

New Heights Christian Academy HANDBOOK



Revised 2018

Parent-Student-Faculty Handbook **Mission Statement and Purpose**

It is extremely important that each New Heights Christian Academy student and parent be familiar with the policies and practices in existence. This handbook has been prepared with the purpose of serving as a guide to school administrators, students and parents.

If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently resulting in less friction and misunderstanding. This harmonious operation will result in increased academic achievement and a greater degree of satisfaction for all.

Enrollment in New Heights Christian Academy is a privilege and not a right. Students who are enrolled in the school must obey all rules continually and consistently.

We recognize this handbook is silent on some issues that may arise. In case of a disagreement over a particular interpretation, school administrators will attempt to render decisions that are fair and in the best interest of both student and school.

New Heights Christian Academy is a Christian school dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with conviction that there is a need for a school in this community that will train minds, develop the moral character and enrich the spiritual lives of all people who may come within the walls of its influence, New Heights Christian Academy shall **stand as a witness for Jesus Christ** expressed directly through its administration, faculty **and students**.

New Heights Christian Academy is a Christian School that challenges students to develop academic, emotional and spiritual excellence to the glory of God. New Heights Christian Academy stresses the proficiency of mastery learning and higher order thinking skills through a curriculum that is tailored to the needs of the student. The learning environment is characterized by a wholesome, safe setting where students can develop self-esteem, and an awareness of public responsibility. As the Creator and sustainer of all life, God has a specific plan for each individual and can fully realize only through his Son, Jesus Christ.

***It should be noted that New Heights Christian Academy is NOT a remedial school. Students are taught at, or above, academic grade level. Students with poor to below average academic achievement will find it difficult to stay up with, and to complete, work assigned and should attend elsewhere.**

Staff

Dr. Richard Walters

Mrs. Victoria Grable

Mrs. Diane Holtkamp

Mrs. Wanda Ortega

Mrs. Laura Benavides

Ms. Brooke Walters

Mrs. Diane Holtkamp

Ms. Elizabeth Mindiola

Ms. Lauren Walters

Mrs. Monique Picazo

Mrs. Lynne Evans

Mrs. Cecilia Garcia

Mrs. Jessica Evans

Mrs. Julie Valdes

Mrs. Delsie Walters

Pastor/ Head Master

Principal

Assistant Principal

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade/ NHCA Band

5th Grade

Homeroom and Math

History and Science

High School Math

Fine Arts Department

English/Computers

Art

Fees

Application Fee

(Covers administrative costs and are non-refundable-new students only) **\$25.00**

Enrollment Fee

\$500.00

(Enrollment fees purchase books and anything else needed for the student's classes therefore is non-refundable.)

Enrollment Fee 11th -12th Grade Early College Program participants **\$200.00**

Tuition (Grades Kinder-10th)

\$6000.00

(Payable in 10 monthly installments of \$600.00 each or paid in full for the entire year.) **Payment will be made by the 5th of the month unless other arrangements are made with the financial secretary. If tuition has not been paid within 3 business days after your due date there will be a \$25.00 late fee added to the tuition. Students will not be allowed to attend classes at NHCA until all financial obligations have been taken care of. This will also affect the students who are attending college.**

TOTAL COST per student per year (Grades Kinder-10th) **\$6500.00**

(Does not include lunches, field trips or testing cost as they become necessary)

***Tuition of 2017-2018 (NHCA-HCC Students) (Grades 11th -12th)** **\$2250.00**

If paid monthly, this fee comes out to be \$225.00 a month September- May. Cost of tuition for Houston Community College classes is paid directly to college twice a year, or on a payment schedule arranged with the college.)

***TOTAL COST per student per year (NHCA-HCC Students) (Grades 11th -12th)** **\$2,450.00**

(Does not include testing costs as they become necessary.)

ACADEMICS

ACADEMIC PROBATION

A student will be placed on Academic Probation only at the end of each semester if his/her overall grade average for that semester is below 70%, or if the student is failing 2 core subjects. Parents will be notified by a letter accompanying the report card. The following guidelines will be followed to correct the probation:

1. Meeting with parents and student to determine course of action.

a. Tutoring

b. Extra-curricular ineligibility

c. Other academic or school limitations.

2. If after the semester of academic probation the overall average is still below 76%, the following steps will be followed:

a. Meeting with the parents, teacher, and principal.

b. Further adjustments and probation OR possibility of dismissal or retention.

Academic probation will not carry over into the next school year

GRADING SCALE

The following grading scale will be used in reporting grades:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

D = 70% - 74%

F = 69%- below

In Kindergarten-5th Grade, E (Excellent), S (Satisfactory), and N (Needs Improvement) are used for reporting to parents.

