



**NEW LIFE**  
**ACADEMY**  
— ST LOUIS —

**PARENT HANDBOOK**

Grades K-12

2021-2022



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~Kindergarten through Twelfth Grade~

## PRIMARY OBJECTIVE AND PURPOSE

The primary objective and purpose of New Life Academy is to train the student in the knowledge of God and the Christian way of life and to provide each student with a solid foundation in academics. The teachers of New Life Academy realize the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future. The administration and staff demonstrate a caring concern for each child under their care. New Life Academy operates not-for-profit.

## MISSION STATEMENT

New Life Academy exists to educate and empower students for ministry and life.

## STATEMENT OF FAITH

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ, his substituting death for our sins, and his bodily resurrection and ascension into heaven.

We believe in the plan of salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ, and the infilling of the Holy Spirit with the initial sign of speaking with other tongues as the Spirit gives utterance.

We believe in the Second Coming of Jesus Christ and eternal life with Christ for all believers.

We believe in godly living and active participation in a local church of believers.

## TRUTH \* INTELLECT \* POTENTIAL

**truth.** - Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience.

**intellect.** - The Christian mind should be the best mind, enlightened by the mind of Christ and having integrated God's principles with academic pursuits. The aim is to develop students with a biblical worldview who are well prepared academically.

**potential.** - Every learning experience aims to engage students toward their full potential in Jesus Christ.

We at NLA believe the balance of a student living an overcoming life can be dramatically affected by the distinctive offered in Christian Education. We have the God-given advantage to "TIP" the scales in our favor. Everything we do can and should be checked against our motto... **truth, intellect, and potential.** "Tipping" the student toward Christ is our goal and revealing His worldview to our students our aspiration.

## **\*EDUCATIONAL PROGRAMS**

### **Kindergarten - Abeka Curriculum**

The Kindergarten curriculum is so designed that the child's "wiggles" help him learn. Kindergartners use a 100 percent Abeka curriculum.

The program introduces the letters of the alphabet and their corresponding sounds and then the exciting discovery that by putting the sounds together one comes up with words to read. The child is provided the privilege of learning to read without pressure.

Also included in the curriculum is learning the numbers and their formation. Counting and adding these fascinating numbers together using a variety of different objects and even singing through the process makes the learning experience fun as well as educational.

Art time provides a time of developing those motor skills used in coloring, cutting, and pasting. The child delights in discovering the world around him in the beautifully illustrated science book.

The highlight of each day is Bible Time. Included are Bible stories and scripture memorization.

Students must be 5 years old by August 1 of the current year to enroll. However, students who will attain the age of 5 by August 31 of the current year and who attain a high score on the entrance test are also eligible. Parents should submit a copy of the child's birth certificate with the enrollment form.

For the first grading period, all students are given "C's". The student will receive a "C+" if he/she is doing very well in that subject area; a "C" if the student is doing average; and a "C-" if the student is doing below what is expected at that time. This gives children time to acclimate to the classroom. Successive grading periods follow the regular grading system.

### **Elementary (1-8) - Abeka Curriculum**

The primary school curriculum is designed to give a skill-oriented foundation on which to build future academics. Reading, arithmetic, phonics, and writing are stressed.

Phonics is the foundation of the reading program. Colorfully illustrated Christian readers encourage character and moral development. Reading for comprehension is emphasized.

Arithmetic is presented as a logical process. The elementary program emphasizes drill and "thinking your way through a problem." At the end of second grade a child has met the challenge of regrouping in addition and subtraction and can use multiplication and division tables 2, 3, 4, and 5. Third graders learn multiplication and division tables up to 12.

Bible curriculum and scripture memorization are a part of each day's activity.

### **High School (9-12) - Alpha Omega (Ignitia)**

The Alpha Omega Ignitia curriculum has won numerous awards and is a complete, Bible-based curriculum. Multimedia, internal messaging, automatic grading, record keeping, and immediate feedback are just a few of the features that make it one of a kind. Ignitia includes studies in five core subjects – Bible, History and Geography, Language Arts, Math, and Science – and a variety of electives.

