

# **WELCOME TO NEW BRIDGE ACADEMY**

*"Bridging Academic Excellence and Faith"*

## **INTRODUCTION**

A new school year is an exciting time, filled with the anticipation of school events, ball games, studies, classes, rules, regulations, etc. It is also a time of decisions that will affect your life. We know that you will get from New Bridge Academy exactly what you put into the time you invest. Our desire is to instill an appreciation of the importance of godly living in the heart and life of every student in our school.

"...so that in everything He might have the supremacy." Colossians 1:18

The intent of this Parent-Student Handbook is to establish guidelines for a consistent program throughout the school year. It is impossible to cover every situation, but basic policies and operational procedures are generally covered in this manual. It is imperative that the home and school cooperate and work together to provide the best educational and spiritual opportunities for your child(ren). Welcome to New Bridge Academy.

## **MISSION STATEMENT**

"To prepare children for life as Christian leaders who choose character before career, wisdom beyond scholarship, service above self, and participation as a way of life."

## **ORGANIZATION**

New Bridge Academy is a ministry of New Bridge Baptist Church. Founded in 2004 as a private Christian institution, we have dedicated our purpose to training individuals the way God trained His own Son. The Bible declares in Luke 2:52, "and Jesus grew in wisdom [mentally] and stature [physically] and in favor with God [spiritually] and men [socially]." If these areas are important for the training of God's only Son, should we care less about our children? To miss development in any of the above areas is to fail to educate the whole student. Our objective is for students to have a personal knowledge of Jesus Christ while receiving a superior academic education. The home and school must form a partnership for the education of each student. Training received here should be an extension of the home life of the student.

## **PARTNERSHIP**

It is our desire to form a partnership with the home in the educational process of the child. The Bible clearly states that the responsibility of educating children belongs to the home, primarily with the father. We believe that as we work together, the child will understand the importance of this partnership and grow into the child that the Lord desires for him or her to become.

## **PHILOSOPHY AND OBJECTIVE**

The philosophical basis for our school is the Biblical, God-centered view of man and truth. Ultimate truth is God's truth as revealed by His Word. Man, apart from God, is devoid of ultimate truth. Man can find truth through a personal relationship with Jesus Christ. Therefore, at New Bridge Academy, we seek to bring our students into Christian fellowship with God through our integrated Christian education. Biblical principles are taught in every academic subject. Properly taught, each subject should only reveal to the students more about their Creator and His purpose in each life.

## STATEMENT OF FAITH

*We believe the whole Bible to be the verbally inspired and infallible Word of God, and that it is our sole authority and final appeal in matters of faith and practice. (II Timothy 3:16; II Peter 1:21)*

*We believe there is only one true God, eternally existing in three persons - Father, Son and Holy Spirit; that these three have precisely the same nature, attributes and perfections and are worthy of the same love, confidence and obedience. (Matthew 28:18-19; II Corinthians 13:14)*

*We believe in the Deity of Jesus Christ; that He is the only begotten Son of God, that He was born of a virgin, lived a perfect life, died for our sins, arose bodily from the grave, ascended to Heaven, and that He will return visibly to the earth. We believe that He is the Savior of all who put their trust in Him. (Philippians 2:5-11; Colossians 1:13-19; Hebrews 4:14-16)*

*We believe in the person and work of the Holy Spirit, that He is equal to God the Father and the Son, and of the same nature. We believe His holy work includes the conviction and conversion of sinners, and that He seals, teaches, guides, sanctifies and empowers the believers. (John 14:16, 17, 26; John 16:7-15)*

*We believe that in order to obtain eternal life one must be born again by the Spirit of God. We believe that this experience comes only through repentance toward God and faith in the Lord Jesus Christ. (John 3:3; Acts 20:21)*

*We believe that eternal life is our present possession; that believers are united to Christ and sealed by the Holy Spirit and that they are kept by the power of God through faith unto salvation. (Philippians 1:6; Ephesians 1:13,14; I Peter 1:15)*

*We believe in the eternal conscious blessedness of the saved in the presence of Christ, and the eternal conscious punishment of the lost with the devil and his angels. (John 14:1-3; Revelation 20:15)*

## SCHOOL PURPOSE

The purpose of New Bridge Academy is to provide a well-rounded educational program, through which a young person will come to know about Christ, develop a personal relationship with Him, and be encouraged to follow God's plan and perfect will for his life. This is accomplished:

1. through godly teachers living before their students a sterling example of the reality of Christ in their own lives (*MODELING*);
2. through chapel services where students are challenged to follow Christ and know Him more and be led to make practical decisions concerning their everyday lives (*SPIRITUAL*);
3. through a curriculum where the Word of God is woven throughout (*EDUCATIONAL*);
4. through activities that stretch a young person's limits and build character (*PHYSICAL*);
5. through a safe, drug-free, disciplined, loving environment (*SOCIAL*);
6. through consistent enforcement of godly principles and preferences of conduct, behavior, and appearance (*MOLDING*);
7. through opportunities to get out of the classroom and into the marketplace in order to share Christ with a sin-cursed world (*EVANGELISTIC*); and,
8. through exposing them to college and career opportunities (*MATURING*).

## **SPIRITUAL LIFE**

### **CHAPEL**

A chapel time is set aside each week for all students as a means of presenting the tenets of the Christian faith and to develop strong moral character based upon biblical preaching. Our intent is that this required activity would make each child aware of his personal accountability to God. Each chapel is designed for the age-appropriateness of the child.

Elementary chapel (grades K-6) is each Wednesday morning from 9:00-9:25 a.m.

Chapel for students in grades 7-12 is each Wednesday from 8:00-8:55 a.m.

Each chapel is designed to be an exciting and vibrant time of worship and celebration. Many student leaders are assigned responsibilities such as reciting the books of the Bible, leading the pledges to the Bible, Christian flag, and the American flag, reciting our statement of faith, and presenting special music. In MS/HS chapel, the student body chaplain gives a brief devotional, followed by a time of praise and worship. We invite many local pastors and preachers, as well as our own NBBC staff (Senior Pastor, Student Pastor, Headmaster, etc.) to challenge the students to a holy and separated life in Christ.