HIGH SCHOOL GRADUATION REQUIREMENTS

ENGLISH (I, II, III, IV)	= 4 Credits
(III, IV requirements met at Houston Community College)	
MATHEMATICS (Algebra, Geometry, Algebra II)	= 3 Credits
SCIENCE (Integrated Physics, Chemistry and Biology)	= 2 Credits
PHYSICAL EDUCATION	=1.5 Credits
WORLD HISTORY	= 1 Credits
WORLD GEOGRAPHY	= 1 Credits
UNITED STATES HISTORY	= 1 Credits
GOVERNMENT	= .5 Credits
ECONOMICS	= .5 Credits
HEALTH	= .5 Credits
SPEECH COMMUNICATION	= .5 Credits
COMPUTERS	= 1 Credits
ELECTIVES	= 7 Credits
TOTAL NUMBER OF HIGH SCHOOL CREDITS	= 23 Credits

***It should be noted that although NHCA'S curriculum is accredited, and our requirements for graduation are the same as the state of Texas, NHCA is not accredited by the state.** To leave NHCA during the high school years (whether by our choice or yours) could result in a student repeating a year or more in public school. Transferring to another private school usually doesn't present a problem. In most public school cases, if a child is able to pass tests over each subject taken at NHCA, they are allowed to continue in the grade level they enter the new school in. Elementary and Middle School present no problem in transferring from us to them.

HOMEWORK COMPLETION POLICY

It is essential that students develop a responsibility for completing their homework. The homework completion policy has been developed to assist parents in reaffirming the importance of completing homework in a timely manner

The Homework Completion Policy for grades 1-5 will be as follows:

- a. Student work assigned will be completed by the due date.
- b. If the student does not have his/her work by the due date, the work will be turned in on the next school day. A 10 point deduction will be taken off the final homework grade.
- c. Each time a student does not have his/her work (up to three times a school year) the teacher will contact the parent/guardian the same day that the work was not turned in.
- d. After the third late assignment, the work will be graded in the form it is turned in.

The Homework Completion Policy for grades 6-12 will be as follows:

- a. Student work assigned will be completed by the due date.
- b. Student work will be graded in the form it is turned in according to the guidelines.

Completion Guidelines:

- <1/2 the assignment completed = Not Completed
- >1/2 the assignment will be graded AS IS.

HOMEWORK - SCHOOL WORK

Students are normally given sufficient opportunity to complete most of their assignments during designated study time. Those who take advantage of this time will benefit from the teacher's assistance if a problem should arise. You can help by urging your child to do work at school and checking for neatness and accuracy. This will encourage students to be diligent during study time, and not create unnecessary disturbances. Students in the upper grades will be required to do more work outside of class than students in the lower grades.

PROMOTION AND RETENTION POLICY

Kindergarten

Promotion depends upon the results of Basic Skills in Kindergarten, the developmental readiness of the student, report cards, and the judgment of the teacher in consultation with the parent.

Grades 1 - 8

The following are the requirements a student must complete in order for promotion:

1. CORE SUBJECTS: MATH, ENGLISH, READING, SOCIAL STUDIES/HISTORY, and SCIENCE MUST HAVE A YEARLY AVERAGE IN EACH SUBJECT OF 70%.
2. A STUDENT MUST PASS ALL CORE SUBJECTS FOR 2 SEMESTERS WITH AT LEAST A 70% IN ANY TWO SEMESTERS.

If a student fails 1 core subject listed above, he/she must attend summer school and pass the subject which was not passed. If a student fails 2 core subjects listed above, he/she will fail the school year and not be promoted. No summer school will be allowed to make up two failing core subjects.

Requirements to participate in Graduation Exercises:

If a student has failed only 1 core subject, and has registered for summer school at New Heights/ Houston Community College for that core subject, the student will be allowed to participate in graduation exercises, but will receive the actual diploma after the completion of summer school.

ADMISSIONS

ADMISSIONS POLICIES & PROCEDURES

All families are invited to enroll their children, whether or not they are members of Oak Forest Baptist Church. New Heights Christian Academy admits students of any race, color, national and ethnic origin which entitles them to all the 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 and ethnic origin in the administration of its educational policies and admission's policies,

Enrollment Policies

1. All students must register for admission each year.
2. For new students in Kindergarten, parents must submit the registration fee, a completed application, copy of the child's birth certificate, and copy of the child's complete Immunization Records.
3. For new students in grades 1-10, parents must submit the registration fee, completed application, copy of the child's birth certificate, copy of the child's complete Immunization Records and a copy of child's most recent Report Cards (grades 1-10 only)

If a student has been expelled from a previous school, he/she will not be eligible for admission.

It is not the policy of New Heights Christian Academy to accept a student who has a poor department record at his previous school.

New students of grades 5-10 who are registering for the first time are asked to meet with the principal for a student interview.

The registration fee must accompany a student's registration form.

No refunds or transfers of the registration fee will be made.

State law requires that a certificate of immunization must be provided for the child's records before the beginning of each year. This may be obtained from your doctor or a health clinic.

HIGH SCHOOL "EARLY COLLEGE" PROGRAM

New Heights Christian Academy cooperates with the Houston Community College System in offering high school (junior and senior high) early college classes.

In early college classes, NHCA gives high school graduation credit for classes taken as a student at Houston Community College. HCC gives college credit for the same class. This enables a student desiring to continue college after high school to be ahead in college hours.

Classes usually taken include (but are not limited to): English, Math, History, Government, Psychology & Speech).

The college entrance exam is administered to qualified high school students in the summer before their junior year in high school. If the student passes the exam, they are enrolled in early college classes.

***Students not able to master college level classes in their junior year or senior high school years should not plan to enroll in NHCA as a ninth grader. Beginning in ninth grade, all subjects are advanced to prepare students for the early college classes at HCC.** In other words (for example), ninth and tenth grade level English classes are in reality eleventh and twelfth grade level English classes.

