

New Jerusalem Christian Academy
School of the Arts
K2-5th Grade Handbook

“Inspiring Our Students to Soar”

www.njcaeagles.com

Administrator.....	Mrs. Miriam Martinez
Principal.....	Mrs. Dari Valladares
Middle/High School Assistant Principal.....	Mr. Devin Wilkerson
Arts Director/Elementary Assistant Principal.....	Mrs. Kristina Aguila
Campus Pastor.....	Mr. Cesar De La Rosa
Director of Admissions, Student & Lunch Services.....	Mrs. Desiree Rodriguez

School Office Hours:	7:30a.m. – 3:30p.m.
Front office phone number:	(813) 684-2754
Fax:	(813) 684-0051
School Email:	NJCA@NJCAEagles.com

Affiliation & Accreditation

NJCA is a member of the Association of Christian Schools International, which is a charter member of the National Council for Private School Accreditation (NCPSA).

NJCA is accredited through the Florida Council of Private Schools.

Non-discriminatory Policy

No child will be refused admission to the school, nor be dismissed from the school for reasons of race, color, religion or ethnic origin. However, the school administration reserves the right to refuse admission and/or dismiss any child whose behavior is disruptive or harmful to other children.

Table of Contents

School Statements.....	3
Pledge and Prayer.....	3
Statement of Faith.....	4
Administrative Prerogative.....	4
Handbook Agreement.....	4
Admissions.....	5
Financial Policies.....	5
Absenteeism/Tardiness.....	6
Carline.....	8
Smoking Policy.....	9
Early Student Release.....	9
Homecoming/Winter Formal/Prom.....	10
Bad Weather Conditions.....	10
Communicable Diseases/Illness.....	10
Parent Communication.....	11
Bullying Policy.....	11
Discipline.....	11
Rules of Conduct.....	13
Drugs and Alcohol.....	14
Weapons.....	15
Cheating/Plagiarism.....	15
Dress Code.....	16
Lost and Found.....	17
Lunch Program/Snack.....	17
Medication.....	17
School Conferences.....	18
School Pictures.....	18
Solicitation Policy.....	18
Student Records.....	18
Visitors.....	18
Written Notes.....	18
Academic Information.....	19
Parent-Teacher Meetings (PTM)	19
Report Cards.....	20
Lifestyle Statement.....	20
Graduation Requirements.....	20
Bright Futures Scholarship Program.....	21
Online/Outside Courses for Credit.....	22
Summer Courses/Academic Probation.....	22

School Statements

Mission Statement

New Jerusalem Christian Academy was established to train each student in the knowledge of God and to provide them with a quality educational program.

We recognize each child as a unique gift from God to each of his or her parents, and we pledge to always show God's love with our words and deeds. Therefore, each faculty and staff member is carefully chosen to reflect the philosophy and goals of the school.

Vision Statement

Every child that attends New Jerusalem Christian Academy will be given the chance to thrive Spiritually, Academically and Personally. Students will be given the opportunity to develop their relationship with our Savior, Jesus Christ, growing in His image into mighty men and women of God while expanding their knowledge and developing into well rounded young adults.

The Bible

At NJCA, we recognize Bible study to be of fundamental importance to our students, faculty and staff. It is our belief that the Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books". Knowledge of the Word of God is one of the greatest educational assets any person can have in addition to the moral and spiritual values resulting from its study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian Character.

Pledge/ Prayer

Demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student each day.

The recitation each morning of the pledge to the Bible, pledge to the American Flag, pledge to the Christian flag, and the pledge to NJCA is a constant reminder of the honor and privilege we have both as American citizens and as Christians.

At NJCA all classes begin with prayer.

Pledge of Allegiance

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

Statement of Faith

We Believe

We believe that the Bible, both the Old and New Testaments, are the inspired and infallible Word of God. That is inerrant and is our only rule in matters of faith and practice.

We believe in creation, not evolution; that man was created by the direct act of God and in the image of God.

We believe that all men are born in sin.

We believe in the incarnation, the Virgin birth and the Deity of our Lord and Savior, Jesus Christ.

We believe in the vicarious and substitutional atonement of Jesus for the sins of mankind by shedding of His blood on the cross.

We believe in the resurrection of Jesus' body from the tomb, His ascension to heaven and that He is now our advocate and that He is personally coming again.

We believe in His power to save men from sin.

We believe that God created the institution of marriage between a man and a woman according to His Word in Genesis 2:18-25.

We believe in the necessity of the new birth, and that this new birth is through the regeneration of the Holy Spirit.

We believe that salvation is by grace through faith and in the atoning blood of our Lord and Savior, Jesus Christ.

We believe in one God revealed in three persons: the Father, the Son and the Holy Spirit.

