

New Heights Christian Academy

*Parent/Student Handbook
2025-2026*



New Heights Christian Academy glorifies God through excellence as a Christ-centered learning environment that produces servant-leaders with a Biblical worldview.

**4311 East Newman Road
Joplin, MO 64801
417-782-4114**

www.newheightschristian.org



HISTORY OF NEW HEIGHTS CHRISTIAN ACADEMY/COLLEGE HEIGHTS CHRISTIAN SCHOOL

New Heights Christian Academy/College Heights Christian School was established in 1978 as a private, non-denominational, not-for-profit school serving grades K-8. Beginning with the 1979-80 school year, one high school grade was added annually until the first senior class graduated in 1983.

The facility has been enlarged several times. In 1980 the first addition was completed offering seven classrooms, a library, offices, and the gymnasium. By August 1990 the church expansion was completed, making available to the school four high school classrooms, kindergarten space, and more offices. In January 1994 students moved into three new classrooms and a science lab. To meet the continued need for Christian education, two modular buildings containing four classrooms were placed east of the building in the summer of 1994 and an additional modular building was purchased in the spring of 1995. In January 1998, an expansion, which included kindergarten space, high school classes, a computer lab, a band room and a choir room was completed to address our continued growth and improved curriculum provisions. We continued to expand to meet our growing needs in the fall of 2003. The Lord again blessed us with the addition of 6 new classrooms and a conference room as well as an additional parking lot. In 2010, a capital campaign led by the school, resulted in a new hallway that included a new art room, a new computer lab, three classrooms and the remodel of a classroom into a theater studio. In 2022 a Capital Campaign was started to purchase 32 acres and an athletic complex which is now our East Campus. This addition provides much needed athletic facilities for NHCA students and also space for future expansion as the school continues to grow. In 2023 the school became independent of College Heights Christian Church. This will allow the school to grow and also represent the more than 80 Churches that send students to our school. As of July 2024 the school will now be known as New Heights Christian Academy. Enrollment has increased over the years from 78 in grades K through 8 to over 625 in preschool through twelfth grade. This increase shows that a Christ-centered educational program was needed in the community. We are very pleased that New Heights Christian Academy/College Heights Christian School has been able to meet that need.

A preschool program for students ages three and four is offered as well as an all-day kindergarten program and an extended-day program. The elementary curriculum has expanded to include certified teachers in the areas of music, art, physical education, foreign language, and library. As part of a college prep curriculum, the high school offers College Prep and Honors diplomas, as well as daily Bible classes. In addition, the NHCA Cougars have enjoyed successful athletic, fine arts, and academic competitions with public, Christian and private schools in the four-state area.

The student body, school board, faculty, and staff represent more than 80 area churches. It is a great advantage to have so many from the community dedicate their time and services to Christian education.

This Parent/Student handbook is provided to our families as a resource for information regarding our policies, guidelines, and beliefs. Additional information, if needed, can be obtained by contacting the Elementary or Secondary Offices.

**New Heights Christian Academy glorifies God
through excellence as a Christ-centered learning environment
that produces servant-leaders with a Biblical worldview.**

ORGANIZATION AND GOALS

New Heights Christian Academy/College Heights Christian School is a private, non-denominational, non-profit school, organized and founded by College Heights Christian Church. New Heights Christian Academy/College Heights Christian School was founded in 1978 by a group of individuals concerned about equipping their children with the necessary tools to stand for God and to become a vital part of this society.

School Board: New Heights Christian Academy is governed by an 11 member Board of Education and a Biblical Foundation Board made up of individuals, ministers, and elders for the various sending Churches associated with the school. In regard to the school in particular, new school board members are appointed via recommendations from the school board on an annual basis.

The following are presently serving on the School Board: (as of August 2025)

Mr. Brad Bishop
Mr. Mikey Crossland
Mrs. Ashley Davis
Mr. John Hipple
Mr. Nathan Horton
Mrs. Adrienne Jackson
Dr. Kyle Kennedy
Mr. Josh Marsh
Dr. John Paulson
Mrs. Shannon Satterlee
Mr. Keith Wilkins

The following are presently serving as members of the Biblical Foundations Board: (as of August 2025)

Randy Gariss
Tyler Hoefling
Jaron Scott
Julie St. Clair
Rachel Walker
Doug Welch

The School Board conducts its regular business once a month. The school board meetings are open to parents. However, if a parent wishes to speak to the board, he or she should notify the Superintendent one week in advance so that the item might be placed on the agenda.

Personnel: We believe that the only way to ensure having a strong and exceptional school is to have a strong and exceptional staff. All of our teachers are professional Christian educators who hold degrees from accredited institutions of higher learning. Everyone serving the school in a leadership or staff position must be committed to the Lordship of Christ and to the divine inspiration and authority of His Word - the Bible.

Accreditation: The elementary and secondary programs of NHCA are accredited by the North Central Association of Colleges and Schools as a part of the global accreditation agency Cognia. The North Central Association is a regional accrediting agency concerned with the development and maintenance of high standards of excellence in universities, colleges and schools. NHCA has been a member of the Association of Christian Schools International (ACSI) since 1997.

Articles of Faith

New Heights Christian Academy believes....

1. That the Bible is the inspired, infallible, and authoritative Word of God.
(1 Cor. 14:37; 2 Tim. 3:16, 17; 2 Pet. 1:21; Hebrews 4:12-13)
2. That Jesus Christ is the one and only Son of the Living God and that he is the central theme of all history and is the ultimate authority of what men say, do, or believe.
(Jn. 3:16, 17; Col 1:15-18)
3. That Jesus Christ lived a sinless life and shed his blood and died on a cross as a sacrifice for the sins of the world.
(Jn. 1:29; Romans 5:9; Heb 9:14)
4. That Jesus Christ rose bodily from the dead, ascended to heaven, and will personally return in power and glory.
(Acts 1:9-11; 1 Cor. 15:3-5; 1 Thes. 4:13-18)
5. That salvation is by God's grace and is accepted and sustained by one's active, obedient faith in Jesus Christ as absolute Lord.

(Romans 5:1; Eph 2:8-10; Jas. 2:14-18)

6. That the Holy Spirit indwells all true believers and gives them the desire and power to live a holy life.
(Jn 14:16-17; Acts 2:38; Rom. 8:5-9)
7. That the Bible affirms the value, dignity and personhood of the unborn child.
(Jeremiah 1:5; Psalm 139:15)
8. That God designed marriage to be a covenant between one biological man and one biological woman and that the Bible prohibits sexual promiscuity, including, but not limited to, the use or spread of pornography, engaging in, condoning or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; or promoting any such practices.
(Gen. 1:27; Gen. 2:24; Malachi 2: 14-16; Leviticus 20:13; Romans 1:27; 1 Corinthians 6:9-20; Matthew 19: 4-6)

Admission Policy

New Heights Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student. Attendance at NHCA is a privilege; students attend at the will of the NHCA Board and are enrolled for one academic year at a time.

New Heights Christian Academy desires for all students to succeed in our program. Thus, application for enrollment of each student will take into consideration academic competence, information gained from interviews, references, previous records and assessments.

Because NHCA does not have the personnel or resources to work with children who might have a significant learning disability and/or those who have a history of social or behavioral problems, we are unable to accept these students. This is not intended to be a reflection on the student but to keep the school from enrolling students whose needs the school cannot meet.

New Heights Christian Academy does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. NHCA welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school. Final admission will be based on the policies stated above, classroom availability, and the enrollment procedures listed below.

Procedure for Admission

1. Forms: Each potential enrollee must complete the following online forms when applying for admission.
 - a. Enrollment application accompanied by a non-refundable application fee.
 - b. Immunization records and medical history.
 - c. Authorization for medical treatment.
 - d. Transfer of records request.
 - e. Copy of the Birth Certificate.
 - f. Financial contract for tuition payment.
 - g. Parent and school partnership commitment form.
 - h. MS/HS student life sheet (6th-12th grade).
2. Admission Assessment - A personal interview with a member of the administrative staff is required of each prospective student and parents. The families of potential students seeking admission to NHCA must also meet the following standards:
 - a. The parent(s) or guardian(s) must be a biological man and/or biological woman and have legal custody of the child(ren), and they must reside in that household for the majority of the time.
 - b. The family must have at least one parent or guardian residing in the household. If there are two parents residing in the household, they must be a legally married biological man and a biological woman. This is based upon the Biblical standards of marriage based on Romans 7:2-3, Matthew 19:5-6, and Ephesians 5:22-33.
 - c. Furthermore NHCA families must avoid engaging in, condoning or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a; Romans 1:21-27; Matthew 19:4-6; I Corinthians 6:9-20).
 - d. Married individuals or individuals who have been previously married will not be admitted as students. Unwed parents will not be admitted as students.
3. Admission acceptance
 - a. The school administration will evaluate all admission information and reach a decision concerning acceptance.
 - b. Upon acceptance, an offer to enroll will be extended to the student.
 - c. NHCA believes that student behavior and academic performance are best when they are under the direct supervision of a parent or guardian, therefore, students must live in the home or be living with a guardian(s) in order to become or remain enrolled at NHCA.

Late Enrollment: Tuition cost will be prorated according to the time of year a student enrolls after the school term has begun.
Withdrawals: If a student is withdrawn from school the family will still be responsible for full tuition.

Diploma Requirements:

Class of 2022 and beyond

College Preparatory

28 total credits consisting of:

- 4 credits in Bible
- 4 credits in Literature & Composition
- 3 credits in Social Science
 - 1 credit in US History
 - 1 credit in World History
 - ½ credit in Government
 - ½ credit in Psychology, Geography or Biblical Finance
- 3 credits in Mathematics
- 3 credits in Natural Science
- 1 credit in Foreign Language
- 1 credit in Practical Arts (one-half credit must be in a computer course)
- ½ credit in Speech
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 6 ½ credits in other electives courses

Honors

29 total credits consisting of:

- 4 credits in Bible
- 4 credits in Literature & Composition
- 3 credits in Social Science
 - 1 credit in US History
 - 1 credit in World History
 - ½ credit in Government
 - ½ credit in Psychology, Geography or Biblical Finance
- 4 credits in Mathematics - must include College Algebra/Trig
- 4 credits in Natural Sciences
- 2 credits in the same Foreign Language
- 1 credit in Practical Arts, (one-half credit must be in a computer course)
- ½ credit in Speech
- 1 credit in Fine Arts
- 1 credit in Physical Education
- 4½ credits in other electives course

Honors Requirements

Students must have a CGPA of 3.5 and a "B" or better (both semesters) in four Honors courses, one of which must be a Dual Credit core course.

Graduation Honors Each student who completes the requirements for the Honors Diploma and has a 4.0 grade average on a weighted scale will graduate with "Cum Laude" status. Furthermore, if a student earned an Honors Diploma, took 5 honors courses, and received an A in all classes, or they have a cgpa of at least 4.172 they would graduate with "Summa Cum Laude status." If no student reached these criteria, the student with the highest grade point average will be Valedictorian, and the student with the second highest grade point average will be Salutatorian. The GPA to determine these awards will be calculated on the Friday before the academic awards ceremony. Each student receiving graduation honors, may present an address on a relevant subject as a part of graduation exercises. A student must be in attendance at NHCA for both their junior and senior years to be considered for these honors.

