



Lower School Parent Handbook

2021-22

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Dear Parents,

I am so excited to welcome you all back to our campus this 2021-2022 school year. I have been seeking the Lord and praying for our year together. It is fun to anticipate how God is going to work through our teachers and staff to nurture and grow your children.

Our mission to educate students and help them flourish in a Christ-centered community where they are known, loved and valued is New Life's top priority. Every activity at New Life Academy seeks to fulfill that mission

I believe Christian education has a unique and powerful opportunity to instill in young students a love of the Word, Jesus' teachings, and a genuine care for others. Each student has been created in the image of God. We will seek the Lord to help speak truth over our students, know the students on a personal level, and help mold them into the men and women God created them to be, as lifelong learners of Jesus Christ. As students begin to understand who they are in Christ, they develop a love for learning and living an impactful life.

Our students are growing up in a world that is constantly changing and in unprecedented circumstances. With this knowledge, we are dedicated to helping our students become avid learners who are complex problem solvers, creative critical thinkers, and active and engaged listeners. We have planned and expanded a program that offers students the opportunity to learn in different ways to become wise leaders and discerning followers as they seek to bring glory to Jesus Christ.

I invite you to spend time praying for NLA, other families, and teachers to be part of the great things that are happening at New Life Academy this year. It is my prayer that you will see a community of believers who offer grace to one another through the love and peace of Jesus Christ.

*Be of good courage,
and He shall strengthen your heart,
all you who hope in the Lord.
Psalm 31:24*

For Christ and His School,
Nancy Washburn
Lower 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.

Our mission

To educate students and help them flourish in a Christ-centered community where they are known, loved, and valued.

OUR VISION

To educate faith-filled, future-ready leaders that will influence the world for Jesus Christ.

OUR CORE VALUES

- Pursue excellence in educating and preparing our students for life.
- Teach and model and Authentic Christian Life and Worldview.
- Treat others as individually valued and uniquely created.
- Create vibrant relationships with students and families.
- Provide a transformative educational experience for an exceptional value.

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**

OUR STATEMENT OF FAITH

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.

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.

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.

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.

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.

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.

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.

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.

A 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. New Life Academy produces graduates that are:

Authentic Christ followers

They will establish a deep, lasting, and intimate connection to God's being. They will extend the truth and grace of Jesus Christ to all. They will genuinely seek to become a living example of what Jesus prayed, taught and modeled.

Spirit-driven Individuals

They will understand that they are God's masterpiece and that they have been uniquely gifted and motivated to do good works and live with purpose. They will aspire to live lives that are whole and holy, seeking to do the better things God has purposed for them, rather than the temporal things which the world treasures.

Accomplished Learners and Mindful Doers

They will be academically prepared to succeed in their next level of educational or career pursuit. They will persistently build on a rock solid foundation of core knowledge and wisdom, striving for excellence in all things. They will continually seek to learn and grow intellectually, to develop their ability to think critically, to expand their capacity to innovate and problem solve, and to effectively communicate and collaborate with others. They will understand that doing is the completion of knowing.

Agents for Positive Change

They will use and build upon their New Life Academy experience to serve in meaningful ways to challenge contemporary culture and shift our way of being in the world, to change the quality of our relationships with other human beings and with God's creation, and to elevate society's desire to embrace God's true justice, grace, peace and joy.

Wise Leaders and Discerning Followers

They will live life boldly and from a heart that bends outward in love of God and of one another. They will understand that leadership is about how to be and not about power, wealth, or celebrity. They will live out their faith authentically and lead generously as servants.

SPIRITUAL LIFE

New Life Academy exists to educate students and help them flourish in a Christ-centered community where they are known, loved, and valued. Through prayer and shepherding of hearts, we desire to develop the whole child in the truth of who they are in Christ. Bible classes, Scripture memory, chapel, and permeating God's Word into everything we do is a hallmark of New Life Academy.

I. Lower School Chapel

Chapel is a valuable time of the week to come together as a community in worship and continue to grow in our relationship with Christ.

- Students have the opportunity to meet in community groups led by NLA juniors and seniors. Students are able to discuss topics in a small group setting, ask questions and be mentored by older students.
- Throughout the year, we recognize the work the Holy Spirit is doing in our students through Christian Character Recognition chapel.
- The Joyful Noise Makers, our grades 4-5 optional worship choir lead us in worship during chapel.
- The Hymnsters, all 3rd graders, have the opportunity to lead chapel with the hymn of the month.
- Lower School Chapel happens weekly on Wednesdays from 8:15 – 8:50 AM for Kindergarten – 5th grade students.
- Parents are always welcome to attend Chapel services.

II. Bible

Bible class happens every day in the elementary. Teachers use the CSI Bible curriculum and real-life examples to help students develop and grow in Christ. This curriculum is designed for students who attend New Life from K-6th grade to receive the entire Bible.

III. Biblical Permeation

The Bible is central to everything we do at New Life Academy. Classes are taught through a Biblical lens and permeated in Scripture (**2 Timothy 3:16**). Issues of the heart are also an opportunity for us to speak truth and extend grace to our students. It is our desire for students to be lifelong learners of God's Word.



GENERAL INFORMATION

I. School Hours

The Lower School day is 8:05-3:00 Monday through Friday.

II. Transportation

- A. Bus Transportation** - South Washington County Schools transport students living in District #833. The district will mail families information about bus routes. In cooperation with the district transportation services, New Life Academy issues the following policies:
- The bus driver is in full charge of the bus and riders.
 - It is dangerous for students to move about the bus while in motion. Students should not change seats while the bus is in motion.
 - Any distractions to the driver jeopardizes the safety of every student on the bus.
 - Students should not eat food, chew gum, or drink pop on the bus.
 - Students should keep the bus clean. Please do your part to keep the floor clear of wastepaper and trash by cleaning up behind yourself.
 - Students should not, at any time extend their arms or heads out of the bus windows. Do not lower windows any further than is necessary to allow air to pass through the vehicle.
 - Any damage done to the bus should be reported to the driver immediately.
 - Loading and unloading the bus should be done in an orderly manner:
 - Students should wait on the curb until the bus comes to a complete stop and the driver indicates to the students that it is safe to enter or cross the street.
 - Students are to exit one seat at a time, walking, single file
 - When unloading, students should wait until the bus comes to a complete stop before getting out of their seats. When it is necessary to cross the road, students should cross at least ten feet in front of the bus and take extra caution, waiting for the driver to indicate it is safe to cross.
 - Only students assigned to a bus have permission to ride the bus to and from school. When a student needs to ride the bus home with another student, they must call district 833 transportation department at 651-425-5303. The transportation department will review rider loads and confirm or deny a bus pass based on available space. All confirmed bus passes will be from the receptionist at the front desk. Bus passes are on a temporary one day pass basis.

