



# Upper School and Middle School Student Handbook 2019-2020

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# WELCOME!

Do you know how incredible YOU are?

You are:

- Created in the image of God – You have an amazing ability to love, to think, to learn. “... in the image of God He created him, male and female He created them.” (Gen. 1: 27)
- Known and loved by your Creator – Because He made you, He knows what you’re good at and knows those subjects that will be a challenge to you. He loves you just the way He made you. “I am the good shepherd; and I know My own, and My own know Me.” (John 10:14)
- Rescued from the power of sin – God’s love for you caused Him to send His Son, Jesus, to pay the penalty for your sins and provide the way to Heaven, forever. “For God so loved the world, that He gave His only begotten Son, that whoever believes in Him should not perish but have eternal life.” (John 3:16)
- Given all that you need to be all God made you to be – He has provided you with the tools and the power to use what He has given you, in school and in life. “For God has not given us a spirit of timidity but of power and love and discipline.” (I Tim 1:7)

Do you know how incredible the person sitting next to you is? Just as incredible as you are! “... love your neighbor as yourself.” (Gal. 5:14)

And that leads us to respect (honor):

- Because you are incredible in God’s eyes – you respect yourself.
- Because others are incredible in God’s eyes – we respect each other.
- Because all we have is from God – we respect what we have.

Students at New Life Academy are privileged to participate in a Christian education. We study, work, and play in a school where respect for self, others, and property creates a safe and enjoyable learning environment. We (parents, students, and faculty) commit to grow together in Christ through respect, responsibility, and accountability.

Welcome to New Life Academy and have a terrific year!

Robert Lynn Atkinson  
Middle and Upper School Principal

## PHILOSOPHY

New Life Academy was established in 1977 as a ministry of New Life Church with the express purpose of providing quality education in a Christian environment.

### I. Mission

New Life Academy will educate and energize each student to impact their world for Jesus Christ and to reach their full potential in scholarship, leadership and service out of love for God and one another.

### II. Vision

New Life Academy will provide an exceptional spiritual and educational learning experience which will equip students to fulfill God's unique purposes for their lives. We will create an environment in which faculty, staff, students and families treat one another with Christ-like love in all circumstances. We are committed to growth in response to our delivery of excellence and continuous improvement in academics, athletics, and fine arts as well as our ability to build character and produce Godly leaders. We will teach and model high performance, integrity and Christian values at a tuition cost which is well worth the investment. We will remain financially disciplined to ensure that our facilities, programs, technological capabilities and needs-based financial assistance fully support the Academy's Vision.

### III. Core Values

We strive to glorify God in all we do as we spiritually, academically, and relationally develop the students entrusted to us. In so doing, we will:

- A. **Pursue excellence in educating and preparing students for life.** We seek high performance in living out lives of higher purpose. We will challenge students to grow and do their best in academic pursuits, extra-curricular activities, and service to others. As a Christian educational organization, we are committed to continually improve our curriculum, programs, and operational performance.
- B. **Teach and model an authentic Christian life and world view.** In all that we do, we will model, equip, and motivate students toward a Christian world view that aligns with Scripture. We believe in preparing the students to live ethically, think critically, and love generously.
- C. **Treat others as individually valued and uniquely created.** We believe that each student and each person is individually blessed and uniquely gifted. Every human being is created in the image of God and is of equal worth and dignity. Every member of the New Life Academy community will be treated with respect.
- D. **Create vibrant relationships with students and families.** We believe that a faith-based student-teacher relationship is the key to successful education and student development. The teacher is uniquely placed to not only teach content, but also to motivate learning. In partnership with parents, everyone at New Life Academy plays a vital role in a student's character formation and spiritual development.
- E. **Provide a transformative educational experience for an exceptional value.** Curriculum, programs, and extra-curricular activities are focused and designed to prepare students for successful lives of purpose in college, career and community. We will be good and wise stewards of the resources which God has provided in order to deliver extraordinary value in relationship to each family's financial investment.

### IV. Our Statement of Faith:

**A. The Word of God:** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and having supreme authority in all matters of faith and conduct.

**B. The Trinity:** We believe that there is one living and true God, eternally existing in three Persons; that these are equal in every divine perfection, and that they execute distinct, but harmonious offices in the work of creation, providence, and redemption.

**C. God the Father:** We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers and that He saves from sin and death all who come to Him through Jesus Christ.

**D. Jesus Christ:** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His substitutionary atoning death, bodily resurrection and ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

**E. The Holy Spirit:**

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

**F. Regeneration:**

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation and that there are no good deeds that a person can do to free himself from condemnation. We believe that those who receive Jesus Christ as Lord and trust in Him by faith as the only way to salvation are regenerated by the Holy Spirit.

**G. The Last Things:** We believe in the personal and visible return of the Lord Jesus Christ to the earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal peace and joy of the righteous, and the endless suffering of the wicked.

**H. The Church:** We believe in the universal church: a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church: consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the local church the primary task of giving the gospel of Jesus Christ to a lost world.

## V. Portrait of a Graduate

If you know a tree by its fruit, our most powerful example is our graduates. We exist to unleash a generation of believers shaped by Jesus' teachings to pursue excellence in all things for His glory, moving toward a hurting world with His grace and mercy. A New Life Academy graduate will be:

- Authentic Christ Followers
- Spirit Driven Individuals
- Accomplished Learners and Mindful Doers
- Agents for Positive Change
- Wise Leaders and Discerning Followers

### New Life Academy Verse

*"But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; they shall walk and not faint." Isaiah 40:31*

## SPIRITUAL LIFE

### I. Church and Home

It is important to remember that while attending a Christian school should provide spiritual nourishment, New Life Academy is not the local church, nor does it seek to replace the student's home. A student's foundational spiritual nourishment should come from the home, active involvement in a local church, and from regular personal time with the Lord. New Life Academy provides a wide variety of opportunities to enhance spiritual growth, but each should be seen as just that, enhancement. Students are strongly encouraged to be active participants in family and church life.

### II. Chapel

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. It is the Lord whom we worship. Students are encouraged to bring Bibles to Chapel. The format and presentations of Chapel will vary occasionally, but mature, respectful, and appropriate behavior is expected. Inattentive (sleeping, etc.), disrespectful (studying, eating, or drinking), or disruptive behavior (talking or distracting others) is unacceptable.

Parents are always welcome to attend Worship and Chapel services.

### III. Biblical Integration

All subjects are taught in light of God's Word and are integrated with biblical truth.

### IV. Christian Service

Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them," Ephesians 2:10. There will be opportunities for students (individually and in groups) to serve others both at school and away from school. Students are given the opportunity to participate in Chapel services at school. Students in middle school will participate in Project Serve opportunities twice a year. Upper school students will be required to complete 15-20 hours of Christian service each year of high school (Gr. 9-10=15 hrs. and Gr. 11-12=20 hrs.). Each student is encouraged to be active in his/her home church.

### V. Student Prayer Meetings and Bible Studies

Students are encouraged to form and participate in prayer groups and Bible studies during the school year. Peer accountability groups are an important help to spiritual growth.

### VI. Accreditation Membership

New Life Academy has been fully accredited by ACSI (Association of Christian Schools International) and AdvancED.

### VII. Faculty

New Life Academy is a ministry of New Life Church of Woodbury. The faculty is made up of dedicated men and women who are: first, born again Christians; second, trained educators dedicated to teaching in a Christian school; and third, committed to helping students develop to the fullest extent of their God-given capabilities.

## GENERAL INFORMATION

### I. Arriving and Leaving

#### A. Buses and Cars

##### 1. Purpose of Transportation Policy:

To transport students safely to and from school and school-related events.

##### 2. Expectations Related to Buses:

South Washington County Schools transport students living in District #833. In cooperation with the District Transportation Services, New Life Academy issues the following policies:

- a. The bus driver is in full charge of the bus and riders at all times. Students are responsible to the driver while riding the bus/van just as they are responsible to teachers while in attendance at school.
- b. It is dangerous for students to move about the bus while in motion. Students must not change seats while the bus is in motion or scuffle while on the bus.
- c. Any distractions to the driver jeopardize the safety of every student on the vehicle. Students must not carry on conversations with the driver or otherwise divert the driver's attention.
- d. Students should always be ready for the bus at least five minutes before the scheduled pick-up time. Changing weather and road conditions make it impossible for the bus to maintain an exact schedule. If the bus should be late, students must wait at least ten minutes past their usual pick-up time before leaving their pick-up point.
- e. Students should not stand in the traffic lanes while waiting for the bus.
- f. Students have a responsibility to keep the bus clean. They should do their part to keep the floor clear of wastepaper and trash and to keep the upholstery and interior finish of the vehicle in excellent condition.
- g. Students should not at any time extend their arms or heads out of the bus windows. Windows should not be lowered any further than is necessary to allow air to pass through the vehicle.
- h. Loading and unloading of buses shall be done in an orderly manner:
  - Students must wait on the curb until the bus comes to a complete stop and the driver indicates to the student that it is safe to enter or cross the street.
  - Students are to exit the vehicle one seat at a time (alternating rows) in a single file, at a walk.
  - When unloading, students should wait until the vehicle comes to a complete stop before getting out of their seats. Where it is necessary for students to cross the road, the student should cross at least ten feet in front of the bus and again take extra caution, waiting for the driver to indicate it is safe to cross.
- i. Students are not to eat food, chew gum, or drink pop on the bus.
- j. Only students assigned to a vehicle will be allowed to ride unless the student has a signed permission slip from his/her parent.
- k. The use of tobacco, alcohol, drugs, or of dirty, profane, or abusive language while riding the bus will result in the student's forfeiture of his/her riding privileges.
- l. Any damage done to the bus should be reported to the driver immediately.

##### 3. Discipline Procedures

- a. The first report of an incident involving a student's misbehavior on or near a bus will be sent to the parents stating that if the student's behavior does not improve, he/she will be denied bus riding privileges for a period of five days.
- b. The second report of a student's misbehavior will be sent to the parents stating that the student will be denied his/her bus riding privilege for a period of five days with the effective date of such disciplinary action and the date the student may resume riding.
- c. The third report of a student's misbehavior will be sent to the parents stating that the student will be denied his/her bus riding privileges for a period of ten days with the effective day of such disciplinary action and the date the student may resume riding.
- d. The fourth report of a student's misbehavior will be sent to the parents stating that the student will be denied his/her bus riding privileges for the balance of the school year.
- e. Student riding privileges may be denied at any time in the event of any grossly flagrant violation.
- f. For incidents involving damages to a bus, such as a broken window, damage to seats, or writing on seats, etc., the student(s) involved, and parents of the involved students shall pay for the cost of such damage.

[These discipline procedures are adapted from those established by the South Washington County School District and apply to district buses as well as on New Life Academy buses.]

**B. Additional Rules for New Life Academy Sponsored Field Trips, Ministry Trips, and Athletic Events**

1. General transportation rules apply.
2. No dressing and undressing on the bus.
3. Throwing of equipment on the bus is not allowed.
4. Students who ride a bus are to come home on that same bus unless a parent has given the driver, coach, or chaperone verbal permission or in writing that the student may return with the parent of another school parent (designated by the parent). Under no circumstances may a student return with other students or another young person.
5. Teachers, coaches, and chaperones will ride the bus to and from trips. The chaperones will be responsible for all students who ride.

**II. Expectations Related to Cars**

**A. Carpools**

Families residing outside of District 833 boundaries are responsible for transporting their children to and from school. Many families use a carpool as their method of transportation. For liability reasons the school cannot assist families in creating carpool arrangements, however, we do encourage families to connect with one another. Begin with the parents in your child’s class and get the word out that you would like to form or find a carpool group near your home.

**B. Student Drivers**

A student may drive a vehicle to school provided the student:

1. Has possession of a valid driver’s license.
2. Understands that personal cars parked on school grounds are subject to search for reasonable suspicion of items or substances that violate school or state rules.
3. Students are to park in the student parking lot during the school day and in the West parking lot at all other times (not in the East parking lot as it is reserved for guests, visiting teams, etc.).
4. Assumes liability for damage of property on the school grounds.
5. Does not go to the parking lot during the school day without permission from the Attendance Secretary or Middle and Upper School Principal.
6. Drives carefully at all times.
7. Students should not ride with student drivers at any time and will not take another student home without written permission from the driver’s and the rider’s parents to the school.
8. All rules apply equally to students who reach 18 years of age or higher prior to graduation.

**III. Times and Places**

**A. Starting and Ending Times**

UPPER SCHOOL				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <sup>ST</sup> HOUR 8:00 – 8:48	1 <sup>ST</sup> HOUR 8:00 – 8:48	1 <sup>ST</sup> HOUR	5 <sup>TH</sup> HOUR	1 <sup>ST</sup> HOUR 8:00 – 8:48
2 <sup>ND</sup> HOUR 8:52 – 9:40	2 <sup>ND</sup> HOUR 8:52 – 9:40	8:00 – 9:30	8:15 – 9:45	2 <sup>ND</sup> HOUR 8:52 – 9:40
FLEX 9:40-10:14	FLEX 9:40-10:14	2 <sup>ND</sup> HOUR	CHAPEL/Community Groups	FLEX 9:40-10:14
3 <sup>RD</sup> HOUR 10:18-11:06	3 <sup>RD</sup> HOUR 10:18-11:06	9:40 – 11:10	9:55 – 11:10	3 <sup>RD</sup> HOUR 10:18-11:06
4 <sup>TH</sup> HOUR 11:10-11:58	4 <sup>TH</sup> HOUR 11:10-11:58	3 <sup>RD</sup> HOUR	6 <sup>TH</sup> HOUR	4 <sup>TH</sup> HOUR 11:10-11:58
5 <sup>TH</sup> HOUR 12:02-12:50	5 <sup>TH</sup> HOUR 12:02-12:50	11:20 – 12:50	11:20 – 12:50	5 <sup>TH</sup> HOUR 12:02-12:50
LUNCH 12:50-1:16	LUNCH 12:50-1:16	LUNCH 12:50-1:26	LUNCH 12:50-1:26	LUNCH 12:50-1:16
6 <sup>TH</sup> HOUR 1:20-2:08	6 <sup>TH</sup> HOUR 1:20-2:08	4 <sup>TH</sup> HOUR	7 <sup>TH</sup> HOUR	6 <sup>TH</sup> HOUR 1:20-2:08
7 <sup>TH</sup> HOUR 2:12-3:00	7 <sup>TH</sup> HOUR 2:12-3:00	1:30 – 3:00	1:30 – 3:00	7 <sup>TH</sup> HOUR 2:12-3:00



**MIDDLE SCHOOL**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <sup>ST</sup> HOUR 8:00 – 8:48	1 <sup>ST</sup> HOUR 8:00 – 8:48	1 <sup>ST</sup> HOUR 8:00 – 9:30	5 <sup>TH</sup> HOUR 8:15-9:45	1 <sup>ST</sup> HOUR 8:00 – 8:48
2 <sup>ND</sup> HOUR 8:52 – 9:40	2 <sup>ND</sup> HOUR 8:52 – 9:40			2 <sup>ND</sup> HOUR 8:52 – 9:40
FLEX 9:40-10:14	FLEX 9:40-10:14	2 <sup>ND</sup> HOUR 9:40 – 11:10	CHAPEL/Community Groups 9:55 – 11:10	FLEX 9:40-10:14
3 <sup>RD</sup> HOUR 10:18-11:06	3 <sup>RD</sup> HOUR 10:18-11:06			3 <sup>RD</sup> HOUR 10:18-11:06
4 <sup>TH</sup> HOUR 11:10-11:58	4 <sup>TH</sup> HOUR 11:10-11:58	3 <sup>RD</sup> HOUR 11:20-11:58	6 <sup>TH</sup> HOUR 11:20-11:58	4 <sup>TH</sup> HOUR 11:10-11:58
LUNCH 11:58-12:24	LUNCH 11:58-12:24	LUNCH 11:58-12:30	LUNCH 11:58-12:30	LUNCH 11:58-12:24
5 <sup>TH</sup> HOUR 12:28-1:16	5 <sup>TH</sup> HOUR 12:28-1:16	3 <sup>RD</sup> HOUR 12:34-1:26	6 <sup>TH</sup> HOUR 12:34-1:26	5 <sup>TH</sup> HOUR 12:28-1:16
6 <sup>TH</sup> HOUR 1:20-2:08	6 <sup>TH</sup> HOUR 1:20-2:08	4 <sup>TH</sup> HOUR 1:30 – 3:00	7 <sup>TH</sup> HOUR 1:30 – 3:00	6 <sup>TH</sup> HOUR 1:20-2:08
7 <sup>TH</sup> HOUR 2:12-3:00	7 <sup>TH</sup> HOUR 2:12-3:00			7 <sup>TH</sup> HOUR 2:12-3:00

**B. Places to Come and Go**

1. Middle and Upper School students who arrive by bus enter the building via the main entrance.
2. Middle and Upper School students who arrive by car enter the building via the main entrance.
3. When leaving school, bus riders and students who ride in cars exit the main entrance.
4. Students in Grades 6-12 should go to the Great Room from 3:10-5:00 pm.