The program's modularity and review and assessment of key concepts require students to demonstrate successful attainment of objectives before proceeding onward— traditional mastery learning! Built-in diagnostic and assessment

tools tied to performance objectives guide NLA through individualizing the curriculum and facilitating mastery for each student.

In the Alpha Omega Ignitia curriculum, students are assigned an individualized program prescribed for their learning ability and achievement.

Since such instruction is private, the student is encouraged to ask any basic question he might normally be embarrassed to voice in front of the class. The results are a greater academic openness and readiness to learn on the part of the student.

In the Learning Center, students are busy working through the curriculum at their own speed using a personalized computer. This arrangement permits a student to work steadily through the curriculum. If they come to a problem through the multimedia instructions, they can call on a teacher for assistance. The teacher then carefully works with the student until mastery is attained.

### **High School (9-12) Abeka Academy Streaming Courses**

Algebra I, Algebra II, Precalculus, Chemistry, Physics, and Spanish supplement the Ignitia curriculum. These courses will be provided by pre-recorded Abeka Academy streaming classes. All teachers hold a master's degree in the subjects they teach. These subjects will be taught in a traditional classroom format with an NLA facilitator.

\*Subject to change based on enrollment.

## **WEEKLY CHAPEL SERVICE**

NLA holds weekly Chapel services alternating between K-5<sup>th</sup> and 6<sup>th</sup> -12<sup>th</sup> grades. We believe this to be an important aspect of our spiritual growth. We utilize speakers from local United Pentecostal Churches as well as our organizational headquarters, the World Evangelism Center, located in Weldon Spring, MO. Our students will become actively involved in music, worship, and prayer. Parents who are interested in the Apostolic Pentecostal faith are welcome to enroll in our Discipleship class offered by New Life St. Louis.

## **STANDARDS OF CONDUCT**

Students of NLA are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock music, dancing, immorality, drinking alcoholic beverages and using or talking about narcotics. Students who participate in such activities are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students **must** agree to strive toward unquestionable character in dress, conduct and attitude.

## **ADMISSIONS POLICY**

Any child who will be in grades Kindergarten through 12th grade may apply. However, NLA recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children nor designed to service students needing special education services.

## **ENROLLMENT PROCEDURES**

**The following steps are required to complete the admissions process:**

- Complete the Online Inquiry Form
- Meeting with the Principal & tour of the school
- Complete the Online Application Form & Fee
- Submit a copy of Birth Certificate (and court decree documentation if applicable)
- School Records and/or copy of the latest Report Card
- Student Immunization Records
- Complete the Online Enrollment Form & Fee

## **RE-ENROLLMENT**

Students are not automatically re-enrolled for the following school year. During the month of February, re-enrollment applications for the fall term will begin to be accepted. February 22 will be the last day to re-enroll with the guarantee of reserving a seat for the upcoming school year. The administration reserves the right to deny re-enrollment for any reason it feels is justifiable. These reasons include but are not limited to finances, misbehavior, poor spiritual condition, and improper attitude. NLA admits students of any race, color, and national or ethnic origin and makes available to every student all rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.



## FINANCES

**Enrollment Fee:** This must be paid at the time of registration. This is a non-refundable and non-transferable fee.

**Making Payments:** New Life Christian Academy has authorized *FACTS Management Company* as its agent for the collection of tuition and fees. Please refer to the Terms and Conditions as stated in your Tuition Payment Agreement.

**NOTE:** Students attending one or more days of any quarter will be charged the full tuition for each month in that quarter.

**Payment Options:** **1. Annual Payment** - This payment is made in one lump sum due July 31<sup>st</sup>.

**2. 10 Month Plan** - This is processed through FACTS. It is the applicable tuition rate & fees divided by ten and includes a monthly processing fee. Payment begins in August and ends in May. This is debited from a checking or savings account. A credit card option (MasterCard, American Express or Discover) is available, but incurs a 2.5% monthly assessment to FACTS.