Discipline Procedures for riding the bus:

- The first report of an incident involving a student's misbehavior on or near the 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.
- 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 the bus.
- The third report of a student's misbehavior will be sent to the parents stating that the student may 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 the bus.
- The fourth report of a student's misbehavior will be sent to parents stating that the student will be denied his/her bus riding privileges for the balance of one school year.
- Student riding privileges may be denied at any time in the event of a violation of rules.
- For incidences involving damages to the bus, the student involved and parents of the involved student shall pay for the cost of the damage.

(These discipline procedures are adapted from those established by the South Washington County School District and apply to district busses as well as on New Life Academy Busses.)

- B. **Carpools** - Families may choose to carpool to and from school. New Life Academy provides an app for pre-approved NLA families who would like to connect and share riding responsibilities.
- At the end of the day, carpool drivers may pick up their child on the west end of the building.
 - Students should have a note from home, shared with the classroom teacher, to give permission for students to go home in a carpool other than their own parents/guardians.
 - Carpool students who are waiting after 3:10 p.m. will be brought to their classroom teacher so their parents can be contacted. Teachers will then bring the students to Academy Adventures until they are picked up. Parent's will be billed for the minutes they are at Academy Adventures.

III. Before and After School

Supervision is provided for students in grades K-5 in the cafeteria beginning at 7:00 AM each morning. There is no cost for before school care.

After School, students may go directly to their bus or car. Academy Adventures is our after school program for lower school students from 3-5:30 every day. Students who attend Academy Adventures will have time to play in the gym and outside, eat snack, and work on homework or craft projects. Academy Adventures does have an additional fee. (see page 22 for more information on the Academy Adventures program)

IV. Boundaries

- The pop machine and vending machines are off limits to lower school students during school hours.
- Ponds and flower areas in front of the school should be clear of students at all times.
- Students should not go beyond the fence line of the playground.

V. Snow Days

When weather is not ideal due to snow or ice changes to the school day will be communicated in the following ways;

- NLA Website – www.newlifeacademy.org
- WCCO Radio - AM 830
- WCCO TV – Channel 4
- KSTP Television - Channel 5
- KMSP Television – Channel 9
- KARE Television – Channel 11
- NLA social media sites
- Email, text and phone alerts

If district 833 makes a change to their school day hours due to weather, we will follow their arrangements.

VI. Lost and Found - All items found will be put on the Lost and Found cart in the Lower School hallway by room 202 and another cart in the Commons Area. Unclaimed items will be given to charity at the end of each semester.

VII. Lockers and Locks - Lockers are assigned to students in grades K-5th at the beginning of the school year. Students will be held fully responsible for any and all damages to their locker occurring during the school year. To avoid damages caused by others, students should:

- Purchase a lock and use it
- Never share the combination with someone else
- Valuables should not be kept in lockers
- Keep the locker clean
- Report any need for repair to the school office immediately
- Students should not “overfill” the locker and force the door shut.
- NLA reserves the right to remove items on or inside the lockers that are considered inappropriate.

Lockers are the property of NLA; New Life Academy reserves the right to inspect lockers at any time with or without notice. NLA cannot be responsible for personal belongings, students are encouraged to only bring essential items to school and take precautions to protect their belongings. Posters, decorations, etc. on the inside should meet appropriate NLA Christian standards. Unless permission is requested and granted, the outside of the locker should have nothing attached to it. (Exception: Sport team recognition and or birthday celebrations should be removed by the end of the day)

VIII. Textbooks, Backpacks, and Supplies

- Each student's family is expected to provide the required consumable supplies as outlined in the school supply list. Book costs are included in tuition.
- Students in grades 2 – 5 will be required to have a NIV Bible.
- We encourage students to put book covers on textbooks.
- Backpacks and book bags should be stored in lockers. Those left in the school hallways will be removed and brought to the school office.

IX. Items Not Permitted at School

The following items are not permitted at school and will be confiscated and the situation will be handled by the Lower School Principal:

- Weapons and "look-alikes" - Please refer to the weapons policy.
- Matches/Lighters
- Skateboards, Rollerblades, Scooters, and Snowboards
- Magazines unless they are teacher directed with a classroom purpose
- Trading and/or selling of items is not permitted.

X. Cell Phones and Other Electronic Devices

- Electronic devices such as iPods, CD players, cell phones, pagers, laser pointers or similar items are not to be used during school hours unless it is for educational purposes. Misuse of technology devices may also fall under the major discipline guidelines as an invasion of privacy, harassment and cheating.
- If students are found using electronic devices during the school day (8:05 a.m. – 3:00 p.m.) the device will be confiscated and given to the Lower School Principal.
 1. **First Offense:** The student may retrieve the electronic device from the Lower School Principal after school. Parents will be contacted via email.
 2. **Second Offense:** The student's parents will be contacted to inform them of the second offense. The device will be held until it can be picked up by a parent.
 3. **Third Offense:** If an item is confiscated for a third time, the device will be held until the student and their parents meet with the Lower School Principal to discuss consequences.

*** Any inappropriate use of technology (photography, video or recordings) may fall into the major discipline categories of harassment, invasion of privacy and cheating. This includes when a cell phone or electronic device is confiscated and upon examination of the phone by the school administration. In the case that technology is used inappropriately the Lower School Principal will meet with the student and their parents to address the issue and the consequences.**

XI. Technology Agreement and Authorization

- 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.
- Your written request via email to communications@newlifeacademy.org, is sufficient to revoke your permission of using your child's photo in/on New Life Academy promotional materials.

