



NEW LIFE ACADEMY

MT. JULIET, TN

a Division of Middle Tennessee Home Education Association

Tutorial Handbook

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New Life Academy
A Division of Middle Tennessee Home Education Association
Tutorial Handbook

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New Life Academy

A Division of Middle Tennessee Home Education Association

"Plant your roots in Christ and let Him be the foundation of your life.
Be strong in your faith just as you were taught, overflowing with gratitude."
Colossians 2:7

WELCOME

New Life Academy provides a Biblical, positive, and supportive environment for educational classes. In order to do so, there must be a partnership between the student, the parent/guardian and the New Life Academy ministry. For New Life Academy to be successful, your cooperation, participation and support are expected. If at any time New Life Academy board members determine, in its sole discretion, that the actions of a student, parent or volunteer do not support the ministry of New Life Academy, or reflect a lack of cooperation and commitment, the board has the right to request the withdrawal/dismissal of said student, parent, or volunteer.

Parents/Guardians, please take time to review and discuss the information in this handbook with your student(s). It is your responsibility as the parent/guardian to make sure that your children understand that they will be expected to abide by the policies and procedures set forth in this handbook.

GENERAL INFORMATION

➤ Statement of Purpose

Being rooted in Christ, New Life Academy (NLA) exists to nurture and equip the families of life-long learners. This is accomplished by incorporating a Biblical Worldview and practical life skills into every learning experience. We focus on family involvement and interactive, hands-on learning, to light the fire of individual thinking and compassionate hearts.

➤ Structure

NLA meets on Monday each week (September-May). There are two 15-week sessions per academic year. First session begins in the Monday after Labor Day in September and ends the first part of January. The second session begins in early January and ends at the end of April. Classes are available for grades K through 12th grades. Our program is purposefully academic while supplying our students with a wonderful opportunity to interact with one another. Our desire is for NLA to do this one thing well: provide Christ-centered teaching/learning experiences in a small group setting for home school families with reasonable financial cost.

NLA Tutorial Program: This tutor-teacher paid program meets on Mondays from 8:00 a.m. to 4 p.m. All classes require textbooks and possible supply fees. Tutor-teachers will provide a syllabus incorporating homework assignments for the week with parent responsibility of assisting with and overseeing the homework assignments as the primary teacher-

Christian teachers in a Christian environment will teach the classes according to a Biblical Worldview. Each family will be required to agree to and sign a statement of faith to ensure the success of our program. We will also require that all students honor God by respecting the teachers, other parents, and each other.

➤ Administration

- | | |
|----------------------|--------------------------------------------------|
| ➤ Connee Bates | Director & Corporate President, New Life Academy |
| ➤ Patti Clark | Director, New Life Academy |
| ➤ Teresa Glaskox | Director & Corporate Secretary, New Life Academy |
| ➤ Jennifer Lagadinos | Director, New Life Academy |
| ➤ Amanda Suey | Director & Corporate Treasurer, New Life Academy |



➤ **Board of Directors**

- Connee & Steve Bates
- Patti & Joey Clark
- Teresa & Ken Glaskox
- Jennifer & David Lagadinos
- Amanda & Eddie Suey

*New Life Academy Administration and Board of Directors are non-elected and non-paid.

TUTORIAL POLICIES

➤ **Financial Information**

Family Enrollment Fees: Families will pay a yearly registration fee. Fundraiser Participation-all families are required to participate in one fundraiser or pay the equivalent earnings.

Class Fees: Classes are 30 weeks in length. Payment is \$220 for 1-hour classes and \$300 for 1 1/2 hour classes. Materials, books, and supply fees will be an additional cost. All checks should be made payable to the individual teacher for the classes in which the student is enrolled. Some classes may be more or less, depending on the nature of the class (private instruction, ACT Prep, etc.)

Payment Options: Payment for classes may be paid by semester or monthly. Monthly post-dated checks are dated September 1 to April 1 and semester checks are dated September 1 and January 1. Class and supply fees are payable to the teacher. Cash payments *in correct increments* will be accepted. Checks will be cashed the first of each month, September through April. There will be a service charge equivalent to the bank charges for any returned check.