Honors Courses:

DC College Algebra/Trigonometry
DC Anatomy and Physiology
Honors Physics
Honors US History

Honors Literature
DC Biology
DC Calculus
DC Spanish/Spanish 4

Class Standing:

Freshman- A student who has completed the eighth grade and has less than six high school credits will be given the freshman class ranking.

Sophomore- A student who has completed at least six, but less than twelve, high school credits by the beginning of the fall semester will be given the sophomore class standing.

Junior- A student who has completed at least twelve, but less than eighteen, high school credits by the beginning of the fall semester will be given the junior class standing.

Senior- A student who has completed eighteen or more high school credits by the beginning of the fall semester will be given the senior class standing.

Dropping or Adding a Class: Schedule changes will only be during the first two weeks of a semester. A student wishing to request a schedule change should obtain a drop/add form from the guidance office. The student will be required to obtain signatures from parents, the teacher, the Principal, and the guidance counselor. No class change can be made without proper signatures and all paperwork turned in to the guidance office.

Please be aware of the following when dropping a class:

1. First two weeks of the semester: students may drop a class without penalty.
2. Beginning with week three of a semester, students will not be allowed to drop a class without an "F" being posted to the transcript.

Graduation: Students who have completed all of the requirements for graduation established by the NHCA School Board will be eligible to receive a diploma. This includes attendance as a full time student (earning at least 3 credits/semester) both semesters of the senior year and receiving credit in each of the core areas including Bible and foreign language. For students to be considered for graduation they must have been in attendance for four complete school years at NHCA or another accredited High School program.

A senior who is within one credit of the total credits required for graduation may participate in the graduation ceremony, but will not receive a diploma until all the requirements are met. A senior in this position will have until May 31 of the following year to complete the coursework required to meet the graduation requirements. This may be waived for unavoidable circumstances with administrative approval. The graduation ceremony at NHCA is a privilege. A student may be omitted from participation because of a violation of school policy or mission.

High School Courses Taken in Middle School: Any high school courses taken in middle school may fulfill individual class requirements if the student makes a grade of a "B" or above, but it will not count toward the total number of credits needed for graduation. The purpose of taking high school courses in middle school is to provide opportunities for students to advance in a particular subject area.

Christian Service Requirement: All students (gr. 6-12) will be required to do twenty hours of Christian (community) service per year. A minimum of ten of these service hours need to be completed by the end of the first semester. The Bible teachers at each grade level will provide each student with detailed information. The completion of the Christian service hours will be a part of each semester's Bible grade and be due 7 days prior to the end of each semester.

Bible Class Requirement: All students must be enrolled in a Bible class each year in attendance at New Heights Christian Academy. A unit of credit is given for any class that meets five days a week for an entire school year.

College and Vocational Classes: Juniors and Seniors have the opportunity to take classes in various vocational areas at local vocational technical training centers, as well as classes for college credit at local colleges and universities. Students leaving the NHCA campus during the normal school day for a college class must be enrolled in a minimum of four credit classes at NHCA and must be meeting all high school graduation requirements.

Work Permit: Seniors who are successfully meeting graduation requirements may schedule a work program with the counselor. Students in a work program must be enrolled in 6 classes at NHCA.

Physical Education: Physical education is a part of our regular school curriculum at all levels. All students will normally be expected to participate. A note from a medical doctor will be required if the student is to be excused from physical education over an extended period of time. All middle school and high school students will be expected to dress for physical education classes. Boys and girls will wear modest gym shorts, tee shirts, and tennis shoes.

School Records: Material in each student's cumulative file shall be treated as confidential and shall be accessible to the student's parents or guardians, a court of competent jurisdiction or such other persons as the parent, guardian or administration may authorize. Disciplinary records are not retained as a part of the student's cumulative record. Seniors under the age of 18 years must have a signed parental authorization in their school file before requesting transcripts sent to any college or university.

Standardized Tests: Standardized tests serve as one type of measurement of a student's academic progress and potential in relationship to others in the school and to national norms. All students in grades 1 – 11 are required to take a standardized test each year at NHCA. The following tests are administered:

Iowa Test (1st – 8th grades)

Pre-ACT (9th grade)

Pre-ACT (10th grade)

Practice ACT (11th grade)

PSAT (9th – 11th grade)

College Entrance Examinations: All students will be given the opportunity to prepare for and take both the ACT and the SAT tests. Colleges/Universities use these tests to help determine entrance qualifications at their institution.

Credit Recovery: Although a failing grade is recorded on the student's permanent record and cannot be removed from grade point calculation, a student can remediate a failed course in the following ways:

1. Retake course at NHCA – the new grade will also be calculated in the student's GPA
2. NHCA Virtual Classroom – pass/fail credit only
3. Correspondence Course – pass/fail credit only (Must be COGNIA accredited)
4. Summer School – pass/fail credit only

A limitation of 5 credits can be earned in options 2, 3, and 4 for a student enrolled at NHCA.

Limitations of classes for meeting diploma requirements

- Students cannot take an off campus class that we offer w/o extenuating circumstances
- Students may earn a total of 5 off campus/online credits to meet the 28/29 credit requirements.
 - Up to three of these credits could meet required courses
 - None of the off campus/online credits can be used to fulfill the four honor courses requirement for the honors diploma
 - Additional credits could be earned beyond the graduation requirements
- Students may only receive ½ credit for work as an office/culinary aide while in HS
- Full time students at NHCA must take our Bible classes

Grading Reports:

Grade cards will be distributed to all students on a nine-week basis. The grading scale is as follows:

- 100 – 90% = A
- 89 – 80% = B
- 79 – 70% = C
- 69 – 60% = D
- 59 – 0% = F

P for passing and F for failing may be used in some classes.

Students who do not have email may request a mid-quarter Progress Report. Grade cards are issued each nine weeks. Middle school and high school students receive a semester grade at the end of each semester. This will be the average of each nine-week grade and any grade received on a final exam. The semester grade is recorded on the permanent record.

Promotion and Placement: Occasionally, it is recommended by the administration that a student be retained in a class/grade for a second year. Such a recommendation is only made after careful evaluation of the student's academic performance, ability and social development, along with their age-grade placement.

Home School Credit: NHCA will consider granting credit for home-school courses where assessments were graded by an accredited third party. Credit for other home school courses will be dependent on instruction and assessments being conducted by a certified teacher. Final decision for credits will be at the discretion of the NHCA administration.

Non – Traditional Student Requirements for Participation in Extracurricular Activities: Students who have been accepted as students at NHCA and attend at least two classes on campus with one being a core class, can participate in the extra-curricular activities of the school as long as the following criteria are met:

1. Must be enrolled in additional classes outside of school totaling at least 5 classes (earning 3 credits in a semester) where assessments are graded by an accredited third party since the credits must be placed on the student transcript.
2. Must have earned 3.5 credits the previous semester to be eligible.
3. Must complete each course by the end of the semester in which it was started.
4. Must attend the corresponding class to participate in a fine art competition.
5. Must be eligible in all respects as any other enrolled students including academic and behavioral probation.
6. Must submit proof of progress in each course every 6 weeks.
7. Non-traditional students must meet all applicable MSHSAA rules for participation.
8. Non-traditional students will be treated as a traditional student in all aspects of school supplied support and coaching.
9. Must pay \$150 per extra-curricular activity. \$300 maximum fee per year.

GUIDANCE SERVICES

The overall vision of the guidance counseling department is to help students grow into mature, Godly adults by guiding them in the areas of decision making, social and personal adjustment, and academic growth. Services are available in four major decision making areas: personal counseling and student development, parent and teacher education and communication, career and college guidance, and academic testing.

Procedures for Accessing Counseling Services: Students may obtain counseling services by making an appointment with the school guidance counselor or stopping by the school guidance office when the student has free time. This may be in-between classes, during free time, lunch, before school, or after school. In cases of emergency, students may also ask a teacher if they may leave class to talk with the school guidance counselor. In addition, the school guidance counselor will at times, request appointments with students and/or parents. Parents may access counseling services by calling, e-mailing, or stopping by the guidance office.

Confidentiality Policy: Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by court of law. The same standards of confidentiality will be observed with parents who consult with guidance staff. Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest.

A free exchange of information may take place within the guidance department when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent or legal age student.

STUDENT HONORS AND AWARDS

Honor Roll: In grades 7-12, an honor roll, a high honor roll, and an academic excellence roll are recognized for all full time students. Students earning the equivalent of all A's and B's will be placed on the honor roll. Those earning the equivalent of all A's and B's along with a 3.7 GPA will be placed on the high honor roll. Those earning all A's for the entire year will be placed on the academic excellence roll. All students who achieve honor roll status during the quarter will receive recognition for the quarter. Those who maintain honor roll status for a semester will receive recognition for that as well.

Outstanding Student Departmental Awards: Each year high school teachers will nominate the outstanding student in their departmental area to be honored. The Academic departments will include Science, Math, Social Studies, English, Bible, Foreign Language, Choral Music, Instrumental Music, Drama and Art. The qualifications for selection are as follows:

1. Overall G.P.A. of 2.80.
2. Outstanding performance in the departmental area.
3. Evidence of application of the expertise outside of school (contests, science fair, volunteer work, etc.)
4. An individual cannot be recognized in more than two areas each year.
5. Selection is based on teacher nomination and comes from the junior or senior class who are enrolled full time.

National Honor Society: The National Honor Society is a national organization which recognizes scholastic achievement and good citizenship. A student in grades 10-12 who has achieved the required grade point average of 3.5 is eligible for nomination. A candidate's character, leadership, and service are additional considerations in his/her nomination to membership. The induction ceremony into the National Honor Society will be held each fall. Senior Honor Society students will be presented a gold cord to wear at the graduation ceremony. A New Heights Christian Academy Junior Honor Society is available to students in grades 7-9.

Mu Alpha Theta

Mu Alpha Theta, the National High School and Two-Year College Mathematics Honor Society, was formed in 1957 at the University of Oklahoma. It is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students.

Christian Character Award: This award is for the senior student demonstrating the most outstanding Christian character. Since May of 1993, this award has been in memory of Matthew J. DeWelt. Each senior will be given the opportunity to nominate a candidate for this award in written form with rationale for nomination. From the written nominations, a committee of faculty and administration will prepare a ballot of nominees. The senior class will then select the recipient from the ballot by voting and writing their rationale. The recipient will have an opportunity to speak at Baccalaureate.

Graduation Honors Each student who completes the requirements for the Honors Diploma and has a 4.0 grade average on a weighted scale will

graduate with “Cum Laude” status. Furthermore, if a student earned an Honors Diploma and received an A in all classes they would graduate with “Summa Cum Laude status.” If no student reached these criteria, the student with the highest grade point average will be Valedictorian, and the student with the second highest grade point average will be Salutatorian. The GPA to determine these awards will be calculated on the Friday before the academic awards ceremony. Each student receiving graduation honors, may present an address on a relevant subject as a part of graduation exercises. A student must be in attendance at NHCA for both their junior and senior years to be considered for these honors.