**C. Places NOT to Be**

Students are not to be in restricted areas such as on the roof, in the parking lot during school hours, hiding in the bathroom or locker rooms during classes, or in the Worship Center.

**D. Information Sources for Snow Days or Other Closing Announcements**

- NLA Website – [www.newlifeacademy.org](http://www.newlifeacademy.org)
- WCCO Radio – AM 830
- WCCO TV – Channel 4
- KSTP Television – Channel 5
- KMSP Television – Channel 9
- KARE Television – Channel 11

**IV. Other Important Information**

**A. Chapel**

**1. Guidelines and Objectives**

Chapel is held weekly at New Life Academy to provide our students an opportunity to worship and mature by the teachings of the Word of God.

**2. Worship**

- a. Through Song – The music that is sung and played should meet the following criteria:
  - It raises our spirit to God (Eph. 5:18-19).
  - It lifts up and glorifies Christ (Col. 3:17).
  - It is scriptural.
- b. Through Prayer
  - Individual and corporate.
- c. Through the Spoken Word of God
  - Speakers, videos, etc.
- d. Through Opportunity for Ministry

**3. Schedule**

Middle/Upper school Chapel will be held from 9:55 – 11:10 a.m. on Thursday (subject to change). Chapel is a time of worship, fellowship, and sharing. All Middle and Upper School staff and students are required to attend. Parents are always welcome to attend chapel. No food, drink, or other distractions are permitted during chapel.

**B. Project Serve**

During the school year students in Grades 7-8 will participate in two all-day Project Serve projects. This is a required part of each student's educational process. Spirit-dress may be worn on projects days; see Dress Code for details.

**C. Locker Policy**

1. Lockers are assigned for students on the first day of school. Once students are given their locker number, they are **not** to change lockers.
2. Students are strongly encouraged to provide a padlock for their lockers. They should keep the combination private.
3. Valuables should not be kept in lockers.
4. Report any need for locker repair to the main school office immediately.
5. The school reserves the right to remove items on or inside lockers that are considered inappropriate.
6. Students are responsible for thoroughly emptying and washing their lockers during the last week of school. School lockers are the property of New Life Academy. A statewide policy allows school officials to inspect lockers for any reason at any time, without notice, without student consent, and without a search warrant. It allows for the search of personal possessions within a locker only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. New Life Academy is not responsible for lost or stolen items kept in school lockers.

**D. Innovation Center**

1. Hours: 7:30 a.m.-3:30 p.m. (closed on Thursdays)
2. What can students do there? Check out books, research, participate in Makerspace activities.
3. Pick up a pass from the Librarian to use the Innovation Center during Study Hall or during study time in a specific class.
4. Three items may be checked out at a time for two weeks (plus one renewal period).
5. If a student has an overdue item, no additional items may be checked out until all are returned.
6. The Media Specialist must be present to check out books or to use the Internet.

**E. Textbooks and Supplies**

1. Each student's family is expected to provide the required consumable supplies (i.e. paper, pencils, and notebooks). Book costs are included in tuition.
2. Students are required to have book covers on all textbooks. Students will be given one week to cover textbooks. After one week, any uncovered books must remain in the classroom of the subject it pertains to, and the student must cover the book during his/her lunch hour or after school.
3. If a student book is returned and/or checked in at the end of the year with damage (or not returned at all) a fee will be charged to replace the book through the Business office on the EagleNet parent portal.

**F. Passes**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Any student in the hallway, while class is in session, is required to have a pass in his/her possession.</li><li>2. A student without a pass will be sent back to class.</li></ol> |
|---|

**G. Telephone Use**

Students may use the telephone Great Room before school, between classes, during the lunch hour, after school, or in an emergency situation. In consideration of others, please limit calls to no more than three minutes. Students are strongly encouraged to make all necessary arrangements for sporting events, rides home, etc. before coming to school.

#### H. Cell Phones and Other Electronic Devices, Grades 6-12

1. Technology Responsible User Agreement, See Addendum E
2. Cell Phone / Laptop Policy, See Addendum F

#### I. School Visitors

1. Everyone visiting New Life Academy during school hours is required to sign in at the front desk. They will receive a visitor badge which is to be displayed for the duration of the visit. The Attendance Secretary will notify the host of an incoming guest and give further directions.
2. Volunteers will sign in at the information desk, pick up their Volunteer Badge, and proceed to their destination. Volunteers must wear volunteer badge for the duration of visit.
3. Parents who have a delivery for their child should not go to their child's locker or disturb the classroom. Please leave delivery at the front desk.

#### J. Book Bags

Book bags left in the school hallway will be removed and brought to the main school office.

#### V. Time to Eat

##### A. Food Choices

Students at New Life Academy have several food options.

1. Hot Lunch – Menus are published monthly on our website at [www.newlifeacademy.org](http://www.newlifeacademy.org).
2. Other possible options (which include fruit, milk, and often dessert) are:
  - a. Salad of the Day
3. Cold Lunch – Students may bring a lunch from home. A microwave is available for student use.
4. Ala Carté – Students may purchase baked goods and treats **during open hours**.
5. Milk – Students receive milk with any purchased lunch option. Milk may also be purchased separately.

##### B. Lunch Accounts

Deposits to the lunch account may be made prior to the start of every school day. Students will deposit money into a lunch account and will be issued a confidential PIN number. The lunch account will be debited when a lunch is purchased, and students will be notified when additional funds are needed in the account.

##### C. School Rules in the Cafeteria

1. Respect Yourself
  - a. Use good table manners.
  - b. Use appropriate speech.
2. Respect Others
  - a. Be kind in word and behavior. Comply with guidelines issued by cafeteria monitors.
  - b. Stay in the cafeteria until dismissed.
3. Respect Property
  - a. Keep PIN confidential. Do NOT share it with others.
  - b. Properly dispose of tray and trash.
  - c. Cooperate with cafeteria monitors in cleaning up for the next group.

Consequences for breaking school rules in the cafeteria may include service to the kitchen staff or loss of privileges.

##### D. Vending Machines

Vending machines are open for student use but are limited during school hours. Food and beverages (other than water) are not allowed in classrooms

## VI. After School Activities

A co-curricular activity is any school-related activity requiring other than class time for its performance. The following standards shall be expected of all students who represent New Life Academy in all after school activities such as athletics, cheerleading, music, academy competitions, etc. It is important that students, faculty, and the public see in each student an example of Christian living in the following:

- A. **Conduct:** This includes respect for and cooperation with coaches, teachers, directors, and others in both behavior and attitude and being a good example in student relationships. Rules for behavioral eligibility apply.
- B. **Dress:** Students respect themselves by modest dress and appearance at all school functions, whether class sponsored, room sponsored, or school sponsored.
- C. **Academics:** To participate in co-curricular activities a student must maintain a "C" (2.0) average with no more than one "F". **Please see eligibility on page 41.**
- D. **Attendance:** Students must be in school all day in order to participate in any co-curricular activities that day. If students attend a morning practice or rehearsal, they will also be expected to attend school.
- E. **Commitment:** When a student begins a co-curricular activity, he/she makes a commitment to the coach and the team, the director and the troupe, or the conductor and the band/choir. This commitment is to be taken seriously and followed.

## VII. Socials/Social Dancing

- A. **Socials:** When sponsoring socials where the main commonality is school related, parents are expected to maintain school standards of student behavior. Parents are encouraged to check with other parents ahead of time and confirm agreement on parental standards. New Life Academy cannot be held responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is New Life Academy students.
- B. **Social Dancing:** event and performance activity such as drama or Spirit Week. Vendors and merchants outside administrative approval must be clearly informed that the activity is not associated with New Life Church or New Life Academy and is a matter left to parents/guardians.

## VIII. Fine Arts

Fine Arts are an integral part of teaching at New Life Academy. Students learn disciplines that help them gain self-confidence and proficiency in skills and performance. The arts are a wonderful means for students to use their abilities for the glory of God. Opportunities are offered through elective classes during the school day and through co-curricular activities.

IX. Technology Agreement and Authorization for Student and Student Work

New Life Academy reserves the right to use photos, artwork, or other materials, in/on New Life Academy promotional material, anything specifically managed by a New Life Academy employee (postcards, print ads, brochures, website and social media).

Please be aware that we do not and cannot control what gets captured and published by other parents and students. Many families are eager to capture exciting events in and around the school and they will often submit them to local papers or post on social media. Even teachers, at times, may not be aware or mindful of a non-publish request and may from time to time post class or activity photos on their EagleNet pages.

Your written request via email to [communications@newlifeacademy.org](mailto:communications@newlifeacademy.org), is sufficient to revoke your permission of using your child(s) photo in/on New Life Academy promotional materials.

## ACADEMIC EXPECTATIONS

The scholastic standards and course offerings at New Life Academy are academically challenging. The goal of classroom instruction at New Life Academy is to prepare students to be an influence for Christ and to prepare students for post-secondary education. Students are expected to display respectful behavior in the classroom to support the learning environment.

II Timothy 2:15 admonishes, “Study to show thyself approved unto God, a workman who needs not to be ashamed, rightly dividing the Word of truth.” New Life Academy is committed to helping all students reach their personal potential – spiritually, academically, physically, and socially – to the glory of God. From the admissions process through graduation, the school staff is committed to this goal.

### I. Admissions

New Life Academy seeks to be an extension of the church and Christian home. Our goal is to provide an environment conducive to the spiritual growth and development of our students. Parents must give evidence that they concur with the school’s Philosophy of Education, Statement of Faith, and discipline statement by signing the Standard of Conduct along with their student(s).

New Life Academy admits students of any race, color, national and ethnic origins to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, scholarships and loan programs, athletics and other school administered programs.

#### A. Re-enrollment

Re-enrollment for returning students will be available in February of current year, with priority submission of paperwork for 1 week from the start of reenrollment. Enrollment and re-enrollment will be based on the priority listed below:

1. Current students at New Life Academy who are in good standing in academics, behavior, and financial obligation will be given first priority for 1 week upon reenrollment period.
2. If a particular grade level fills, applicants will be notified and added to a candidate waiting pool.

#### B. Students with Special Needs

New Life Academy serves as an extension of the church and Christian home and has the unique opportunity and privilege to teach and minister to the total person. We focus on the mental, emotional, social, physical, and spiritual aspects of a child’s growth. Some children in Christian families struggle in one or more of these areas. Students with special needs are accepted at New Life Academy with the following understanding:

1. New Life Academy is equipped to work with a limited number of students with special needs. A team approach is used to ascertain an appropriate match between the student and the Academy.
2. New Life is able to make some physical and some educational accommodations for students with special needs.
3. Students are expected to comply with all standards of conduct.
4. Parents and students must understand that a strong commitment is necessary for a student with special needs to succeed academically at New Life Academy.
5. Parents and staff must work together diligently to develop an individual plan to help the child be successful. [Success is defined as 1) developing life-skills in accepting and completing personal responsibility for course requirements; 2) working to individual God-given potential.] This may include faculty consultations, meetings with district personnel, and other collaborative meetings.
6. As a student matures, he/she must learn to be an effective self-advocate and talk with individual teachers about possible accommodations to facilitate learning. He/she may also be required to attend study groups, participate in daily accountability/assignment checks, or work in the Learning Resource classroom.
7. Parents and students must be willing to accept grades marked as “Adapted” or SE (Special Education) when necessary.

8. At any point, if it appears that the educational setting is not adequate, a faculty consultation may be requested to assess more appropriate placement.
9. K-12 Intervention Specialist is Mrs. Lydia Stevenson. Mrs. Stevenson can be contacted at [lydiastevenson@newlifeacademy.org](mailto:lydiastevenson@newlifeacademy.org) or 651-757-4387.

#### C. International Students

International students are welcome to apply at New Life Academy with the following understanding:

1. All international students must come to New Life Academy under the sponsorship of an approved agency or by the recommendation of family members or host families who have successfully integrated into the culture of the upper Midwest.
2. All international students enrolling at New Life Academy must live with a host family.
3. 6<sup>th</sup> -12<sup>th</sup> International Coordinator is Mrs. Rupp. Mrs. Rupp can be contacted at [janerupp@newlifeacademy.org](mailto:janerupp@newlifeacademy.org) or 651-757-4175.

#### D. Student Withdrawal

To withdraw a student from New Life Academy, an official Withdrawal Form must be fully completed and submitted to the admissions office. If the withdrawal occurs during the school year, the tuition for the year in which the student withdraws will be pro-rated by the number of days the student was registered along with a \$1,000.00 withdraw fee following July 1. Registration fees will not be refunded.

#### E. Release of Records

According to the Student Privacy Act, students and/or parents are allowed access to student cumulative records and may obtain a copy of these files. To obtain copies of records:

1. Complete a Release of Records form.
2. Allow at least three working days. The office will notify you when records are ready for review or release.

### II. Attendance

#### A. Purpose

Research proves that the amount of time involved in the classroom directly affects the student's ability to learn. Minnesota state law requires that every child between seven and eighteen years of age shall attend a public or private school. Students must follow their daily schedules as printed. Each student is to be on time and present during the entire period he/she is assigned. For example, students must report to their classes and remain there during the entire period; they must be in the lunchroom during their lunch period and remain there during the entire period, unless officially excused.

Further, we know that absence causes a backlog of homework for the student, in addition to missing opportunity for classroom instruction. Therefore, it is important that students be in each class the maximum time possible.