We believe that God has commanded that no intimate sexual activity be engaged outside of marriage.

Administrative Prerogative

This handbook is intended to give guidelines that are to be followed by students and parents/guardians. Throughout the year there may be a time when a new situation, not covered in the handbook may occur. The administration reserves the right to deal with these situations by exercising its administrative prerogative.

Handbook Agreement

Once a student begins attendance in classes for the school year, the students and parents/guardians are agreeing to abide by all policies and guidelines set forth in the student handbook.

Admissions

Registration: Admission to New Jerusalem Christian Academy is complete by turning in an application packet, submitting required documentation and participating in an interview if requested.

Parents or legal guardians must register the student. In addition to the items required in the application packet, the following items must be on file with the school prior to the student beginning classes:

Birth Certificate

New School Physical Form

Up-to-Date Immunization Record

Paid Registration Fee and/or any other fees applicable

Paid Monthly Tuition

Transcripts and Recent Report Card

Custody Papers (if applicable). It is the parent's sole responsibility to update the school of any changes or updates.

You will be notified by mail or email should your registration be denied upon receipt of all records.

Continued Enrollment: Attendance at New Jerusalem Christian Academy is a privilege, not a right. A student's re-enrollment will be dependent on his/ her character, conduct and academic success. This privilege may be lost if a student or parent /guardian does not conform with the rules and regulations of the school.

Re-enrollment

During the month of February, early registration for the fall term for present students is accepted on a first-come, first-served basis. NJCA does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, athletics and other school-administered programs.

Withdrawals

When it becomes necessary for a student to withdraw from NJCA, the parent/guardian must notify the school office five business days prior to the withdrawal date and request a withdrawal form. All academy owned textbooks and other materials must be returned at the time of withdrawal. All records requested will be given within 3-5 business days.

All withdrawals must be officially conducted through the school office. Only informing the child's teacher is not considered official notification. You will be charged tuition until withdrawal procedures are completed.

Financial Policies

The registration fee is \$195 and must be paid at the time of registration. This is a **non transferable and non refundable fee**. Additionally, it secures a position in a class.

Payments

Annual tuition and additional fees provide the operating funds for NJCA; therefore, prompt payment is necessary. We pay teachers' salaries as well as all other bills for books, materials, equipment, furniture, etc. on a timely basis. Your cooperation will enable NJCA to maintain a positive Christian testimony by having the funds necessary to meet financial obligations. If the monthly payment plan is selected, there are 10 equal installments from July 15 – April 15. **Payments received after the 20th will be assessed a \$25 late fee per child.** If the 20th falls on a weekend or on a holiday, payment must be in by the previous workday. Billing statements are not sent out monthly unless there is a past due amount, which will include a late fee. **Students will not be admitted to class if payments are not current;** there is a \$35 charge for all returned checks. If three checks or more are returned, the account will be considered on a **money order or cashier's check** only basis. **We are unable to accept post-dated checks or cash.**

Students who attend one day or more of any payment period will owe the full payment period tuition. No records or grades will be issued or transferred if there are any unpaid fees. When you register your child (children) and sign the NJCA Statement of Financial Agreement, you are stating that you understand our financial policies (stated in the paragraph above) and are agreeing to pay all collection charges, which might be incurred by New Jerusalem Christian Academy in collecting your outstanding balance.

Please make checks payable to NJCA and write your child's name on the memo section of your check. Our mailing address is P.O. Box 1238, Seffner Fl 33583-1238; you may also pay at the front office or through our Quickschools management system. Please note all payments must be made by check, money order, cashier's check, or credit card. **(Cash is not accepted).**

Scholarships

Those under a scholarship program (such as Step Up or McKay) must sign checks and/or any required documents within 5 business days. Failure to comply will be treated in the manor as a late payment, and result in a late fee being assessed.

Fundraising Requirements

NJCA is endeavoring to keep low tuition rates for the benefit of each parent. For this reason, we must conduct fundraising activities throughout the year; we anticipate each child and parent's/guardian's participation in helping us raise the additional funds needed. Participation in the fundraisers is mandatory. Each family must meet a minimum of 75% of the expected goal in each fundraiser. Families who choose not to participate will be assessed a \$150 fundraiser fee.

Referral Program

For every child that you refer, who registers and attends school for 30 days, you will receive a \$25 credit to your account. You may use this credit towards any future payments.

Absenteeism / Tardiness

Absences

Regular school attendance is expected, required by law and is necessary for good citizenship. This also affects good standing with scholarship programs. School officials are required by law to report to the appropriate authorities, parents who do not meet the requirements of the compulsory attendance by law.

An excused absence is an absence due to personal illness, family emergencies, medical appointments, and court appearances. All other absences are unexcused.

