

# **NEW SONG CHRISTIAN ACADEMY HANDBOOK**

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# **New Song Christian Academy**

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*A Ministry of New Song Christian Fellowship*

## **VISION**

New Song Christian Academy, a ministry of New Song Christian Fellowship, seeks to provide an environment whereby Christian families can successfully supplement their home education with private Christian classroom experience. Our goal is to partner with parents by providing educational opportunities outside the home without usurping their God-given role of being the primary educator in their child's life. Because we desire to see each student strengthened spiritually, socially, and academically through their attendance at NSCA, the faculty and staff at NSCA are committed to helping students to:

### **1 Reach up**

We believe that our most important relationship is with God. Our supplement program reflects a Christ centered approach to the subjects explored at NSCA. Each of our faculty has a committed relationship with Jesus Christ. Our chapel celebrations are filled with praise, worship, and contemporary messages that proclaim Jesus without compromise and welcome the presence and power of the Holy Spirit.

### **2 Reach in**

We believe that it is important for students to build positive social relationships with one another. The blending of a tutorial environment with home education allows students to develop relationships and social skills while keeping their home and family a priority.

### **3 Reach out**

We believe that it is God's will for all people to come to Christ and our supplements reflect this mission's perspective. It is our desire that each student would find his/her place in fulfilling God's great commission to reach out to neighbors, nations and generations with the good news of Jesus Christ's love and power.

### **4 Reach forward**

We believe that God has a wonderful plan and purpose for each student. It is our desire that all of our students would work towards excellence, develop a love for learning, foster a heart to serve, and gain confidence to enter into the future.

## **Core Values**

- 1. Living a life of whole-hearted, fully-integrated worship.** *"God is Spirit, and those who worship Him must worship in spirit and truth."*- John 4:24
- 2. Loving, giving and serving generously and sacrificially.** *"For they all put in out of their abundance, but she out of her poverty put in all that she had, her whole livelihood."*-Mark 12:43 - 44
- 3. Possessing a Great Commission mindset while partnering strategically with the Body of Christ, in our city, our nation, and our world.** *"But you shall receive power when the Holy*

*Spirit has come upon you; and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth.”-Acts 1:8*

4. **Building covenantal relationships in a spirit of love, grace, and truth.** *“The soul of Jonathan was knit to the soul of David, and Jonathan loved him as his own soul.. Then Jonathan and David made a covenant, because he loved him as his own soul.” - I Samuel 18:1, 3*
5. **Discipling and mentoring intentionally, personally, and consistently.** *“As iron sharpens iron, so one man sharpens another.”-Proverbs 17:7*
6. **Living by prophetic assignment and in proper alignment.** *“Therefore humble yourselves under the mighty hand of God, that He may exalt you in due time.”-I Peter 5:6*
7. **Living and leading courageously.** *“Where there is no vision, the people perish”-Proverbs 29:18*
8. **Receiving and releasing people in discovering their God-given purpose and destiny.** *“A man’s gift makes room for him, And brings him before great men.”-Proverbs 18:16*
9. **Ministering in an effective, comprehensive, and reproducible manner.** *“For the equipping of the saints for the work of ministry, for the edifying of the body of Christ.”-Ephesians 4:12*
10. **Creating and fostering a context for authentic Christian community.** *“And they continued steadfastly in the apostles’ doctrine and fellowship, in the breaking of bread, and in prayers.”-Acts 2:42*
11. **Teaching God’s Word clearly, accurately, and thoroughly.** *“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”- II Timothy 2:15*
12. **Praying according to God’s Word with passion, precision, and purpose.** *“And whatever things you ask in prayer, believing, you will receive.”-Matthew 21:22*

## CHAPEL

Chapel is an important time for our entire NSCA body. Our focus will be on communicating the good news of Jesus Christ’s love and power in a contemporary and creative way. All students are required to attend chapel services and are expected to participate. It is important for students to respect those who are leading.