**3. 12 Month Plan** - This is processed through FACTS. It is the applicable tuition rate & fees divided by twelve and includes a monthly processing fee. Payment begins in August and ends in July. This is debited from a checking or savings account. A credit card option (MasterCard, American Express or Discover) is available, but incurs a 2.5% monthly assessment to FACTS.

**NEW LIFE ACADEMY WILL NOT ACCEPT PAYMENTS IN THE SCHOOL OFFICE FOR TUITION AND/OR FEES. ALL PAYMENTS SHOULD BE SENT BY THE RESPONSIBLE PARTY TO FACTS.**

**IMPORTANT:** Students whose account shows a balance of more than one month's tuition may be dismissed. Students whose account shows a balance of more than one month's tuition may not participate in the end of year activities.

## FEES

**ASCEND Student Convention (High School):** Covers the cost of lodging, food, transportation, and participation in the Carlinville Student Leadership Convention.

**Administration:** NLA administrative office general supplies.

**Art Supplies:** Art supplies used for classroom and schoolwide activities.

**Classroom:** Used to purchase books, toys, and other classroom items to enhance the educational programs (dictionaries, World Atlas, encyclopedias, Biblical Commentary, etc.)

**Computer:** Consists of computer hardware, software, upgrades, etc.

**Computer Usage Fee:** 7-12 Ignitia computer usage.

**Curriculum:** Abeka, Alpha Omega, Bob Jones Press as applicable to the student.

**Duplicating:** For duplicating tests and class work when needed for each student.

**FACTS Enrollment:** For tuition management.

**High School Graduation:** Materials purchased to make High School Graduation possible; Caps, Gowns, Tassels, Programs, etc. **NOTE:** The charge for items such as invitations and senior pictures are not included in this fee.

**Insurance:** This will ensure coverage of medical costs for injuries your child may acquire while at school. This policy is secondary to your personal insurance

**Kindergarten Graduation:** Materials purchased to make Kindergarten Graduation possible. Caps, Gowns, Tassels, Programs, Decor, etc.

**Kindergarten Snack:** Kindergarten students are given a daily mid-afternoon snack.

**Lunch:** Condiments and paper products/utensils for brown bag lunches.

**RenWeb:** Student/Parent Information Services

**Testing:** School wide achievement testing for grades K-11.

**Tuition:** Required for the operation of NLA to supply instructors for those seeking Christian Education.

These fees are added together and processed through the monthly FACTS Management system.

## MANDATORY FUNDRAISING

### *Why Mandatory Fundraising?*

Mandatory fundraising at NLA is a means of keeping tuition costs at a minimum. Throughout each year we have several fundraising events to give you the opportunity to meet your family goal. Fundraising also encourages families to become involved in their children's activities and get you involved with other members of your school community, which creates a stronger family.

### *Where does the Mandatory Fundraising Money go?*

All proceeds for the school fundraising go to the school and assist with the operational expenses of the school and to help keep tuition costs down.

### *What is the family requirement?*

There is a required \$400.00/one child or \$800/two or more children per year fundraising commitment for each family attending New Life Academy. One-half of the fundraising fee must be met by the end of the first semester. **First semester balance will be billed out in February.** The second half must be met by the end of the last fundraiser. **Second semester balance will be billed out in June.** Amounts raised over the required yearly fee cannot roll-over to the next school year. Fundraising proceeds are non-transferrable.

Families are given the option to spread their Mandatory Fundraising over the term of their payment plan. ***Example: 1 Child = \$400, \$40 per month for 10 months.*** Fees are non-refundable/non-transferable. Any fundraising amounts received while on the payment plan will not be credited to your account. If you wish to use this option, notification to the office must be made by July 31.

# UNIFORM/DRESS and APPEARANCE CODE

## A. Uniform/Dress Code

Students are required to be in uniform every day unless permission is granted for special occasions. Listed below are the dress code guidelines for uniform dress.

