



NEW GENERATION

CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK



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WELCOME TO NEW GENERATION CHRISTIAN ACADEMY

Dear Parents,

Welcome to New Generation Christian Academy where our Philosophy of Education is: ***Equipping students to change the world.*** Our goal is to shape your child physically, emotionally, and spiritually through academics, biblical principles, and social awareness, so they can contribute to and transform their community.

We trust this handbook will help you to better understand our Philosophy of Education and Christian education program. We encourage you to read our handbook with your children and discuss together our policies and programs so they can have a better understanding of the ways in which we serve your family.

Blessings to you and your generations,

HERNAN BARRERA, PhD ThD

Headmaster, NGCA



WHO WE ARE

BIBLICAL FOUNDATION

At NGCA education involves religious training based on biblical principles; children learn Christian character applied to everyday life situations, so that they may become all that Christ has intended:

“...and to know this love that surpasses knowledge—that you may be filled to the measure of all the fullness of God (Ephesians 3:19).”

We are thankful that you as parents are committed to providing your child a quality Christian education and are willing to make the sacrifices necessary to transform your child’s mind and heart (Rev. 3:20). We at New Generation Christian Academy promise to partner with you to give your child an affordable private education.

STATEMENT OF FAITH

There is one true God, eternally existing in three persons – Father, Son, and Holy Spirit, each of whom possesses equally all the attributes of Deity and the characteristics of personality. Jesus Christ is God, the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever.

He lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own.

Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all humankind under divine condemnation. Man's nature is corrupted, and he is thus unable to please God. Every man needs regeneration and renewal by the Holy Spirit.

The salvation of man is a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation, and thereby justified them in His sight.

It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any human merit but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written word.

The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells



them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith.

Every believer is called to live so in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God. Jesus Christ is the Head of the Church, His Body, which is composed of all men, living and dead, who have been joined to Him through saving faith.

God admonishes His people to assemble regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement. At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.

Jesus Christ will come again to the earth -- personally, visibly, and bodily -- to consummate history and the eternal plan of God. The Lord Jesus Christ commanded all believers to proclaim the Gospel throughout the world and to disciple men of every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

VISION STATEMENT

To form independent individuals through personalized and unique programs that will empower them to inspire others and transform their world through their lifestyle.

MISSION STATEMENT

To shape students physically, emotionally, and spiritually through academics, biblical principles, and social awareness, so they can contribute to the transformation of their communities.

CORE VALUES

These are NGCA's core values: **Godly Character, Integrity, Excellence, Educational Diligence, Innovation & Development.**

NON- DISCRIMINATION STATEMENT

NGCA welcomes families and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin, sex, marital status, disability, and age in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

GENERAL SCHOOL RULES



Reasonable rules have been established for safety and proper character development of all NGCA students. The teachers in each classroom review classroom rules as well as general school rules to insure proper understanding. Parents should review the rules with their children.

A list of specific rules may be obtained from your teacher.

ADMISSIONS AND ATTENDANCE

ADMISSIONS POLICIES

The admission process at New Generation Christian Academy is as follows:

- Schedule a meeting with the Admissions Department to learn more about our educational programs and student expectations.
- Fill-out online Application Request Form from our website (www.ngcacademy.us) and submit it with the Application fee.
- If eligible:
 - o The student will be scheduled to take the placement test
 - o The family and child will be scheduled for an interview with the Headmaster and Principal
- After testing, the Admissions Department will notify the family of acceptance and email the Registration package.
- Pay Enrollment fee, Network fee, and first month of tuition.
- Gather the following documents and submit hard copies of them to our office:
 - o Scholarship documentation
 - o original and copy of student's birth certificate
 - o report cards from previous school
 - o copy of the student's file from previous school
 - o two reference letters
 - o from Pastor or Sunday School teacher
 - o from the previous school
 - o current Florida Certification of Immunization **(form DH680)**
 - o current State of Florida School Entry Health Form **(form DH3040)**

Florida state law prohibits children from beginning school without updated records. Note: Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date. Children who transfer from another school must present a transfer or a report card



upon enrollment. The scholastic rating of the previous school will be honored, so long as the student demonstrates achievement that merits this and completes the testing process that supports it.

RE-ENROLLMENT POLICY

Re-enrollment takes place during the third quarter of each school year for the following school year. Families must submit re-enrollment paperwork with re-enrollment fees by the re-enrollment due date to secure placement for the following school year.

Because the Academy maintains high standards and expectations, re-enrollment in succeeding years is based on student achievement, Christian attitude, and parental support. New Generation Christian Academy reserves the right to refuse re-enrollment to students due to poor achievement, poor attitude or Christian conduct, lack of parental support, or the inability to pay tuition.

Re-enrollment fees are non-refundable.

TUITION PAYMENT POLICY

Specific information pertaining to registration, tuition, re-enrollment, and fees is established yearly and is included in the admissions and re-enrollment information, as outlined in the Enrollment Agreement. Tuition guidelines are as follows:

- An application fee, testing fee, and enrollment fee are paid at the time of student application. These fees are non-refundable.
- Re-enrollment fees for current students are non-refundable.
- Before the start of the school year or student enrollment, families are required to sign an Enrollment contract which demonstrates a family's consent to pay.
- Three tuition payment plans are available: annual, bi-annual, or monthly. NGCA accepts a wide variety of payment options including credit, debit, check, and Zelle transfer.
- The cost of extended care, uniforms, clubs, and field trips are not covered by the registration or tuition fees.
- Payments are due the 10th of every month. All payments received after the due date will incur a late fee. Payments made by the 10th of the month are payments for the current month's tuition (**ie: payments made by August 10th cover tuition for August 1-31**).
- If a student withdraws from NGCA, tuition will not be refunded for the current month, reflecting our "month started, month paid" policy. Tuition will be refunded for all months not started by the student (i.e.: If student withdraws anytime during the month of August, no tuition will be refunded for the month August. Tuition will be refunded beginning with September, the month after withdrawal).

FINANCIAL AID



Please request a meeting with the Chief Financial Officer to request financial aid. NGCA offers financial aid on a need only basis and granting is subjected to funds availability. Therefore, not all requests will be granted.

STUDENT RECORDS

New Generation Christian Academy adheres to the regulations in the 1974 Family Educational Rights and Privacy Act (FERPA). All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the student and parent (or legal guardian).

IMMUNIZATIONS & HEALTH RECORDS

Please send a copy of your child's current immunization record and annual physical to the office at the time of enrollment to be kept on file. All immunization records must be kept current. Please do not leave originals with the school but send only copies. The state may change its requirements from time to time; if this occurs, the school will adjust its screening policies to comply. If you have an immunization waiver, please make sure you send a copy to the office at the time of enrollment.