As an outreach of New Song Christian Fellowship and as a result of our affiliation with the International Church of the Foursquare Gospel, our presentation of the Christian message during our chapel times and in our supplement materials will reflect that of an evangelical congregation with a charismatic distinctive. It is not the goal of our academy to alter your family’s Biblical or doctrinal position or to use the academy as a means to recruit your family into New Song Christian Fellowship. We seek, singularly and without compromise, to declare Jesus Christ as Lord in all we say and do.

- Dale Evrist serves as Senior Pastor of New Song Christian Fellowship
- **Administration**

Dale Evrist	Senior Pastor, New Song Christian Fellowship
Sue Detweiler	Associate Pastor, Education, New Song Christian Fellowship
Becki Biermaier	Middle School Director, New Song Christian Academy
Dala Varni	Elementary School Director, Bookkeeper, New Song Christian Academy

## SCHOOL POLICIES

- **Admissions Policy**

New Song Christian Academy partners with Christian parents seeking to enhance or extend home education. Students are selected in order to maintain a student body of high academic and moral caliber. Significant parent involvement is vital to student success. Therefore, we are looking for families who will accomplish the supervision and extension of the supplementation provided, families who are active in a local church and families who have complied with the Tennessee Home Schooler's Law regarding umbrella school registration.

- **Umbrella School Registration and School Records**

NSCA students must be registered with an umbrella organization. Younger students must register if they turn 6 during their Kindergarten year. Umbrella organizations serve the purpose of maintaining permanent records of attendance and grades for home-schooled students. NSCA is NOT AN UMBRELLA SCHOOL. We DO NOT maintain permanent student records of grades or attendance. Progress reports that are issued from NSCA become the sole property/responsibility of the parent to record/report to their umbrella school when needed. See MTHEA.org for further information regarding home-school in Tennessee.

- **Parent Agreement**

We ask parents to support and uphold the vision of NSCA as well as the authority of the faculty and staff. In being part of NSCA, we ask parents to attend all of the NSCA parent meetings that are held at least twice a year. We ask parents to attend any needed parent/teacher conferences and volunteer their time when needed. If you'd like to see a copy of the Parent Agreement you signed, it's on file in the office.

- **Tuition Payments**

Tuition payments are due the first of each month, August through May. The preferred method of payment is through the monthly bank draft. The bank draft will happen around the 5<sup>th</sup> of each month. Please make your checks out to New Song Christian Fellowship. There will be a \$30.00 service charge for any returned check. Credit card payments have a 4% charge. To see a copy of your signed Tuition Agreement, it's on file in the office. A copy of the tuition agreement terms is later in this handbook.

For payment you may:

- 1 Pay tuition via an automatic bank draft.
- 2 Mail your payment to NSCA, 316 Southgate Ct., Brentwood, TN 37027.
- 3 Place your check in the tuition box located in the NSCA office.

- **Academic Policy for Middle School**

We understand that each family has a different standard for learning. The NSCA family also has a corporate standard for education. Listed are a few of the expectations that NSCA has for each student. If a student consistently does not comply with these expectations, we may ask you to withdraw from the program.

- 1 Each Middle School student needs to comply with the Honor Statement and with the Late Policy and Covenant of Integrity. Your signed copy is in the office.
- 2 Each NSCA parent needs to walk in integrity in recording grades to the umbrella school.

- **Homework Policy for Middle School**

Our desire is that each student develops a love for learning. We believe that homework is a helpful part of learning that equips students to enter into the future. Homework constitutes a portion of the final grade that will be determined by the individual teacher. Each teacher will provide the students with a syllabus for his subject (with the exception of Math, Study Hall or Art). Homework should be complete, on time, neat, written in blue or black erasable pen or pencil and legible. Put your first and last name, your grade level, the assignment title, and the date the assignment was given on the top of each page.

*Incomplete or Late Work*

- Students who do not have their homework completed and in their possession by the beginning of class will receive deductions as outlined on the Honor Statement and Covenant of Integrity.

*Make-Up Work*

- If the student is absent, you may pick up the contents of their absentee folder in the office. Ask teachers if there were any other handouts from that day.
- If the student misses a class, **THE STUDENT IS RESPONSIBLE** for finding out what was missed and what has been assigned for the next class. The teacher **WILL NOT** take this responsibility for the student.