### Dress Code Guidelines for Uniform Dress

Jumpers and Skirts (Girls)- Jumper Style 194-5, Plaid Skirt 134-54, Grey Skirt 134-8

**ALL uniform jumpers and skirts must be purchased at Fischer's**



Pants (Boys) –

Dress Pleated uniform style

**COLOR:** Black - **ALL uniform pants must be purchased at Fischer's**



Shirts (Girls and Boys) – Pique Polo WITH SCHOOL LOGO

**COLOR:** Girl's - Black or White Logo Shirts / Boy's - Grey or White Logo Shirts

**ALL uniform shirts must be purchased at Fischer's**



Sweaters – Cardigan

**ALL Logo Cardigan sweaters must be purchased at Fischer's**

**COLOR:** Girl's - Burgundy / Boy's - Grey



Belts (boys) – any material, conservative style, preferably leather

**COLOR:** Black

Shoes – soft sole, no boot styles, no open toe or heel, no hiking style, no white or colored tennis shoes

**COLOR:** Black (see samples of acceptable and unacceptable)

Socks – crew socks, knee socks, tights, *must be visible*

**COLOR:** White - Girls / Black – Boys

Undershirts – Must be solid white and must not show below the uniform shirt or below the sleeve.

Uniform clothing must be purchased at Fischer's Parochial Fashions. Fischer's has two locations, one in St. Peters (Jungermann Rd., 636-939-3344) and one in Florissant (N. Lindbergh, 314-921-9972). Please tell them you are from **New Life Academy** so they can give you the proper uniform set options. Fischer's does carry the full line of uniform clothing at the Florissant location for your convenience, and will deliver to the St. Peters location for pick-up. Students can be fitted in either location.

# New Life Academy

Uniform Shoe Choices

## Acceptable Samples

### Boy's Styles



### Girl's Styles



## Unacceptable Samples



No other predominant colors

Too much white

Too much white

No boots



No other predominant colors

No High tops

Too much white

No open toe shoes

Infractions of the uniform /dress code guidelines include the failure to wear one or more components of the uniform. For the first and second infraction, students are given a Uniform Violation slip, which must be signed by the parent and returned to their teacher the following day. The third infraction will result in the student being sent to the office until the proper uniform can be brought to him/her. Time missed from the classroom could possibly affect that day's attendance.

**NOTE:** The administration reserves the right to adjust this policy should it be ineffective in addressing uniform violations or should an extreme violation of dress code occur.

When students are granted permission to come in non-uniform clothing, it must meet the requirements of our dress standard in the following areas:

1. Dresses or Skirts (to the bottom of kneecap when standing or sitting)
2. Shirts (sleeves need to be at least uniform length, no cap sleeves, any writing, or emblems must not be offensive or in opposition to Biblical principles)
3. Boys Pants (long pants which are not extremely baggy).

### **B. Appearance**

1. No cosmetics, which alter natural appearance, such as eye shadow, fingernail polish, lipstick, etc.
2. No jewelry. One ring (**class ring or purity**) and must be of conservative styling.
3. Boys' hairstyle must be a standard, conservative cut; off the collar and ears; face must be clean-shaven.
4. Hats are not to be worn in the building
5. No altering of natural hair color. Student's arriving with colored hair will be sent home until natural color is restored.

Administration reserves the right to determine if dress or appearance is acceptable. If found unacceptable, it is expected that the needed change will be made before the student is allowed to return.

## **LUNCH PROGRAM**

Hot lunch is available for \$4.00 per student. Students in 4-12 grades, who order and extra entrée, will be charged \$1.00. Milk or juice can be purchased separately for sack lunches. Carton of milk or juice is \$.50. Soda and snack machines are also available for student use.

A monthly menu will be made available online to all parents. Please check your class and personal schedules before placing orders. The link to the NLA lunch program is provided from the school website at [www.newlifeacademystl.com](http://www.newlifeacademystl.com).

