



**New Life Christian Academy
& Preparatory School
1420 Hoke Loop Road
Fayetteville, NC 28314
(910)868-9640**



Parents



Our Next Generation

Senior Administrator's Message

"But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus' I can do all things through Him who gives me strength."

Philippians 3:14, 4:13 (NIV)

Dear Parents,

The above verses embody the essence of my message to the New Life Family. Anything less than a concerted effort on our part to uphold the high standards of unity, dignity, love, and cohesiveness, upon which the purposes and mission of this school was founded and is now based would be unworthy of us. Let us continue the Lord's work.

American education was born in private schools (most of which were held in churches) and is, in reality, a parental responsibility. During the past few generations, this responsibility has been relinquished to the state. As a result, our public educational system has become secularized and materialistic in nature and in general is inconsistent with a biblical philosophy of life.

We have long had a vision of establishing a biblically based school to meet the educational and moral needs of our children and provide an environment that is safe and provides a spiritual academic atmosphere. Our dreams have led us to a program of learning based on technology; biblical philosophy; individually prescribed, self-instructional curriculum; and an advanced system of motivated learning. This educational program is designed to be cost efficient and to provide education at least equal, if not superior to, that of public education.

The goal of New Life is to give each student a solid educational foundation. As parents and educators, we pledge to teach the children in a Christian atmosphere, training them in God's Word. By using our innovative curriculum, our school allows parents to have more control over their children's education and extra-curricular activities, thus promoting the family unit. Our goal at all times is to lift up God and open our hearts and minds to allow us to hear, understand, and follow His Word. By doing these things, we are giving our children the tools that are needed to survive in a secular world.

We welcome you to our NLCA & Preparatory Family!

Dr. Allen S. McLauchlin

Chief Administrator's Message

Dear Parents,

Welcome to New Life Christian Academy & Preparatory School and to the rewarding experience your child will encounter as he/she enters the first steps of the education process. During the time your child is enrolled in our program, there will be many opportunities for the child and the family to participate in activities that will enrich their lives and advance their academic career. We believe that preparation for college and life after school begins early in the formative years.

Parent participation is a vital part of the New Life Christian Academy & Preparatory School curriculum and we encourage you to visit your child's class, volunteer your time to assist with the many activities and to reinforce at home the lessons they are taught in the classroom. You and your child are important to us, and we hope you will find that New Life Christian Academy & Preparatory School will play a vital role in your family's future.

Our doors are always open to parents; grandparents, and guardians; please take advantage and visit often.

Sincerely,

Norma T. McLauchlin
Founder, First Lady

NLCA&PS Early Education Center

“Who is the pupil? A child of God, not a tool of the state.

Who is the teacher? A guide, not a guard.

**Who is the principal? A master of teaching, not a master of
teachers.**

What is learning? A journey, not a destination.

**What is discovery? Questioning the answers, not answering the
questions.**

What is the process? Discovering ideas, not covering content.

What is the goal? Opened minds, not closed issues.

**What is the test? Being and becoming, not remembering and
reviewing.**

What is a school? Whatever we choose to make it.”

Dr. Lola J. May
Winnetka Public Schools, Evanston, IL

Introduction

This handbook provides pertinent information relative to the operation of New Life Christian Academy & Preparatory School. Please read it carefully. If you have questions concerning any item herein, please call the office for clarification (910-868-9640).

After having carefully read this handbook and reviewed it with your child, please sign the disclosure statement below and return it to our school office.

New Life Christian Academy & Preparatory School

Parent/Student Receipt

By signing on the lines below, we acknowledge that we have read and discussed the guidelines included in the parent/student handbook. Any questions that we had were presented for clarification and we clearly understand what is expected of us and what we can expect from the staff and administration of New Life Christian Academy & Preparatory School.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

**New Life Christian Academy & Preparatory School
Operating Hours**

Monday through Friday 7:45am – 2:30pm (Elementary)
8:00am – 3:00pm (Middle and High School)

Office is open from 8am-5pm, **Open until 6pm on the first of each month.**

Students who are not in before school care should arrive at school no later than 7:50am and no earlier than 7:30am. All students must be off the campus no later than 3:15pm, since there is no adult supervision after that time. Unless a student is enrolled in the after school program, there will be no exceptions. Students who are continually left after 3:15pm will be charged a fee assessed by the school.