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at New Generation Christian Academy without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor. Physical exams are valid for two years. An emergency card, filled out at registration time, is also required of each student.

TRANSFER OR WITHDRAWAL

When a family transfers to another school, their account balance must be zero for New Generation Christian Academy to forward final transcripts to their next school.

ARRIVAL AND DISMISSAL

New Generation Christian Academy office hours are from 7:30 a.m. to 4:00 p.m. School begins promptly at 8:15 a.m. and ends at 2:00 p.m. You may drop your child off as early as 8:00 a.m. Teachers will be on duty at that time. Parents are asked to use the designated parent drop-off/pick-up areas for both arrival and dismissal each day.

At 2:05 p.m. students will go to their designated carpool area. They will be kept at the assembly until parents drive up. A teacher will be present all the time. Parent teacher meetings are not being held at this time.



Please be on time. Any student not picked up by 2:30 p.m. will be taken directly to Extended Care. Parents will then be required to pay a drop-in day care fee via Zelle before their child is dismissed and will need to come into the lunchroom to sign the student out. \$5.00 per half hour after 2:30.

Early pickup time is before 12:00 pm. Students that are been picked up after 12:30 pm will be required to pay a drop-in day care fee and will need to come into the lunchroom to sign the student out. \$5 per half hour after 12:30.

STAYING AFTER SCHOOL

From time to time, students may need to stay after school with a teacher as discipline or for tutorials. When this occurs, parents will be expected to come to the room at the time designated by the teacher. Students who are not picked up at the proper time will be taken to Extended Care and parents will be expected to pay the appropriate fee. Students are not permitted to return to the classroom after dismissal time without teacher permission. Parents are discouraged from bringing their children back later to pick up homework, books, or assignments. However, if it is necessary, parents must accompany their children to the classroom. Please encourage your child to be prepared at dismissal time with everything he needs to complete his homework assignments.

LEAVING CAMPUS DURING SCHOOL HOURS

Students are not to leave campus during school hours unless checked out by a parent. To check out your child, please go to the school office and sign him/her out. You will then get a pass that allows you to go to the classroom and pick up your child.

Note* Any student who walks or bikes home from school must have signed permission from a parent or guardian.

ATTENDANCE POLICY

A student is tardy if not seated and ready to learn by 8:15 a.m. Excessive tardiness causes undue hardship on everyone involved. The student will receive a warning slip for every six times tardiness occurs. Repeated tardiness may also result in other disciplinary action. Students should arrive by 8:00 a.m. to have time to prepare for class. An incident of tardiness is excused only if the student was late due to a doctor or dentist appointment and the student provides the teacher a note from the doctor upon returning to school. An excused tardiness is recorded for the permanent record but does not count toward the total for warning slips.

EXCUSED ABSENCES



Absences may be excused for reasons such as illness, religious observance, emergency doctor's visits, bereavement, or other necessary and justifiable absences approved by the principal. Please contact the attendance office for an absence to be excused, in advance of the absence if the absence is planned. Students with excused absences will have two class days to make up the work for the first day of absence and one additional class day for each subsequent day of absence.

UNEXCUSED ABSENCES

Any graded assignment missed or not turned in by the deadline due to unexcused absences will be treated as late (**see Late Work above**). Unexcused missing assignments not turned in by the end of the quarter grading period (9 weeks) will receive a zero. Tests or semester exams that are missed due to unexcused absences that occur at the end of a quarter or semester grading period can be made up after the end of the quarter grading period (9 weeks) for a maximum grade of 70.

Please contact the school office well in advance of any planned absences to assure that the absences will be excused.

MAKE-UP WORK

After an absence, 3rd through 12th grade students are responsible for checking with their teachers for any make-up work. These students have as many days to make up work as the number of days they were absent (**i.e., if a child is sick for two days, he has two days to make up his work**). We appreciate the support of our parents and guardians in helping our students achieve this goal.

A student should not be absent unless he/she is sick or there is an emergency. A student with repeated absences without good cause will be subject to disciplinary action. Perfect attendance awards are given at the end of the year. Any absence, including tardiness, leaving school early for doctor appointments or any other reason, disqualifies a student for a perfect attendance award. This is true whether such absence is approved, excused, or not.

DISCIPLINARY PROCESS

The Attendance disciplinary process will be as follows:

For tardiness: if a student is tardy, the parent must call the school office for the door to be opened and to sign a tardy slip. The student will give the tardy slip to his/her teacher to be able to stay in class for that day. 3 unexcused tardiness are equivalent to 1 unexcused absence.

Students will serve an after-school detention after every fifth tardy per quarter. Excessive tardiness (more than 10) will require a meeting with the administration, which could result in suspension from school. Continued tardiness after a suspension may lead to a student's dismissal from school.

For absences: if a student is absent, he/she needs to provide a written excuse either from the parent, or doctor if it was due to a doctor's appointment. It can be sent via e-mail to the registrar's



e-mail: registrar@ngcacademy.us. Excuses sent to other e-mails will not be considered valid. Three unexcused absences will result in a 1-day suspension with blocked access for the student.

Any absence that is required for travel from any of the students should be notified to the teacher. All students have the capability of connecting to the school's website to continue with their classes. All classes should be submitted by the end of the day so the teacher may check it the next school day.

LEAVING EARLY

Students leaving early must check out through the office. The office calls the student out of class when the parent arrives. Whenever possible, the school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session. Parents should seriously consider all the educational, social, and psychological pros and cons of habitually removing their children from school early. (Please see policies above for half day and full-day absences.)

ACADEMICS

GRADING POLICY

The grading policy holds students accountable while providing them with limited opportunities to recover from short-term failure, which is recognized by several studies as one of the factors for long-term student failure. The policy also recognizes that not all students learn at the same pace and emphasizes proficiency in knowledge and skills whether it takes place at the beginning to the end of a six-week grading period.

While the policy provides certain standards across grade levels, teachers will have the opportunity to develop the grading procedures for each subject, grade, or school, such as the grade penalty or reduction for work that is not completed or not completed on time.

STUDENT HONOR CODE

Plagiarism

Plagiarism is a serious violation of the Student Honor Code. The Honor Code prohibits plagiarism and defines it as follows:

Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:



1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

AI/ChatGPT Use Policy

Students may use AI-assisted tools (such as ChatGPT) as a *resource* for brainstorming, outlining, or gathering background information. However, all submitted work must be written in the student's own words and reflect their own understanding. Submitting AI-generated text as one's own work is not permitted.