Birthday parties during school hours are not allowed. Birthday treats are permitted, but please limit to a simple treat that can be eaten in the classroom. Please check with the classroom teacher before sending treats to school for any possible food allergies. Lunch may be brought in for the birthday student only, following the E-lunch procedure guidelines. Lunch brought in for the entire classroom is not allowed.

## **EMERGENCY LUNCH PROCEDURES**

An E-lunch consists of whatever is on the menu for that day. If your child arrives to school without a lunch or if one has not been purchased online, he/she will automatically be charged \$5 for an E-Lunch (due by the following school day). A 2nd E-lunch cannot be purchased until the 1st one is paid. If you are planning to bring them a lunch to school, it must be dropped off at the school office no later than 9:30. Lunch brought in after 9:30 must have preapproval from the office to avoid an E-Lunch charge.

## DAILY SCHOOL SCHEDULE

The school day begins at 8:30 A.M and ends at 3:30 P.M. Classrooms open at 8:15 A.M. If a student arrives on campus prior to 8:15 A.M., they must report to **Before School Care**. If a student remains on campus after 3:45 P.M., they must report to **After School Care**.

## EXTENDED CARE (Before and After School Care, K-12)

*All* students that arrive prior to 8:15 or not picked up by 3:45 must report to Extended Care. Our rate is \$1.00 per *quarter-hour*. Our *Extended Care* begins at 7:00am and ends at 5:00pm. Students are not to be dropped off prior to 7:00am. There is a \$1.00/minute per student charge assessed for anyone not picked up promptly by 5:00pm.

**All parents are required to complete the Extended Care Form for their child(ren) and sign-up on-line even if no intentions exist to use the service.** This form is kept by the *Extended Care* staff and contains important information the staff needs to have access to, should your child ever use *Extended Care*.

Students involved in after-school music lessons without a parent present will incur *After School Care* charges.  
Students serving an after-school detention will incur *After School Care* charges.

*Extended Care* is located in the lunchroom.

***Before School Care***: Enter through the east side entrance (green canopy). The lunchroom entrance on the west side will be locked for security purposes and is not used for dropping off or picking up.

***After School Care***: Enter from the east side entrance (green canopy). The lunchroom entrance on the west side will be locked for security purposes and is not used for dropping off or picking up. Students will not be permitted to leave school property by phone call. Parents or those on the approved pick-up list must be present upon pick-up.

*Extended Care* is not available on holidays, school closings and/or early dismissal.

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in the advancement of their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master essentials in their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work homework is given so that the material may be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request the parents' full cooperation in seeing that assignments are completed. Failure to complete homework will affect the student's daily grade.

## REPORT CARDS

K-12 grades will receive Report Cards at the end of each quarter.

*Please note: A 24-hour notice is required for all Transcript Requests.*

## ACADEMIC PROBATION

Students in the Ignitia program will be put on academic probation if, in a quarter, they have failed to achieve academic balance in more than two subjects. Should the student have another quarter in the school year in which academic balance in more than two subjects is not achieved, the school may dismiss the student. If a student does not achieve academic balance for the year in more than two subjects that student may not be allowed to enroll for the following school year without consent of the school board.

## PARENTAL INVOLVEMENT

Parent Orientation and Conferences promote good understanding between the parents and the faculty. We ask that every parent make a special effort to attend each one. Parent Orientation is held before school opens. Individual Parent/Teacher Conferences are held in the 1st and 3rd quarters.

**School Conferences:** NLA teachers are always ready and willing to work with parents. We will answer your questions; return your phone calls, conference with you when the need arises. If the need arises, contact the classroom teacher to schedule a time to meet. Please understand that there are times when we will not be able to have conferences at class start time, during class, or at dismissal time. Classroom teachers are instructed not to conference with parents while other students are in their classrooms. We encourage parents to e-mail or call so that we may arrange a meeting.

