A	96-98	B	87-89	C	81-82	D	72-74
A-	93-95	B-	85-86	C-	78-80	D-	70-71
F	0-69	S	Satisfactory	N	Needs Improvement		

Progress reports will be issued by teachers mid-quarter for each student.

Kindergarten students will be evaluated on a non-graded basis. The letter designations used for them will be explained on the report cards and progress reports.

## PROMOTION & RETENTION

We understand that all children learn and comprehend concepts at a different pace. We work closely with parents to determine the level of learning their child should be on. If a student is demonstrating difficulty in pivotal subjects, we may recommend retention or supplemental tutoring to achieve promotion.

## CONFERENCES

Parent-Teacher Conferences are offered in conjunction with the issuance of report cards. There will be times offered during a Teacher Work Day for conferences. A sign up sheet will be sent home by the teacher. Please use this sheet to communicate with the teacher the times that would be best for you to have a conference. New Life strongly recommends that every parent meet with their child's teacher on conference day. This will allow you to sit down with the teacher and go over your child's academic progress.

## **PARENT/SCHOOL COMMUNICATION**

At student orientation, families will receive a Student Planner for each student. Students must bring their planners to class every day and take them home each night as a tool of communication between students, teachers, and parents. Students will write down daily assignments and homework and the weekly page will also indicate behavior for the day, notes from the teacher or reminders. **Parents must sign planners each night.**

If there is ever a question you have concerning your child's work, please feel free to request a teacher conference.

## **HOMEWORK**

Each student's daily work effort will determine the amount of homework, if any, that will be assigned. When homework is assigned, it must be completed and turned in the following school day.

If a child is out for an extended period of time, parents are responsible for securing assignments so that their child may continue to stay on track with the class.

## **STANDARDIZED TESTS**

We are required to administer achievement tests each school year to students in grades 3, 6, 9, and 11. These tests are administered in the spring of each school year.

## **PROCEDURES FOR ATTENDANCE AND VISITING**

### **SCHOOL HOURS**

Classes begin promptly at 8:00 AM and end at 2:45 PM. Students may enter the building as early as 7:30 AM without enrolling in the extended care program and may be picked up as late as 3:00 without enrolling in extended care. Before school extended care operates from 6:30 AM to 7:30 AM, and after school extended care operates from 3:00 PM to 6:00 PM.

### **EARLY DEPARTURE FROM SCHOOL**

Students may leave the school early when a note signed by the parent is sent to the teacher the morning the student is to leave early or the parent calls in advance to alert the staff of this change. All students must be signed out in the school office while the staff member retrieves them from the classroom. Please see "Visitors" section of this handbook.

### **ATTENDANCE/TARDIES**

Excused absences due to illness, death in the family, or medical appointments are acceptable. If your child needs to be absent for other reasons such as family vacation or visits with relatives, arrangements must be made in advance. After an absence, a child needs to bring a dated note signed by a parent to the teacher explaining the absence. **If a student is absent three (3) or more consecutive days due to illness, a doctor's note must be presented in order for the absence to be excused.**

**More than twenty-five (25) days of absences may result in the student's retention. If a student has more than 25 absences, the decision to pass to the next grade must be made through a conference with parents, teacher, and administration. According to the State of North Carolina Department of Non-Public Education, a student is absent if they are not in school at least four hours in one school day. Tuition in all grades continues during any absence.**

### **ARRIVAL AND DEPARTURE PROCEDURES**

Students should be dropped off at the front entrance between 7:30 AM and 8:00 AM. Students dropped off between 6:30 AM and 7:30 AM must be enrolled in before-school care and dropped off at the lower daycare entrance. Any student arriving after 8:00 will be considered tardy and must be signed in by the parent. Five (5) unexcused tardies will equal one (1) unexcused absence.

Students must be signed out at departure, and may not be picked up in the classroom, the hallway or any other entrance to the school other than the one designated for pick-up. Students designated as car-riders will be brought to your car at the front entrance.

