



**PARENTS /STUDENTS HANDBOOK**

2021-2022

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On behalf of the faculty and staff here at NLT Academy, I would like to take this opportunity to welcome you. We consider it a privilege to assist parents on their mission to train their children so as to maximize their child's potential. At NLT Academy, we are raising the next generation of leaders and intellectuals, with God's Word as the foundation for everything we do.

NLT Academy provides classes from K4 through 10th grade. Our dedication to high quality Christian education has earned us the accreditation with the National Private Schools Accreditation Group. We offer new classrooms, a state of the art gymnasium, athletics and after school activities. When you walk on our campus, you will find students who are full of energy and potential. You will also find teachers who are committed to their students; teachers who work closely with parents as they nurture the gifts and talents of each student individually.

As we continue to grow, so does the need for consistent policies and rules. This handbook has been designed to help you to understand the philosophy, policies, procedures and expectations of our school. Although it will not answer every question that may arise, it serves as an overall guide to make the upcoming school year a successful one.

Feel free to contact me at [ndavy@nltacademy.com](mailto:ndavy@nltacademy.com) if I can be of service. I look forward to a blessed and productive school year.

Best regards,  
Natalie Davy  
Principal

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### **ADMINISTRATIVE PREROGATIVE**

The intent of this handbook is to outline policies and guidelines that apply to students and parents. The NLT Academy's administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conference, suspension and/or expulsion, and required counseling.

### **AMENDMENTS OR CHANGES**

NLT Academy reserves the right to amend, revise, supplement, delete, alter, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents will be notified of such changes to the handbook as they occur. Parents agree to accept and abide by any such subsequent additions, changes, modifications, or deletions.

### **NON-DISCRIMINATORY POLICY**

NLT Academy has a racial non-discrimination policy. The school admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and other school administered programs. Enrollment in the academy is privileged. NLT Academy, Inc. reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by the NLT Academy Board.

### **SCHOOL GOVERNANCE**

NLT Academy is governed by a Board of Directors. The school's policies and governing statements continue to be reviewed in an ongoing effort to express the Academy's desire to be transparent in its proclamation of its mission, philosophy, doctrinal positions, and in commitment to treat each individual fairly, according to Scriptures. Please contact an administrator with any questions or concerns.

# ABOUT NLT ACADEMY

## BRIEF HISTORY

The NLT Academy was founded as part of the larger vision of New Life Tabernacle United Pentecostal Church which was founded on September 13, 1992, under the leadership of Pastor Daniel M. Davy. From its humble beginnings at the student center at the University of South Florida, the New Life Tabernacle network has grown to be named as home church by more than 2,000 Tampa residents and has affiliated locations which include: Town and Country, South Tampa, Carrollwood, Plant City, Havana, Belle Glade, Georgia, and Alabama.

## VISION STATEMENT

NLT Academy seeks to develop and motivate well rounded, confident and responsible learners who aspire to achieve their full academic, spiritual, and social potential.

## MISSION STATEMENT

NLT Academy's mission is to provide the optimum learning environment that fosters critical thinking skills, a global perspective, spiritual development, and respect for core values of honesty, loyalty, perseverance, and compassion.

## KEY GOALS

NLT Academy believes in order to attain its mission it must produce graduates who:

1. Are well prepared and proficient in all academic disciplines.
2. Know how to utilize resources including technology to find, analyze, and evaluate information.
3. Have the skills to question, solve problems, and make wise decisions.
4. Can articulate and defend their Christian worldview.
5. Understand and commit to a personal relationship with Jesus Christ.
6. Respect and relate appropriately with integrity to the people with whom they work, play, and live.

## SCHOOL MASCOT

We are the mighty LIONS! The lion is strong (Proverbs 30:30), courageous (Proverbs 28:1), and protective (Isaiah 31:4). Jesus is also referred to as the Lion of the Tribe of Judah (Revelation 5:5) showing leadership. Here at NLT Academy, we strive for each student to obtain these characteristics.

## SCHOOL COLORS

NLT Academy's school colors are burgundy and gold. Biblically, burgundy denotes the Cup of the New Covenant and Rejoicing. Gold signifies the glory of God and the might of His people.

## SCHOOL VERSE

*"Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven." Matthew 5:16*

## PLEDGE 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 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 and will hide its words in my heart that I might not sin against God.

## **APOSTOLIC CHRISTIAN FLAG PLEDGE**

I pledge allegiance to the Christian Flag and our Savior for whose Kingdom it stands. Jesus Christ the Lord, crucified, risen, and coming again for all who have repented of their sins, been baptized in His name, and received His Spirit.

## **EXPECTED STUDENT OUTCOME**

NLT Academy believes in order to attain its mission it must produce graduates who:

1. Are well prepared and proficient in all academic disciplines.
2. Know how to utilize resources including technology to find, analyze, and evaluate information.
3. Have the skills to question, solve problems, and make wise decisions.
4. Understand the worth of every human being as created in the image of God.
5. Can articulate and defend their Christian worldview.
6. Understand and commit to a personal relationship with Jesus Christ.
7. Know, understand, and apply God's Word in daily life.
8. Treat their bodies as the temple of the Holy Spirit.
9. Respect and relate appropriately with integrity to the people with whom they work, play, and live.
10. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
11. Are prepared to practice the principles of healthy, moral family living.
12. Are good stewards of their finances, time, and all other resources.

## **STATEMENT OF FAITH**

### **PREAMBLE**

We believe the Bible to be inspired of God; the infallible Word of God. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" (2 Timothy 3:16).