All fees and payments are **NON-REFUNDABLE**. We are making a yearly commitment to each other and to our teachers. Class fees are to be paid even in the event of a withdrawal or dismissal. In the event that a class does not make, the payments would be returned to you. Auditing of classes is not permissible due to the problems it presents for the teachers and the other students in the class.

➤ **Middle Tennessee Home Education Association (MTHEA)**

All NLA members must obtain membership with **Middle Tennessee Home Education Association (MTHEA)**. NLA partners with MTHEA to provide us with tax-exempt status. This annual fee is currently \$35 and will also provide you with a member card and monthly newsletter, *Jonathan's Arrow*, which is filled with information from the home school happenings in middle Tennessee. You may visit www.MTHEA.org for more information.

➤ **Admissions Policy**

NLA partners with Christian parents desiring to enhance or extend home education. Significant parent involvement is vital to student success. We require that families perform the supervision and extension of class instruction, actively attend a local church, and be registered with an umbrella school under the Tennessee Home Schoolers Law. NLA will not admit new students after the first day of class. NLA administrators reserve the right to accept or deny enrollment. NLA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing program, services, or staff. All families agree to, will abide by, and sign documentation of all policies set in place by New Life Academy.

Because of the family atmosphere at NLA, the following guidelines must be followed:

- No pregnant students
- No married students
- No students with children
- No students that have previously been expelled from another school/tutorial program
- No students involved in illegal activity or having a criminal record



➤ **STATEMENT OF FAITH**

Each member (attending adult) of New Life Academy volunteers his/her time in the exciting opportunity to help shape young lives.

We ask our members and teachers to read the following basic doctrinal beliefs of the Christian faith and agree to respect and abide by the below principles. Members agree not to engage in teaching or promoting anything that is contrary to these beliefs.

- We believe that God, as revealed in the Bible, created the universe and everything in it by His supernatural power and intelligence (Genesis chapter 1, John 1:1-3).
- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21, (from Genesis - Revelation).
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
- We believe that the God of the Bible created marriage as a union only between one man (genetically male) and one woman (genetically female) (Genesis 2:15-25).

STATEMENT ON MARRIAGE AND SEXUALITY

- Our biblically based and sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person and of the intentional design of God for that person.
- A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome.
- We believe that a person's gender always corresponds to their sex, and therefore, is defined at birth by their sex (determined by their genome).
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
- The Bible teaches and hence we believe that any form of sexual immorality, including but not limited to, adultery, fornication, cohabitation, homosexual behavior, transgender, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God (Matthew 15:18-20; 1 Cor 6:9-10).
- We believe that in order to preserve the function and integrity of New Life Academy and to provide a biblical role model to the student body and the community, it is imperative that all persons participating with New Life Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Sexuality (Matthew 5:16; Phil. 2:14-16; 1Thess. 5:22).



- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- We believe that every person should be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of New Life Academy.
- The New Life Academy ministry will abide by the above definitions and beliefs, and classroom instruction will support this Biblical worldview. Students and their parents/guardians and families must honor the above statements.

STATEMENT ON SANCTITY OF HUMAN LIFE

- We believe that all human life is created by God in His image and is therefore sacred. Human life is of inestimable worth in all its forms, including pre-born babies, the elderly/aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Each person is of equal value to God. We are called to defend, protect, and value all human life (Psalm 139).
- All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society as defined in the Bible. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including but not limited to, adultery, fornication, cohabitation, homosexuality, transgender, bisexual conduct, bestiality, incest, or use of pornography, all of which degrade and devalue human life. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. We should extend God's love to each person.

STATEMENT OF FINAL AUTHORITY

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

PHYSICAL PRIVACY & SEXUALITY POLICY

I. PURPOSE

In accordance with New Life Academy's STATEMENT OF FAITH, STATEMENT ON HUMAN LIFE, MARRIAGE, GENDER, AND SEXUALITY, and Tutorial Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety, this policy is enacted to advise members of the New Life Academy community of their duties with regard to use of restrooms, and any other New Life Academy facilities or events where individuals may be undressed in the presence of others.

II. DEFINITIONS

A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome.

A member of the New Life Academy community means any New Life Academy volunteer, student, parent/guardian, or visitor.

III. SINCERELY-HELD RELIGIOUS BELIEF ON SEXUALITY

Our biblically based and sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person and of the intentional design of God for that person.