Pre- School Before and After School Care

Monday through Friday

5:30am – 7:30am and 2:30pm – 6:15pm

We observe the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Good Friday/Spring Break
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Holiday
Christmas

All holiday dates are approximate and may change from year to year. You will be notified in writing prior to closing. During Spring Break (1 week) and Christmas Break (Christmas Eve, Christmas Day and day after) and (New Year's Eve & New Year's Day) all programs of NLCA &PS will be closed.

Telephone

Office- (910) 868-9640

Fax- (910) 868-3300

www.newlifebiblechurch.org

www.newlifechristianacademync.org

Christian Americanism

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love of God, flag, and country.

Christian Leadership Training

Students will meet in devotional periods every morning. Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions. On a regular basis, students will meet for chapel with Dr. McLauchlin to further develop their Christian principles for daily living.

Pledge of Allegiance to the American Flag

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.

Pledge of Allegiance to the Christian Flag

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

Pledge of Allegiance to the Bible

I pledge of 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 words in my heart that I might not sin against God.

Policies and Procedures

Mission Statement

Biblical Principles

One of the basic reasons why parents enroll their children in a private Christian school is to obtain an education that is founded in moral values. This program utilizes the biblically based School of Tomorrow P.A.C.E. and Alpha Omega's Life- Pac, A-Beka, Pearson-Prentice Hall Curriculums, which include scripture and references to God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and the curriculum continue to build the students' sense of responsibility and integrity.

Policy of Nondiscrimination

NLCA Alternate Education Program does not discriminate against any person on the basis of age, race, religion, color, political affiliation, national or ethnic origin, or handicap in its admissions policies, scholarship programs, educational and athletic programs, or other school-administered programs.

Privacy and Disclosure Policy

New Life Christian Academy & Preparatory School is committed to ensuring the privacy of your personal information. Personal information will be collected only to the extent necessary to comply with federal and state laws. When personal information is collected, the purpose of collection will be identified and it will be collected only with your knowledge and consent. NLCA will not use or disclose any of your personal information unless it is required by law.

Admissions Policy

Admission policies are consistent with the mission of the program. Admission is open to all persons who show the potential for elementary, middle or high school level work and have an earnest desire to finish school, who subscribe to the philosophy and purpose of New Life Christian Academy & Preparatory School, and who meet admissions requirements. Students of all races, creeds, religious affiliation, and national origins are welcome.

Admissions Requirements

Applicants may gain admission to the program by meeting the following requirements:

- (a) A completed application for admissions & registration fee.
- (b) A formal interview with the program administrator or instructor/teacher.
- (c) Transcript showing all credits completed prior to the date of admission.
- (d) A diagnostic test administered by New Life Christian Academy & Preparatory School (at the discretion of the administrative staff)

Admissions Procedures

Every candidate for admission must make a formal application to the business office of New Life Christian Academy & Preparatory School, 1420 Hoke Loop Road, Fayetteville, North Carolina 28314. Applications are available in the business office. This form must be completed and returned to the business office together with an application fee of \$50 which is non-refundable.

Check List

1. Request application material from the business office.
2. Request a transcript of middle school and high school courses be sent directly to the business office.
3. Send or return completed application and \$50 application fee to the business office.
4. Complete a diagnostic test in mathematics and English prior to admission in order to be placed in the appropriate classes.

Financial Information Statement

NEW LIFE CHRISTIAN ACADEMY & PREPARATORY SCHOOL (NLCA&PS) is an independent institution with an annual budget upon student tuition and gifts of friends for operation expenses. All true contributions are tax deductible. (Tuition payments are not deductible.) Attendance in a private school is a privilege, and that commitment involves expense. NLCA appreciates the fact that you desire for your child/children to continue their education with us.

To maintain a clear understanding, the following financial information is provided. Our tuition includes all school expenditures for each child. Once these fees are paid, the only additional fees that will be incurred throughout the year will be for field trips, or individual class projects. The tuition listed below is covered in full for approved NC Opportunity Scholarship recipients. Additional fees for projects, trips, or PE uniforms are the responsibility of each family. All approved NC scholarship recipients receiving the full scholarship amount—please note that this covers all tuition and books, however additional fees (transportation, PE uniforms, field trips, and additional supplies are the responsibility of each family).