### **SPIRITUAL EMPHASIS WEEKS**

Each year, a time of spiritual refreshment is set aside for the students in grades 7 – 12 at the beginning of each semester. During these “spiritual emphasis weeks” chapel may be held daily with special invited guests who preach and challenge the students.

## **ADMISSION AND FINANCIAL POLICIES**

### **NON-DISCRIMINATORY POLICY**

New Bridge Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic or other school-administered programs.

### **ACADEMIC AND HEALTH RECORDS**

Academic records and references from the school previously attended are required. All New Bridge Academy students must have a health record showing proof of immunization on file in the school office. Students participating in the sports program must also have a recent physical examination by a licensed physician before being allowed to participate in sports activities.

### **PAYMENT OF ACCOUNTS**

All accounts must be paid in full before a student can receive a graduation diploma, report card, or transfer of any records to another school or individual. *ALL FINANCIAL TRANSACTIONS SHOULD BE MADE AT THE SCHOOL'S MAIN OFFICE TO INSURE PROPER CREDIT*; however, accounts may be paid by mail to the following address:

New Bridge Academy  
5701 Elko Road  
Sandston, VA 23150

## FEES AND TUITION

*REGISTRATION FEE:* \$100.00 for each child (NON-REFUNDABLE) new and returning students

*NEW STUDENT APPLICATION FEE:* \$150.00 for each new student (NON-REFUNDABLE)

*MISCELLANEOUS FEES:*

- After Care for Kindergarten to 6th grade: \$5.00 per hour (\$1.25 per quarter hour)
- For secondary students only: Athletic "Per Sport" Fee - \$50.00;
- Technology Fee: \$100.00 per student

*YEARLY TUITION:*

Elementary (K-6): \$5,000.00

MS/HS (7-12): \$5,000.00

*Tuition discounts will apply as follows:*

- 3% discount of full year's tuition if paid in full by June 30; 2% discount if paid in full by July 31; 1% discount for full payment by August 31.
- There is a 10% discount for the second child and a 15% discount for the third (or more) child in the same family.

## POLICY, PROCEDURE AND TESTING

The registration process of New Bridge Academy is based on the following steps:

1. The application/registration packet is filled out and brought to the school by the parent along with the non-refundable registration fee and new student fee.
2. All new students in grades 1 - 6 are required to take an entrance test *or* furnish the school with results of a recent Achievement Test. The results of the test will be considered as part of the admissions procedure along with information gathered from interviews and other application data. The tests used are accepted as giving valid predictive information about the applicant's capabilities.
3. An interview with the Headmaster or his designee

Acceptance is based upon evidence of academic ability, a favorable interview, and available space. In as much as students have different maturation rates, New Bridge Academy accepts the obligation to work with a child and family to determine the proper placement of the child. The parents' acceptance of school guidelines is a requirement for admission. The New Bridge Academy Headmaster shall make final admission decisions.

## REFUND POLICY

The policy of the school is to **not** refund Registration and New Student Application Fees. If, after evaluation testing, the student is not accepted for admission to the school, then the fees will be refunded.

## SERVICE CHARGE

There will be a \$100.00 service charge for any check returned from the bank. Should a second check be returned, we may not accept personal checks from that family in the future.

## TUITION PLANS

It is our desire to make tuition plans convenient for your family. The following tuition plans are available:

- *One Payment Plan* - 3% discount for full payment by June 30; 2% discount for full payment by July 31; and 1% discount for full payment by August 31 or the first day of school, whichever occurs first.
- *Two Payment Plan* - Half of the tuition is due on or before August 1; the other half is due on or before December 15.
- *Monthly Payment Plans:*

*Twelve Month* - This plan divides tuition into twelve payments, with the first payment due by June 1.

*Eleven Month* - This plan divides tuition into eleven payments, with the first payment due by July 1.

*Ten Month* - This plan divides tuition into ten payments, with the first payment due by August 1.

*Nine Month* - This plan divides tuition into nine payments, with the first payment due by September 1.

## WITHDRAWALS

After enrollment, arrangements for withdrawal must be made through the main school office. Please notify the main office of the withdrawal date at least one week in advance.

On the day of withdrawal, the parent must stop by the school office and sign the Withdrawal Form, make sure all fees are paid, and return all school belongings (textbooks, library books, sports uniforms, locks, etc.) Once all of these items are taken care of, scholastic records will be released.

## ACADEMIC POLICIES

### ACADEMIC GOALS

New Bridge Academy recognizes a God-given responsibility to participate in molding the life and character of each student entrusted to us. Teachers, in partnership with parents or guardians, are personally and collectively responsible for each student receiving a good foundation for what lies ahead. With this in mind, New Bridge Academy seeks the following goals in the academic development of each child:

1. The students will be encouraged and motivated to achieve at their highest level of ability to the glory of God.
2. The students will perform at an acceptable level of competency in the basics as delineated in our curriculum scope and sequence, which should enable them to function adequately in our society.
3. The students will demonstrate good study habits through the satisfactory completion of various assignments.
4. The students will demonstrate development and progress in communicating through verbal and non-verbal methods.
5. The students will demonstrate ability to work independently by following directions and completing various assignments.
6. The students will use the Bible as the ultimate source of truth as they develop their creative and critical thinking processes.
7. The students will learn that the Scriptures teach that God created man in His image. They will be encouraged to appreciate the God-given creative abilities in others and themselves.
8. The students will appreciate our American heritage. They should be able to demonstrate an attitude of patriotic spirit and good citizenship through current events and government.

## **ACADEMIC PROBATION (Grades 7 – 12)**

Because of the partnership we share with the home, we consider academic success and progress to be a priority. New Bridge Academy offers Help Classes for students who struggle academically. This is available through:

1. The student's teachers (after school at the teacher's discretion), or
2. By a student mentor program sponsored by our high school academic honors program.

Students who have a total of 4 points or more on any nine-week report card will be required to begin one of the above options. (F = 2 points; D+, D, or D- = 1 point). In addition, students with 4 or more points on any report card will automatically be placed on academic probation. The headmaster will arrange a meeting with the student, the parents, and the teachers involved. At this point, an agreement will be reached to insure positive academic progress. Any student who receives 4 or more points in two consecutive quarters may be subject to immediate dismissal from NBA. Any student athlete who receives 4 or more points in a nine-week grading period will be subject to athletic probation as well.