Parents who need alternative arrangements for their child's pickup will need to call the school prior to 2:15 PM or accommodations by our staff cannot be made. These accommodations include sending an alternate person to pick up the student, a need to pick up the student prior to 2:45 PM at the office, a need to stay in extended care due to an emergency, or the need to be a car-rider for the day when the child is typically enrolled in extended care.

### **VISITORS**

Visitors are always welcome at our facility; however, you must first report to the office to secure a visitor's badge. **Parents must come to the office before going to the classroom at any time during the school day.**

# CONDUCT AND DISCIPLINE

## STUDENT CONDUCT

The classroom is a place of learning for all students. Therefore, it is the responsibility of each child to obey the class and school rules that are necessary for the school to function in a way that pleases God.

The Administrator will exercise the right to suspend or expel any student who constantly disrupts the learning process by disobeying outlined school policies and procedures. Every effort will be made to design and implement workable solutions for each enrolled child. However, if the conduct or attitude of any parent or student compromises the integrity and reputation of the ministry at NLCA, expulsion will be implemented.

Proper behavior is expected not only in the classroom, but also in all school-related activities. Students attending extended care must adhere to the applicable rules and policies therein.

The teacher needs to be in full control of the classroom so that a learning environment conducive to student success may be maintained. Each teacher establishes rules in the classroom, which must be obeyed without question.

The general rules each student must obey are as follows:

- ❖ Remain respectful at all times and listen to your teacher and follow directions.
- ❖ Speak and act with kindness toward everyone.
- ❖ Maintain self discipline.
- ❖ Come prepared for class.

## DISCIPLINE GUIDELINES

NLCA expects full cooperation from both students and parents in the education of every student.

**Students at NLCA are expected to obey, be honest and respectful, and stay within legal and moral guidelines.** Therefore, a student will be reprimanded for disobedience, dishonesty, disrespect, or any illegal or immoral action or behavior.

## SUSPENSION

During suspension, students will not be allowed on the school property. Suspension denotes that the student and their behavior have been removed from the school environment. The Administrator reserves the right to decide if the suspended student may complete tests or graded materials.

## PROBATION

Students may be placed on enrollment probation for insufficient academic progress or failure of the student and/or their parent to comply with policies. Students on enrollment probation will receive written notice stating the reason(s) for the probation, and the goals that must be completed to maintain enrollment in the academy.

## EXPULSION

Students will be expelled for the following offenses: chronic non-compliance, parental non-payment, destruction of property, recurring aggressive behavior, fighting, communicating a threat, possession of a weapon, or any action or attitude of the student or parent that the Administrator feels is in opposition to the policies of the school. Decisions in matters of expulsion are final. Review or appeal to the church board for re-enrollment cannot be considered for one full year.

## **WITHDRAWAL**

Withdrawals from school must be made through the school office by filling out a withdrawal form. All tuition and applicable fees continue until the withdrawal form is completed and submitted to the Administrator. **Students who have attended one or more days of any month will owe the full month's tuition. Student records will not be transferred until all fees are paid in full, including lunch fees and library books.**

If at any time during the school year you feel a need to withdraw your child, please set up an appointment with the Administration to discuss the reason for withdrawal.

## **DISABILITIES**

Occasionally, students require care and expertise beyond the scope of our training. Certain disabilities such as hearing or sight deficits, attention disorders, or learning differences hinder the child (and sometimes their classmates) from achieving the full mastery of concepts. Recognizing that without specialized equipment, medication, or training some students with disabilities cannot work to their full potential, we reserve the right to require that a child be tested and treated by a professional for disabilities, deficits, or disorders if the problem significantly impacts the learning environment or hinders the child from successfully mastering academic concepts. If a physician or specialist recommends that the child must be on medication or use supplemental equipment (glasses, hearing aids, etc.) during school hours, the parent will be required to continue as prescribed without fail. Failure on the part of the student or parent to do whatever is necessary to ensure a student's academic success is cause for dismissal.