Bell Schedule

High School	Time		Middle School	Time
Daily Schedule			Daily Schedule	
1	7:50-8:38		1	7:50-8:38
2	8:42-9:27		2	8:42-9:27
3	9:31-10:16		3	9:31-10:16
4	10:20-11:05		4	10:20-11:05
5	11:09-11:54		5	11:09-11:54
6	11:58-12:43		Lunch	11:58-12:23
Lunch	12:47-1:12		6	12:27-1:12
7	1:16-2:01		7	1:16-2:01
8	2:05-2:50		8	2:05-2:50
Chapel Schedule				
1	7:50-8:26		1	7:50-8:26
2	8:30-9:06		2	8:30-9:06
Chapel	9:10-10:00		Chapel	9:10-10:00
3	10:04-10:40		3	10:04-10:40
4	10:44-11:20		4	10:44-11:20
5	11:24-12:00		5	11:24-12:00
6	12:04-12:46		Lunch	12:04-12:32
Lunch	12:50-1:18		6	12:36-1:18
7	1:22-2:04		7	1:22-2:04

8	2:08-2:50		8	2:08-2:50
High School	Time		Middle School	Time
Class Meeting Schedule				
1	7:50-8:33		1	7:50-8:33
2	8:37-9:17		2	8:37-9:17
3	9:21-10:01		3	9:21-10:01
4	10:05-10:45		4	10:05-10:45
5	10:49-11:29		5	10:49-11:29
Class Mtg	11:33 -11:54		Class Mtg	11:33 -11:54
6	11:58-12:43		Lunch	11:58-12:23
Lunch	12:47-1:12		6	12:27-1:12
7	1:16-2:01		7	1:16-2:01
8	2:05-2:50		8	2:05-2:50
Pep Rally Schedule				
1	7:50-8:38		1	7:50-8:38
2	8:42-9:27		2	8:42-9:27
3	9:31-10:16		3	9:31-10:16
4	10:20-11:05		4	10:20-11:05
5	11:09-11:54		5	11:09-11:54
6	11:58-12:43		Lunch	11:58-12:23
Lunch	12:47-1:12		6th	12:27-1:12
7	1:16-1:51		7	1:16-1:51
8	1:55- 2:30		8	1:55- 2:30

Pep Rally	2:34 -2:50		Pep Rally	2:34 -2:50
-----------	------------	--	-----------	------------

DISCIPLINE

Guiding Principle

Respect is the guiding principle for the NHCA discipline policy. God's law aims to bring about reconciliation between God and man and harmony among believers. It is essential that proper respect is maintained in the relationships within the school to promote an environment conducive to learning. Student discipline issues normally arise when students fail to show the proper respect, either to those in authority, to classmates, to themselves, or to property.

Policy Limits

New Heights Christian Academy may discipline its students for infractions of the behavioral expectations regardless of whether they occur on or off school grounds, before, during, or after school hours; and whether or not they occur at school functions. NHCA students should model a Christ-like lifestyle on and off campus. Students are subject to all policies and procedures of the school regardless of age.

General Procedures

1. Before a teacher refers a student to the office for minor classroom problems, the teacher may contact the student's parents to gain assistance in correcting the misbehavior.
2. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral.
3. The principal or his designee will weigh each offense and consider the offense on its own merit. The principal or his designee will discipline students on an individual basis after considering all the facts of the incident. He/She will also take into consideration the nature as well as the intent of the offense.

Student Expectations

1. Students shall respect the authority of all NHCA employees and the rights and property of others.
2. NHCA expects its students to "be kind to one another, tenderhearted, forgiving each other..." Eph. 4:32
3. An authorized sponsor must accompany all student organizations that meet in the school.
4. Movement in the corridors, whether between classes or during classes, must be done quietly and in an orderly fashion.
5. Any student leaving a room during class time must have his/her student planner signed as a pass from that teacher stating the destination, date and time.
6. The use of school property for any unsanctioned activity is prohibited.
7. School vending machines may only be used before and after school, and at lunch.
8. MS and HS students arriving from 7:00-7:40 should report to the gym.
9. Elementary students arriving before 7:50 should immediately report to the cafe.
10. Students are not allowed to eat, or drink anything but water, in the hallways or in the classroom without a teacher's permission with the exception of snack time at the beginning of the 4th hour.
11. All lockers are to be properly closed when not being used.
12. **Students are to turn in cell phones at the beginning of each class and pick it up at the end of class.**
13. **Students are not allowed to prop doors open without direct permission from the teacher - This will be a class 1 offense.**
14. Students are not to have personal electronic devices out or on during school. Electronic devices include cell phones, smartwatches, and tablets. If such devices are seen or heard after 7:40, the device will be confiscated and taken to the principal.

Student Disciplinary Offenses

"All disciplinary items outlined on the discipline grid apply not only during in-person school events but also to student behavior on social media, through text messages, and other messaging platforms."

2024-2025 New Heights Christian Academy Secondary Discipline Grid				
Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Automobile Violation/Careless Driving	Student and Parent Notification	3 day suspension of driving privileges	Loss of Driving privilege for remainder of school year	
Arson	OSS (10 days) and long term suspension/expulsion review by Superintendent and referral to law enforcement			
Bullying Aggressive behavior that involves unwanted negative actions, involves a pattern of behavior repeated over time and involves an imbalance of power or strength	ISS (1-5 days)	OSS (3-5 days)	OSS (10 days) long term suspension/expulsion reviewed by Superintendent	
Cell Phone Violation Any usage of cell phone during school hours that is not approved by the front office.	Cell phone is taken and placed in office. Student will be required to check phone into office on the next school day.	Cell phone is taken and placed in office. Student will be required to check phone into office for a week.	Cell phone is taken and placed in office. Student will be required to check phone into office for the remainder of the year.	
Cheating	Grade of 0 and ISS (1-3 days)	Grade of 0 and ISS (3-5 days) or OSS (1-3 Days)	Grade of 0 and OSS (5-10 days)	Grade of 0 and OSS (10 days) long term suspension/expulsion reviewed by Superintendent
Classroom/Bus/Lunchroom Disturbance/Inappropriate Behavior and Language Conduct/speech which materially/substantially disrupts/interferes with orderly educational process in the classroom or other areas of the school	ASD or ISS (1-3 days)	ISS (3-5 days)	OSS (1-5 days)	OSS (10 days) long term suspension/expulsion reviewed by Superintendent
Computer Usage Violation	10-25 day computer log on suspension	25 day computer suspension	Permanent computer usage suspension for	

			remainder of year	
Defiance/Disrespect for School Personnel Minor infractions include not cooperating with school personnel and not following the directives of school personnel (example: not complying with a directive given) Major infractions include not cooperating with school personnel while also being disrespectful. (Example: using disrespectful language and gestures toward employee)	Minor: ASD or ISS (1-3 days) Major: Minimum OSS (1-3 days)	Minor: ISS (2-5 days) Major: OSS (3-5 days)	OSS 10 days long term suspension/expulsion reviewed by Superintendent	
Destruction of Property Minor: small damages or repairs Major: large damages or repairs	Unintentional: Pay for the damages Intentional: Minor - Pay for the damages, ISS (1-3 days) Major - Pay for the damages, OSS (1-10 days)	Pay for damages and OSS (1-10 days)	Pay for damages, OSS (10 days) and long term suspension/expulsion review by Superintendent	
Dress Code Nonconformity	3rd dress code violation: ISS (1 day)	ISS (3 days)	OSS (3 days)	OSS (5-10) and long term suspension/expulsion review by Superintendent
Excessive Horseplay & General Misbehavior General misbehavior in halls, classrooms, lunch room or bathrooms during, before or after school: This includes things done "just kidding" around like punching, kicking, tripping, ect.	ASD or ISS (1 day)	ISS (2-5 days)	OSS (3-5)	OSS (5-10) and long term suspension/expulsion review by Superintendent
Extortion threatening or intimidating any person for the purpose of, or with the intent of obtaining money or something of value from the other person	Restitution and ISS (1-5 days)	Restitution and OSS (1-10 days)	Restitution, OSS (10 days), and long term suspension/expulsion review by Superintendent	

Fighting/Physical Assault/Hazing Fighting: displaying or engaging in violence, combat, or aggression Physical Assault: the illegal act of causing physical harm or unwanted physical contact to another person Hazing: humiliating and sometimes dangerous initiation rituals	OSS (1-3 days)	OSS (3-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent	
Food Violations includes having outside food delivered to the school by a non-parent for self or others	ASD or ISS (1 day)	ISS (2-5 days)	OSS (3-5 days)	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Recording a Fight/Instigating a Physical Assault or Hazing	OSS (1-3 days)	OSS (3-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent	
False Report making a false report which is disruptive, a threat to health, safety, and good order (i.e. pulling fire alarm, bomb threat, gun threat)	OSS (10 Days) and/or long term suspension/expulsion review by Superintendent			
Forgery	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent
Gambling	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent
Guns/Tasers/Weapons bringing to school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon (i.e. knives, guns, chains, metal knuckles, tasers, fireworks or explosives)	OSS (10 days) and long term suspension/expulsion review by Superintendent and referral to law enforcement			

Habitual Misconduct Refractory conduct or conduct that has become habit; behavior that is stubborn or unmanageable; resisting authority New Heights Christian Academy will operate under a 5-10-15 write-up system for addressing habitual misconduct; however, administration reserves the right to escalate disciplinary action at any time based on the severity of the offense.	OSS (1-5 days)	OSS (5-10 days)	OSS (10 days) and Long term suspension/expulsion review by Superintendent	
Inciting a Public Disturbance includes acts of "organizing, promoting, encouraging, participating in a disturbance" and urging or instigating others to disturb the normal operation of the school.	OSS (3-5 days)	OSS (10 days) and Long term suspension/expulsion review by Superintendent		
Lying/Misrepresenting the Truth	ASD or ISS (1-3 days)	ISS (3-5 days)	OSS (1-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent
Malicious Statements/Pictures/ Video malicious, "mean", slanderous, provocative or inflammatory remarks toward another student or staff member	ASD or ISS (1-5 days)	OSS (1-5 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent	
Mocking or Scoffing the Spiritual or Academic Mission of NHCA	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Obscene Manifestations includes verbal, written or gestures to another individual	ISS (1-3 days)	ISS (3-5 days)	OSS (1-5 Days)	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Physical Assault of School Personnel	OSS (10 days) and Long term suspension/expulsion review by Superintendent			
Sale/Distribution/Possession of Pornography	OSS (10 days) and long term suspension/expulsion review by			