Students who are absent more than **35 days** during the school year excused and/or unexcused will result in the student being retained at grade level.

In the case of an absence, the office must be notified by 10am the day of the absence in order that it be considered excused. If a student misses **three or more consecutive days** for a sickness, a doctor's note is required upon returning to school.

Pre-arranged absences must be pre-approved by the principal, unless it is school business.

Make up Work – All assignments, tests, quizzes, and/or projects missed due to an unexcused absence will receive no credit. A student missing any assignment due to an excused absence will have three days to complete said assignment and turn it in to their teacher (if a student has consecutive excused absences, they will receive 1 additional day to turn in assignments for every excused absence after the first day). Tests and quizzes missed due to an excused absence will need to be scheduled with the teacher for make-up. It is the responsibility of the student to get in contact with the teacher(s) to receive any make-up work.

If your child is absent for two weeks without any notification to the office, your child's active status as a student at NJCA will be terminated.

Request for family trips to be counted as excused absences will be considered if the parents plan with the principal and teacher(s) **in advance**. Family trips should be planned during school holidays and vacation weeks. Please refer to our school calendar. It is important to remember that taking a child out of school for an extended period, regardless of how well he/she is doing in class, puts him at a disadvantage.

School Business Absences- If a student will miss class due to school business (i.e.-athletic event, fine arts event, etc.); he must turn in all missed work to the appropriate teacher(s) on the day of the absence before they leave the school campus. It is also the student's responsibility to get the next day's assignment from the teacher(s) and have all completed the following day he/she is back in class. Exceptions can be made for tests and quizzes per the Assistant Principal and/or Principal.

School Productions- Attendance at school productions is required for those students elected as cast members unless the child is ill or there is a family emergency. A written excuse signed by the parent/guardian must be submitted prior to OR immediately following the scheduled event. The teacher(s) and/or the principal will determine if the excuse is acceptable. If the excuse is unacceptable, the child will receive a reduction in their grade for that class (in which participation in the production) for that grading period. A student who is tardy to any production will not be permitted to participate in the production once it has begun.

Tardiness

If a student is dropped off after 8:00AM, he/she is considered tardy and must be signed in.

Excused tardiness includes personal sickness, family emergencies or a road emergency.

Unexcused tardiness includes oversleeping, running out of gas, consistent traffic problems, stopping for breakfast or leaving home late.

Continual tardiness is disruptive to teachers and other students in the class. Every effort should be made by the parents/guardians to have their children at school by the appointed time. Any student arriving after 8:00am will be considered late and will need to get a tardy pass at the front office. Students arriving after 8:10am must be signed in late by their parent/guardian. Students without a tardy pass will not be admitted to class.

Three tardies during one marking period (9 weeks) is the equivalent of one unexcused absence. Therefore, two points will be deducted from the student's grade point average at the end of the affected nine-week marking period. Constant tardiness will affect a student's conduct marking for responsibility. Any unsatisfactory grades in conduct disqualifies a student from being on the High Honor Roll list.

A student is also considered tardy if, during the changing of classes, he/she is not in the classroom by the time the bell rings. Students that are late to any class are required to sign the late arrival roster.

Car Line

During orientation, parents/guardians will be given specific instructions regarding carline before and after school. Everyone must follow the designated safety procedures to avoid accidents. It is imperative that students be dropped off and picked up at the specified times to provide the highest level of safety.

Car Line Procedures

1. Please drop-off your children at the car line.
2. **Speed Limit is 5 MPH anywhere on school Property.**
3. School car tags are to be placed on your vehicle's windshield and remain there until your child is in the vehicle.
4. We ask that while you are in your vehicle during dismissal that you do not attempt to discuss situations regarding your child with any of the teachers and/or staff. This causes car backups and distracts the teachers and staff from watching over other students.
5. Once car line begins to move, we ask that you refrain from cell phone use.
6. **Do not leave your vehicle unattended at the car line at any time.**
7. During rainy weather turn off windshield wipers as you approach the loading zone.

Drop Off Procedures

1. Morning car line begins at 7:35a.m. and ends at 8:00 a.m. (Free Breakfast will be offered until 7:50am)
2. Classrooms open at 7:35 a.m. please do not leave your child unattended at the front office or school grounds.
3. **RIGHT TURN ONLY** when exiting during drop off times.

Pick-up Policies

1. Please do not pick up your child early to avoid car line traffic. The latest time for school sign outs is 2:30pm. After 2:30pm students sign outs will NOT be permitted (12pm for early release days).
2. Names of individuals permitted to pick up a student during the day must be included in the student's enrollment forms. No student will be released to anyone not on the student's file without written permission from the parent or legal guardian. It is the responsibility of the parents/guardians to

inform NJCA of any changes to the pickup list. During dismissal students will be release to vehicles that have the car tag with the correct information.