IV. POLICY

Notwithstanding any other policy, the New Life Academy restrooms designated for one sex shall only be used by members of that sex. The only exception to this policy will be younger children who need restroom assistance from their parents/guardians.

A member of the New Life Academy community who openly and unrepentantly rejects their sex is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by the New Life Academy ministry which is cause for terminating their privilege of membership in the New Life Academy community.

To preserve the function and integrity of New Life Academy and to provide a biblical role model to members of the New Life Academy community and the community-at-large, it is imperative that all members of the New Life Academy community agree to and abide by this policy.

➤ **STUDENT BEHAVIOR**

A student is defined as anyone enrolled in NLA classes.

It is the expectation of the leadership of New Life Academy that student behavior be Christ-like at all times, **whether at an NLA function or elsewhere**. We are all representatives of Jesus Christ and the New Life Academy family, which is a Christian organization. God's Word says, "Do not let anyone look down on you because you are young, but set an example for the believers **in speech, in life, in love, in faith, and in purity**." (1 Timothy 4:12)

The following behavior is unacceptable and is grounds for suspension or expulsion:

- Language: Vulgar language, swearing or any form of unwholesome talk in any form of verbal, visual or written communication
- Public Display of Affection: Inappropriate display of affection, including, but not limited to, embracing, holding hands or kissing.
- Illegal Substance: Use or possession of alcoholic beverages, any form of tobacco, or any form of an illegal drug or hallucinogen
- Skipping Classes: Unauthorized absence from class whether on or off campus
- Unauthorized Areas: Being in unauthorized areas on campus.
- Threats: Verbal or written threats
- Physical Violence: Fighting or any form of physical violence
- Disrespect: In any form to a parent, teacher, member of leadership or peer
- Weapons: Bringing any form of a weapon or explosive device to any NLA sponsored event
- Fire: Possession or use of lighters, matches or any device which could ignite a fire
- Pornographic: Any form of pornographic material brought on campus or any NLA event

The administration of New Life Academy reserves the right to search any student, his/her belongings, or his/her vehicle at any time.

It is the expectation of NLA Leadership that boyfriend/girlfriend relationships refrain from any form of physical expression, including, but not limited to: hand-holding, kissing, sitting on one another's laps, etc., while at any NLA function or sponsored event, including: Lifeline, NLA parties, prom, etc. Since NLA is a family-oriented organization, it is imperative that the environment at all events maintain a "family-safe" atmosphere.

➤ **Dress Policy**

As a Christ-centered organization, our conduct and attire should reflect our beliefs and be a witness to the world. Parents are requested to play an active role in the enforcement of this policy. New Life Academy administrators reserve the right to determine what is appropriate attire or appearance (including hats, masks, etc.)



General Guidelines for Nursery – 4th Grade Students:

1. Clothing should be modest, clean, neat, and properly worn.
2. Clothing/accessories may not be worn that advertises or promotes drugs, alcohol, tobacco, or anything not in keeping with Christian principles

General Guidelines for 5th – 12th Grade Students:

1. Clothing should be modest, clean, neat, and properly worn. Please see specific guidelines for females and males below.
2. Clothing/Accessories may not be worn that advertises or promotes drugs, alcohol, tobacco, or anything not in keeping with Christian principles.
3. Exposed Body/Facial piercing, tattooing and branding are prohibited, except for pierced ears.
4. Ear gauges are not permitted.
5. Gothic dress is not permitted.
6. Pants should be a proper fit. Pants or shorts are not to be over-sized, worn in the sagging style, or excessively tight. Neither pants nor shorts may be worn in the low rider style.
7. Appropriate undergarments must be worn and out of sight at all times.
8. Pants, shorts, and skirts should have no holes above the regulation length; 3 inches above the knee.

Females:

1. Skirts, skorts, dresses, and shorts must be no shorter than three inches above the knee. No tight-fitting dresses or skirts permitted, including pencil skirts.
2. Shirts must not be low-cut or revealing, this includes see-thru shirts. All shirts must have, at minimum, a cap sleeve. Shirts must be of proper fit and length, not excessively tight and fully covering. Shoulders must not be seen. No bare midriffs are permitted.
3. Leggings are not considered pants. If worn, a skirt or dress must be worn at the regulation length; no shorter than 3 inches above the knee.