## **ACHIEVEMENT TESTING**

Stanford Achievement Tests (SAT) and Otis Lennon School Ability Tests (OLSAT) are administered to students in grades K5 - 11 each spring. Appointments may be arranged through the office for parents wishing to discuss achievement test scores.

## **CURRICULUM**

NBA offers quality curriculum with Biblical integration. Christian textbooks are used in many areas of study. Each teacher is required to use methods of Biblical integration for all course work. Our academic program is designed for the average to above average student. A Beka, ACSI, Bob Jones Press, and Positive Action for Christ supply most Christian textbooks.

## **PROGRESS REPORTS (INTERIMS)**

A Progress Report will be sent out approximately 4 ½ weeks into each quarter. These reports are to serve as an indicator of the progress or difficulty being experienced by your child. Parents are urged to confer with the teacher frequently to discuss any questions or concerns.

## **GRADING SCALE**

In grade K5, the following grading scales are used:

**K5**  
E = Excellent  
S = Satisfactory  
P = Progressing  
N = Needs Improvement

In grades K5 through 6, the following scale will be used for penmanship, music, physical education, art, computer, library, conduct, and effort:

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

In grades 1 through 6 for all other courses, and grades 7 through 12 for all courses, the following scale will be used:

A+	=	100	D+	=	75 - 76
A	=	95 - 99	D	=	72 - 74
A-	=	93 - 94	D-	=	70 - 71
B+	=	91 - 92	F	=	69 and below
B	=	87 - 90	WP	=	Withdrawn - passing
B-	=	85 - 86	WF	=	Withdrawn - failing
C+	=	83 - 84	I	=	Incomplete - make-up work required to establish proper grading; all work must be complete by end of 9 weeks in order to be considered for honor roll
C	=	79 - 82			
C-	=	77 - 78			

## HIGH SCHOOL COURSE CREDIT FOR OFF-CAMPUS COURSES

If a student desires to take a course for high school credit that is not currently offered at NBA, the following conditions must be adhered to:

1. Written administrative approval must be obtained prior to the start of the course.
2. The course must be outside of regular class time: i.e., the student will not be allowed to enter school late or be dismissed early to attend the class.
3. All costs involved in the course will be at the student's expense.

The following stipulations may apply to any and all credits (Carnegie Units) transferred to NBA and placed on an official NBA high school transcript, (whether at the time of initial entry or any time during the student's career):

1. Course competency exams may be required.
2. Validation of course content which may include lists of textbooks, resource books, daily grade results, and copies of tests.
3. Standardized achievement test results.

## GRADUATION and RELATED POLICIES

### GENERAL GRADUATION REQUIREMENTS

The following requirements must be fulfilled by each student eligible for graduation:

1. All curriculum requirements must be satisfied.
2. All financial obligations must be met.
3. Each student's attitude, conduct, and philosophy must be in keeping with the testimony and standards of New Bridge Academy. The administration reserves the right to deny privilege of graduation to any student whose attitude, conduct, or philosophy does not reflect the established standards of NBA.
4. Senior service project which includes 8 hours of community service.

## CURRICULUM REQUIREMENTS FOR GRADUATION

	Advanced	Standard	Basic*
English I, II, III, IV	4 Units	4	4
Foreign Language	3 Units	0	0
Social Studies	4 Units	3	3
Mathematics	4 Units	3	2
Science	4 Units	3	2
Physical Education	2 Units	2	2
Bible	4 Units	4	4
Fine Arts	1 Unit	1	1
Electives	1 Units	4	4
	27 Units	24	22

One unit of Bible must be earned for each year a student attends NBA.

\* For non-college bound students.

## STUDENT CLASSIFICATION IN HIGH SCHOOL

Accurate classification of any student cannot be determined until such time as transcripts of credits earned in schools formerly attended have been received and evaluated. Classification of students may not change during the year. In the high school, adherence to the following classification will be practiced:

FRESHMAN: To be classified as a freshman, a student must have completed the eighth grade.

SOPHOMORE: To be classified as a sophomore, a student must have earned not fewer than six (6) units of credit, including one unit of English.

JUNIOR: To be classified as a junior, a student must have earned not fewer than twelve (12) units of credit including two units of English.

SENIOR: To be classified as a senior, a student must have earned not fewer than eighteen (18) units of credit, including three units of English.

## COMMUNITY SERVICE REQUIREMENT

Each student in grades 9-12 will be required to complete a minimum of two hours per quarter of community service. The hours must be completed within the quarterly grading period and must meet each assigned deadline for completion. (Students turning in hours after the deadlines will not be given credit.) The weighting of the grade for community service will be equivalent to a major test or project within the quarterly grading. Students will receive a grade of either a "100" or a "0" based on successful completion of hours. Points may be deducted for failure to complete the required documentation of hours in its entirety. The required community service hours must be completed individually and must be pre-approved by the Bible class teacher. They may not be completed in conjunction with the local church. They may not include regular service within the church like working in the nursery or leading in worship. They may involve a non-profit community agency, or may be done through approved volunteer work. For a community service project to be approved it must meet the following criteria:

1. student may not receive monetary compensation for their service
2. service may not be performed in connection with requirements for awards for any other organization such as scouts
3. student should not be performing the service in order to receive scholarship monies or other academic credit
4. service may involve tutoring, mentoring or other educational assistance
5. service may involve civic or community service or improvement
6. service may involve the alleviation of human suffering
7. service may involve assisting the underprivileged
8. service may involve the education and development of children and/or adults
9. service may involve stewardship of the earth (environmental projects, care for animals, etc.)

## **HOMEWORK**

Students in New Bridge Academy will normally have homework. We believe it is an integral part of the school program, which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents are expected to monitor their child's homework activity.

Homework is given for several purposes:

1. For drill - to master material essential to the educational process;
2. For remedial activity - to strengthen various academic weaknesses; and,
3. For projects - book reports, special research assignments that expand academic experience.