- **Grading Scale**

*Elementary School:* Progress Reports are issued each quarter. The teacher determines the best way to evaluate students in their subject.

*Middle School:* In grades six through eight, Progress Reports are issued each quarter. A Progress Report will not be issued if a student is absent six or more times during the quarter. Students will be evaluated according to the following scale:

A+	98-100 %	C +	78-79 %	F	59% or below.
A	93-97 %	C	73-77 %		
A-	90-92 %	C -	70-72 %		
B+	88-89 %	D +	68-69 %		
B	83-87 %	D	63-67 %		
B -	80-82 %	D -	60-62 %		

- **Academic Progress Monitoring**

We desire to see each student progress spiritually, academically, behaviorally, and emotionally. If a student is not growing according to his or her individual abilities, we will schedule a conference between or among any of the following parties: the student, the teacher, the parents, the Pastor of Education, the Director or any other party who can help your student.

Staying current with your child's work on RenWeb is highly recommended for grades 6-8 and even for most classes 2-5<sup>th</sup> grade. Scores, syllabi and other important information can be accessed through your family's free RenWeb account. Please stop by the office if you are unclear how to log on.

- **Absences**

**Please call the NSCA office (376-6317 x 261) when your student is absent.**

Each student is an important part of our learning environment. Consistent attendance is vital to academic success and community participation. A student's learning potential is at its height if a student is present for all classes. If a student has missed class six or more times in a quarter, the teacher is unable to properly evaluate his/her participation and an incomplete will be issued. The parents must then evaluate the student without the help of the teacher. For 1 day classes, they are allowed to miss 3 classes per quarter before an incomplete is issued. Parents will be contacted and a conference will be scheduled if absences become excessive.

- **Tardy Policy**

- **Elementary**

Arrival begins at **8:20am**. Chapel or Life Group begin promptly at 8:45am. Please understand that late arrivals are disruptive to the continuity of chapel and life group, and your student misses key spiritual interaction with his/her peers. If your child is arriving late, please escort him/her to where their class is currently located. If arriving quite late, please notify the office.

- **Middle School**

Arrival begins at **8:20am**. Each student is required to be at school on time and in class on time. Students must go directly to their homeroom and be seated with needed materials by 8:35am. At NSCA we value people by valuing time. If your child is late, it hurts the child's ability to receive all that they need and it disrupts the learning environment for the other children. If a child is repeatedly late, they may be issued a discipline report. A personal contact with the parent will be made so that a pattern of consistent tardiness will not continue.

- **Personal Appearance Code**

In I Corinthians 6:19, we are told that the body given to us by God is indeed the "temple of the Holy Spirit," and that young or old, we are to be an example to others "in word, in conduct, in love, in spirit, in faith, and in purity" (I Timothy 4:12). The message we communicate to others about ourselves and about our Lord can be greatly affected by our dress.

*General Guidelines*

- Wear clothing that is comfortable for playing outside.
- Clothing must be modest, clean, neat, and properly worn.
- Avoid t-shirts that promote or advertise drugs, alcohol, tobacco, or anything not in keeping with Christian principles.
- Hair needs to be kept out of the eyes.
- Body piercing is not acceptable, except for pierced ears.
- Caps/hats should not be worn at all at NSCA.
- Hair may not be dyed or temporarily colored an unnatural color.
- Pants may not be embarrassingly low in the waistband.

*Girls*

- Skirts, skorts, dresses, and shorts must be of modest length and your finger tips must touch the hem when your hands are straight to your side.
- Blouses and shirts must not be low-cut or revealing. Pants and skirts should not be excessively tight. No see-through or sheer blouses or bare midriffs are permitted.
- Strapless outfits/spaghetti straps may not be worn. 3 finger width is acceptable.
- Appropriate undergarments must be worn and out of sight at all times.

### *Boys*

- Undergarments must not be visible.
- Shorts must be of modest length and your finger tips must touch the hem when your hands are straight to your side.