Males:

1. Shirts must have sleeves. Tanks are not to be worn.
2. Shorts must be no shorter than 3 inches above the knee.

Penalty for Non-Compliance:

- **First Offense** – First time offense for failure to comply with the Dress Policy will result in a verbal and/or written warning with the student. A shirt and/or jogging pants will be given to the student to wear for the day or until a parent can bring the appropriate attire to the student. The violation will be recorded.
- **Second Offense** -Second time offense for failure to comply with Dress Policy will result in a phone call and/or an email to the parent. A shirt and/or jogging pants will be given to the student to wear for the day or until a parent can bring the appropriate attire to the student. The violation will be recorded.
- **Third Offense**– Third time failure to comply with the Dress Policy will result in suspension for the day. The student will be asked to leave the premises.
- **Fourth Offense**– Fourth time failure to comply with the Dress Policy will result in suspension from NLA and any NLA activities/events.

➤ **Discipline Process**

We desire our students to grow in their relationship with Christ, and we are committed to their development. We are devoted to developing the whole student and to teaching them according to God's principles. Therefore, we will not neglect to deal with negative conduct. Neglecting to deal with a problem only enables a student to continue in that specific pattern.



In general, behavior issues will be handled in the following manner:

1. Students are confronted with the behavior and given the opportunity to show themselves responsible to make the necessary corrections.
2. Students who have recurring behavior issues will have their parents contacted by a Board member. Together they will seek a means for correcting the situation.
3. If students persist in misbehavior, the Board will bring a resolution to the problem.

Suspensions and/or Expulsions: In the rare event that an infraction warrants a suspension, the Board will make every effort to contact the student and parents that same day. The situation will be discussed and the student will also have the opportunity to relate their version of the situation. The Board will make the final decision. The Board will determine consequences based on circumstances. A second infraction will likely result in expulsion. In the event that a student is blatantly aggressive or disrespectful to an adult or another student, the Board reserves the right to issue immediate suspension or expulsion.

➤ **Parental Academic Involvement**

As the primary teacher, the parent is responsible for the education of the student. Our tutors will give weekly instruction and assignments, as they seek to assist you in educating your student. Our classes are designed so that you can take the weekly assignments and administer them in your home. Most courses are a complete curriculum and would not need to be supplemented. It is impossible, however, for a student to learn all they need in a given subject in only one hour a week.

Parents are required to oversee and be involved in the work to be completed throughout the week (usually an hour each day for each class taken). We strongly encourage parents to attend classes with their student whenever possible, in order to gain insight into their studies and assignments. Your involvement will enable you to help your student at home, where the majority of their learning will take place. If you choose to attend class with your student, please sit in the back of the class. You may take notes, but please do not ask questions or participate in the class discussions.

Our classes are academically challenging. If your student is struggling, a parent may be required to attend class. If class performance does not improve, the student may be asked to withdraw from the class. Therefore, we ask that you prayerfully consider the classes in which you will enroll.

➤ **Attendance Policy**

Each student is an important part of our learning environment. Student learning potential is at its height if a student is present for all classes.

Absences: Absences should be explained by a phone call from the parent or guardian on the day of the absence or a written notification given on the day the student returns. Absences will be excused and make-up work accepted for the following reasons:

- Illness of the student
- Death in the family
- Illness in the family requiring the student's help
- Travel (must notify New Life Administration in advance)
- Other absences approved by the New Life Academy Administration

Tardy Policy: Being punctual is a valuable virtue; therefore, repeated tardiness will lead to disciplinary action by the administration.



➤ **Homework Policy**

Each teacher will provide the students with a syllabus for his/her course. Homework should be complete, on time, neat, and legible.

Incomplete or Late Work

1. Students who do not have their homework completed and in their possession by the beginning of class will receive a 10-point penalty on that assignment. The student will be given a one-class grace period to complete that assignment for credit.
2. If the assignment is not turned in by the next time the class meets, the student will receive a zero.
3. If the student continues to turn in late work or does not complete assignments, a parent/teacher conference will be scheduled. Consistent failure to complete assignments may result in a permanent withdrawal from the class.

