

**New Life Academy**  
**Parent / Student Handbook**



## Statement of Faith

At New Life Academy we are committed to providing a Christ-centered education that nurtures the spiritual, academic, social, and emotional growth of our students. Our foundation is firmly rooted in the following statement of faith:

1. We believe in the Holy Scriptures: We hold the Bible as the inspired, authoritative, and infallible Word of God. It is our guide for faith, doctrine, and daily living.
2. We believe in the Triune God: We believe in one God, eternally existing in three persons – Father, Son, and Holy Spirit. We affirm the deity of Jesus Christ, His virgin birth, sinless life, sacrificial death, and bodily resurrection.
3. We believe in salvation through Jesus Christ: We acknowledge that all have sinned and fall short of the glory of God. We affirm that salvation is a gift of God's grace, received through repentance and faith in Jesus Christ alone.
4. We believe in the work of the Holy Spirit: We recognize the Holy Spirit as the active agent in the regeneration, sanctification, and empowerment of believers. We seek to cultivate a personal relationship with the Holy Spirit, allowing His guidance and empowerment in our lives.
5. We believe in the importance of Christian community: We value the unity of believers and strive to create an environment where students, families, and staff can develop authentic Christian fellowship, accountability, and support.
6. We believe in the pursuit of excellence: We are committed to providing a rigorous academic program that challenges students to grow intellectually. We recognize that all truth is God's truth and seek to integrate biblical principles into all areas of learning.
7. We believe in the worth and dignity of every individual: We affirm that every person is created in the image of God and deserves to be treated with respect, love, and compassion. We strive to promote a safe and nurturing environment that fosters the holistic development of each student.
8. We believe in the Great Commission: We are called to share the love of Christ with others and make disciples of all nations. We seek to equip our students to impact the world for Christ, both locally and globally.

This statement of faith serves as the foundation of our school's educational philosophy and guides our policies, curriculum, and practices. In partnership with parents and the church community, we strive to educate and equip students to become lifelong followers of Jesus Christ, actively engaging in God's purposes for their lives.

## **1.0 Mission Statement and Vision**

**Mission Statement:** Our mission at New Life Academy is to empower students to acquire skills that will support them, as life-long learners and nurture young children in the faith, hope and love of Jesus Christ, equipping them to serve God and others.

**Vision:** Our Vision for New Life Academy is to create a Christ centered culture of habitual excellence. Academic expectations and social and emotional development are at the heart of this learning culture.

### **What is Christ Centered Education?**

Christ-centered education is rooted in the Great Commission, Christ's command to His followers to "Go therefore and make disciples of all the nations... teaching them to observe all that I commanded you..." (Matthew 28:19-20). These words touch upon the essential educational mandate in Christ's command. Making and teaching disciples must begin with our own children.

Christ-centered education is far more than helping ensure students' mastery of traditional academic disciplines. At its core, it should inspire within the young person a love for truth, because the pursuit of truth ultimately leads one to God and His revelation to man through Jesus Christ. One Grace Christian School graduate attributes his love for truth and his ongoing pursuit of it largely to his Christian schooling. Indeed, this is the ultimate goal of Christ-centered education.

Furthermore, Christ-centered education is rooted in the belief that the Bible is infallible in all its truth claims. Therefore, the Bible is not only the most important class taught in a Christian school, but Biblical truth must also be integrated into all academic subjects.

A traditional, Christian liberal arts education also emphasizes the mastery of basic knowledge in the fundamental academic disciplines, including language arts, mathematics, science, and social studies. Unless a student becomes proficient in the content of these subjects, he or she will be unable to progress effectively to the next level of learning: the mastery of critical thinking skills.

Teaching students to become independent, discerning thinkers is essential to their growth as mature Christians who will not only function as productive citizens of our culture but who will do so as thoughtful representatives of Christ.

Lastly, a Christ-centered education can achieve its goal only by the gracious influence of the Holy Spirit at work through the teacher and in the students. Thus, Christian teachers must be those who understand their utter need, regardless of the subject they are teaching, for the Holy Spirit's anointing upon their teaching and students. Such godly teachers will bathe both their teaching and their students in ongoing prayer.

Francis Schaeffer, a twentieth-century theologian, sums up the vital role of Christ-centered education: "The Holy Spirit can do what He will, but the Bible does not separate His work from

knowledge; nor does the work of the Holy Spirit remove our responsibility as parents, pastors, evangelists, missionaries or teachers.”

