

New Jerusalem Christian Academy  
School of the Arts



Student Handbook  
K5-8<sup>th</sup> Grade

# New Jerusalem Christian Academy School of the Arts

*“Inspiring Our Students to Soar”*

[www.njcaeagles.com](http://www.njcaeagles.com)

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## **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.

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## **School Statements**

### **Mission Statement**

New Jerusalem Christian Academy was established to train the 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**

No child will attend NJCA without being given the opportunity to know Jesus Christ and to grow in His image – becoming mighty men and women of God.

### **The Bible**

At NJCA, we recognize Bible study to be of fundamental importance to our students, faculty and staff. Without the knowledge of Biblical truth, a student cannot be considered educated. 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. NJCA introduces the Word of God to the children at an early age. They will then develop a great love for the Bible and will learn from its teachings, thus establishing in them a good foundation for their future.

### **Pledges/ 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.

Prayer is talking to God to praise Him and to petition Him. It is always appropriate and classes are encouraged to engage in prayer on a daily basis. All classes begin the day with a 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

### **Christian Flag Pledge**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands.  
One Savior, crucified, buried, risen and coming again with life and liberty to all who believe.

### **Holy Bible**

I pledge allegiance to the Bible, God's holy Word, I will make it a lamp unto my feet, and a light unto my path. I will hide its word in my heart that I may not sin against God.

### **NJCA Pledge**

I pledge to be a responsible citizen of New Jerusalem Christian Academy. I will treat all people including myself with respect. I promise to work hard so I can be proud of my achievements. I will trust the Lord to help me solve problems and make good decisions. I can do all things through Christ who strengthens me.  
Philippians 4:13

## **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. 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 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, taking an entrance exam, submitting required paperwork 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

- 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 students' re-enrollment will be dependent on his/ her character, conduct and academic success. This privilege may be lost if a student or parent 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 are 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, and the athletic and other school-administered programs.

## **Withdrawals**

When it becomes necessary for a student to withdraw from NJCA, the parent will notify the school office five working days prior to the withdrawal date and request a withdrawal form. All academy owned textbooks, library books, 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 20<sup>th</sup> will be assessed a \$25 late fee per child.** If the 20<sup>th</sup> falls on a weekend or on a holiday, payment must be in by the previous work day. 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 school if payments are not current;** there is a \$35 charge for all checks returned to us by your bank. If three checks or more are returned, the account will be considered on a **money order or cashier's check** basis only. **We are unable to accept post-dated checks.**

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 any and 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 in 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. **(no cash please).**

## **Scholarships**

Those under a scholarship program (such as Step Up or Mckay) must sign checks or any required documents within 5 business days. Failure to comply will be treated in the same way 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 have to conduct fundraising activities throughout the year; we anticipate each child and parent'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, we will issue you a \$25 Credit. You may use this credit towards any future payments.

## **Pre-Kinder/Kindergarten**

**Potty-Trained-** We require all children, including 2 and 3 year olds, to be totally potty-trained prior to the first day of school. Should a child have an excessive number of “accidents”, you will be notified and may be asked to withdraw the child if the “accidents” continue.

## **Absenteeism / Tardiness**

### **Absences**

#### **Preschool**

Our K2 through K4 morning program is not a daycare but an actual structured school environment. Therefore, we request your cooperation in bringing your child to class on time, no later than 8:10 am and make every effort to keep their absences to a minimum

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, it makes the period of adjustment more difficult for both child and teacher. Parents are also asked not to bring the children to their room in the mornings or to wait in the hallway for their children before school is dismissed. Children who are not staying for Extended Care will be brought to the car-loading area at dismissal time. See carline procedure. No preschool students will be accepted after 10 am each morning.

Regular school attendance for K5 through middle school grades 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 appropriate authorities against parents who do not meet the requirements of the compulsory attendance by law.

Students are permitted eight absences per semester without academic penalty unless these absences are unexcused. Students who have unexcused absences will not be able to make-up missed assignments and quizzes. After the 8th absences, points will be deducted, whether the absence is excused or not. Students with excessive absences due to medical reasons must submit a letter in writing to the appropriate to request an exception to the policy.