#### B. Policy Overview

1. State law provides that if a student is absent without lawful excuse on three or more consecutive days or part of three or more school days within a year, the student is considered truant. Truancy is a violation of Minnesota state law. If a student is absent without lawful excuse on three or more consecutive days or part of three or more school days within a year, the following steps will be taken:
  - a. A letter will be sent home informing the family that the student has become truant according to Minnesota state law.
  - b. A meeting with the principal will be scheduled to address the absences and make appropriate changes to ensure student is in school.
  - c. If continued unexcused absences occur. The district truancy officer will be meeting with the student and family to set up strict guidelines to ensure student is in school.
2. School sponsored or sanctioned activities (i.e. field trips, co-curricular activities) will be, as feasible, planned around academic requirements. **Authorized school trips and activities are not considered absences for credit/promotion purposes or for perfect attendance recognition.**
3. Unexcused absences exceeding **three** will lead to communication with the student, parent, and Principal to evaluate the situation and review truancy laws.

4. Parents are encouraged to arrange their vacations to coincide with the vacation days in the school calendar. In the case of family vacations during school days, a notice must be turned in to the Attendance Secretary one week in advance and approved by the Middle and Upper School Principal prior to pre-arranged absence. This does not necessarily mean it will be an excused absence.
  5. Doctor appointments should be scheduled during non-school hours as much as possible. When there is a conflict, a notice must be turned in to the Attendance Secretary stating the date of the appointment, and the time the student is to be dismissed from class. This is to be brought to the main school office early enough so that the student is not tardy to the first class. The student will receive a pass from the Attendance Secretary allowing him/her to leave the building at the designated time. Students should show this pass to each teacher whose class will be missed. Students must sign out at with the Attendance Secretary before leaving school. They must also sign in if they return before the end of the school day. The same pass will allow them back into class.
  6. In the case of illness or emergencies, a parent must call the office **no later than one day following the school day missed.**
  7. **Upper school students may miss up to seven class periods per course each semester.** This includes sickness, medical appointments, and family vacations. Individual circumstances will be taken into consideration. For excessive absences, the Principal will meet with the student and contact the parents to address the issue and the consequences that will result from the absences. In the case of illness for more than three days, or upon request of the Middle and Upper School Principal, a statement from the school nurse or attending physician may be requested. Possible exceptions to the seven-day maximum: Consideration for extended illness will be given with the physician's verification. A physician must verify any medical absence requiring more than three days at home. Dates of absence must be included on the physician's note to include number of days required for absence from school.
- C. Policy Definitions
- In reference to attendance terminology, the following definitions shall be used:
1. Absence – The failure of a pupil to be present at school for an entire period of class or more.
  2. Day of Attendance – A day of attendance is one in which a pupil is present for the full day under the guidance and direction of a teacher while school is in session. This is also the definition considered for Perfect Attendance awards.
  3. Attendance – The presence of a pupil in school during a given length of time on days when school is in session.
  4. Tardy – Students not in their assigned class by the time the tardy bell rings will be considered tardy.
  5. Excused absences will be for medical/dental reasons, authorized vacations, long distance college visits (see below for details)
  6. **Parent Authorized absences (limited to one per semester). Parents are not required to provide a reason for Parent authorized absences but must contact the office authorizing the absence no later than the day following the absence. College visits are allowed for juniors and seniors. Long Distance College Visits (LDCV) are defined as college visits that are more than 100 miles from New Life Academy. These visits will not be counted against the limitation of absences for high school classes if the student is maintaining at least a "C" average and has no failing grades at the time of the absence.**
  7. **Vacation and LDCV requests that involve more than two consecutive school days must be submitted at least one week prior to the absence for administrative approval.**
  8. Unexcused Absence – An unexcused absence is an absence for reasons that are not recognized by school authorities as legitimate. Examples of unacceptable reasons for absence and tardiness:
    - a. Car trouble (Discretion of Middle and Upper School Principal)
    - b. Visiting
    - c. Oversleeping
    - d. Shopping/hair appointments, etc.
    - e. Needed at home
    - f. Family vacation (not pre-arranged)
    - g. Leaving school during the regular school day without school approval
    - h. Babysitting
    - i. Missed bus
    - j. Work
    - k. Alarm didn't work
    - l. No call or note from parent/guardian verifying the absence within three days



- m. Other
  - 9. Pre-arranged Absences – Notice of family trips/vacations or other parent/guardian directed activities, that have been given to the Attendance Secretary one week prior to the student’s absence, by the parent/guardian/student and approved by the Middle and Upper School Principal.
  - 10. Sign-in/Sign-out Form – All students who enter the building after school is in session or leave the premises before school is out must have his/her name, destination, and time of entry or departure recorded on this form in the main school office.
- D. Procedure for Notifying Attendance Office of an Absence

If a student is ill, the parent needs to call the Attendance Voicemail each day of absence, especially if the illness lasts several days to make sure that the student does not receive an unexcused absence. The Attendance Voicemail is directly available 24 hours a day at 651-459-4121, ext. #3 and/or [attendance@newlifeacademy.org](mailto:attendance@newlifeacademy.org).

In the case of illness for more than three days, or upon request of the Middle and Upper School Principal, a statement from the school nurse or attending physician may be requested.

E. Returning to Class after an Absence

A student is required to have an admit to class “pass” for any period he/she misses more than five minutes of class or for any whole or partial days missed. You must obtain this form from the Attendance Secretary before going to the class or classes missed. Teachers are instructed not to admit students without a pass. If parent has called or sent a note, students will receive an “excused absence” (provided it is an excusable absence) admit. If no adult has contacted the Attendance Secretary, students will receive an “unexcused absence”. It is then up to the student to get it cleared up or it will remain unexcused and could affect class credit.

A call must be made each day a student is absent. The message to excuse students should contain the following information:

1. Name and phone number where parent can be reached.
2. Student’s first name, last name, and grade in school.
3. The day(s) and date(s) the student will be absent and the reason. [The school needs to know the reason to determine if it is excused or unexcused.]

All students who leave the building before school is out or who enter school after it is in session must sign in or out with the Attendance Secretary, except for tardies of less than five minutes to 1<sup>st</sup> period. In that case, students are to go directly to 1<sup>st</sup> period. Teachers will mark students tardy at that time.

F. Make-Up Time

When a student is absent, he/she is responsible for all school work missed. It is his/her responsibility to find out what assignments or tests were missed, making up the work as quickly as possible. Within one week of absence, the teacher will assign the time allowed for make-up work. Exceptions for prolonged absences may be arranged with the individual teachers and/or the Academic College and Career office.

Students who are absent for the following reasons shall be given a minimum of two days to make up missed work for each day’s absence:

1. Parent/doctor verified illness
2. Family emergencies

Students who are absent for the following reasons shall be expected to complete, upon return from an absence, all pre-announced tests or specific course projects:

1. Medical/dental appointments
2. School directed activities
3. Pre-arranged family vacations
4. In-School Suspension

Make-up work not submitted in a timely manner may earn a grade of zero. An accumulation of missing assignments may result in an “F” for the course.

**G. Procedures for Implementing School Attendance**

The student, parents, and New Life Academy staff all have responsibility with respect to absences and tardies. These responsibilities are identified as follows:

1. All course work missed by the student during an excused or unexcused absence must be completed and turned in to his/her teacher(s).
2. Parents must support their student's learning by encouraging promptness and consistency in attendance. When a child is ill, the parent should call in by 8:30 a.m. to report the absence. Parents must strive to schedule appointments and family activities around the academic schedule.
3. New Life Academy will communicate with parents if a student's punctuality or attendance becomes a concern.

**H. Tardies/Punctuality**

The tardy expectation in all classrooms is that the student must be inside the door of the classroom when the bell rings. The following are consequences for all accumulated unexcused tardies per quarter. That is, all accumulated unexcused tardies, from each class.

1. Fourth tardy, parents will receive an email regarding the tardies and the possible consequences.
2. Eighth tardy, the student will receive one detention.
3. Tenth tardy, the student will receive one day of In School Suspension (ISS).

Excessive tardies will be dealt with on an individual basis. Academic penalty may also be used after counseling, warnings, and parental involvement have been used to help eliminate the problem.

In an effort to create a responsible attitude in our students, the following guidelines will be adhered to regarding punctuality:

1. When a student is late to his/her first class of the day, a note must be brought from home, signed by the parent and stating the reason for the tardiness, in order to determine if the tardy is excused or not. The tardy will be excused if the reason is one the school deems acceptable. The student is to bring this note to the main school office for a pass.
2. Excessive tardies will result in a school/parental conference.
3. Students must be at school at the beginning of their first class and remain in class the entire day in order to participate in any co-curricular activity that day; medical, dental appointments must be pre-approved.

If a student is tardy more than five minutes to school or an individual class, they must report to the Attendance Secretary to receive a pass to gain entrance into their classroom. Students will not be admitted late to class without a pass. Students who arrive late to class by five minutes or less will be marked tardy by their teacher and are not sent to the attendance office.

**I. Leaving School Early**

New Life Academy has a closed campus policy. Once the school day begins, students are not allowed to leave campus without parental permission (unless they are seniors who have study halls or PSEO courses) and prior approval from the Attendance Secretary and Middle and Upper School Principal. Students who leave with permission must sign out at the front desk before leaving and sign in at the front desk upon return.

Students leaving campus during the school day without permission will be addressed according to a major disciplinary offense.

A senior student may leave school for employment after the sixth period class if he/she is enrolled in a Study Hall 7<sup>th</sup> period (or after third period class if he/she has a Study Hall 4<sup>th</sup> period on a Wednesday block day) and has enough credits to graduate. A note to the Middle and Upper School Principal from the student's parent and employer will be required for verification of employment. It is the student's responsibility to obtain the necessary form.

Based on recommendations by a teacher or the Middle and Upper School Principal, any student who is behind academically may be denied permission to attend a field trip, vacation, college visit, or school activity.

III. Curriculum

A. Middle School Curriculum

Subject	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Credits
Bible	New Testament	Wisdom in Proverbs	The Life of Christ	3
English	Grammar/Writing Literature	Grammar/Writing Literature	Grammar/Writing Literature	3
Mathematics	Math 6 or Pre-Algebra	Pre-Algebra or Algebra I	Algebra I or Geometry	3
Science	Physical Science	Life Science	Earth Science	3
Social Studies	MN History	U. S. History	World Geography	3
Physical Education	PE	PE	PE	3
Fine Arts	Students choose one from Art, Band, Choir, Drama. Meets opposite of PE every other day			3
Electives	Art, Computer Science Discoveries, Outdoor Education, Musical Theater, Lego Robotics, Ukulele, Guitar, STEAM, Team & Individual Sports, Multimedia, Intervention Lab (parent or teacher recommendation)			3
	Total of 21 credits needed during Middle School			

B. Upper School Curriculum

- a. New Life Academy offers four types of courses designed to prepare students for college. Regular courses are designed to give students the knowledge base in given subject areas to be successful in college.
- b. Upper level courses are accelerated, covering the same material as regular courses, but in greater depth.
- c. Advanced Placement (AP) courses are designed to be similar to college courses. Students taking these courses take a qualifying test from the College Board. An AP exam will be taken at the end of the school year for an additional fee. Students who score a 3 or above on the exam (1-5 possible) may receive college credit, advanced placement, or possibly both, at certain colleges/universities. AP courses are intense, requiring extra preparation time and will challenge students academically. Students and parents are advised to consider the additional commitment before enrolling in these courses.
- d. College in the Schools (CIS) courses are actual college courses offered at New Life Academy. Fourth year language classes and CIS Bible earn college credit. Additional fees are required of students enrolling in CIS courses to pay for the college credit.
- e. PSEO: New Life Academy participates in the post-secondary early option program. To see requirements for the PSEO program please see the New Life Academy website at [www.newlifeacademy.org](http://www.newlifeacademy.org).

1. A student registering for an AP or CIS course must meet the following criteria:
  - a. 3.0 overall grade point average (GPA) and/or a 3.33 GPA (B+) in subject area pre-requisites.
  - b. Informed consent of parents.
  - c. Approval of course instructor.
  - d. Maximum of three advanced courses in any given semester.
  - e. Student and parent understand there may be additional course or material fees.
  - f. Participants must remain in the course for the entire academic year.
  - g. Participants in AP courses will take the AP exam in May of the academic year and students in CIS courses will take the GPT exam.
  - h. Students who are denied entrance to the AP program may inquire about the appeal process with the Middle and Upper School Principal.

C. Graduation Requirements

To receive a New Life Academy diploma, students must successfully complete 25 credits. Students must carry a minimum of six credited courses per semester. Semester classes are .5 credit and full-year classes are 1 credit. Study hall received no credit.

Required Credits for a New Life Diploma:

- 4 English credits
- 3 Mathematics credits
- 3 Social Studies credits\*
- 3.5 Science credits\*

- 2 World Language credits\*\*
- 4 Bible credits (or 1 Bible credit required for each year of Upper School attendance)
- 1.5 PE/Health credits
- 1 Fine Arts credit
- .5 Technology credit

\*Starting with Class of 2022. Students prior, need 3.5 Social Studies credits and 3 Science credits

\*\*To graduate from New Life Academy, students are required to take two years of a language (both years must be same language). In unique situations, students may be exempt from this requirement:

1. IEP that allows for this exception
2. Identified learning disability specific to language processing or neurocognitive
3. Student already has prior experience in a different language from a different school

Diplomas are issued when the following criteria are met:

- Academic Criteria
- Community Service hours met (goes into effect for the 2019-2020 school year)
- No outstanding student account balance
- No pending disciplinary action

### 4-Year Pathways and Sequences

Students can choose courses that fall into a regular academic track or an advanced (Honors, AP) academic track. Many courses can be mixed. The chart below provides a guideline if a student aims to follow one track throughout Upper School.