Make-up Work

1. Make-up work is accepted only for excused absences.
2. If the student knows he/she will be absent, notify the teacher in advance and gather assignments.
3. If the student misses a class, THE STUDENT IS RESPONSIBLE for finding out what work was missed and any assignments given for the next class. The teacher WILL NOT take this responsibility for the student.
4. Make-up work is due the first week following the absence.

➤ **Academic Integrity**

Cheating, plagiarism, or forgery of any kind is unacceptable and viewed as a serious offense. When work is turned in, it is assumed that the work has been completed by the student's own effort. Since classes meet only one day per week, any academic integrity violation outside of the classroom setting is equivalent to cheating inside the classroom setting (i.e. a test taken at home without proper parental guidance).

Plagiarism is defined by Webster and many sources as, "The act to steal and pass off the ideas and words of another as one's own; use another's production without crediting the source."

New Life Academy ministry believes cheating/plagiarism occurs any time a student:

- Copies or shares answers or assignments from another student or source at home or in class;
- Uses an answer key or teacher's manual whether in person, electronically, or any other method;
- Uses unauthorized material, sources, or electronic devices in a testing environment;
- Does not cite or improperly cites research sources;
- Utilizes 'cut & paste' of text from the internet and uses it as their own without proper citation;
- Uses any foreign language translation device to complete assignments or tests unless permission is specifically given by teacher;

Consequences of cheating, plagiarism, or forgery:

- If a student is caught plagiarizing, this will be an automatic "0" on the assignment.
- If a student is caught sharing work with other students, or "cheating" in any other way, this will be an automatic "0".
- If a student is caught having forged a parent signature on any assignment, assignment sheet, or test/quiz envelope seal, the student will automatically be given a "0" on the assignment/test/quiz.



➤ **Grading Scale**

Class averages are issued two times a year (1st and 2nd semester). Parents will check Toolbox for semester averages. Students will be evaluated according to the following scale:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 or below

➤ **Grading System – Toolbox**

Toolbox is an online resource that helps to unify each student's classes, grades, and assignments. You will be notified on how to create a parent and student account at the beginning of the year. Teachers input grades for your convenience to see how your student is doing. Parents must continuously check their student's progress on a regular basis. Written report cards are not given to students. Parents can print off the student's grade when reporting grades to your umbrella school.

➤ **Graduating Ceremony and Senior Events**

To participate in New Life Academy's senior graduation ceremony and other senior activities, parent(s) must notify NLA administrators of their intent to classify their student as a senior at NLA no later than August 1st of the upcoming academic year, either through the Enrollment Application, or by written notification to modify the Enrollment Application.

STUDENT/PARENT COVENANT

➤ **Student Commitment**

My desire is to honor God and submit to His authority in all areas of my life. I will honor and respect my parents as my God given authority.

I will read the handbook and abide by the rules set in place at New Life Academy.

I will show respect to my teacher/tutors by diligently completing assignments and being attentive in class. I will also be respectful of my fellow students and treat them as I would like to be treated.

I understand that if I cannot abide by the rules of this contract; I will be dismissed from the tutorial program.

➤ **Parent Commitment**

1. My child will be the age of five or older by September 30 of this coming academic year.
2. When my child is dismissed from his/her last tutorial class of the day, he/she will be my responsibility at that time.
3. Each elementary student is only allowed a one-hour slot for Study Hall.

ALL FAMILIES:

1. I understand that the teaching and training of my child(ren) is my God given responsibility. By joining NLA I am delegating a portion of the teaching to the teacher/tutor in this group.
2. My child will be in class each Monday, on time and prepared to participate. If my child cannot be there for any reason, I will notify the teacher or the administration.