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. Unexcused absences can be converted to two points per missed day which will be deducted from a child’s grade point average at the end of the affected nine-week marking period.

In the case of absence, the office or teacher must be contacted on the morning of the absence in order for it to be considered excused. An unexcused absence will result in points taken of tests, quizzes or

assignments for the day missed. If a student misses **three or more days** for a sickness, a Dr.'s note is required upon returning to school.

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

**Make up Work** – Students will have **two days** to submit all assigned work. It is the students and parents responsibility to collect these assignments. Students and parents need to schedule a time with the teacher to make-up tests, quizzes, etc. **If a child will not be in school for more than two days, please notify the school office.**

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

Request for family trips to be counted as excused absences will be considered if the parents make arrangements 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. Remember taking a child out of school for an extended period of time, regardless of how well he/she is doing in class, puts him at a disadvantage.

School Business Absences- If a student misses class due to school business (i.e.-athletic event, fine arts event, etc.), he must turn his work into the appropriate teacher on the day of the absence before he leaves school. It is also the student's responsibility to get the next day's assignment from the teacher and have it completed the following day he is back in class. Exceptions can be made for tests and quizzes per administration.

**School Programs-** Attendance at school programs is required unless the child is ill or there is a family emergency. A written excuse signed by the parent 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 the program in for) for that grading period. A student who is tardy to a program will not be permitted to participate in the program once it has begun.

## **Tardiness**

If a student is dropped off after 8:10AM, he/she is considered tardy and must be signed in.

**Excused tardiness** includes personal sickness, family emergencies or 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 the teacher and other students in the class. Every effort should be made by the parents to have their children promptly at the appointed time. Any students arriving after 8:10 am must come through the office and be signed in late by their parents. Students without a pass will not be allowed into 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 in conduct disqualifies a student from being on High Honor Roll list.

A middle school student is considered tardy if in the course of the changing class he/she is not in the classroom when the class is scheduled to begin. That student is required to obtain a tardy pass from the office.

### **Car Line**

During orientation, parents will be given specific instructions regarding carline before and after school. Everyone must follow the designated safety procedures in order to avoid accidents. It is imperative that students be dropped off and picked up at the specified times in order 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. We ask that while you are in your car during dismissal time that you do not attempt to discuss situations regarding your child with any of the teachers. This causes car backups and distracts the teachers from watching over the children.
4. Do not talk on cell phones or use electronics. Parents who are on electronic devices will be asked to park their vehicle and wait until car line finishes.
5. **Do not leave your vehicle unattended in the car line.**
6. If rainy please turn off windshield wipers.

### **Drop Off Procedures**

1. Morning car line begins at 7:55a.m. and ends at 8:10 a.m.
2. Classrooms open at 7:55 a.m. please do not leave your child unattended in the office or school premises.
3. VPK: Students are to be dropped off in the front office between 8:50 AM and 9:00 AM. Parents are to sign in the student at the front office every morning.

### **Pick-up Policies**

1. Please do not pick up your child early to avoid car line traffic. Students will not be released 15 min prior to dismissal.
2. Names of individuals allowed to pick up a student during the day must be filled out in the student enrollment sheet. Children will not be released to anyone else without written permission or a phone call from the legal guardian. It is the responsibility of the parents to inform NJCA of any changes to the pickup list.
3. Afternoon car line begins at 3 p.m. and ends once there are no more cars. Car line usually lasts only 10 minutes. Students being picked up at school after car line is finished **MUST** report to the office, and your school account will be charged **\$1.00 per minute/ per child**. On half days dismissal begins at 12:30 for K5-Middle School. Preschool students do not have half days. For those attending daycare, the \$1.00 per minute late fee will be charged after designated pick up time. For example 3:31 pm, 6:01pm.

4. Do not get out of your car during car line to eliminate the car line backing up. The teachers/patrols will place your child in the car.

### **Smoking Policy**

Here at NJCA we have a NO SMOKING policy on our campus. Parents are asked to comply with this policy at all times, including during student drop off and pick up.