**HOMEWORK TIME ALLOTMENT:** These times reflect how long it will take the average student to complete his homework.

Kindergarten	Some reading to parents and an occasional worksheet
1st - 3rd	30-45 minutes per night
4th - 6th	1-1.5 hours per night
7th - 8th	1.5-2 hours per night
9th - 12th	2-3 hours per night

In high school, teachers are to give no more than 25 minutes of homework per subject, and may not give that amount excessively. Weekends are considered one night.

## **HONOR ROLL**

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into:

1. Headmaster's Honor Roll - for students with all A's (in every subject in every quarter - given only at end of year)
2. Academic Excellence Honor Roll - for students with all A's in a 9-week grading period
3. "A" Honor Roll – for students who have an A average and no grade lower than a B- in a 9-week grading period
4. "B" Honor Roll - for students with a B average and no grade lower than a C- in a 9-week grading period

## **PROMOTION AND RETENTION**

Teachers have the responsibility to personally monitor the progress of each child under their care, and to encourage, with individual time and effort, successful achievement of standards and objectives. A part of this responsibility involves the integrity necessary to retain a child in his current grade level until mastery of skills is accomplished. The following criteria will guide teachers in determining the need to *retain* a student at his current grade level until mastery of certain subjects or skills has been achieved:

1. First and second grades: Unsatisfactory progress in reading and/or mathematics, U's or failure to complete minimum levels. Failure is not mandatory if improvement is shown later in the year.
2. Third through eighth grades: failure in two of the following major subject areas: mathematics, language arts, history and science. Unsatisfactory progress (or below grade level) in the development of reading skills may be considered as failure of a major subject. Failure is not mandatory if significant improvement is achieved during the last two nine-week grading periods. Any major course (Bible, English, history, math, and science) that is failed must be successfully made up during the summer through a method approved by the Headmaster. If two or more major courses are failed and not successfully made up during the summer, the entire grade may need to be repeated.
3. Grades 9-12: Any course required for graduation that is failed must be made up by a method approved by the Headmaster, or it must be repeated to gain credit. Summer school and/or independent studies may substitute for courses required for a current student. All costs incurred in repeating a course are the responsibility of the parents.

## REPORT CARDS

Report cards are distributed on the Monday following the end of each nine-week term.

## SCHOOL TERM

The school operates on a nine-month basis divided into four terms of approximately nine weeks each.

## **APPEARANCE AND CONDUCT POLICY**

### DISCIPLINE PHILOSOPHY

The philosophy a man holds concerning the nature of man will greatly determine the philosophy he holds concerning the discipline of man.

Jeremiah the prophet recorded God's attitude toward His creation when he said in Jeremiah 17:9, *"The heart is deceitful above all things and beyond cure."* God has set the example for a parent. He loves us too much to allow us to do something that will hurt us. That is responsible love. With this motive, we seek to fairly and firmly discipline our students to enable them to obey man whom they can see, that they may learn to obey God whom they cannot see.

Parents are asked to take all questions concerning disciplinary matters to the individual(s) directly involved first, then to the administration. This procedure will help build proper communication and avoid hindering vital relationships necessary for your child's training. This is the "Matthew 18 principle."

***We ask the full cooperation of each parent in the disciplining of your child.***

As a Christian school, we must provide an environment for the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual well being (Romans 12:1, 2). This sense of the need for spiritual well being led New Bridge Academy to adopt its standards for students while they are at school, at home, or elsewhere.

The selection of the infractions mentioned may appear arbitrary to some; but while not condemning others who see differently, New Bridge Academy believes that the infractions named on the following pages are undesirable types of conduct and are detrimental to the standards established.

Students found to be out of harmony with the New Bridge Academy ideals of work and life may be asked to withdraw whenever the general welfare of the school demands it, even though there may not be a specific breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

As a private Christian school, we reserve the privilege of setting and maintaining our own standards for students' conduct, dress, cleanliness and scholarship. The school reserves the right to refuse admittance to anyone it so chooses, and to suspend, expel or ask a parent to withdraw any student who violates the standards set down in this handbook, or other rules of conduct as defined by the administration.

Proper Christian educational and moral principles can only be obtained through a well-disciplined program. The cooperation of parents and students is essential.

## CODE OF CONDUCT FOR STUDENTS

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (I Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined environment for the students of New Bridge Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of New Bridge Academy, both on and off campus, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school/church employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and I Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (I Corinthians 6:19-20.)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, you should follow a "hands off" policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Students are not allowed to have cell phones, pagers, and/or beepers, or other portable communication devices, powered on while in the building during school hours. They must be in your lockers between 8:00 a.m. and 3:15 p.m. Radios, tape players, IPODs, CD players, and hand-held electronic games are not permitted at School unless requested by a staff member for instructional or school sponsored purposes. This includes field trips, special class events, and to and from athletic events. Violation will result in confiscation of the device. Parents may be required to come to the office to retrieve confiscated electronic equipment. In addition, NBA is not responsible for lost or stolen cell phones or electronic devices.
7. Do your own work—do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
8. Avoid plagiarism, which is also a serious offense. The definition of *plagiarism* is "the use of another writer's ideas or words with out giving the writer credit for them."
9. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

## **HARASSMENT**

New Bridge Academy has a zero-tolerance for harassment. It is the policy of New Bridge Academy that all students shall be able to attend and learn in a school setting that is free from all forms of discrimination: creed, race, age, color, religion, sex, handicap, or national origin.

**SEXUAL HARASSMENT INVOLVING STUDENTS:** It is the policy of New Bridge Academy to maintain a learning environment free from sexual harassment and intimidation. The existence of such conditions is contrary to federal and state laws and interferes with individual opportunity for successful learning and organizational achievement.

It shall be a violation of this policy for any employee, agent, parent, volunteer, or student through conduct or communications of a sexual nature. Generally, un-welcomed sexual advances, requests for sexual favors or activity and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a part of the individual's employment or academic environment, including benefits and services, honors, programs, or activities available through the school;

Submission to or rejection of such conduct by an individual is used as basis for decisions affecting that individual's education;

Such conduct has the purpose or effect of unreasonable interference with an individual's education;

### *Definition of Sexual Harassment*

Sexual harassment is defined as any unwelcome sexual behavior-verbal, visual, written, or physical contact.