Tuition According to Grade Level	1 st Month Fees	10 Pymts @	Six Months	Total Tuition
NLCA Tee Shirt \$15.00				
Lower School (3-4 Year Olds)	495.00	439.00	2772.00	5544.00
Elementary				
First Child	500.00	337.00	2442.50	4200.00
Second Child	500.00	300.00	1500.00	3880.00
Middle School				
First Child	500.00	337.00	2136.50	4200.00
Second Child	500.00	300.00	1944.00	3880.00
High School				
First Child	500.00	337.00	2136.50	4200.00
Second Child	500.00	300.00	1944.00	3880.00
Distance Learning	\$300.00	Per Month	+ Book Fees	
Graduation Fee /Senior Dues	\$150.00			

**PE Uniform Fee is \$25 and must be paid by the 1st of August

All fees are to be paid on one of three plans: (1) full payment in advance (2) half total payment due at the beginning and middle of the year) or (3) monthly for eleven months.

- (1) Full Payment in Advance. Entire payment must be paid by August 1st for the following school year.
- (2) Half Payment Plan. On half of the entire tuition is due on August 1st. The balance of tuition is due January 1st.
- (3) Monthly Payment Plan. Eleven equal payments begin August 1st and last payment ending June 1st. Payments must be made by the 1st of each month. These plans in no way release you from contractual tuition responsibilities if you dis-enroll your child from New Life Christian Academy and Preparatory School. These fees are prorated to allow you equal payments. Students may not be in school for the full month. Our fees are based on 180 days and not how many days students attend school monthly.

Refund Policy

A student who withdraws from the program after registration but before he/she has completed 60 percent of the period of enrollment is entitled to a credit of tuition based on the following formula: (Based on two weeks notices given).

The percentage of the period of enrollment completed =

The number of calendar days completed in the period as of the day the student withdrew / The number of calendar days in the period of enrollment

Percentage of the period of enrollment completed x institutional charges = Adjusted charges after withdrawal

Students who are dismissed for disciplinary reasons from the program, or who withdraw from the program after 60 percent of the term is completed will not receive a refund. All registration and testing fees are non-refundable.

There are also miscellaneous fees for field trips, special meals, school pictures, tee shirts, etc.

Discipline and Behavior Management Policy (Pre-School)

New Life Christian Academy believes that children, as well as everyone, need positive discipline. Discipline is the whole basis of society, and when it is weak, inconsistent, or lacking, everyone is in trouble. Discipline is guidance and encouragement used to help the child as he learns and grows. It helps him get along with others as well as develop self-control.

Young children need the freedom to evaluate, decide, create and explore; however, they are not experienced enough, or emotionally mature enough, to be in charge of themselves over long periods of time. Therefore, they need to accept an adult being in charge of them.

In addition, New Life Christian Academy has established rules regarding discipline that our program strictly adheres to in its operation.

Acceptable methods of discipline that may be utilized with our children in order to deal with and change unacceptable behavior include the following methods and procedures:

1. Preventive discipline is the key to success. The teacher shall be observant and alert in order to spot potential trouble areas and take appropriate action before problems arise.
2. The teachers shall set the example for good behavior by exhibiting courtesy, consideration, and caring for both children and adults.
3. Children and teachers shall jointly establish rules during the first few days of school and thereafter as needed.
4. Teachers shall go directly to an overexcited child, stoop down in order to have eye contact, speak kindly with authority, and give him some direction about what he should do next. Choices may be given if appropriate.
5. Children will not be allowed to **spit, hit, kick, scratch, bite or attack other children or teachers**. The teacher does not scold but firmly states that the behavior will be allowed, physically restraining the child if necessary. When the child has calmed down, the teacher talks to him about the incident.
6. When a child loses control and is in danger of hurting him or others, the teacher may use her hands, arms and/or body to hold the child.