3. Afternoon car line begins at 3 p.m. and ends at 3:15pm. Students being picked up at school after car line has culminated MUST report to the office. After 3:15pm (and if car line has finished) your school account will be charged **\$1.00 (per child) per minute**. On half days, dismissal begins at 12:30pm and ends at 12:45pm.
4. Do not get out of your vehicle during car line. Once at the loading zone your child will be waiting to enter your vehicle.
5. RIGHT TURN ONLY when exiting the campus during dismissal times.

Smoking Policy

At NJCA we have a NO SMOKING policy on our campus. Parents/guardians are asked to always comply with this policy, including sporting events and during student drop off and pick up.

Early Student Release

NJCA has a binding agreement with parents/guardians to ensure and safeguard their child's safety while at school.

A teacher will not release a student during the day for any reason without specific instruction from the parents/guardians which would in turn been received by the school office.

All requests for early release from the school must be approved by the principal for authenticity and appropriateness.

All written requests shall be authenticated by a telephone call to the parent/guardian for early release of a child into their care; such request shall be denied by the principal if (1) there is no consent of the custodial parent/guardian through a school- initiated telephone conversation, and (2) instructions from a court order. Should a custodial parent/guardian request that the school prevent a child from any contact with the non-custodial parent, the custodial parent/guardian will be asked to submit to the school a final judgment and/or settlement agreement as basis for his or her request.

If custodial parents/guardians are going out of town without their child, NJCA must be notified in writing of the adult caretakers who will be responsible for their child. The names, phone numbers, and any alternate procedures to be followed should be included in this notification.

It is against school policy for students to stay after school in the parking lot, on the school grounds or in the area to attend an evening activity. Parents must pick students the afternoon dismissal and return them for the evening event.

Homecoming/ Winter Formal/ Prom

Students may attend such events alone or may bring a date of the opposite sex to all banquets. Dates who are not NJCA students must be approved by the principal by completing a guest approval form available at

the school office. Guest must not be over the age of 21. All male dates must meet NJCA guidelines for personal appearance (hair, facial hair, piercings). All female dates must meet all guidelines for formal dress and have their dresses approved by the principal. All Non-NJCA students must abide by all NJCA policies while in attendance at an NJCA Homecoming, Winter Formal, and/or Prom.

Bad Weather Condition

Should Public schools close due to inclement weather, NJCA will follow suit and be closed. Please pay careful attention to all official news announcements regarding Hillsborough County Schools during such times.

Communicable Diseases/Illness

For the welfare of your child and other students, faculty, and staff at NJCA, all children who are sick must be kept at home. **Please do not send your child to school if your child feels ill or has fever, vomiting, diarrhea, skin rash, severe sore throat, green mucus or bad cough.** When a child has a fever or vomiting, they need to be out for a 24-hour period. When a child becomes ill at school, parents will be notified, and such student must be picked up immediately.

In the event of an injury or accident, parents/guardians will be notified immediately at all phone numbers listed on the student's records. Every effort is made to contact the parents/guardians before medical attention is obtained. If immediate medical attention is needed the medical release form is sent with the student to the doctor/hospital indicating the parent's permission for treatment. The school administers only minor first aid. We are not permitted to give asthma treatments such as Aerosol Nebulizers.

The term communicable disease: shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

Florida law requires that every child must present a Certificate of Immunization for prevention of communicable disease before being admitted to the school.

All vaccine and health records should be in the school office by the first day of school.

Additionally, we must have a copy of the student's birth certificate and social security ID for school records. No child will be admitted to class until all records are completed as required by law.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. **Any student returning to school after an extended absence due to a contagious virus must bring a "return to school" note signed by a doctor.** Failure to do so may prevent the child from being allowed to attend school until the note is obtained. Students and employees with a communicable disease for which immunization is not available, shall be excluded from school while ill. NJCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. NJCA

reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to enforce and control the spread of communicable disease.

Parent Communication

Communication is an important role in every child's education. It is the parents' responsibility to speak to the teachers regarding student grades. A partnership between the parent/guardian and the teacher is essential for student success.

NJCA has a computerized management system (**Quickschools**) that makes it easy for parents /guardians to monitor grades, attendance, discipline, and assignments. It is the parent's/guardian's responsibility to use this tool to its fullest, thus bridging the communication between the teacher, parent/guardian and student, ensuring the student is successful in all facets of his/her educational endeavors.

Change of Address/Phone number /Email

It is the parent's/guardian's responsibility to ensure the school office has the correct contact information. The school office must be notified immediately of any changes to address or telephone numbers (home, cell phone, work). Up-to-date information will help us contact you quickly in case of an emergency. Parents/guardians may also change their own information through the Quickschools management program.

