

New Jerusalem Christian Academy
School of the Arts



Student Handbook
K2-8th Grade

New Jerusalem Christian Academy School of the Arts

“Inspiring Our Students to Soar”

www.njcaeagles.com

Principal..... Mrs. Dar Valladares
Director of Admissions & Student Services.....Mrs. Desiree Rodriguez
Middle/High School Assistant Principal.....Dr. Juan Pineda
Arts Director/Elementary Assistant Principal.....Mrs. Kristina Aguila
VPK/ Pre-school Director..... Mrs. Jennifer Morrison

School Office Hours: 7:30a.m. – 3:30p.m.
Front office phone number: (813) 684-2754
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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.

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, faculty and staff member are 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. 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.

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 as both 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

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 to make good decisions. I can do all things through Christ who strengthens me. Philippians 4:13

A 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 the 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

A Sports Physical (if participating in a sports team)

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 an 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. 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** basis only. **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 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 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) 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 need to 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.

Pre-Kinder/Kindergarten

We require all children (including those two and three years old) to be completely potty-trained prior on the first day of school. Should a child have an excessive number of accidents the parent/guardian will be notified and may be asked to withdraw the child should the accidents continue.

Attendance Policy

Preschool

Our K2 through K4 morning program is not a daycare but an actual structured classroom environment. Therefore, we request the cooperation of each parent/guardian in bringing their child to class on time, no later than 8:00 am and make every effort to keep their absences to a minimum.

It is best for the parent/guardian to leave the child with the teacher on the first day of school. When the parent/guardian remains in the classroom it makes the period of adjustment more difficult for both the child and

teacher. Parents/guardians are to drop off their child at the front office in the mornings. Preschool students will not be accepted after 10 am.

Grades K-8th

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 when parents/guardians do not meet the requirements of the compulsory attendance by law. We provide 320 Instructional minutes per day for kindergarten, 340 instructional minutes for grades 1-3 and 355 instructional minutes for grades 4-12.

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 absence, points will be deducted, whether the absence is excused or unexcused. Students with excessive absences due to medical reasons must submit a letter with documentation from a physician in order 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 considered 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. An unexcused absence will result in points taken of tests, quizzes and/or assignments for the day missed. 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.

Elementary Students: Elementary students that arrive after 11:00am will be counted absent for the day.

Make up Work – Students will have **two days** to submit all assigned work missed. It is the responsibility of the students and parents/guardians to collect the information on all missed work. Students and parents/guardians need to schedule a time with the teacher to make-up tests, quizzes, etc.

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/guardians 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. It is important to remember that taking a child out of school for an extended period of time, regardless of how well he/she is doing in class, puts him/her at a disadvantage.

School Business Absences- Should a student miss class due to school business (i.e.-athletic event, fine arts event, etc.); he/she must turn in all missed work to the appropriate teacher(s) on the day of the event before leaving 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's discretion.

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 retrieve a tardy pass at the front office before heading to class. 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.

Car Line

During orientation, parents/guardians will be given specific instructions regarding before and after school car lines. 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. School car tags are to be placed on your vehicle's rearview mirror 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 delays 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 windshield wipers should be turned off 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 and pick up times.

Pick-up Policies

1. Please do not pick up your child early to avoid car line traffic as students are still active in their classes. The latest time for school sign outs is 2:30pm. After 2:30pm students sign outs will NOT be permitted (12:30pm 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. Students will not be released to anyone who is 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 released 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 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 for late pick up**. On half days, dismissal begins at 12:30pm and ends at 12:45pm (same fees apply for late pick up).
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.

**Our staff is not permitted to assist the parent/guardian in securing any child in their car seat. Each parent/guardian must secure their own child.

Smoking Policy

There is 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.

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 instructions 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 or Assistant 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 current court order as basis for his/her request.

In the event, that 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 extracurricular activities or event. Parents/guardians must pick up students during the afternoon dismissal and return them at the appropriate time specified for the activity or event.

Pre-school Extended Care Program

Extended care is provided from 7-8a.m. and 12 noon – 3 p.m. (Monday through Friday, excluding planned holidays or days off).

Students may be enrolled in the Extended Care Program through the school office. Every child's parent/guardian 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.