It is entirely possible for a high school senior, upon graduation from high school, to enroll in college for the fall of their next school year as a college sophomore or junior.

Please Note:

Tuition for 11th and 12th grade students is still required. The tuition for these students is at a reduced rate because they are attending the HCC/NHCA early college program.

HEALTH REQUIREMENTS

Students entering New Heights Christian Academy for the first time must have the following required inoculations

- T.B. Test and all other inoculations up to date: DPT, Polio, MMR, Hepatitis A & B, Hib, and Varicella.

All new students and all students in grades K, 1, 3, 5, and 7 are required by the Texas Health Department to have hearing and vision screening tests. Also, spinal screening is required for students in grades 6 and 8.

All immunizations must be current by September 1, in order for the student to continue to attending classes.

AGE REQUIREMENTS

Kindergarten: All children who have reached their 5th birthday on or before September 1st and are of normal ability are admitted to Kindergarten.

First Grade: All children who have reached their 6th birthday on or before September 1st and are of normal ability are admitted to first grade.

Under age children will not be admitted to New Heights Christian Academy. Proof of date of birth must be presented at the first registration.

Probation (ALL New Students):

Any new student enrolled will enter on probationary basis. The student will be on probation for a six-week period from the date of first class attendance. At the end of six weeks, the principal and teacher will review the student's

academic achievement (must be passing all subjects) and school conduct and will determine whether the student be allowed to continue at New Heights or whether he/she be referred to another school.

CLASS SIZE

It is a priority of New Heights Christian Academy that all children have the opportunity to succeed in school. It is also the responsibility of New Heights Christian Academy to be good stewards of the resources God has given us in terms of time, personnel, and money. Class size at New Heights Christian Academy is based on the two premises of student success and stewardship.

The current policy for class size in grades K-8 is a maximum of 15 students. Classes may exceed these limits only upon approval of the Head Master.

FACULTY

Teachers at New Heights Christian Academy are trained in elementary/secondary education or degreed in a core subject area. Our goal is to employ people who are Christian teaching ministers, called by the Lord to assist parents in the responsibility of teaching children God's Word. Our helpers and assistants also care about our children, helping them to reach their God-given potential.

FIELD TRIP SUPERVISION

The following guidelines are in place for school sponsored field trips:

1. Adult supervision on field trips should consist of the following.

The minimum adult-student ratio:

- a. Kinder One adult for every 3 students.
- b. 1-4 One adult for every 10 students.
- c. 5-8 One adult for every 15 students, depending on the trip.

2. Teachers do need help on field trips with maintaining safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety.

3. Students will be assigned to an adult supervisor.

4. Adults who are on field trips to supervise students, should not bring other children along, as this adds an unnecessary burden.

5. The list of supervisors must be submitted to the principal.

ANY DEVIATION FROM THE ABOVE GUIDELINES MUST BE APPROVED BY THE PRINCIPAL or HEAD MASTER.

GUIDANCE

The best guidance we at New Heights Christian Academy can provide results when a teacher has loving concern, personal interest, and the use of God's Word. These three items are the basis of our guidance efforts. The Teachers, Principal and Head Master are ready to help you and your child with any concern you may have. Please let us help you if you need assistance with any problem. The school office does have information available for family assistance in different areas.

SCHOOL CLOSING

In the event of severe weather which might prompt the possibility of school closings, all parents are advised to watch the news for HISD closing. New Heights Christian Academy follows HISD's closing policies.

In the event that HISD calls for a "late start", we will NOT START LATE rather we WILL BE CLOSED for the entire day.

REPORT TO PARENTS

Report cards will be issued in Kindergarten - Grade 12 at the end of each grading period on the dates listed on the school calendar. At the mid-point of each grading period, mid-period grades will be issued in grades 1-12. All reports are to be signed by a parent or guardian and returned to the classroom teacher usually by the next school day. Parents are encouraged to discuss the progress of their child(ren) with teacher(s) at any time that is mutually convenient.

At the end of the first quarter, Parent/Teacher consultations will be scheduled. We hope all parents would take this opportunity, or anytime during the school year, to discuss their child's progress with the teacher.

SCHOOL ATTENDANCE

Prompt and consistent attendance in school is an asset to a student's academic life. Therefore, in order to emphasize the importance of this, the following attendance policy has been adopted by the Board of Education:

1. In accordance with state requirements, 18 or more absences per year may result in retention in that grade.

2. A child will be counted tardy if he/she is not in their respective chapel by 8:00 A.M.

Before the 5th tardy, parents will be notified that the student is reaching the 5 tardy limit per quarter

Continued flagrant unconcern by the parent and child could result in further discipline or expulsion from the school.

3. If the student arrives after 10:00A.M., he/she will be counted 1/2 day absent. This includes K-Grade 12.

4. Leaving school (early dismissals) before the dismissal time of 3:00 (in a full-day class) without a doctor or dentist appointment will be recorded as an "early dismissal" if after 12:30, or 1/2 day absent if it is before 12:30 P.M.

5. A combination of three tardies/"early dismissals" will constitute one absence when determining retention or attendance awards.

6. Doctor's and dentist's appointments will not count as an absence or tardy if a signed note is brought from the attending professional and the student has attended school the balance of that day. The attendance of a funeral service for a member of the immediate family will also apply under this policy with a signed note from the parent.

7. All absences must be excused in writing.

This excuse must be brought in and given to the teacher or school office within two (2) days after the child returns to school.