	Superintendent			
Possession of Stolen Property	Restitution and ISS (1-5 days)	Restitution and OSS (1-5 days)	Restitution and OSS (10 days) and long term suspension/expulsion review by Superintendent	
Possession of Lighters/Matches/ Fireworks	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (1-3 days) and long term suspension/expulsion review by Superintendent
Under the Influence of Drugs/Alcohol or Possession/Distribution of Drugs or Alcohol on School Grounds	OSS (10 days), report to law enforcement, and long term suspension/expulsion review by Superintendent			
Profanity/Racial Slurs/Obscenity Either Verbal, Written or with Gestures/Videos Minor: includes using obscenities and/or profane language either written, verbal or gestures; includes videos utilizing profanity or obscenities Major: includes using racially motivated slurs or degradations either written, verbal or gestures: includes profane language or obscenities directed at another individual	Minor: ASD or ISS (1-5 days) Major: OSS (1-3 days)	Minor: ISS (2-5 days) Major: OSS (3-5 days)	Minor: OSS (1-5 days) Major: OSS (5-10 days)	OSS (10 days) and long term suspension/expulsion review by Superintendent
Public Display of Affection	Conference with possible ASD	ISS (1-3 days)	ISS (3-5 days)	OSS (1-10 days) and long term suspension/expulsion review by Superintendent
Sexual Harassment Occurs when a person has been illegally discriminated against, receives unwelcome sexual advances, unwelcome request for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature.	Verbal, Written or Symbolic : ISS (3-5 days) Counseling as directed by Superintendent Physical : 1-10 days OSS pending long term suspension/removal review by Superintendent and report to police officials. Counseling as recommended by	Verbal, written or symbolic : 1-10 days OSS counseling as directed by Superintendent	10 days OSS pending long term suspension/removal review by Superintendent and report to police officials. Counseling as recommended by Superintendent	

	Superintendent			
Stealing/Theft	Pay for or replace items and OSS (1-3 days)	Pay for or replace items and OSS (3-5 days)	Pay for or replace items and OSS (10 days) pending long term suspension/removal review by superintendent	
Tampering The unauthorized tampering or entry into a locker, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.	Restitution and ISS (1-3 days)	Restitution and ISS (3-5 days)	Restitution and OSS (1-5 days)	Restitution and OSS (5-10 days) pending long term suspension/removal review by Superintendent
Tardies	4-5th tardies: Friday Morning Detention	Missed Friday morning detention or 6-8th tardies: ISS (1-5 days)	10th Tardy: OSS (3 days)	OSS (5 days) pending long term suspension/removal review by Superintendent
Threats/Intimidation	Minor : ASD or ISS (1-3 days) Major : Minimum OSS (1-3 days)	Minor : ASD or ISS (3-5 days) Major : Minimum OSS (5-10 days)	OSS (10 days) pending long term suspension/removal review by Superintendent	
Tobacco violation	Confiscation OSS (1-3 days)	Confiscation OSS (3-5 days)	Confiscation OSS (10 days) pending long term suspension/removal review by Superintendent	
Trespassing	ISS (1-5 days) Notification of Law Enforcement	OSS (1-10 days) Notification of Law Enforcement	OSS (10 days) pending long term	
Truancy Includes being in an unauthorized location on campus; being somewhere without permission.	On Campus: ISS (1-3 days) Off Campus: ISS (3-5 days)	On Campus: ISS (3-5 days) Off Campus: OSS (1-3 days)	On Campus: OSS (3-5 days) Off Campus: OSS (5-10 days)	OSS (10 days) pending long term suspension/removal review by Superintendent
Vandalism	Restitution and OSS (1-10 days) depending on severity	Restitution and OSS (10 days) pending long term suspension/removal review by Superintendent		
Vaping	Confiscation and OSS (1-3 days)	Confiscation and OSS (3-5 days)	Confiscation and OSS (3-5 days) pending long term suspension/removal review by Superintendent	

Verbal abuse or Threats Against Staff Member	OSS (10 days) pending long term suspension/removal review by Superintendent and notification of Law Enforcement				
Violation of Coach/Sponsor Standards of Conduct Conduct in violation of reasonable rules and requirements established and announced by coaches or sponsors of school activities beyond the standards of conduct herein provided.	Conference with Coach/Athletic Director/Principal and Possible suspension from activity and long term suspension/removal review by Superintendent				
Law Violation In addition to the previous standards, any act identified by Missouri Statute as a crime is a violation of these standards and must be dealt with as provided by law	Referral to appropriate authorities and long term suspension/removal review by Superintendent				

2024-2025 New Heights Christian Academy Elementary Discipline Grid				
Violation	Minor Offense	Major Offens	Severe Offense	4th Offense
Automobile Violation/Careless Driving	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Arson	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Bullying Aggressive behavior that involves unwanted negative actions, involves a patern of behavior repeated over time and involves an imbalance of power or strength	Loss of Privledge Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Cell Phone Violation Any usage of cell phone during school hours that is not approved by the front office.	Warning	Warning Loss of Privledge	Loss of Privledge Sent Home	
Cheating	Loss of Privledge Sent Home	Sent Home 1-5 days	Sent home 1-10 days	Grade of 0 and OSS (10 days) long term suspension/expuls

				ion reviewed by Superintendent
Classroom/Bus/Lunchroom Disturbance/Inappropriate Behavior Conduct/speech which materially/substantially disrupts/interferes with orderly educational process in the classroom or other areas of the school	Loss of Privledge Sent Home	Sent Home 1-5 days	Sent home 1-10 days	OSS (10 days) long term suspension/expulsion reviewed by Superintendent
Computer Usage Violation	Warning	Warning Loss of Privledge	Loss of Privledge Sent Home	
Defiance/Disrespect for School Personell Minor infractions include not cooperating with school personell and not following the directives of school personell (example: not complying with a directive given) Major infractions include not cooperating with school personell while also being disrespectful. (Example: using disrepsectful language and gestures toward employee)	Loss of Privledge Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Destruction of Property Minor: small damages or repairs Major: large damages or repairs	Warning	Warning Loss of Privledge	Loss of Privledge Sent Home	
Dress Code Nonconformity	Warning	Warning Loss of Privledge	Loss of Privledge Sent Home	OSS (5-10) and long term suspension/expulsion review by Superintendent
Excessive Horseplay & General Misbehavior General misbehavior in halls, classrooms, lunch room or bathrooms during, before or after school: This includes things done "just kidding" around like punching, kicking, tripping, ect.	Loss of Privledge Sent Home	Sent Home 1-5 days	Sent home 1-10 days	OSS (5-10) and long term suspension/expulsion review by Superintendent

Extortion threatening or intimidating any person for the purpose of, or with the intent of obtaining money or something of value from the other person	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Fighting/Physical Assault/Hazing Fighting: displaying or engaging in violence, combat, or aggression Physical Assault: the illegal act of causing physical harm or unwanted physical contact to another person Hazing: humiliating and sometimes dangerous initiation rituals	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Food Violations includes having outside food delivered to the school by a non-parent for self or others	Warning	Warning Loss of Privilege	Loss of Privilege Sent Home	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Recording a Fight/Instigating a Physical Assault or Hazing	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
False Report making a false report which is disruptive, a threat to health, safety, and good order (i.e. pulling fire alarm, bomb threat, gurn threat)	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Forgery	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (10 days) and long term suspension/expulsion review by Superintendent
Gambling	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (10 days) and long term suspension/expulsion review by Superintendent
Guns/Tasers/Weapons bringing to school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon (i.e. knives, guns, chains, metal knuckles, tasers, fireworks or explosives)	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	

Habitual Misconduct Refractory conduct or conduct that has become habit; behavior that is stubborn or unmanageable; resisting authority	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Inciting a Public Disturbance includes acts of "organizing, promoting, encouraging, participating in a disturbance" and urging or instigating others to disturb the normal operation of the school.	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Lying/Misrepresenting the Truth	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	OSS (10 days) and long term suspension/expulsion review by Superintendent
Malicious Statements/Pictures/Video malicious, "mean", slanderous, provocative or inflammatory remarks toward another student or staff member	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Mocking or Scoffing the Spiritual or Academic Mission of NHCA	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Obscene Manifestations includes verbal, written or gestures to another individual	Loss of Privilege Sent Home	Sent Home 1-10 days	Sent Home 1-10 days	OSS (5-10 days) and long term suspension/expulsion review by Superintendent
Physical Assault of School Personnel	Loss of Privilege Sent Home	Sent Home 1-10 days	Sent Home 1-10 days	
Sale/Distribution/Possession of Pornography	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Possession of Stolen Property	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Possession of Lighters/Matches/Fireworks	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (1-3 days) and long term suspension/expulsion review by Superintendent
Under the Influence of Drugs/Alcohol or Possession/Distribution of Drugs or Alcohol on School Grounds	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	

Profanity/Racial Slurs/Obscenity Either Verbal, Written or with Gestures/Videos Minor: includes using obscenities and/or profane language either written, verbal or gestures; includes videos utilizing profanity or obscenities Major: includes using racially motivated slurs or degradations either written, verbal or gestures; includes profane language or obscenities directed at another individual	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days	
Public Display of Affection	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (1-10 days) and long term suspension/expulsion review by Superintendent
Sexual Harassment Occurs when a person has been illegally discriminated against, receives unwelcome sexual advances, unwelcome request for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature.	Loss of Privilege Sent Home	Sent Home 1-10 days	Sent Home 1-10 days	
Stealing/Theft	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent Home 1-10 days	
Tampering The unauthorized tampering or entry into a locker, bag, vehicle or others personal property assigned to or belonging to another individual or the school.	Loss of Privilege Sent Home	Sent Home 1-10 days	Sent Home 1-10 days	Restitution and OSS (5-10 days) pending long term suspension/removal review by Superintendent
Tardies	Warning	Warning Loss of Privilege	Loss of Privilege Sent Home	OSS (5 days) pending long term suspension/removal review by Superintendent
Threats/Intimidation	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent Home 1-10 days	
Tobacco violation	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	
Trespassing	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	

Truancy Includes being in an unauthorized location on campus; being somewhere without permission.	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days	OSS (10 days) pending long term suspension/removal review by Superintendent	
Vandalism	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days		
Vaping	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days		
Verbal abuse or Threats Against Staff Member	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days		
Violation of Coach/Sponsor Standards of Conduct Conduct in violation of reasonable rules and requirements established and announced by coaches or sponsors of school activities beyond the standards of conduct herein provided.	Loss of Privilege Sent Home	Sent Home 1-5 days	Sent home 1-10 days		
Law Violation In addition to the previous standards, any act identified by Missouri Statute as a crime is a violation of these standards and must be dealt with as provided by law	Sent Home 1-5 days	Sent Home 1-10 days	Sent Home 1-10 days		

Bullying and Harassment

Bullying and harassment are prohibited at New Heights Christian Academy.

Definition of Bullying

"Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of harm. This includes but is not limited to conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, religion or any other distinguishing characteristics.

Definition of Harassment

"Harassment" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, religion or any other distinguishing characteristics.

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and outside school hours. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, on school computers, networks, forums, and mailing lists, and on personal devices after school hours. This policy applies to the entire school community, including educators, school staff, students, parents and volunteers.

Reporting Bullying and Harassment

All allegations of bullying or harassment shall be reported to the principal or superintendent. Prior to notification of any parent or guardian regarding any incident of bullying or harassment, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident. The appropriate principal or superintendent will also be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action. The principal or superintendent will be held accountable for doing everything possible, within reason, to resolve the situation.