### **School/After school Hours**

School hours for K2 – K4 are 7:55a.m. – 12:00. Students in the preschool program do not have half days. K5- High school students' hours are from 7:55 a.m. – 3:00 p.m. On half days, parents are expected to pick up their children at 12:30 pm.

**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 up in the afternoon and return them for the evening event.**

### **Early Student Release**

NJCA has a binding agreement with parents 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.

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

All written request shall be authenticated by a telephone call to the parent 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 through school initiated telephone conversation, and (2) instructions from a court order. Should a custodial parent request that the school prevents a child from any contact with the non- custodial parent, the custodial parent will be asked to submit to the school a final judgment and/or settlement agreement saving as basis for his or her request.

In the event that the custodial parents are going out of town without their child, we ask that we be notified in writing of the adult caretakers who will be responsible for their child. The names, phone numbers, and any alternate procedure to be followed should be included in this notification.

**Leave of Absence:** If you wish to withdraw your child for an extended period of time, but want to reserve his/her place in the school; you must pay, in advance, the full tuition for that time period.

### **Extended Care Program**

Extended care is provided from 7-8a.m. and 12 noon – 6p.m. (K2-K4) and 3-6p.m. (K5-8<sup>th</sup> grade) Monday through Friday, excluding planned holidays.

Students may be enrolled in the Extended Care Program through the school office. Every child’s parent must read and sign the Statement of Financial Agreement Extended School Program before their child may enter the program. **Weekly payments are due Friday of the previous week.** A late fee of \$15.00 per child will be charged if the payment is received the following Monday morning. Because it is impossible to properly staff without knowing how many children will be attending, it is required that all students needing this service pre-register.

**K2-K5:** Children who stay in the Extended Care Program eat lunch, take an afternoon nap and are served a snack and play. 1<sup>st</sup> through Middle school: Students time is primarily considered study hall, during which time students will be asked to be silent and finish any assignments or homework they may have. They may read a book if they do not have any schoolwork. Weather permitting; students go outdoors to play after study time.

**Holiday Care:** We provide care during certain school holidays. Pre-registration forms will be sent home prior to the holiday. This form is required to be returned with the payment attached in order to reserve a spot in the holiday care program.

**Extended Care will be closed throughout the Thanksgiving, Christmas and Spring break Holidays.**

Please check the school calendar for the specific holidays in which extended care is offered.

**Absenteeism to Extended Care:** Two weeks are provided for “vacation time” or extended illness. Please notify the office in advance. **No payment adjustments will be made for additional absenteeism.**

### **Bad Weather Condition**

If Public schools close because of a hurricane or storm condition, NJCA will be close at the same time. Listen carefully to Hillsborough County school announcements when referring to closure due to storm.

### **Communicable Diseases/Illness**

For the welfare of your child and the others at school, 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 are notified so that they may pick up the child as soon as possible.

In the event of an injury or accident, parents will be notified immediately (at home, work, or emergency phone number supplied to the office). Every effort is made to contact the parents 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 students or employees 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 education. It is the parents' responsibility to speak to the teachers regarding student's grades. Between both the parent and the teacher, we can work together so that your child may receive the best in his/her education.

NJCA has a computerized management system (**Quickschools**) that makes it easy for parents to monitor grades, attendance, discipline, just to name a few! It is the parent's responsibility to use this tool to its fullest, thus bridging the communication between the teacher, parent 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 responsibility to make sure that the office has the correct information regarding the family. Please notify the school 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 can 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 includes: 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 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 the 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 in 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 is told that change must take place for the well being of the group and also 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. Examples of typical corrective measures for younger children are: a short period of "time out", a classroom discussion on disruptive behavior and the child's parent will be notified. Depending upon the severity of his/her actions, an older child may have a student-principal conference, parent-teacher-principal conference. Students can 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 parent(s) 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. It is expected that the parents work closely with the students utilizing school and church resources to eliminate poor behavior, for the good of the student and the school environment.

Continual minor and/or major misbehavior by the child will result in the withdrawal of the child from the school.

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 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 and student. Full cooperation is expected from both 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 transfer out. 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 or not there is a definite breach of conduct, he may be requested to transfer out.

NJCA implements many disciplinary methods including reprimand, referrals, suspension, and expulsion. At times parent 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 an important condition for the student's growth.