3. I will work with my child(ren) weekly to complete the assignments they are given and will work cooperatively with my child's teacher/ tutor.
4. Upon enrolling my student, I understand that we are committing to the classes applied for. **I understand that the payments for these classes cannot be refunded under any circumstances.** Class/supply fees will be paid to each individual teacher and must be paid in order to hold a spot in the class.
6. I agree to register with MTHEA (Middle TN Home Education Assn) online and pay the annual fee.
7. I understand that auditing of classes for students is not allowed.
8. My child will obey all the rules of the tutorial and respect their tutors. I will discuss the rules with my child(ren) and know that I am financially responsible for any damage that my student may cause to the any property used by NLA.
9. I agree to pay the registration fees and understand that upon signing this contract that **ALL fees are non-refundable and non-renewable** and I agree to either participate in the required fundraiser or pay the equivalent earnings of profit from the sale.
10. I agree to assist with "Work Days" on Mondays. Number of assigned days will be determined after registration. "Work Days" include monitoring tutorial teacher childcare, snack table, student center, entrance door, and or any volunteer assignment needed for that day. I will arrive at 7:45 am and leave at 4:15 pm and understand this is mandatory.
11. I agree to assist with 2 student activities throughout the year (parents of juniors will also assist with graduation as a third activity.)
12. I understand that I may be asked to attend class with my student if there are problems with my child understanding material, and I am willing to do so.
13. My child and I have read the handbook and agree to abide by all the requirements. I understand that if we do not abide by these requirements, we will be dismissed from the tutorial without a refund.
14. I understand that I must be in agreement with and sign the Statement of Faith form in order to be a member of NLA.
15. I understand that if I, or my child(ren), cannot abide by the rules of this contract; we will be dismissed from the tutorial program without a refund.
16. This contract must be signed, dated, and accompanied with the correct fees. Without these, there will not be a binding agreement with our tutorial.

MANDATORY PARENT INVOLVEMENT

➤ Tutorial Work Days and Activities: Mandatory Parent Involvement

Each family is required to sign up and fulfill four "Work Days" for the year to help monitor the building in different areas. "Work Days" consist of serving in teacher childcare, monitoring student center areas/hallways, and snack table responsibilities. Arrival time is 7:45a.m. and concludes at 4:15p.m. Your family will be scheduled for specific days. It will be your responsibility to switch days with another NLA parent if you are unable to perform your duties on the scheduled dates. Please make arrangements to be on time and plan to stay all day. You will receive a lunch break; however, feel free to bring your lunch. Teachers need to be in their classes 15 minutes prior to their class beginning; therefore, you must be on time at 7:45a.m.

In addition, it is a **requirement** that every family sign up to assist with two NLA Activities or coordinate one. If you have a junior, you will be assigned to the Senior Graduation Committee as a one-time, third activity. If you



have a 7th-12th grade student that attends Lifeline, our Monday night fellowship and Bible study, we ask you to please assist by signing up to host and/or provide a dinner. Extenuating circumstances in not being able to fulfill the above mandatory obligations will be addressed on a case by case basis (i.e. serious medical conditions, etc.).

If you do not sign up for scheduled Work Days and/or Activities, they will be assigned to you.

➤ **Penalty for Non-Compliance:**

- **First Offense** – First time failure to show for a scheduled Monday Work Day or assigned Activity will result in a verbal and/or written warning. The parent must reschedule for another Monday Work Day or Activity.
- **Second Offense** – Second time failure to show for a scheduled Monday Work Day or assigned Activity will result in their student(s) not being able to attend classes or any NLA activities until parent has communicated with the appropriate coordinator their intent to comply with Parent Involvement and reschedule. If there is no communication with the coordinator, their student(s) will be in danger of expulsion from attending NLA classes and activities for the rest of the year.
- **Third Offense** – Third time failure to attend scheduled Monday Work Day or assigned Activity will result in student(s) not being allowed to attend NLA classes or any NLA activities indefinitely. This includes prom, graduation, and any senior events.

If a family does not comply with this agreement and student(s) is removed from NLA classes and activities, there will be no refunds of enrollment fee or class payments.

TUTORIAL TEACHER REQUIREMENTS

The roles we hold at NLA are not taken lightly because we view our teachers as ministerial tutors to the students. We have the opportunity to reach many lives and God has given us this platform to do so. James 3:1 states, "My brethren, let not many of you become teachers, knowing that we shall receive a stricter judgment."

It is the desire of NLA to provide an outstanding group of staff members. As a Christian organization, our goal is to achieve academic excellence and to apply God's truths, as recorded in the Scriptures, in all areas of learning. Therefore, in addition to being knowledgeable in their subject area, our faculty must hold to the truths of the Christian faith and be able to communicate, teach, and live them out before their students, parents, and peers.