False Reports

Students who file false reports of bullying or harassment will be subject to disciplinary action.

Parental Reports

Reports alleging bullying or harassment may be filed with the principal or the superintendent by parents and school volunteers.

Responsibility of Students

Any student who observes an act of bullying or harassment should report the bullying or harassment to a teacher, principal or the superintendent.

Responsibility of Staff

All staff members will take reasonable measures to prevent bullying and harassment and shall report any such acts that come to their attention.

Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated.

Investigation of Bullying and Harassment

Once reported, any allegation of bullying or harassment will be promptly investigated by the principal or superintendent. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

Discipline

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; counseling; loss of opportunity to participate in extracurricular activities, school social events or graduation exercises; in-school suspension; short term suspension; or expulsion. The specific consequences should be consistent, reasonable, fair, age appropriate and match the severity of the incident.

Training and Prevention

Students and staff will be given instructions on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

Student Pregnancy Guidelines

The following policy will guide the school administration when a female student who is enrolled at New Heights Christian Academy becomes pregnant.

1. Although the school is saddened if and when one of our students becomes pregnant, it is the wish of the school, the staff and the School Board that any actions taken by the school will not discourage the student from allowing the pregnancy to reach its natural and full term. It is the desire of the school that the student inform school leadership as early as possible so that the school may offer the appropriate support throughout the pregnancy.
2. The pregnant student will be allowed to continue attending NHCA until the time the pregnancy becomes a significant distraction to the learning and spiritual environment for her fellow students. The school administration, with the input of staff, the student and her parents/guardians, will make the determination when this has occurred.
3. Once that determination has been made, the pregnant student will be placed on homebound status. She will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit.
4. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activity or represent the school at any function.
5. The student may return to regular school life upon the medical approval of her physician. She will be allowed to return to classes full-time and participate in extracurricular activities.

6. Having an infant or small child at school will likely be disruptive to the normal school environment. Therefore, the child's attendance at school will not be allowed other than at feeding times, if nursing is the selected feeding option. Feeding will occur in a room that is agreeable to both the mother and the school. Following the feeding the child will return to its day-care provider and leave the building or activity.
7. Because of potential distractions and unwanted attention, attendance at after-school events of a child of a New Heights Christian Academy student is discouraged and will be allowed only with the consent of the school administration. Any such request must be made directly to the administration at least one day in advance of the event.
8. The student would be dismissed from school if a second pregnancy occurs during her time at New Heights Christian Academy.

The following policy will guide the school administration when a male student who is enrolled at New Heights Christian Academy fathers a child. The young lady may or may not be a student at NHCA.

1. It is the position of the school that the young man be held to the same level of accountability as the pregnant student. It is understood that the control and any discipline or restrictions placed on the student is dependent upon both students being enrolled at NHCA.
2. The male student will be allowed to continue attending NHCA. However, he will be placed on homebound status at the time when the pregnant student is placed on homebound status. If the pregnant girl is not a student at New Heights Christian Academy, the school administration will make the decision when such status is warranted.
3. He will be offered the opportunity to complete all assignments and tests with scores on each to be given full credit while on homebound status.
4. Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activities or represent the school at any function.
5. The young man may return to regular school life upon the return to school of the pregnant student. He will be allowed to return to classes full-time and participate in extracurricular activities. If the pregnant student is not enrolled at NHCA, then the school administration will determine the date in which the young man may return to regular school life.
6. Failure to notify the school that he is the male partner in a pregnancy will lead to more severe disciplinary action. The degree and severity of the discipline will be at the discretion of the school administration.
7. The student will be dismissed from school if he fathers a second child during his time at NHCA.

Disciplinary Options

1. Teacher Detention – Teachers may assign detentions for up to 30 minutes to be served in their classroom.
2. Work Detention – Supervised activities related to the upkeep and maintenance of school facilities.
3. Lunch Detention – A student must eat lunch from home in the office away from other students.
4. Before-School Detention — Detention under supervision of the principal or his designee taking place for a length of 45 minutes immediately before school hours. Parents will be notified prior to a student serving detention. Times and days will be set by the principal or his designee.
5. Saturday Detention — Detention under supervision of the principal or his designee taking place from one to three hours. Parents will be notified prior to the student's serving of detention. Each hour of Saturday detention will cost \$10.
6. In-School Suspension — ISS is defined as separation from all school activities where interaction with other students occurs, including: classes, extracurricular activities, lunch, class breaks, before and after school, and restroom breaks. ISS will take place on the school campus during school hours and fifteen (15) minutes prior to, and fifteen (15) minutes after school. Students serving ISS will be placed in the Detention Center and will be responsible for all assignments due at the time of the suspension plus any additional assignments made by teachers for the duration of the suspension. Students will receive full-credit for work assigned for ISS. Absences from In-School Suspension count toward the absence limit. Parents will be informed of ISS before the student serves.
7. Out of School Suspension — Out-of-School Suspension may take place for Class II or Class III offenses as described earlier in this section. The principal or his designee has the authority to evoke suspension after examining and evaluating all pertinent facts. The principal or his designee may suspend the student for not more than ten days. Suspended students may not attend classes or any other school activity, including home or away athletic events. Students will always have an opportunity to express their side of the issue prior to suspension. Absences from Out-of-school suspension count toward the absence limit. Assignments made during OSS cannot be made up for credit.
8. Academic Probation
Frequent Grade Evaluation: Under the new policy, student grades will be evaluated every three weeks using predefined parameters. These parameters include:
 - Two F's in any subject.
 - Two D's and one F.
 - Three D's in any subject.
 - Notification Process: Students and guardians of students meeting the aforementioned criteria will receive immediate notification of their academic probation status. This notification will serve as an early alert for students and their guardians to address academic challenges promptly.

- Intervention and Documentation: Upon notification of academic probation, teachers will be provided with a Google Sheet containing student names, academic status, grades, and a designated section to share interventions implemented and document their efforts to support the student's academic progress.
 - Extracurricular Activities Restriction: Students on academic probation will be permitted to practice but not compete or perform in extracurricular activities. This measure emphasizes the importance of prioritizing academic responsibilities.
 - Continued Academic Probation: Students who are on academic probation for two consecutive evaluation periods will face more stringent consequences. They will be prohibited from both practicing and competing/performing in extracurricular activities until their academic standing improves.
 - Clearance Process: Students on academic probation can be cleared at any time by an administrator or counselor based on demonstrated improvement in academic performance. Once cleared, students may resume their participation in extracurricular activities. The goal of this program is not to punish students but to motivate them.
 - Teacher Grading Timeline: Educators will continue to prioritize the grading of current work but will be expected to grade and input any late work that is accepted immediately after the current work is graded and inputted into their grading system. Example: John turns in work that was due Monday on Thursday. Mrs. Smith will work to grade Thursday's work (current) and then would grade the late work before moving to Friday's work.
 - Absent Students: In an effort not to punish students who may receive zeros long stretches of absence from school, say for illness, teachers and office staff can identify these individuals and they will be clear for the current grade check period giving them time to get their work made up. This allowance will only be for the grade check period directly after their absence.
9. Behavioral Probation - Near the end of each semester, the secondary faculty and administration will review the behavioral performance of students during the semester.
- Upon the recommendation of 70% of the faculty who find a student deficient, the administration may put a student on behavioral probation for the following quarter.
 - During a student's first probation, no extra-curricular activities are denied to the student. However, students who are on behavioral probation are ineligible to participate in any school trip that would require an overnight stay. This limitation may only be removed with a consensus of the activity sponsors and administration.
 - At the end of the probationary period the teachers will meet with the administration to decide upon the following options for a student currently on probation:
 1. Removal from probation. Student is placed back in good standing.
 2. Continued probation. Another quarter is given for change and all leadership positions and representation of the school in extracurricular activities are denied. A student will be reviewed every quarter while on continuing probation.
 3. Recommendation not to allow re-enrollment or for dismissal.
 4. This does not supersede administrative discipline
10. Dismissal — Dismissal from school occurs at the discretion of the superintendent.
11. The school reserves the right to communicate student disciplinary offenses to the School Board and faculty.

New Heights Christian Academy Dress Code

We employ a dress code to ensure modesty, respect, and safety. We desire that students honor others above themselves (respect) and not become a stumbling block for others (modesty). Ultimately, we want to bring glory to Jesus Christ. We expect the attitudes, actions, and appearance of our students to reflect these goals; accordingly, appropriate dress is required at all school activities. Proper student dress, in compliance with the guidelines below, is the responsibility of the parent and student. Compliance should not be dependent upon enforcement by school personnel.

These guidelines summarize our expectations; they are not exhaustive because it is impossible to address every possible clothing choice. Definitions of "modest" or "respectful" vary; the final decision regarding specific clothing will rest with the administration.

Monday through Friday: This is a prescribed dress code – only these items are allowed

- Shirts -
 - Collared, sleeved, and of a polo or button down design.
 - NHCA/CHCS spirit wear.
 - NHCA/CHCS sweatshirt may be worn over a proper polo, button down, or NHCA/CHCS T-shirt.
 - T-shirts and sweatshirts that are not NHCA/CHCS **are not** allowed. The exception to this will be solid colored sweatshirts, hoodies or jackets. These must be white, green, gray, or black.
- Shorts -

- All shorts must be hemmed and have a minimum inseam length of 10 inches for grades 5-12 and they must button or snap at the waist and have belt loops for boys. All shorts must be no more than 1 inch above the knee for students in grades PK-4. PK-1st grade can have elastic waistband pants.
- Athletic shorts **are not** allowed.
- Pants -
 - Slacks, khaki's, capri or crop pants, plain jeans, and golf pants that button at the waist and have belt loops are permitted. PK-1st grade can have elastic waistband pants.
 - Jeans **may not** have any holes anywhere.
 - Jeans **may** have small frays at the bottom of the legs only.
 - **NO** pajama pants or yoga pants are permitted.
- Skirts/Dresses -
 - Dresses **must** cover shoulders and back, **must not** show cleavage, **must** be buttoned properly, and **must not** be higher than 2 inches above the knee.
- Shoes -
 - **No** slippers, shoes with wheels, flip flops, or slides are permitted.
- Hair -
 - Hair should be clean and well groomed at all times.
 - Boys' hair **may not** extend below the collar of a collared shirt, **must not** be below the ear lobe, and **must not** touch the eye brows.
 - Boy hair accessories such as hair ties/headbands/clips/etc. **are not allowed**. Man buns **are not allowed**.
 - All hair must be of natural color only.
 - **No** Facial Hair is allowed.
- Piercings -
 - Girls may have no more than two piercings per ear. Spacers are not allowed.
 - **No** piercings are allowed for boys.
- Hats or Head Coverings -
 - **No** hats or head coverings will be allowed. Exceptions to this rule would be off-campus and/or extracurricular activities.
- Make-up and Accessories -
 - **No** hair, clothing, make-up or accessories that draw undue attention is allowed.
 - Boys **may not** wear any make-up and can not have painted fingernails at any time.
 - Visible tattoos **are not** permitted.