Christ-centered education is an essential part of “training up a child in the way he should go,” so that “when he is old, he will not depart from it!” (Proverbs 22:6).

**The Curriculum:** Integrity of the curriculum must complement the integrity of the teacher. Jesus Christ should be the unifying core of a cohesive, integrated curriculum. “Christ is before all things, and in him all things hold together.” (Col. 1:17) Without Christ as the core, knowledge is not coherent, and students become frustrated, confused, or even worse, fragmented in their knowledge and schizophrenic in their living. The best curriculum begins with the Christian worldview, to which all new knowledge is correlated and contrasted and with which all new knowledge is eventually integrated. This integration with the core is not limited to content only. If curriculum is to have integrity, instructional and assessment strategies emphasizing cognitive processing activities must be consistent with the integrating core; teachers must teach out of the curriculum’s unifying worldview. Similarly, the learning community itself must be in harmony with the core of Jesus Christ so that the content and instructional strategies are complemented by classroom management, discipline, and organizational structure. Such a curriculum will equip students to think and act with integrity as their worldview is refined and strengthened with new, integrated, coherent knowledge.

### **Integrity (Proverbs 20:7)**

We will conduct ourselves with integrity and honor in a manner consistent with the school’s biblical foundation for morality. We will report to the school administration and to the responsible parents any rumors or confirmed cases of student behavior that violate the well-being of students, the school’s code of conduct as outlined in the handbook, or its reputation in the community. We will do so out of love and concern for the individual student and for the well-being of the school community.

### **Mutual Respect (Romans 12:10)**

We expect the school to respect our sovereign role and good intentions as the primary educators of our child, and we will respect the committed Christian educators who serve our children. We expect that the faculty and administration will treat us as allies, not as adversaries, even when they disagree with us, just as we will do for them.

### **The Joy of Learning (Matt. 22:37)**

We will teach our child to love God with his or her mind. The goal of education is to know God and his creation so that we can serve and glorify him. We will teach our child that this is the reason and incentive for hard work and learning. We will nurture in him or her the joy of using his or her mind, time, and energy to acquire knowledge for service to God, not for A’s and accolades.

### **The Celebration of Discipline (Hebrews 12:11)**

Discipline is a blessing for our children so that they may live lives of peace and righteousness. We will support the faculty and administration when they discipline our child, just as we expect teachers and administrators to honor and support the discipline and expectations that we have for him or her.

### **The Gift of Work (Proverbs 4:1-23)**

The pursuit of wisdom is a joint venture between our child and us. Like all worthy pursuits, it requires work. We believe it is a responsibility, a joy, and a blessing to engage in work with our child. We understand that homework and projects that extend learning beyond the classroom are common at Coventry Christian Schools and are intended to be enjoyed as quality time for us with our child. We welcome this opportunity to enjoy the gift of work and the pursuit of wisdom with our child, and we expect that the faculty will also respect our need for time with our child apart from schoolwork.

### **The Call to Honor (Philippians 2:15)**

We will teach our child to live by the school honor code:

*I will conduct myself in a manner that honors Jesus Christ:*

*I will be honest and hardworking.*

*I will respect my parents, teachers, and other adults whom God has placed in authority over me.*

*I will treat others as Jesus Christ has treated me.*

*I will be a good citizen of our school by reporting to a parent, teacher, or dean of academics any student*

*behavior that threatens the safety and integrity of our school community.*

We are excited to enter into this covenant with Coventry Christian Schools, believing that the success of our partnership will be premised upon this mutual commitment to each other.

### **3.1 Statement on Marriage, Gender, and Sexuality**

Coventry Christian Schools believes that God created us as male or female persons, and that these genders together reflect the image and nature of God. (Gen. 1:26-27) We expect that all students will behave and conduct themselves in a manner that is consistent with their biological gender. This includes but is not limited to the restrooms they use and the clothing they wear.

We believe that the term “marriage” is only meant and intended to be the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God has commanded us to refrain from sexual activity outside of a marriage between a man and a woman. (1 Cor. 6:18; 7:2-5; Heb. 13:4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual or bisexual behavior, bestiality, incest, or pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10)

We believe that every person must be treated with compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Being hateful or harassing is to be repudiated and this type of behavior or attitude is not in accordance with Scripture or the values of New Life Academy.