Bullying Policy

Bullying is when an individual repeatedly and intentionally harasses, causes harm or threat to another individual. Such behaviors include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling, NJCA will not tolerate any form of bullying. Any student who engages in bullying may be subject to disciplinary action, such as suspension, up to and including expulsion.

Discipline

The goal of New Jerusalem Christian Academy is to provide the best possible learning environment. We believe that discipline is necessary for the welfare of each student as well as the entire school. In addition, it teaches the student self-control and good character traits. Discipline is administered in love as a preventive and corrective measure.

Discipline is considered the training that develops self-control, organization, and effectiveness. Hebrews 12 speaks about the need for appropriate, love-based, teaching discipline. Teachers are placed as an authority role in each classroom and are given the freedom to make and enforce school regulations according to the principles of NJCA.

WE DO NOT practice the discipline of corporal punishment.

NJCA uses the standards outlined in Proverbs 22:6-15. We ask that you strive to cooperate with the rules set by NJCA:

- Keep hands and feet to yourself
- Use inside voices in classrooms
- No running in classrooms, hallways, stairways, and walkways
- Obey all directions and rules given by teachers and staff

In our philosophy of discipline, a child will be taken aside, and the behavior discussed. He/she is told that change must take place for the well-being of the group and for the child's own happiness. If the unacceptable behavior continues to occur, corrective measures dependent upon the child's age and grade are taken. Depending upon the severity of his/her actions, a student may have a student-assistant principal conference, student-principal conference, or parent-teacher-principal conference. Students may be suspended or expelled for excessive accumulation of disciplinary reprimands.

When the child's behavior continues to be dangerous or disruptive to other children of the Academy, the principal may request that the parents/guardians have the child psychologically evaluated by a state-licensed psychologist and/or may request that the child be removed from the school. Student behavior that demonstrates a moral character deficiency such as cheating, incident behavior, theft, etc., will be brought immediately to the attention of the parent/guardian. It is expected that the parents/guardians work closely with the students utilizing school and church resources to eliminate poor behavior, for the good of the student and the school environment.

Actions that threaten or harm another individual's ability to function correctly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, using/wearing gang-related items or symbols, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. NJCA has adapted to a "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possessions of anything that could be interpreted as a threat. Students' lockers, book bags, or other storage areas are subject to searches, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The school board will make decisions on an individual basis regarding suspension and expulsion.

Please feel free to consult with your teacher or the school office about any problem or question that concerns the welfare of the students. It is the desire of the administration and the faculty to be of service to both parent/guardian and student. Full cooperation is expected from students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to be withdrawn. Also, if the student's behavior or attitude indicates an unwillingness to be cooperative or one that is out of harmony with the standards of NJCA, whether there is a definite breach of conduct, he/she may be requested to be withdrawn.

NJCA implements many disciplinary methods including reprimand, referrals, suspension, and expulsion. At times parent/guardian-teacher conferences are required by the administration to emphasize the significance of the problem and to find a solution. A full shared spirit, between the home and school, is imperative for the student's growth.

1. **Classroom Behavior System** – All teachers are required to implement a classroom behavior system as the first step in encouraging positive student conduct. This system serves as a proactive method to promote and monitor appropriate school behaviors. It allows teachers to determine whether students are meeting behavioral expectations and provides a structured way to issue warnings, giving students the opportunity to correct their actions before further interventions are necessary. If a student refuses to comply with the classroom behavior system, the assistant principal will be called to the classroom to assess the situation. Based on the nature and severity of the behavior, the assistant principal will determine the appropriate next steps, which may include one or more of the disciplinary actions outlined below.

2. **Referral-** A student may receive a referral based on the severity of their behavior, as determined by both the teacher and the assistant principal. Referrals serve as formal documentation of significant behavioral concerns and will be accompanied by one or more forms of communication, which may include: a parent-teacher conference (via phone or in person), direct contact from administration, or a detailed email from the teacher or coach, depending on the nature of the incident.

In addition to the referral, students may face further disciplinary consequences, including but not limited to:

- Removal from clubs or student activities
- Being benched during athletic events
- Assignment to work detail
- Removal from class with a grade of zero for any missed work

Behaviors warranting a referral include, but are not limited to:

- Disrupting the learning environment
- Blatant refusal to follow teacher directions or classroom protocols
- Inappropriate physical contact (whether affectionate or aggressive)
- Vandalism or destruction of school property