Preschool children who stay in the Extended Care Program will eat lunch and take an afternoon nap.

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.

Extended Care Absences: 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.**

Inclement Weather Conditions

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 is vomiting, they must be out for a 24-hour period and may return to class once they have been symptom free for 24 hours without the use of medication. Should a child become ill at school, parents will be notified, and the student must be picked up immediately.

In the event of an injury or accident, parents/guardians will be notified immediately via 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/guardian'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 submitted to 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.

Allergies

Parents/Guardians are responsible for informing the school of a child's allergies, to include bee stings. In the case of bee stings allergies, along with all other allergies, parents/guardians are responsible for providing the school with the proper allergy medication and a doctor's statement about how the medication is to be administered.

Head Lice

Because of the proximity of children in school we occasionally have students with head lice. It is the school's practice that a child with head lice must be excluded from school until one treatment at home has occurred. A student may return to school provided the parent/guardian documents the treatment and upon examination by the school's designee that any remaining nits are farther away than 1/4" from the scalp. It is recommended that all nits are removed. There is information in the office on procedures for ridding a child of lice. The Florida Department of Education, the Florida Centers for Disease Control and Prevention, and the American Academy of Pediatrics support these practices.

Parent /Guardian Communication

Communication is an important role in every child's education. It is the parents'/guardians' 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 student will be taken aside, and the behavior discussed. He/she is told that change must take place for the well-being of the group, as well as his/hers. If the unacceptable behavior continues to occur, corrective measures dependent upon the student'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 student's behavior continues to be dangerous or disruptive to other students, 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 student 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 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, backpacks, or other storage areas are subject to searches, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The administration 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 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/guardians 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 or not 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. **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 for all homework, daily grades, quizzes and tests missed. The parents/guardians may have to meet with the principal depending on the infraction.

B. In-School Suspension: The student attends school and must complete all required assignments, with the possibility of grades being reduced.

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

- Disrespect
- Dress code violation
- Other forms of misbehavior

2. **Referral-** This is used by the teacher when a behavior problem has occurred. Referrals may cause assignment of work detail, phone call to parents, and removal of students from the classroom such as suspension, etc. Nevertheless, in cases involving major violations (cheating/plagiarism, disrespect, vulgar language, etc.) the assistant principal and/or principal will assign more severe consequences.

3. **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. Expulsions will be reflected in the student's permanent record.

Summary of Rules for Suspended and Expelled Students:

1. The student may not be on school property at any time.
2. The student may not attend any school event, whether it is held at NJCA or any other venue. This includes athletic events, performances, and extracurricular activities.
3. The student may not attend a non-school sponsored event that takes place on school property. The student may attend non-school sponsored events if they are scheduled off school property.
4. If there are special circumstances, requests for written approval may be made to the Principal.

Rules of Conduct

2. 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.
3. 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 assistant principal, 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/guardians. Students will not be allowed to call parents/guardians for forgotten books, assignments, lunch, etc.
4. 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.)
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, 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.**).
9. 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 homeroom teacher at the beginning of the school day and receive them back before dismissal begins. Improper use of cell phones is considered a suspension offense and will also result in confiscation of the student's phone. Should a student's phone be confiscated a parent/guardian must pick up the student's device at the school office.
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 teacher.
 - 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 area.
 - Throwing of food is not permitted.
 - Students must stay in their designated area 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. Stealing, smoking, or any use of tobacco will result in immediate suspension and/or expulsion.
 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, assistant principal, or principal.

Code of Conduct

1. Disruption to School

A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities on or off school grounds, including school owned vehicles.

2. Destruction of Property

A student shall not cause or attempt to cause willful destruction or defacement of school or private property on school grounds or at any school activity, function, or event off school grounds. Parents/guardians are responsible for financial restitution of destroyed property.

3. Fighting, Assault and/or Threat Thereof

A student shall not physically attack or threaten to attack any person (student, school employee or other person) on school property or while in attendance at any school activity, function or event on or off school grounds, or on school owned vehicles.

4. Dangerous Weapons, Instruments and Objects

A student shall not possess, handle, transmit or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person. It is a felony to possess dangerous weapons, instruments and/or objects. Any such incidents will be reported to law enforcement.

5. Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, use, transmit, transfer, conceal, or exhibit evidence of consumption of any alcoholic beverage, dangerous illegal substance, narcotic, controlled substance or any substance that causes physical or mental change.

6. Counterfeit Drugs

No student shall knowingly possess, manufacture, sell, offer to sell, give, package, or transfer a counterfeit controlled substance.

7. Smoking/Vaping

A student shall not possess, use, transmit, transfer, conceal, or be under the influence of tobacco or a tobacco substance while at school, on school property, or at any school function or event on or off school grounds including school owned vehicles.

8. Profanity and/or Obscenity

A student shall not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process.

9. Truancy and Tardiness

A student shall comply with the compulsory attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy. This includes unexcused absences from class, or any other properly assigned activity. Repeated tardiness is a serious offense. Continued truancy will lead to possible expulsion.

10. Insubordination

A student shall comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school.

11. Inappropriate Dress

A student shall not dress or appear in a fashion deemed inappropriate because it 1) interferes with the student's health or welfare or that of others or 2) causes disruption or directly interferes with the educational process.

12. Theft

A student shall not take or attempt to take into possession the public property or equipment of the school district, or the personal property of others. This is grounds for expulsion and will be reported to law enforcement.

13. Forgery/Falsifying Information

A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, other data on school forms, school related forms, correspondence directed to the school or falsifying of information, written or verbal, given to school authorities in the legitimate pursuit of their jobs.

14. Trespass and/or Loitering

A student shall not be present in a school building or on school grounds at unauthorized times. His/her presence may cause a disruption to an activity, function, or the educational process.

15. Breaking and Entering

A student shall not break and enter or attempt to break and enter onto school or private property either on or off school grounds, at any school activity, function or event on or off school grounds, including school owned vehicles.

16. Unauthorized Fires

A student may not attempt or start any unauthorized fire in any school building or any school property. Such incidents will be expelled and reported to law enforcement.

17. Hazing

A student shall not force another to do something against their will nor place them in a hostile environment on or off school grounds, at any school activity, function or event on or off school grounds, including school owned vehicles.

18. Igniting Devices

A student shall not possess an igniting device such as matches or a lighter on or off school grounds, at any school activity, function or event on or off school grounds, including school owned vehicles.

19. Withholding Information

Knowledge of Drugs, Dangerous Weapons or Threats of Violence: Because Administration believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of drugs, dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

20. Computer/Network/Internet Usage

A student shall not violate the school's Network/Internet Acceptable Use Policy.

There will be “zero tolerance” for violent, disruptive, or inappropriate behavior.

Preventative measures taken to avoid disciplinary action will include the following: Making students aware of school expectations through the reading of the school handbook, teacher guidance, and principals, parent teacher conferences and parent consultation.

The violation of any school rule may result in one or more of the following disciplinary actions: Parent consultation and denial of privileges, in school, after school, emergency removal from class or school, suspension from the affected classroom, suspension, expulsion, permanent expulsion, involving outside agencies and/or law enforcement.

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. Parents/guardians will be requested to come in and proper action will be taken.

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. Law enforcement will be called.

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, cornrows, faux hawks or Mohawks). Dreadlocks are permitted as long as they are kept up and go just down to the neck. Boys' hair must not be higher than 1 in on top or greater than 1 in. on the sides 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 (K2-5th 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.. 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 blue, light blue or yellow 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)

1st – 5th:

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)

6TH – 8TH:

Navy blue, light blue or yellow NJCA polo.
Plaid skirt
Black school shoes*
Navy or white socks
Navy blue sweater vest (optional)
No pants may be worn under skirt
Tights (winter time/navy blue or white)

BOYS

K2-5TH:

Navy blue, light blue or yellow 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) 1st – 8th:

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

6th – 8th:

Navy blue, light blue or yellow NJCA polo
Khaki slacks, (no shorts, cargo pants)
Solid brown/ black shoes
Socks (brown, black, navy or white)

❖ *Shoes must be solid black (k2-5th grade) or Brown (6th- 8th) 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 for children. NJCA cannot be responsible for these items if lost or misplaced.

Lost and Found

Please print the 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 on a monthly basis. 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 smart phone application (NJJerusalem through Google Play or Apple Store).