The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit (1 John 2:27). "...no prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but Holy men of God spake as they were moved by the Holy Ghost" (2 Peter 1:20, 21).

### **THE ONE TRUE GOD**

We believe in the one ever-living, eternal God: infinite in power, Holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father in creation, the Son in redemption, and as the Holy Spirit by emanation. (1 Corinthians 8:6; Ephesians 4:6; 2 Corinthians 5:19; Joel 2:28).

### **REPENTANCE AND CONVERSION**

Pardon and forgiveness of sins is obtained by genuine repentance, a confessing and forsaking of sins. We are justified by faith in the Lord Jesus Christ (Romans 5:1). John the Baptist preached repentance, Jesus proclaimed it, and the Apostles emphasized it to both Jews and Gentiles. (Acts 2:38, 11:18, 17:30).

### **WATER BAPTISM**

The scriptural mode of baptism is immersion, and is only for those who have fully repented, having turned from their sins and a love of the world. It should be administered by a duly authorized minister of the Gospel, in obedience to the Word of God, and in the name of our Lord Jesus Christ, according to the book of Acts 2:38, 8:16, 10:48, 19:5; thus obeying and fulfilling Matthew 28:19.

### **THE BAPTISM OF THE HOLY SPIRIT**

Luke tells us in Acts 2:4, they were all filled with the Holy Ghost, and began to speak with other tongues (languages), as the Spirit gave them utterance."

It is scriptural to expect all who receive the gift, filling, or baptism of the Holy Spirit to receive the same physical, initial sign of speaking with other tongues. The speaking with other tongues, as recorded in Acts 2:4, 10:46, and 19:6, and the gift of tongues, as explained in 1 Corinthians, chapters 12 and 14, are the same in essence, but different in use and purpose.

In order to preserve the function and integrity of the NLT Academy's foundational principals and to provide a Biblical role model to the NLT Academy community, it is imperative that all persons employed by the NLT Academy in any capacity agree to and abide by this Statement of Faith (Matthew 5:16; Philemon 2:14-16; 1 Thessalonians 5:22).

### **SCHOOL PHILOSOPHY**

The educational philosophy of the NLT Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him; however, because man is a sinner by nature and choice, he cannot glorify or know God. Sinful man is only reconciled to God by choosing God's free gift of salvation as supported by Scriptures (John 3:3-5; Acts 2:38, etc.).

Our aim socially is to provide a distinctly Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his or her choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and the insistent thread of spirituality runs through them. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the Academy.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).
2. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
3. To teach the student how to develop the mind of Christ toward godliness (Philippians 2:5; I Timothy 4:7).
4. To encourage the student to develop self-discipline and responsibility from God's perspective. (I Timothy 4:7; I Corinthians 9:24-27).
5. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
6. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
7. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11, 1:1-3).
8. To help the student develop their identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
9. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
10. To teach the student how to become a contributing member of their society by realizing their need to serve others (Galatians 5:13; Romans 2:10).
11. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
12. To teach the student biblical attitudes toward material things and their responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
13. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics]. (II Corinthians 5:20).
14. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
15. To teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14; Romans 12:2).
16. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] (I Corinthians 10:11; Romans 13:1-7)
17. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
18. To help the parents to understand the school's purpose and program.
19. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
20. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4 7; Proverbs 22:6).
21. To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17).
22. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task (Ephesians 4:12; I Corinthians 12:1-31; Matthew 28:19-20).
23. To teach the student biblical skills for personal and social relationships (Psalm 119:9; Ephesians 4:12)

24. To teach the student the biblical view of marriage and the family (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33).
25. To teach the student an appreciation of the fine arts and using it to God's glory.
26. To teach the student creative and critical thinking based upon the proper use of biblical criteria for evaluation (II Timothy 3:14-17).
27. To teach each student to develop a personal relationship with God through a daily period of prayer and devotion (Philippians 3:10, 4:7).
28. Use current affairs in all areas, teaching the student how they relate to God's plan for man.
29. To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God given responsibility to subdue, use and preserve it properly (Psalm 8:6; Hebrews 2:6-8).
30. To aid families in Christian growth and to help them develop Christ-centered homes (Ephesians 5:22-33; II Peter 3:18).

# ACADEMICS

## ADMISSIONS POLICY

Any child who will be in grades Pre-Kindergarten through 10<sup>th</sup> grade may apply. However, NLT Academy recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality Christian education, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. NLT Academy is not designed to service students needing special education services.

## ENROLLMENT PROCEDURES

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

- Schedule meeting with our Recruitment Coordinator & tour of the school
- Complete and submit the Enrollment Application Packet & Fees
- Submit a copy of the following supporting documents:
  - Student's Birth Certificate (and court decree documentation if applicable)
  - Student's Social Security Card
  - School Records and/or copy of the latest Report Card
  - Student's Immunization Records
  - Student's Health/Physical Records
  - Award Letters (i.e. Step Up, McKay, etc.) if applicable

## TEACHER QUALIFICATIONS

At minimum, NLT Academy teachers are required to have a Bachelor's degree, preferably in Education. Teachers should have or currently working toward obtaining an Educator Certificate in the state of Florida, and must be willing to take the necessary courses to maintain their certification. Teachers are not only considered for their professional expertise; they will also be evaluated for their ability to role model a Christian lifestyle and teach all content from a distinctly Christian perspective.

## ACADEMIC INTEGRITY

NLT Academy values principles of honesty and believes that violations in this area should be dealt with in an appropriate and effective manner. Students are expected to do their own work to the best of their ability and encourage others to do the same.