XII. Co-curricular 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 as athletics, music performances, Student Council, Chapel participation, Spelling Bee, and others. It is important that students, faculty, and the public see in each student an example of Christian living in the following:

- **Conduct:** This includes respect for and cooperation with any adult in charge in both behavior and attitude and being a good example in student relationships.
- **Dress:** Students respect themselves by modest dress and appearance at all school functions
- **Academics:** Please see eligibility on page 24.
- **Attendance:** Students must attend all day in order to participate in any co-curricular activities
- **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. (**Colossians 3:23**)

XIII. Lunch and Recess Schedule

Grade	10:30	10:40	10:50	11:00	11:10	11:20	11:30	11:40	11:50	12:00	12:10	12:20	12:30	12:40	12:50	1:00	1:10
K			Lunch 10:45 - 11:10										Recess 12:25 - 12:50				
1				Lunch 11:00 - 11:25				Recess 11:30 - 11:55									
2			Recess 10:50 - 11:15			Lunch 11:20 - 11:45											
3	Recess 10:25 - 10:50			Lunch 10:55 - 11:20													
4							Lunch 11:30 - 11:55			Recess 12:00 - 12:25							
5												Lunch 12:20 - 12:45			Recess 12:50 - 1:15		

A. Lunch and Milk Accounts – Students will be given a confidential PIN number to access their lunch account, Money may be given to the cashier in the cafeteria every day prior to the start of school. Parents will be notified when additional funds are needed for the account.

B. Cafeteria Manners

Students are held to the same behavior standards in the lunch room as in the classroom.

- Stay in your seats
- Speak to your neighbor with an inside voice.
- Eat only your own food. Do not share, throw, or mix food.
- Raise your hand if you need help.
- Eat with good table manners.
- Clean your space when you are finished. Also, check the floor!
- Walk. No running in the cafeteria
- Obey the monitors

C. A la Carte

- The sale of any food item that is not included as part of the lunch meal is considered an a la carte item. This would include: additional milk, single items from the main menu, second entrée helping, or snack items.
- K through 5th grade students may purchase additional milk and second entrée helpings during their lunch.
- Students in grades 4-5 may purchase snack items from the snack bar.

D. Parent Lunch Guests

- 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.
- We have a special guest table for parents to enjoy lunch with their child. Please notify the kitchen staff if you will be having hot lunch (651-757-4332).
- If you choose to bring food in, please only bring food for your child. We appreciate your cooperation.

E. Playground Rules

Showing respect towards recess monitors when outside is important. Students should remain in the designated paying areas when outside. When the whistle is blown to line up, students should clean up their equipment and run to the line. Students will be kept inside if the temperature is below 0.

Safety

- Avoid pushing and rough play (No tackle football)
- Stay in areas where you can be seen
- Please do not throw objects (rocks, sticks, snowballs)

Equipment

- Do not climb UP or on the outer part of the slide tube
- One person at a time on the slide and on each swing.
- Students must slide on their bottom with their legs and feet inside the slide.
- When using the sliding pole, you must go feet first.
- Don't block or place objects on the bottom of the slide.

Areas off Limits:

- Trees bordering the playground
- Fenced area (Pre-School toys)
- Doors by the church offices

Sledding:

- Sleds will be provided for student use at school. Please do not bring sleds from home.
- Students must quickly exit away from the path of other sleds.
- Only 1 – 2 students per sled (must be sitting or kneeling)
- No crashing into other sleds
- Students should stack the sleds when they are done with recess

F. Outdoor Winter Playtime Dress - Students have a 20-minute recess. It is necessary to dress appropriately for the weather. When snow is on the ground, students will be required to wear boots for outdoor playtime. Snow pants are required through 3rd grade when snow is on the ground. Older students should also wear snow pants if they are involved in active play in the snow. Please label all clothing items.

G. Consequences for cafeteria/recess misbehavior may include:

- Verbal warning
- Separation from the group or loss of recess time
- Referral to Lower School Principal

Parent Communication

- A. Veracross** is New Life Academy’s student management system. It is a private and secure website that will allow you to see complete information specific to your child, while protecting your child’s information from others.
- **Parents Login Instructions:**
 - Go to www.newlifeacademy.org and find the Parent link in the navigation
 - Once you are at the Veracross login page, click on the **First Time User** tab on the right.
 - Enter your e-mail address and click **Parent Login**. Your password will be emailed to you. (**NOTE:** Parents must have a working email in the Veracross database in order to login. If you update your email address, please contact the Database System Specialist at brandymouchet@newlifeacademy.org)
 - Once you have received your password by email, go back to the Veracross login page and click **Parents**. Enter your username (email address) and password. This will bring you to your personal webpage. **If you need any assistance with passwords please contact communications at communications@newlifeacademy.org.**
 - **Weekly e-news** will come via **Communications** and weekly bulletins/newsletters/folders from classroom teachers.
- B. Schoology** – Each teacher will use Schoology as a communication platform for their class. Schoology makes it easy for parents to stay involved in their child’s education. We encourage you to check Schoology regularly to check student grades, assignments, class updates, and school updates. Your child’s teacher will email you an access code to join his/her course. If you have any questions about your account, you may ask your child’s teacher.
- C. Emergencies** - Urgent messages can be communicated to the school office, where they will be delivered to the student. We attempt to avoid interrupting classes as much as possible. Please call the Lower School secretary at **651-757-4331** if there is a last minute change in your child’s transportation arrangements. Other changes in daily transportation should be communicated by a note to your child’s teacher.