## **MEDIA AND PERSONAL ITEMS**

Scripture tells us that everything we are exposed to impacts our spiritual, moral, and intellectual life, whether for our benefit or to our detriment. The Bible should be applied as the standard by which we judge the appropriateness of media content. Film, TV, and music are not evil, but their context and content contribute to the overall moral environment of the home and of the Christian school the student attends. As a school and as parents, we must be aware of the impact of media on our children's spiritual and moral growth. The policy of NLCA is to forbid students from bringing to school or discussing music, magazines, books, videos, toys, movies, games, book bags, or other items that do not openly and purposefully uplift Christ and his believers. Items brought to the school that are considered contrary to this standard, scary to small children, or harmful to the Christian testimony of the school or its students will be confiscated. Successive breaches of this policy will result in disciplinary action. **Weapons of any kind - real or toy- may not be brought onto school property.**

NLCA does not accept responsibility for damaged, stolen or misplaced personal items of its students. **Students may not bring electronic, video, or audio equipment to school without receiving specific permission to do so.**

In this age of technology, it is common for students to have a cell phone with them at all times. However, during school hours, cell phones must be kept in the student's back pack or in a teacher designated place in the classroom. If at any time a student chooses to remove the cell phone from their back pack, the teacher will immediately take possession of it. The parent will be given the phone when their child is picked up at the end of the school day.

**When a concern arises, NLCA reserves the right to search personal property of students, such as vehicles, lockers, book bags, lunch boxes, etc. If needed, appropriate action will be taken.**

## FINANCIAL POLICIES

### **TUITION**

Tuition payments are due on the first of each month beginning August 1, and ending May 1 of each school year. If you choose the 12 month payment option, those begin on June 1 and end on May 1 of each school year. Late fees of \$25.00 are billed to accounts not paid by the 10<sup>th</sup> of each month. Students are suspended for non-payment if tuition is not paid by the 30<sup>th</sup> of the month.

**Important: Students attending one day or more of any month will owe the full month's tuition.** The school will not bill you for the tuition payments. They are due according to the above payment schedule. Payment types accepted are cash, check, money order, or cashier's check.

### **CHECK POLICIES/LATE FEES**

A late fee of \$25.00 is charged to accounts not paid by the 10<sup>th</sup> day of the month. This fee will not be refunded. **Please be aware that our payment policies are strictly upheld in order to provide compensation for our teachers and staff.**

### **CHECK POLICIES/"HOLD" OR POST-DATED CHECKS**

Post-dated checks or checks marked "Hold" will not be accepted. Checks submitted will be deposited the same business day.

### **CHECK POLICIES/RETURNED CHECK**

A \$20.00 fee will be added to tuition for any checks returned from the bank as unpaid. We will expect the \$20.00 fee, along with the amount of the returned check, in cash. Late charges and suspension policies for non-payment will apply until the late fee and tuition payment are made in cash to cover the returned check. After an account has accumulated two returned checks, they will be put on a cash only status.

### **DROP BOXES**

For your convenience, there is a payment drop box located at the daycare entrance to the building. You may also give your payment directly to Mrs. Henry. We ask that you do not send your payment with your child or leave a payment on an unattended staff member's desk.

### **HOLIDAYS, ILLNESS, AND VACATIONS**

The annual tuition is divided into equal monthly payments as a convenience to the parents. Because the tuition is based on the **annual** cost of educating each child for the school year, we do not prorate tuition for holidays, illnesses, or vacations.

## **EXTENDED CARE FEES**

Morning (6:30 - 7:30 AM), afternoon (3:00 - 6:00 PM) and special day (6:30 AM - 6:00 PM) Extended Care are included in the same monthly fee. Students who need Extended Care must register to attend. Enrollment in the Extended Care program is a commitment to monthly payments for the entire school year, regardless of your child's attendance. Charges for this program are as follows:

Registration Fee	\$ 75.00 (annual)
Per Month	\$130.00 (1 student)
"Drop-ins"	\$ 35.00 per day (special days)
"Drop-ins"	\$ 10.00 per afternoon (school days)

## **LUNCH & SNACK**

Students will have the opportunity to purchase lunch every Tuesday, Wednesday, and Friday, at a cost of \$3.50 per day, or they may bring their own lunch. If a student orders all 3 days, the cost will be \$10.00 for the week, otherwise, the \$3.50 per day cost applies. Milk is included with paid lunches. **Every student must bring their lunch on Mondays and Thursdays.**

Student lunch forms, along with any money due, should be turned in on the first day of the week that students are present. **No lunch charges will be allowed.** Parents will be called if a student does not bring lunch money or bring a packed lunch. Prices are subject to change during the school year.