Sexual harassment can occur and is subject to disciplinary action between any members of the following groups:  
Students, Employees, Volunteers and Visitors.

### *Examples of Harassing*

Verbal harassment or abuse.

Remarks to a person with sexual or demeaning implications.

Unwelcome pressure for dates.

Suggesting or demanding sexual involvement.

Questions or comments about sexual activities.

Display of sexually suggestive objects, pictures, posters.

Sexually oriented jokes, innuendoes (insinuations), narrative (stories) or obscenities.

Any aggressive behavior that affects working or learning and is directed toward an individual based on that individual's sex.

### *Consequences*

Any student who has been found to have committed sexual harassment by another student, staff member, or volunteer may file a complaint without fear of reprisal with one of the following:

Teacher, Counselor, Administrator, or Any other trusted staff member.

### *Deciding Factor*

Conduct will be considered from the viewpoint of whether an ordinary reasonable person of the same sex as the complaining party who is aware of the school's expectations of conduct would interpret the conduct in the same manner as the complainant.

### *Retaliation*

New Bridge Academy prohibits retaliatory behavior of any kind against any complainant or any participant in the complaint process. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.

### **RACIAL HARASSMENT INVOLVING STUDENTS**

Racial harassment occurs when racial or ethnic-based verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile or offensive work or school environment.

Racial harassment includes racial slurs regardless of intent, gestures, insignias, acronyms (e.g. KKK, name calling, swastikas, confederate flags), that make an individual feel threatened or uncomfortable.

### *Consequences*

Any student who has been found to have committed racial harassment will be subject to appropriate disciplinary action, up to and including expulsion.

### *Reporting*

Anyone who believes s/he has been subjected to racial harassment by another student, staff member or volunteer may file a complaint without fear of reprisal with one of the following:

Teacher, Counselor, Administrator, Any other trusted staff member

### *Retaliation*

New Bridge Academy prohibits retaliatory behavior of any kind against any complainant or any participant in the complaint process. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.

### HARASSING SLURS:

New Bridge Academy recognizes that regardless of intent, racial, ethnic, sexual and other harassing slurs have the capacity of substantially harming both individuals toward whom the slurs are addressed and the educational community as a whole. Slurs are defined as derogatory remarks, words, phrases, pictures or gestures referencing or directed toward any individual or group(s). Such actions among members of the same group are also considered slurs. Students who make racial, ethnic, sexual or other harassing slurs shall be subject to disciplinary action and may be subject to criminal charges. Students should report all incidences of intimidation or harassment to an administrator and file a complaint with a school administrator or other trusted staff member.

## **DISCIPLINE FOR GRADES 7 - 12**

The school and the home must be in agreement in disciplinary outlook. Only a philosophy based on God's Word is acceptable.

### ***DISCIPLINE CATEGORIES AND CONSEQUENCES (grades 7 - 12)***

#### Class A Offense

Class A offenses receive a written warning. One copy of a Behavior Referral is given to the student to take home to the parents (to be signed and returned the following school day), one remains with the teacher, and one is filed with the Headmaster's office. Class A offenses accumulate during each quarter and are wiped clean at the start of each new quarter.

#### Class B Offense

Class B offenses are detention offenses. An accumulation of any three (3) Class A offenses will result in a Class B offense. The Headmaster will assign detentions. Detention assignments will be given to the student and notification sent home to the parents.

#### Class C Offense

When a student receives his third detention or commits a Class C offense, there will be a conference with the parents, student, and Administration. This may result in an In-School Suspension (ISS). Disciplinary probation is automatically invoked when a suspension occurs. The suspension will be given for 1-3 school days. Class C offenses accumulate throughout the year.

In-School Suspension will be held on campus. This will consist of the student being monitored in a location away from his/her peers for the entire school day. All assigned work will be completed during ISS. Please note: Although all work will receive zeroes, the work that is assigned during an ISS is to assure that a student does not fall behind in class work. This includes homework, quizzes, and tests.

Out-of-School Suspension will not allow the student to attend school. Any homework, tests or quizzes due during an OSS will be an automatic zero. Although all work will receive zeroes, the work that is assigned during an OSS is to assure that a student does not fall behind in their class work. This includes homework, quizzes, and tests.

Disciplinary Probation will result from suspension, violation of Class C offenses or any actions Administration deems warranted. Disciplinary probation will last for an assigned amount of time set by the Administration (no longer than 9 weeks). Students on probation will be closely monitored, and specific changes in behavior are expected. Probation can be invoked with or

without the consent of the parents. Any Class C offense committed during probation will be a cause for a recommendation for expulsion. At any time during the probation, if Administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given. Disciplinary probation may be assigned for any new students who had disciplinary problems previously. Disciplinary probation may be assigned as a condition of enrollment or re-enrollment. Any student with Class C offenses will be re-evaluated prior to re-admittance the following semester.

#### Class D Offense

Class D offenses mean automatic expulsion and possible notification of legal authorities. Any senior student would also lose the privilege of participating in graduation exercises. Expulsion may result from a combination of Class C offenses. Any student expelled from New Bridge Academy for disciplinary reasons will not be allowed to apply for re-enrollment until the beginning of a semester following one full year after the date of expulsion. The student must show evidence of repentance in order to be considered for re-admittance. The students and parents must be interviewed by Administration and go through the admissions process as a new student. Administration will make recommendations concerning re-enrollment.