## DISCIPLINE

Effective classroom discipline is a key ingredient for a good learning environment. Discipline at NLA is not only to achieve this goal but also to help our students learn self-discipline and good character traits. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible to maintain appropriate classroom behavior and will not tolerate unacceptable behavior. The following is not a complete list but is representative of unacceptable behavior: talking without permission, failure to complete assigned work, fighting, lying, stealing, disrespect, cursing, forging another person's name, cheating, deliberately damaging school and/or another's property, **and any form of classroom disruption**. NLA anticipates full cooperation from both the student and the parent in the education of the student.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures include time-out, student/teacher conference, loss of privileges, student/administrator conference, after school detention, parent/ teacher conference. A student assigned to a detention will be given a detention slip to inform the parent. This slip will indicate that action needs to take place at home so that the teacher's time is not consumed with addressing inappropriate behavior but rather academic instruction. This note must be signed and returned the next day the child returns to school. Failure to return the note will result in the doubling of the detention time up to two days at which time a conference with the administrator will occur. The same consequences will occur regardless of the reason (except medical appointments or emergencies verified by the parent and skipping) a student does serve the detention on the day designated.

This will be the case even if the parent is aware the student is not serving the detention on the designated day. All detentions must be served during after-school hours. Should a student skip detention, a conference with the Principal and additional disciplinary action will occur. Skipping will have occurred should the parent fail to notify the school as to why their child did not serve the detention on the day designated. Students will be suspended for an accumulation of 8 or more detentions in a quarter. For major behavioral problems, the administration reserves the right to address the situation as he or she feels appropriate.



## **GUIDELINES FOR DETENTION**

Detention does not start until the third week of each school year (first week for high school). We provide this time to allow for the learning of school and class procedures. The following actions may result in a detention.

1. Failure to complete homework two days in one school week
2. Repeated disobedience (talking, inattentiveness, disrupting class)
3. Lying
4. Disrespect to faculty and other students
5. Forgery of Signature
6. Inappropriate language or gestures
7. Failure to return a signed Detention notice
8. Cheating (both covertly and overtly)
9. Stealing (could result in suspension)
10. Fighting (most likely will result in suspension)
11. Defacing school property (could result in suspension)
12. Exchanging computer passwords
13. Violating *Technical Computer Usage Policy* (6-12 grade) (could result in suspension)

## DROP OFF / PICK-UP

For safety reasons, no cars should enter the playground area designated by orange cones or the like.

**“A” Entry: EastSide-Green Canopy**

**“B” Entry: Lower EastSide-Covered Carport**

**Before Care (7:00am-8:15am)**

**All Grades: “A” Entry** - Before Care is in the Lunchroom.

**Morning Drop-Off (8:15am-8:30am)**

**K-5 Grades: “A” Entry**

**6-12 Grades: “B” Entry**

**Afternoon Pick-Up (3:30pm-3:45pm)**

**K-5 Grades: “A” Entry**

**6-12 Grades: “B” Entry**

**After Care (3:45pm-5:00pm)**

**All Grades: “A” Entry** - After Care is in the Lunchroom.

**8:30am-3:30pm**

**All Grades: “A” Entry**

**Students arriving after 9:30 must report to the school office for an admittance slip prior to entering the classroom.**

**If you are picking up prior to 3:30, please report to the school office to sign your child out. Do not go directly to the classroom. The office staff will get your child for you.**

**Please do not use any other entry.**

**In case of emergency, call the school office (314-291-4181x2) during school hours or use callbox at Preschool carport (west side).**

The *Extended Care* staff can be reached by phone during extended care hours at **314-220-3172**.