The instructor reserves the right to evaluate any submission as potentially AI-generated. If an assignment is determined to rely primarily on AI-produced content, the student may be required to complete an alternative assessment (such as an oral presentation or in-class report) to demonstrate their mastery of the material.

GRADING SYSTEM

Kindergarten grades are reported as letter grades (A, B, C, D, F). Elementary, Middle, and High School grades are reported as number grades. Incomplete work will be reported with the letter I (incomplete).

STANDARD COURSES		HONORS COURSES	
GRADE	GRADE POINT VALUE	GRADE	GRADE POINT VALUE
A= 95-100	4.0	A = 95-100	4.5
A- = 90-94	3.67	A - = 90-94	4.17
B = 85-89	3.0	B = 85-89	3.5
B- = 80-88	2.67	B- 80-88	3.17
C = 75-79	2.0	C = 75-79	2.5
C- = 70-74	1.67	C- = 70-74	2.17
D = 65-69	1.0	D = 65-69	1.5
D- = 60-64	.67	D- = 60-64	1.17
F = 0-59	0	F = 0-59	0



MAJOR GRADES AND RETESTING

If students score below a 70% on a major grade, they will have an opportunity to retest or redo major grades for up to a 70%. Students must collaborate with the teacher to relearn the material or master the necessary skills before they retest or redo the assignment or test. Students must notify the teacher within one class of receiving a failing grade on a major assessment that they wish to retest (i.e., they must tell the teacher by the next class and begin making plans as to what they are required to do first and when the retest will be).

Students are limited to one retest per major assessment. All retests must take place prior to the end of the quarter grading period in which the major grade was assigned, except for major grades that originally are scheduled in the final week of the first or third quarter.

LATE WORK

For graded work turned in late, 10 points will be deducted from the assignment per school day. Work that is five or more class days late cannot receive higher than a 50. Required Saturday School attendance may be assigned for chronic late work. Late work will not be accepted for a grade after the end of the quarter. Assignments that are based on class participation or completion may not be accepted late.

CLASS WORK & HOMEWORK

At New Generation Christian Academy, we expect students to finish their schoolwork within the time provided for each subject. Students that do not complete their work in the class will have to complete it as homework. Completing each lesson is considered a very important part of the New Generation Christian Academy program and is necessary for the student to achieve critical skills. Every attempt is made to give students a lighter homework load each day. Our goal is to motivate parents to have quality time with their children in parks, museums, and others. That is why most of the work is done at school.

Homework assignments are mostly related to projects and to studying for tests and quizzes. The estimated time for these studies, according to grade level is the following:

- | | |
|---|---------------|
| • 1 st – 2 nd grade | 45-60 minutes |
| • 3 rd – 5 th grade | 35-50 minutes |
| • 6 th – 12 th grade` | 45-75 minutes |

These times are estimates and will vary from night to night, with the ability and diligence of the child and with the degree of parental oversight. We strongly encourage parents to supervise and keep track of their student's progress.



NOTE-TAKING

Students are required to take notes for every subject. Note-taking will be as follows:

- 3rd – 4th grades: Students will write down the lesson's vocabulary words.
- 5th – 6th grades: Students will write down vocabulary words and definitions.
- 7th – 8th grades: Students will write down vocabulary, definitions, & side notes.
- 9th – 12th grades: Students will write down the lesson's vocabulary, definitions, and a

CREDIT RECOVERY

If a student fails the fall semester exam and fails the entire semester, he or she may have an opportunity to collaborate with the individual teacher to demonstrate proficiency and to make up that credit for up to a 70 by completing a customized plan. This plan is arranged with the teacher to achieve necessary skills of the curriculum to retake the mid-term and pass the course. If, however, the student fails the entire course for the year, the student will be responsible for obtaining the credit through summer school at their local campus or doing some form of an online class through an approved institution. Parents will have to collaborate with the principal of the secondary school to be sure that necessary steps are taken to earn credit for the course.

REPORTING TO PARENTS

Kindergarten through twelve graders will receive a progress report at the end of the first four weeks. At the end of each nine-week reporting period, children will be given a report card. The parents or teacher may request a conference at any given time. Please keep in close communication with your teachers. Scheduled conferences begin the first week of October. Report cards and all other student records will be withheld if tuition or other charges and fees are not current.

HONOR ROLL

New Generation Christian Academy has established three honor roll categories. For Elementary and Middle School:

- A Honor Roll
- AB Honor Roll
- B Honor Roll

For High School, a grade point average of 3.750 or higher is considered as Highest Honors, those with a 3.5-3.749 GPA as High Honors, and those with a 3.250-3.499 GPA as Honors.

CURRICULUM SCOPE & SEQUENCE



NGCA uses LIFEPAK curriculum for Kindergarten, 1st and 2nd grades, and IGNITIA curriculum for 3rd to 12th grades.

Each LIFEPAK subject is divided into small worktext units and integrated lesson plans that allows teachers to tutor, grade, and encourage students. Created by Christian educators, this curriculum teaches strong Christian values while promoting academic excellence. Biblical content promotes a Christian worldview and encourages students to apply critical thinking.

With a wide variety of features, Ignitia supports academic achievement among diverse learners, while equipping teachers with practical instructional support tools of their own.

With Ignitia, it's easy for Christian school administrators to set up and link a parent profile to a student's Ignitia account, allowing parents to view student grades, lesson plans, and academic progress.

For more information on these curriculums click the links below:

<https://youtu.be/hgk4WfXMTqA>

https://glnmedia.s3.amazonaws.com/pdf/products/scope_and_sequence/lifepac_ss.pdf

<https://www.aopschools.com/ignitia>

ELECTIVES

There is a wide range of electives for the different grade levels. From practical courses including business computer information systems and physical fitness to college preparatory courses such as trigonometry and world languages, students can fill out their schedules with courses that appeal to them and meet the needs they require for their future. Some electives are geared toward students with specific needs such as advanced U.S. History, advanced Calculus, and GED preparatory courses in core subject areas. Others focus on Fine Arts, including Digital Arts, Music Appreciation, and Music Theory, giving a good start to students who want to pursue a career in these areas.