## 5.0 Communication

Proper and effective communication is key to any successful relationship. Communication between home and school is of vital importance to the development and progress of students. For our purposes, **written is better than verbal**, especially in regards to administration of medication or change in dismissal time or pick-up person. We offer communication via the following manners:

- ❖ *Telephone*- Staff members can be reached at 717-561-0524. While teachers will not be interrupted when teaching, calls may be put through during a planning period or a message may be left with the office or extended care staff to be forwarded on to the teacher.
- ❖ *Fax* -- faxes can be sent to 717-558-7501.
- ❖ *Email*- You may also contact school personnel through the school's email.
- ❖ *Postings*- Posted notices can be found on our website, parent information boards, at the office, and in the hallways.
- ❖ *Conferences*- Parent/Teacher conferences are scheduled two times per academic year. Information regarding student academic progress, spiritual, behavioral, social, and physical development will be shared during conferences. We would like to make ourselves available to you. Please feel free to contact the school to schedule a one-on-one conference at **any time** to discuss concerns.

Visitors (parents and prospective students) are welcome to schedule a visit to New Life Academy. Please notify the school office at least one week prior to your desired date of visit. On the day of your visit, please report to the school office before sitting-in on any class or meeting with any faculty or staff.

## 6.0 Admissions Process

Admissions decisions are made in accordance with the school's philosophy and mission statement. Space permitting, any family that can contribute to the mission of the school through a meaningful partnership and whose child can have his or her needs met at New Life Academy is welcome to be a part of our school community. The admissions process begins with contact between the prospective parent(s) or guardian and the school administration. Prospective families

receive an information packet containing a registration form, brochure(s), program description, mission statement and philosophy of education, and fee schedule.

To be admitted, prospective students must follow and complete the admissions process outlined on the admissions section of the school's website as well as on our online admissions platform.

Admission decisions will be based upon the administrators determination of the compatibility of the student's and family's needs and desires and the school's programs and resources. When it appears that a successful partnership can be established, admission will be granted to classes with open seats. The dean of academics will make final determinations of acceptance and admission. Appeals of these decisions may be made to the head of school.

## **7.0 Privacy Statement**

New Life Academy is a non-profit educational institution based on Christian principles. An integral part of our ministry to young people is the need to collect information about our students and their families. This notice describes what information we collect and how we handle it.

### **1. Personal information**

New Life Academy collects information about our students and their families for the purpose of identification, networking, communication and fundraising. This includes but is not limited to name, parents' names, address, phone number, and birth date. This information is available to the teaching and support staff as well as the business office as needed to carry out the day-to-day operation of the school.

### **2. Account information**

New Life Academy compiles information regarding the status of student accounts, including the social security number of the financially responsible party. This information is accessible to the business office and school administration. No information regarding business accounts is released to other sources without written authorization.

### **3. Health Information**

In compliance with PA State regulations, health information for students and staff is kept on site in a secure file. Health information is made accessible to the staff and school nurse as deemed necessary for the welfare of the student/staff. This information is also made available to medical professionals in the event of a health emergency. The PA Department of Human Services is given access to this information as needed for the ongoing compliance of New Life Academy. A student's parent or guardian may view this information upon request. (Please schedule an appointment to view your child's file.) This information will be forwarded to other academic institutions upon request with written authorization.

## **8.0 Fee Structure and Fiscal Responsibility**

New Life Academy makes commitments to its faculty, staff and vendors in direct proportion to the enrollment commitments of its students. Based on those commitments, the administration carefully prepares a budget each year and work to control expenditures. Monies owed must come

in on time or the school is placed in a position where it must borrow for operating expenses. Anyone anticipating a problem in timely payment should contact the business office to discuss payment plans. Families should refer to the school's Tuition & Fee Schedule for details.

## **9.0 Academic Policies**

### **Grading Scale for Kindergarten:**

S= Satisfactory

W = Working on Skill

N = Needs Improvement

### **Grading Scale for 1<sup>st</sup> – 5<sup>th</sup>**

90 - 100 - A    80 - 89 - B

70 - 79 - C    60 - 69 - D

59 & below - F – Failing

## **9.1 Progress Reports**

Preschool Progress Reports will be completed and shared with parents twice per academic year. An initial child observation will be issued within 45 days of program entry.

Progress Reports will be issued four times per year with letter grades for grammar students and percentages for secondary school students. Students receiving an incomplete (I) as a grade must turn in all incomplete assignments to the appropriate teacher within six weeks of the progress report date. Final progress reports for grammar school students will be issued following the graduation and promotional program. Final progress reports for middle and high school students will be mailed two weeks after graduation and promotion.