## RESTRICTIONS ON CHILD PICK-UP

It is our policy that students will only be dismissed to those individuals listed on the **Student Pickup Authorization List**. This is for our protection and yours. If you need to make changes on this form, please update Parents Web (FACTS Ren/Web) and notify the school office @ [office@newlifeschool.com](mailto:office@newlifeschool.com) and so that your child's file can be updated. **If parents are divorced or separated with one parent not allowed to see or pick up the child, we must have a copy on file of the court order of Final Judgment.**

## VISITORS

A visitor policy is important for your child's safety. The school staff, for protection reasons regarding various types of visitors, will carry through certain measures of precaution. Upon entering the building, **ALL** visitors (including parents and relatives) must immediately report to the office to receive a pass. This will provide needed protection and ensure the flow of classroom instruction will not be interrupted. If a parent needs to speak with their child, office personnel will inform the teacher so that the student may be directed to the office. Parents or relatives wishing to eat lunch with their students are welcomed, but these arrangements need to be made through the office. Only on designated days will friends of students be allowed to visit during lunch hours and only with administrative approval. Students will only be allowed to leave school for lunch when accompanied by a parent or a relative the parent has given consent for. This guideline does not include lunch trips organized by school staff (i.e. field trips, senior class lunches).

## ATTENDANCE

Students in attendance less than 3.5 hours will be counted absent for the day. Students in attendance for 3.5-6 hours will be counted absent for one-half day. Students in attendance for 6-7 hours will be counted present for the day.

**Absences:** When an absence occurs, we require communication by 9:30 am to the NLA office from the Parent or Legal Guardian. Communication directly to the teacher by text or e-mail should be avoided.

Absences will be "**EXCUSED**" in the following instances:

- 1.) **Student illness** accompanied by documentation from a doctor.
- 2.) **Death** in the immediate family (parent, grandparent, sibling, uncle, aunt, cousin)
- 3.) **Approval by the Administration**

Eight unexcused absences in one semester may result in dismissal from school. Any student absent more than thirty days (combination of excused and unexcused) will receive a failing mark for classes taken that school year. If at this point dismissal from school was not warranted, the student will still be required to attend classes even though a passing grade will not be obtained. Any grading opportunity missed because of an unexcused absence will result in a loss of points earned on that particular grade. The amount of points lost will be determined by each teacher. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence.

Please set appointments for times before or after school hours. However, if this is not possible and your child must be released from school, send a dated note with the time your child will be picked up.

**Tardies:** Tardies are disruptive to the classroom and also have an adverse effect on your child's educational process. Any student arriving between 8:30 & 9:30A.M. will be counted tardy. If arriving after 9:30, students must report to the school office for admission to class.

PLEASE NOTE: In one quarter

9 Tardies = written notice sent home

15 Tardies = family conference with the administration (admission to class will be granted after conference)

## HEALTH AND IMMUNIZATIONS

NLA is required by the Missouri Department of Health to have all students immunized. ***Please check with your child's physician to make sure that he/she is current.*** This should be completed prior to the first day of school.

## ILLNESS

New Life Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" will mean an illness which arises as a result of a specific infectious agent, which may be, transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease will immediately notify the Education Administrator.

For the welfare of your child and others at the school, all children who are sick must be kept at home. To prevent the spread of illness in our school community, we request that a child remain at home until they are without symptoms of illness. Should the illness include a fever, please keep your child at home for at least 24 hours after the fever has broken

If a child is to receive medication during the school day, a parent must have on file in the administrative office, **Authorization for Administration of Medication.** This form is available at the school office. Over the counter medications must be signed for by the parent or legal guardian. The medication to be dispensed will be kept in the school office and administered according to the instructions. Medication must be properly labeled. If your child requires medication during school hours and we do not have signed authorization, it will be your responsibility to stop by and personally dispense the medication. The school cannot be held responsible to carry out these duties under this condition.

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer out. *Attendance at New Life Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at New Life Academy.*

## TELEPHONE / CELL PHONE USE

All phone calls will 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 allowed ***but must be turned off between 8:30 and 3:30.*** Any cell phone that rings or is visible or found being used during school hours will be confiscated and required to be picked up by the parent or legal guardian.

## **LOCKERS**

Lockers for 6th-12<sup>th</sup> grade provide extra storage space for students. These lockers will require a lock for usage. All locks must be purchased through NLA. Cost is \$5.00 deposit. Money will be refunded if locks are turned in at year end. Money will not be refunded for locks left on after the last day of school.