Teachers determine if the students in their classroom will have a regularly scheduled morning snack. This will be discussed fully at student orientation.

It is recommended that snacks and lunch brought from home consist of nutritionally valued food. Candy is not acceptable for snacks. Students may have water, fruit juice, or milk for snacks and lunch. According to state law, students may not have caffeinated or carbonated drinks while under our care.

**Please note: Students in 6<sup>th</sup> grade and above will have access to microwaves. However, they will be responsible for cleaning up after themselves. Students will lose their microwave privileges if they do not keep the microwaves clean.**

## **GENERAL POLICIES**

### **QUESTIONS AND CONCERNS**

During the year, you may have questions or concerns about the administration of school policies. In this event, please follow these steps in the outlined order to resolve any miscommunication:

1. Contact the teacher involved. This can be done by calling the school office and the teacher will be given a message to call. You may also use your child's student planner to request a phone call from the teacher. Phone calls will be returned after 2:45.
2. Listen fully to what the staff member or teacher has to say and be committed to arrive at a solution.
3. If the concern or question cannot be alleviated, contact the Administrator to seek a solution.

### **BOOK BAGS**

Students will be allowed to bring book bags to school. Please remember that we are a Christian organization therefore book bags with offensive material printed on them are not permitted.

### **CHAPEL**

NLCA has chapel services each Wednesday at 8:30 A.M. Chapel services consist of songs and short object lessons and will last about 30 minutes. Additionally, systematic Bible studies are held in the classrooms every day. Chapel attendance is a vital part of continued Christian education. Parents are invited to attend all chapel services.

### **EXTENDED CARE**

The school staff cannot be responsible for students before 7:30 AM or after 3:00 PM. Any student arriving before 7:30 AM must go to morning extended care.

Students remaining on the school premises after 3:00 PM are required to go to extended care. Parents are then required to enter the building in order to sign their children out, and will be responsible to pay extended care fees regardless of the time actually spent in extended care. This is required for the protection of the child, the parents, and the school.

See "Extended Care Fees" in the financial section for details of charges.

### **FAMILY INFORMATION**

Please notify the school of any changes of telephone numbers, address, emergency numbers, place of employment, or persons authorized for pickup.

### **FIELD TRIPS**

Students will take field trips during the school year. Parents will be informed in advance to secure your permission for the trips. This information will be given to you in your child's Student Planner. Extra costs may be incurred for field trips.

Transportation to the field trips takes place on the school van, or with an authorized parent. If you plan for your child to be transported with another parent, you must give written permission prior to the day of the field trip.

### **FIRE DRILLS**

NLCA conducts Fire Drills on a monthly basis. NLCA also has an emergency plan and conducts drills for lock-down status procedures, earthquakes, tornados, or hurricanes.

## **FUND RAISERS**

NLCA students will participate in one fundraiser each year, our Spring Walk-a-Thon. The purpose of this fundraiser is to offset expenses for teacher and classroom supplies, teacher training, educational equipment, math manipulatives, sports equipment, audio-visual equipment, and more. Sales or advertisements of any other kind are not permitted.

## **ILLNESS**

Each student is to have a current emergency card on file in the office. Please notify the office regarding changes in name, address, telephone numbers of home, father's work, mother's work, and emergency phone numbers. You must also provide the names and telephone numbers of people who may pick up your child at any time or be contacted if we are unable to reach you.