### **DEFINITION OF OFFENSES**

#### Class A - (3 class A offenses per quarter = 1 detention)

- Dress code violations during school hours or any school activities
- 3 unexcused tardies per quarter
- Running in buildings
- Locker offense - unlocked, no lock, messy
- Throwing trash or paper on campus
- Chewing gum
- Eating or drinking in inappropriate places on campus
- Disrupting class
- Verbal harassment or inappropriate conduct toward another person
- Failure to obey when warned on minor issues
- Minor offenses determined to be detrimental to the nature of a Christian school
- Unprepared for class

#### Class B - (1 class B offense per quarter = 1 detention)

- Leaving campus without permission
- Inappropriate material in lockers
- Being involved or causing others to be involved in verbal and/or physical abuse of others
- Physical contact between male / female students
- Nine unexcused tardies in one quarter
- Actions determined to be rebellious in nature
- Being disrespectful to faculty, staff, or other adults on campus
- Use of profane, abusive, or crude language
- Use of school equipment without staff permission
- Reckless driving (may result in a suspension and revocation of driving privileges)
- Skipping any class during a school day
- Actions determined to merit detention assignments

#### Class C - (suspension of 1 – 3 days; possible expulsion)

- Actions or attitudes which are spiritually detrimental to the nature of a Christian school
- Stealing
- Vandalism (plus restitution of all damages)
- Use / possession of tobacco, alcohol, or drugs and its paraphernalia
- Sexual harassment, verbal or physical

- Skipping school
- Habitual non-conformity to school rules
- Pornography or other sexually-related materials
- Dishonesty / Lying / Deliberate Deception
- Being involved in or causing others to be involved in serious verbal / physical abuse of others
- Cheating - includes during test/quiz; plagiarism; copying homework; sharing answers, etc.
- Reckless driving – (2<sup>nd</sup> offense may result in a suspension and revocation of driving privileges)
- Forging a parent signature on any school form
- Actions determined to merit a suspension

Class D - (a class D offense results in immediate suspension pending expulsion)

- Any violation which transcends the scope of the above
- Serious violations of the law on or off campus
- Actions determined to merit expulsion
- Blatant immorality
- Any action by a student or parent/guardian which seriously interferes with the school's ability to accomplish its spiritual and/or educational purpose
- Pregnancy or responsibility for a pregnancy
- Abortion or responsibility for an abortion
- Any sexual activity, at school or at home

Parents and students should realize that in determining the proper action for any offense, the seriousness of the offense and the circumstances surrounding the offense must be taken into consideration.

### **DETENTIONS**

Most detentions are assigned on Wednesdays and run from 3:15 p.m. - 4:15 p.m. Students are to come prepared with work. Parents will be notified via a detention notice and it is required that students return this form to the office by the next school day. A detention roster is posted every week with the room location and monitor's name given. Detentions are assigned one week in advance.

### **REWARDS**

Exam exemptions for semester and final exams: The guidelines for exemptions are as follows:

- < Students must have at least a 93 average for the semester in the specific course
- < Must not have more than two N's and no U's in conduct for the semester in all courses for the semester
- < Must have an overall average in all classes of 80 or higher for the semester
- < Must not have any detentions for the semester
- < Must not have more than 10 excused or unexcused absences per class for the semester
- < If exempt, a student may choose which test to exempt

Exemptions allowed:

7th - 8th grade	1 exam per semester
9th grade	2 exams per semester
10th grade	3 exams per semester
11th grade	4 exams per semester
12th grade	unlimited

## Off-Campus Lunch

Students in 7th-12th grade will have an opportunity to have an off-campus lunch following the first three grading periods. This is a great time for parents to spend lunch with their child/ren. The school will set the lunch dates and the students will have an allotted time to eat lunch off-campus. Guidelines for Off-Campus Lunch are as follows:

- < Must have a passing average in every course
- < Must not have had any detentions for the quarter
- < Must not have had more than two N's and no U's in conduct for the quarter
- < Must return the parent-signed form by the due date
- < Will be allowed to eat at any appropriate establishment and must provide their own transportation
- < Anyone arriving late from off-campus lunch will receive a detention applied to the next quarter.
- < Those not eligible for off-campus lunch will remain in the cafeteria during this time. They will not be allowed to leave campus.
- < No students will be allowed to have food delivered, either commercially or by a parent.
- < Any student transporting others or traveling with a student, must have signed permission from parent.

## **DRESS CODE**

New Bridge Academy dress standards are based on Biblical principles and on the concept of appropriateness. Principles in God's Word clearly apply in two areas of Christian dress. The principle of **modesty** is given to Christians in I Timothy 2:9 and should be followed in dress standards. Secondly, Christians should follow the principle of **separation** from worldliness in dress as taught in II Corinthians 6:17. Certain styles of dress identify the individual with ungodly philosophies in society or groups in the community; therefore, Christians need to be discerning and seek to avoid those associations. (I Thessalonians 5:22; I Peter 2:9)

New Bridge Academy has established a coordinated clothing policy for all students in grades K-12. Approved clothing can be accessed through various retail outlets such as Kmart or Sears, via online at frenchtoast.com or catalog by calling 1-800-FRENCHTOAST.

### **YOUNG LADIES Grades K – 6**

Young ladies are permitted to wear any combination of the following pieces. Please see "Additional Requirements" for Field Trip Dress Code Requirements.

<b><u>Item</u></b>	<b><u>Approved Colors</u></b>	<b><u>Required</u></b>
L/S & S/S Knit Polo	blue, burgundy, white, navy	<i>One with logo, SS or LS</i>
L/S & S/S Peter Pan Blouse	blue, white	
L/S & S/S Oxford Blouse	blue, white	
Mock/Traditional Turtleneck	white, navy	
Fine Gauge Knit Cardigan	white, navy	
V-Neck Sweater Vest	navy, burgundy	
Flat/ Pleated Front All Season Pant	navy, khaki	
V-Neck Pleated Jumper (Dress)	navy, khaki, burgundy plaid	
Three Tab Pleated Skort	navy, khaki, burgundy plaid	
Bermuda Short	navy, khaki	<i>Only allowed in Sept. &amp; May</i>
Adjustable CrossTie	burgundy, navy, burgundy plaid	
Hooded Nylon Windbreaker	navy	
NBA Spiritwear (in-house purchase)		

### **YOUNG LADIES Grades 7-12**

In addition to the above items, young ladies in grades seven through twelve are also permitted to wear any of the following pieces. Please see "Additional Requirements" for Chapel and Field Trip Dress Code Requirements.

<b><u>Item</u></b>	<b><u>Approved Colors</u></b>	<b><u>Required</u></b>
Long skirt	navy, khaki	

### **YOUNG MEN Grade K – 12**

Young men are permitted to wear any combination of the following pieces. Please see "Additional Requirements" for Field Trip Dress Code Requirements.