Academic dishonesty includes but not necessarily limited to:

- Cheating on assignments or exams by copying answers from other students or books.
- Allowing others to copy answers on an assignment or test.
- Parents completing homework assignments on behalf of the students.

Consequences:

- Academic dishonesty will result in serious consequences including receiving a "0" on the assignment. Repeated incidents will result in detention time, suspension, or dismissal from the Academy.

## CURRICULUM

NLT Academy utilizes McGraw-Hill, Abeka, and other resources when necessary to create a robust blended curriculum.

## **HOMEWORK**

Homework is administered to students if additional time is needed to complete in-class assignments, completion of a project, or to provide additional practice for the student. Students are required to complete his/her homework assignments on time.

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

Here are a few tips regarding helping your child with his/her homework.

1. Have a quiet place set aside – a table or desk where homework is to be done.
2. Set a specific time for homework:
  - a. as soon as child gets home and gets comfortable;
  - b. after play, but at least one hour before dinner; or
  - c. right after dinner, before television.

If your child experiences difficulties with his/her homework please write the teacher a note or call your child's teacher during his/her planning time. If for some reason you cannot reach the teacher, please do not hesitate to contact the school Administrator.

## **GRADE SCALE**

Students in the Pre- K and Kindergarten will be graded using the Excellent, Outstanding, Satisfactory or Needs Improvement, Unsatisfactory, and Incomplete scale.

<b>E</b> – Excellent	90% -100%
<b>O</b> – Outstanding	80% - 89%
<b>S</b> – Satisfactory	70% - 79%
<b>N</b> – Needs Improvement	60% - 69%
<b>U</b> – Unsatisfactory	50% - 59%

NLT Academy uses the following grade scale for grades 2 through 10 (final quarterly grades are rounded to the nearest whole number):

<b>A+</b>	98% - 100%	<b>C+</b>	78% - 79%
<b>A</b>	92% - 97%	<b>C</b>	72% - 77%
<b>A-</b>	90% - 91%	<b>C-</b>	70% - 71%
<b>B+</b>	88% - 89%	<b>D+</b>	68% - 69%
<b>B</b>	82% - 87%	<b>D</b>	62% - 67%
<b>B-</b>	80% - 81%	<b>D-</b>	60% - 61%
		<b>F</b>	59% and below

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be sent home with your child quarterly. Progress reports are sent home every 3 weeks to keep parents informed of student progress and eliminate surprises. Parents will be responsible to obtain their students' Progress Report via Gradelink.

## **Make-up work policy:**

Students shall be expected to make up assignments, projects, and tests after absences. Students shall receive a zero for any assignment, project, or test not made up within an allotted time.

A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. A reasonable amount of time for completion of an assignment will be established by the teacher.

## **GRADING POLICY**

### **Kindergarten:**

Students grades will be based on their progress toward the Florida state standards for Kindergarten. A combination Formative and summative assessments will be done by the classroom teacher to monitor progress of students and show growth.

### **Grades 1-10:**

Students grades will be based on their progress toward the Florida state standards for grades 1-10. 60% of student grade will come from summative assessments which are tests, projects and quizzes, the other 40% of the grade will come from formative assessment such as classwork, exit slips, and homework.

Students will also have a conduct grade for each class. Each student will start off with the equivalent of 100% in conduct. Conduct points will be deducted each time a student violates any conduct policy of the school or classroom as it is related to academic progress including but not limited to late work, minor class disruptions, and being late to class. Students with less than the equivalent of 80% in all conduct will not make honor roll.

## **ACADEMIC AWARDS**

An Awards Assembly will take place at the end of each 9 weeks. The following awards will be given:

- **PRINCIPAL'S AWARD:** Given to students with A's in all subjects and conduct on the quarterly report card.
- **HONOR ROLL:** Given to students with A's or B's in all subjects and conduct on the quarterly report card.
- **CITIZENSHIP AWARD:** Given to two students in each class for demonstrating citizenship qualities throughout the quarter.
- **PERFECT ATTENDANCE AWARD:** Given to students with no absences and having no more than 3 Tardies during the quarter.
- **PERSONAL SUCCESS AWARD:** Given to students who make great improvements throughout the quarter.

*Classroom teachers may hand out individual awards at the end of the year.*

## **PARENTAL INVOLVEMENT**

NLT Academy values partnerships with parents and welcomes volunteers in the school. There are numerous opportunities available including classroom help, lunchroom help, student activities, donations, fundraising efforts, and the Parents Teachers Organization. Additional information on how parents can volunteer can be found in our volunteer handbook.

Please note that background checks may be required.

## **SCHOOL CONFERENCES**

NLT Academy 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 such as: 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. We ask that every parent make a special effort to attend parent/teacher conferences which are held quarterly.

**ACADEMIC INTERVENTIONS**

Our goal is to ensure that every child succeeds at the NLT Academy. Students not maintaining at least a C average in core subjects may result in a meeting with the administrator, teacher, and parents to discuss possible interventions.

**Toys**

To avoid distractions, toys and games are not permitted in school unless requested by the teacher for special presentation, activities, or projects.

**TEXTBOOK AND PLANNERS REPLACEMENT**

Students are responsible to maintain their textbooks, workbooks, resource packets, and planners. If these items are lost or damaged to the point where they are of no use, parents will be billed for a replacement. Replacements will be purchased only when payment has been received.

# **STUDENT ACTIVITIES**

## **AFTERSCHOOL PROGRAM**

NLT Academy is officially closed at 3:30p.m. (2:30p.m. on Wednesdays) except for extracurricular activities. Students who are not in the afterschool program, must be picked up no later than 3:30p.m. (2:30p.m. on Wednesdays).