1. **Suspension** -

A. Out of School suspension: The student is not allowed to attend classes or school events for the designated period of time and will receive zeroes in homework, daily grades, quizzes and tests. The parents may have to meet with the Principal.

B. In-School Suspension: The student attends school and must complete all required work and with the possibility of conduct grade being reduced. Students will receive zeroes in homework, daily grades, quizzes and tests.

This is a preface indicator that a behavioral problem exists. ISS is assigned for different offenses such as:

- Disrespect
- Not getting tests or other forms of teacher sent home signed
- Dress code violation
- Other forms of misbehavior.

2. **Referral**- This is used by the teacher when a behavior problem has occurred. The reason is to inform the administration of the nature of the problem involving the student. Referrals may cause

assignment of work detail, phone call to parents, and removal of students from the classroom, suspension, etc. Nevertheless, in cases involving major violations (cheating/plagiarism, disrespect, vulgar language, etc.) the administration will assign more severe punishment.

3. **Academic 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.
4. **Expulsion-** A student is expelled when he/she does not respond to corrective action or violates the rules of conduct. Students who have continual discipline problems may be expelled. A student who is expelled will not be re-admitted in NJCA.

## 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 should plan their day in such a manner to eliminate the need for telephone calls to parents. Permission for emergency use may be obtained from the principal or office personnel. Students who make it a habit will not be granted permission for further use. In case of illness, the office personnel will call the parents. Students will not be allowed to call parents for forgotten books, assignments, lunch, etc.
3. Students will be held accountable and disciplined for inappropriate pictures, communication, music etc. posted or used, regarding the school, administration and/or other students, on any form of online communication (Facebook, Instagram, snap chat, Skype, etc.)
4. "Yes, Sir/Ma'am" or "No, Sir/Ma'am" is expected by all students.
5. Talking in class without permission is not allowed.
6. Writing, passing, or reading of notes with vulgar or inappropriate content, anywhere on campus will result in suspension.
7. Students are not allowed to have articles that will distract them from academics (**cell phones, CDs, Mp3s, I-pods, cameras, palm pilots, electronic games such as PSP's or Nintendo DS etc, lasers, games, magazines, sports cards, playing cards, weapons, etc.**)
8. To eliminate the misuse of cell phones (text messaging, playing games, cheating on tests, etc.) Students are asked to turn in their cell phones to the office or teacher at the beginning of school and receive them 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.
9. Horseplay is unacceptable.
10. Students may not bring items to sell or trade at school.
11. Notes or books which show disrespect for a teacher or fellow student in any form are unacceptable on school property.
12. 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.
13. Rules of conduct are to be followed at all school functions.
  14. Any destruction of school property will result in parents being billed for damages and disciplinary action will occur.
  15. **Gum chewing is not allowed in the classroom or on school grounds.**
  16. Disrespect or disobedience to any authority will be disciplined and may result in suspension.
  17. Bullying or harassment is not tolerated under any circumstances..
  18. Lying and cheating/plagiarism (copying homework, dishonesty on test or quizzes, etc.) is not allowed.
  19. Vulgar language or profanity is not permitted.
  20. No intimate/physical contact at school or any school function.
  21. Stealing, smoking, or any use of tobacco will result in immediate suspension and/or expulsion.
  22. Participation or involvement in any immorality, homosexuality, drug use or possession, alcohol use or possession or other activities of an adult nature.
  23. Possession, sale, distribution, or use of alcohol, inhalants, and/or illegal drugs will result in immediate expulsion.
  24. Flammable material such as rubbing alcohol, lighters, matches, among others are not allowed to be in the possession of students.
  25. Use or possession of any kind of item for personal gain is prohibited.
  26. No eating or drinking is allowed in the classroom unless permitted by the teacher or principal.

## **Drugs**

NJCA has a zero tolerance policy on drugs. Any child found with drugs on the school campus will immediately be brought to the principal's attention. Parent(s) will be requested to come in and proper action will be taken.

## **Weapons**

Any weapon found on a student will be immediately confiscated. Parent(s) will be requested to come in and proper action will be taken.