	SUBJECT	REGULAR (sem. 1   sem. 2)		HONORS/AP (sem. 1   sem. 2)	
9	Bible	Intro to the Bible	1.0	Intro to the Bible	1.0
	English	English 9	1.0	Honors English 9*	1.0
	Math	Geometry	1.0	Honors Algebra II*	1.0
	Science	Intro to Physics & Engineering   Intro Chemistry	1.0	Honors Intro to Physics & Eng.*   AP Chem Prep*	1.0
	Social Studies	World History & Geography	1.0	World History & Geography	1.0
	Language	Spanish I	1.0	Spanish I	1.0
	PE/Health	-		-	
	Other	Art Elective (1)	0.5	Art Elective (1)	0.5
<b>Total Credits Needed</b>			<b>6.5</b>		<b>6.5</b>
10	Bible	Mission of God	1.0	Mission of God	1.0
	English	English 10	1.0	Honors English 10*	1.0
	Math	Algebra II	1.0	Pre-Calculus*	1.0
	Science	Biology	1.0	(Engineering Elective   AP Bio Prep*) or AP Chem*	1.0
	Social Studies	US History	1.0	AP US History*	1.0
	Language	Spanish II	1.0	Spanish II	1.0
	PE/Health	PE (1)	0.5	PE (1)	0.5
	Other				
<b>Total Credits Needed</b>			<b>6.5</b>		<b>6.5</b>
11	Bible	Bible Electives	1.0	Bible Electives	1.0
	English	English Elective   College Writing	1.0	English Electives	1.0
	Math	Math Elective (2)	1.0	Advanced Level Math Elective (1-2)	0.5
	Science	Chemistry	1.0	Advanced Level Science Elective (1-2)	1.0
	Social Studies	Economics   Civics or Comp. World Gov't	1.0	Economics   Civics or Comp. World Gov't	1.0
	Language	-		Spanish III	1.0
	PE/Health	Health	0.5	Health	0.5
	Other	Technology Elective	0.5	Technology Elective	0.5
<b>Total Credits Needed</b>			<b>6.0</b>		<b>6.0</b>
12	Bible	Bible Elective & Bible Capstone	1.0	Bible Elective & Bible Capstone	1.0
	English	English Electives	1.0	English AP Electives	1.0
	Math	Math Elective (1)	0.5	Advanced Level Math Elective (1-2)	1.0
	Science	(Engin. Elective   Applied Physics) or Anat/Phys.	1.0	Advanced Level Science Elective (1-2)	1.0
	Social Studies	Social Studies Elective (1)	0.5	Social Studies Elective (1)	0.5
	Language	-		CIS Spanish*	1.0
	PE/Health	PE	0.5	PE	0.5
	Other	Electives (1.5)	1.5		
<b>Total Credits Needed</b>			<b>6.0</b>		<b>6.0</b>
<b>Electives</b>				<b>Upper Level Electives</b>	
Applied Design	Christian Worldviews	Personal Finance	CIS Bible*		
Intro to Filmmaking	Cultural Anthropology	Statistics	CIS Spanish*		
Graphic Design I/II	British Literature	Engineering Fundamentals	AP English Literature*		
2-D Printmaking/Photography	Creative Writing	Engineering Design	AP Art History*		
Drama-Acting	Journalism	Applied Physics/Engineering	AP European History*		
Studio Art	Oral Communication	Applied E & M	PSEO Psychology*		
Sculpture	Shakespearean Literature	Sociology	Honors Anatomy & Physiology		
Choir/Morningstar/Band	Survey of American Literature	Digital Photography I/II	AP Biology*		
Worship Arts	American Novel	Publications	AP Chemistry*		
Christian Thought	World Literature	Computer Science	AP Physics*		
Intro to Ministry	Intro to Accounting	Intermediate Tech	AP Calculus AB*		
Independent Science Research	Entrepreneurship	Strength Training	AP Statistics		
Principals of Biblical Interpretation			Calculus*		
			Pre-Calculus*		

\*Upper level classes

Morningstar/Choir

All students wishing to be in Morningstar must pass an audition. Students who have already completed two years of choir may be in Morningstar without also being in enrolled in senior high choir. A student who has not already taken two years of choir must enroll in senior high choir to be a member of Morningstar. Two years are required before a student may be a Morningstar member without simultaneously taking choir. Morningstar is a full-year course with .25 credit being earned each semester or .5 for the entire school year.

Physical Education/Athletics

Upper school students who successfully complete New Life Academy Upper school sports seasons may waive up to .5 of the 1.0 Physical Education graduation requirement. Each season a NLA sport is successfully completed a student may waive .25 of the required physical education credit with the maximum sport waiver totaling a .5 credit. A pass grade will be assigned for the physical education credit earned through the completion of a NLA sport, therefore, not calculating into a student's grade point average. Students may only earn physical education credits for New Life Academy sports and the sports must be completed during grades 9-12.

## D. Class Registration

The guidance office will work with students during the spring of each year to select courses for the following year. Course registration will be done in the spring online through EagleNet.

## E. Schedule Changes

After a semester begins, any student who wishes to drop or add a class must complete a Drop/Add Form. Drop/Add Forms must be completed within the first day of class during first semester and within the first two days of class during second semester. The parent/guardian must also sign the form before it is brought to the Guidance office. After the specified drop/add days, withdrawal from a class may result in a recorded "F" for the course.

**Parent signatures do not guarantee a drop or add change. Credits needed, class sizes, etc. are taken into consideration by the guidance office.**

Designated yearly courses are to be taken for the entire year and cannot be dropped or added at semester break unless there are extenuating circumstances and approval by the Middle and Upper School Principal.

## F. Grading Scale

100-94	4.00	A
93-90	3.66	A-
89-87	3.33	B+
86-83	3.00	B
82-80	2.66	B-
79-77	2.33	C+
76-73	2.00	C
72-70	1.66	C-
69-67	1.33	D+
66-63	1.00	D
62-60	.66	D-
59-0	0	F

AP/CIS Courses: A 1.2 multiplier will be used with all Advanced Placement and College in the Schools courses. PSEO course grades do not receive a 1.2 multiplier.

I – Incomplete: Incomplete work must be completed within two weeks of the end of the marking period or grade will be adjusted to an "F".

#### G. Reporting Schedule

1. Teachers and parents are encouraged to maintain open communication about a student's progress as each grading period continues. It is understood that, as a student matures, he/she accepts greater personal responsibility for schoolwork and supporting adults gradually release responsibility to the student. The goal is that the student works to the best of his/her ability.
2. Parent-Teacher Conferences
  - a. Conferences are designed primarily to offer parents and teachers opportunity to reflect on the academic development of the student throughout the year as well as prepare for the end of the academic year.
  - b. The time and dates for these conferences will be listed on the yearly calendar given out at the beginning of the school year and reviewed on the New Life Academy website.
3. **The school year is divided into four equal reporting quarters (nine weeks each). Each two grading quarters equal one semester. Senior high students can expect final exams at the end of each semester. Semester grades are calculated according to the formula [Quarter 1 (45%) + Quarter 2 (45%) + Final Test grade (10%)]. Performance based classes such as physical education, music and art do not have final exams.** Report cards are released to parents following each quarter. End-of-year report cards will be mailed when book charges, miscellaneous fees, and/or tuition payments are satisfied.
4. Student transcripts reflect student grades and grade point averages at the end of each semester and are posted during the summer following the academic year. Transcripts for seniors are updated at the end of each semester and sent to colleges as requested.
5. Students making-up or re-taking courses to earn credit or raise grade point average will need permission from the Academic College and Career office and Middle and Upper School Principal. Once the make-up or re-take course is completed, documentation of completion must be turned into the Academic College and Career Office. The Academic College and Career office will update the student transcript. \*Please note, if a student earned a non-passing grade or low grade, the original grade will not be removed from the transcript.

#### H. Academic Honors

##### 1. Valedictorian/Salutatorian

The Valedictorian and Salutatorian will be decided solely based on grade point average. A student who wishes to achieve these honors is not required to enroll in specific upper level courses. The student with the highest grade point average in the senior class will have earned the Valedictorian honor. The student earning the second highest grade point average will earn the Salutatorian honor. To be considered for Val/Sal, a student must be enrolled at NLA throughout the entirety of their junior and senior years of high school.

##### 2. National Honor Society

- a. National Honor Society recognizes students who demonstrate outstanding ability in four areas: scholarship, leadership, service, and character. If students are failing to demonstrate solid standing in any of these areas, their NHS membership may be put on probation or revoked. Behaviors that could lead to probation or revoked membership are failing grades, failure to participate in service & tutoring, being out of compliance with student handbook expectations, and/or school suspension.
- b. Admittance 10<sup>th</sup> Grade: Students must take at least two upper level courses each semester during 10<sup>th</sup> grade and have a cumulative GPA of 3.5 or above at the end of 9<sup>th</sup> grade.
- c. Admittance 11<sup>th</sup> Grade: Students must have taken two upper level classes during 10<sup>th</sup> grade and have a cumulative GPA of 3.5 or above at the end of 10<sup>th</sup> grade. Students must also enroll in at least two upper level classes each semester for 11<sup>th</sup> and 12<sup>th</sup> grades and maintain a cumulative GPA of 3.5 or above.
- d. Admittance 12<sup>th</sup> Grade: Students must have taken two upper level courses each semester during 11<sup>th</sup> grade and have a cumulative GPA of 3.5 or above at the end of 11<sup>th</sup> grade. Students must also enroll in two upper level classes each semester for 12<sup>th</sup> grade and maintain a cumulative GPA of 3.5 or above.
- e. Upper level classes include:
  - AP Art History
  - AP Biology
  - Honors Biology
  - Honors Anatomy and Physiology
  - AP Physics
  - AP Calculus AB
  - AP Chemistry

- AP English Literature
  - AP European History
  - AP Statistics
  - AP US History
  - CIS Bible
  - CIS Spanish
  - Honors English
  - Physics
  - Pre-Calculus
  - Spanish III
- f. The National Honor Society maintains that students must maintain certain academic requirement, which are set by individual schools. New Life Academy has set those standards at a 3.5 grade point average. When a student falls below that average he/she has one semester in which to raise his/her grades to the school's requirements.

#### I. Academic Failures

A student may earn a failing grade in a course. If this occurs at New Life Academy, the reason is usually failure to complete course requirements.

If an "F" appears on a semester report card, the following steps may be followed:

The Guidance Counselor may contact the student, parents, teacher, and any others who may be helpful to have in attendance.

1. The purpose of the meeting (staffing) will be to:
  - a. Discuss the reason(s) for the failing grade.
  - b. Review progress to date
  - c. Propose a mutually acceptable solution.
  - d. Determine a deadline by which terms must be met.
2. The student **may** be ineligible for athletic or co-curricular activities until requirements are satisfied.
3. The responsibility of repairing the "F" belongs to the student.
4. Parents will be responsible for additional fees for tutoring or outside assistance.
5. If this process is ineffective, the guidance office may suggest alternate, non-New Life Academy options to earn acceptable credit in the specific subject field.
6. \*Please note, if a student earned a non-passing grade or low grade, the original grade will be removed from the transcript and the new grade and credit will be applied. The new grade/new course will only be accepted from an accredited program.

#### J. Academic Eligibility

Students, parents and faculty at New Life Academy place a high value on academic achievement. Students are students first and prioritize co-curricular activities in a secondary role. While New Life Academy students have varying levels of academic ability, it is expected that each one will work to his or her potential.

##### 1. Incomplete Work

At times, a student may earn a grade of "I" (incomplete). Parents must be notified of any incomplete grade within two days of the end of the marking period. All grades of "I" must be completed within two weeks of the day the marking period ends or they will automatically be changed to an "F."

##### 2. Ineligibility

- a. A student becomes academically ineligible for co-curricular activities and may be disallowed to participate in field trips and other off-campus activities if he/she earns an "I" or more than one "F" in any course or a GPA below 2.0 at the end of each quarter. The student's academic eligibility may be re-evaluated by the Middle and Upper School Principal at the end of each marking period (mid-quarters and quarters). Final decisions will be made on an individual basis.
- b. End-of-year ineligibility carries through the first half of the first quarter of the following year. At that time, the student's academic eligibility will be re-evaluated by the Middle and Upper School Principal and Athletic Director. Final decisions will be made on an individual basis.
- c. Minnesota State High School League rules and Behavioral Expectations of New Life Academy govern behavioral ineligibility.



3. Academic Probation Policy

**New Life Academy's goal is to help students achieve to the best of their abilities in academics.** This is an important part of the Academy's philosophy. Further, New Life Academy provides many avenues for appropriate assistance and monitoring to achieve this minimum standard. Therefore, New Life Academy has the following academic probation policy:

- a. Any student who falls below the minimum standard of achievement and becomes ineligible for two consecutive grading periods will be placed on academic probation for one full grading period. If the student does not raise his/her grade by the end of the period, he/she may be considered for dismissal from New Life Academy. Failing to work to one's potential may result in dismissal.

## BEHAVIORAL EXPECTATIONS

The highest of Christian standards are to be maintained at New Life Academy at all times on and off school grounds. In order to preserve a standard of excellence in the classroom and in the realm of the spiritual life, we must have clearly defined limits and guidelines as to behaviors, attitudes, and the resulting consequences.

The purpose of discipline in a Christian school is to bring the student into maturity in Christ so that he/she will exercise self-control at school, at home, at church, and in every other area of life. In seeking to develop godly character within our student body, we have prayerfully selected scriptural consequences designed to deter ungodly behaviors and attitudes, promote and develop Christian maturity, and maintain a safe Christ-centered atmosphere in and around the classroom.

New Life Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

The Standard of Conduct is to ensure that New Life Academy can be successful in achieving its mission. New Life Academy desires to provide an environment that is conducive to academic, spiritual, and character growth. It is expected that students will reflect Christ-like behavior in all they do. That means students will:

- Maintain Christian standards; examples include but are not limited to kindness, language, morality, and honesty.
- Refrain from engaging in bullying, harassment, sexual immorality, swearing, and any illegal or immoral activities.
- Respect teachers, administrators, students, and property.
- Follow the rules and regulations of the school including all aspects of conduct, dress, and attitude.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the New Life Academy ideals may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and supporting relationship between faculty and student, there is fine opportunity for development of strong Christian character.

### I. Respect and Standard of Conduct

The following items on respect are to be followed and complied with by every student.

A. Definition of respect: To consider worthy of esteem, to honor.

B. Respect for yourself

1. Purpose: To see and accept yourself as God sees and accepts you.
2. Scriptural basis: "And God created man in His own image, in the image of God He created him, male and female He created them." (Genesis 1:27)
3. Application:
  - a. Personally
    - Comply with NLA rules and expectations.
    - Comply with each aspect of the dress code.
    - Abstain from every form of evil and choose only those ways that are holy, pure, and right.
    - Develop godly character and integrity.
    - Carry yourself with dignity.
    - Conduct yourself in a manner pleasing unto God.
  - b. Academically
    - Accept responsibility for your own learning.
    - Meet all course requirements.
    - Work to your ability level and accomplish your tasks.
    - Do your work as if you're doing it for God.

- c. Socially
  - Use discernment in your friendships.
  - Demonstrate the fruit of the Spirit in all social situations (Gal. 5:22-23).
  - Respect the personal boundaries of others.
  - Let your speech be with grace, encouragement, truthfulness, and discretion.

#### C. Respect for others

1. Purpose: To love others in obedience to Christ.
2. Scriptural basis: "Beloved, if God so loved us, we also ought to love one another." (1 John 4:11)
3. Application:
  - a. Teachers, staff and others in place of authority.
    - Follow the rules/guidelines in the school.
    - Speak with respect to all in authority.
    - Obey staff and teacher's instructions.
    - Accept correction and change inappropriate behavior(s) immediately.
    - If you feel unjustly reprimanded, speak privately with the authority at an appropriate time.
  - b. Peers
    - Speak kindly to one another rather than using unkind words and verbal threats
    - Do not engage in bullying behavior, such as punching, shoving or other acts that hurt people physically; spreading rumors about people; keeping certain people out of a "group"; teasing people in a mean way; or getting certain people to "gang up" on others.
    - Respect for self and others means choosing other ways to resolve conflicts rather than fighting.
    - New Life Academy does not tolerate fighting or any type of violence. Walk away from potential conflict and report to a teacher/staff member.
    - Speak and act with kindness.
    - Ask for help to resolve difficult conflicts.
    - Respect the personal boundaries of others.
    - Hold each other accountable and encourage each other.
    - Inform a staff member if there are potential danger/risk to another person, oneself, or property.