3. **Suspension** - Students who have either accumulated multiple referrals or engaged in any of the below behaviors will be suspended. Students on suspension will not be permitted to attend classes, games, student events, or club activities. They will receive 0s for all missed assignments, quizzes, tests, and exams. Reasons for suspension are as follows: fighting, bullying, severe disregard for their or their classmates' safety, failure to follow directions during an emergency drill or event (i.e., fire, lockdown, or tornado), or significant destruction of school property.
4. **Probation-** will be the result of a student constantly being a problem for the faculty or administration, refusing to abide by the rules of NJCA, not having a cooperative attitude. When a student is placed on probation, his/her progress will be evaluated by the administration. If a positive change is not observed the student's enrollment standing will be re-evaluated. Any student who earns a suspension or accumulates more referrals will automatically be placed on probation. The terms of said probation will be outlined by administration on a case-by-case basis.
5. **Expulsion-** A student will be expelled if they break the terms of their probation or commit any of the following behaviors. Threats of violence to staff or students, possession of prohibited materials while on campus (weapons, drugs, alcohol, etc.), theft a level, etc.

Rules of Conduct

1. Disapproving comments made on or off school in any form of communication (including on-line activities) about students, teachers, and/or school policy will result in disciplinary action.
2. The school telephone is for business purposes only and is not available to students. Students and parents/guardians should plan their day in such a manner to eliminate the need for telephone calls. Permission for emergency use may be obtained from the assistant principal, principal or school office personnel. Students who make it a habit will not be granted permission for further use. In case of illness, the school office personnel will call the parents/guardians. Students will not be allowed to call parents for forgotten books, assignments, lunch, etc.
3. Students will NOT be called out of class to speak to a parent/guardian on the telephone. The parent/guardian may leave a message for a student.
4. Students will be held accountable and disciplined for inappropriate pictures, communication, music etc. posted or used, regarding the school, administration and/or staff, on any form of online communication (Facebook, Instagram, snap chat, TikTok, etc.). NJCA is not responsible for what students do on social media outside of school.
5. “Yes, Sir/Ma’am” or “No, Sir/Ma’am” is expected by all students.
6. Talking in class without permission is not allowed.
7. Writing, passing, or reading of notes with vulgar or inappropriate content, anywhere on campus will result in suspension.
8. Students are not allowed to have articles that will distract them from academics (**cell phones, Apple watches, Bluetooth devices, cameras, electronic games such as Nintendo Switch or similar devices, lasers, games, magazines, sports cards, playing cards, weapons, etc.**)
9. To eliminate the misuse of cell phones (text messaging, playing games, cheating on tests, etc.) Students are required to turn in their cell phones to the class teacher at the beginning of school day and receive the item back at the end of the day. Improper use of cell phones is considered a suspension offense and will also result in confiscation of the student’s phone.
10. Horseplay is unacceptable.
11. Students may not bring items to sell or trade at school.
12. Notes or books which show disrespect for a teacher or fellow student in any form are unacceptable on school property.
13. Rules for cafeteria
 - No Running
 - No Horseplay or misconduct
 - Students may talk quietly, but loud noises or rowdy behavior is not allowed.
 - Students will line up without pushing or cutting in line.
 - Students are to clear tables before leaving the cafeteria and be dismissed by a supervisor.
 - If there is a spill the student will notify the teacher.
 - Students are not allowed to be behind the serving line or in the kitchen unless working for the lunch staff.
 - Throwing any food item will be disciplined.
 - Students must stay in their designated side of the cafeteria.
14. Rules of conduct are to be followed at all school functions.
15. Any destruction of school property will result in parents/guardians being billed for damages and disciplinary action will occur.
16. **Gum chewing is not allowed in the classroom or on school grounds.**
17. Disrespect or disobedience to any authority will be disciplined and may result in suspension.
18. Bullying or harassment is not tolerated under any circumstances.

19. Lying and cheating/plagiarism (copying homework, dishonesty on test or quizzes, etc.) is not allowed.
20. Vulgar language or profanity is not permitted.
21. No intimate/physical contact at school or any school function.
22. Flammable material such as rubbing alcohol, lighters, matches, among others are not allowed to be in the possession of students.
23. Use or possession of any kind of item for personal gain is prohibited.
24. No eating or drinking is allowed in the classroom unless permitted by the teacher, assistant principal, or principal.

Drugs & Alcohol

NJCA has a zero-tolerance policy on drugs and alcohol. This includes smoking and vaping. Any student found with such items on the school campus will immediately be brought to the principal's attention and a parent/guardian-principal conference will be requested and proper action will be taken subject to expulsion.

Weapons

Any weapon found on a student will be immediately confiscated. Parents/guardians will be requested to come in and proper action will be taken to include expulsion. Weapons of any kind are prohibited.