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Kindergarten	Mrs. Doherty	Room 201	(651) 757-4349	monicadoherty@newlifeacademy.org
	Mrs. Ressie	Room 202	(651) 757-4346	rebeccaressie@newlifeacademy.org
1 st Grade	Mrs. Erickson	Room 203	(651) 757-4356	louiseerickson@newlifeacademy.org
	Mrs. Van Wyk	Room 204	(651) 757-4359	rachelvanwyk@newlifeacademy.org
2 nd Grade	Ms. Blosssey	Room 206	(651) 757-4360	julianneblosssey@newlifeacademy.org
	Miss Schwitters	Room 208	(651) 757-4363	kalleyschwitters@newlifeacademy.org
	Miss Skeie	Room 207	(651) 757-4388	kaitlinskeie@newlifeacademy.org
3 rd Grade	Mrs. VanLith	Room 214	(651) 757-4358	bridgetvanlith@newlifeacademy.org
	Mrs. Bravo	Room 211	(651) 757-4362	pamelabravo@newlifeacademy.org
4 th Grade	Miss Palmquist	Room 225	(651) 757-4357	abypalmquist@newlifeacademy.org
	Mrs. Dahlen	Room 224	(651) 757-4351	lauriedahlen@newlifeacademy.org
5 th Grade	Mrs. Gray	Room 228	(651) 757-4348	kristengray@newlifeacademy.org
	Mr. Palkki	Room 229	(651) 757-4355	danpalkki@newlifeacademy.org
Art	Mrs. Jensen	Room 127	(651) 757-4374	jolenejensen@newlifeacademy.org
Innovation Specialist	Mrs. Royer	Room 238	(651) 757-4316	heatherroyer@newlifeacademy.org
Intervention Specialist	Mrs. Stevenson	Room 217	(651) 757-4387	lydiastevenson@newlifeacademy.org
Enrichment Specialist	Mrs. Lutes	Room 206	(651) 757-4323	kathylutes@newlifeacademy.org
Music/Choir/Band	Miss Allard	Room 235/221	(651) 757-4364	rosaleeallard@newlifeacademy.org
Music (Kindergarten)	Mrs. Wallace	Room 235	(651) 757-4320	tinawallace@newlifeacademy.org
Spanish		Room 216	(651) 757-4324	@newlifeacademy.org
Physical Education	Mr. Kvitrud (2-5)	Gym	(651) 757-4384	dankvitrud@newlifeacademy.org
	Mrs. Lilly (K-1)	Gym	(651) 757-4386	starlilly@newlifeacademy.org
Academy Adventures	Mr. Whitney	Main Office	(651) 757-4178	robbiewhitney@newlifeacademy.org
	Ms. Johnson	Room 221	(651) 757-4320	leahjohnson@newlifeacademy.org

Parental Involvement/Volunteers

- Research shows that students who have highly involved families get higher grades, have fewer discipline problems and are more likely to be successful throughout their entire life. We encourage each family to strive to volunteer in some way. Your volunteer hours help NLA!
- When visiting or volunteering in the building, please sign in at the information desk and obtain a visitor/volunteer badge.
- Parent/teacher conferences are a vital tool for communication on your child's progress. Please plan on attending.
- Parental support is also needed to assist the classroom teacher with academic activities, field trips, classroom parties, etc. All classroom activities must be arranged through the classroom teacher.
- In the event that there is a dispute with a staff member please handle the matter according to Matthew 18:15-17, to speak directly to the person responsible first. If questions arise about the policies or rules, you may address the questions to the principal. Please do not air grievances about the school with other parents or on social media. This only fosters division and strife.

A. Chaperone Information for Field Trips Our school greatly depends on the involvement of our school parents for chaperoning of field trips and other offsite events. We appreciate your taking the time to support your child's school and its activities.

The following are guidelines that we ask our chaperones to follow:

- All field trip chaperones must complete a background check (form are available in the school office)
- Please bring your cell phone in case of an emergency.
- Please be a Christ-like example by demonstrating maturity in actions, attitude and dress.
- Sign up in advance with your child's teacher
- Non-NLA students, including siblings, should not attend
- Chaperones are responsible for the students assigned to them. Know exactly how many students are in your small group. Be sure that all are present before moving from one place to another.
- Do not tolerate disrespect or inappropriate behavior on the trip. Please report any issues to the classroom teacher.
- Students should return to school with the same person and vehicle that transported them for this event. Please work with the classroom teacher if you need to make an adjustment.
- Please do not purchase special treats for the children you are supervising unless it is for the whole class.

B. Parent School Partnership (PSP) - The New Life Academy PSP includes every parent/guardian of a current New Life Academy student. They look forward to working together with our school in sharing time, talents and gifts. time, talents and gifts.

PSP Goals:

- Promote the mission of our school.
- Foster input, communication and encouragement among faculty, staff, administration, parents and students in all aspects of education and spiritual development.
- Raise funds to enrich our school curriculum.
- Provide fellowship opportunities for our school families.
- Recognize faculty and staff effort.

VIII. Birthday Parties/Social Gathering

- A. Birthday Parties:** . In order to avoid hurt feelings for other children in the class, we ask that if your child gives out any invitations to students at school, they include all the class members of that gender, otherwise invitations should be mailed or emailed privately. This would include any other parties where invitations are given out at school. Birthday parties are not to be conducted at school with the exception of bringing a birthday treat/item to share with the class.
- B. Social Gatherings** 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 responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is New Life Academy students.

- IX. Dress Code** - New Life Academy believes it is important to have a uniform (or standardized dress code) policy. A dress policy helps minimize dress concerns for students and parents, as well as to minimize the comparison or competitiveness of different attires and styles.

***The New Life Academy Dress Code is posted on our school website at www.newlifeacademy.org under "Parent" and then click on "Forms and Policies"**

ACADEMIC EXPECTATIONS

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

2 Timothy 2:15 admonishes, "Study to show thyself approved unto God, a workman who needs not be ashamed, rightly dividing the Word of truth." New Life Academy is committed to helping all students reach their potential – spiritually, academically, physically, and socially – to the glory of God. From admissions to the classroom, we are committed to this goal.