Preschool snacks are provided by NJCA. If you choose to send a snack for your child, 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.**

Medication

No prescription, non-prescription medication, or vitamins are permitted on campus unless a note from a 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 such to the child. A medicine spoon should be included and labeled 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 at the school office. The medications are kept in a secure and designated area.

Physical Education

Physical education is a requirement for all students in 1st-8th grades. If a student is not able to participate, a written excuse must be turned into the teacher before the class commences. The excuse must contain the date, the reason for not participating in physical education and the parent's/guardian's signature. If a student is not to participate for more than one consecutive class, 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 permitted.

Should a student forget to dress in the P.E. uniform, he or she will not be allowed to participate in gym class and a note will be sent home. Subsequent times a uniform is forgotten will result in 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 appointment only with the teacher before or after school hours.

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

School Pictures

School pictures are a service rendered to the parents through the school. Fall pictures with school 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. All visitors are required to present a photo ID at the office upon arrival. 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. Visitors are not permitted to visit the classroom areas without scheduling an appointment with a staff member or a school leader in advance.

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.

Parent – Teacher Meetings (PTM)

Three times a year PTMs are held for all grades. Parents/guardians 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 /guardian 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 /guardian and returned to the teacher the following school day.

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

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.

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

Screening for Chaperones

Chaperones for all fieldtrips and other school sponsored trips shall be selected from volunteers who have been screened and approved. In addition, for overnight trips chaperones must be at least 25 years old and must be drug screened and fingerprinted prior to approval and selection.

Transporting Students

Parents/guardians/staff members/ students/community members may not transport students in their private vehicles on field trips, sports trips and/or events, excursions, except in emergencies approved by the principal

Surveillance Cameras

Student behavior may be monitored on school property and/or school busses by security cameras.

Child Custody Policy

Parents/Guardians have an obligation to notify the school any time the custody of a child changes. School officials need a copy of the current court orders pertaining to a child's legal custody. NJCA must adhere to only CURRENT court orders.

EMERGENCY PLAN

We ask that you please take a moment to review the seriousness of these drills. Please note we adhere to all local requirements and guidelines related to school emergency procedures.

Fire Drill

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet (30 steps) away from the building.

Under ordinary circumstances, all doors and windows should be closed by the last one to leave the room. Do not lock your doors so that the fire crews have access. **The lights and air conditioning should be turned off.**

Fire drills are required by State Law at least once every month. Students and staff MUST exit the building upon a fire alarm signal, with the exception of the School Leaders. No student or staff member should return to the building until the "all clear" signal is given. All students and staff should re-enter the building without talking in case verbal directions are needed to exit the building again.

Bomb Threat/Serious Threat or Endangerment

Should a situation occur where student/staff safety is concerned regarding a Bomb Threat/Serious Threat or Endangerment, an evacuation signal will be issued. The signal used will be the fire alarm signal. All students and staff members, except for the School Leaders, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified. 911 will be called by the School Leaders and the Bomb Squad will be sent to investigate. No student or staff member should re-enter the building until the "all clear" signal is given.

Tornado/Hurricane Drill

Should a situation occur where student/staff safety is concerned regarding a tornado warning all students and teachers are to go to their designated areas, crouch on the floor with their arms covering their heads. If there is

imminent danger, the teacher should instruct the students to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The students should take protective cover under a desk and away from windows or glass if possible. Those who cannot get under their desk will crouch at an interior wall with their heads covered and away from windows.

Serious Incident

Should a situation occur where student/staff safety is concerned regarding a serious incident, an announcement will be made. At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors, close shelter of door window, and engage all door safety locks. All students and staff should crouch on the floor away from all windows and doors. When there is no longer an emergency, the following announcement will be made over the intercom system, **“Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine.**

Biohazardous Threat

Should a situation occur where student/staff safety is concerned regarding bio-hazardous material, all students are to evacuate their classrooms and go to a designated area. All air conditioning units are to be turned off immediately. In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

Emergency Evacuation

Should a situation occur that requires students and staff to be removed from campus, an evacuation route is in place. An announcement will be made by School Leaders stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and staff will leave their classrooms and proceed in an orderly fashion toward the designated location. This event is not practiced, so it’s imperative that all students are aware of procedures. ***Communication to parents and guardians will be sent via email, text alerts, and through the notification system of the school smart phone application.***