For more information on the elective courses of our program, including AP electives, foreign languages, career explorations, and business technology click the following link:

https://www.aopschools.com/documents/Ignitia-Course-List_Update_73120.pdf

DUAL ENROLLMENT

New Generation Christian Academy has dual enrollment agreements with Dallas Baptist University and Oral Roberts University for those students who receive approval from the Academic Dean and the applicable Department Chairperson. Dual enrollment is available to Juniors and Seniors who maintain an exemplary GPA and demonstrate high academic aptitude. All dual enrollment coursework is considered independent study and is not directly supervised by school personnel. Students are responsible for the per credit hour cost of dual enrollment. Students may apply for



dual enrollment with the Academic Dean during course request time. Dual enrollment cannot impede graduation requirements for New Generation Christian Academy, nor can a student have dual enrollment affect more than two class periods.

- Junior and Seniors students who receive approval from the Academic Dean may accept to two dual enrollment classes at a time.
- All math courses will be awarded the equivalent of 1 credit on the high school transcript.
- Classes will appear on a student's transcript.
- Only classes replacing a New Christian Generation Academy requirement will impact the cumulative GPA.

STANDARDIZED TESTING

Each year, per our accreditation standards, standardized achievement tests are administered to the students in grades Kindergarten through 12th grade. These tests compare our students with national averages using percentiles and grade placement equivalents. These standardized, or high stakes, tests provide our school with information about student achievement. They can also determine whether students are promoted to the next grade level.

NGCA administers the Language, Math, and Reading Measures of Academic Progress (MAP) Standardized test, a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth.

High School students are encouraged to take the Scholastic Aptitude Test (SAT) on 10th, 11th, and 12th grades. NGCA curriculum also includes an ACT Test Prep course to help students prepare and experience state testing first-hand.

HIGH SCHOOL GRADUATION REQUIREMENTS

A student who meets the following requirements will be awarded a standard High School diploma in a form prescribed by the State Board of Education:

- 24 credits required – successfully completed as follows:
- 4 credits in English Language Arts (ELA). The four credits must be in ELA I, II, III, and IV. A student must pass the statewide, standardized grade 10 Reading assessment or, when implemented, the grade 10 ELA assessment, or earn a concordant score, to earn a standard high school diploma.
- 4 credits in Mathematics – A student must earn one credit in Algebra I and one credit in Geometry.
- 3 credits in Science. Two of the three required credits must have a laboratory component. A student must earn one credit in Biology I and two credits in equally rigorous courses.



- 3 credits in Social Studies. A student must earn one credit in American History; one credit in World History; one credit in Government and Economics.
- 1 credit in fine or performing arts, speech and debate, or practical arts.
- 1 credit in Physical Education.
- 8 credits in electives.
- 1 online course requirement.
- Student's performance on a locally administered assessment, statewide assessment, or statewide, standardized assessment.
- Student's grade point average – the student must earn a cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
- Student's attendance and conduct record.
- 75 hours of community service.
- Recommendations from one or more of the student's teachers
- Recommendation from the school's counselor

STUDENTS WITH DISABILITIES

A parent of the student with a disability shall declare an intent for the student to graduate from High School with either a standard High School diploma or a Certificate of Completion. A student with a disability who does not satisfy the standard High School diploma requirements shall be awarded a Certificate of Completion.

VALEDICTORIAN & SALUTATORIAN

The Valedictorian for each graduating class of NGCA shall be determined based on class rank. The student who is ranked first in the class based upon the weighted cumulative grade point average after the seventh semester is declared the class Valedictorian. The Salutatorian for each graduating class of NGCA shall be determined based on class rank. The student who is ranked second in the class based upon the weighted cumulative grade point average after the seventh semester is declared the class Salutatorian.

COMPUTER & INTERNET POLICIES

COMPUTER & INTERNET USE

New Generation Christian Academy provides internet access for student to use in class. We believe the internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by



facilitating resource sharing, innovation, and communication. New Generation Christian Academy assumes no responsibility for loss, theft, or damage to privately owned computer equipment including memory sticks or other memory devices. Use of lap-top computers is strictly prohibited outside of the classroom setting. Students using laptops with wireless capabilities for on-line classes will need to have their connections secured with the Academic Dean. Once the connection has been secured, only the owner may use the laptop for internet connections.

ACCEPTABLE USE

The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of NGCA. This will limit student access to Instant Messengers, You-Tube, or popular chat rooms such as but not limited to Snapchat or Facebook on school premises. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. **(Each student who receives an account will be part of a discussion with a New Generation Christian Academy faculty member pertaining to the proper use of the Internet.)** The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of New Generation Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

NETWORK ETIQUETTE

You are expected to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (**email**) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities or in conflict with New Generation Christian Academy policies and philosophies will be reported to the administration and authorities.
- Do not use the network in such a way that you would disrupt the use of the network by others.



- All communications and information accessible via the network should be assumed to be private property.

DISCLAIMER

New Generation Christian Academy makes no warranties of any kind, whether expressed or implied, from the service it is providing. New Generation Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. New Generation Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your school coordinator. Do not demonstrate the problem to other users or use another individual's account. Attempts to log on to the Internet as anyone but you will result in suspension.

VANDALISM

Vandalism may result in cancellation of privileges and disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

STUDENTS EXPECTATIONS & DISCIPLINE

DISCIPLINE POLICY

Students are expected to conform to each teacher's classroom customs and regulations as well as the school rules and procedures. Misconduct of minor significance will be handled at the discretion of the individual teacher. Discipline is our way of teaching children to make proper choices.



Discipline, then, is viewed not as punishment, but loving correction. No form of physical, corporal, or emotionally abusive disciplinary measures are used at any time and parents are immediately notified. Principals reserve the right to personally handle the discipline of any child at any time they deem appropriate. If a problem persists without parental cooperation or is a negative influence upon the other students or upon the school, the school reserves the right to temporarily suspend or to permanently expel the offending student.

CONDUCT CODE

To assure the right of each student to receive a quality education which best brings glory to God, we have established a code of conduct for the students at NGCA.

The first principle that the students need to learn in **obedience**. This involves:

- o Doing what one is told
- o Doing it when one is told

The second principle is **respect**. This is fundamental to having a good relationship with people. It starts in the home with attitudes towards parents and siblings. These same attitudes carry over into school. At NGCA, **we will not tolerate disrespect of any kind, including public criticism**. If an administrative decision is made, it is final, and the issue needs to be dropped.

The third principle is **responsibility**. This is when a person is given things to do and has developed the self-discipline to get the job done.

MISCONDUCT OF A SERIOUS NATURE

Discipline is administered for the following unacceptable behaviors and may lead to detention, suspension, confiscation of material, or other disciplinary action which remain a part of the student's permanent record. Thus, at the discretion of the authority in charge, either a warning or a behavior report may be given at any time, even for similar infractions. These may be administered by the homeroom teacher or by the Principal. The parent's cooperation is deemed imperative and necessary. Only three warning slips are allowed in a student's permanent record. Behavior reports become mandatory thereafter. Upon receiving the third behavior report, a student is automatically expelled from school.

