



# High School

Student Handbook

New Life Academy  
~St. Louis~

2021-2022

***The Ignitia curriculum is a powerful educational tool that has been designed to engage students in learning and enhance the educational experience. It combines a traditional approach with multimedia, allowing students to build a solid educational foundation while interacting with the curriculum in a dynamic, hands-on way. It also uses a Christian curriculum that integrates Scripture and a biblical worldview throughout the activities and assignments.***

### **Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Bible doctrines of self-discipline (II Timothy 2:15), respect for those in authority (Hebrews 13:7), obedience to the law (Romans 13:1-7), and love for God (Luke 10:27).

### **Pledge of Allegiance to the American Flag**



*I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*



### **Pledge of Allegiance to the Christian Flag**

*I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.*



### **Pledge of Allegiance to the Bible**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.*

## Christian Leadership Training

Devotions: Devotions will be held each morning. Principles of Godly living will be presented by a staff member and discussed by the class. To promote spiritual maturity and leadership, students are encouraged to share testimonials during this devotional time.



Chapel: During chapel sessions, students are encouraged to participate in worship and singing. These services help students identify his/her education with Biblical principles and wisdom.

## Attendance

Students in attendance less than 3½ hours will be counted absent for the day.  
Students in attendance for 3½ - 6 hours will be counted absent for ½ day.  
Students in attendance for 6 - 7 hours will be counted present for the day.

## Tardies

Any student arriving between 8:30 – 9:30 A.M. will be counted tardy. If arriving after 9:30, students **must** report to the school office.

## Absences

For record keeping purposes, when an absence occurs, we require communication from a parent or guardian stating he/she was or is aware of the student's absence. This communication must take place no later than the day a student returns from the absence or he/she will not be permitted to return to class and additional class time missed will be reflected in the attendance record period. Please contact the office and me.

[office@newlifeschool.com](mailto:office@newlifeschool.com) & [mfrancois@newlifeschool.com](mailto:mfrancois@newlifeschool.com)

## Extended Care

If a student arrives on campus more than 15 minutes before school starts or remains on campus more than 15 minutes after school ends, he/she must report to extended care if not under the supervision of a faculty member. Extended care begins at 7:00 A.M. and ends at 5:30 P.M.

## Progress Reports



### Grading Scale (all subjects)

A	92-100
B	83-91
C	76-82
D	68-75
F	0-67

PLEASE NOTE: Academic balance—which is paramount in the Ignitia program—requires a student to accomplish enough work, while maintaining a passing grade point average. However, for a student to be *on target* for grade promotion the work accomplished must be in the correct chronological level. For this reason, if a student does not finish all the work assigned to them in a quarter, that work, plus all new assignments, must be completed in the following quarter in order for the honor roll to be attained. Honor roll status always requires a student to be academically balanced **for the year**. Occasionally, honor roll requirements vary depending on the individual student's chronological position in the curriculum. At such times, honor roll criteria are at the teacher's discretion.

## Honor Roll

**“A” Honor Roll** Student must have a 92% average or better. No C's permitted. Some non-core subjects are excluded in determination. Ignitia curriculum requires academic balance\*.

**“B” Honor Roll** Student must have an 83% average or better. One C is permitted. Some non-core subjects are excluded in determination. Ignitia curriculum requires academic balance\*.

\*Academic balance means being on target in each Ignitia subject according to chronological placement.



## Learning Center Rules

1. A student is not to communicate with other students or be out of his/her seat without permission. He/she should not turn sideways, turn around or tip back in his/her chair.
2. A student is not to lean or sit on his/her desk.
3. Activities not related to academics are not to be conducted in class without permission.
4. Only designated items are permitted at students' desks. All other items should be kept in lockers or drawers.
5. Off Limits areas: other students' desks, Mrs. Francois' desk, computer, and files, Learning Center when Staff is not present, cars and parking lot.
6. All media: videos, electronic games, CDs, computer games, magazines, DVDs must be approved by Mrs. Francois.
7. Defaced or damaged property will be replaced at student's expense.
8. Guns, matches, lighters, knives and radios are not allowed on campus.
9. A student is expected to keep his/her hands off other students. No fighting of any kind is allowed.
10. Conversation is to be clean and uplifting.
11. No lunch cups or food may come back in the classroom. Ice machine is off limits.

## Discipline

The student **must** at all times conduct him/herself in a manner becoming of Christian gentleman/lady.

### Steps for most disciplinary actions:

1. First offense = verbal warning
2. Second offense = 30 minute detention
3. Third offense = 30 minute detention and note sent home to parents
4. Fourth offense = Sent to the principal. Student calls parent/guardian and reports action/behavior.

\*An essay may also be assigned in certain situations

## Detention

Detention is issued when deemed necessary by Mrs. Francois. Blatant disregard for authority and rules as well as repetition of minor offenses could earn detention. Mrs. Francois reserves the right to discipline with detention when the integrity and authority of the school is undermined.