#### D. Respect for Property

1. Purpose: To be good stewards of God-given gifts
2. Scriptural basis: "You have been faithful with few things; I will put you in charge of many things." (Mt. 25:21)
3. Application:
  - a. Do not engage in vandalism.
  - b. All property is to be treated carefully in a nondestructive manner.
  - c. Be godly stewards of what we have and use.
  - d. Keep the classrooms, hallways, locker areas clean.

### II. Teacher and Parent Responsibility

#### A. Teacher

The teacher has the responsibility and authority to maintain discipline and order in the classroom. Each teacher develops and executes an individual classroom management plan. Teachers will speak privately with students about behavioral concerns whenever possible. Parents will be contacted should a student become unruly or uncooperative in correcting improper behavior.

All teachers are expected to keep a record of each student regarding discipline offenses and communicate this information to the Middle and Upper School Principal in writing. This is intended to be a positive tool not a negative tool. Administration will also be keeping a discipline file on students with behavioral issues.

Consistency is the most important discipline tool. Teachers are expected to have a positive plan to resolve a negative problem and carry out that plan.

Offenses that are of a more serious nature to the life of the school, such as fighting, cheating, persistent problems with authority, vandalism, truancy, etc. will be referred to the Middle and Upper School Principal for disciplinary action.

Situations that the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to Middle and Upper School Principal.

Corporal punishment is not a disciplinary measure taken by New Life Academy.

Teachers are to immediately report their knowledge of a violation of the standard of conduct to the Middle and Upper School Principal. These violations include but are not limited to:

- Substance use
- Violence to self or others
- Vandalism
- Suicide discussion/attempts
- Weapons

#### B. Parent

1. Scripture says, "Children be obedient to your parents in all things, for this is well pleasing to the Lord." (Colossians 3:20)
2. The law in Minnesota states, "In the school setting, teachers and the administration act "IN LOCO PARENTIS". That is, in the place of the parent.
3. Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators work together to "train up" the children and teens entrusted to us, they will respond positively and "not depart from it". If parents and school personnel do not work together, the division will lead to confusion and rebellion for the student (Proverbs 22:6).

Grievances should be kept confidential. Not doing so tends to foster division and strife and can distract from the school's spiritual and academic mission. Please follow the scriptural principle in Matt. 18:15-20 and speak directly to the person.

Should any question arise about the policies or rules, parents should call Middle and Upper School Principal for information and clarification.

### III. Discipline Terms Defined

#### A. Detention

Sessions held to serve the consequence for inappropriate behavior in hopes of bringing about a repentant heart and a correct change in behavior. A student receiving five or more detentions in a semester will meet before the Middle and Upper School Principal, with their parents. The purpose for the meeting is to discuss continued enrollment of the student.

#### B. In-School Suspension (ISS)

Students will receive an ISS for major offenses. The Principal will determine the amount of ISS. It may be in the form of service to the school or separation from other students in a designated area.

When the student receives an ISS he/she is ineligible for any co-curricular activities during the ISS. Students will be allowed to participate in co-curricular activities the following school day. Students are expected to work on homework during their ISS and will receive full credit for all work completed. Student will also be responsible for all missed classroom work and may have tests administered during ISS at the discretion of the teacher.

C. Out-of-School Suspension (OSS)

OSS may be given for major offenses. Students will be ineligible for participation or attendance at any co-curricular or school sponsored activities during the OSS time period.

\*Any student receiving ISS/OSS three or more times in the course of a school year will meet with the Middle and Upper School Principal to discuss continued enrollment in the Academy.

D. Probation

When a student continues to break policies and procedures, the Principal may decide to put a student on probation. This would mean that any further violations would result in suspension or expulsion.

E. Expulsion

"Expulsion" means an action taken by New Life Academy to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the behavior, the parents will be asked to remove their child from the school.

In the case of more major offenses that threaten the sanctity, management, and safety of the spiritual and academic setting of the school, administration may decide that immediate expulsion is necessary. Whenever a student is expelled for disciplinary reasons, the student and parents will be required to meet with the Middle and Upper School Principal before they will be allowed to re-enroll. It is also important to note that depending upon the nature of the offense and the attitude of the student that exclusion will be considered.

Expulsion from school will be decided by a Disciplinary Committee.

F. Exclusion/Right of Dismissal

"Exclusion" means an action taken by New Life Academy to prevent enrollment or re-enrollment of a pupil. When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for re-adjustment, the administration feels the student's presence is detrimental to the school and/or student body, the parents will be asked to remove the student from enrollment.

G. Examples of Offenses

1. Minor Offenses:

- a. Computer and internet violations
- b. Dress code violations
- c. Excessive tardies/absences
- d. Disrespect
- e. Food in the classroom

2. Major Offenses:

- a. Harassment
- b. Hazing
- c. Leaving School Campus during School Hours
- d. Use or possession of an illegal or illicit substance
- e. Possession, arranging sales, taking, or being under the influence of alcoholic beverages or non-prescription drugs
- f. Smoking
- g. Use or possession of a weapon (as defined below)
- h. Weapons
- i. Immorality

- j. Any behavior which puts the teachers or students at New Life Academy in danger
- k. Fighting
- l. Bullying/Cyberbullying
  - Punching, shoving, or other acts that physically hurt people
  - Spreading rumors about people
  - Keeping certain people out of a “group”
  - Teasing people in a mean way
  - Getting certain people to “gang up” on others
- m. Gambling
- n. Stealing
- o. Cheating
- p. Plagiarism
- q. Computer and internet violations
- r. Vandalism, destruction, or defacing school property
- s. Repeated violations of school rules

#### IV. Minor Offense Specifics

##### A. Computer and Internet Acceptable Use

The presence of a comprehensive computer network at New Life Academy provides a virtually unlimited supply of resources and information to the students, but it also places a great deal of responsibility on all users. All New Life Academy policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. This section clarifies those rules as they apply specifically to computer and network usage.

Ethical and legal standards that apply to information technology resources are derived directly from standards of common sense and decency. Any user must adhere to the same code of ethics that governs all other aspects of behavior within the New Life community. All users of information technology resources will be expected to communicate in a responsible, ethical and polite manner.

It should also be understood that if New Life Academy's technology policy is violated, the consequences will be similar to violations of other policies, which could include dismissal.

The following policies exist to ensure that student use of the computers and network is in compliance with both the school's technology intent and the policies of Internet providers:

1. Accessing the files and documents of others is prohibited. This protects all users on the network, not just the New Life community. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter or destroying someone's personal property.
2. Attempting to subvert network security, to impair network functionality or bypass a restriction set by administrators is prohibited. Assisting others in violating these rules by sharing information or passwords is also considered unacceptable behavior.
3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy, as well as plagiarism from resources. The network is an academic resource that is governed by the same rules that govern library resources.
4. Frivolous or improper use of network resources is prohibited. This includes accessing inappropriate and/or pornographic data. If you are in doubt about the definition of inappropriate or pornography, talk to a network administrator or faculty member.
5. Using the network for commercial purposes or in support of illegal activities is prohibited. New Life Academy maintains the network for academic purposes, as well as for school related and personal communication. If you are in doubt about the definition of "illegal activity," talk to a network administrator.
6. Students accessing the network or using electronic mail are representatives of New Life Academy and are expected to behave accordingly. Students who are unsure of what constitutes appropriate behavior should ask themselves. "Will my actions reflect well on the New Life community?" Any communications that would be improper or illegal on any other medium are equally so on the computer.
7. New Life Academy computer and network resources are considered property of the school and may be monitored at any time.

V. Major Offense Specifics

A. Cheating and Plagiarism

All work submitted for credit in any class at NLA is expected to be the original work of the student submitting it. If said work is not the original effort of the student, then he/she may be guilty of plagiarism. Students who allow their work to be copied will receive the same penalties as those who do the copying. Penalties may range from loss of credit for the assignment or class, parent conference, suspension from school, or removal from class. A letter indicating the student has been found in violation of this policy will also be sent to the parent, with a copy placed in the student's behavior file.

1. Cheating is defined as any situation in which a student:
    - a. Copies another student's homework.
    - b. Copies answers from another student's test or quiz.
    - c. Is responsible for or partakes in the transference of confidential information (i.e. test answers or test/quiz copies) from one class to another.
    - d. Illegally brings any written information that is pertinent to a test, quiz, or class activity to a testing situation.
  2. Plagiarism is defined as the borrowing or restating of another's work or ideas and claiming them as one's own. The following examples from The Hartford Current may serve as a guide for determining whether a student has plagiarized a work being presented as his/her own:
    - a. Have I copied, word for word, all or part of another writer's work without using quotation marks and given specific credit to that other writer?
    - b. Have I copied the work of another writer, making changes here and there, but retaining the main thought and structure without giving appropriate credit?
    - c. In the case of fiction, have I used a plot invented by another writer, even though telling the story in my own words?
    - d. If the answer is "yes" to any of the above, the manuscript is plagiarized. Those who submit manuscripts found to have been plagiarized will be subject to penalties as prescribed by this policy.
  3. Teachers who suspect cheating or plagiarism are expected to:
    - a. First Offense: The document/s in question will be confiscated and the student will be shown evidence of cheating or plagiarism. Report the situation to the Middle and Upper School Principal. Contact the parent. If the student is found guilty, an automatic zero will be given.
    - b. Second Offense: The student will be spoken to privately about the offense and issued along with automatic zero given on the assignment. The parents will be called and an appointment will be made with the Middle and Upper School Principal.
    - c. Third Offense: If the person continues beyond the third offense, it becomes a major offense and a conference will be set up with the parents, student, and the Middle and Upper School Principal to determine if the student should remain at New Life Academy.
- B. Leaving School Campus During School Hours

New Life Academy is a closed campus. Students are not to leave school grounds without permission from parents and Attendance Secretary and/or Middle and Upper School Principal.

C. Harassment

New Life Academy is committed to developing respect for self and respect for others in order to provide a safe, positive, learning and working environment for everyone. Therefore, NLA prohibits any harassment related to another's race, gender, disability, or church affiliation. Threats or harassment can result in expulsion and notification of police.

1. Definition of Harassment
  - a. Any unwelcome or offensive words or behaviors related to race, gender, disability, or church affiliation.
  - b. Harassing behaviors may include, but are not limited to:

- Name calling
  - Jokes
  - Threats (jokingly or not)
  - Rumors
  - Pulling on clothing
  - Graffiti
  - Notes or cartoons
  - Unwelcome touching of a person or clothing
  - Any words or actions that cause the recipient to feel uncomfortable or embarrassed
2. How to Report Harassment
- If you believe you have been harassed, report the incident(s) to the Principal, or any teacher or staff member with whom you feel comfortable to confide. Your confidentiality will be respected, but some people will need to know your story in order to make the harassment stop.

#### D. Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of New Life Academy and are prohibited at all times.

1. General Statement of Policy
  - a. No student, teacher, administrator, volunteer, contractor, or other employee of New Life Academy shall plan, direct, encourage, aid, or engage in hazing.
  - b. No teacher, administrator, volunteer, contractor, or other employee of New Life Academy shall permit, condone, or tolerate hazing.
  - c. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
  - d. This policy applies to behavior that occurs on or off school property and before, during, or after school hours.
  - e. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
  - f. New Life Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of New Life Academy who is found to have violated this policy.
2. Definitions
 

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

  - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.
  - f. Student organization means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
3. Reporting Procedures
  - a. Any person who believes he/she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to the Principal.



- b. Teachers, administrators, volunteers, contractors, and other employees of New Life Academy shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, shall inform the Principal immediately.
- c. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

#### E. Illegal and Illicit Substances

The purpose of this policy is to provide and maintain a healthy and safe environment through clear, consistent rules and consequences related to substance use.

##### 1. General Statement of Policy

- a. No student shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals, vape or tobacco on or off school grounds.
- b. Tobacco, alcohol, and chemical offenses will be cumulative during a student's career at New Life Academy.
- c. If a student is suspected of possessing any of these substances on his/her person or in his/her personal property, a search will be conducted.
- d. A student who is suspected of using an illegal substance may be required to take a drug urinalysis exam by a certified medical facility approved by New Life Academy. This will be done at the expense of the parents.
- e. Random drug testing may be conducted among athletic team members. This test will be conducted at the expense of the school.
- f. Any student applying for admission after a drug or alcohol offense may be asked to submit to a drug and alcohol urinalysis exam before re-admission is considered.

#### F. Weapons

The purpose of this policy is to provide a physically safe learning and working environment for students and staff at New Life Academy.

##### 1. General Statement of Policy

No staff, student, or visitor shall possess a weapon on campus before, during, or after school hours.

##### 2. Definitions:

- a. "Possession" refers to having a weapon on one's person or in an area subject to one's control (i.e. locker, car, book bag) on school property or at a school function.
- b. "New Life Academy location" means the school building and surrounding property; any school owned vehicle, or at any school-approved activities; or off school property at any school-approved or school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of New Life Academy. When riding rented buses or those from District 833, the same regulations apply.
- c. "Weapon use" is identified in three categories:
  - Category I:** Any firearm, loaded or unloaded, including pellet gun or BB gun, found to be in possession of a student, whether or not it has been used. Any other articles commonly used as weapons or designed to inflict bodily harm, intimidate, and/or threaten other persons are actually used by the student. Examples include but are not limited to: knives; razor blades; razor blade knives or holders; x-acto knives; clubs; metal knuckles used in a threatening manner; numchucks; throwing stars, explosives, including fireworks; stun guns; ammunition; chains; bows; cross bows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (including toy guns); and other non-functioning guns that could be used to threaten others, or any flammable liquid or other device of instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.
  - Category II:** Articles commonly used as weapons or designed to inflict bodily harm, intimidate, and/or threaten other persons are in the possession of the student, but not used by the student. Examples include but are not limited to: knives, razor blades; razor blade knives or holders; clubs; metal knuckles, numchucks, throwing stars; explosives, including fireworks; stun guns; ammunition; chains; cross bows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (including toy guns); and other non-functioning guns that could be used to threaten others.

**Category III:** Articles which are designed for other purposes, but which are actually used to inflict bodily harm, intimidate, and/or threaten. Examples include, but are not limited to: belts, scissors, combs, pencils or pens, files, ball bats, lighters, compasses, letter openers and laser pointers.

Specific Expectations (in addition to those outlined in the discipline process below):

If a Category I weapon is involved, the Academy is required to report the incident to the local police department.

#### G. Sexual Immorality

We seek to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld. As with any offense, the goal of the academy is to ensure that the students' heart is addressed first, appropriate consequences are applied, and the health and well-being of the students and the student body, as a whole, are considered.

As defined by Scripture, sexual immorality is prohibited. This involves sexual activities, whether heterosexual or homosexual, outside marriage. It also includes, but is not limited to, nudity, genital contact, oral sex and/or intercourse.

The goals of the expectations in this area include:

- uphold chastity among the unmarried (1 Cor. 6:18)
- uphold the sanctity of marriage between a man and woman (Heb. 13:4)
- not engaging in sexual immorality, such as the use of pornography (Matt. 5:27-28)
- not engaging in pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a man and woman (Rom 1:21-27, 1 Cor 6:9-10, Gen. 2:24, Eph 5:31)

Remaining sexually pure is God's plan for our lives. These guidelines are intended to provide direction when dealing with students who are sexually involved outside of the marriage relationship. A caring and compassionate attitude must be carefully and continually demonstrated with students who are impacted by these guidelines. Both male and female students will be held responsible for the consequences of their sexual activity. These guidelines assume that the student is willing to receive assistance.