The following are unacceptable behaviors in any grade:

- Being disrespectful, rude, or disobedient to school personnel
- Using inappropriate, vulgar, or obscene language
- Fighting or purposely provoking others to the point of anger
- Slandering
- Ridiculing or humiliating others
- Bragging about participation in sin
- Stealing or possessing items not belonging to you
- Violation of dress code
- Failing to complete assigned school work
- Tardiness (**5 or more per quarter**)
- Cheating on tests or homework
- Harassment of fellow



students • Vandalizing or defacing school property **(parents will be financially liable)** • Leaving class or school without permission • Skipping class without permission • Attitude and examples which are detrimental to the welfare of other students • No gambling, selling, or trading of items • Lewdness or pornography • False pulling of fire alarms **(fee may be incurred)** • Possession of water pistols, toy guns, knives, blades, radios, electronic games, iPads, cell phones, Fitbit watches, smart watches, or any other electronic equipment, or possession of illicit substances **(Cell phones brought to school must be turned in to the front desk or given to the teacher for safe keeping at the beginning of the day.)**

PROHIBITED ITEMS

The following items are not permitted at school:

- Baseball caps or any head covering
- trading cards
- knives or any other weapons
- sunglasses **(except to be worn outside)**
- toys
- calculators **(except for Algebra I or higher students)**
- electronic equipment of any kind **(i.e., flashlights, radios, MP3 players or cell phones.);** wristwatches with alarms
- any items deemed by teachers to be a distraction in the classroom
- magazines
- suitcases or briefcases
- anything with inappropriate slogans or pictures
- pullover jackets, non-uniform sweatshirts, or non-uniform sweaters

OFF LIMITS TO STUDENTS

The following areas are off limits to students unless they have a teacher's permission:

- computer room
- offices
- kitchen
- teacher's desks or files
- storage rooms
- cabinets
- the church sanctuary beyond the door
- science lab or closet
- copy room
- light switches
- janitor closet



DRUGS, ALCOHOL & TOBACCO

New Generation Christian Academy is a drug free zone; therefore, drugs, alcohol and tobacco are not permitted in the buildings or on the grounds at any time. Students from High school will sign a drug test form at the beginning of the school year. Student randomly selected for testing twice a year and will be at parent's expense.

The use or possession of alcohol, tobacco, or any illegal controlled substance is forbidden. It is a violation of laws in the state of Florida. NGCA is committed to provide a safe environment for the students. Therefore, any student in possession of using, selling, or trading a controlled substance or having any trace of a controlled substance in their system may be subject to disciplinary action, including expulsion.

For purposes of this policy, controlled substances include, but are not limited to: drugs, hallucinogens, alcoholic beverages of any kind, mood altering substances, any substance which prevents the detection of drugs in a person's system, drug-related or vaping paraphernalia, or prescription drugs. Students may be randomly tested for illegal drugs at any time during the year and parents/guardians are responsible for the conduct and behavior of their student.

All students and parents shall agree to abide by and cooperate in the enforcement of this policy, without exception, as a condition of enrolling and continuing as a student in good standing. Refusal to comply may result in denial of admission or expulsion from New Generation Christian Academy. The administration shall be the ultimate judge of all cases dealing with the enforcement, compliance, cooperation, and implementation, or any other aspect of this policy, and their decisions shall be final.

Prescription drugs may be excluded from this policy when prescribed by a licensed physician, provided that the use of such drugs does not impair the student from carrying out his or her school duties. Prior approval must be obtained from the Administration. However, the abuse of prescription drugs will not be tolerated. Students taking prescription drugs must report their use to the Administration by way of a written prescription before submitting to any testing. This information will be held confidential.

If a student tests positive, the administration will:

- suspend the student.
- notify and schedule a meeting with the student and his or her parents. The administration shall review with them the positive findings and explain the prescribed penalties.
- require the student to enter and successfully complete a drug education program approved by the school.
- require the student to meet regularly with his school counselor who will monitor the student's treatment progress.



- require the student to submit to mandatory drug screening. The parent(s)/guardian(s) agree to pay the cost of all testing, treatment, support groups, and outside counseling.

The above penalties shall be in effect for one year. A student who tests positive for a second time may be expelled. Failure to comply with any of the above may result in dismissal. Compliance with the above will not guarantee continued enrollment at New Generation Christian Academy.

Any student who sells drugs or is discovered in possession of a drug on campus or a school-related event will be immediately expelled.

CONDUCT WHEN REPRESENTING NEW GENERATION CHRISTIAN ACADEMY

The following guidelines apply before, during, and after school hours:

- Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use of alcohol, narcotics, and other dangerous drugs **(including possession)**, viewing or possession of pornography are unacceptable behaviors while enrolled as a student at NGCA. Consequences may result in expulsion.
- Acts of intimidation or threat by a student toward a teacher or staff member or another NGCA student will not be tolerated on or off school property.
- Criticism of the school or its staff will not be tolerated.
- Garbage receptacles, not the ground or floor, shall be used for disposing litter.
- **CHEWING GUM** is always prohibited while on campus.
- Electronic devices such as cell phones, pagers, beepers, iPods, MP3 players, and radios will not be used during school hours.

CONDUCT IN THE CLASSROOM

General guidelines for classroom discipline have been established for purposes of control; however, individual teachers may have specific guidelines which must also be followed.

The following is a list of school-wide guidelines:

- Students will be in their seats when the tardy bell rings, otherwise they will be considered tardy.
- Students may talk only with permission from the teacher. Students may get permission by raising their hand and waiting for the teacher to call on them.
- Students are to remain in their seats unless given permission by the teacher.
- Students should sit facing forward, with their feet in front of them and not in the aisle.
- Students are to have paper, pen or pencil, and books to be considered prepared for class.



- Students may write on whiteboards or overhead projectors only with permission of the teacher.
- Any student out of class should have a Hall Pass.
- There is to be no horseplay or throwing of any objects anywhere on campus.
- Students are to try to keep halls, classrooms, and restrooms neat.
- Students should treat God's property and other people's property with respect.

BOY-GIRL RELATIONSHIP & PUBLIC DISPLAY OF AFFECTION

The Bible is very explicit as to proper relationships between the two sexes before marriage. Wholesome boy/girl relationships are natural. However, it is the opinion of the administration that school-age young people are not ready for intimate relationships. Students are expected to demonstrate good Christian character when showing affection to their peers, classmates, and members of the opposite sex. No kissing of any kind will be allowed between students; students who greet each other with a kiss will be suspended. Proper behavior while at any school function is to be expected by dating students. If the administration becomes aware of any immoral act, the students involved may be expelled.