7. A child may be removed to a separate room under direct supervision of a teacher until he has regained control and is ready to rejoin the group. This should be for a short period (3-5 minutes).
8. The procedure called "Time Out" maybe used when needed. This involves removing the child form the group and situation him in a designated area of the classroom within view of the teacher. The child sits or stands until he is able to rejoin the group and exhibit acceptable behavior. "Time Out should be for a limited period of time (3-5 minutes). If overused, "Time Out", becomes ineffective.
9. Children shall be told and helped to thoroughly understand why they are in "Time Out".
10. When the child rejoins the group, the staff will reassure him of their affection and look for opportunities to praise, encourage and reinforce acceptable behavior.
11. When possible, teachers will ignore unacceptable behavior or reinforce positive behavior.

Conduct of preschool, children that disrupts normal classroom activities on a frequent or extended basis may be indicative of physical or emotional problems. In these instances, the parents shall be contacted and together with Director, steps shall be taken to address the problem under the guidance of the Principal.

New Life Cares deeply about children and believes that the discipline policy and procedures of our program enhance the self-esteem of both children and staff. When a person feels good about himself/herself, most often, he will feel good about others and his world.

New Life Christian Academy
1420 Hoke Loop
Fayetteville NC 28314
910-868-9640
910-868-3300 Fax

www.newlifechristianacademync.org

Drs. Allen S. and Norma T. McLauchlin,
Senior Administrator/ Founders

Please read and sign our Discipline and Behavior Management Policy. A copy will be kept in your child's records.

(I understand that by signing this document I have read and understand fully the procedure of the Discipline and Behavior Management Policy).

Parents' Signature: _____

Behavior and Policies Regarding Student Safety/Conduct-K-12

The school uses various means of defining and clarifying the expected conduct of students. A system of academic and non-academic counseling is provided to prevent violation of regulations essential in the educational development of students.

The teachers and administration at NLCA & PS believe that an atmosphere of quiet and order is essential for learning to take place. All students are expected to contribute to such an atmosphere through appropriate behavior. This plan is applicable on the school premises, during any school activity, function, or event on or off school property.

We believe all children can learn when provided the appropriate teaching-learning school environment. A safe and orderly environment must be maintained to insure that all students attain their highest levels of achievement. Our school discipline policy affords every student the opportunity to manage his or her own behavior.

School wide rules are:

- a. Students raise their hands to speak.
- b. Students obtain permission to leave assigned work area.
- c. Students attend to assigned tasks.
- d. Students respect teachers, all school employees, as well as their peers.
- e. Students respect the building and school grounds.

To encourage students to follow the rules, we will reinforce appropriate behavior with:

- a. Recognition of good behavior and sharing praise.
- b. Certificates of accomplishments.

If a student chooses to break a school rule, the following shall be adhered to:

- | | |
|-----------------|---|
| 1st Infraction: | Warning |
| 2nd Infraction: | Loss of privilege |
| 3rd Infraction: | Parent contact, loss of privilege, additional assignments, in school suspension |
| 4th Infraction: | Suspension (rest of the day or out of school). |

As a student at NLCA & PS, students are expected at all times to show respect for order, morality, and the rights of others, and to exemplify in daily living a high sense of personal honor and integrity. The following offenses are considered extremely serious and may result in immediate expulsion (regardless of the student's age) from school as well as being reported to the proper local authorities:

- a. The public use of profanity and abusive language is prohibited.
- b. Alcoholic beverages, cigarettes or any illegal drugs are prohibited*.
- c. Verbal Altercations.*
- d. Assault on school personnel*.
- e. Sexual offense*.
- f. Weapons of any type on campus are prohibited*.

***The school principal will report to local law enforcement immediately.**

Teachers will review the policies with their students and provide the parents with a copy. Teachers will communicate frequently with parents to keep them abreast of their child's progress.

Please read and sign our Discipline and Behavior Management Policy. A copy will be kept in your child's records.

(I understand that by signing this document I have read and understand fully the procedure of the Discipline and Behavior Management Policy).

Parents' Signature: _____

School Appearance/Dress Code

New Life Christian Academy & Preparatory School takes pride in the appearance of its grounds, building and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students and faculty in maintaining attractive surroundings for the school activities. All students are called upon to do their part in observing common courtesy and in being mindful of all efforts made on their behalf.

School dress contributes to the school atmosphere. A clean, neat, and appropriately dressed student advertises the fact that he respects himself in a way designed to win respect from others. Students are earnestly advised to dress with good taste and in so doing contribute to the general pride of the school.