8. All work missed because of absences must be accounted for by the students. Initiative for doing makeup work lies with the student and is regulated by the teacher. A reasonable rule that teachers will follow is to allow a student a day to make up work for each day the student was absent. Of course, long absences, such as major illnesses, hospitalization, etc., will be taken into account.

9. On the day a child is absent, the school office will attempt to call the family of each student to verify the absence.

Parents must call the school office when their child is absent.

REMEMBER A WRITTEN EXCUSE IS REQUIRED FROM THE PARENT.

School Hours:

Monday -Thursday 8:00 A.M. - 3:00 P.M. Drop off is available starting at 7:00 A.M.

Friday 8:00 A.M.- 1:00 P.M.

EXTENDED CARE

Early morning care is provided during the hour or 7:00am-8:00 am at no additional cost to parents.

EXTENDED CARE PROGRAM

The Extended Care Program is available to students Kindergarten- 16 years old. After school care is provided through cooperation with The Toddler House, located at 2215 W.34th St Houston TX 77018. All participation and registration is handled at The Toddler House and is available at an additional cost.

DISCIPLINE POLICY

All students and school personnel are expected to abide by the guidelines set forth in this policy. This policy applies at school, at all official school or church functions, and during transit to and from such functions.

It further applies to any behavior outside these settings which, in the judgment of the Head Master is inconsistent with genuine Christian commitment or detrimental to the reputation of the school.

PARENT AND STUDENT RESPONSIBILITIES

Parents are expected to understand and support the goals and procedures of this Discipline Policy and teach their children the importance of obedience to all legitimate God-given authority. Our faculty holds its service in loco parentis in high esteem, and parents are respectfully requested to honor that status in return.

To facilitate timely and regular communication, parents are requested to provide an email address that they regularly check and use as well as a daytime telephone number through which they may be reached (see Discipline Policy Agreement).

Concerns about a specific disciplinary action should first be discussed with the teacher directly. Only after you have spoken to the teacher, should the parties speak to the Principal if no resolution is reached.

Students are responsible to understand, support, and obey all school rules and graciously submit to correction when it is given.

Both parents and/or guardians are expected to sign the Discipline Policy Agreement prior to the school session.

ADMINISTRATION OF THE DISCIPLINE POLICY

The faculty will be primarily responsible for handling day-to-day classroom discipline matters in accordance with the following procedures. As a result, as noted above, concerns about specific disciplinary actions should be addressed first with the teacher directly. We reserve the right to bypass any of these procedures or "lesser" punishments for severe disciplinary infractions.

PRIMARY DISCIPLINE

Normally, discipline will be administered by the faculty for primary student infractions under the following assertive discipline plan:

Kindergarten:

Step One: Warning

Step Two: Time-out
Step Three: Teacher informs Principal of problem
Step Four: Student sent to Principal

Grades 1-4

Step One: Warning
Step Two: Time-out
Step Three: Lunch/Recess Detention
Step Four: Student sent to Principal

Grades 5-12

Step One: Warning
Step Two: Lunch detention (3 in 3 weeks – requires contact with parents)
Step Three: Student sent to Principal

These steps will be followed for most discipline issues from day to day. However, severe infractions will warrant bypassing these steps and an immediate visit to the Principal's office.

A student sent to the Principal's office will be subject to appropriate discipline as determined by the Principal. Normally, a student's first visit will result in a one-day in-school suspension; a second visit will result in a one day out of school suspension, if child is picked up before 12:00 pm. If a child is picked up after 12:00 pm, the suspension will be in effect for the following day as well. However, the Principal may, in her discretion or in consultation with the Head Master, determine that additional disciplinary steps are warranted. These may include, but are not limited to, placement on probationary status, or expulsion.

Infraction Examples

The following list is provided as a helpful aid to teachers, students, and parents concerning acts that will result in some form of discipline at New Heights. The lists are provided as a "rule of thumb." The lists are not mutually exclusive.

A secondary infraction may be deemed to be a primary infraction depending on the circumstances and vice-versa.

Obviously, the severity of the discipline applied will depend upon the seriousness, frequency, and circumstances of the conduct. In addition, it is impossible to provide an exhaustive list of such conduct.

SECONDARY INFRACTIONS

Secondary infractions may include, but are not limited to, the following:

Student unprepared for class;

Student fails to return a required parent/guardian signature paper; or

PRIMARY INFRACTIONS

Primary infractions may include, but are not limited to, the following:

Disobedience;

Tardy to school (unexcused);

Tardy to class (unexcused);

Rude or discourteous behavior;

Disruption of class, chapels, assemblies or other school sponsored events;

Violation of student and/or class rules;

Dress code violations;

Excessive roughhousing;

Sexual innuendo;

Wasting time in class/study halls;

Public displays of affection (including hand holding);

Entering off-limits areas;

Littering;

Misuse of phone or internet;

Carelessness with school property; or

Conduct detrimental to the reputation of the school

Severe Infractions

The following are examples of conduct deemed to be severe disciplinary infractions that may result in the immediate bypass of normal discipline administration. The precise nature of these offenses can vary a great deal depending upon circumstances. The Principal will be informed of these cases and is not restricted to any definitive action at this level. However, the Principal will act firmly and appropriately and any of the Disciplinary Actions listed in this Policy or combination of actions may be imposed.