## **DISCIPLINE AND CONDUCT**

We seek to encourage and develop self-discipline in each student because it is a necessity in the maturing process and in character development. It is also necessary for the welfare of the learning environment at NSCA. It is impossible for learning to take place in a classroom unless control and good order are maintained.

### **Student Discipline and Conduct Policy**

#### **1 Conduct Expectations**

Students at NSCA are expected to conduct themselves at all times so as to bring honor and respect to Jesus Christ, themselves, their families, and to NSCA. Respect and obedience to faculty and staff are the foundation of disciplinary code. Faculty or staff members are expected to correct students at any time for misbehavior.

#### **2 Unacceptable Behavior**

- Disruption in Class
  - It is important that a safe and friendly learning environment is maintained in the class. Continual disruptions and distractions will not be allowed.
- Disrespect
  - Respect for authority is an important part of character development. Respect for other students is necessary for community relationships. Disrespectful speech and action will not be allowed.
- Disobedience
  - Obedience is a quality that is pleasing to God. Each child will be expected to respond appropriately to instructions given by the faculty and staff. Disobedience will not be allowed.
- Dishonesty
  - Honesty is the basis of trust within relationships. Lying and stealing violates this basic trust. Dishonesty will not be allowed.
- Destruction of Property
  - Damaging property, whether it's personal or school property, is violating the rights of others. If damage is done to property (even accidental), an appropriate restitution will be required and given to the owner of the property.

#### **• Elementary Student Conduct and Discipline Policy**

*Conduct Expectations:* Students at New Song Christian Academy are expected to conduct themselves at all times so as to bring honor and respect to Jesus Christ, themselves, their families, and their school. Respect and obedience to faculty and staff are the foundation of the disciplinary code. Faculty or staff members are expected to correct students at any time for misbehavior.

- **Consequences for Elementary School Unacceptable Behavior:**

- A. First offense

- Verbal correction/warning

- B. Second offense

- Yellow card issued with verbal correction

- C. Third offense

- Red card issued
    - Separation from group
    - Time out from recess
    - Discipline report will be written

- D. Fourth offense

- Red card issued
    - Discipline report will be written
    - Consequence issued
    - Student referred to Director
    - Parent Conference may be scheduled

- E. Continued offense

- See Middle School Continued offense

- **Middle School Consequences for Unacceptable Behavior**

- A. First offense

- Verbal correction/warning

- B. Second offense

- Discipline report will be written
    - Separation from group

- C. Third offense

- Teacher will call the parent
    - Discipline report will be written
    - Separated lunch
    - Student may be referred to the Director

- D. Fourth offense

- Teacher will refer the student to the Director who will call the parent
    - Discipline report will be written
    - Conference may be requested

- E. Continued offense

- If a pattern of unacceptable behavior continues, the parent and student will be required to have a conference with the Director and/or Associate Pastor of Education to create a plan of action for a change of behavior. The student will have two weeks to implement

this plan. If the student does not follow the plan, he/she will be suspended for two school days. He or she will be given an additional two weeks to show improvement. If the behavior does not change, the student will be asked to leave NSCA without being released from the tuition agreement. There are rare exceptions when an immediate dismissal may be implemented. It is important to the entire student body that a safe and Christ-like environment be maintained.

## **Student Honor Statement and Late Policy/Covenant of Integrity (Grades 6-8)**

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### **NSCA Honor Statement** Grades 6-8

Each Middle School student is asked to sign the following agreement upon admission into the program. The following commitments communicate the heart attitude and the behavior that we desire our students to develop and maintain.

- I commit to show respect to the faculty, staff, adult leaders and students at NSCA.
- I commit to walk with integrity in public and in private.
- I commit to be a diligent student to the best of my ability.
  - I will do all of the work assigned to me on time.
  - I will not take the words of someone else and claim they are mine.
  - I will take responsibility for my work, even when I've been absent.
- I commit to honor the facility, and I will repair or replace any damage I do to the property.
- I commit to have an open heart towards God and my leaders. I will value living in community by:
  - Participating fully in Chapel, Life Group and my classes
  - Attending and building community in a local Bible-based church.