## **CHAPEL**

NLT Academy holds weekly Chapel services every Monday morning. We believe this to be an important aspect of our spiritual growth. The highlight of each day is Bible Time. Included are Bible stories and scripture memorization.

During chapel, young ladies and young men are required to dress in chapel attire.

## **CHRISTMAS PLAY**

Each December, students will be involved in an evening Christmas showcase/presentation. Students are required to participate in this event.

## **FIELD DAY**

An annual field day is held at the end of the year for every grade level. Information regarding dates and times, donations needed, and parent volunteer opportunities will be available.

## **FIELD TRIPS**

Field trips are carefully planned to enhance classroom teachings. Parents are informed about the details of the trips in advance and encouraged to participate. Occasionally a donation will be requested for some activities. For each field trip, a signed permission slip must be given to the teacher prior to the trip. Special shirts may be required.

## **SPIRIT WEEK**

Spirit Week is designed to enhance school pride and culture; and strengthen collaboration, teamwork, and friendship.

## **LITERACY WEEK**

Literacy Week is designed to promote and celebrate literacy and excellent reading habits. Each day will feature a different theme or activity supporting the overall mission for the week.

## **FUN-RUN**

Fun-Run supports the annual general budget for the entire school all students are expected to participate.

# ATTENDANCE

## SCHOOL HOURS

Students must enter the school via the main entrance of the sanctuary located under the porte-cochere. For security purposes, all other doors will be locked.

7:30am – 7:55am	Drop off / Breakfast
7:50am	Students transition to Chapel / Devotion
8:00am	School starts
3:00pm	Dismissal

Parents should not have their children arrive at the academy prior to 7:30am, no exceptions.

## EARLY RELEASE DAYS

Early Release Day is held every Wednesday. At that time, school will be dismissed at 2:00pm.

## SCHOOL CLOSURE

In the event of inclement weather, NLT Academy will adhere to the Hillsborough County Public School's decision as to whether or not school will be opened.

## ABSENCES

Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents. While perfect attendance is the goal, all students must be in attendance at least 90% of the time (**no more than 18 absences for the year**) in order to be prepared for the next grade level. The following procedures must be followed in the event of an absence:

### UNEXCUSED ABSENCE

Examples of unexcused day absences:

- Parent or sibling was sick;
- Could not get a ride;
- Personal day;
- Relatives visiting from out of town;
- Vacation without prearrangement;
- Working on a school project or class work or homework; and
- Any absence without written communication from a parent/guardian received at NLT Academy.

### EXCUSED ABSENCE

When a student is absent, parents must email [admin@nltacademy.com](mailto:admin@nltacademy.com) by 9:00am, If an email is not received, the school will contact the parents. For an absence to be excused, it must meet one of the following criteria:

- Sickness up to three consecutive days with a doctor's note
- Sickness up to six days total per semester with doctor's notes each time
- Family emergencies (if approved after the fact by the office)
- Prearranged family absences (eg: vacations) – see rules below
- Educationally related activities (when pre-approved)

### **PRE-ARRANGED ABSENCE**

If students plan to miss two or more days of school for any reason other than illness send email to admin@ntlacademy.com. Please do this several days before the anticipated absence to allow teachers to prepare work and minimize the students' difficulties in keeping up with the class. While classroom instruction can never be duplicated and tests cannot be sent home, some work may be given before the absence, with the remainder to be made up on return.

### **EXCESSIVE ABSENCES**

Excessive absences have a detrimental effect on a student's learning. Absences, both excused and unexcused, exceeding the 90% attendance rule will result in a conference with the administrator, teacher, parents, and student.

### **HALF DAY ABSENCE**

Half Day Absences will be recorded in the following circumstances:

- Students arriving after 10:05am;
- Leaving before 12:55pm or;
- Missing two hours of instructional time during the day

### **TARDIES**

Entering a class late impacts all students through the distraction and compromises the academic integrity of the classroom. Students will be considered tardy to class if they are not in their seats when the bell rings to begin class. No late student should be admitted to class without presenting a tardy slip from the School Office. Three tardies within a term will be considered as one absence.

## **PARENTS ON CAMPUS**

### **GENERAL ADMISSION**

We welcome every parent to take an active approach to their child's education. To ensure the safety of our students and personnel, we respectfully request that parents sign in at the receptionist desk. Parents will then be escorted to their intended destinations. Parents seeking to enter a classroom, must first notify and receive approval from the teacher and/or administrator.

### **DRIVING ON CAMPUS**

Here at the academy, teaching is not limited to the classroom. In light of this, and for the safety of our students, the campus needs to be free of non-staff, non-students, and non-volunteer parents during the school day.

When driving on campus for any reason, please be aware that children may be found unexpectedly in parking areas or drives. Please reduce your speed and exercise extreme care and caution while entering, exiting and driving in the parking lot. The curbs in front of the main entrances of the buildings are strictly no parking any time. These are fire lanes and must be kept clear for emergencies.

Please aid in ensuring safe and efficient driving with a courteous and careful attitude. If you will be on campus working as a volunteer, please check in with the main office before entering the campus.

# HEALTH & SAFETY

## HEALTH & IMMUNIZATION

Florida law 232.032 requires that every student must provide evidence of proper physical and immunization to attend school. Please see the registration packet to be sure your student is in compliance.

## WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is a guideline intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home for at least 24 hours after the fever breaks.
2. If a student has vomited or had diarrhea the student should stay home for 24 hours after the last episode.
3. If a student has any rash that may be disease- related or the cause is unknown, check with your family physician before sending the student to school.
4. If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye before sending the student to school.

## EMERGENCIES AND/ OR ILLNESS

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. The nurse (or office) will call the parents whenever the student has a fever over 100 degrees, is vomiting, has significant pain, repeatedly complains, or anything else that is out of the ordinary. If the parents are unable to be reached, the person listed under emergency contact will be called.

## MEDICATION POLICY

- **Over-The-Counter Medications:** The parent/ guardian must complete the emergency form, sent home with your registration packet, in order for a student to receive any Tylenol or Ibuprofen from the school nurse or office.
- **Prescription Medication:** ALL prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled with an authorization form completed. Epi pens and inhalers will be allowed to be kept in the classroom.

## PEDICULOSIS (HEAD LICE)

Per the recommendation of the national pediculosis association it is the Academy's policy that a child will be excluded from the academy when this condition exists. The academy takes special precautions and checks students' hair on a continued basis. If you, as parents, will also check on a continued basis, this would greatly benefit your child and the Academy. Once the student has been cleared no doctors note is required for re-entry.

## HEALTH SCREENING

School Health Services Program conducts health-screening activities at various times during a child's school experience. Screening activities occur based upon guidelines established by the Department of Health and Rehabilitative Services and local school health personnel. School health screening may include the following activities: vision screening, hearing screening; measurement of height, weight and dental screening. Parents will be notified prior to any screening that takes place in the academy.

## **MEALS**

Children need healthy meals to learn. At the academy, students will receive healthy breakfast and lunch, daily. Parents must complete a meal application as it is required by the National School Lunch Program. Meals served at this school are available at no cost regardless of the eligibility determination.

Students who participate in the afterschool program, will also receive snacks.

## **SOCIAL MEDIA & TECHNOLOGY**

### **SOCIAL MEDIA**

The use of social media has many benefits; however, students and families must exercise caution when posting comments or utilizing multi-media. Students' communication is a reflection of themselves and the Academy. As such, the NLT Academy has the responsibility to preserve its reputation. Any comment, picture, video, etc., which expresses or implies at face value, words, thoughts, or actions in direct contradiction to school philosophy and/or policy may result in disciplinary action as outlined in the discipline section of this handbook. Students must exercise prudent discernment when using social media. Postings, at any time while enrolled as a student or during school breaks, including the summer, may result in disciplinary action including but not limited to suspension, expulsion, or revocation of acceptance status.

### **TECHNOLOGY – NLT COMPUTERS, LABS AND NETWORKS**

In order for our children to successfully adapt, function, and excel in our ever-changing technological world, it is imperative that each child has daily access to a computer and printer at home. In conjunction, NLT Academy, has committed to investing in the training of our students for long-term benefit in this modern era. With such endeavors comes the need for precautions and guidelines to safely and rightfully navigate forward.

### **ACCEPTABLE COMPUTER USE POLICY**

The first priority for computer use will be legitimate assignments or activities prescribed by administrators, faculty, or staff. Students are responsible for ensuring that their activities conform to the Academy's standards, in obedience to biblical commands and values. Computer usage will be in sole alignment with prescribed activities from administrators, faculty, or staff.

### **LOCAL NETWORK ACTIVITIES THAT ARE NOT PERMITTED**

- Using an Academy computer without permission and supervision.
- Sharing of passwords or use of another person's computer account at any time.
- Using obscene or inappropriate language.
- Threatening the network or its integrity.
- Downloading, installing or copying program files to the network without the network administrator's permission.
- Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges.

## **INTERNET ACTIVITIES THAT ARE NOT PERMITTED**

- Searching for, viewing, sending, or receiving messages or emails, pictures, articles, audio clips, or any other material which is in opposition to biblical values or deemed offensive by the NLT Academy.
- Unlawful copying, saving, or redistributing of copyrighted material (Users should assume material is copyrighted unless noted).
- Subscribing to any services or ordering of any goods or services.
- Sharing of the student's home address, phone number, or other information over the internet.
- Playing internet games or using other interactive sites such as chat, MUDs and MOOs (MUD - Multi-User Domain and MOO - MUD, Object-Oriented).
- Visiting social network sites and/or maintaining a social network site account using the NLT Academy computers and resources.

Students of the Academy will not be involved in any way with cyber bullying, hacking, harassment, misrepresentation, plagiarism, or indecent material while using the computers on campus. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible expulsion from school.

Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take immediate action when inappropriate computer use occurs on campus.

## **DEFINITIONS**

Cyber Bullying: Cyber bullying is the use of technology (email, images, text, or other digital communication devices) to degrade or humiliate another person or group. Cyber bullying may occur directly, such as when a hateful message is sent to a target or indirectly or when a message, website or photograph is sent to others and results in later bullying behavior toward the target.

Hacking: An attempt to access another person's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

Harassment: Posting a message that is vulgar, demeaning, threatening or obscene either through e-mail, newsgroups, or chat rooms.

Misrepresentation: Giving out false information about yourself either through e-mail, newsgroups, or chat rooms.

Plagiarism: Copying material or paraphrasing material from the internet or any other source without giving credit to its author.

Indecent material: Unsuitable images, sound files, text files, or video files as deemed so by the administration, faculty, or staff of NLT Academy.

Failure to comply with the Acceptable Computer Use Policy will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies.