Any behavior listed above deemed to be sufficiently severe or chronic;

Willful disobedience, insubordination, or defiance;

Disrespect to school or church personnel;

Vandalism of school property or the property of others (restitution is required);

Dishonesty (lying, cheating, or stealing);

Malicious acts;

Verbal abuse of another student;

Life threatening language;

Cursing, use of profanity or obscene gestures or behavior;

Leaving school or campus without permission;

Forgery;

Entering another's locker without permission;

Fighting or any physical assault of another student or any school personnel;

Sexual misconduct;

Use or possession of tobacco products, alcohol, firearms, or controlled substances on or off campus, school transportation, or during any school related event;

Possession or distribution of obscene or pornographic materials, including through social media.

Bullying of any kind, Verbal, Physical or Cyber Bullying

Skipping class; or

Violations of state or federal law.

DISCIPLINARY ACTIONS

The following disciplinary actions may be applied for primary infractions (or secondary infractions if requisite points are met):

Any actions listed above with greater severity;

Meeting with Principal;

Meeting with Principal and parents;

Meeting with Principal and Head Master;

Suspension

Probation;

Expulsion.

FINANCIAL

TEN MONTH PAYMENT PLAN

All Payments August-May are due on the 1st of each month.

If payments are made after the 5th of the month, a \$20 late charge will be assessed.

If tuition payments are one month in arrears, the family shall be informed and the child will not be allowed to attend classes until the account is current.

LUNCH/SNACK FINANCIAL ACCOUNTING SYSTEM

Each student will have a lunch account in the school office which will hold money reserved for the purchase of lunch and Snack Bar Items.

It is most important that a sufficient amount is in the account to cover lunches.

If a student's lunch account reaches \$0 and no money has been sent in from the parent/guardian, the student will then have to come to the school office each day to receive a special lunch slip indicating to the staff that the student may buy a lunch.

No more than \$10 will be allowed to be charged against a student's account

WHEN A STUDENT REACHES THIS AMOUNT, THE STUDENT WILL NOT BE ALLOWED TO CHARGE ANY LONGER. THE PARENT/GUARDIAN WILL HAVE TO PAY THE DEFICIT AMOUNT BEFORE THE STUDENT CAN USE HIS/HER LUNCH ACCOUNT AGAIN.

STUDENTS MAY NOT USE THEIR LUNCH ACCOUNT MONEY TO BUY LUNCHES FOR OTHER STUDENTS EXCEPT FOR THEIR BROTHERS AND SISTERS.

Money can be added to a student's food account any time through the school office by simply sending money to the office indicating whose student lunch account it is to be deposited.

Food Account Refunds: The balance of the money left in their food account will be carried over into the student's lunch account for the next school year.

Microwaves are provided for student use.

STUDENT FOOD DELIVERIES

Students are not allowed to order food for delivery once they have arrived on campus. Parents may bring in lunches only for their own children. Parents may also order food to be delivered for their child to the school office.

MEDICAL

HEALTH AND SAFETY/MEDICAL POLICY

Medicines

New Heights Christian Academy will dispense medicine to students according to the policies and guidelines set below by the Board of Education.

The following guidelines have been established:

Long Term Medication

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school.
2. A written request from a parent or guardian of the pupil to the school, together with a letter from the physician indicating necessity for the medication during the day, the type of disease or illness involved, the benefits of the medication, the side effects, and an emergency number where he or she can be reached.
3. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication must be current.

For Short Term Medication

1. Medication must be brought to the school in a container appropriately labeled detailing the name of the student, the name of the drug, dosage, and the time interval in which the medication is to be taken.
2. Cough drops, cough lozenges and the like must have a note from the parent to the teacher allowing the child to have them during school time.

All medication, whether short term or long term, will be kept in the school office.

All medication that a child takes must be brought from home.

THE SCHOOL WILL HAVE ON HAND A SUPPLY OF ASPIRIN OR NON-ASPIRIN FOR STUDENTS.

Records are kept of all medicine administered by the school office.

Illness and Diseases

No child will be allowed to attend school with the following symptoms:

Fever within the previous 24 hours

Vomiting/diarrhea within the previous 24 hours

Any symptoms of childhood diseases such as, scarlet fever, measles, mumps, chicken pox or whooping cough,

Runny Nose with colored discharge

Sore Throat

Any unexplained rash or skin infection

Pink eye and other eye infections

Head Lice (child should be free of all nits)

TRANSPORTATION SAFETY

As most parents will transport their children to and from school by car, it is very important to be safety minded in and around the school. Before 7:45 A.M., students will be dropped off in the cafeteria.

PLEASE OBSERVE THE 10 m.p.h SPEED LIMIT ON CAMPUS AND DRIVE CAREFULLY

FIRE DRILL

All students must:

Walk to their assigned places in single file when the fire alarm is heard.

Not push, shove, or TALK

Pay careful attention to the fire bell signals.

LOCK-DOWN PROCEDURES

A dangerous situation is on campus! Someone is on campus or a situation is happening on campus and we know it will put children/adults at risk.

What to do: **DO NOT** let children out of the classroom or out of your sight.

Keep children out of sight!

Children should not be in an open/exposed area. Remember to lock all exterior doors to all buildings.