Males

Shirts – plain white, navy blue, or light blue polo or oxford style shirt

Slacks/Shorts – navy blue, black, or khaki

Shoes – casual black, brown, navy, or solid color shoes. Only solid color sneakers will be allowed. No open toed shoes or slides.

Socks – white, navy, khaki, tan

Sweaters – cardigan or pullover – navy, white, khaki, tan

**No visible logos outside of the school logo or school name.

Females

Shirts – plain white, navy blue, or light blue polo or oxford style top

Slacks/Shorts/Skirt/Jumper – navy blue, black, or khaki

Shoes – casual black, brown, navy or solid color shoes. Only solid color sneakers will be allowed. No open toed shoes or slides.

Sweaters – cardigan or pullover – navy, white, khaki tan

**No visible logos outside of the school logo or school name.

Guidelines

Hair neatly combed daily – grooming will not be allowed during the school day, i.e. braiding or unbraiding hair

Attire should be neat, clean, and in good repair

No open toed shoes

No sagging of clothes at any time

Shirt-tails should be worn tucked in at all times

Shorts and skirts must be two inches below hand

No facial jewelry or piercing other than earrings and should be deemed appropriate to coordinate with uniform.

No fight fitting clothing, leggings, tops, crop tops or other inappropriate attire shall be worn at anytime.

School Attendance

Class attendance is required at NLCA & PS. Each student is expected to review the schools attendance policy:

A written excuse signed by a parent or guardian stating the reason for the absence should be presented to the teacher when a student returns to school. The note should contain the date of the absence, the specific reason for the absence, and signature of the parent or guardian.

Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor. Any missed assignments are required to be made up prior to returning to school. Do keep in mind that excessive absences will inhibit the student's progress.

Students are considered tardy if they are not at their desk at the beginning of 8:00 am devotion. Students who are tardy should report to the school secretary for a tardy slip.

Four tardy constitutes one absence.

New Life Christian Academy & Preparatory School follows the North Carolina State guidelines governing school attendance. Copies of the state guidelines can be obtained from the North Carolina Division of Nonpublic Schools.

Check-In/Check-Out Procedures

Staff members shall not excuse any student from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval and knowledge of the principal or his designee. No student will be permitted to leave school early under any conditions without parents' or guardians' authorization and the principal or his designee's permission. Please observe the following procedures:

- a. Students who come to school after 8:00am must be checked in through the office by the individual bringing them to school.
- b. Students who leave during the school day must be checked out through the office by the person picking them up.
- c. Students must be picked up by a parent or guardian or bring written permission from parent or guardian if being picked up by someone else. This person must also be listed on the check out card completed by the parent of the child.
- d. Parents picking up students must report directly to the office and sign a check out card. Students will be called from class.
- e. Under no circumstances will a student be released from class without following the above check out procedures.

Before/After School Services

New Life provides before and after school care for students in grades K-5. Services begin at 5:30am and end at 6:00pm. A minimum fee is charged. Care includes a snack and homework assistance. Registration can be completed in the office. A fee is charged in five minute increments for care after 6:15pm.

Registration fee: \$25 per year

Program 1: Before School Care (5:30am -7:30am) \$30 per week

Program 2: After School Care (2:30pm -6:00pm) \$50 per week

Program 3: Before & After School Care (Program 1& 2) \$80 per week

Program 4: Enrolled NLCA Students (before and after school care) \$38 per week

Important Notice: After school care begins at 2:00pm and ends at 6:00pm. Grace period is from 6:01-6:15 at no charge. Late fee begin at 6:16, charges will be \$12 dollars per minute. Additional rules and information will be distributed at the time of sign-up in the office.

School Lunches

It is the responsibility of each parent to provide a healthy nutritious lunch for their child. New Life does provide for the use of a microwave and refrigerator for each class. Parents are asked to send healthy snacks for elementary students to eat during morning snack time. A vending drink machine is available. Students are not permitted to order food from outside delivery companies or have anyone other than a parent or family member bring food to campus during the school day. On site food options may be available and more information, menu, pricing and schedules will be sent home as they become available. Students eat lunch according to the following schedule:

Lower Level School - 11:00am

Elementary - 12:00am

Middle School - 11:30pm

High School - 11:30pm

School Closings

Parents are informed in advance of school closings that do not appear on the school calendar. In the event of an emergency closing during school hours, parents will be called. If school has to close due to inclement weather, please watch WRAL or WTVD television stations for closing schedules. A message will also be posted on the school website and a message will be left on the school answering machine.