Each person, before becoming a teacher-tutor at NLA, must have a one-on-one interview with New Life Academy board members. They must be active in a local church. In addition, the following forms are required to be completed: Personal Testimony, Teacher Application, Teacher Covenant, Liability Release, and sign NLA's Statement of Faith.

CAMPUS POLICIES

We are committed to keeping our students and the church property safe.

➤ **Visitor Policy**

Any visitors on campus of parents or students must be brought to the attention of leadership. Students not enrolled at NLA are not allowed to visit a class without prior approval from leadership. Safety is priority for our families and we need to be made aware of any non-members visiting our campus.

➤ **Off-Campus Policy**

All students are expected to stay on the church premises unless they have permission from the parents to leave.



Students may leave campus if they adhere to the following guidelines:

- If a student leaves the property, he/she must be present and on time for their next scheduled class.
- NLA is NOT RESPONSIBLE for the welfare of students who leave the campus. Parents are always responsible for their students while off campus.

➤ **Arrival and Dismissal Procedures**

Arrival: Students may arrive 15 minutes prior to their first class.

Dismissal: Students should leave promptly after their last class. There should be no loitering in the church parking lot. Elementary students must be brought in and picked up by an adult. An elementary student may not walk out to meet parents at their vehicle and walk into class without an adult.

➤ **Free Periods**

7th to 12th grade students are allowed unlimited free periods in the Student Center or Study Hall each Monday. This is the only designated area for free periods. Students must leave after their last class and should not arrive until their first class of the day.

Elementary students are allowed one free period in study hall. Parents must come in to pick up students after their last class and come in to drop off for the student's first class of the day. Elementary students must be supervised by a parent when not in class or study hall.

➤ **Student Driver Policy**

Students who hold a valid Tennessee driver's license may drive to campus with permission from their parents. Any student who fails to show proper driving safety and courtesy will be denied the privilege of driving to NLA. Speed limit is 10 mph on church property. Students must abide by laws regulating passengers in their vehicle.

➤ **Student Riding with Student Driver**

Each student wishing to ride with a non-sibling student driver must have permission from his/her parent/guardian prior to riding.

➤ **Weather-Related Closing Policy**

NLA weather-related closings will be emailed by 6 a.m. An email and text on Remind will be sent to inform you know of the closing.

➤ **Lunch/Snack Policy**

Lunch is from 12:00-12:25 p.m. in the Student Center

Students are required to clean up after themselves. Leaving a mess for someone else to deal with is rude and disrespectful.

Students may purchase snacks and drinks during free periods and lunch break. No food or drinks are permitted in the classroom.

➤ **Student Assembly - "Connect"**

12:30-1:00 p.m. All students on property at this time will be required to attend the student assembly. We will have a time of worship, prayer, scripture, and announcements. Elementary students must be supervised. Elementary students approved to stay for the lunch hour are required to attend.



➤ **Medical Policy**

From time to time, we have requests from students for medications such as ibuprofen or acetaminophen. We must have permission from the parent to administer any medications.

➤ **Communication Guidelines**

At times, you may feel it is necessary to speak to the administration or teachers regarding specific concerns you may have. Please remember that while our desire is to assist you in educating your child, the administration is a team of volunteers, and the teachers are paid strictly for class instruction. We encourage you to respect and protect their personal time. If at all possible, we ask you to communicate your concerns during NLA hours on Monday.

If you have concerns regarding a class, please use the following guidelines to communicate those concerns:

1. Talk to the teacher during NLA hours or at a time arranged with the teacher.
2. If you do not feel that the problem has been adequately resolved, please speak with the administration regarding your concern. If necessary, an appointment with the teacher and the parent will be scheduled.

MISCELLANEOUS

➤ **Cellular Phones/Electronic Devices/Headphones**

Students may have cellular phones, or any electronic devices without offensive content, during tutorial hours only if they are turned off and in a backpack during class time. Students may not make or receive calls while class is in progress. Teachers and leadership reserve the right to hold phones or other devices if they are used in class. Headphones should not be worn in class.

➤ **Social Media**

Parents and students are prohibited from creating social media accounts and/or pages using the New Life Academy (NLA) name or logo. Accounts and/or pages are created solely by the administration of NLA.