Cheating/Plagiarism

Cheating is using or trying to use unauthorized help or advantage in academic assignments that are turned in as one's own effort or the giving of such help to others that includes:

- Copying homework from another student without permission from the teacher.
- Working with others on any assignments that were given to work independently.
- Using books and notebooks from a previous year with answers already finished.
- Having notes or books out during a test or quiz without permission from the teacher.
- Giving or receiving information about a test, quiz or any other assignment. Sending or receiving testing information through any means of technology.
- Looking at someone else's test or quiz or allowing someone to look at your paper.
- Reading summarized note version of a book and pretending that you read the entire book.
- Not giving correct information to a teacher about grades and completed work.
- Any use of work created by or improved by AI with the intention to pass it off as your own work

All forms of cheating will result in disciplinary action and the student will not receive credit for his/her work. Repeated offenders may be expelled.

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Forms of Plagiarism include the following:

- Copying directly, paraphrase, or summarize without making clear the source of the information.
- Plagiarism is prevented when the proper form of citations is followed. Items that must be acknowledged are facts, quotations, paraphrases, and summaries. Writing that expresses one's own

taught, experiences, or interpretation and is stated in one's own words does not require citation. Standard form of citation used by NJCA is MLA Style. For more information on MLA Citation visit <http://owl.english.purdue.edu/owl/resource/557/01/>

- Students should ask the teacher for help when a question about citation arises.

Plagiarism will result in no credit for the student depending on the amount of plagiarism used. Repeated offenders may be expelled.

New Jerusalem Christian Academy is above all else a Christian institution in both philosophy and practice. New Jerusalem Christian Academy enjoys the reputation of having a student body with excellent attitude; every student is treated equally and fairly regardless of race, gender or background. Attendance at New Jerusalem Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standard ideals of work and life at NJCA.

Dress Code

Uniform

- All students must wear the NJCA uniform.
- Uniforms should be clean and wrinkle free.
- All shirts must be tucked in.
- Belts are required for boys.
- Girls' skirt should be modest in length, no higher than 2 inches from the knee.
- In cold weather, students may wear navy blue jackets, coats, or cardigan sweaters with the uniform. Students must wear either a NJCA branded hoodie/sweater or solid color royal blue, navy blue, or yellow. Any decal, logo, or brand name on any non-uniform jackets must be no larger than a 4-inch diameter. Designs on the back of sweaters are hoodies are prohibited.
- Shoes must be black or white.
- Girl's school shoes will have a heel no higher than 1-1/2 inches.
- Students taking a physical education class must come in the NJCA PE uniform. Students will only be permitted to wear the PE uniform on days required by their class.
- Students will not be permitted to mix and match the standard school uniform with the PE uniform (i.e., polo with PE shorts or PE shirt with khakis)

Non-Uniform or "Jean" days

- Student appearance must be conservative, clean, neat, and modest.
- Styles and current fads emanating from counterculture and similar subcultures are not acceptable.
- Students must wear close toed shoes that complete encase the foot. Crocs, sandals, and slippers are no longer permitted.
- Clothing that is dirty, torn, tight fitting, immodest, high-water or that presents a sloppy appearance are not permitted.
- Pajama pants are strictly prohibited.

- Shorts should be modest in length no more than three inches above the knee.
- Leggings are prohibited.

Game Days- Players may come out of standard uniform on days in which their team has a game

- Players must wear either their sport spirit shirts or jersey top
- If a jacket is worn it must be a NJCA branded hoodie or solid color royal blue, navy blue, or yellow. Any decal, logo, or brand name on any non-uniform jackets must be no larger than a 4-inch diameter.
- Players must wear close toed shoes that complete encase the foot. Crocs, sandals, and slippers are no longer permitted.
- Clothing that is dirty, torn, tight fitting, immodest, high-water or that presents a sloppy appearance are not permitted.

Hair-Boy's hair must be clean cut, cannot touch the ears, neck or covering the eyes. Dreadlocks are permitted if they are kept up and go just down to the neck. Both boys' and girls' hair can be artificially colored or bleached in natural hair colors. Students may not color one side of their hair one color and the other side another. Any changes in hair must **first** be approved by the principal.

Accessories- Any accessories must match the uniform.

- No more than two piercing per ear.
- No big earrings of any kind.
- Boys are not allowed to wear earrings.
- No facial piercings are permitted.

Tattoos- All tattoos (permanent, water washable, henna or otherwise) must be covered during school hours. Any accessory or piece of clothing used to conceal a tattoo must follow the spirit of the rules outlined thus far in the handbook.

Dress Code Violations

If students are in violation of the dress code, the following measures will be taken:

1. If the violation is minor, meaning the student is mostly in uniform but is failing to meet one aspect of the dress code, this will be considered a level 1 disciplinary infraction. The disciplinary protocol will be followed and additional action may be taken based on previous infractions.
2. If the violation is major, meaning the student is largely unpresentable, dressed inappropriately or completely out of uniform they will be sent home, issued a referral and follow the standard disciplinary system from that point depending on previous violations. Any absences resulting from having to be sent home will be considered unexcused.