If your child becomes ill and is unable to remain at school, you will be contacted. Your child will be taken care of in the office until you arrive. A sick child cannot stay at school; therefore, the parents are expected to make necessary arrangements when this problem arises. If he or she is not well enough to participate in the daily school activities, they should remain at home. **Children who have a fever of 101.0 degrees or above, rash, vomiting, diarrhea, or who have not sufficiently recovered from an illness should remain at home.**

Parents should notify the teacher and office of any allergies or special health concerns.

**Medication:** If your child must take medication during school hours, the Mrs. Henry will administer the medication. **The parent/guardian must bring the medication to the office (not via the student) and complete a medication form with full details regarding dispensing.** Written instructions include the child's name, name of the medication, purpose of the medication, time to be administered, dosage, possible side effects, and termination date for the dispensing. If the medication is a prescription, all instructions on the form must follow those on the prescription. Medication will not be administered without a parent's signature on the completed form. Medication must be in the original container. Parents should come to the office to obtain the medication when it is no longer needed, as it will not be sent by way of the student. We do not dispense Tylenol, Benadryl, calamine, or other medications unless you provide us with the medication and the properly completed medication form.

According to law, **all medications must be kept in the school office.** Parents and children will not have access to any medication brought except through the office personnel.

Children will go outside while at school as long as the weather permits. We do not keep children inside with the exception of severe cold, damp conditions, ice, snow, hail, strong winds, or a red ozone warning (and sometimes orange if a student in the class has a medical excuse demonstrating a need to stay inside on orange ozone days).

### **INCLEMENT WEATHER**

If the need arises to have a delay or closing, teachers will call each family with the information. Please be sure that your child's teacher has the correct contact number for you.

While we take into consideration the decisions of our friends in the Cabarrus County Schools, NLCA does not always follow their decisions regarding closings or delays.

### **KINDERGARTEN REST TIME**

K5 students will be given a rest time every afternoon immediately following recess. During the course of the year, we will phase out rest time to prepare students for first-grade.

### **LIBRARY**

Students in grades K5 – 5<sup>th</sup> will have a 30 minute library time every Tuesday afternoon. Books may not be checked out if one has not been returned. Report cards will not be issued at year-end if any book from the school library has not been returned or paid for. The replacement fee for each library book is \$10.00.

### **LOST AND FOUND**

Found articles will be taken to the school office. Items that remain unclaimed at the end of the school year will be donated to a local charity.

### **PARTIES**

Teachers will send out information about class parties. These are typically celebrated near holidays. Treats for parties must be **commercially prepared and individually portioned** according to state sanitation laws. Bakery prepared cupcakes or cookies, Little Debbie snack cakes, and frozen treats (ice cream sandwiches, etc.) work well. Parents are encouraged to be involved in the various classroom activities, such as volunteering to be a class parent.

Parents may send treats for their child's birthday for his or her class to enjoy. Please minimize items that are brought in, such as gifts and treat bags. Additional guests should be limited to members of the "immediate family". It is not a birthday party, but rather a treat for the class to celebrate with the birthday child. Treats such as cookies, cupcakes, brownies, ice cream, or soft candy will be a great way to celebrate this special snack time. You must arrange the special celebration date and time in writing with the teacher.

### **PHYSICAL EDUCATION**

All students will be involved in Physical Education/Recess each week. It is designed to give them exercise, to teach them about different sports, and to teach them good sportsmanship. Students in grades 6<sup>th</sup> – 12<sup>th</sup> may dress out for P.E. if they wish. Students will need to bring their own gym clothes.

### **PICTURES**

Student pictures are taken twice a year, once in the Fall and once in the Spring. We will take individual and class pictures that the parents may purchase if they wish.

### **RESTRICTIONS FOR CHILD PICKUP**

NLCA does not provide transportation for students.

If a parent is disallowed from requesting his/her child's information , or from picking up that child (children), NLCA must have on file in the office a certified copy of the court order of final judgment supporting this restriction. Once a court order (including custody agreements and restraining orders) has been instituted, we are not allowed to deviate from the agreement to suit the custodial parent's wishes. For example, if a court document states that a child is to be picked up from the school exclusively by his/her father or mother every other Friday, NLCA will disallow pick-up, except on those days, even if we receive express permission from the custodial parent. Once a court official intervenes in custodial or domestic issues, the school and the parent lose their prerogative to make alternative arrangements.