NHCA Formal Event Dress Code

Boys:

- **No jeans**
- Slacks and a button-up shirt are required
- Ties and jackets are optional

Girls:

- **No jeans**
- Dresses must be **modest** and adhere to the following:
 - No plunging necklines
 - No sheer or nude fabric in areas that must remain covered
 - Strapless dresses must have a straight neckline
 - Dress length and slits must meet the **fingertip rule** (fingertip length or longer when arms are relaxed at the sides)
 - Open-back dresses must not go lower than the **natural waistline**
 - **No two-piece dresses that expose the midriff are allowed**
- **No rompers**
- Jumpsuits are permitted but must follow the same guidelines as dresses

Please see the diagram below to visually demonstrate the modesty expectations.

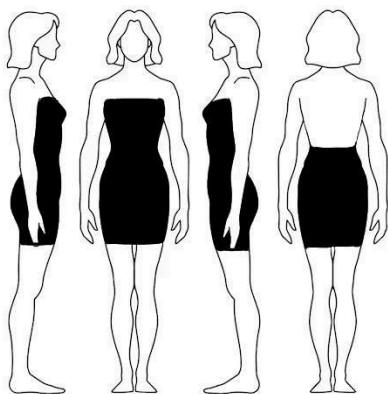


Photo Submission Requirement

To ensure compliance with these guidelines, we ask that **photos of the attire be submitted to the event sponsor by the Monday prior to the event**. Photos must clearly show:

- The neckline
- Dress or slit length
- Back of the attire

This deadline allows time to review and contact students who may need to make adjustments to their attire before the event.

Photos need to be uploaded into the Google Classroom assignment created by the sponsors to approve attire.

Non-NHCA Guests

Non-NHCA guests are also required to adhere to these modesty guidelines. We ask that you communicate these expectations to any approved non-NHCA guests. **They must also submit photos of their attire by the Monday prior to the event** to the event sponsor for review. Students bringing non-NHCA guests who do not meet the dress code will be handled on a case-by-case basis. However, **if a guest is outside the dress code, it will be noted that the student will not be allowed to bring a non-NHCA guest to the next event**. Non-NHCA guests cannot be of the same gender as the NHCA student they are attending with. Guests must be no younger than 9th grade and no older than age 20.

Penalties for Dress Code Non-Compliance (Number of incidents)

2-3 — School detention (45 minutes)

On a third modesty issue, students will be limited to t-shirts or polos as well as a detention

4-5 — Saturday detention 1 Hour (Cost of \$10 per hour per student)

6-7 — Saturday detention 3 Hour (Cost of \$10 per hour per student)

8 or more — Suspension for each offense (The previous penalties will be assessed for each student per year)

ATTENDANCE POLICIES

New Heights Christian Academy supports the philosophy that the instructional program is a vital part of a formal education. We further believe that it is necessary to require that students attend school a maximum number of days for instructional purposes during each school year. Students are required to maintain a level of attendance that enables them to meet their requirements as learners. Students and their parents/guardians hold the main responsibility for school attendance and for following the attendance policy. The Board asks for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible. **Parents are discouraged from taking students out of school for any reason other than family emergencies.**

Attendance Requirements

1. All students are expected to attend school and assigned classes at all times when school is in session. A student's absence from school must have parent/guardian approval and must be considered valid by school authorities, or the student will be considered truant and in violation of attendance policies and the laws of the State of Missouri. It is the responsibility of the parent/guardian to see that:
 - a. the student is in attendance at school.
 - b. the school office is notified the morning the student is going to be absent for all, or part of, the school day.
 - c. a student needing to leave campus during the day has a dated, written permission slip to do so.
2. Absent: Whenever a student is not in class and has not been excused for a school related/sanctioned activity (such as sports, field trips, choir tours, Mission trips); the student will be considered absent, regardless of the reason.
3. Notification of Absence: When no telephone contact has been made concerning an absence, students must bring a note to the office upon their return in order to obtain an Admit Slip. Students will be considered truant until parent/guardian notification is made to the office.
4. Tardy: A student late to 1st hour will be considered tardy, unless there are unavoidable circumstances. The principal or his designee determines unavoidable circumstances. Students arriving after the tardy bell in the morning should report directly to the MS/HS office. A student who is not seated when the bell has rung is considered tardy and the tardy will not be excused unless the student has a pass from another teacher or from the Principal. Students arriving in class more than 10 minutes after the bell has rung are considered tardy and absent. Penalties for tardiness will be as follows:
 - 4-5 — School detention (45 minutes)
 - 6 — Saturday detention 1 Hour (Cost of \$10 per hour per student)
 - 7 — Saturday detention 2 Hour (Cost of \$10 per hour per student)
 - 8 — Saturday detention 3 Hour (Cost of \$10 per hour per student)
 - 9 — 2 days of ISS
 - 10 — 2 days of OSS
 - 11 — Review for Behavioral probation(The previous penalties will be cumulatively assessed for each student per semester.)
5. Audit Status: When a student exceeds ten (10) absences in a semester (that are not school-approved functions) in a class, the student and parents will be asked to provide a written explanation of each absence and may be required to meet with the faculty advisory committee to review the causes for the absenteeism. The faculty council may choose to place the student on "Audit Status." He/she will be required to continue attending the class, but may not receive credit for the class.
6. Pre-planned Absences: Parents may preplan absences with the principal or his designee for the following reasons: medical, family related, etc. The principal may grant school permission for the absence based upon reason for the absence, student grades, and student attendance record, and student behavior. Students should notify their teachers when an extended absence is planned for any reason (medical, family-related, etc.) in order to obtain assignments or other work to be done prior to leaving or to turn in upon return.
7. College Days: Students will be allowed two college days in each of their junior and senior years. College visits must be pre-approved by the high school principal. Written confirmation from the college visited must be submitted to the attendance secretary upon return.
8. Truancy: A student is truant from an individual class or from the school day when he is absent without parent/guardian approval. Students who are truant will be referred to the principal or his designee for disciplinary measures.
9. Suspension: When a student is suspended from school, the number of days of suspension required by the school will be counted in the student's total absences.
10. Parental Notification: Parents will be notified by email on the 8th absence in a semester and notified by email on the 10th absence in a semester.
11. Administrative contact with the student, parent, and counselor will continue as long as an absence problem exists. Personal conferences will be conducted, when it is deemed necessary, by the student, parent/guardian, counselor, and administrator.
12. Homework Make-Up and Test Make-Up: Students, who have been absent, will have one school day for each day missed, up to a maximum of five days, to complete make-up work and tests. Students missing school for various school activities (choir, athletics, etc.) must make prior arrangements with the teacher for make-up work and tests. (If prior arrangements are not made, a grade reduction or a "0" for the assignment may be recorded.)
13. Students who have been absent eight (8) or more times in a semester and are struggling academically may be denied attendance on field trips where they would miss classes in which they are struggling.

Leaving Campus During the Day:

Students may leave campus for lunch only when accompanied by their own parent/guardian. Students desiring to go off campus for lunch with their Youth Pastor, an older adult sibling, or a teacher may do so with prior, written permission from their parent/guardian by 8:00 a.m. that same day. If a student needs to leave campus for any reason during the day, parents shall check the student out through the high school office. Students who drive themselves and need to check out of school during the day must have parental and school authorization to do so. Students who leave campus without signing out or without permission are considered truant.

After-Event Pick-up:

Coaches and teachers are required to remain with students after extra-curricular activities until parents have arrived. We ask, therefore, that parents pick up their children at the time designated by the child's coach or teacher.

After-School Dismissal:

Parents should pick up students from the designated areas as soon as possible after dismissal. Parents should be sure that they have picked up their child from school no later than 3:10 p.m. Any elementary students who have not been picked up by 3:10 p.m. will be sent to the extended day care program. The parents are responsible for payment at that time. MS and HS students who have not been picked up by 3:10 will be sent to the secondary supervision room. Teachers are released from their supervisory responsibilities at that time and are no longer responsible for the welfare of students who remain within the vicinity of the school.

Emergency School Closing:

In case of extreme bad weather, watch the local TV stations for school closings announced.

- School email and text message will be sent via FACTS SIS to all school families
- Cancellation information posted on KODE, KSNF, KOAM, FOX14
- Delayed Start – If we determine that we need to start school later than our normal start time, we will publicize the message "New Heights Christian Academy – Delayed Start Time." Check your email/text for details pertaining to the exact time, but it will typically be at 9:15 a.m.
- NHCA makes our decision regarding school cancellations independently. We do not necessarily follow local school districts.

New Heights Christian Academy Grievance Policy

Though all constituents of NHCA -- parents, students, teachers, staff, school board, administration -- are expected to be firmly committed to the mission of the school, from time to time disagreements or disputes may arise. This policy is intended to help manage such conflict promptly, fairly, and in keeping with the biblical principles contained in Matthew 18 and Romans 12:

"If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again." Matthew 18:15-16, The Message

"Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody. If it is possible, as far as it depends on you, live at peace with everyone." Romans 12:17-18, NIV

A grievance may exist when anyone affiliated with the school (e.g. student, parent, employee, etc.) feels he or she has been wronged, or has been subjected to any unjust act, policy or procedure. Employees and school board members, if their children attend NHCA, are subject to this policy in their capacity as parents.

Responsibilities

The relationship between NHCA, its employees, and parents of NHCA students is one of partnerships. All parties must work together toward the goal of equipping students' hearts and minds, preparing them to be godly leaders in our world. Given this spirit of partnership, we are all expected to:

- Resolve conflicts promptly and directly.
- Work through disagreements while maintaining an attitude of respect, courtesy, and humility.
- Maintain confidences and limit discussion to only the parties directly involved. (e.g. teachers don't discuss the matter with other teachers; parents don't discuss the matter with other parents)
- Do nothing that might bring dishonor to the name of Jesus or NHCA.

NHCA employees acknowledge the trust parents have extended to them by choosing NHCA for their child's education. Given that trust, teachers have both authority and responsibility, as follows:

- Authority to make decisions in their classrooms, including issues regarding grades and discipline, under the oversight of, and within the parameters set by, administration and the School Board.
- Responsibility to hear promptly and courteously all concerns registered in good faith by a student or parent, to try to clarify misunderstandings, and to make reasonable adjustments if appropriate.
- Parents, by choosing NHCA as the school for their children, also have both rights and responsibilities:
- The right to be informed about actions affecting their child/children, and to have explained to them the rationale behind those actions.
- The responsibility to humbly accept decisions of the school, and to willingly support the authority of the school and its employees (as an extension of their parental authority).

Procedures

It is the responsibility of the party filing the grievance to initiate these procedures. Level 1 and Level 2 grievances may be presented by the student, if mature enough to do so. Parent / guardian involvement is required for Levels 3 and 4. Whenever possible, meetings outlined below should be arranged in advance and conducted face-to-face.