# COMMUNICATION

## TELEPHONE COMMUNICATION

Teachers should be contacted directly to schedule conferences, for classroom information or classroom difficulties. The best way to contact a teacher is to send them an email. If you choose to set up a conference email the person of contact directly.

## MESSAGES

Teachers and students can receive messages at school through the office or Gradelink. Parents/Guardians are requested not to call teachers or children out of the classroom unless the need is urgent. If you are calling about a change in after school transportation or care, please do so before 12:00pm in order to allow sufficient time to relay the message.

## 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 not be allowed on school property.

## EMAIL & TEXT BLASTS

We are an informed community of child advocates with the common goal of student success. As such, we strive to maintain a relevant and open line of communication between school personnel and home. Email and text blasts will be sent frequently to keep parents up to date with what is happening at the Academy.

## CONFLICT RESOLUTION

In order to facilitate better understanding and agreement within our school family, we will observe the following Biblical procedures from Matthew 18:

- Speak first to the person most directly involved (if someone is not a part of the problem or a part of the solution, they should not be a part of the conversation!)
- If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to administration.
- If the matter is still unresolved, it will be brought before the board.

# DRESS CODE

The goal of the NLT Academy's dress code is that students present themselves in a clean and neat manner as a representation of Jesus Christ and the Academy. While we recognize the uniqueness of each student and seek to develop individuality, it is also important for each student to understand the concept of appropriate dress for particular situations.

Students are required to wear the authorized uniform, which must be worn Monday through Friday. For a listing of the approved uniform, please contact the Administration Office.

In addition to the approved uniform, **students are not allowed to wear shorts or sleeveless shirts/blouses at any time**. Girls must wear dresses or skirts (**no pants at any time**) and must ensure that **the length must be below the knees when sitting**.

Please note the following:

- Uniforms must be of good quality in order for students to appropriately represent the NLT Academy in the community.

- Shirts are to be tucked in at all times and pants will be worn with a black or brown belt.
- White or black socks must be worn.
- Cargo pants are NOT a part of the uniform and will not be acceptable.
- Hats may not be worn inside the building; students may use them while doing outside activities, hats must be modest with no offensive or suggestive language. Hats must coordinate with the uniform, colors black, white, and grey are acceptable.
- NLT Academy uniforms will not be required for all academy functions: i.e. casual day, athletic events, and/or social gatherings. However, students must wear shirts that do not show stomachs or chest, shirts and dresses must have straps that are at least 3 fingertips wide, t-shirts must not contain anti-Christian, vulgar or offensive messages. Skirt/Dress length must past the knees when sitting at all functions. Pants may not be low riding or sagging. Students should look neat in appearance even on casual day. All casual attire must be clean and in good condition.

Sweaters and jackets can be worn outdoors during cold weather. Images and inscriptions on sweaters and jackets cannot be offensive (i.e. profanity, images of weapons or drugs, etc.). Student's name must be written on the tag of the sweater/jacket. The sweater or jacket must coordinate with the uniform, black, grey, and white are the acceptable colors.

#### **APPEARANCE**

- No cosmetics, which alter natural appearance, such as eye shadow, fingernail polish, lipstick, etc.
- No jewelry (i.e. earrings, necklace, rings, bracelets, anklets, etc.) is permitted. A modest watch can be worn.
- Boys' hairstyle must be a standard / conservative cut. Hair should not be off the collar, below the ears, touch the eyebrow, or be in a ponytail. Hair should not exceed 2 inches in length or width No designs are permitted however, a modest part is permitted.
- Boys must be clean shaven and sideburns must not come past the bottom of the ear. Students may be required to shave at school or sent home to shave.
- Colors of barrettes, ribbons, beads, knockers, bubbles, bo-bos, or hairballs are limited to white/cream, clear, black, and grey.
- No altering of natural hair color.

#### **ACCEPTABLE/UNACCEPTABLE SHOES**

Shoes can be any combination of brown, black, white, or grey only.

#### **DRESS CODE VIOLATIONS**

If students are in violation of the dress code, the student will not be permitted to enter their class. Parents will be called immediately to bring a change of clothes. If parents are unable to do so, student must be picked up from school, immediately.

# SCHOOL DISCIPLINE POLICY

## GOALS

The primary focus at NLT Academy is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

## PHILOSOPHY

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the NLT Academy Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

## STUDENT STANDARDS OF BEHAVIOR

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

## DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following outlines those disciplinary actions.

**Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.**

### **Description of Expectations & Consequences:**

#### **Classroom Behavior**

Students are expected to listen and follow all teacher directions.

**Possible consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

#### **Behavior in Halls**

Students are to walk quietly in an orderly fashion through the halls at all times. This quiet will be respected during the instructional school day and with consideration for others who are working.

**Possible consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Behavior in Restrooms**

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

**Possible consequences:** Staff/student conference, loss of independent restroom privileges, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian contact, parent/guardian meeting, in-school suspension, suspension.

### **Behavior in Lunchroom**

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

**Possible Consequences:** Verbal warning, move to an assigned seat, exclusion from the lunchroom; suspension.

### **Behavior on Playgrounds/Recess**

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge.

**Possible Consequences:** Verbal warning, recess privileges contained to an assigned area, staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Behavior During School Sponsored Activities/Field Trips**

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

**Possible Consequences:** Staff/student conference, removal from activity, referral to the administration, parent/guardian notification, loss of recess privileges, in-school suspension, exclusion from future activities, suspension.

### **Excessive Tardiness, Truancy, Leaving School Without Permission**

Students must be on time for school and in their classrooms by 7:50a.m.; forgetting something or oversleeping are not excused reasons for being late to school. Students are to remain on school grounds in their scheduled classroom locations unless written permission for early dismissal has been provided to the school by a parent/guardian.