I. Attendance - 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 private or public school.

A. Policy Overview

- In Minnesota, it is considered the Parent/Guardian's responsibility to ensure the child's attendance (under the age of 12). By Minnesota State Statute, a child is in need of protection or services when a child is without the necessary food, clothing, shelter, **and education**, or other required care for the child's physical or mental health or morals because the child's parents, guardian, or custodian is unable or unwilling to provide that care.
- Lower School students may miss up to 14 days of school as per MN State Statute.
- When a student exceeds **five unexcused absences** a conference with the student, parent(s), and Lower School Principal will be requested to evaluate the situation and review application of truancy laws.
- Parents are encouraged to arrange their vacations to coincide with the vacation days on the school calendar. In the case of family vacations during school days, a written notice must be turned in to the Attendance Secretary **one week in advance** and approved by the Lower School Principal prior to any pre-arranged absence. This does not necessarily mean it will be an excused absence.
- Doctor appointments should be scheduled during non-school hours as much as possible.
- In the case of illness or emergencies, a parent must call the Receptionist no later than 8:30 AM. (651) 757-4121 or (651) 757-4336 or e-mail attendance@newlifeacademy.org

B. Policy Definitions

- Lower School is in session for 7 hours a day. Attendance is marked by the half day. A half day is 3½ hours.
- For AM attendance, a student will be marked tardy if arriving before 9:30 AM and will be marked ½ day absent if arriving after 9:30 AM.
- For PM attendance, a student will be marked with an early exit if leaving after 1:30 PM and will be marked ½ day absent if leaving before 1:30 PM.
- If a student leaves in the middle of the day and returns later that same day, he/she will be marked tardy (or early exit) if they are gone less than 1½ hours. If the student is gone longer than 1½ hours he/she will be marked ½ day absent.

C. Attendance Terms:

- **AU = Unexcused Absence** – i.e. oversleeping, missed bus, no call or note from parent/guardian verifying absence within 3 days, family vacation that has not been pre-arranged, visiting, needed at home, etc.
- **AE = Excused Absence** – An absence for medical/dental reasons and authorized vacations. Vacations requests must be submitted at least one week in advance for administrative approval.
- **PA = Parent Authorized Absence** – Parents are **not** required to provide a reason for Parent Authorized Absences, but must contact the Receptionist no later than the day following the absence. Please note that Parent Authorized Absences are **limited to one per semester**.
- **TU = Unexcused Tardy**
- **TE = Excused Tardy**
- **EE = Early Exit** Leaving school between 1:31-3:00 PM

- **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 Lower School Principal and teachers of the student.
- **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. The Attendance Voicemail is directly available 24 hours a day at 651-459-4121, ext. #3 and/or attendance@newlifeacademy.org.

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

The message to excuse students should contain the following information:

- Name and phone number where parent can be reached
- Student’s first name, last name, and grade in school
- 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)

E. Make-Up Work

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
 - All Course work missed by the student during an excused or unexcused absence must be completed and turned in to his/her teacher(s).
 - 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 subject.

F. Tardies/Punctuality The

- Our expectation is that the student must be inside the classroom at 8:05 am.
- Excessive unexcused tardies will be dealt with on an individual basis. A conference with the Lower School Principal may be required.
- If a student is tardy more than five minutes to school, they must report to the Receptionist to sign in.

G. Leaving School Early - New Life Academy has a closed campus policy. Students leaving early will need to bring a note from home or notify the Receptionist via phone or email stating the reason for early dismissal, and the date and time student is to be dismissed from class. Parents of students Kindergarten – 5th Grade should go to the Attendance Secretary to sign out their child. Your child’s teacher will then be notified to send the student to the foyer. Short term parking is available in the east lot of this purpose.

Once the school day begins, students are not allowed to leave campus unless proper arrangements are made with the school. Students who leave with permission must sign out before leaving and sign in upon return

H. Office 365

- Students in grades 3-12 will receive a school email address firstname.lastname@newlifeacademy.org
- Each student will have an account set up in Schoology using the above email address
- We take your child's online safety very serious at New Life Academy. Please check out <http://www.common sense media.org> for more information about how you can set up a safe, online environment at home.

- I. Class Placement Policy** The assignment of students to classrooms is the responsibility of the Lower School Principal and teaching staff. The process of assigning students is one that strives to achieve a balance within a class by prayerfully considering many factors. Those include academic level, students new to New Life Academy, gender, behavior, special learning needs, teaching styles and teacher recommendations, etc. We thank you for supporting this process and outcome.

II. Lower School Academic Program

Bible	Christian Schools International (Grades K– 5 th)
Reading/Language Arts	Daily 5/Leveled readers /Treasures Curriculum
Math	Great Minds Eureka Math
Science	Foss Science Kits (K-5 th Grades)
Social Studies	Bob Jones Heritage Studies (1 st – 5 th Grades) Junior Achievement (K-5 th Grade)
Additional Subjects	Physical Education, Music, Art, Spanish, Library/Media Center/STEAM: Library/Innovation Center (STEAM/Makerspaces)

- **Lower School Art** – The Curriculum is designed to teach students aesthetic sense, introduce them to a variety of artists, art history, and the concepts of art (elements of art and principles of design). It is our goal to enable every student to express themselves in the unique language of visual art. Through their creativity we hope they learn something about themselves and their Creator.
- **Lower School Technology** - Students receive computer instruction in the Innovation Center as well as integrated instruction and projects with the classroom teachers using MacBook Airs, and iPads. Students use educational software and internet websites that reinforce classroom goals.
- **Innovation Center** - All lower school students visit the Innovation Center on a weekly basis. The Innovation Center is a creative area with “Makerspaces” that allow students to create and invent using tools such as a 3-D printer, Lego Robotics, Coding, Circuits, computers, iPads, and more!
- **Lower School Spanish** – Students in Kindergarten - 5th grade receive Spanish language instruction weekly throughout the year. They learn through interactive games, individual and group projects/activities, technology, and games. Dynamic visual, auditory, and tactile learning opportunities are provided by a licensed teacher.
- **Lower School Music - Music is a vital part of the academic program at New Life Academy. Classroom music (Music Appreciation, Theory, History, and Singing (emphasizing practical application of music theory)).**
 1. 3rd and 4th grade students learn how to play recorders performing during the year.
 2. **Band is a requirement for 5th grade students.** They choose instruments and perform several times during the school year.
 3. School Musicals/Grandparents’ Day programs occur once during the year for K through 5th grade
 4. Lower School Worship Choir is open to students in 4th – 5th grades. This group will help lead worship in weekly chapel programs.
 5. Private lessons are available through the School of Fine Arts.
- **School of Fine Arts** – Fine Arts are an integral part of New Life Academy. Students learn disciplines that help them gain self-confidence and proficiency in skills and performance. Students are encouraged to use their talents and abilities for the glory of God.
 1. The School of Fine Arts instructors are all licensed in their teaching areas. Private lessons are offered once each week in piano, voice, woodwind, brass, percussion, and guitar. An additional fee is required. Please contact the music office if your child is interested in lessons. 651-757-4345 or email Mrs. Martinson at: cindymartinson@newlifeacademy.org

2. Other opportunities, such as instrumental or vocal solos or ensembles, are also available for students who wish to sing or play an instrument in Chapel services, area churches, or other school functions. Contact the music office for details. 651-757-4171.