## **Service Requirement**

Philippians 2:4 “Each of you should look not only to your own interests but also to the interests of others.” At New Life Academy, we believe that our families should demonstrate their faith through service.

Because of this conviction, we plan and provide service opportunities for our students. These service opportunities are a part of the curriculum, not an extracurricular activity. As such, all students must log at least 20 service hours per school. All service hours will be documented and verified by the signature of a faculty, staff, or administrative team member or by the director of the organization served by the student. The school will provide ample opportunity for required service to be earned under school direction and in the usual course of the school year if a student has difficulty finding ways to serve apart from the school’s support.

## **9.5 Additional Learning Support**

Each student is a unique individual and it is understood that some students may struggle in a regular classroom setting. In an attempt to help them develop their full potential, we strive to find solutions that will strengthen any areas of weakness. To do this it is important to gather as much information as possible about the best ways to educate each student. Having the parents and teachers work together is most beneficial for the student, sharing as much information as possible. If the student has undergone any screening tests or evaluations in the past, a record of those should be included in the student's file, regardless of the outcome, for example an IEP or IFSP. If either the parent or the teacher observes any concerns regarding the student's progress or behavior, communicating with each other is key. After proper observation & documentation, a plan of action will be discussed and put into place.

## **10.0 Field Trips**

Students at all grade levels take several curriculum related fields trips off campus during the course of the school year. Parents will be asked to sign individual permission slips for each field trip, with the date, place, cost, and time specified. Parents and grandparents have a standing invitation to drive and chaperone on any field trip. Parents are asked to cover their own costs on field trips.

## **11.0 Attendance**

New Life Academy offers extended care beginning at 7:00 a.m. Monday through Friday and is available until classes begin. School hours for students are 8:30 a.m. to 3:30 p.m. Extended Care is also offered after school until 5:00 p.m. Extended Care is open to students up to age 12.

Research studies have demonstrated a direct correlation between attendance in school and academic success. Therefore, students are expected to be present in school every day. New Life Academy will recognize students who attend school every day the school is open with a Perfect Attendance Award. K-5 students must be present for at least half of the scheduled school day to be considered present for the day.

Students who arrive late to school will be considered tardy. The seventh tardy in any given academic quarter will result in one unexcused absence for the student. If a student is tardy more than seven times in a given quarter an additional unexcused absence will be counted for every seventh tardy in a quarter.

### **Excused Absences**

Students who are absent must submit a written excuse from their parents or legal guardian. This excuse must include the reason for the absence, parent or legal guardian signature, and the date. It is expected that all missed work will be completed by a date determined by the teacher. If a student misses essential work such as a test, he/she must complete the work at a time designated by the teacher.

Examples of excused absences include:

- ❖ Personal illness that necessitates the absence of the student as outlined in the Sick Child Policy.
- ❖ Death in the family.
- ❖ Pre-arranged (one-week advance notice) educational travel.
- ❖ Students will not be counted absent who are dependent upon public school district transportation that is not available due to inclement weather conditions.

### **Unlawful Absences (students ages 8-17 only)**

School attendance for children ages 8 to 17 is compulsory in Pennsylvania. New Life Academy must enforce the law regarding unlawful absences. An unlawful absence is defined as any absence that is not documented by a parent note received within three school days of the absence verifying that the absence was for an excused reason per the policy above.

If a student accumulates three or more unlawful absences in a school year, the student is considered “truant” under the PA truancy laws. When a student accumulates six or more unlawful absences in a school year, the student is considered “habitually truant” under the PA truancy laws. Students who are considered habitually truant will be referred to their school district of residence and may be subject to a citation per PA Act 138 of 2016 and PA Act 39 of 2018.

### **12.0 Withdrawal Policy**

Parents wishing to withdraw a student agree, by signature on the Financial and Extended Care Contract, to give one week's notice. Withdrawal is not complete until a school administrator has signed the Student Withdrawal Form. This form is available in the school office and should be returned to the administrative assistant in the front office. Academic records will be forwarded to other educational institutions upon written authorization from a parent or guardian and when account balances are paid in full.