BULLYING

NGCA has a zero-tolerance policy for bullying. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social network sites). This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours;
 - On any vehicle used as part of any school activity; or
 - During any school function, extracurricular activity or other school-sponsored event or activity.
- Reporting Complaints: Elementary Handbook 23
- Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the administration. Disciplinary Action:
 - Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, or notification to the appropriate authorities. This disciplinary action



may be unique to the individual incident and may vary in method and severity based on the discretion of the administration. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

STUDENT CARE & SAFETY

COUNSELING

In today's changing society, children benefit from extra guidance during their formative years. To help them cope with the issues associated with growing up, divine savior academy offers a developmental counseling program. These services focus on the needs of students from a Christian perspective, addressing the typical concerns, questions, and choices they face today. They will learn about interpersonal skills, relationships, and problem solving. The program is designed to enhance spiritual, personal, social, and academic growth. While the primary goal is to help students learn more effectively and efficiently, an added benefit is that it will make school life more satisfying and rewarding. The school counselor makes at minimum one visit per month to each homeroom in kindergarten– 8th grade. NGCA administrators, counselors, and teachers work together with parents as a team to identify student needs and provide a positive, personalized learning environment.

SNACK & LUNCH

Students will have a snack break during the day. Parents are encouraged to send healthy snacks for their children. All students should bring their snacks in their proper lunchboxes. At this time, juices or snacks will not be available to purchase at the school.

Only water is allowed in the classrooms during teaching hours.

The school won't provide lunch for students; therefore, every student must bring their own lunch. Students are not allowed the use of microwave ovens, and staff and teachers are not allowed to heat or warm up meals for students. Students may bring warm lunches to school in canteens. The school encourages parents to provide healthy lunches.

MEDICAL CONDITIONS

If there are any medical conditions which restrict a student's activity in P.E. classes or sports in general, instructions in writing signed by the parent must be furnished to the teacher or the office at the beginning of the school year or as soon as medical condition is diagnosed.

MEDICATIONS & EMERGENCY TREATMENT



Please complete and return the Medication Permission Slip/ Consent for Emergency Treatment form to let us know what you would allow school staff members to administer to your child. Students are not allowed to carry medications, so parents must give prescription items or over the counter drugs directly to a teacher. All medications brought by parents for their children must:

- Be in the original container
- Be labeled with the child's name
- Include directions to administer the medication
- Not be expired

Written parental permission is required to administer any medication to your child. We cannot be responsible for medications that your child takes without the knowledge of the teacher.

INJURIES AND EMERGENCIES

If a student is injured or has an accident at school, the school will administer first aid. Emergency medical services (911) will be activated if the situation warrants, and the parents will be notified.

ILLNESS

A child must not be brought to school if one of the following exists:

- The child has a fever or has had a fever in the past 24 hours.
- The child has symptoms and signs of possible severe illness [such as lethargy, uncontrolled breathing, diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, wheezing or untreated persistent cough].
- The child has lice or nits whether active or not.
- The child has been diagnosed with a communicable disease; a medical evaluation must then determine that the child is no longer contagious and is able to participate in the school's activities.

Note* Please advise the school if your child has a serious infectious disease or lice or nits (cases for which the other parents need to be informed).

UNIFORM POLICIES

DRESS CODE

The dress code policy is written to encourage modesty, school spirit, and dedication to academics. Parents must help their children to dress responsibly. At this point, school uniforms are not



required. All clothing, nevertheless, must be modest, clean, well-fitting—neither too baggy nor too tight—and in good repair. The “3 B’s” rule should be followed: No boobs, no butts, no bellies. Oversized or undersized clothing is not permitted. Students are not permitted to wear clothes with autographs or other writing on them. Tattoos and body piercings are not permitted. Students must comply with the dress code at all school functions. Only school hoodies are accepted.

HAIR

Male students must wear haircuts that are reasonable and conservative, and older boys must be always clean-shaven. Hair must be kept in an orderly manner above the shirt collar and no longer than the top of the eyebrows; tops of ears must be highly visible. Female students may wear their hair in any reasonable style if it is cut back or pinned no longer than the top of the eyebrows. No bleached or dyed hair is allowed.

JEWELRY AND MAKE-UP

Students may wear simple wristwatches without alarms. Only one simple ring on each hand may be worn. Male students are not allowed to wear necklaces, earrings, chains, or bracelets. Female students may wear jewelry that is tasteful and simple; they may have pierced earlobes only and may wear only one earring in each earlobe. No jewelry may be attached to clothing. For safety purposes, students may not wear jewelry, including watches, to P. E. class. Older girls may wear make-up that is simple and tasteful. Make-up may be applied only at home.

BACKPACKS

See-through backpacks may be at some point required for the school. Backpacks with or without wheels are acceptable, but no suitcases are allowed.

SCHOOL SHIRT

Students are required to use the NGCA approved school polo shirt, beginning on the first day of school. For P.E. students are required to wear the approved NGCA athletic jersey with approved P.E. shorts.

MONOGRAMS/LOGOS

Monograms are encouraged but optional. Below is a complete list of monogram options:



- Sweaters may be monogrammed with either three initials or the child's first or last name and only in style 6 script in the color desert khaki. Sweaters may not have logos.
- Polo shirts may be monogrammed with the NGCA School logo in gold for dark colored shirts and blue for light-colored shirts. Shirts may not have names or initials.
- Monograms and logos must be from NGCA.

DRESSES & SKIRTS

Girls are allowed to wear skorts with their school polo shirt. When wearing skirts, they must wear bike shorts or tights underneath. Closed-toe shoes must be always worn.

OUTERWEAR

Only official uniform sweaters may be worn as outerwear in the buildings. Students may wear heavier jackets or coats outside in winter and raincoats in summer. However, no sweatshirts, no pullover jackets, and no non-uniform sweaters may be worn. Students must be prepared with uniform sweaters the first day of school as some classrooms are cool even in the summer.

SHOES

Closed-toe shoes must be always worn. Students may wear athletic shoes with normal soles (no platform soles allowed), and approved leather shoes. Athletic shoes may be worn with shorts or pants only and must be worn for P.E. All athletic shoes worn at school must be well-fitting and not subject to coming loose when students are running, walking, or playing. Leather shoes may be worn with any uniform (**except P.E.**). No flip-flops or open sandals are allowed.