- **Lower School Physical Education & Health** - The philosophy of the New Life Academy Physical Education and Health Department is to provide engaging instruction and practice, in a God-centered environment, that facilitates caring for our bodies by honoring Him with our lifestyle choices, attitudes, and abilities

All students in Kindergarten – 5th grades participate in Physical Education one to two times per week. K - 5th grade students participate in a Track and Field Day in May.

Physical Education Excuses

Students with physical limitations may be excused from participation with a note from the parent or physician.

- **Enrichment & Intervention** – At New Life Academy, we have the unique opportunity and privilege to teach and minister in all aspects of education. We deal with the spiritual, social, physical, emotional, and intellectual aspects of a child's growth. We look at our students individually to assess their strengths and weaknesses in order to develop a program that will best meet their needs. We acknowledge that we have limitations to services and accommodations we can offer.



**YOUNG
AUTHORS
CONFERENCE**



A. After School Programs

- **Academy Adventures** provides children in Kindergarten through 5th Grade a fun and safe place to come after school. Afternoons include a snack, planned lessons, games, arts & crafts, and inside and outside play. Academy Adventures utilizes the New Life Academy facilities including the school's computer lab, playground equipment, and gyms. Families must pre-register for the Academy Adventures program, but occasional drop-in spots are available. The program is here to meet the needs of both working and non-working families.

1. **Hours:** After school until 5:30 pm
2. **Fees:** Full & part time: 14 cents/minute
3. **Registration Fee:** \$15 per child (non-refundable)
4. **Late fees:** \$2.00/child for every minute after 5:30pm

Sign In & Sign Out Procedures - If students are not picked up by 3:10, we do walk every student in grades K-5 to Academy Adventures to be checked in with Academy Adventures staff. In order to ensure safety, parents must sign their child out each day by verbally indicating to Academy Adventures staff that the child is leaving.

***For your child's protection, only those persons authorized on your registration form will be allowed to pick up your child at the end of the day. If you wish anyone other than those listed to pick up your child, the Academy Adventures staff must have the direction in writing prior to the pick-up. A phone call will be accepted only in the event of a last minute change or emergency.**

****To continue to keep New Life a safe place for all students. Lower school students, in grades K-5 should go to Academy Adventures anytime they are at NLA after 3:10. Being supervised by an older student, in middle or upper school, will not ensure safety for all students, which is our main goal at NLA.**

- **Discipline Procedures** - Academy Adventures is an extension of the school day and adheres to the same expectations and rules as the school.
 1. **First Offense** – Warning. Discussion with child about behavior.
 2. **Second Offense** – Contact parents and Lower School Principal about the problem.
 3. **Third Offense** – Parents contacted and conference arranged with principal and Academy Adventures instructor. Early pick up request may be implemented.

****Situations of a serious nature will be handled immediately by the Lower School Principal. It is our desire to have open communication with you each day concerning your child. Please feel free to talk to us about any questions or concerns anytime throughout the school year.**

B. Grading Scale**Academic Grades**

Kindergarten – 2 nd grade	3 rd – 5 th Grades	
E – Exceeds Grade level expectations	94 - 100 = A	76-73 = C
M - Meets Expectations	90-93 = A-	72-70 = C-
N - Needs Time to Develop	89-87 = B+	69-67 = D+
	83-86 = B	66-63 = D
	80-82 = B-	62-60 = D-
	79-77 = C+	0 – 59 = F

I – Incomplete Parents must be notified of any incomplete grade within two days of the end of the marking period. Incomplete work **must be completed within two weeks** of the end of the marking period or grade will be adjusted to an “F”. of the end of the marking period or grade will be adjusted to an “F”. of the end of the marking period or grade will be adjusted to an “F”.

Character Development Grades – Lower school students receive grades in Character Development areas such as: respect for authority and others, work habits, class behavior, collaboration, and contributions, and organizational skills. Grade options are:

M – Meets expectations

N – Needs time to develop/needs improvement

C. Grade Reporting

- **Report Cards** - The school year is divided into four equal reporting periods (nine weeks each). Report cards are posted to Veracross at the end of the first, second, and third quarter. Final quarter report cards are mailed home in June.
- **Mid-Quarter Reports** – Mid-Quarter Reports will be available, through Schoology, to families of students in 3rd – 5th grades approximately the middle of each quarter.
- **Parent-Teacher Conferences** - Two conferences will be scheduled during the school year to discuss the progress of each student. Fall Conferences occur in October and spring conferences occur in February. Attendance is expected by all families for the fall conference by appointment. The spring conference will be by parent or teacher request and appointments will be scheduled.

D. Testing Kindergarten - 5th Grades will administer Measures of Academic Progress (MAP) testing twice a year in September and May. These tests are nationally-normed and provide student achievement data in math, reading, and language usage..

E. Academic Awards Students are recognized at the end of each school year for academic achievement, service and character.

- Accelerated Reader Awards (3 – 5))
- Personal Success Awards (1st – 5th Grade) *
- Christian Character Recognition (1st – 5th Grade) *
- Student Council Recognition ((4th and 5th Grades)
- Presidential Academic Excellence Awards (5th Grade)
- Block E Award (3rd – 5th Grade) *

**End of the year academic awards do not include Art, Band, Choir, Makerspace, Music or PE grades.

F. Academic Eligibility Lower School Eligibility Standards for a student to be eligible for co-curricular activities are as follows: Lower School Eligibility Standards for a student to be eligible for co-curricular activities are as follows:

- Maintain a “C” average or higher
- Receive no more than one “F” on report card
- Maintain satisfactory behavior in accordance with the Standard of Conduct.

Eligibility may be lost by quarter grading periods. Eligibility may be reinstated at mid-quarters or quarters if the student’s grades meet requirements. A student will receive notification at the end of each quarter if their grades are below the eligibility mark.