Specific expectations related to the well-being of those involved (in addition to those outlined in the discipline process below):

1. Because of the extremely sensitive nature of this issue, in all cases students will be counseled to inform their parents. New Life Academy reserves the right to notify parents directly.
2. The student(s) will be required to meet with a qualified counselor and obtain appropriate medical care.
3. Given the potentially significant long-term impact of a pregnancy (e.g., physical, spiritual, social, emotional) careful consideration needs to be given to what the priorities for both the male and female students should be through the course of the pregnancy. The decision as to whether the students will be allowed to attend or continue attending classes or set up in a home-schooling alternative will be made by following the Discipline Process for Major Offenses outlined in this document. It is important to understand that implementing the home-schooling alternative is not a punishment for the offense but rather a step that may be determined to be best for the well-being of the students.
4. The following guidelines apply to women who become pregnant outside of the marriage relationship
  - a. The overall well-being of the student and the unborn child will be the first priority in determining whether or not the student will be allowed to attend classes. If it is determined that the student should be home schooled it is important to understand that home schooling is not a punishment for the offense, it is a decision focused on the health and safety of the student and the unborn baby (e.g., physical, spiritual, social, emotional).
  - b. On-going evaluation of the situation will be done between the student, the administrator, the principal and the parents.
  - c. The decision as to whether the expectant mother is allowed to attend or continue attending classes will be made by following the Discipline Process for Major Offenses outlined in this document. If, at any time, the situation begins to detract from the ability of the academy to fulfill its mission, home schooling alternatives will be required. The academy will work with the student, the parents and the teachers to ensure that coursework can be completed.

- d. In all cases, home schooling will be required during the third trimester. Home schooling allows the safest environment for the expectant mother and the unborn baby.

#### VI. Discipline Principles and Policies

The overall goal of the discipline process is to demonstrate God's love and forgiveness and change the attitudes of the heart of the students. The discipline principles below are the basis of all the academy's discipline processes. The academy is committed to applying these principles as the discipline process is executed.

##### A. Repentance: Proverbs 28:13, II Corinthians 7:8-11

1. Help the individual understand that they are responsible for their actions and the associated consequences.
2. Through the help of the Holy Spirit, the individual is brought to a place of sorrow for his/her actions.
3. Repentance is critical to successfully changing the attitudes of the heart.

##### B. Forgiveness: Luke 19:8, Ephesians 2:14-16

1. The individual is given the assurance that through God's grace all sins are forgiven if there is true repentance.
2. The individual also seeks forgiveness from all parties involved in the event and begins the process of renewing the relationships that existed before the event.
3. Seeking forgiveness is a second key step in successfully changing the attitudes of the heart.

##### C. Restoration: Ephesians 4:32

1. Make right what was wrong in the relationships which existed before the event including extending a sincere apology to others involved.
2. The individual may also need to make repayment for harm done.
3. Since God forgives, it is expected that students, parents and teachers will also demonstrate forgiveness.
4. Restoration is critical for demonstrating that all parties understand while sin is despised through God's forgiveness everyone shows God's love to the sinner.

The appropriate consequence (punishment) (Hebrews 12:6) is determined by going through the discipline processes outlined below. The discipline process can be divided into two categories: Minor and Major

#### VII. Discipline Process for Minor Offenses

##### A. Discipline Process Overview

1. For each offense, the principal or administrator may determine that the offense should be classified as a major offense rather than a minor offense and execute the discipline process for major offenses.
2. In the first offense, students will be given a warning/reprimand from the instructor, depending upon the severity of the offense. For more significant offenses a detention slip may be issued.
3. In the second offense, the students will be issued the details below will be implemented, and if necessary, a parental contact will be made by the principal to inform the parent of the offense and collaborate to address the problem.

##### B. Detention Procedures

1. A teacher, staff person, or administrator may use detention as a form of discipline within a classroom management plan, or for lack of respect in any school-related context.
2. When a detention is issued, the parent will receive an e-mail notification.
3. **Detention sessions will be carried out on Thursdays from 7:15-8:10 am.** Students must attend the earliest available session. A student who is late will serve an additional detention.
4. Students found to be in non-compliance with the detention session procedure will have a parental contact by the Middle and Upper School Principal. Further consequences will be applied.
5. **A detention session takes precedence over all co-curricular school activities.** The only exception would be an emergency verified by a note or a phone call from parent or guardian.

C. Consequences for Reoccurring Minor Offenses

1. First Detention: The nature of the wrongful behavior or attitude will be explained to the student. The student will then serve a Detention Session.
2. Second Detention: The student will serve a second Detention Session. Depending on the offense, the Principal may discuss the offense with the student, parents, and teacher.
3. Third Detention: The student will serve a third Detention Session. At this point, the Principal will contact the student, parents, and teacher, discuss the offense and notify them that if a fourth incident occurs a suspension could be applied. The contact with the parent is generally done via a phone call.
4. Fourth Detention: The student will serve an In-School Suspension (ISS). At this point a face-to-face meeting will be scheduled with the student, parents, and the Principal. A concerted effort will be made to modify or change the student's behavior in order to avoid expulsion. The student and parents will be reminded that the next offense will result in a review by the Principal and may result in expulsion, an in-school suspension or an out-of-school suspension.
5. Fifth Detention: The Principal makes a determination as to whether the student will be expelled or receive an out-of-school suspension. The basis for this decision will be the nature of offenses, the attitude of the student, and how his/her behavior is affecting the educational and teaching environment of the classroom and the school.
6. Each semester the maximum number of detentions a student can receive is five. If a student receives five or more detentions over the course of a semester the student and the parents will meet with Administration. The purpose for the meeting is to discuss the continued enrollment of the student.

VIII. Discipline Process for Major Offenses

When a major offense is reported the following process will be executed. A Principal or the Administrator will be responsible to investigate the facts surrounding the incident(s). He/she will:

- A. Determine who can help find the truth of the story – participants, witnesses, etc.
- B. Determine if there is the potential of any danger or perceived danger to staff or students at the academy. If there is, the parties involved in the incident may be requested to remain at home until a final decision can be made. The Academy will work with those asked to remain at home to keep up with their school work. If appropriate, these students will be allowed to participate in extra- curricular activities until a final determination on the consequences of the offense are determined.
- C. Inform the parents of all parties involved in the incident.
- D. Inform law enforcement officials if there is a legal responsibility to do so.
- E. If necessary, call together a Disciplinary Committee. The Committee may consist of:
  1. The Middle and Upper School Principal
  2. One or more members of New Life Academy's Leadership
- F. Each person will present their side of the story to the Disciplinary Committee and answer questions about the incident. Parents will be invited to attend when their children are involved.
- G. The findings of the interviews will be discussed and a recommendation will be made to the Academy Leadership regarding the suggested actions to take.
- H. The Middle and Upper School Principal or Administrator, after discussing with and gaining agreement from the Disciplinary Committee on the course of action to take, will work with the perpetrator and their parents, and carry out whatever consequence is appropriate.

## IX. General Guidelines for Consequences

While unique circumstances for each incident could cause a unique consequence to be determined, the following provides a general guideline for what the consequences will be. New Life Academy reserves the right to apply whatever appropriate consequences are needed.

1. First Offense
  - a. Probation, suspension or expulsion from school and all school-related activities.
  - b. One semester of probation.
  - c. Recommend appropriate counseling related to the offense.
  - d. Conference for re-admission, including student, parent, and the Middle and Upper School Principal.
  - e. Re-admission.
2. Second Offense:
  - a. Expulsion for the remainder of the school year.
  - b. One year of probation after re-admission.
  - c. Mandatory completion of counseling related to the offense. The student is required to follow the recommendation of the assessment and provide a written report to the school before re-admission will be considered. Failure to follow the written recommendation will result in expulsion from New Life Academy until this phase has been completed.
  - d. Conference for re-admission the following year including student, parent, and designated Middle and Upper School Principal.
  - e. Re-admission if all requirements have been satisfied.
3. Third Offense
  - a. Exclusion from New Life Academy.
  - b. Recommend completion of an appropriate counseling program.

The Minnesota State High School League (MSHSL) has additional guidelines for consequences related to various offenses. Consult the MSHSL website or contact the New Life Academy Athletic Director for specifics. The consequences outlined by the MSHSL are considered the minimum and New Life Academy may choose to implement more severe consequences as the case dictates.

Any party involved in the incident can request clarification of the decisions made or to appeal the decision to the New Life Academy Administration. The parents may speak to the Administrator and request a meeting with the Management Team to present their concerns and ask questions. Following this meeting, a final decision will be given to the parents.

## X. Reprisal Against Anyone Involved in an Incident

New Life Academy will take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of New Life Academy who retaliates against anyone who makes a good faith report of an incident, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to an incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## HEALTH SERVICES

Students at New Life Academy have the support of a Health Office staff (Licensed School Nurse or Health Assistant) throughout each school day. They provide care for students with illnesses or injuries; medication administration; immunization review and compliance monitoring; creation and implementation of individual health plans and emergency health plans; prevention and control of communicable diseases; vision and hearing screening; and other services to promote health and maintain wellness so students can learn.

### Illness in School

1. Students who are/or feel sick, must always report to the Health Office before contacting parents or leaving the building.
2. Students may rest in the Health Office for a limited amount of time. Concerns will be assessed, not diagnosed, and the parent may be contacted.
3. Students will be sent home or should stay home under the following circumstances:
  - a. Fever of 100 degrees or higher
  - b. Vomiting or diarrhea
  - c. Suspected contagious illness or condition (i.e. rash, sore throat, etc.)
  - d. Not well enough to participate in routine activities
  - e. Other symptoms / complaints as assessed by Health Office Staff
4. Students who have been sick may return to school when:
  - a. Fever-free (less than 100 degrees for 24 hours without using fever reducing medications)
  - b. No vomiting or diarrhea in the last 24 hours
  - c. Suspected contagious illness is diagnosed and treated if necessary
  - d. New antibiotic has been taken for 24 hours for most contagious illnesses.
  - e. Head Lice. Treatment for head lice is recommended; continue checking your child's head and combing daily to remove nits for two weeks.
  - f. Whooping cough (Pertussis). Students must stay home while waiting for test results. If diagnosed positive, student must complete five (5) days of antibiotic treatment before returning to school.
5. If anyone other than a parent needs to pick up a student, a picture ID is required.
6. Communicable Diseases: The Health Office must be notified if your child is diagnosed with a communicable disease (i.e. strep throat, mumps, meningitis, mononucleosis, lice, influenza, ringworm, measles, whooping cough, chicken pox).

### Injuries at School

1. All injuries must be reported to the Health Office staff.
2. FIRST AID: American Heart Association guidelines are followed.
3. SERIOUS ILLNESS/INJURY: In case of serious illness or injury where immediate care is needed, NLA staff will contact appropriate emergency medical services/911. If possible both 911 and parents will be contacted simultaneously. Emergency treatment costs are the responsibility of the student's parents or guardians.
4. MINOR ILLNESS/INJURY: In case of a minor illness or injury where immediate treatment is not indicated, NLA staff will attempt to contact the parents first.

### Student Physicals

1. **Physicals** are required for those involved in athletics. Students participating in athletics must have physicals updated every three years.

### Medications at School

1. **CARRYING OWN OTC PAIN MEDICATION:**  
During school hours and NLA sponsored activities, Middle and Upper School students (6<sup>th</sup>-12<sup>th</sup> graders) may possess and self-administer over-the-counter/non-prescription pain medication (i.e. acetaminophen, ibuprofen) with written parental consent. These OTC pain medications must not contain additional medications such as ephedrine or pseudoephedrine. Students must not share any medication with other students. NLA staff reserves the right to revoke this privilege for any student not following this policy.
2. **OVER-THE-COUNTER (OTC) MEDICATION:**  
All Over-The-Counter (OTC) medication must be supplied by a parent. OTC medications may be given by Health Office staff with written parental consent (on the [Medication/Procedure Authorization Form](#)) with the medication

supplied in the original packaging to be stored in the Health Office. No medication will be given without written parental consent.

3. PRESCRIPTION MEDICATION:

Middle and Upper School students are not allowed to possess or self-administer prescription medications during school hours or NLA sponsored activities. However, exceptions can be made for emergency medications (i.e. Epi-pen, inhalers) with healthcare provider and parent written authorization.

- a) To be given by Health Office staff and stored in the health office:

Prescription medication may be administered by Health Office staff with the completion of the [Medication/Procedure Authorization Form](#) by a licensed health care provider and signed by parent. Medication must be provided to the Health Office in the original labeled packaging and be unexpired.

- b) Authorization to Self-Carry EpiPen or Inhaler:

The Authorization to [Self-Administration Form](#) needs to be completed by a licensed health care provider and signed by parent.

4. Parents will be contacted if students are observed self-administering unauthorized medications.

#### Students with Medical Conditions

1. A [Medical/Procedure Authorization Form](#) must be completed prior to the first day of school.
2. All medical concerns (chronic or acute) should be directed to Health Office staff.
3. Parents must notify the Health Office if any medication or medical equipment is needed during school hours. Also notify the health office if a student may need nursing care (i.e. concussion, surgery, injury). Concussion accommodations or PE restrictions must be updated every 30 days.
4. An Individual Health Plan or Emergency Health Plan will be written for students that may require care of his/her medical condition while at school (i.e. asthma, allergies, seizures, diabetes)
5. All food preferences or accommodations must be provided by the student's parent/guardian. A [Special Diet Statement Form](#) is to be completed by a licensed physician to specifically identify life threatening food allergies, food allergies, and food intolerances.

#### Immunization Records

1. Immunizations records are required for each student at the time of enrollment. Minnesota State Law requires that all children enrolled in Early Ed, Lower School, or secondary school to be completely immunized or have a documented exemption on file. Parents can check MN immunization requirements [here](#).
2. Parents may obtain a legal exemption for medical or conscientiously held beliefs. It is necessary to provide documentation of the exemption. A medical exemption, including documentation of a history of chicken pox, requires a doctor's signature (see section 1A and 2A of the [Student Immunization Record](#)). A conscientious objection requires a notarized parent signature which is also on the Student Immunization Record under section 1B and must be signed each time additional shots are required (K and 7<sup>th</sup> grade).

#### Health Office Contact Information:

[nurse@newlifeacademy.org](mailto:nurse@newlifeacademy.org)

Phone: 651-757-4330 or fax 651-459-6194

## Appendix A - Uniform Dress Code Grades 6-12

New Life Academy believes it is important to have a dress code policy. Our dress code policy is in place to minimize dress concerns for students and parents. It is our intention that our students possess and portray professional and academic quality. New Life Academy administration reserves the right to address any dress code issues including fit, modesty and overall appearance.

\*The New Life Academy Dress Code is posted on our school website at [www.newlifeacademy.org](http://www.newlifeacademy.org).\*



## Appendix B - ATHLETIC HANDBOOK

### I. Athletics' Mission Statement & Purpose

- A. Athletics Mission Statement: Athletics are a powerful learning environment through which students can develop teamwork, perseverance, and leadership. Athletics provide student-athletes an opportunity to use their God-given gifts and abilities to bring glory and honor to the Lord. Athletics will help prepare student-athletes physically, mentally, emotionally, and spiritually for a life dedicated to serving Jesus Christ.
- B. Athletics Purpose: To challenge young men and women to grow in their faith, in their academic work, in their relationships, in their character, and as athletes. To develop young men and women who are loving, respectful, and responsible people for life. Ultimately, to help prepare them for life through athletics.