When a student earns a detention, an email is sent through Renweb. A parent/guardian must respond to the email as notice of receipt. Detentions will be served at the convenience of the supervisor. Detention time served in one day will not exceed one hour. Should the detention be for more than one hour, the detention will continue over the course of consecutive days.

During detention, special character building assignments may be prescribed. These assignments will never include homework, as we do not wish to make homework a punishment. Excessive detention earnings could result in expulsion.

## Locker privileges

Each student is assigned a locker and a combination lock through the school office. Students **may not** share lockers. Lockers should be kept neat and clean. No food or beverages should be kept in lockers except for a daily lunch.

**Faculty of NLA reserve the right to enter a locker whenever it is deemed necessary.**

## Telephone Use

All phone calls must be made through the school office. This is limited to emergencies or unavoidable circumstances. Students will not be pulled out of class to receive phone calls. All messages will be given to your child through the school office. All routine business should be arranged before arriving at school. Cell phones will be turned in to Mrs. Francois before the start of the day. **Cell phones will be allowed, *but must be turned in between 8:30 and 3:30.*** Any cell phone that rings or is used during school hours will be confiscated.



## Uniforms

Please see page eleven in your 2020-2021 Parent Handbook for uniform specifics.

Infractions of dress code guidelines include the failure to wear one component of the uniform. For the first infraction of the uniform code, students will receive a verbal warning from teacher/staff. For second infraction, a violation notice will be sent through RenWeb. Any infraction after two written warnings will result in the student being sent to the office until the proper uniform can be brought to him/her.

Dress code on any specified non-uniform days:

1. Ladies – skirts or dresses (below bottom of kneecap when standing or sitting, slits are below bottom of kneecap, not excessively tight)
2. Gentlemen – long pants (not extremely baggy)
3. Shirts (sleeves need to be at least uniform length, no cap sleeves, neckline is no lower than 2 fingers width below the clavicle, any writing or emblems must not be offensive or in opposition to Biblical principles)
4. No cosmetics – eye shadow, lip color, nail color, etc.
5. Gentlemen's hair must be standard, conservative cut, and face must be clean-shaven.
6. No altering of natural hair color.
7. No jewelry with the exception of one ring (class ring or purity) and must be of conservative styling.
8. No hats are to be worn in the building even on non-uniform days.



## Daily Lessons

Each morning a student will be prescribed a list of goals to be completed. Any work unfinished at the school day's end will be assigned for homework. Students should be diligent in homework completion as it affects overall grades and comprehension. A detention will be given after 2 days of incomplete homework each month. All unfinished homework assignments must be completed before regular daily goals can begin.

*Please note: In the Ignitia program, **all** daily goals have been assigned to each student for the entire year. Therefore any days of absence have already been entered as school days and have work assigned on them. It is the student's responsibility to make up work missed.*

## Quiz and Test Procedures

Quizzes and tests should be taken seriously. **Meticulous note taking** is of paramount **importance**. Students may use their notes while on a quiz, however, tests are to be taken without the aid of notes. On tests, students will need to understand all materials read and quizzed over. Test questions will require critical thinking and overall understanding of concepts.

Students are to be ready to take the test when they arrive at school. All tests must be taken before lunch, and any subsequent quizzes are to be completed by 12:30. All tests and quizzes require a 68%.

## End of the Day Routine

Before students are dismissed each should:

1. Straighten up desk, empty trash can, and clean floor area under desk
2. Place items in their proper place
3. Place chair on top of desk
4. Stand quietly beside desk and prepare for dismissal prayer

*Please Note: Classroom cleanup is the class's responsibility, therefore, additional tasks may be assigned.*



## **Mrs. Ashcraft's Classroom Expectations and Guidelines**

### **1.) Be Prepared**

- a. Have all class materials with you when you walk through the door.
- b. Have your homework completed (check to make sure every problem assigned has been done).
- c. Use the restroom before you come to class.

### **2.) Be respectful of your instructor, classmates, and self.**

- a. The class material will be presented in a variety of ways. This includes, but is not limited to, lecture, video, discussion, group projects, technology, games and experiments. Please realize people learn in different ways. What you like, someone else may not like and vice versa. It is the instructor's responsibility to determine what is best for the class as a whole. Be respectful of the methods used.
- b. Disrespect may include, but is not limited to, eye rolling, talking back, arguing with the teacher, talking out of turn, and rude comments.
- c. Disrespect will result in an automatic detention. It may also result in being sent back to class or the principal.

### **3.) Be aware.**

- a. Inattentive or disruptive behaviors will be subject to disciplinary action. Inattentive or disruptive behaviors may include (but are not limited to):
  - i. Sleeping
  - ii. Talking
  - iii. Lack of participation
  - iv. Incomplete work
  - v. Unpreparedness for class
- b. If you engage in these behaviors, you can expect disciplinary action in one or more of the following ways:
  - i. A verbal warning
  - ii. A loss of participation point(s)
  - iii. A loss of free time in the learning center
  - iv. A note of concern sent home
  - v. A detention

### **4.) Be responsible for your own work.**

- a. Turn it in ON TIME.
  - i. NO late work will be accepted; NO exceptions. A ZERO will be given for homework not turned in.