## **MEDIA- Videos and music, electronic devices, magazines, books, etc.**

Use of these items requires the approval of the teacher and/or administration. Only originally recorded material will be considered. No home-created or other storage devices (removable hard drives, mp3 players, flash drives, etc.) Any unapproved material will be confiscated. Highly offensive items or material will be held by administration until a conference with the parents can occur. Students are not permitted to use electronic devices to tune into radio stations. No video cameras are allowed without administrative approval.

## **BAD WEATHER CONDITIONS**

To alert parents of early dismissal or school closure, NLA will use the SchoolReach system, KMOX, KSDK, KMOV and FOX news channels.

## **SCHOOL EMERGENCY**

NLA uses the SchoolMessenger system to alert parents of school emergencies, closings, reminders, etc. This is made available to those who have filled out the SchoolMessenger form. You are not automatically signed up.

## **ADDRESS OR PHONE NUMBER CHANGE**

If a change in address, e-mail address, home, work or cell phone number has changed, please update Parents Web (FACTS Ren/Web) and notify the school office @ [office@newlifeschool.com](mailto:office@newlifeschool.com) and so that your child's file can be updated.

## **FIELD TRIPS**

The classroom teacher determines Field Trips after administration approval. A note will be sent home informing parents of the planned activity, time leaving, time returning, and funds needed for the trip. The average is one Field Trip per quarter. We do not include the cost of Field Trips in tuition, so it will be necessary for you to pay for the expense on a per trip basis. Field Trips can average in cost from \$1.00-\$10.00. A variety of trips are taken during the year, both educational and entertaining. NLA Field Trips are for enrolled students only. Chaperons are limited to parent/legal guardians only. Early dismissal after returning from field trips is not allowed without administrative approval.

## **WORK PROGRAM**

No student will be allowed to arrive late or leave early to a job without administrative approval.

## GRADING SYSTEM

GRADING SCALE		
<b>A</b>	-	<b>92-100</b>
<b>B</b>	-	<b>83-91</b>
<b>C</b>	-	<b>76-82</b>
<b>D</b>	-	<b>68-75</b>
<b>F</b>	-	<b>0-67</b>

### **“A” Honor Roll**

Student must have a 92% cumulative average or better. No C’s are permitted. Some subjects are excluded in determining grade average. This varies among grade levels. Students using the Alpha Omega Ignitia curriculum must be on “academic balance.”

### **“B” Honor Roll**

Student must have an 83% cumulative average or better. Only one “C” is permitted. Some subjects are excluded in determining grade average. This varies among grade levels. Students using the Alpha Omega Ignitia curriculum must be on “academic balance.”

Medals for academic excellence (based on cumulative average) will be awarded to students on “Awards Night”.

Gold Medal - 92%-100%  
Silver Medal- 83%-91%  
Bronze Medal- 76%-82%

## NLA Graduation Requirements

Minimum Graduation		College Prep Track		Honors Track	
English/Language	4				
Mathematics	3	Algebra 1 Algebra 2 Geometry		Precalculus or comparable *College DE Course	1
Social Studies	3	Civics/Economics	1		
Science	3	Physical Science Biology Chemistry		Physics or comparable *College DE Course	1
Fine Arts	1				
Personal Finance	.5	Business	1	Elective	1
Bible	2				
Fine Arts	1				
Physical Education	1				
Health	.5				
Electives	5				
<b>CREDITS REQUIRED</b>	<b>24</b>		<b>26</b>		<b>28</b>

\*Dual Enrolled College Courses taken through NLA/Liberty Affiliation are weighted on 5.0 scale

College Preparatory Diploma with Advanced Studies Designation requires the completion of Precalculus or Physics with a cumulative average of 3.0 or better

College Preparatory Diploma with Honors Designation requires the completion of both Precalculus and Physics with a cumulative average of 3.5 or better.

### Dropping Courses

Students may drop a course with Administration & Parental approval.

*No student can drop a course after the 4<sup>th</sup> week of the Semester.*