### II. We Believe

- A. Athletics at New Life Academy is another facet of training the total person.
- B. Athletics is an excellent avenue to develop Christ-like character in young people.
- C. Athletics can and should be used to promote development in all four aspects of life identified in Luke 2:52: physical, mental, spiritual, and social.
- D. That our success at utilizing our God-given talents is measured far more by effort, conduct, and progress than by our win-loss record.
- E. Our conduct on and off the arena of competition should be consistent with a positive Christian witness.
- F. We should continually seek specific ways to provide a Christian witness to our sporting opponent.

### III. Athletic Affiliations

State Affiliation: Minnesota State High School League (MSHSL)

Region: 4A

Conference: Skyline Athletic Conference

Middle School Conference: Catholic Athletic Association (CAA)

### IV. Sports Offered

MS/C/JV/Varsity Volleyball Grades 6-12

MS/JV/Varsity Boys Soccer Grades 6-12

JV/Varsity Girls Soccer Grades 7-12

Varsity Girls Tennis Grades 7-12\*

MS/JV/Varsity Football Grades 6-12\*\*

MS/C/JV/Varsity Boys Basketball Grades 6-12

MS/JV/Varsity Girls Basketball Grades 6-12

JV/Varsity Girls Hockey Grades 9-12\*\*\*

JV/Varsity Girls Alpine Skiing Grades 7-12\*\*\*\*

JV/Varsity Boys Alpine Skiing Grades 7-12\*\*\*\*

MS/JV/Varsity Baseball Grades 6-12

MS/JV/Varsity Softball Grades 6-12

Cheerleading Grades 7-12

JV/V Boys Golf Grades 7-12

JV/V Girls Golf Grades 7-12

MS/JV/V Boys Track & Field Grades 6-12

MS/JV/V Girls Track & Field Grades 6-12

V Trapshooting Grades 7-12

Please note: Only 7<sup>th</sup>-12<sup>th</sup> Graders are eligible for MSHSL Teams. 6<sup>th</sup> Graders may be invited to play on a Middle School Team if more players are needed.

\*Trinity at River Ridge Coop (Trinity host)

\*\*Academy Force Football Coop. (St. Croix Prep Academy host)

\*\*\*Woodbury Area Royals Coop. (Woodbury H.S. host)

\*\*\*\*St. Croix Prep Academy Coop. (St. Croix Prep Academy host)

## V. Eligibility

A. All athletes participating on and coaches coaching a high school level team must adhere to the rules set forth by the Minnesota State High School League. Violations will be handled on an individual basis with the MSHSL guidelines as an absolute minimum.

B. New Life Academy academic eligibility standards for a student to be eligible for co-curricular activities are as follows:

1. Maintain a 2.0 Grade Point Average (GPA) on end-of-quarter grades
2. Receive no more than one 'F' on end-of-quarter grades
3. Not placed in behavioral ineligibility

C. Student-athletes are expected to fulfill all of their academic responsibilities. Student-athletes may occasionally miss class time due to early releases for away games. Student-athletes must be responsible and always ask for assignments ahead of time and turn in assignment on time or ahead of schedule. The Athletic Department will not ask for special privileges or exceptions. We expect student-athletes to be leaders in the classroom.

D. Athletic ineligibility is defined as the loss of privilege for participating in sport practices and/or games/events. A student declared ineligible may not participate in any official games/events.

E. Eligibility will be determined at the end of each quarter (not semester grades) and goes into effect the Monday after report cards are issued. Eligibility may be reinstated at mid-quarter if the mid-quarter GPA is at least 2.0 and there are no "F's" on mid-quarter grades. Eligibility for mid-quarter will go into effect as soon as all mid-quarter grades are received into the guidance office.

F. The athlete will still be responsible for the participation fee for that sport, even if they decide to stop playing.

## VI. Athletic Code of Conduct

A. Student-athletes and coaches behavior will reflect our character as a Christian school.

B. Good sportsmanship should be observed in all game and practice situations. This includes no:

1. Cursing.
2. Taunting.
3. Trash talking.
4. Throwing equipment.
5. Disrespect to officials, coaches and/or fans (this will not be tolerated).
6. Obscene gestures.

G. Any of the above actions will result in suspension from practice and/or competition. Further consequences will be handled on an individual basis. Student-athletes and coaches are to be consistent with the New Life Academy Mission Statement. Student-athletes and coaches are representing New Life Academy and Jesus Christ.

H. Any player ejected from a contest will be suspended by the MSHSL for the next game. New Life Academy will consider further consequences on an individual basis.

## VII. Conflict Resolution Procedure

**Conflict Resolution Procedure:** In order to allow an expression of differences that occur in athletics, a procedure has been developed for establishing a line of communication between school, parent-guardian, students, and coaches. This procedure should follow an orderly process. We also feel that this is a learning process for student-athletes in becoming an advocate for themselves.

The following steps should be followed when a concern arises. Our goal is to resolve the conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary.

**Step I (Coaches/Student):** The student and the coach/adviser will meet to discuss the issue. It is strongly recommended that the coach has an assistant present as a witness of this conversation.

- Player identifies their concerns
- Coach works with player to identify a resolution plan

**Step II (Coaches/Student/Parent-Guardian):** The coach, student, and parents meet at a time and place that is convenient to all parties. Coaches/advisers may request administrative presence at the meeting, but the coach/adviser will run the session and provide a detailed summary for the Athletic Director signed by all stakeholders.

- Student and coach providing a review of the Step I meeting
- Discuss the resolution plan and why it has not worked
- Parties work to identify a solution that both agree to

**Step III (Coaches/Student/Parent-Guardian/Activities Director):** If no closure is attained through Step II and a meeting with the Athletic Director is requested a Step III form should be completed and turned into the Athletic Department Office. The Athletic Director will arrange a meeting with the coaches, student and parent-guardians.

- Agreements and disagreements discussed to date
- Action plan and its outcomes discussed
- Athletic Director is there to mediate discussion but could offer solutions
- Athletic Director informs principal of situation

**Step IV (Parent-Guardian/Principal):** The Athletic Director, coach/adviser, and/or student will participate in Step IV at the Principal's discretion.

- Resolution plans from Steps I, II and III discussed
- Principal mediates discussion and offers solution
- Principal informs the Head of School of the situation

#### **Key point in conflict resolution process**

- It is inappropriate to approach a coach before or after a game or practice (coaches have been instructed not to engage in conversations in these settings).
- Playing time and team selection is determined solely by the coaching staff and will not be discussed with parents-guardians.
- Parents must wait a minimum of 24 hours after the conclusion of a game/meet to discuss issues with a coach. Step 1 of the process must already have been satisfied as well.
- Calls should be directed to school contact numbers only and only during reasonable hours.
- Data privacy rules must be followed; coaches cannot discuss any other students.
- All communication must be done in a calm, respectful manner.
- If the parent refuses to involve the student in the process, the conflict resolution process is compromised.

#### VIII. Playing Time Policy

- A. There are no guarantees regarding playing time. For teams below the varsity level, the goal is player development. At the varsity level, the players that give the team the best chance to win will play, period. Coaches are charged with the task of doing what is best for the team. Sometimes what is best for the team is not what is best for an individual player. Student-athletes should discuss their role on their team with their coach. Student-athletes may not like their role or the situation but again, it is the role of the coach to do what is best for the group at large, not always what is best for an individual.
- B. Student-athletes are encouraged to discuss concerns and questions with their coaches. If a player is unclear on their role, their coach will explain it to them.
- C. Playing time will not be discussed with parents.
- D. Athletes and parents are encouraged to communicate non-playing time concerns using the Conflict Resolution Procedures outlined in Item VII.
- E. Coaches will do what is best for the team.

#### IX. Practice/Game Attendance

- A. Each sport program will establish their attendance policies and subsequent consequences for unexcused absences.
- B. School administrators, Athletic Director, and/or Coaches reserve the right to remove an athlete from a team for an unexcused absence(s).

#### X. Transportation and Travel

Transportation to all contests will be provided by New Life Academy unless notified by the Athletic Director. Team members are expected to travel to and from contests with the team unless alternate arrangements have been made and cleared by the Athletic Director and coach. Carpools may be used, but students are not to drive or ride with other students. At least one coach should travel with the team on the bus and be responsible for maintaining control of the athletes. Parents and players will be informed of all travel plans, including departure and return times, by their coach and Athletic Department. Coaches are responsible for athletes until they are picked up by their parents.

#### XI. Uniform Care

Uniforms are the property of New Life Academy and are expected to last several seasons. Players are expected to care for them and return them at their post-season team meeting. Uniforms should be washed in cold water and air dried to prevent aging and cracking of lettering. Players should report damage to the Athletic Director. The full cost of damaged or unreturned uniforms will be charged to a student's account.

#### XII. Refund Policy

Full Refund will be given when:

1. A student does not make a team after the tryout process.
2. A student elects to not participate on a team or suffers a season-ending injury within the first 7 days from the start of the season.

50% Refund will be given when:

1. A student elects to not participate on a team or suffers a season-ending injury after the first 7 days of the season have passed but within 28 days from the start of the season.

No Refund will be given when:

1. A student elects to not participate on a team or suffers a season-ending injury after the first 28 days of the season.

#### XIII. Student Spectator Policy

A bus fee may be charged to student spectators. Students must meet the following criteria to be eligible to attend athletic events as spectators riding on the New Life Academy athletic bus:

- A. Currently eligible (academically and behaviorally) students in grades 9-12.
- B. A permission slip from parents.
- C. In Study Hall during the last hour if the bus leaves before school dismissal. No academic class shall be missed.
- D. All bus rules from the transportation policy apply.
- E. Students riding the bus to a game must return on the bus unless they return with a parent.
- F. Being released to attend athletic events as a spectator results in an unexcused absence.

#### XIV. Elastic Clause

The above list of policies and procedures is not comprehensive. As an Athletic Department, we reserve the right to add or adapt policies as we deem necessary per administrative approval. All New Life Academy policies and decisions supersede the policies listed above.

## ADDENDUM A - NEW LIFE ACADEMY MIDDLE AND UPPER SCHOOL (Grades 6-12) HOMEWORK GUIDELINES

### HOMEWORK

The educators at New Life Academy recognize the importance of assigning meaningful and quality homework to students. Homework routinely assigned and assessed, using specific guidelines, results in student achievement, independence, and responsibility and serves as a vital link between school and home.

#### Homework can be:

- **In Class Assignments** are assigned to be completed in class, but some student may need additional time to complete this work.
- **Homework**, the daily, meaningful, quality work assigned to students to be completed during non-instructional hours to increase student knowledge and understanding.
- **Long-term Assignments** such as research or projects that require students to work both in class and outside of class in whatever combination necessary to meet the assignment deadline. Homework time allocations for this definition are flexible and need the team-work of students, parents, and teachers to monitor timelines to ensure the best outcome.

#### Homework has four purposes:

1. **Practice** and application new learning to get as close to mastery as possible.
2. **Preparation** for a new lesson or unit of study in a text for the next class meeting.
3. **Study** to review content to prepare for a test.
4. **Extend or elaborate** instruction and learning by investigating an idea or concept learned.

#### The Teacher's Roles

- Teachers assign homework that **matches students' skills and take** an appropriate amount of time to complete.
- Teachers provide timely feedback, orally or in writing, that provides specific information about students' learning and growth.
- Teachers create clear homework guidelines, maintaining an effective system for communicating to parents and students.
- Teachers teach and discuss study skills and habits, so that students know and understand the basics of how to study and complete quality homework.
- Teachers coordinate with colleagues to ensure that homework is appropriately paced, and all students have access to research and resource materials.

#### The Students Role

- Students are committed to frequent practice of new and developing skills.
- Students are responsible in ensuring that they understand why homework was assigned and how to do it before leaving class.
- Complete and submit homework assignments by the due date. Please refer to the Student Handbook for missed work guidelines.
- Complete all assignments honestly in accordance with the teacher's directions.
- Commit to doing their best work on all assignments.

#### The Parents Role

- Parents coach and support, providing opportunities for your children to be successful, but do not do the assignment.
- Encourage students to communicate with the teacher about homework parameters and to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s) when necessary. Students need to be in charge of their own learning, but we are all invested in ensuring students are successful.
- Promote honesty and integrity in homework completion. (Discourage cheating, plagiarism, and having too much input of others in the completion of homework.)

#### Homework Guidelines

Students might not bring homework home every day. However, regular homework, especially for students in fourth grade and up, has been proven to support academic success. The time spans in the chart below are guidelines, there may be times when students have no homework, or have slightly more.

## ADDENDUM A- NEW LIFE ACADEMY MIDDLE AND UPPER SCHOOL HOMEWORK GUIDELINES

**Daily Independent Reading:** Daily Independent Reading is time spent with books children want to read and enjoy. Research supports that daily independent reading in home AND in school significantly effects reading success and increases their motivation and interest to read.

### Daily Homework Assignment Guidelines by Grade Levels:

Grade Level	Daily Time for Homework
Grades 6-8	60 minutes (Plus 30 minutes of daily independent reading.)
Grades 9-12	90-120 minutes (Plus 30 minutes of daily independent reading.) (AP and advanced courses require more study time.)

*If you find that your child is spending more than this suggested time on a regular basis, talk about it with your child. Please provide helpful feedback to your child's teacher periodically, so that we can ensure that our Homework Policy is meeting the needs of our learners.*

*Note: Assignments that require going to the public library or using other external resources will include a weekend to accommodate working families.*

### **Late Work:**

Grades 6-8: Assignments are considered late if not handed in by the end of the school day. For every school day an assignment is late the total grade will be deducted 10%. Late work will be accepted for 5 school days, after that it will be a zero in the grade book.

Grades 9-12: Students are expected to complete all assignments on time and turn it in by the due date. Homework that is not turned in on time will be reduced by 50%. After two weeks, the assignment will no longer be accepted for credit. Long term assignments will be reduced by 10% each day for one week after the assignment is due. Long-term assignments turned in after one week will be reduced 50%. All assignments and homework are expected to be turned in, regardless of point/percentage loss.

## **ADDENDUM B- NEW LIFE ACADEMY MIDDLE AND UPPER SCHOOL (Grades 6-12) Citizenship Codes**

At New Life Academy we put a strong emphasis on academics and character. The Citizenship Codes are a tool to communicate, not only academics on the report cards, but how a student is doing as a member of our school community.