Fire Drills

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, (a long sounding of the buzzer) everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in the classroom will give the students instructions.

Field Trips

Field trips involving walking or vehicular transportation will have a least two adults supervising the students at all times. Written advance notice will be given to all parents and a written record of dates, times and sponsored field trips will be maintained for one year. Parental signatures will be obtained for participating in any planned excursion or occasion. An attendance sheet of all participants will be left with the Principal. Field trip schedule of events and rules will be reviewed prior to each field trip.

Medication

Medicine cannot be administered to a child unless it is prescribed by a doctor. The school will only administer an over the counter medication when it is necessary and brought in by the parent with specific instructions. If your child needs to take medication during the school day, please observe the following instructions.

Bring the medicine to the office receptionist in a container with a prescription label and any special instructions. Please do not send any medication to school with your child. Need on file chronic illness or asthma. **A medication form and release of liability form must be signed by a parent before any medication is administered.**

The child will be excused from the classroom to report to the office when it is time to take the medicine.

Refrigeration is available for medicine.

Students requiring medication on a daily basis, for more than ten consecutive days, must have a physician complete the appropriate medical form that is to be filed in the school office.

When a physician prescribes medication for your child, ask if it is possible to administer before and after school and at bedtime, to avoid the above procedures for school administration of the medication.

Medical Emergencies

Students who develop conditions that require immediate emergency medical attention will be taken to Cape Fear Valley Medical Center Emergency Room by ambulance for evaluation. Every effort will be made to contact parents prior to this action. Permission slips authorizing the school to obtain emergency treatment is taken with the sick or injured person.

Students who develop a minor illness or injury while at school will be treated on site and monitored closely. An accident/incident report will be completed and filed in the school office. A copy will be kept in the students file and a copy given to the parent. Parents may be called to pick up the child so that they may receive further treatment from their physician.

Child Protection

New Life Christian Academy & Preparatory School administrators, staff and teachers are obligated to report to the local authorities any suspected cases of child abuse or neglect.

School Phones

School phones are not for student use except in the case of illness or an emergency. Students must acquire permission from their teacher prior to using the telephone. Parents, friends, and relatives are not to call students at school unless there is an emergency. Students will not be called to the telephone but messages will be delivered as necessary.

The use of personal cell phones is prohibited. Cell phones will be confiscated if used during class.

Student Drivers

High school students that drive to school must obtain permission by filling out a driving permit form. The office must have a copy of their driver's license, proof of insurance and current registration form.

Volunteer Opportunities/School Visitors

Volunteers are always appreciated in any capacity in which they can serve. Parents are asked to volunteer as often as possible. Parents are needed to assist students with reading, writing, math, and class projects. Parents are also need to serve as classroom monitors, help grade papers, answer the office telephone, and assist with some office duties. Please call the office if you are available to assist in any capacity. A volunteer roster will be kept in the school office.

All volunteers are required to have a Criminal Background Check.

Parents who wish to visit their child's classroom are encouraged to do so. Please notify your child's teacher of your planned visit prior to the day of visitation. Parents are asked not to initiate a conference with the teacher during school hours. Remember, appointments for conferences should be made for after school hours. Visiting parents should report to the office prior to going to the classroom. Students are not allowed to bring visitors to school during the school day.

Fund-raising

New Life Christian Academy & Preparatory School is an independent institution with an annual budget dependent upon student tuition and gifts from friends for operation expenses. We receive no state or federal money.

As a means of assisting with operating expenses the school will participate in fund-raisers throughout the year. We ask that parents take an active role and become involved in the fund-raising activities. Attendance in a private school is a privilege, and that commitment involves expenses. So that our tuition cost remains low, involvement on the part of the school as well as parents is a necessity. We appreciate the fact that you desire for your child to continue their education with us.

Parent Involvement and Progress Reports

New Life Christian Academy & Preparatory School staff and administration believe that the education of our students is the responsibility of three major parties; students, teachers, and parents. Parents play an integral role; therefore, teachers and parents can benefit the student by developing an open and honest line of communication. Parents are not only welcomed, but encouraged, to visit our classroom for participation in lessons and activities.