<b><u>Item</u></b>	<b><u>Approved Colors</u></b>	<b><u>Required</u></b>
L/S & S/S Knit Polo	blue, burgundy, white, navy	<i>One with logo, SS or LS</i>
L/S & S/S Oxford Shirt (Dress)	blue, white	
Mock/ Traditional Turtleneck	white, navy	
Jersey Knit V-Neck Cardigan	navy, burgundy	
V-Neck Sweater Vest	navy, burgundy	
Flat/ Pleated Short	navy, khaki	<i>Only allowed in Sept. &amp; May</i>
Flat/ Pleated Double-Knee Pant	navy, khaki	
Four Season Dress Pant	navy	
Pull Over Sweater	navy	
Solid Tie (full make or adj.)	navy, burgundy	
Plaid Tie (full make or adj.)	burgundy plaid	
Hooded Nylon Windbreaker	navy	
NBA Spiritwear (in-house purchase)		

***FIELD TRIPS are an opportunity for New Bridge Academy students to proudly display their Christian values and behavior. Dressing in our uniform is an important part of showing the Crusader look as well as an additional safety measure that allows teachers and chaperones to quickly distinguish who is and who is not a New Bridge student. As such, the uniform requirement for Field Trips will be:***

- Young Ladies: White Polo with NBA logo, either long sleeve or short sleeve and choice of dress code compliant bottoms, as long as the logo on the polo is clearly visible.
- Young Men: White Polo with NBA logo, either long sleeve or short sleeve and choice of dress code compliant bottoms, as long as the logo on the polo is clearly visible.

### **Exceptions for Designated Days or Events**

Periodically specific days or events (i.e. school picnic, field day, or spirit week) will be designated as "non-uniform" days during which deviations from the approved uniform will be permitted, provided the Headmaster determines that such exceptions will facilitate the event, promote school spirit, or otherwise serve an educational interest. Requirements for the Designated Days must be followed in order to participate (i.e. - On Spirit Day, students must have on NBA spirit wear displaying the logo or name of NBA in order to be excused from the prescribed uniform). Guidelines for each of these days will be given to the students in advance of the day. There is no such thing as a "free dress" day— in other words, even when students are not in the usual uniform dress of the school, the school's dress code philosophy and all of the above guidelines with respect to modesty, neatness and grooming continue to apply. The administration reserves the right to ask a student to change into more appropriate attire at any time, including special dress days. Parents are thanked in advance for their cooperation.

## **ADDITIONAL GUIDELINES**

### **Belts**

Any belt as long as it is neat will be acceptable.

### **Gym Attire**

Grades K-6 – Students will attend gym class in the clothing they wear to school. Please dress appropriately on those days. Gym shoes are suggested for gym class also but not required.

Grades 7-12 – The student must purchase the designated gym uniform from NBA. This is a t-shirt with the school logo/mascot and shorts with the school name. Orders will be taken at Orientation and during the first week of school. In the past, uniforms have cost approximately \$25. Gym shoes and socks are required in gym class.

### **Hair**

Hair should be of a natural shade (Abnormal colors and extreme styles are not permitted). Boy's hair must be off the collar, off the ears and out of the eyes.

### **Hats**

Must be removed indoors.

### **Hemlines**

Not higher than 2-inches above the knee when kneeling.

### **Jewelry**

Should be worn conservatively or not at all. Body-piercing jewelry is not permitted. Ear-piercing jewelry is exclusively permitted for girls and is limited to the soft tissue of the lobes and one earring per ear.

### **Outerwear**

Approved outerwear items will be distributed following the start of the 2009/2010 Academic Year, of which, none will be required. Coats will not be considered part of the dress code, however, coats will not be allowed to be worn inside the building and should be stored in lockers (for Grades 7-12) or designated areas for the Elementary grades.

### **Skirts, Pants & Shorts**

Must be worn at the natural waistline. If the pants have belt loops, a belt must be worn. Excessive bagginess or length is not permitted.

### **Shirts**

When wearing an oxford shirt, only the top two buttons may be unbuttoned. Shirts that are not completely opaque must be worn over a white tee shirt unless being layered neatly over a polo or turtleneck meeting dress code requirements. All shirts, except for girls' dress shirts made to be worn loose, must be tucked in at the waist.

### **Shoes**

No Crocs, Heelys, flip-flops, or military style boots. No heels higher than 2". Standard dress shoes, casual shoes, and athletic footwear that are neat and clean are generally acceptable.

### **Shorts**

Shorts are permitted for the months of September and May only.

## **Sweaters**

If an undershirt can be seen, must meet dress code requirements.

## **Tattoos**

No visible tattoos permitted

In summary, all students are *required* to obtain one long or short sleeve white polo with the NBA logo. No other clothing items are required except for the student to be in acceptable uniform items similar to those offered by French Toast. The School Code for NBA on the French Toast site is **QS5EZEY**. This will access the NBA logo for embroidery and all acceptable uniform items. **NBA will receive 5% return on all uniforms ordered through French Toast.** *We are currently working on getting adult sizes added to the online ordering form. Until that form is complete, parents, teachers, and all others can order embroidered adult sizes by calling French Toast at 1-800-FRENCHTOAST.*

## **GENERAL CLASSROOM CONDUCT**

There are two basic rules for classes in our school:

1. A student may not talk without permission.
2. A student may not leave his desk without permission.

## **OTHER AREAS OF CONDUCT**

1. Students must respect the authority of the teacher, office staff, and administration. Any show of disrespect will be met with disciplinary action.
2. Students must be respectful of others' rights and property. Theft or attempted theft of school possessions or other persons' possessions will lead to stern disciplinary action.
3. Students are not to leave class or school property without permission.
4. No radios, walkie-talkies, tape recorders or computer games are allowed on school grounds, buildings, or school vehicles without specific permission. According to Virginia Code #22-1-278-2, students are not allowed to have cell phones, pagers, and/or beepers, or other portable communication devices, in the "on" position while in any building during school hours. Violation will result in confiscation of the device until further notice.
5. Boys are to be gentlemen at all times. Girls must be ladies at all times.
6. Any inappropriate internet activity will not be allowed.