- ii. A detention will be issued for every third incomplete homework or missing homework each quarter.
  - iii. If you are absent, it is your responsibility to contact the teacher and find out what was covered, what work you need to complete, etc. If you are absent, you will have one day per excused absence day to complete the work.
    - 1. In case of an absence, you are responsible to complete all work that we covered in class. Failure to do so will result in the loss of participation and daily work points for that day.
- b. Do the work yourself.
  - i. Anyone caught cheating will receive a ZERO on the assignment and an automatic detention.
- c. Do the work thoroughly.
  - i. Complete every problem.
  - ii. Check that you have completed all necessary steps.
  - iii. Make sure to follow directions.
  - iv. Homework will be checked by the teacher and graded accordingly
  - v. Study/work a little bit each night to keep up with the material.
  - vi. Pay attention to deadlines.
- d. Quizzes and Tests
  - i. All quizzes will be POP quizzes. 1-2 quizzes will typically be given per week. Quizzes may be over what was covered in class, or what was given for homework reading. Study guides will NOT be given for quizzes.
  - ii. Tests will typically occur every 2-3 weeks. In math, students will typically complete a chapter review the day or two prior to the test, which will have similar problems. In physics, students will either be given a study guide or asked to use the flashcards we have created in class to study with. Students will typically be told there is a test 3-4 days prior to the test.
  - iii. The teacher cannot explain how to do a problem during a test or quiz. Questions must be asked prior to tests and quizzes (during homework review, after class, etc.)
  - iv. Talking during a quiz or test will result in an automatic ZERO.
  - v. Cheating during a quiz or test will result in an automatic ZERO and a detention.
- e. Extra Credit
  - i. Extra credit will be made available periodically throughout the quarter.

- ii. Extra credit may come in many forms, including, but not limited to, extra work (worksheets, projects, essays, etc.), and answering special questions asked in class, being on the winning team in a review game, and participation above and beyond the required norm during class.
  - iii. Extra credit is a privilege. If you have not done the required work at the required standard level of work, you will NOT receive extra credit. If you have not turned in an assignment, you will NOT receive extra credit.
  - iv. Extra credit is not something that is given just so you can make a passing grade.
- f. It is your responsibility to know the material in class.
  - i. If you do not understand something, you should contact the teacher. If the teacher is teaching another class, please do not interrupt. You may also email questions and she will get back to you as soon as possible. If a video is available, it is possible that the lesson may be unlocked if you request for it to be done prior to the end of the school day. **\*\*\*PLEASE COME TO THE TEACHER AS SOON AS POSSIBLE IF YOU ARE NOT UNDERSTANDING. IT IS MUCH EASIER TO ADDRESS THE PROBLEM RIGHT AWAY. The concepts in class build upon one another. It easily becomes overwhelming if you misunderstand a key concept and do not get the help you need right away.**
- g. Grades will be determine as follows:
  - i. Algebra 1 &2
    - 1. Quizzes: 20%
    - 2. Tests: 45%
    - 3. Daily work/Homework: 25%
    - 4. Participation: 10%
  - ii. Physics & Chemistry
    - 1. Quizzes: 20%
    - 2. Tests: 40%
    - 3. Labs & Experiments: 15%
    - 4. Daily work/Homework: 15%
    - 5. Participation: 10%
  - iii. College Prep Writing
    - 1. Bible Journals: 20%
    - 2. Homework/Daily work: 20%
    - 3. Final projects/Final Drafts: 50%
    - 4. Class participation: 10%

iv. Spanish II

1. Quizzes: 20%
2. Tests: 45%
3. Daily work/homework: 25%
4. Participation: 10%

**\*\*\*\*Participation is 10% of each class!! Participation includes:**

- Bringing the necessary materials (homework, book, calculator, etc.)
- Having a good attitude
- Paying attention
- Participating in discussions
- Working the problems in class
- Taking notes!

**5.) Have a great attitude!**

- a. "Your attitude determines your altitude."
- b. Don't give up! You can do this, but you must keep trying.
- c. It is okay to make mistakes.
- d. Keep a positive mindset!
- e. You may not get it right now, but you will get it in the future.

**6.) Parent Communication**

- a. Students will bring their binder home mid-quarter and at the end of the quarter for parents to sign. This binder will include the student's notes, homework assignments, quizzes, tests, etc.
- b. Gr4ades will be entered in RenWeb and emailed to parents.
- c. Please feel free to contact me at any time. My email is [kashcraft@newlifeschool.com](mailto:kashcraft@newlifeschool.com) . I will return your email when time is available to do so.

I have read and agree to abide by the policies of New Life Academy -STL, as set forth in the 2020-2021 High School Student Handbook.

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Student's signature/date

Please write your cell phone number\_\_\_\_\_

I do not have a cell phone\_\_\_\_\_ (write name)