DISASTER PROCEDURES

Each teacher will either wait or exit each classroom/building as directions are given from the school office. If the students stay in the classrooms, lockdown procedures will be in effect. If teacher and students exit the classroom/buildings, they will be instructed to proceed to a safe shelter. The front office is equipped with first aid supplies.

VISITORS

Any person visiting the campus during school hours will be instructed by the individual at the entrance to first sign-in at the school office and receive a visitor's badge while on campus. Visitors will sign out at the school office at the end of their visit.

PARENT INVOLVEMENT

CLASSROOM AND PARENT VISITS

Home and school must cooperate if your child is to progress satisfactorily. Parents are urged to visit school so they may see their child in a typical school situation. Good understanding between parents and teachers is also thereby promoted.

STOP BY THE SCHOOL OFFICE TO SIGN IN AND TO GET A VISITOR'S IDENTIFICATION PASS BEFORE GOING INTO THE SCHOOL BUILDINGS. PLEASE RETURN THE PASS TO THE SCHOOL OFFICE WHEN LEAVING THE SCHOOL GROUNDS.

Here are some helpful hints when visiting the school or classroom:

1. It would be helpful to make arrangements with the classroom teacher before a classroom visitation takes place.
2. If you are a new parent, or not well acquainted with the teacher, introduce yourself.
3. Visit anytime during the day, but you might want to avoid visiting just before a program, party, or a holiday.
4. Quietly observe your child in the group.
5. If you have problems concerning your child, the teacher will arrange a conference at your convenience.

ORIENTATION DAY

Parents will come to school on

Orientation Day to make tuition/fee payments, return necessary completed school forms from the Enrollment packet given at time of registration and Order School Spirit Shirt.

PARENT COMMUNICATIONS WITH THE SCHOOL

If a question arises concerning the education of your child or a classroom procedure, please contact your child's teacher first. If the situation continues, please make an appointment to meet with the teacher and the principal. Situations which deal with the administration of the school, questionable occurrences, or rumors, should be brought to the attention of the principal. We appreciate your help in providing a positive learning experience for your child.

ROOM MOTHERS or FATHERS

Each teacher has one mother or father to assist in special projects and activities, such as parties, class trips, and other events. A meeting at the beginning of the school year will be held to list the duties of the room mother.

SCHOOL PARTIES

Classes may have several parties during the school year such as: Christmas (the last day before Christmas vacation), Valentine's Day, Easter and end of the school year. Room mothers or fathers are responsible for these and each child is asked to bring certain items of food to assist the room mothers or fathers. Room mothers or fathers are to check with the teacher to schedule these parties.

Children's birthdays may be celebrated during the school day if this is desired by the parent. Parents are to give the teacher and the school office advance notice.

Private birthday party invitations should NOT be handed out at school unless the whole class is invited.

STUDENT LIFE

APPOINTMENTS FOR STUDENTS DURING SCHOOL

Your child's teacher must be notified in advance if he will be leaving school early for such things as doctor or dental appointments.

Your child will be counted absent or tardy unless a signed note is brought from the doctor or dentist confirming the appointment and is in class the balance of that day.

Please keep in mind that sometimes a teacher needs to vary a schedule in order to allow a child to leave early and not miss something of special importance.

Parents, please remember you must come to the school office to pick up your child for appointments AND SIGN THEM OUT.

When returning your child to school, please make sure you sign the child back in at the school office.

STUDENT CHAPEL SERVICES

On Monday- Friday there is an all school chapel service from 8:10 A.M- 8:30 A.M.

On Friday additional Chapel service is held from 12:30-1:00 pm

Chapel services will be conducted by the one of the Staff members of New Heights Christian Academy. The children learn from experience how to conduct themselves during Chapel, Efforts are made to have children take an active part in the service. The sermon endeavors to emphasize some practical lesson in Christianity that the children can apply to their daily lives. The children will be involved in the service with their songs and Bible verse of the week recitations.

CURRICULUM

The Pre-K through 12th grade curriculums at New Heights Christian Academy includes the opportunity for worship and instruction in Christian Theology, the Language Arts (Reading, English, Listening, Spelling, Handwriting), Mathematics, Science, History, Music, Art, Choir and Health. New Heights Christian Academy uses ABeka Curriculum for all grades.

STUDENT RULES

The following rules and policies have been established so that the daily life at New Heights Christian Academy can flow in an orderly manner.

DRESS POLICY

New Heights Christian Academy assumes the responsibility of the general welfare of its students while at school. Since clothing and hair styles which are becoming to the student aids school discipline and contributes positively to the mental and emotional attitudes of the entire student body, each student is required to maintain a high standard of personal appearance. Therefore, all students will wear school uniforms and will also be encouraged to develop grooming habits that will compliment his or her individual physical appearance and personality. To this end, it is necessary that the following dress policy will be followed by **ALL** students Kindergarten through 12th grade. Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis. The "Spirit Shirt" Uniform is worn on field trips. Exceptions will be made for special events. These exceptions will be announced by the teacher on those specific times.

ALL NHCA uniform jackets, sweatshirts, and other general items must be in good repair -- free of tears, holes, etc.

BOYS:

1. Hair must be well groomed and cut so that the ear lobe is showing and the hair is off the collar and out of the eyes. No rat tails or braids will be permitted.

Hair will remain the student's natural color.

Parents will be contacted to inform them of grooming violations. The student will be allowed two (2) days to be in conformity with the guidelines. After this time, the student will not be allowed to attend school until he is in conformity with the guidelines.