A student must be in school the entire day to be able to practice or participate in a game, field trip, or other activity. Prior approved appointments are an exception. **(See Attendance p. 17-18)**

G. Homework Policy

The educators at New Life Academy recognize the importance of student mastery of concepts and skills. Assigning meaningful and quality homework to help students master educational concepts encourages student achievement, independence, and responsibility.

Homework Purposes:

1. **Practice** newly taught skills to seek mastery
2. **Review** previously mastered skills (as to prepare for a test)
3. **Develop** independent study habits
4. **Extend** and enrich learning by investigating further

The Teacher’s Roles

- Identify the purpose of homework and communicate expectations for students
- Post assignments in Schoology to communicate with parents and students
- Review homework in a timely manner, offering students specific information about student learning and growth
- Notify parents regarding homework problems and missing assignments
- Collaborate with colleagues to discuss homework practices and student learning

The Students Responsibilities:

- Maintain the highest quality work on homework assignments
- Understand why homework was assigned and how to complete it before leaving class
- Complete and submit homework assignments by the due date
- Be responsible to get assignments from school when absent (Homework assigned before the absence should be turned in the day the student returns to class. Students will be given the number of days of the absence to make-up any homework/tests/quizzes)

The Parent’s Responsibilities:

- Encourage a positive attitude towards homework as part of the learning process
- Be available to provide support, but do not do the assignment
- Communicate often with the student and teacher. Give feedback to the teacher when there is a homework concern
- Check Schoology to review homework is completed and submitted

Homework Guidelines:

Students might not bring homework home every day. However, regular homework is proven to support academic success (especially in grades 4-5). The chart shows homework guidelines – there may be times when students have no homework, or have slightly more.

Grades K-1 10 minutes + 20 minutes of reading with your child

Grades 2-3 30 minutes + 30 minutes of reading

Grades 4-5 50 minutes + 30-40 minutes of reading

*If you find 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 we can ensure the best learning practices

Late Work:

Without the submission of completed homework, teachers are unable to know if mastery of the standard has been met. In the lower school years, we seek to help students develop responsibility for their own learning. Students are expected to complete homework and turn it in by the due date. If extensions are needed for the completion of an assignment students may be asked to remain in from recess or an elective to complete the homework. For each week an assignment is turned in late, the grade will be docked 10%. If this happens repeatedly, conversations with parents and the principal may take place.

BEHAVIORAL EXPECTATIONS

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 strives to provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. New Life Academy desires to provide an environment where 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 NLA ideals may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

I. Standards of Conduct

A. Respect for Yourself - To see and accept yourself as God sees and accepts you. *“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)*

- **Personally**

- Conduct yourself in a manner pleasing unto God.
- Comply with NLA rules and expectations
- Comply with NLA dress code
- Develop Godly character and integrity

- **Academically**

- Work to the best of your ability level and accomplish your tasks.
- Accept responsibility for your learning
- Do your work as if you're doing it for God

- **Socially**

- Demonstrate the fruit of the Spirit (**Galatians 5:22-23** – Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, Self-Control).
- Respect personal boundaries of others
- Let your speech be with grace, encouragement, truthfulness and discretion

B. Respect for Others - To love others in obedience to Christ. *“Beloved, if God so loved us, we also ought to love one another.” (I John 4:11)*

- **Teachers, staff and others in place of authority**

- Speak and act with respect towards all in authority.
- Obey staff and teacher's instructions
- Accept correction and change behavior's immediately

- **Peers**

- Speak kindly to one another rather than using unkind words and verbal threats
- Do not engage in bullying behavior
- Speak and act with kindness
- Respect the personal boundaries of others
- Hold each other accountable and encourage each other

- C. **Respect for Property** - To be good stewards of God-given gifts. *"You have been faithful with few things; I will put you in charge of many things."* (**Matt. 25:21**)
- Be godly stewards of what we have and use.
 - Keep the classrooms, hallways, and locker areas clean.

II. Teacher and Parent Responsibilities

A. Role of the Teacher

- The teacher has the responsibility and authority to maintain discipline and order in the classroom. Teachers will speak privately with students about behavioral concerns whenever possible. Parents will be contacted if a student is unable to correct improper behavior.
- Situations that the teacher deems to be chronic, deliberate, or otherwise worthy of special handling, will be referred to the Lower School Principal.
- Corporal punishment is not administered at New Life Academy.

B. Role of the Parent

- *"Children be obedient to your parents in all things, for this is well pleasing to the Lord."* (**Colossians 3:20**)
- Parents have ultimate responsibility for the training and discipline of their children. As parents, teachers, and administrators we work together to "train up" the children entrusted to us. (*"Train up your child in the way he should go and when he is old he will not depart from it."* **Proverbs 22:6**).
- Grievances should be kept confidential. 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 the Principal or Head of School for information and clarification.

III. Discipline Terms

A. Time Out – Time away from an activity or class as consequence for inappropriate behavior

1. **In-School Suspension** ISS may be in the form of service to the school or separation from their class for a period of time up to a full day. A student under ISS is ineligible for any school related activities during ISS. The student will be responsible for all missed classroom work and may have tests administered during ISS at the discretion of the teacher. up to a full day. A student under ISS is ineligible for any school related activities during ISS. The student will be responsible for all missed classroom work and may have tests administered during ISS at the discretion of the teacher. up to a full day. A student under ISS is ineligible for any school related activities during ISS. The student will be responsible for all missed classroom work and may have tests administered during ISS at the discretion of the teacher.
2. **Out-of-School Suspension** Students receiving an OSS will be responsible for all work missed as a result of their suspension. Students will be ineligible for participation or attendance at any co-curricular or school sponsored activities during the OSS time period...
3. **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 expulsion.
4. **Expulsion/Removal from NLA** "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 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 Principal before they will be allowed to re-enroll.

B. Exclusion/Right of Dismissal - "Exclusion" means an action taken by New Life Academy to prohibit 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. After a conference, and a period of time to be determined by the Principal for improvement, if the Principal and teacher(s) determine that a student's presence is detrimental to the school and/or student body, the parents will be asked to remove the student from enrollment.