## **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.

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. We firmly believe there is no place at NJCA for worldly practices or divisions so common among other institutions.

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**

Student appearance must be conservative, clean, neat and modest. Styles and current fads emanating from the rock music or occult subcultures are not acceptable. Any types of tattoos (rub-on or permanent) are not allowed. Boy's hair must be clean cut, cannot touch the ears, neck or covering the eyes. Boys cannot have long hair (no braids, pony tails, dreadlocks, cornrows, faux hawks or Mohawks). Both boys' and girls' hair cannot be artificially colored or bleached. Any accessories must match the uniform. No multiples or big earrings of any kind. Boys are not allowed with earrings. Girls (K2-5<sup>th</sup> grades), must not wear make-up; their fingernails must be neat and clean. If nail is polish is to be applied, please apply light colors. Middle school girls are allowed to wear light natural looking make up and light color nail polish.

Eyeliner is not permitted. Clothing that is dirty, torn, tight fitting, immodest, high-water or that presents a sloppy appearance are not permitted. Students must reflect the highest standards of a Christian school environment. Your fullest cooperation is seeing that your children keep the standards expected.

All students must wear the NJCA uniform. All shirts must be tucked in. Belts are required for boys K5 and up, and if an undershirt is worn it must be white. Girls' skirt should be modest in length, no shorter than mid kneecap. Girl's school shoes will have a heel no higher than 1-1/2 inches. In cold weather, students may wear navy blue jackets, coats, or cardigan sweaters with the uniform. No sweaters with hoods. Middle school students must wear a school logo uniform sweater.

## **Uniform Dress Code**

### **GIRLS**

#### **K2-K5:**

Navy or light blue NJCA polo  
Plaid skirts  
Black shoes (no laces)\*  
Socks (navy blue or white)  
Navy blue pants from Nov-Feb (60 degrees or below)  
**No pants may be worn under skirt**  
Tights (winter time/ navy blue or white)

#### **1<sup>st</sup> – 5<sup>th</sup>:**

Plaid Jumper  
White Peter Pan collar blouse  
Blue cross tie  
Black school shoes\*  
Socks (navy blue or white)  
**No pants may be worn under jumper**  
Tights (winter time/ navy blue or white)

#### **6<sup>th</sup> – 8<sup>th</sup>:**

### **BOYS**

#### **K2-5TH:**

Navy or light blue NJCA polo  
Navy blue or khaki slacks/shorts  
(no cargo pants)  
Black shoes\*(no laces for preschool)  
(no tennis shoes)  
Socks (navy blue or black)  
**Navy blue polo may not be worn with navy blue pants.**

#### **P.E. Uniform (Girls and Boys) 1<sup>st</sup> – 8<sup>th</sup>:**

NJCA logo gray T-shirt  
NJCA logo navy mesh shorts  
Navy blue or white socks  
Tennis Shoes  
Winter P.E. uniform:  
NJCA logo sweatshirt  
NJCA logo sweatpants

Blue Oxford w/ logo  
Plaid skirt  
Black school shoes\*  
Cotton cable knee highs  
Navy blue sweater vest (optional)  
**No pants may be worn under skirt**  
Tights (winter time/navy blue or white)

Blue Oxford w/ logo  
Khaki slacks, (no shorts, cargo pants)  
Solid Brown/ black shoes)  
Socks (Brown or Khaki)  
Plaid Tie  
Navy blue sweater vest (optional)

❖ *Shoes must be solid black (k2-5<sup>th</sup> grade) or Brown (6<sup>th</sup>- 8<sup>th</sup>) 2 tone or other combination is not allowed. **Sweaters worn by middle school students must be NJCA logo uniform sweater.** Additional items may be requested for specific sports or activities.*

**Please remember to label all clothing items**

**K2-K5 -Please do not send your child with jewelry.**

Although the wearing of multiple earrings has become common, NJCA girls are asked to wear no more than one set; these should be worn in the ear lobes only. A watch rings, and neck chain is permitted. Boys are allowed to wear a watch, ring, and a small neck chain. **NJCA is not responsible for any lost jewelry.**

**Dress Code Violations**

If students are in violation of the dress code, the following measures will be taken (violations are per grading period):

1. First violation- students will receive a verbal warning and a uniform slip.
2. Second Violation- written warning and phone call to parents.
3. Third violation- Parents will be contacted to bring appropriate items.
4. Fourth violation- Parents will be asked to pick up student.