**Possible Consequences:** Parent/guardian notification, referral to the administration after five unexcused tardies within a marking period, verbal notification, written parent notification, parent/guardian conference at school, in-school suspension, referral to pupil personnel worker, referral to law enforcement.

### **Dress**

School personnel may advise students about appropriate dress, footwear, and grooming for school. Students must adhere to the Dress Code policy located in this *Handbook*.

**Possible Consequences:** See the Dress Code policy.

### **Fighting/Physical Aggression**

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

**Possible Consequences:** Staff/student conference, removal from situation, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Cheating or Plagiarism**

This is defined as using the work of others as your own.

**Possible Consequence:** Staff/student conference, no credit for the work, referral to the administration, parent/guardian notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Inappropriate Use of the Computer Systems**

This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member.

**Possible Consequences:** Staff/student conference, parent notification, referral to the administration, loss of recess privileges, parent/guardian meeting, in-school suspension, suspension, recommendation for expulsion, referral to law enforcement.

### **Incendiary Devices**

This is the possession of firecrackers, matches, lighters, caps or any other object which has potential to start a fire.

**Possible Consequences:** Staff/student conference, confiscation of item, referral to the fire marshal or law enforcement, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

### **Physical Attack on Staff or Fellow Student**

This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc.) in an aggressive manner with the intent to do harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

### **Threats and/or Verbal Abuse**

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

### **Teasing, Verbal or Non-Verbal**

This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs, making fun of someone's appearance. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, personal apology to student who was teased—a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, in-school suspension, suspension.

### **Malicious Pranks and Pseudo Threats**

This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

### **Acts of Hate / Violence**

This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender based), threats, physical violence or conduct, vandalism or destruction of property directed against any person.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

### **Inappropriate Language/Gestures**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Public Display of Affection**

While we support a warm social environment, public displays of affection between students have no place during and after school hours. Public display of affection will be limited to high-fives, shaking of hands, and fist bumps. Extended full body contact and kissing are not allowed!

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct.

**Possible Consequences:** Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, transfer to another class, in-school suspension, suspension, recommendation for expulsion.

### **Theft/Extortion**

Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

### **Theft/Burglary**

This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

### **Insubordination/Disrespect**

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, secretary, building service worker, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult), or refusing to identify oneself.

**Possible Consequences:** Staff/student conference referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension.

### **Destruction of Property/Vandalism**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

**Possible Consequences:** Staff/student conference, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, restitution, recommendation for expulsion, referral to law enforcement.

### **False Fire Alarm**

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

**Possible Consequences:** Administration /student/parent/fire marshal conference, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

### **Weapons**

This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited.

**Possible Consequences:** Staff/student conference, confiscation of weapon, referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

### **Possession of Communication and Other Electronic Devices**

Electronic paging devices, cellular phones, or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated.

**Possible Consequences:** Staff/student conference, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Possession and/or Trading/Selling of Non- School Related or Authorized Items**

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

**Possible Consequences:** Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

### **Possession or Use of Destructive or Harmful Substances**

This is possession of matches, fire crackers, snaps, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance.

**Possible Consequences:** Staff/student conference, referral to the administration, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

### **Possession, Use, or Distribution of Illegal Drugs / Intoxicants / Inhalants / Smoking Materials**

This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited.

**Possible Consequences:** Confiscation of substance, administrator / student / parent conference, referral to law enforcement, suspension, recommendation for expulsion.

## **MISCELLANEOUS**

### **STUDENT RECORDS**

The school maintains a complete record, including a cumulative academic record, for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:

- No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
- Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children.
- Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given. Parents shall have an opportunity for a hearing with the Administration to discuss the content of their student's school records. This is done to ensure that the records are accurate and is not otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

### **STUDENT TRANSFERS**

It takes one day to process a child's record when he/she is moving. Please notify the office one day prior to your departure in order that we may prepare your child's records. If an emergency arises and you cannot give us a day notice, please make every effort to notify us as soon as possible.

## **COUNSELING SERVICES**

At the discretion of school administration, students may be required to seek counseling or treatment regardless of their discipline point level. Referrals to outside agencies can be made available by the NLT Academy office.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment and may lead to violence.

Students learn by example. School administrators, faculty, staff, parents, volunteers and students must demonstrate appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying and encourage others to do so as well.

Harassment, intimidation or bullying means any act that substantially interferes with a student's education benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school provided transportation, or elsewhere that has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Belittling, isolating, impugning a student's character or spreading rumors or false accusations about a student, or
- Creating a hostile educational environment.

Any student who violates this policy shall be subject to discipline up to and including dismissal from the Academy.

Academy violation of this policy may be reported to an Administrator or anonymously in writing. Any report shall be promptly investigated and appropriate action taken. Reprisal or retaliation against any person who makes such a report shall be considered a violation of this policy. Any knowingly false report of a violation of this policy shall be considered a violation of this policy.

## **CHILD ABUSE REPORTING**

All NLT Academy employees are required by law to report any suspected child abuse to the appropriate authorities.

## **AFTER SCHOOL PICK UP SYSTEM**

All students will be picked up under the porte-cochère located at the main entrance of the New Life Tabernacle Church's sanctuary.

Any students not picked up after 3:30 will be placed in after-school care. Parents will be charged for care, no matter the length of stay.

***STRICTLY ENFORCED!*** Change of PICK-UP: For your child's safety no child will be dismissed from school by a different method than the one established, unless the school receives a written notice. Please email teacher or fax a note to (813) 612-5432.