- Level 1 - Private: The grievance should be discussed privately among only the parties directly involved (e.g. the individual teacher and the parent), to give opportunity for constructive dialogue and an amicable solution.
- Level 2 - Principal: If resolution is not reached, the person with the grievance should submit a fully completed Level 2 Grievance Form to the next level of authority at NHCA (typically the Principal). The authority will fully research the grievance and document their decision in writing to all parties directly involved.
- Level 3 - Superintendent: If resolution is still not reached, the person with the grievance should approach the school Superintendent, explain the grievance, and provide a copy of all written documentation (including the Level 2 and Level 3 Grievance Forms, and the Principal's decision). The Superintendent will fully research the grievance and document their decision in writing to all parties directly involved.
- Level 4 - Appeal to School Board: Finally, an appeal may be made to the School Board, by submitting all written documentation (including Levels 2, 3, and 4 Grievance Forms; and the Principal's and Superintendent's decisions) to the School Board Chairman. Decisions of the School Board are final. Details of the School Board's deliberations and actions are confidential and will not be disclosed, except to the parties directly involved, when allowed.

The Board will first decide if they will hear the appeal. Depending on the nature of the grievance, the Board may simply refuse to hear the appeal, and refer the issue back to the Superintendent. Generally, the Board will not become involved in issues regarding day-to-day operations of the school, e.g. which student is assigned to which teacher, lunch menu, daily bell schedule, annual calendar, coaches' decisions regarding sports teams, grades, enforcement of dress code, etc.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are viewed as a privilege and a tool to be used in addition to the rest of our program to develop the complete student. We must be careful that we do not allow any extra-curricular activity to assume a role or a position that compromises our priorities and puts an over-emphasis in any given area. We feel that the teaching of striving to compete and win is a proper and necessary goal of all of our extra-curricular activities, but we feel that individual ability, alone, is not the main criteria in participation. Along with ability, we are directing our staff to consider leadership, scholarship, attitude, and citizenship in deciding who will or will not participate. It is important that all of us not lose sight of the fact that participation in any extracurricular activity is a reward and not a right. When our young men and women participate in competitions or any extra-curricular activity, we want them to represent our Lord and our school in a manner that sets the right example for the world to follow.

Organizations: The organization of clubs, groups, and activities whose purposes conform to the philosophy and policies of the school are encouraged. Students and their sponsors wishing to organize a club or activity should request approval from the administration. All clubs and organizations must be approved by the administration and be led by an approved adult sponsor.

Eligibility: Positions of leadership such as student council, class officers, cheerleading and athletics warrant demonstrated responsibility and ability. Students may be declared ineligible to participate in extracurricular activities because of social behavior even though they are meeting academic requirements.

New Heights Christian Academy (6-12 grades) recognizes spiritual growth and academic achievement as the top priorities for all students. The following requirements and guidelines are established only as a minimum standard and do not preclude an individual sponsor (with principal approval) from setting higher academic criteria for participation in a selected group.

Standards

As a member of the Missouri State High School Activities Association (MSHSAA) NHCA must follow its academic standards for eligibility.

- MSHSAA standards – must have earned 3.5 credits the preceding semester. If a student is ineligible he/she is ineligible to participate for the entire semester.

Procedures of Accountability

- Sponsors of each extracurricular activity will check each student's academic progress at the end of each semester.
- Students who become ineligible for extracurricular activities may, at the discretion of the sponsor and principal, be required to fulfill additional requirements to remain in the organization on an ineligible basis.
- Students who have been declared ineligible at the end of the second semester may regain their eligibility for the first semester of the following year by meeting all requirements of MSHSAA during the summer through accredited courses as described in the MSHSAA and NHCA handbooks.

Academic Teams: The opportunity to participate in an academic team is available to middle and high school students. It is possible for high school students to "letter" in academics. The criteria for academic lettering are as follows:

- Minimum of three competitions during the academic year.
- Practice regularly with the team.
- A member of the team who starts and completes the year.
- Coach's selection as significant contribution to the team's achievement.

Athletic Lettering: Middle School athletes receive a certificate of participation and senior high athletes are recognized for their contribution to the team. Varsity letters will be given to athletes selected by their coaches who have made a significant contribution to their team's achievements. Information on athletic policies may be found in the Athletic Handbook

Band and Outreach: Students in grades 5-12 have the opportunity to participate in the band program. High school students (grades 9-12) may choose to participate in the NHCA choir, Outreach. High school students have the opportunity to "letter" in music if the following criteria are met:

- The student must be a member of a large ensemble group such as band or Outreach.
- The student must perform as a solo or ensemble at contest and achieve a rating of 1 or 2.
- The student must perform in one additional performance i.e., chapel or church solo or ensemble.

Fundraising: Student activities to raise money must be approved by the administration. It must be done through an organized school group and be led by an adult sponsor. The rule of thumb for fundraising is that it must be done in a non-solicitation manner.

Math League: NHCA will participate against other schools in Math League competitions. Students in grades 9-12 are selected on the basis of their academic background in math. Opportunities for math competitions are also available in middle school.

Student Council: A student council will exist for grades 6-12. It will consist of students who have gone through an election process and possess a Christ like character, maturity, academic, and leadership qualities. The following are the qualifications for holding office in the Student Council: The President and Vice-President must be a Junior or Senior. The Chaplain must be a Sophomore, Junior, or Senior. Students must maintain a grade point average of 2.8 (students must maintain this average with no "D's" or "F's"). Candidates must have written recommendations from two teachers. A middle school student council exists to promote and develop leadership in grades 6-8.

MISCELLANEOUS

Chapel and Assemblies: Chapels and assemblies for grades K-12 are scheduled each Thursday throughout the school year to promote the spiritual and educational development of the students. Careful attention and respect should be given to those who are leading in the chapel. No food, drink, or candy shall be taken to chapel. Students who are disruptive or distracting may be asked to leave Chapel.

Conferences: Parent/Teacher Conferences are scheduled at the end of the first quarter. Conferences may also be requested by parents or staff when needed.

Debt & Fines: Students may be fined for damage to, or loss of school property (ex. Textbooks, athletic uniforms) and/or violations of library regulations.

Field Trips: Teachers will notify parents of field trips in advance. All school conduct and dress standards are in effect on field trips except where a specific exception has been made by the instructor. Field trips are part of required course participation and are not optional.

Homework: Homework assignments must be completed on time in order to receive full credit, unless the teacher has announced a specific exception. At the discretion of the teacher, the completion of an overdue assignment without credit may be required. In the case of extended leave, students will need to communicate to the teacher the assignments they will need at least five (5) school days before the event. Homework will be due upon return from the extended leave or as arranged by the teacher. Homework is to be done independently unless otherwise specified by the teacher. NHCA high school students should plan for an average of one to two and one-half hours of homework each day, although students taking more difficult classes may incur more. Middle School students should plan on one to two hours of homework each day.

Library: The library is open according to the published schedule in order that students may learn the joy of good reading and that they may develop skills in research. Books will be checked out on a one-week basis for kindergarten and first grades, and a two-week basis for 2nd – 5th grades. There is a grace period before the implementation of a fine for seven days overdue. A fee of five cents per school day from the date the book was due will be assessed for late books.

Lockers: Students in grades 5-12 are assigned lockers. Each student is to maintain his/her locker in a neat, clean and orderly fashion. Regular locker inspections will be conducted to assist students in this responsibility.

Lost and Found: The school's lost and found is in the hallway outside the cafeteria. All unclaimed articles will be displayed at various times throughout the school year for the students and their parents to check. Any articles not claimed will be discarded or donated to charity on a regular basis.

Lunches: Students may purchase a hot lunch that is served every day. A menu is sent home with elementary students and is posted in the high school office and on our website monthly. Students may bring lunch from home. Microwaves are available for grades 6-12. Drinks and snack items are also available for purchase. Lunch account payments should be made through the business office

Medicine: All medication is to be turned in to the office. No medication, including Tylenol, is to be kept in a student's locker, personal belongings or on their person. We will be glad to assist your child with the taking of his or her medicine in accordance with your or a doctor's written instructions; however, school personnel cannot be responsible for locating students to administer medication. Tylenol will be dispensed to students when parents send Tylenol with daily written or phone authorization.

Music Policy: We believe that God created music for His pleasure (Rev. 4:11) and that it is meant to glorify Him (Ps. 145-150). Students will be encouraged to be consistent with this standard at school and away from school. The administration or teaching staff has the right to determine what music may be played at school functions or on school trips.

Parent/Teacher Fellowship: PTF is a parent organization dedicated to supporting and assisting administration, staff and teachers at NHCA. Regular meetings are held monthly.

Transportation: Travel to and from school must be furnished by parents or guardians. The school will try to assist parents who are interested in setting up car pool arrangements in their immediate area. For all official school events, in the interest of child safety, school busses or the school shuttle will be the primary form of transportation.

Telephone: If an emergency arises where a student must reach his parent, the school office phone may be used. No student will be taken out of class to respond to a phone call unless the request is made by the child's parent and is urgent in nature.

Textbook Care: Students are responsible for the care of their textbooks. Textbook may be covered with clear contact paper. A fine may be assessed if textbooks are damaged or soiled.

Public Display of Affection: Students are not to participate in hand holding or close physical contact with the opposite sex during the school day or while attending a school-sponsored activity. We expect all boy-girl related conduct to be in accordance with the highest Christian ideals and principles.

School Visitation: CHCS/NHCA alumni are welcome on the NHCA campus at public events. CHCS/NHCA alumni may visit campus at other times with 24 hours prior permission from the administration as long as they are within dress code and classes are not interrupted. Parents are welcome anytime. All visitors must register in the high school office. A one-day visit is permissible at certain times in the school year for a prospective student. Visiting just for the sake of visiting, however, is not permitted because of interruptions to learning and space considerations.

Student Driving Regulations: We have an obligation to ourselves and others around us to drive carefully, cautiously, and safely at all times. We have therefore instituted the following driving regulations pertaining to any student who may be driving a car to school:

1. All students are to park in designated parking areas in the west (HS) parking lot.
2. Seniors may park in the closest west parking lot.
3. All students are to drive slowly at all times while entering and leaving the school parking lot. The parking lot speed limit is 5 miles per hour.
4. Spinning of wheels, speeding, squealing of tires, or reckless driving will not be tolerated.
5. Horns are not to be used in a careless manner.
6. Students are not to leave school grounds with their car at any time other than regular dismissal times unless they have special permission from the office.
7. Those students who drive cars to school should not transport other students to or from school unless the parents of all parties involved are aware and have given permission. However, parents, and not the school, are responsible for any emergencies involving transporting students to and from school.
8. Students are not to go to their cars during the school day without a teacher or administrators permission.
9. All student cars driven to school on a regular basis need to be registered in the office with a car description, a copy of the driver's license, and parent permit to drive form.
10. Failure to follow these regulations may result in forfeiture of driving privileges as well as other disciplinary action.

New Heights Christian Academy Sick Child Guidelines

It is the responsibility of NHCA parents and guardians not to bring a sick child to school, if the child shows any signs of illness (SYMPTOMS REQUIRING REMOVING OF CHILD FROM SCHOOL), or is unable to participate in the normal routine of the school day. Sick children will expose all children and staff members who they come in contact with. These people can in turn, expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100°F or higher. Your child needs to be fever free without the aid of any fever reducing substance for a minimum of 24 hours before returning to school.