Conferences about individual student achievement must be scheduled with the teacher in advance so that attention and time can be devoted to addressing the need of the child. Unless an emergency arises, lessons and routines will not be disrupted for the discussion of individual student needs.

Outside the classroom, parents can enhance their child's education as well. Monitor homework completion, as well as review daily assignments. Daily assignment sheets are sent home for students in grades 1-8. These sheets contain daily class work assignments, test scores, test dates, homework assignments, and any concerns that need to be addressed that day. **Progress reports are sent home on a quarterly basis.**

The state of North Carolina requires that students in grades 3, 6, 9, and 11 take a National Standardized Test. New Life Christian Academy & Preparatory School administers the Stanford 10 and the Terra Nova Test. Parents are notified prior to test dates, and results from the test are mailed to parents.

Student Retention

The curriculums utilized by New Life Christian Academy & Preparatory School allow students to excel at their own ability level. Students are required to complete all material for their current grade level. Students move to the next grade level when this material is completed. This may mean that a student will advance earlier or later than the beginning or ending of the school year. Parents are informed of the student's progress throughout the school year.

General Academic Information

To carry out effectively the purpose and philosophy of New Life Christian Academy & Preparatory School, our academic program is organized under four graduation pathways:

Career Preparation
College Technical Preparation
College Preparation
Vocational Diploma

General Education

The general education program is designed to develop knowledge, understanding, skills and attitudes which should be the common possession of all educated persons in a free society.

General Objectives

The primary goal of NLCA is to provide students with a strong academic foundation. In order to achieve this goal, the program has established the following objectives:

1. To provide a stimulating-success oriented academic environment that will promote student retention.
2. To provide students core curriculums of course work in oral and written communication, the humanities, mathematics, and the natural and social sciences.
3. To help students develop adequate competencies in reading, writing, and mathematics.
4. To improve the students' abilities to analyze, synthesize, and evaluate intellectual ideas and principles.
5. To ensure that students are placed in appropriate courses and follow a specific course of study.
6. To provide strong academic support through tutorials and supplemental instruction.

A Beka Book: Pensacola Christian College Affiliate

The A Beka Book Program teaches basic reading skills using an intensive phonics approach. This is a phonics program, not just sight reading garnished with phonics. Students are taught to read with a systematic, step-by-step- reading plan based upon the sounds of each letter. This gives students a solid foundation for developing exceptional reading skills. The A Beka Book Program has always used an intensive phonics approach to reading and has been highly successful in training young readers nationwide for more than 50 years.

Pearson-Prentice Hall

Pearson is the world's leading PreK-12 educational publishing company, dedicated to working with educators to change the way America think by creating educational materials for learners of every age. This curriculum offers what it take to succeed at the students at every level how to prepare for the challenges they will face in the 21th century.

Pearson provides effective and innovative curriculum products in all available media, educational assessment and measurement for students and teachers, student information systems, and teacher professional development and certification programs Only Pearson Standards and provides the easiest possible transition.

Curriculum: Bauler, C. Life-Pac: *Alpha Omega Publications*. Chandler, AZ

Challenging students to demonstrate both spiritual and academic growth, LIFEPAC Gold is the foundation of Alpha Omega's Bible-centered school curriculum. Within each of the five core subjects - Bible, Language Arts, Mathematics, History, & Science - the curriculum is organized into convenient workbook/textbook "work text" units.

This full-color work text curriculum for students in grades K through 12 is based on the principle of mastery learning, in which students truly master the content and skills of one unit before progressing to the next. Different students learn at different speeds, so mastery learning ensures success by allowing each student to spend as much time as is needed in a particular subject area before moving on.

Students achieve mastery learning through LIFEPAC Gold's systematic review of learned concepts at three levels. First, each new concept or skill is reinforced within the LIFEPAC work text in which it is introduced. Second, concepts and skills are integrated across all five core subjects in the curriculum. And third, mastered material is treated as the building blocks of new material at the higher grade levels.

Many specific LIFEPAC Gold Curriculum activities and questions require students to go beyond simple objective recall, asking them instead to think analytically and draw conclusions that require a conceptual understanding of the material.

Their personal relationship with God and their personal responsibilities to family, church, and community are of primary concern.