SPIRIT WEEK DRESS CODE

For “**spirit week**” or “**spirit day**” students are allowed to dress out of the normal dress code following the daily theme. During jean day students are allowed to wear jeans with no rips, holes, or tears.

DRESS CODE INFRACTIONS

When a student is not in compliance with the dress code, he/she will be required to comply immediately. If this is not possible, a note will be sent home explaining the infraction.

Subsequent violations will result in a call to the parent who will have to bring proper clothing to the school immediately. Where the first infraction is a flagrant violation in the teacher's view, parents will be called that day to bring the proper clothing immediately. Parental support and cooperation are necessary for dress code conformity. Students in violation of dress code will receive a uniform slip. Three violations of NGCA dress code will result in after-school detention.



PARENTS

MESSAGES

If you need to leave a message or speak with your child's teacher about a non-emergency, please call the office (754-232-6907). You are welcome to leave text or voice messages via SMS or WhatsApp.

PARENT REQUIREMENTS

Parents/legal guardians are required to volunteer for a minimum of 5 hours during the school year. Volunteer activities will be coordinated by the Public Relations Director in conjunction with the teachers. Volunteers must register with the secretary at the school's office upon entering the school campus.

PARENT ORIENTATION

A mandatory parent orientation for all families new to New Generation Christian Academy will be held the previous Monday before the starting school day at 6:00 p.m. Students are encouraged to attend to get acquainted with their teachers and classroom accommodations. Families are asked to bring the student's supplies on this evening. The School Principal will hold a 30-minute presentation on the school's policies and procedures including student and parent requirements, discipline, and uniforms.

CARPOOL

Parents/legal guardians are required to fill out a pick-up authorization form for their child. Therefore, any changes to this list will need to be communicated via written notice. Carpool changes should be notified via email to registrar@ngcacademy.us.

PARKING

For traffic flow and safety, we ask that parents adhere to the following procedures:

- Be considerate of others and park all the way into the parking space, making sure that your vehicle occupies only one (1) space.



- Do not honk. It is rude to other drivers, and sensitive students get affected by loud noises.
- Drivers must never leave their vehicles in the driveway or in front of the doors unattended.
- Do not pick-up your child in the middle of the street or driveway. You are putting your child at risk.
- Do not park in any handicapped spaces unless you have a disabled parking permit – it is against the law, the church has asked us not to do so, and the police have been known to write tickets on this property. All drivers are encouraged to be courteous and patient. Carpool time may be hectic and trying, but we owe it to our children to display Christian character as representatives of Christ.

VISITORS TO CAMPUS

Parents are welcome to visit the campus for good reasons, including eating lunch with their children. Under certain circumstances, grandparents may also visit. Please check in with the office to receive your pass or badge. Parents must make appointments with teachers in advance as unexpected conferences or visits may be a disruption of the classroom activities. Except the relative's listed above, no other friend, pastors, or relatives are permitted to have lunch with students. Other visitors, including alumni, must call prior to the visit and receive the permission of the principal for a specific date and time. Any visitor whose presence, in the judgment of the teachers, staff or administrators, is a distraction or a disruption to any student or employee of New Generation Christian Academy will be asked to leave the campus immediately and may be barred from the campus permanently.

BIRTHDAYS

Your child's birthday is an especially important event; however, birthday parties during school hours are not permitted. If your child chooses to pass out birthday invitations at school, then there must be an invitation for every member of the class or all the boys or all the girls. Children get their feelings hurt if they are left out. If you wish to send a treat like cookies or cupcakes, they will be passed out during lunch or snack time.

HOLIDAY CELEBRATIONS

Our desire is to glorify Christ during the Christian holiday seasons. We will therefore emphasize the true meaning of Christmas and Easter. We do not permit the celebration of Santa Claus or the Easter Bunny at school. Because Halloween originated as a pagan holiday and is now celebrated by the occult, we do not allow our students to participate in Halloween activities while at school. Therefore, please do not bring or send your child with any Halloween party favors, toys, candies, cakes or other related symbols or items. A short Valentine's Day party will be held, and students should only bring Valentine greetings that are appropriate and do not encourage romantic relationships.



PARENT TEACHER ORGANIZATION

The parent-teacher organization (PTO) at NGCA is a volunteer organization that unites parents and staff, meeting regularly during the school year to provide support for the school, and to pray for students and families. NGCA parents are automatically members of the PTO.

PARENT EXAMPLE

Parents are expected to show their best behavior and respect toward the school, the staff, teachers, and students. Parents who exhibit rudeness or aggressive behavior will be asked to calm down or leave the premises. If they refuse, local authorities will be contacted for assistance.

PARENT CONDUCT CODE

There will be times when parents have concerns disagreements either with school policies or the way they are implemented (or not implemented). New Generation Christian Academy is always willing to listen to parents' concerns. The following section describes how these concerns are to be handled.

- **Please maintain a calm and respectful attitude**
- **Allow teachers the first attempt to resolve an issue with the student**
- **Set up a meeting with the administration to discuss your grievances or concerns.**
- **Trust that the administration will determine the best course of action.**

CONTACTING OTHER PARENTS

Parents are not permitted to hand out flyers or send messages through the school for personal or business reasons. Student addresses and phone numbers are confidential and will not be given to other students or parents by teachers or staff.

You may choose to list your contact information in the school's directory at the time of enrollment. Please use the school's directory for information to contact other families.

SCHOOL SUPPLIES

Your tuition and registration do not provide school supplies. At the time of enrollment, we will provide with a list of supplies that each grade requires. This should be brought to the open house meeting. School supplies lists may be found on the school website: www.ngcacademy.us.

FINANCIAL OBLIGATIONS

Parents are required to comply with the payment plan stated in the Enrollment Contract signed with the school at the beginning of each school year. Payments are due on the 1st day of each month.



After the 10th of each month an overdue payment fee of \$50.00 must be paid to the school. Failure to comply with the payment plan will result in students not being able to access their program or advance in their work.

BULLYING PARENTS OR FAMILIES

The following are considered bullying behavior by parents or families:

- **Being habitually rude**
- **Being demanding or disrespectful**
- **Engaging in personal attacks on teachers, administrators, faculty, or students**
- **Demeaning and threatening staff and teachers**
- **Demeaning and threatening other students**
- **Violating the school's policies, values, and norms of conduct**

Parents or families that incur in any of these behaviors will be excommunicated from the school to protect the health of the school community and faculty.

MEDIA RELEASE CONSENT

By signing the Media Release Consent Form, parents are agreeing for their child to be part of school pictures, videos, and school publications of every type.