Symptoms that may cause removal of child from school:

- Rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence.

A physician's note is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

Biblical Teachings, AUP, Chromebook Policy, and Code of Conduct

The following are expectations that the school has of its students and their parents. You are asked to read them carefully and pledge to these commitments.

Biblical Teachings

Because we live in a pluralistic society, enrolled families or prospective families may hold a wide range of beliefs on moral issues. For this reason, we believe it is necessary to declare New Heights Christian Academy's positions on key topics. New Heights Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. NHCA holds to the traditional and historical Biblical teachings which are found below.

Human Life and Abortion

God has an infinite value and unequivocal love for human life. We are convinced that the Bible strongly affirms the dignity and value of every human life. "Before I formed you in the womb I knew you, and before you were born I consecrated you; I appointed you a prophet to the nations." (Jeremiah 1:5) "My frame was hidden from Thee when I was being made in secret, intricately wrought in the depths of the earth." (Psalm 139:15) The Scripture passages cited above, and others, are evidence that God accords human value, dignity, and personhood to the unborn child. The Bible does not distinguish between prenatal and postnatal life. Thus, the willful termination of unborn life unless to save the life of the mother, is a violation of God's moral law and not acceptable.

Sexual Morality and Marriage

God created man in His own image, male and female (Gen. 1:27). Sexual identity and intimacy is rightly understood in the context of God's original design for marital oneness: "For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh (Gen. 2:24)." Marriage is a covenant between one biological man and one biological woman and God (Malachi 2:14-16). Homosexual practice is a distortion of this plan, and a perversion of the sexual relationship as God intended it to be. This is affirmed in both the Old and New Testaments. (Leviticus 20:13) (Romans 1:27, I Corinthians 6:9-10) Therefore, NHCA takes a traditional Biblical view of sexual morality and expects our faculty, students and families to adhere to this same Biblical view. This would preclude any sexual promiscuity, including, but not necessarily limited to, using or spreading pornography, engaging in, condoning or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Matthew 19:4-6; I Corinthians 6:9-20).

New Heights Christian Academy Code of Conduct - Students

Students enrolled at NHCA are representatives of the school and its purpose as well as the Lord Jesus Christ. As such, all students are expected to exemplify their respect for and support of the principles and objectives of NHCA at all times. In addition, it is assumed that each student will do his/her utmost to exert a positive influence on the attitudes and behavior of his fellow students. Students found to be out of harmony with the NHCA principles and objectives may be removed whenever the general welfare of the student body demands it.

New Heights Christian Academy
Information Network Acceptable Use Policy
Revised: 11-15-2017

Introduction

We at New Heights Christian Academy are pleased to be able to offer our students, staff and registered guest's access to computer technology, including access to the Internet, certain online services, and the NHCA information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

The school's information technology resources are provided solely for educational purposes. If there is any doubt about whether a contemplated activity is acceptable, students should consult with their immediate teacher, supervisor, or the technology director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources.

1. Users must respect and protect the privacy of others by:

- 1.1. Using only assigned accounts.
- 1.2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- 1.3. Refraining from distributing private information about others or themselves including passwords.

2. Users must respect and protect the integrity, availability, and security of all electronic resources by:

- 2.1. Observing all Internet filters and posted network security practices.
- 2.2. Reporting security risks or violations to a teacher or network administrator.
- 2.3. Not destroying or damaging data, networks, or other resources that do not belong to them.
- 2.4. Conserving, protecting, and sharing these resources with other users.
- 2.5. Notifying a staff member or administrator of computer or network malfunctions.

3. Users must respect and protect the intellectual property of others by:

- 3.1. Knowing and adhering to all published copyright law pertaining to electronic and print media.
- 3.2. Citing sources when using others' work (not plagiarizing).

4. Users must respect and practice the principles of community by:

- 4.1. Communicating only in ways that are kind and respectful.
- 4.2. Reporting threatening or discomforting materials to a teacher or administrator.
- 4.3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct as defined in the Student Handbook.
- 4.4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- 4.5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- 4.6. Avoiding spam, chain letters, or other mass unsolicited mailings.
- 4.7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school system's information technology resources. Violation of any part of the expectations outlined in this policy may also result in the students receiving Class II or Class III consequences as described in the Student Handbook.

Supervision

The use of any New Heights Christian Academy owned information technology resource is not private. School and network administrators and their authorized employees, supervise the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail (including Inbox by Gmail) Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, Slides, Talk/Hangouts, Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With New Heights Christian Academy. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

1. Meet any applicable law, regulation, legal process or enforceable governmental request.
2. Enforce applicable Terms of Service, including investigation of potential violations.
3. Detect, prevent, or otherwise address fraud, security or technical issues.
4. Protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child’s information by Google. If you don’t provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child’s information as described in this notice.

If you consent to your child’s use of G Suite for Education, you can access or request deletion of your child’s G Suite for Education account by contacting school administration. If you wish to stop any further collection or use of your child’s information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google’s G Suite for Education accounts or the choices available to you, please contact school administration. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/)(at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google’s Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

New Heights Christian Academy Chromebook Policy

General Information

Device Purpose

NHCA will supply students in grades 9-12 with a Chromebook device as part of their textbook resources. This device is the sole property of NHCA. The Chromebook allows student access to Google Apps for Education, online video sources, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at NHCA by students, faculty, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classrooms.

Student Owned Devices

Students will need only the NHCA provided Chromebook while at school. Please do not bring any other device to class. Student owned Chromebooks will not be allowed.

Training

Students will be taught what is expected and how to access information on their Chromebook by NHCA technical staff and teachers. Each student will have, as their default homepage, our NHCA student portal which contains links for direct access to Google Apps, FACTS and other educational material. There is a How-To section on the student portal with a growing inventory of special information on how the Chromebook may be used in the classroom.

Return

Student Chromebooks and power adapters will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at NHCA.

Any student who transfers out of NHCA will be required to return their Chromebook and accessories. If either a Chromebook or an accessory is not returned, the parent/guardian will be held responsible for payment in full. Transcripts or grades may be withheld until full payment is received.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Secondary Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook

The protective cover of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided it is handled with care.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School

The Chromebook is intended for use at school every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks, and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher. During class, teachers will be managing and monitoring student Chromebook activity through Go Guardian Teacher, a Chromebook classroom management tool.

All student Chromebooks will be actively managed both on-campus and off-campus through the special cloud filtering solution by Go Guardian. As this filtering product is integrated into Google Apps accounts, the filtering is active anytime the student is on the device, independent of the active Wi-Fi connection.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headsets or 'earbuds' for any audio projects they work on.

At Home

All students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If students leave their Chromebook at home, they must phone parents to bring the Chromebook to school. Repeat violations of this policy will result in a referral to the administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day. A limited number of portable chargers will be available for check out in the high school office at a cost of \$2.00 per school day. The charger must be returned to school at the end of the day in which it was checked out. Any charger not returned within 48 hours will result in the cost of the charger being billed to the parent's account. Furthermore, if a student leaves their Chromebook at home, a limited number of loaner Chromebooks are available for check out in the HS office at a cost of \$5 per school day. The Chromebook must be returned at the end of the day in which it was checked out. If not returned within 48 hours the cost of the Chromebook will be billed to the parents account.

Managing Your Files and Saving Your Work

Since Google Apps for Education provides virtually unlimited storage for every user, students may save documents to their Google Drive. Please refrain from using external memory devices such as mini SD cards or USB flash drives. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers. Spot checks for compliance may be done by the administration or the faculty and staff at any time. Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the NHCA Code of Conduct policy.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose of inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS

If technical difficulties occur, the technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:1 environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on Google Drive will be intact after the operating system is restored. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored.

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks can be identified in the following ways:

- Record of the serial number and NHCA asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Chromebooks at Extracurricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Technology Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost.
- Students and parents will be charged for Chromebook damage. Parents will be billed for replacement parts.

Accidental Damage or Loss Protection

As part of the 1:1 Chromebook program at NHCA, the school is not requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child, however, it is strongly recommended. Please see the Insurance section for additional information.

Lost, Stolen or Damaged Device and Accessories Costs

A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged are the responsibility of the student and parent involved in the loss of property. The user will be given another device or accessory to use temporarily. However, the repair or replacement cost must be paid within 30 days or the device or accessory must be returned to the Secondary Office.

NHCA Insurance Option

NHCA recommends that parents consider purchasing school provided insurance for their student's Chromebook devices. NHCA does not require participation in the school-administered insurance program. However, it is available for those who are interested. Anyone interested in purchasing the NHCA Insurance Option may complete the transaction at the NHCA Business Office.

Cost: \$20 Per Year (Must be purchased within the first two weeks of school or within the first two weeks after enrollment for students who enter after the beginning of school)

The following items are covered under the purchased insurance if lost or damaged. The deductible is 25% of the replacement price.

Total Replacement
Battery Replacement
Screen Replacement
Keyboard Replacement

Note: The AC Adapter & Power Cord is not covered by insurance. Students must return the issued AC Adapter & Power Cord in working condition at the end of the school year. Parents/Students will be charged for the full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support

Technical support will be provided by the classroom instructor or the Secondary Office.

New Heights Christian Academy Code of Conduct – Parental Agreement:

New Heights Christian Academy Code of Conduct

Students and parents with students enrolled at NHCA agree to:

Support the development of a biblical worldview and academic excellence at New Heights Christian Academy by being actively involved..

Support the school's policies and procedures as written in the student handbook. That as parent/s, we agree to abide by and discuss the Code of Conduct with my child/children, which states: Parents with students enrolled at NHCA are representatives of the school and its purpose as well as the Lord Jesus Christ. As such, all parents and students are expected to exemplify their respect for and support of the principles and objectives of NHCA at all times. In addition, it is assumed that each family will do their utmost to exert a positive influence on the attitudes and behavior of fellow peers. Students found to be out of harmony with the NHCA principles and objectives may be removed whenever the general welfare of the student body demands it. We understand that attending school is a privilege that may be withdrawn upon sufficient cause as determined by the administration.

Become actively involved in school affairs, functions, and reasonable service due to New Heights Christian Academy reliance on parents to take active roles in its support and governance. We will also actively support the fundraising activities of the school with the realization that tuition alone does not cover the cost of educating my child(ren).

Be proactive in dealing with issues of academic, moral, spiritual and social growth of our child/children at the School. If a problem or concern should arise, we will take our concern directly to the person involved, in keeping with the Matthew 18 principle.

Parents/Students

We have received a copy of the NHCA Parent/Student Handbook, Biblical Teachings, Acceptable Use Policy, G-Suite Consent, Chromebook Policy, and Code of Conduct expectations.

By signing electronically, we are stating that we have received and understand the policies and guidelines contained within the Student Handbook and we agree to follow all policies and guidelines contained within. In addition, we agree with the Acceptable Use Policy, Chromebook Policy, and the G-Suite.