These above listed curriculums were selected and are utilized because they line up with North Carolina's Standard Course of Study, and because biblical principles are intertwined in the curriculum.

General Education Requirements (High School)

English	4 credit hours
English I	1 credit*
English II	1 credit*
English III	1 credit*
English IV	1 credit*
Mathematics	4 credit hours
Algebra I	1 credit*
Geometry	1 credit*
Algebra II	1 credit*
Trigonometry	1 credit
Pre-Algebra/General/Tech Math	1 credit
Social Studies	4 credit hours
PEL (Political/Economic/Legal systems)	1 credit*
World History	1 credit*
United States History	1 credit*
World Geography	1 credit
African American Studies	1 credit
Science	4 credit hours
Earth Science	1 credit
Biology	1 credit*
Physical Science	1 credit*
Chemistry	1 credit
Physics	1 credit
Physical Education	1 credit hours
Foreign Language (2 yrs. of the same language)	2 credit hours*
Spanish I	1 credit
Spanish II	1 credit
Electives	

***Courses needed by students receiving a diploma, and meeting course requirements to attend a state college in North Carolina.**

All students graduating from NLCA must complete a minimum of 28 credits to receive a diploma.

Distance Learning

For students sixteen years old and above who do not feel that the classroom is for them, we have a distance learning program. The program will allow these students to attend class once a week for tutorials, and testing. Students will need to have a working knowledge of computers and internet usage.

Who are good candidates for distance learning?

- a. Students who are beyond traditional high school age but want to complete their education.
- b. Students who have left school previously but would like to return.
- c. Students with disabilities that may make sitting in a classroom uncomfortable.
- d. Students who have less than four credits remaining to graduate, but do not wish to remain in school for an entire year to complete those credits.
- e. Students who have been dismissed from public/private school for an extended period of time but would like to complete the current year's credits.
- f. Students, who have received certificates of attendance or completion from high school, but need a high school diploma for work or higher education purposes.

In order to utilize the distance learning program, students must have access to a computer with internet capability since some assignments and assistance can be obtained on-line. Distance Learning students must adhere to the school's dress code and conduct/safety policy.

Students must be present during required meeting times. In accordance with North Carolina guidelines, we will use this as a method of keeping an attendance record on each student.

Students are required to take test, complete assignments and log on-line when required for classroom discussions with other distance learning students and the instructor. Unless notified otherwise, students will take test weekly in the school's testing center. Distance learning requires that one be self-motivated and disciplined. Each student will determine how rapidly he or she completes the program.

General Academic Information

To carry out effectively the purpose and philosophy of New Life Christian Academy & Preparatory School, our academic program is organized under four graduation pathways:

Career Preparation
College Technical Preparation
College Preparation
Vocational Diploma

General Education

The general education program is designed to develop knowledge, understanding, skills and attitudes which should be the common possession of all educated persons in a free society.

General Objectives

The primary goal of NLCA is to provide students with a strong academic foundation. In order to achieve this goal, the program has established the following objectives:

1. To provide a stimulating-success oriented academic environment that will promote student retention.
2. To provide students core curriculums of course work in oral and written communication, the humanities, mathematics, and the natural and social sciences.
3. To help students develop adequate competencies in reading, writing, and mathematics.
4. To improve the students' abilities to analyze, synthesize, and evaluate intellectual ideas and principles.
5. To ensure that students are placed in appropriate courses and follow a specific course of study.

To provide strong academic support through tutorials and supplemental instruction

Accident Reports

An accident-incident report will be filed anytime a student sustains any type of injury or exhibits symptoms of illness. Unusual behavior will be documented in the appropriate log. Teachers will prepare the report being careful to note time, date, place and circumstance. First aid kits are located in each room to provide for minor emergency treatment. Accident/incident reports should be written as soon as possible following the situation.

“Not every child has an equal talent or an equal ability or equal motivation, but children have the equal right to develop their talent, their ability and their motivation”

President John F . Kennedy

Bibliography

Accelerated Christian Education. School of Tomorrow.
<http://www.schooloftomorrow.com/>.

Alpha Omega Publications. Author. <http://www.aop.com/>.

State Board of Education Department of Public Instruction.
<http://www.ncpublicschools.org/>.