Lost and Found

Please print student's name on all articles brought to the school. A "lost & found" area will be established and announced after school begins. All students who have lost articles should check periodically for those items. Items that are not claimed will be donated to a worthy cause every month. NJCA is not responsible for lost or stolen items.

Lunch Program/Snack

NJCA has a free breakfast and lunch program for students. Lunch menus are found on our school website and school app.

If you choose to provide lunch for your child, please label the lunch box or bag with the Child's name. Teachers and/or staff cannot warm up lunches for children. **Microwaves are not available for use by the students.**

Medication

No prescription, non-prescription medication or vitamins are permitted on campus unless a note from a home doctor accompanies the item indicating the reason and dosage. If a child is to receive medication during school hours, it must be a prescription filled by a pharmacist or a physician's order. The medication must have a label bearing the child's name, physician's name and directions for administering it to the child. A medicine spoon should be included and label with the child's name. When you bring in a prescription medication, you must also sign a Medication Permission Form indicating the name of the medication, the dosage, and the time it is to be given. These forms are available in the school office. The medications are kept in the school office and administered by the secretary. Please ask your physicians to prescribe medication and dosages which may be given before or after school.

School Conferences

Please feel free to consult with your child's teacher regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to the parent /guardian and student, and each teacher welcomes the opportunity to discuss your child's progress.

Parent/guardian-teacher conferences are by appointment only and administered before or after school.

School Pictures

School pictures are a service rendered to the parents through the school. Fall pictures with uniform are mandatory.

Solicitation Policy

It is not possible to patronize all those who are in the business of selling different kinds of products. We regret that we are unable to distribute advertisements or solicitations for any business event. The bulletin boards are not to be used for advertising, solicitations, or sales.

Student Records

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

- Parents or legal guardians have the right to inspect and review all official records, files, and data directly relating to their children, including material that is incorporated into their student's cumulative record folder.

- Parental request to inspect and review the official record relating to a child shall be made in writing to the principal. Such request will be honored at the school's convenience.
- All records reviewed or inspected by a parent/ guardian will be done in the presence of an administrative staff member so that the proper explanations and answers to questions may be given.
- No report cards or student records will be released to parents/guardian or to another school if the student account is delinquent with the school.

It is the school's policy that records concerning an individual child are private and will not be shown to anyone other than the custodial parent or legal guardian. The student's file will not be released for any reason. The health and physical forms will be returned upon withdrawal.

Visitors

All visitors must sign in at the school office after speaking to the receptionist. NJCA is a closed campus. Parents are asked to follow procedures to ensure the safety of all students. Visitors will not be permitted to enter the school building without a school staff escort.

Written Notices

At various times throughout the school year, students will take home notices regarding grades, school activities, and other information. Parents/guardians are requested to give priority attention to any notice that is brought home. If it requires a parent/guardian signature, parents/guardians are asked to sign the notice and have it returned to the school office or to the teacher the next school day.

Academic Information

Transfer students

Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, and then he will be admitted to that grade.

However, should the student's accomplishments (as shown by the test) be on a lower level, than a conference between the parents and the principal will be held to determine what action will be taken.

It is the policy of NJCA not to accept transfer students whose accomplishments have not been up to acceptable standards. Students whose work is not satisfactory may be asked to transfer out.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his homework assignments.

Homework may be given for several reasons, to include the following:

For preparation: Students profit most of the classroom explanation and discussion when the preparatory reading assignments are given.

For Practice: Following classroom explanation and illustration, homework is given so that the material will be mastered.

For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.

For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Teachers consider the regular completion of homework assignments when averaging out grades every nine-week period.

Parent – Teacher Meetings (PTM)

Three times a year PTMs will be held. These are meetings that take place at the end of each quarter. These meetings are mandatory and required to receive your child's report card. If a parent cannot attend the PTM, their child will be prohibited to start the new quarter until a meeting has been with the teacher.

Report Cards

Report cards will be given at the end of each nine-week period. The report cards must be signed by the parent/guardian and returned to the teacher the following school day.

Report cards will be withheld from students who have unpaid balances on their accounts for any reason. The last report card will be available by the 2nd week of June for *pick-up*.

Lifestyle Statement

NJCA is a Christian institution providing an education in a distinct Christian environment. We believe that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Grading Scale

Letter Grade	Number Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Any student with an average below a C in one or more core subjects will be placed on academic probation. While on probation, the student's academic progress will be closely monitored, and additional support or interventions may be provided. Continued poor performance may result in more serious academic consequences, including the possibility of being retained and not promoted to the next grade level.

This decision will be at the discretion of administration and what is deemed the best solution for the students academic future.