***Not following school dress code will affect the students' citizenship grades.***

**K2- K5:** Do not send your child with money or other small items in their pockets or on their person. Small items are dangerous among children. NJCA cannot be responsible for these items if lost or misplaced.

**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.

Preschool snacks are provided by NJCA. If you choose to send your child's snack, it must include two basic food groups. Unhealthy snacks that do not meet the "2 basic food group requirement", will be sent back home.

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.**

K5-3rd grade students have a morning snack time. Students may bring small snacks from home.

### **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 dosages which may be given before or after school.

### **Physical Education**

Physical education is a requirement for all students (1<sup>st</sup>-8<sup>th</sup>). A written excuse must be turned into the teacher before each class in which they cannot physically participate. The excuse must contain the date, the reason for not participating in physical education and the parent's signature. A medical exemption from physical education must be submitted from a doctor. It must state the cause and the duration of the exemption. The Academy's PE uniform is required, no other shorts, sweatpants or shirts are allowed. The first time a student forgets the P.E. uniform, he or she will not be allowed to participate in gym class and a note will be sent home. The second time a uniform is forgotten he or she will receive a "0" for that class.

### **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 and student, and each teacher welcomes the opportunity to discuss your child's progress.

We do urge, however, that such conferences be made by definite appointment with the teacher before or after school hours.

If you need to talk with a member of the faculty, please call the school office and your call will be returned as soon as possible.

### **School Pictures**

School pictures are a service rendered to the parents through the school. Fall pictures with uniform are mandatory. No purchase is required.

### **Solicitation Policy**

It is not possible to patronize all those who are in the business of selling different kinds of products. For that reason, the staff will not purchase anything from the parents who sell. 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 administration. Such request will be honored at the school's convenience.
- All records review or inspected by a parent will be done in the presence of an administrator so that the proper explanations and answers to questions may be given.
- No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or debt of any kind 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 office after speaking to the receptionist. NJCA is a closed campus. Parents are asked to follow procedures to ensure the safety of the students.

## **Written Notices**

At various times throughout the school year, students will be bringing home notices regarding grades, school activities, etc. parents are requested to give priority attention to any notice that is brought home. If it requires a parent signature, parents are asked to sign the notice and have it returned to the school office or to the teacher the next school day. Look for these notices daily in your child's communication folder or school agenda.

All notes of personal nature sent from home should be placed in a sealed envelope.

## **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 is given for several reasons.

**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.

By signing your child's agenda on a daily basis, you are stating to the teacher that 1) you are aware of the assignments and 2) you have verified all assignments have been completed. We strongly request parents' full cooperation in this matter throughout the entire school year.

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

It has been our experience that students who put forth the effort to do all their assignments get better grades and score higher in their Standard Assessment Tests (SAT).

### **Parent – Teacher Meetings (PTM)**

Three times a year PTMs are held for all grades. Parents are required to attend these meetings since extremely valuable information regarding their child’s education and upcoming events is passed out during each session. Dates are given in advance so that all parents can make the necessary arrangements. Also report cards will be handed out at PTM. If a parent does not attend the PTM, they will need to set up an individual meeting with the teacher. The parent will not receive their child’s report card until the meeting takes place.

### **Report Cards**

Report cards will be given out during PTM. The report cards must be signed by the parent and returned to the teacher the following school day.

Report cards will be withheld from students who have unpaid balance (library fines, lunch fees, late fees) payments. The last report card will be available by the 2nd week of June for ***pick-up***. Parents may leave a self addressed, stamped envelope for their child’s report card to be mailed out. Otherwise, parents are expected to stop by the school to pick them up during summer office hours.

### **Grading Code**

The following unweighted system is used to determine letter grades and grade for the determination of the Grade Point Average (GPA) and class rank.

<u>Average</u>	<u>Letter Grade</u>
100-90	A
89-80	B
79-70	C
69-60	D
59-0	F