Tuition is billed on an academic year basis. For Kindergarten - 5th Grade students who withdraw prior to the end of the academic year, tuition will be refunded on the following schedule:

On or before August 1st Full Refund of Tuition

August 1st through August 15th 90% Refund of Tuition

August 16th through August 31st 80% Refund of Tuition

September 1st through September 30th 70% Refund of Tuition

October 1st through December 31st 60% Refund of Tuition

January 1st or after Pro-rated Refund of Tuition

### **13.0 Safe Arrival and Departure**

As per Chapter 3270 of the Department of Human Services Code, Title 55 pertaining to Child Day Care Centers, we wish to notify you of the school's location and the routes for pedestrian and vehicular traffic around the school.

Parking is permitted only in marked spaces. No vehicles should be parked along any curb adjacent to the building or along the side of the building itself as these are restricted fire lanes.

Preschool parents should park in the south lot adjacent to the playground, which is the lot nearest the preschool entrance. Students should be escorted into their classroom or extended care room. Preschool parents should enter the building through the southwest end doors closest to the playground and Events Center entrance.

All campus doors remain locked during the school day. Visitors must report to the front office doors and be admitted after announcing arrival and buzzed in by school personnel. If school personnel are not available at the main office, visitors should report to the preschool doors (on Greenwood st.) to gain admittance.

### **16.0 Acceptable Use of Technology**

New Life Academy has an approved policy regulating use of technology by its students. The following is a summary of that policy. Please see any member of the NLA Administration for a detailed copy.

- ❖ Students may not use food or drinks near computers.
- ❖ No computer may ever be used without staff or faculty supervision.

- ❖ All technology owned by NLA is to be used in a manner consistent with the mission and established policies of NLA. Accordingly, any use of technology for purposes other than education or school-sponsored extracurricular activities is prohibited. All use of technology must be consistent with morality.
- ❖ Hardware may not be modified in a manner that affects its performance or appearance. Intentional defacement or sabotage of hardware will be treated as vandalism.
- ❖ Any act intended to cause equipment failure, loss of data, modification of other people's data or disruption of school activities is prohibited.

### **17.0 Devices Not Permitted on Campus**

Students are not permitted to bring to class: handheld electronic games, portable music players, recorders (unless required for a class), smart watches, mobile or cellular telephones, laser pointers, and such items. No student will be permitted to wear a smartwatch or other watch that is set to beep or alarm. These items will be confiscated by the teacher and turned over to the Principal. Parents may arrange to pick up the item from the office.

While cellular phones, smart watches, and other smart devices are permitted on campus, they must remain in students' lockers/bags and turned off during school hours. Use of cell phones or other smart devices is only permitted after school hours, under the request and approval of a faculty member, or if needed in an emergency. Unauthorized use of cell phones or other smart devices during school hours will result in confiscation of the device and potential disciplinary action. Electronic devices are not permitted to be used as cameras in any private areas such as rest rooms. Inappropriate pictures found on and/or distributed via cell phones will result in confiscation and disciplinary action commensurate with the offense.

### **19.0 Uniform Policy**

New Life Academy sets a high standard for students in their dress and appearance to express reverence for God and for the task of education and to demonstrate respect for one another.

The school employs a uniform policy for students in an effort to further a sense of school community and unity as well as promote a positive work ethic and modesty. Students are expected to be in uniform when on campus at NLA unless a rare occasion has been specified by the school administration. Students will also wear their uniforms on most field trips and outings that occur during a typical school day.

### **19.7 Dress Code Violations**

All parents are expected to be the primary enforcers of dress code policy. Parents are expected to monitor what their children wear to school in a manner consistent with the school's policies. When parents fail to do so, teachers and administrators spend precious time correcting problems

that could have been addressed at home. This is a distraction from learning and can be avoided with teamwork between home and school.

## **20.0 Discipline Policy**

The school's discipline policies exist to support the mission of the school.

### **Teacher Detentions**

Detentions are held from 3:45 pm. to 4:30 pm. on school days. Detention activities will include service rendered to the school and activities designed to help the student to examine his or her heart (motives) and to correct his or her behavior in the future. A detention schedule will be set by the Principal and will be monitored by rotating staff throughout the year.

### **Out-of-School Suspensions**

The student will not be permitted to attend NLA for the duration of the out-of-school suspension. Students are responsible for all schoolwork missed during their suspensions and receive late penalties for work turned in late due to the suspension.

### **Expulsion**

❖ When a student's persistent behavior reveals a refusal to change, expulsion may be necessary. The Principal will review any other information regarding the student's conduct at school.

- ❖ Within the first three months of school, an expelled student would receive a 60% refund of the total cost of yearly tuition.
- ❖ Students expelled in the fourth through seventh months of school would receive a 20% refund of the total yearly tuition.
- ❖ After seven months, there will be no refunds.