FIELD TRIPS

1. Teachers will select field trips that are appropriate for students and enrich the academic learning in the classrooms.
2. Teachers will plan for and be prepared for minor emergencies. Teachers will have available:
 - A portable first aid kit
 - Emergency contact numbers for each child
3. Teachers will monitor and instruct students on appropriate behavior when boarding, exiting, and riding the bus.
4. Teachers will monitor and instruct students on appropriate behavior for the specific area and experiences that they will encounter on the field trip: attentive audience member, respect other people present, crossing the street, or handling artifacts.
5. Students will be always supervised by a responsible adult. No student should be allowed away from the group by him/herself.
6. Students will abide by all school rules and procedures while on the bus and field trips. Chapter 19 will be in effect. Teachers have the authority to enforce Chapter 19 discipline.



7. In the event of an injury, teacher will call for assistance from another adult. Adults will tend to injuries, maintain order, and keep other students calm and away from injured student. An **“Accident Report”** form will be completed upon return to school and parents will be informed of the injury.

8. In the event of an emergency, the teacher will seek immediate help. Teachers will determine whether parents should be called to meet the injured student at the site or whether emergency services are needed. School administration and parents will be informed whenever there is an emergency. An “Accident Report” form will be completed upon return to school and parents will be informed of the extent of the injury.

CALENDAR

NGCA School calendar of events is posted in the school’s website at: www.ngcacademy.us and it may also be sent via email. Be advised that the published school calendar may be subject to minor changes due to school closures for weather or other problems. Such “rainy days” may be added to the end of the school year or taken during scheduled holidays. A listing of holidays may be found on the back cover of this handbook. Follow our calendar for the different activities we will have throughout the school year.

WEATHER PROBLEMS/SCHOOL CANCELLATION

For any class interruptions or delays due to weather, parents must check with the school’s office phone: (754) 232-6907. No television stations will be contacted. Teachers will report to school thirty minutes before school is to begin on days when school begins late.

SCHOLARSHIPS

FLDOE SCHOLARSHIP PROGRAMS PARTICIPATION

New Generation Christian Academy has been approved by the Florida Department of Education to participate in the following Florida Scholarship Programs:

Program	Status	Effective
FTC	APPROVED	12/19/2016



FES Unique Abilities	APPROVED	10/30/2016
Hope	APPROVED	09/12/2018
FES Educational Options	APPROVED	07/10/2019
AAA SCHOLARSHIP	APPROVED	

PAYMENT APPROVAL & PARENT/GUARDIAN RESPONSIBILITIES

The following paragraphs state Step Up for Students regulations for Scholarship Payments & parent responsibilities, according to SUFS Parent Handbook pages 10-12:

Step Up For Students issues Florida Tax Credit Scholarship payments to schools electronically. This process takes place at least four times per school year and requires the parent/guardian to electronically verify their student's payment before Step Up For Students can release the student's scholarship funds to the school. Because timely payment of the student's scholarship is dependent the parent/guardian's approval, it is critical the parent/guardian maintains a current, active email address with Step Up For Students. Parents or guardians will be notified when there is a payment to approve. Parents/guardians will need to follow the steps below to make sure payments are made to the school on time:

- **Log in to their Step Up For Students account.**
- **Click on "Check the Status of an Application."**
- **Click on the link found within the red text to review their student's payment.**
- **Review, complete and submit the electronic form for their student's payment.**

Parents must keep a current, active email address on file with Step Up For Students. Please update your email server to accept email from Step Up For Students so it is not sent to your Spam or Junk folder. Parents are responsible for selecting a private school, applying for admission, and enrolling the student.

Parents must apply for a scholarship by a date established by the organization. Parents must notify the public school district in which they live when withdrawing the child to participate in the program. • Parents are responsible for taking their confirmed eligibility letter to the school they have selected as validation of the scholarship award.

Any student participating must remain in attendance throughout the school year unless excused by the school for illness or other good cause. The school's attendance policy as listed in the school's handbook should be always followed. The parent/guardian must approve each quarterly scholarship payment to deposit the funds to the school via ACH. There are no exceptions to this rule.



If a student attended the school, the parent must approve the payment, even if the parent is having issues with the school or is not happy with the service. Parents that do not approve scholarship payments may jeopardize their student's scholarship. Each parent and student have an obligation to the private school to comply with the school's published policies. Step Up For Students does not govern private school policies regarding the retention of students due to academic or discipline failures.

Upon reasonable notice to the Department of Education and the school district, the parent may remove the student from the private school and place the student in a public school. Parents must notify the eligible, participating private school before withdrawing the student during the school year. Step Up For Students must be notified if the student is withdrawn from the private school. Parents must ensure that a student in grades 3-10 take a DOE approved, national, norm-referenced test or the statewide assessment. Learn more about this requirement [here](#). Parents must notify Step Up For Students if you are moving, whether it is within the area or outside the area you currently reside in.

ACTIONS THAT MAY LEAD TO THE LOSS OF SCHOLARSHIP

- Misrepresenting or withholding information on the scholarship application.
- Enrolling the child in a private school that is not eligible to participate.
- Failure to regularly attend the private school.
- Failure of the parent to approve quarterly scholarship payments.
- Failure of the student to take a required nationally norm-referenced test or the statewide assessment.
- Moving out of the state of Florida.
- Returning to a public school or utilizing another statewide scholarship.

STUDENT BEHAVIOR REQUIRED FOR SCHOLARSHIP PROGRAM

According to SUFS Parent Handbook, for the student to remain eligible for the scholarship, he/she must follow all academic and discipline policies stated on **NGCA Handbook**. The following paragraph states Step Up for Students guidelines for student behavior required for the scholarship program:

“Scholarship students must follow all academic and discipline policies of the private school they attend. Private schools have the right to expel or suspend students if their published policies are not followed. We recommend you carefully review those policies and procedures to ensure your children remains eligible for the scholarship. Step Up For Students does not govern private school policies regarding the retention of students due to academic or discipline failures. We have found that some students need help in making the adjustment to a new private school environment. The courses may be more advanced and difficult. There may be more homework. The private school may have tougher enforcement of rules, stricter discipline procedures and less tolerance for unruly or disrespectful behavior. We urge parents to remain in constant contact with the private school, its



counselors, and teachers, and to seek tutoring or mentoring services that might be available.”
(SUFS Parent Handbook, page 11).

CLUBS

School rules apply to extra-curricular activities such as sports and clubs. Consequences for violations will be applied accordingly. The following clubs operate at NGCA:

SOCCER

VOICE/CHOIR

ROBOTICS

BOSS CLUB - ENTREPRENEURSHIP

PIANO

DRUMS

GUITAR