C. Examples of Offenses

1. Minor Offenses:

- a. Cheating/Plagiarism
- b. Computer and internet violations
- c. Dress code violations
- d. Excessive tardies/absences
- e. Disrespect

2. Major Offenses:

- a. Fighting
- b. Bullying/Harassment - Acts of harassment/aggression towards another student that show an imbalance of power and are ongoing. Examples may include: Physical aggression; Spreading rumors; Exclusion - Keeping certain people out of a group; and Intimidation - Ganging up on others
- c. Sexual harassment
- d. Vandalism/Theft
- e. Possession, arranging sales, taking, or being under the influence of alcoholic beverages, non-prescription drugs, or illegal substances
- f. Smoking
- g. Use or possession of a weapon (as defined below)

IV. Major Offense Specifics

How to Report Bullying/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.

A. 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. No student shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals, or tobacco on or off school grounds.
2. Tobacco, alcohol, and chemical offenses will be cumulative during a student's career at New Life Academy.
3. 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.
4. 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.

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

Definitions:

1. "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.
2. "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.
3. "Weapon" is identified in two categories:

Category I: Any firearm, loaded or unloaded, including airsoft/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; nun-chucks; 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 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.

C. 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.

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)

V. 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:** Acts 3:19 *"Repent then, and turn to God, so that your sins may be wiped out, that times of refreshing may come from the Lord."*
- B. Forgiveness:** Ephesians 4:32 *"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you"*
- C. Restoration:** Galatians 6:1 *"Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted."*

VI. Discipline Process for Minor Offenses

- A. Tier 1: Management - For a first offense, students will be given a verbal warning
- B. Tier 2: Training – This is an intentional choice made by the student to disobey the teacher after the expectation has been set. The second offense will result in time out and parental contact.
- C. Tier 3: Correction - For a third offense, teachers/staff may elect to send the student to the principal’s office in order to minimize the disruption to the classroom and to expeditiously take care of the issue. The Principal will contact parents via phone or e-mail in this case.

VII. Discipline Process for Major Offenses

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

- A. Inquire/investigate the details of the incident
- B. Inform the parents of all parties involved in the incident.
- C. Inform law enforcement officials if there is a legal responsibility to do so.
- D. 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. Loss of privileges (recess, field trips, special class events, etc.)
- b. Suspension from school and all school-related activities for up to 5 school days. (ISS or OSS)
- c. One semester of probation.

2. Second Offense:

- a. Suspension from school and all school-related activities for up to 5 school days. (ISS or OSS)
- b. Expulsion for the remainder of the school year.
- c. Conference for re-admission the following year including student, parent, and principal. One year of probation after re-admission.

3. Third Offense:

- a. Expulsion for the remainder of the school year.
- b. Exclusion from New Life Academy.
- c. Recommend completion of an appropriate counseling program.

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 and 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 disease; vision and hearing screening; and other services to promote health and maintain wellness so students can learn.

I. Medications at School

Lower school students may not possess or self-administer their own medications) over the counter (OTC or prescription) during school hours or NLA sponsored activities. However, exceptions can be made for emergency medications (i.e. Epi-pen, inhalers) with health care provider and parent written authorization

A. OVER-THE-COUNTER MEDICATIONS:

All over-the-counter medication must be supplied by a parent. OTC medications may be given by Health Office staff with written parental consent (on 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.

B. PRESCRIPTION MEDICATION

1. 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 parent. Medication must be provided to the Health Office in the original labeled packaging.
2. 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.

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

II. Injuries at School

- A. All injuries must be reported to the Health Office staff
- B. FIRST AID: American Red Cross First Aid guidelines are followed
- C. 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.
- D. 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.

III. Illness in School

- A. Always report to the Health Office before contacting parents or leaving the building. 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. Students will be sent home or should stay home under the following circumstances:
 1. Fever of 99.9° or higher
 2. Vomiting or diarrhea
 3. Suspected contagious illness or condition (i.e. rash, cough, sore throat)
 4. Not well enough to participate in routine activities
 5. Other symptoms/complaints as assessed by Health Office Staff
- B. Students who have been sick may return to school when:
 1. Fever-free (less than 100 degrees for 24 hours without using fever reducing medications)
 2. No vomiting or diarrhea in the last 24 hours
 3. Suspected contagious illness is diagnosed and treated if necessary
 4. New antibiotic has been taken for 12 hours for contagious illness.
 5. Head Lice - Treatment for headlice is recommended. Continue checking your child's head and combing daily to remove nits for two weeks.
 6. Pertussis (Whooping Cough) – Students must stay home while waiting for test results. If diagnosed positive, student must complete 5 days of antibiotic treatment before returning to school.

IV. Student Physicals and Health Screening

- A. Medical Authorization Form must be completed prior to the first day of school.
- B. Physicals are required for those involved in athletics. Students participating in athletics must have physicals updated every three years.
- C. Vision and hearing screening is done in the fall for students in grade 1 & 3. Vision screening is done for students in grades 5. Color vision screening is done for boys in Kindergarten.
- D. Parents will receive a referral form if concerns are noted.

V. Students with Medical Conditions

- A. All medical concerns (chronic or acute) should be directed to Health Office staff.
- B. 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).
- C. 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).
- D. All food preferences or accommodations must be provided by the student's parent/guardian. Special Diet Statement form is to be completed by a licensed physician to specifically identify life threatening food allergies, food allergies and food intolerances.

VI. Communicable Diseases

Please contact the School Nurse should your child be diagnosed with a communicable disease (i.e. Chicken Pox, Hand, Foot & Mouth disease, Head Lice, Impetigo, Influenza, Measles, Mumps, Ringworm, Scabies, Strep Throat, Whooping Cough/Pertussis) Precautions may be needed in order to help prevent the spread of the disease.

VII. Immunization Records

- A. Immunizations records are required for each student at the time of enrollment. Minnesota State Law requires that all children enrolled in preschool, elementary, or secondary school to be completely immunized or have a documented exemption on file.
- B. 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 of the Student Immunization Record). A conscientious objection requires a notarized parent signature which is also on the Student Immunization Record under section 1B.

Health Office Contact Information

Phone: 651-757-4330

Email: schoolnurse@newlifeacademy.org

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