Citizenship Codes  
Middle School / Upper School

### **E - Excellent**

- Consistently displays a Christ-like attitude
- Goes above and beyond to encourage and help classmates
- Shows excellent participation skills, by both sharing and listening to others' remarks
- Demonstrates strong leadership skills

### **G - Good**

- Respectful to the teacher and classmates
- Consistently displays a positive attitude
- Comes to class on time, properly attired, and prepared
- Remains respectful and attentive during instruction
- Willingly participates in learning activities

### **S – Satisfactory**

- Generally shows respect to their teacher and classmates with few exceptions
- Shows a positive attitude most of the time
- Is prepared for class but is occasionally late, or out of dress code
- Participates in classroom activities and learning with some reminders

### **N – Needs Improvement**

- Attitude and behavior negatively impacts class or disrupts learning
- Is disrespectful to teacher
- Discourages or makes unkind remarks to classmates
- Is occasionally late, unprepared for class, or out of dress code
- Requires repeated correction

### **U – Unsatisfactory**

- Unwilling to cooperate or benefit from correction
- Repeatedly demonstrates a negative attitude and pattern of behavior
- Is a continual distraction to the learning process
- Is consistently late, unprepared for class, or out of dress code

### **Citizenship Codes Policy**

- A New Life Academy student receiving an N, per grading period will result in conference with the principal. The conference may include parents, but a communication to the family will come from the Principal.
- A New Life Academy student receiving a U or more than one N, per grading period will be ineligible for extra-curricular and athletic participation for a minimum of two weeks. In addition, they will be required to have a conference with the principal and at least one parent in attendance.

Ineligibility includes all extra-curricular activities. Citizen ship codes will also be used to evaluate a student's participation in other school leadership, field trips or travel opportunities. (Sports, Drama, Clubs, Athletic Captainship and Leadership positions at the school, National Honor Society, Student council, etc.)

**ADDENDUM C - NEW LIFE ACADEMY MIDDLE AND UPPER SCHOOL (Grades 6-12)  
COMMUNITY SERVICE HOURS**

We strive at New Life Academy to develop students that have a growing and personal relationship with Jesus Christ. We are called as believers to be the hands and feet of Christ. Service Hours gives New Life Academy students a distinct advantage to learn the heart of service. Community service provides students the opportunity to find a passion for giving back in the areas they live and the world around them.

All Christian service hours will be based on the principles in Mark 10:45 which states, "For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." Simply stated, the type of service that you will be required to do will involve giving of your time and talents.

**Middle School**

In middle school, the students are given the opportunity to complete their services hours through Project Serve. We see middle school as an opportunity to spark the interest and passion to serve.

**Middle School Community Service Hours Requirements:**

Grades 6-8

10 Hours Per Year (minimum)

(5 Per Semester)

**Upper School**

Upper school students can earn service hour in a variety of ways and can also earn them during the summer, weekends and other opportunities. (Mission Trips, church volunteering, community service and more).

**Upper School Community Service Hours Requirements:**

Grades 9-10

15 Hours Per Year

(7-8 Per Semester)

Grades 11-12

20 Hours Per Year

(10 Per Semester)



## **ADDENDUM D - Technology Responsible Use Agreement Grades 6-12**

### **PURPOSE**

New Life Academy provides technology resources for the school community with a belief that technology is an educational requirement in today's culture. In return, NLA expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools in a manner worthy of Jesus Christ.

Philippians 4:8

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

### **EXPECTATIONS AND POLICIES**

Responsible use of NLA's technology resources is first and foremost a reflection of Jesus Christ to each other and those outside the NLA community, and therefore should be ethical, respectful, honest, and supportive of the school's mission. The school expects all members of the school community to avoid computer activities which interfere in any way with the learning process, spiritual growth and character development. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies located in the NLA Handbook. Violating any portion of this signed agreement may result in disciplinary review, including possible suspension or expulsion from NLA, and/or legal action. NLA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

### **CONSEQUENCES**

Failure to abide by items set forth in this policy will generally be addressed via disciplinary procedures listed throughout the NLA Handbook based on the type of offense (i.e. cheating, theft, inappropriate material, etc.) that occurred through the use of a device. Classroom teachers have the authority to set expectations for appropriate use of technology in their classroom in addition to this document. The administration reserves the right to apply disciplinary action on a case-by-case basis. The policy will apply regardless of device used (phone, tablet, laptop, etc.).

*\*If an offense constitutes harassment or otherwise significantly impacts instruction or the operation of the school, the student will automatically receive OSS (Out of school suspension) and the student's future at NLA will be discussed with the parents and administration.*

**The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus, regardless of device or system used, if such activity adversely affects the safety or well-being of students, employees or other members of our community, negatively impacts classroom instruction, or constitutes cheating or behavior embarrassing to the school.**

### **ONLINE BEHAVIOR**

\_\_\_ I understand that I continuously represent Jesus Christ and NLA whenever and wherever I use online communications (both at school and at home.) This includes, but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social networking sites. In all of my online communication with classmates, teachers, and anyone else inside or outside the NLA community, I will treat others in love and respect as Christ teaches. Any disrespectful, obscene, or inflammatory language or media, ethnic or racial slurs, bullying,

harassment or defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

\_\_\_ I understand I am required to report to the administration any communication online that affects the safety or well-being of myself, another student, or NLA employee. I understand that if I am aware of this type of activity and do not report it I may be subject to disciplinary action myself.

\_\_\_ If I am uncertain whether a specific device-based activity is permitted or appropriate, I will ask a teacher or a member of the Technology Department before engaging in that activity.

## **PRIVACY**

\_\_\_ I will not share my access to any school-provided technology accounts or use anyone else's accounts. If I become aware of another individual's password, I will inform that person or a member of the technology staff.

\_\_\_ I will respect the privacy of others throughout the NLA network and on the Internet and will not share or access others' folders, files, or data without authorization.

\_\_\_ I understand there is no expectation of privacy when using NLA-provided computers or networks, and that NLA has the right to inspect any data, email, logs, or files that exist on the network or on individual school devices without the prior consent of the user(s). In addition, NLA reserves the right to view or remove any files on the network or on individual school computers without prior notice to users.

\_\_\_ I will not share or post online personally identifying information about any members of the NLA community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

\_\_\_ I will not make audio or video recordings or take photos of another student or teacher without his/her knowledge and consent and, if another student, the permission of the student's parent(s). Exceptions to this policy are allowed for multimedia assignments given by teachers. Multimedia assignments may not be shared by any method except with those who are part of the assignment and the assigning teacher. I will not take pictures or videos of academic work unless given permission by the teacher.

\_\_\_ I will not falsify my identity online in any way. I will not impersonate another student or NLA employee online.

## **USE OF SCHOOL TECHNOLOGY RESOURCES**

\_\_\_ Regardless of the device used, when in the classroom or study hall I will not be engaged in any electronic communication, game playing or multimedia use without prior teacher approval. Appropriate use of these privileges may take place during non-instructional time (before/after school, lunch, passing time, etc.) based on the content listed in this document and the school's mission.

\_\_\_ I will use my NLA email for school-related activities only.

\_\_\_ I will not use my NLA email account or Schoology account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.

\_\_\_ I will not use NLA technology resources for commercial activity or to seek monetary gain.

\_\_\_ I will not deliberately perform any act which will negatively impact the operation of anyone's devices, printers or networks. I am aware that I am responsible for any damages I may cause.

\_\_\_ I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help to remove the virus.

\_\_\_ I will be responsible for backing up my own files. NLA is not responsible for backing up student files in any way.

\_\_\_ I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.

\_\_\_ I will not install or boot to non-approved operating systems, or “jailbreak” any NLA devices.

### **OBSCENE OR INAPPROPRIATE MATERIALS**

\_\_\_ I understand NLA monitors and filters all interactivity through the NLA network and that the primary purpose of internet access is to facilitate learning and communication.

\_\_\_ I will not attempt to circumvent or bypass the NLA filter in any way when using the NLA wireless network or using a school-owned device. I will not attempt to access any wireless networks which I have not been given access to.

\_\_\_ I will not search for or download any material that is offensive, lewd, pornographic or inappropriate based on the school’s mission. I understand this applies to both school-provided and personal devices.

\_\_\_ If I mistakenly access inappropriate material, I will notify a teacher or staff member immediately so the material can be blocked and any other necessary steps can be taken.

\_\_\_ If I need a website unblocked for educational purposes, I will make a request through a classroom teacher. I understand I may not directly request the Technology Department to unblock websites.

\_\_\_ I will not in any way share any material that is offensive, lewd, pornographic or inappropriate with others, including but not limited to allowing others to view the material on my device or providing others with the files or links to the inappropriate material.

### **COPYRIGHT AND PLAIGARISM**

\_\_\_ I will follow all terms-of-service, age-limit requirements, copyright, fair-use and other applicable laws when accessing the internet.

\_\_\_ I will not plagiarize from any sources. (Plagiarism is taking someone else’s writing, image, or idea and presenting it as your own.)

\_\_\_ I will properly cite any resources that I use in my schoolwork.

\_\_\_ Except for “educational fair use” as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

### **BYOD PROGRAM 6-12**

*This section applies to the grades 6-12 BYOD Program. For all other personally-owned equipment please refer to the section “Portable Electronics and Personal Computer Equipment” in this document.*

\_\_\_ I will bring my device/computer to school charged and ready to use each day. I will ensure I have brought the power cord with me each day in case I need to charge my laptop, realizing the school does not keep spare power cords. If I need to charge during class, I will plug in before the teacher begins so I do not interrupt class.

\_\_\_ I understand that if my laptop does not meet the minimum system requirements set by the school, the administration or technology department may require me to upgrade or replace my laptop to meet the requirements.

\_\_\_ I understand I am responsible for maintaining my own laptop. The school is not responsible if my laptop is not working correctly but may provide assistance if I am having trouble getting online.

\_\_\_ I understand that the teacher is the final authority in the classroom and that the teacher may ask me to put my laptop away if I am not on task. If asked to do this, I will comply without complaint or argument.

\_\_\_ I agree to keep my laptop secured with a password and have my name on it somewhere. My parents will maintain full administrative access to my laptop in some way. I will store my laptop securely when not in use. I understand the school is not responsible for loss, theft or damage to my laptop.

\_\_\_ I will install all of the required software before coming to school. I will ask for assistance from the Technology Department or other sources if I need help.

\_\_\_ I understand that as part of NLA's comprehensive effort to maintain a safe and secure network/internet connection, the administration reserves the right to randomly search a student's laptop computer for unauthorized usage and/or inappropriate or illegal content.

\_\_\_ I understand that if I choose to use a personal hotspot or other method of internet access other than the NLA provided student wireless network, I may not visit websites while on campus that would otherwise be blocked on NLA's network. I understand that using personal internet access to visit websites that would normally be blocked on NLA's network will constitute circumventing NLA's filter and be subject to disciplinary action.

#### **PORTABLE ELECTRONICS AND PERSONAL ELECTRONICS**

Please refer to the Student-Parent Handbook for individual policies relating to the appropriate use of portable electronics while on campus in the High School, Middle School and Lower School sections. Portable electronics is any electronic device that is designed to be portable, including but not limited to iPad, iPod, tablet computers, cell phones, e-readers, portable video game systems, or any other portable device with a power switch. **As a reminder, the school reserves the right to apply disciplinary consequences for the use of portable electronics off-campus under the circumstances discussed in the Consequences section of this agreement.**

#### **LIMITATION OF LIABILITY**

NLA takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. NLA reserves the right to block content that negatively impacts the academic performance of students. NLA cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. NLA is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

#### *2 Peter 1:3-11*

*3 His divine power has given us everything we need for a godly life through our knowledge of him who called us by his own glory and goodness. 4 Through these he has given us his very great and precious promises, so that through them you may participate in the divine nature, having escaped the corruption in the world caused by evil desires. 5 For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; 6 and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; 7 and to godliness, mutual affection; and to mutual affection, love. 8 For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ. 9 But whoever does not have them is nearsighted and blind, forgetting that they have been cleansed from their past sins. 10 Therefore, my brothers and sisters, make every effort to confirm your calling and election. For if you do these things, you will never stumble, 11 and you will receive a rich welcome into the eternal kingdom of our Lord and Savior Jesus Christ.*

## **ADDENDUM E - Cell Phones, Laptops and Other Electronic Devices Implemented Fall of 2019**

### **Cell Phones (Grades 6<sup>th</sup>-8<sup>th</sup>)**

Cell Phones are not to be used during school hours (8:00am-3:00pm)

Cell Phones should be kept in the student's backpack.

\*In the case of emergency or needed to make contact with parents. Teacher can allow a student to use phone under the supervision of the teacher. Teachers may also allow students to use cell phones in situations that are directly related to academic use and under teacher supervision.

### **Laptops (Grades 6<sup>th</sup>-8<sup>th</sup>)**

Laptops are tools to help enhance the learning experience. Students in grades 6<sup>th</sup>-8<sup>th</sup> should only be on their laptops in class under teacher supervision. Laptops are not to be used before school or after school unless working with the teacher on academic work or under supervision in AC130. Laptops can only be used under teacher supervision.

\*New Life Academy will provide laptops for students in 6<sup>th</sup> grade. The laptops use will adhere to the policy listed above. The laptops will not be allowed to be taken home or accessed before the school day begins. (If a student needs access prior to the start of school, they will work in a teacher's classroom under teacher supervision.)

Head Phones / Ear Phones / Air Pods / Ear Buds (Grades 6<sup>th</sup>-8<sup>th</sup>)

Head / Ear phones / Air buds should not be used in Middle School between 8:00 am and 3:00 pm. Students should have them in their backpacks or put away out of sight.

Only students who have the option of head /ear phones in their learning accommodation is allowed. Or unless approved by the teacher for academic or project work.

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### **Cell Phones (Grades 9<sup>th</sup>-12<sup>th</sup>)**

Cell phones access is a privilege in our school for students in grades 9-12. With this privilege comes responsibility. These responsibilities are as follows:

- Cell phones may be used before school, after school and during lunch.
- Cell phones will not be accessible during class, unless the teacher is using the device for instructional purposes. Otherwise, as you enter class, your phone will be stored in a space provided by NLA.

Head phones, ear buds, ear phones, (listening devices) are not allowed unless they are a part of your learning plan. Examples of a learning plan include on-line courses, in a specified area, curriculum modification by a teacher/staff member.

NLA is not responsible for the loss of a cell phone. Cell phones are not a part of our dedicated curriculum; thus, we will not assume responsibility for lost or stolen phones.

\*In the case of emergency or needed to make contact with parents. Teacher can allow a student to use phone under the supervision of the teacher. Teachers may also allow students to use cell phones in situations that are directly related to academic use and under teacher supervision.

### **Laptops (Grades 9<sup>th</sup>-12<sup>th</sup>)**

Laptops are tools to help enhance the learning experience. Students in grades 9<sup>th</sup>-12<sup>th</sup> will need to be on their laptops in order to meet academic deadlines, on-line course work and college course work. Laptops should be used for academic purposes. Students should not be streaming, messaging, chatting or gaming on their laptops. If a student is streaming or gaming, the offense policy will be enforced.

Accessing inappropriate Social Media Access and/or bullying. If this occurs during the school day, you will lose the privilege to have your phone at school for the remainder of the school year. Inappropriate social media may fall under the discipline policy and if reported will be reviewed by the administration to address according to the student handbook.

- First Offense: The student may retrieve the electronic device at the end of the school day from the Principal after a warning. Parents will be contacted via email.
- Second Offense: The student's parent will be contacted to inform them of the second offense. Parents will be contacted via phone call. The second offense means a parent needs to pick it up from the school office.
- Third Offense: If an item is confiscated for a third time, the student and their parents will meet with the Principal to discuss consequences. Consequences can include, detention, suspension or loss of phone coming to school.

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