### **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, administration via email 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.**

### **ADDRESS OR PHONE NUMBER CHANGE**

If a change in address, e-mail address, home, work or cell phone number has changed, please notify the school office.

### **CAMPUS VISITORS**

All visitors or volunteers must sign in at the office and wear a visitor tag while in the building.

### **LOST AND FOUND**

Lost and found is located in the office. If your child is missing an item, please check this area. At the end of each quarter, all lost and found items not claimed will be donated to the local shelters or discarded.

### **PARTIES**

Parents are permitted to bring cupcakes or other treats for birthdays or other special occasions. Teachers must receive written notification at least one week prior.

We are not able to provide a birthday/address list. **We also request that party invitations not be distributed during school hours.**

# K4 Policies & Guidelines

We offer a pre-kindergarten program for four-year-old children. A complete program for their academic, spiritual, and physical needs is well planned and prepared. Competent teachers and workers, along with a comfortable Christian atmosphere, will greatly aid in your child's learning and developing skills. One of the areas of learning and application is a strong phonics program where most students are reading by K5.

## **ACADEMIC POLICIES**

The child's academic progress is evaluated relative to developmental growth and individual rate of learning in all (5) domains of instruction: intellectual, spiritual, physical, social and emotional. Parents receive an individual progress report for their child at the end of each grading period throughout the school year.

## **ARRIVAL OF PRE-SCHOOL STUDENTS**

Doors are locked in the morning at 8:00 a.m. After 8:00 a.m., students stop by the administration desk to receive a tardy slip, in order to be permitted to go to class.

## **DISCIPLINE POLICY & RULES OF CONDUCT**

The 12<sup>th</sup> chapter of Hebrews declares the need for proper, love-based, teaching discipline. Discipline is defined as training that develops self-control, orderliness and efficiency. Discipline is necessary for the welfare of the students as well as the entire school. Teachers are placed in an authority role in each classroom and are given the liberty to make and enforce classroom regulations in accordance with the disciplinary standards of NLT Academy. The discipline policy at NLT Academy is approached in a positive manner. Incremental steps are taken to change negative behavior. Repeated pattern of negative behavior will be communicated with the parents via various formats.

The following steps will be taken to help your child remember classroom behaviors;

1. Step 1: Classroom timeout.
2. Step 2: The student will be sent to another classroom, and a note will be sent to the parents.
3. Step 3: The student will be sent to the principal's office, and a note will be sent home to the parents via email.
4. Step 4: The parents will be contacted to come and pick up the child.

## **DRESS CODE & GUIDELINES**

Pre-kindergarten students' appearance should be conservative and students must adhere to our uniform guidelines. Clothing that is dirty, torn, patched, immodest or that presents a sloppy appearance is not permitted. Student appearance must reflect the highest standards of a Christian school environment.

1. Boys' Dress Guidelines
  - a. Tank tops are not permitted. All shirts must cover shoulders. Harry Potter, Sponge Bob, etc. and music pop stars paraphernalia are not permitted on campus.
  - b. Blue jeans may be worn provided they are not faded or ragged.
  - c. Longer shorts are acceptable; however, no short shorts are allowed.

- d. Due to the mulch playground, all shoes must be closed toe and closed heel. Socks must be worn at all times. (Sandals, flip-flops are not permitted)
  - e. No pierced ears.
  - f. Hair must be kept off the ears, and the length is not to extend past the hairline. Hair must be properly tapered, with no lines, grooves, etc. If a student is sent home because of an inappropriate haircut, absences from school will be unexcused. Once a hair warning is issued, the student has two days to comply. No braids, cornrows, or ponytails are permitted. No two-toned, dyed, or bleached hair permitted.
2. Girls' Dress Guidelines
- a. Girls are not permitted to wear pants, blue jeans, long shorts, sleeveless dresses.
  - b. Characters (television or film) and Music "stars" paraphernalia are not permitted on campus.
  - c. For safety purposes, all shoes must be closed toe and closed heel. Socks must be worn at all times. Sandals, flip-flops are not permitted.
  - d. Girls are not permitted to wear any jewelry or makeup.

### **SUPPLIES**

Sleeping mats need to be purchased by the parents. Teachers will provide parents with a list of what is needed. We ask that you send an extra change of clothes for your child in case there is a need.

### **POTTY TRAINING POLICY**

It is NLT Academy's policy that your child be potty trained. We know that the first week of school is an adjustment time for a child. Our teachers work hard to transition each student into their new environment and routine. NLT Academy allows for a week adjustment period after the start of school. If a child shows signs of not being potty trained after the first week, the following steps will be taken:

1. Step 1: A note will go home to parents to be signed and returned to school after two accidents occur within five school days.
2. Step 2: A conference with parents will be scheduled if an additional two accidents occur within five school days.
3. Step 3: If an additional 2 accidents occur, the child is placed on a one-week probation.
4. Step 4: If after the one-week probation is ended and the child is not potty trained then the student will be dismissed from school.

In case of an accident we ask that you provide your child a change of clothing to keep at school. If your child has an accident and we do not have a change of clothing for him/her, you will be called and asked to bring a change of clothes. We also ask that you provide appropriate clothing for each seasonal change. We ask that you contact your child's teacher in writing if you do not want your child to be changed after an accident. This means you would be called to handle this situation personally.

### **TOYS & VIDEOS**

No toys, video games, or handheld technology should be brought to school unless the teacher has notified you of toy day or show-and-tell day. Videos cannot be brought to school.