I commit to honor the above values and I realize that if my conduct or character does not line up with the vision, purpose and values of New Song Christian Academy, I may be asked to withdraw from NSCA while finishing my financial agreement.

### **Late Policy and Covenant of Integrity (Grades 6-8)**

I understand the following late homework policy:

- It's my responsibility to get the notes and homework when I've been absent
- For each day I'm absent, I receive one extra day to complete my work
- If I miss 6 or more classes per quarter, I will receive an incomplete from my teacher.
- When my work is late, I understand that the following percentages will be taken off automatically before my teacher begins grading
  - 1 day: 10%
  - 2 days: 25%
  - 3 or more days: 50%
  - Not handed in by my teacher's cut off date: 100% but still due
- I will not expect my teacher to adjust my grade, because it was my responsibility to complete the work on time.

I understand the following things about homework and tests:

- I will read ALL pages assigned to me
- When I work on my homework I may ask my family or classmates for help but I will not copy off of someone's paper directly and I will not call classmates simply to get answers
- When writing papers, essays or preparing projects I will not take the words of someone else and claim them as mine. I will always quote the source of my information when needed. I will not cut and paste any portion of my paper from the internet without giving proper credit to the original author.
- When taking tests or quizzes at home I will not use my books or notes unless my teacher has told me directly that I may do so. I will not preview the test to see what I need to study. I will not have my family or classmates help me solve a test question. I will not look up information in order to go back and change my answers.
- If I make the choice to cheat in class or at home, I understand that I will:
  - Receive an automatic zero on the assignment or test
  - Write an apology letter to my teacher
  - Receive a discipline report
- If I choose to cheat twice this school year, I accept I will be suspended from school for one day

## Campus Policy

We are committed to keeping our campus and students safe.

- **School Hours**

Elementary classes are in session from 8:30 am until 2:30 pm.

Middle School classes are in session from 8:35 am until 2:30 pm (optional classes dismiss at 3:30 pm and 5:00 pm)

- **Arrival and Dismissal Procedures**

*Elementary*

- **Arrival:** Students may **NOT** arrive before 8:20 am, as they will not be supervised before this time. The doors will be unlocked at 8:20am. Families will not be allowed in the building before that time. Parents may drop their children off at the first entry of the Learning Center or park and escort them into the building.
- **Dismissal:** All students should be picked up at the door of their last class by an authorized escort at 2:30 pm. (If the parent has asked another adult to escort his or her child home, the office must be notified in writing or by phone, especially if the escort for a particular day is not the usual escort.) The students will be supervised in their homerooms until 2:45 pm, when all remaining students will go to a classroom designated as the late room. Late fees will be issued beginning at 2:45 pm. The charge will be \$5 every 15 minutes per car. Unpaid late pick-up fees will be added to the family's tuition balance. Once a child has been picked up by the authorized escort they **MUST** remain with the parent. Children are **NOT** allowed to roam freely, go to the playground or into the parking lot without their escort.

*Middle School:* Students should be picked up at 2:30 pm from the foyer by an authorized escort. **Your child will not be allowed to meet you in the parking lot.** Beginning at 2:45 pm, 3:45pm and 5:10pm late fees will be issued to students who have not yet been picked up. The fee schedule is \$5 every 15 minutes per car. Unpaid late pick-up fees will be added to tuition.

- **Parking Policy**

Please keep your children with you at all times in the parking lot. They are NOT allowed on the parking lot without their escort within arm's reach.

Please respect the traffic cones and traffic assistants. Our procedure keeps us moving as quickly and as safely as possible.

Parents are expected to follow the one-way circle when arriving and exiting campus. Please do not block the glass doors in front when parking. If you have parked in the middle, by the speed bump, when you leave please pull forward and go over the speed bump whenever possible. Do not use the Life Touch parking lot (located to the left of New Song) or the Sunbelt lot (located to the right of New Song). Do not cut through the Life Touch parking lot as a cut through from Mallory Lane. Please do not leave your keys in your ignition when you come in the facility. Do not leave children unattended in your vehicle while you come in to get your other children. The front doors will be locked during the day. Once arrival is complete or dismissal has begun they will be unlocked for you. If you come to NSCA during the middle of the day, please use the office door. Do not use the office door for morning arrival or for afternoon dismissal.