### **SPECIAL CLASSES**

Through out the school year, students at NLCA will have the opportunity to participate in special classes, such as Art, Library and Computer Lab. At Christmas, they will also participate in a music/drama program for the parents.

### **SUPPLIES**

Supply lists are available at Orientation or through the school office. Families are responsible for the provision of supplies. Having the correct supplies on hand will make each student's job easier.

### **TELEPHONE**

Students are not permitted to use the school phone during class time except in cases of emergency. Our staff will be happy to deliver messages to students and faculty so that they may call a parent(s) at a convenient time during the day.

# STUDENT APPEARANCE GUIDELINES

## BODY PIERCINGS

Boys are not permitted to have any piercings, ears included. Girls may not have piercings other than on the ear lobes.

## HAIRSTYLES

To ensure a non-disruptive learning environment, hairstyles must be neat in appearance. For boys, the back must be above their shirt collar. Hair must be kept out of the student's eyes, both boys and girls. Boys are not permitted to wear pony tails or "man buns". Please see the Administration for any questions concerning your child's hairstyle.

## UNIFORMS

Students should be well groomed at all times. All clothing must be neat and clean. Shirts are to remain tucked in at all times. Students in K5 are not required to wear a belt; they should not wear one until they are able to do so and still toilet independently. Students in K5 need to bring a change of clothes to be kept at school. While NLCA does enforce the uniform guideline strictly, we do have the children involved in active recess. Therefore, parents should be aware that the students could have spills and dirt on their clothing from time to time. **It is encouraged that shorts be worn under any jumpers or skirts the girls wear.**

As the cost for school uniform clothing rises, please understand that you are not required to purchase actual uniform brand clothing. As long as the clothes comply with the color restrictions, your child will be considered "in uniform".

There is no color restriction on footwear; however, for safety reasons, shoes must have enclosed toes and heels.

Each student will receive an NLCA t-shirt on Orientation Night. These shirts can be worn on Fridays or field trip days.

## GENERAL GUIDELINES FOR ALL STUDENTS

- Jeans and NLCA t-shirts may be worn on Fridays and field trip days. **If jeans and NLCA shirts are not worn, students must wear the regular uniform.**
- Pants may not be tight, baggy or torn.
- If pants have belt –loops, a belt is required to be worn, except for K-5 students.
- Boys may not wear chain accessories to school either on the belt or around the waist.
- When uniform guidelines are not followed, the parents will be notified via the Student Planner.
- On non-uniform days, clothes must be modest, neat, of correct size for the child, and consistent with NLCA standards. Please follow the specific directives given for each non-uniform day. All student clothing must meet the approval of the administration. Tight, oversized or baggy clothing is not acceptable or appropriate for school wear.
- Continued refusal to comply with Uniform Guidelines may result in detention or suspension.



## **GIRLS UNIFORM GUIDELINES**

### **Monday through Thursday**

Solid navy blue, white, or red knit collared shirt with buttons  
(Short or long-sleeved) (No tank tops, halter tops, or t-shirts)

Solid navy blue, white, or red turtleneck

Navy blue or khaki skirts or skorts

Navy blue or khaki slacks, capris or shorts

**(6<sup>th</sup>-12<sup>th</sup> grade students may also wear black pants/shorts)**

Navy blue or khaki jumpers

Black belt (1<sup>st</sup> and above)

## **BOYS UNIFORM GUIDELINES**

### **Monday through Thursday**

Solid navy blue, white, or red knit collared shirt with buttons  
(Short or long-sleeved) (No tank tops or t-shirts)

Solid navy blue, white, or red turtleneck

Navy blue or khaki slacks or shorts

**(6<sup>th</sup>-12<sup>th</sup> grade students may also wear black pants/shorts)**

Black belt (1<sup>st</sup> and above)

*School Administration reserves the right to add or change any content of the Student Handbook. Parents will be notified of any changes or additions.*