2. School uniforms will be worn at all times. Any exceptions will be announced by the teacher or NHCA. The "standard" uniform (khaki, black or navy pants and colored polo type shirt) will be worn on all Monday- Thursday

"Chapel" uniform (spirit shirt and blue jeans) will be worn on Friday.

3. Students may wear tennis shoes, loafers, and oxfords. No shoes will be allowed above the ankle. (Sandals, flip flops, moccasins, opened-toed shoes or roller shoes may not be worn.) No crocs.

4. All shirts will be buttoned and tucked inside pants. Belts will be worn with pants and shorts. This will be in force while students are in our care.

5. If a student needs to wear something as outerwear during school, uniform sweaters will be worn. NHCA uniform sweatshirts or Dance Jackets may be worn anytime.

6. NO caps or hats may be worn in school buildings.

7. NO earrings of any type may be worn.

8. Uniforms need to be kept in good repair, i.e. holes in pants, missing buttons, torn seams, etc.

9. If a student needs to wear a T-shirt under their uniform shirt, it can only be a solid color and have no lettering on the T-shirt.

10. Body piercing is not allowed.

11. A student's hair color will remain a natural color (A copy of the Uniform/Grooming Referral is included on the next page).

12. Long pants will need to be worn when the weather for the day starts our below 45 degrees.

Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis.

GIRLS

1. School uniforms will be worn at all times. Any exceptions will be announced by the teacher or NHCA. The "standard" uniform (Grades K-10: khaki, black or navy pants, shorts or skirts and polo style shirt. Past "spirit" shirt with khaki's or blue bottoms) will be worn Monday- Thursday. "Chapel" uniform (current spirit shirt and blue jeans) will be worn on Friday

2. Shirts or tops must be buttoned and tucked inside pants or skirts, unless they are designed to be worn outside. Belts will be worn with pants and shorts. This will be in force until 3:00 P.M.

3. Students may wear tennis shoes, loafers, and oxfords. (Sandals, flip flops, moccasins, opened-toed shoes, or roller shoes may not be worn.) No crocs.

4. Make-up of all kinds is reserved for students in the 6th-12th grade ONLY.

5. No skirt or shorts may be shorter than 2 inches above the floor while the girl is kneeling.

6. If a student needs to wear something as outer wear during school, ONLY uniform sweaters will be worn. NHCA uniform sweatshirts or Dance Jackets may be worn anytime.

7. Girls may wear earrings only on their earlobes.

8. Uniforms need to be kept in good repair, i.e. holes in pants, missing buttons, torn seams, etc.

9. If a student needs to wear a T-shirt under their uniform shirt, it can only be a solid color and have no lettering on the T-shirt.

10. Body piercing is not allowed.

11. No "fish-net" hose will be worn.

12. A student's hair color will remain a natural color. No Kool-Aid dyed hair will be allowed.

13. No gaged ear rings will be allowed.

13. No bare legs should be seen on days when the weather starts our below 45 degrees.

Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis.

HALLWAYS

All students must:

1. Have teachers permission when leaving the classroom.
2. Keep to the right at all times.
3. Talk in a normal tone of voice.

CLASSROOM

All students must:

1. Go directly to his classroom when being dismissed from Chapel or when arriving on campus.
2. Ask permission to leave the room.
3. Be seated while waiting for class to begin unless participating in a teacher directed activity.
4. Not eat food or candy in the classroom, except in authorized activities.
5. Be on time.
6. Regard all materials or records on the teacher's desk and teacher's storage areas as off-limits and confidential.
7. Not enter other students' desks or lockers without permission.

LUNCH ROOM

All students must:

1. Walk in and line up single file.
2. Talk in a normal, polite tone of voice without pushing or shoving.
3. Always go to the back of the line.
4. Sit in assigned areas.
5. Sit at a table when eating and use proper table manners.
6. Take trash to the trash can when finished eating and remain seated until you are excused
7. Wait until dismissed by the person in charge.
8. When dismissed from the table, line up at the designated place for your grade. Wait there for the supervising teacher to lead you out.
9. Obtain permission to leave the cafeteria.
10. NOT take food or drinks out of the cafeteria.
11. All students finished eating when the total group is dismissed, will go outside, if it is not raining.

ASSEMBLIES AND CHAPEL

All students must:

1. Walk to and from these events in an orderly manner.
2. Follow seating procedures as directed.
3. Sit properly and listen.
4. Behave in a courteous and respectful manner.

PLAYGROUND RULES

1. Playing along perimeter fences is prohibited.
2. Leave all plants, trees, and bushes alone.
3. Do not throw rocks, sticks, pine cones, etc.

4. All play structures are for climbing. DO NOT sit or stand on top of structures. DO NOT jump off the top of structures.
5. Go down slide one at a time, sitting.
6. Ask permission from a teacher before leaving the playground.
7. Games should be activities that will keep all players safe: NO shoving, pushing, wrestling, tackle football, etc.
8. Any toys or objects brought from home must first be approved by the classroom teacher for outside use.
9. No moving large rocks from the landscape.
10. No standing or playing on the wooden fences.
11. No jumping out of the swings.

PARKING LOT AREA

1. Stay within the areas designated for play on a parking lot.
2. Look around and be aware of incoming and outgoing vehicles.
3. Avoid all parked vehicles.
4. All rules which apply for the playground area (Except for climbing structures) apply for the parking lot also.