Campus speed limit: 5 mph

- **Weather Closure Procedures**

New Song Christian Academy **DOES NOT FOLLOW WILLIAMSON CO PUBLIC SCHOOLS FOR WEATHER CLOSURES**. We will announce closings on News Channels 4 and 5 and on our own weather information extension, 377-8037 x 265.

- **Cleaning Policy**

Every family member should participate in family chores. We believe that students will gain a higher level of respect for the NSCA facility when they help maintain it. We ask that students participate in the basic cleaning of the NSCA facility as needed.

- **Cell Phones and Electronics**

**Cell Phones:** Students are asked **not** to carry cell phones on campus. If they do have a phone they are not allowed to turn it on during the school day. Cell phone usage is limited to: before 8:30 am and after they're dismissed from their last class. If parents and students need to make contact during the day, please use the office line. If a student is caught with a cell phone that is on, it will be brought to the office for the parent to pick up at the end of the day and a discipline report will be issued.

**Electronics:** Students are not allowed to bring ipods, computers or video games. All electronics will be brought to the office for the parent to pick up at the end of the day and a discipline report will be issued. Students are not allowed to bring laptops unless it is for a class presentation.

- **No Wheels on Campus or extra items**

For the safety of all of our students, we are asking that your student not bring anything that could harm him or others. Please **DO NOT** bring skateboards, scooters, roller blades or shoes with wheels. We want everyone to be safe.

- **Lost and Found**

All extra items that a student brings to school must remain with the student all day. They will not be allowed to leave the above mentioned items with a teacher, in a classroom or in the office. This includes but is not limited to: overnight things, sports equipment, class projects for a different subject. When an item has been forgotten it is the student/parent's responsibility to return to campus for the item. Although we attempt to bring found items to the office, there is no guarantee a lost item will be retrieved. The lost and found will be sent to Goodwill on a monthly basis. Please label all of your child's belongings and check the lost and found (located in the black bench in the office) on a regular basis. Forgotten projects or class work will be thrown away after 48 hours.

- **Allergy Policy**

Please explain the extent of your child's allergies and what precautions need to be taken. Please do not provide a class snack (or food product for a class presentation) containing peanuts or peanut products. If the snack you provide does contain peanuts or peanut products please alert the teacher. If your child is allergic to peanuts or other things, please provide alternative snacks that the office can keep in the event of a class snack. Please label these alternative snacks with the child's first and last name and grade.

**Opportunities for Parent Involvement: Elementary parents can fill out a parent volunteer form and turn in to the office. Middle School parents can check in with the Middle School Director prior to each scheduled event.**

## **NEW SONG CHRISTIAN ACADEMY TUITION AGREEMENT**

New Song Christian Academy has a number of expenses of a continuing nature, such as faculty and administrative salaries, classroom and office supplies. In order to plan and maintain these services over the entire year, it is essential that NSCA's annual income from tuition and fees be assured.

1. **Pre-paid tuition is non-refundable** no matter the date your family withdraws from NSCA.
2. Students dropping after **August 1, but before October 13<sup>th</sup>** are responsible for the first semester's tuition (August through December).
3. Students dropping after **October 13<sup>th</sup>** are responsible for the full year's tuition (August through May).
4. **No reduction or refund of tuition or fees** (prepaid or due) can be allowed for the absence, withdrawal, or dismissal of a student.
5. Tuition is due by the **1<sup>st</sup> of each month** and is considered late on the 15<sup>th</sup>. A 10% late fee will be assessed to unpaid tuition on the 15<sup>th</sup>. Any breach of payments beyond 30 days may result in suspension of enrollment.
6. **Automatic Bank Draft is preferred** for monthly tuition payments. Drafts occur on/around the 5<sup>th</sup> of each month.
7. If any unpaid balance remains at the end of the school year, a student's final progress report and any other material will not be released until the balance is paid in full. The student will not be permitted to return to school the next year until arrangements to pay the unpaid balance have been approved by the Administration.