## **22.0 Sexual Harassment Policy**

Every student and NLA employee has the right to be in a learning and work environment that is free from any form of sexual harassment. Any student or staff member who violates this right through conduct or communication of a sexual nature to another student or staff member will be subject to disciplinary action. Substantiated charges of harassment that are repeated or deemed of a highly offensive nature will result in a recommendation for expulsion or discharge.

Students who feel they have been the victim of sexual harassment should report the incident to the Principal or teacher, as appropriate.

## **23.0 Medications on Campus**

Prescription drugs may be administered by qualified staff if the school has written parental permission and instructions signed by a physician (or in original prescription containers with the

student's and physician's name printed on the container). Such drugs are to be stored in the school office **only**.

Over-the-counter drugs are to be stored in the school office **only** (not in students' backpacks, lockers, pockets, purses, etc.). They may be administered by qualified staff if the school has written parental permission.

Parents will be notified of all medication administered to students, either by written communication or email.

## **25.0 Search and Seizure**

The school administration has the right to search a student's person and/or lockers if, in its judgment, there is reasonable suspicion that the student is in possession of something prohibited by school policy or regulation or is illegal under the laws of the Commonwealth of Pennsylvania. The school administration may seize any unauthorized, evidential, illegal, or contraband materials.

### **25.1 Personal Searches**

- ❖ Students will be searched who raise reasonable suspicion by action, speech, expression and/or behavior that they possess evidential or illegal items.
- ❖ Prior to any student's body search, a reasonable attempt will be made to contact his or her parents for consent or attendance at the search.
- ❖ Hands-on searches will be conducted by a staff member of the same gender as the student and only when another member of the school staff is present.
- ❖ Students who do not cooperate with or whose parents deny consent for a reasonable search may be immediately referred to legal authorities, suspended, and subject to further disciplinary action.

### **25.2 Locker Searches**

Lockers, desks, cabinets, etc. are the property of the school and are subject to search and seizure at any time. School authorities, for any reason, may conduct periodic inspections at any time without notice, without consent and without a search warrant.

## **26.1 Sick Child Policy**

Students running a fever or experiencing vomiting, diarrhea, undiagnosed rash, or any communicable illness, should not come to school. Any student developing these symptoms will be isolated from his/her classmates while awaiting pick up following a phone call to the student's parent or designated contact person. Students may return to school when these symptoms are resolved or with a physician's note.

There are several illnesses, which, because of their contagious nature, require that strict criteria be followed in readmitting children who have been diagnosed. These include:

- ❖ Chicken pox – All lesions must be crusted over for the child to be readmitted.
- ❖ Lice – The child must have been treated with an appropriate agent and be free of nits by inspection. (At the discretion of the teacher)
- ❖ Impetigo – The child must be on an appropriate antibiotic (oral or topical) for 48 hours prior to readmission.
- ❖ Conjunctivitis – Must be treated for 24 hours prior to readmission. Readmission to school will be at the discretion of the teacher.
- ❖ Strep throat- Must be treated with antibiotics for 24 hours.
- ❖ E-coli, Shigella or Salmonella infections – exclude from care until diarrhea abates and 24 hours has elapsed since the last loose stool.

Prescription and over-the-counter medications may be administered by qualified staff if the school has written parental permission. Request to Administer Medication forms are available from the school office or the school's website. Medications brought to school need to be in the original containers. Such medications are to be stored in the school office **only**.

Clear documentation of all medications administered during school hours must be kept. This record will be subject to periodic review by school staff and state authorities.

Clear records will be kept of all first aid administered. This record will contain date, time, and description of incident and care administered. These records will be kept on file and subject to periodic review by school staff and state authorities.

The school will have a licensed physician available for phone consultation during school hours.

## **27.0 Civil Rights Compliance**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to: equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

## **New Life Academy Policies Acknowledgement**

I have read and understand the policies of New Life Academy as outlined in the Parent/Student Handbook. I have reviewed the school's health policies, and will follow them. I agree to abide by and implement these policies to the best of my ability. Furthermore, I understand that this policy manual may be updated without notice and that the most current edition can be found on the school's Web site.

\_\_\_\_\_ Student Name (Printed)

\_\_\_\_\_ Parent Name (Printed)

\_\_\_\_\_ Parent's Signature

\_\_\_\_\_ Date