➤ **Inappropriate Items**

No roller blades, skateboards, scooters, knives, weapons of any kind, alcoholic beverages, illegal drugs, tobacco products, vaping, or pornography are allowed on the church property at any time.

➤ **Mailboxes and Group Email**

We will communicate with you throughout the year through our mailbox system and group emails. Please check your mailbox each week. You are responsible for checking emails for weekly reminders and upcoming parent assignments.

STUDENT AND PARENT SERVICES AND ACTIVITY COMMITTEES

There are ample opportunities to serve as a volunteer. We encourage parents to take an active role in the weekly workings of our tutorial. Our desire is to help establish friendships among families - parents and students alike. The following activities are ways that you and your family could get involved.

Christmas Potluck Family Luncheon – Families and students are encouraged to attend a family luncheon. This is a great time of fellowship!

Christmas Crafts (Elementary Grades) – Elementary students will have fun creating fun holiday crafts.

Lifeline –Every other Monday evening during the academic year, 7th-12th graders may participate in a time of fellowship and Bible study from 6:00-8:00 p.m. A light meal is served and students who attend are asked to bring



a snack and drink. We ask each tutorial family with students who attend to participate by hosting one Bible study, or providing food, during the year.

Field Day: A fun day set aside for outdoor activities and games. All participants receive a ribbon. A small fee is charged to offset the cost.

Fundraisers: NLA members are required to participate in one fundraiser to provide operational funds for New Life Academy. The following are optional ongoing fundraisers: Kroger Community Rewards program, Box Tops, and inkjet/toner cartridges are collected for additional assistance. These are all easy ways to raise money for NLA and help offset costs. Other optional fundraisers may be presented during the year.

Graduation: This event is for NLA students only who are enrolled in at least one class. Student must have completed all the necessary courses to satisfy graduation requirements with their umbrella school. Student must be classified as a senior prior to the academic year starting to participate in the graduation ceremony. This is a fee-based event.

Kickoff Picnic- A fun time for you and your family at the end of the summer, to kick off the new academic year. This is a great opportunity to get to know new members of NLA, to renew friendships, and to celebrate families and homeschooling. A reasonable fee per family is charged.

Parties: Offered throughout the year for all ages.

Pizza/Lunch: Each Monday, pizza is ordered at \$1.50 per slice. Orders must be made by 10:00 a.m. Pizza is served at 12:00 noon. Occasionally other options will be presented.

Prom: Event held in April for all 9th-12th grade students. Senior Walk precedes prom. This is a chaperoned event. Students and their approved guests must comply to the dress policy to attend.

Science Fair: A time for students to prepare and display science projects. All science students are required to participate.

Senior Dinner: At the end of the year, the New Life Administration honors our graduating seniors with a dinner for the seniors and their parents.

Service Projects: Scheduled opportunities for the 7th-12th graders to share God's love in practical ways.

Servant's Heart Committee - This committee was established to meet the needs of our members. If you have a special need or know of a need, we ask you to contact the special needs committee leader and she will get in contact with the committee. Examples of some of the needs: a request for prayer, meals during a time of sickness or a new baby, a death in the family.

Student Assembly - "Connect ": This is a 30-minute time slot beginning at 12:30 each Monday in the sanctuary, where students and parents worship the Lord in song and the study of God's word. We use a brief portion of this time to make announcements to the members. All students on campus are required to attend Connect.

Student Center: A room where our students gather during their free period to play games and enjoy building relationships with one another.

Student Council: An opportunity for our students with a desire to serve in the 7th-12th grades.

Theme Day: One Monday per month will be our "theme" day. Parents, students and teachers are all encouraged to participate.

Trips: At the end of the academic year, the 7th-12th graders take a beach trip to celebrate the beginning of summer. Destination and dates will be announced each year.



Valentine Candy Grams – Candy grams are sold for students and parents to send to their friends and family members as a fundraiser. They are distributed during class on the Monday during the week of Valentine's Day.

Yearbook: NLA sells an annual yearbook for the students. We encourage parents to take pictures of their children and their class during the year and provide them on a cd for use by the yearbook staff.

EXCEPTIONS

The policies of New Life Academy are subject to change at any time without notice. Any exceptions to the policies included herein are at the discretion of the Board Members of New Life Academy.