DRUG and WEAPON POLICY

New Heights Christian Academy is a drug and weapon free school. That is to say that the use of illegal drugs by students of New Heights Christian Academy is categorically prohibited. The presence of any form of a weapon i.e. guns, knives, lighters etc. are strictly prohibited. Our goal is to protect our students from the dangers of drug abuse in every way possible. In a society where even the youngest children are regularly exposed to the dangerous and destructive consequences of drug abuse, we are firmly resolved to maintain this school as a place of safe haven.

Therefore, the possession, purchase, or distribution of illegal drugs on or off the school campus or during any school activity will result in immediate expulsion from the school without appeal or exception. New Heights Christian Academy will fully comply with the requirements of the law in reporting these activities to the proper authorities.

In order to protect the students of our school community from exposure to illegal drugs the school administration reserves the right to conduct drug searches. These searches may occur as the result of "reasonable suspicion" that the student has been involved in the use of a controlled substance. Random drug searches of students' backpacks, lockers and bags in Grades 6-12 may also occur at any point in the school year at the discretion of the school administration. Refusal by the student to submit to a drug search shall result in expulsion from New Heights Christian Academy without appeal or exception

LEAVING SCHOOL GROUNDS

Pupils, who for good reason other than emergencies, need to leave the school grounds anytime of the day, MUST have permission from their parents in writing, as well as the permission of the respective classroom teacher. Whenever such permission has been granted, full responsibility then rests with the pupil and parents.

Before leaving the school, students must report to the school office to sign out. Students must also report to the office if they return to school during the same day and sign in.

ANY PUPIL LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION WILL BE SUSPENDED.

LOST AND FOUND

All lost and found articles are to be placed in the lost and found box in the office. Students should check the lost and found for lost articles. Valuables should not be brought to school. Appropriate lost and found items will be placed in the resale shop at the end of each month.

NUISANCE ITEMS

Comic books, squirt guns, skateboards(during school hours), fidget spinners, stuffed animals, radios, cell phones, MP3 Players, sewing needles, ball cards, Pokemon cards, liquid paper, and the like, are not to be brought to school. If any toys or similar items are needed for course work, the teacher will request them and give special permission for them to be brought to school. Other nuisance items will be confiscated and are subject to permanent confiscation.

SCHOOL SUPPLIES

A list of needed school supplies will be furnished to parents. Teachers will also have a supply list for specific items that may be required for their class. Please check periodically through the school year that your child still has an adequate amount of needed classroom supplies.

SCHOOL TELEPHONE

Parents are asked to use good judgment in making calls to students. It is a convenience to be used in cases of emergency. However, cases arise when it is necessary for a message to be given to a student or a child needs to return a parent's call. Parents are requested not to have a child called to the telephone. Children may not use the office telephone without permission from their teacher or supervising adult

CELL PHONE POLICY

Students are not allowed to have cell phones on at school between 8 a.m. and 3 p.m. The first time this rule is violated, the phone will be confiscated and the student will serve a lunch detention. The phone will have to be retrieved by the parent/guardian.

The second time this rule is violated, the phone will be confiscated and the student will serve a lunch detention. The parent/guardian will have to retrieve the phone.

THERE WILL BE A \$25 FINE IMPOSED UPON THE FAMILY EVERY TIME THE CELL PHONE IS CONFISCATED.

Students have access to phones in the school office and may use them with permission from their teacher.

HONOR CODE
(A binding contract between student and NHCA)

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In signing the Honor Code, I fully recognize that New Heights Christian Academy was founded to be and is committed to bring a Christian ministry and that it offers a life-style of commitment to Jesus Christ as person Savior and Lord. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what NHCA is in its calling to be a Christian School.

1. I PLEDGE to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God
2. I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love my self. **I will not lie, I will not steal, I will not curse, and I will not be a talebearer.**
3. I PLEDGE to keep my **total being** under subjection from all immoral and illegal acts and habits, **whether on or off campus**. To this end I will not take any illegal drugs; I will not commit illicit sexual acts; I will not drink alcoholic beverages of any kind; I will not use tobacco. I will not pollute my mind with unwholesome music, literature, programming, movies or other forms of questionable entertainment. I will not be associated with, or a part of, gang-related activities. My clothing, on or off campus, will be according to NHCA policy since I represent the school whether I am on or off campus. I will not engage in other behavior that is contrary to the rules and regulations of New Heights Christian Academy including body piercing and tattooing.
4. I PLEDGE to attend class punctually, chapel services reverently, **and to attend the church of my choice where God is honored and lifted up on a regular basis.**
5. I PLEDGE to abide by the rules and regulations which may from time to time be adopted by the school administration. I understand that NHCA is a private school and I therefore have no vested rights in the governing of the school. I accept my attendance at NHCA as a privilege not a right and that the school reserves the right to require withdrawal of a student at any time. If the judgment of the administration deems such action is necessary to safeguard the ideals of scholarship or the spiritual and moral atmosphere of NHCA as a Christian School.

I will keep the HONOR CODE carefully and prayerfully. I understand that my signature below is my acceptance of the entire HONOR CODE and completes my contract between me and New Heights Christian Academy **which is a prerequisite for graduation** and becomes a part of my permanent life.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____