Keep in mind that violation of these policies will subject the individual to disciplinary action in direct proportion to that offense. Any action or activity not authorized by the school that, in the judgment of the Administration, is disruptive or hampers the educational process, will not be tolerated.

Just as the Lord set limits for His people, so must a school and/or society set limits for its citizens. These rules are not to be tested, but obeyed.

## **ATTENDANCE POLICIES**

### **PUNCTUALITY**

The greatest ability is dependability. *Being on time is very important.* Classes begin promptly at 8:00 a.m. each morning for both elementary and secondary students. A student who is NOT seated in his assigned desk by 8:00 a.m. is tardy, and must obtain a pass from the office to enter class. Three unexcused tardies in a grading period will equal one unexcused absence. Acceptable excuses for tardies are: illness of the student or parent, or special reasons to be evaluated by the administration. Traffic is not an acceptable excuse.

### **ABSENTEES**

Regular and punctual attendance is necessary if students are to progress in their education. We encourage perfect attendance and give recognition to those who achieve this goal. All missed tests and assigned work must still be made up as defined in a later section.

For elementary and secondary school students, a maximum of thirty (30) absences per year will be allowed. Students who exceed the absence limit may be required to repeat the grade level in which they are enrolled. Any secondary student who misses more than fifteen (15) days during any one semester may be subject to failure of the classes missed. A written excuse from a doctor may be required for illness that lasts more than 4 consecutive days.

### **EXCUSED ABSENCES**

Acceptable excuses for absences are:

1. Illness of student
2. Illness or death in student's immediate family
3. Participation in approved school activities
4. Special reasons to be evaluated by the administration

It is requested that all dental and medical appointments be scheduled so they do not conflict with school attendance. If this is not possible, *a note signed by the doctor or dentist may be required to excuse the absence.*

### **REPORTING ABSENCES**

**ELEMENTARY:** When the student returns to the classroom after an absence, he must bring a note stating the date of the absence and the reason. The note must be signed by a parent and given to the child's teacher.

Parents wishing to pick up books or class work for their child who is absent must call the school office (**804-737-7833**) by 9:00 a.m. for homework requests or send an email to the child's teacher. They should plan to pick up that work after school. Teachers have been instructed not to allow parents to interrupt a class by gathering this material during class time.

**SECONDARY:** School policy is to notify parents when any 7<sup>th</sup> – 12<sup>th</sup> grade student does not arrive at school on any given school day. Therefore, it would be extremely helpful if the parent would call the office to let the school know that the student will be absent and to state the reason for the absence. This call must be made by 9:00 a.m. (You may call before the office opens at 7:30 a.m. and leave a message on the voice mail—please remember to state your name, your child's name, and the reason for the absence). If a secretary has not heard from you by 9:00 a.m., she will call you at work or at home. If we are unable to contact you, a written excuse must be submitted upon the student's return to school. This note must be signed by the parent or guardian, and must state the reason for the absence as well as the date(s). It will not be necessary to call **and** send in a note.

When the student returns to school, he should report to the school office for an admission slip before going to homeroom. If the reason for the absence has not been verified, and the student does not bring in a written excuse from the parent after two school days, the absence will be considered unexcused. *Schoolwork cannot be made up for unexcused absences.*

Parents wishing to pick up books or class work for their child who is absent must call the school office with a homework request by 9:00 a.m. or send an email to the child's teachers and plan to pick up that work after school. Teachers have been instructed not to allow parents to interrupt a class by gathering this material during class time.

## **EARLY DISMISSAL**

Parents needing to pick up a child early must go to the office to sign their child out. *Elementary students* should give their teacher a note first thing in the morning, stating what time they will be leaving. The *secondary student* must bring a note that is signed by the parent to the school office before going to homeroom. An early dismissal slip will be issued, and the secondary student should present the dismissal slip to the teacher at the beginning of the class that he/she will be leaving early. The parent must sign the student out at the office before the student can leave the school premises.

## **PRE - ARRANGED ABSENCES**

The purpose for a pre-arranged absence is two-fold: to let the school know in advance that your student will be absent for 1 or more days for a special trip or event; and also to give your child an opportunity to get assignments ahead of time in order to work on them as time permits. Students desiring pre-arranged absences must present a note (to the teacher or the school office) written by a parent or guardian stating the dates and reason for the absence. *This must be done two or more school days before the absence.*

The secondary student will receive a pre-arranged absence form that must be initialed by all the student's teachers who will list all pertinent comments and assignments concerning the absence. School work for both elementary and secondary students will be credited only if completed and turned in according to the time allotted for make-up work (listed previously). Parents are responsible for insuring that schoolwork is completed.

## **MAKE - UP WORK**

Please remember that school experiences, classroom discussions, and programs once missed, can never be completely recovered or made up. A student is allowed to make up his or her work when he or she has been absent (and the absence is excused). The student will be allowed the same number of days that he or she was absent, plus one, to make up the work that has been missed. Any work assigned before the absence occurs is due within one day of returning to school. If any absence is unexcused, a "zero" will be given for any assignment that is missed.

## **SNOW CLOSING**

NBA will generally follow the weather-related closing, delayed start policy, and early dismissal policy of Henrico County Public Schools. This may not always be the case, so be sure to check TV, radio or the school's website. We will announce any weather-related events on the major TV stations (ABC, CBS, FOX, NBC), two Christian radio stations (88.1 FM and 89.7 FM) and our school's website ([www.newbridgeacademy.org](http://www.newbridgeacademy.org)).

## COMMUNICABLE DISEASE POLICY

New Bridge Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher who has reason to suspect that a student or employee has a communicable disease shall immediately notify the Headmaster. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Meningococcal Disease
Aids Related Complex (ARC)	Mumps
Amebiasis	Paralytic Shellfish poisoning
Animal Bite of a potentially rabid animal	Pertussis
Anthrax	Pesticide poisoning
Botulism	Plague
Brucellosis	Poliomyelitis
Campylobacteriosis	Psittacosis
Chancroid	Rabies
Dengue	Relapsing Fever
Diphtheria	Rocky Mountain Spotted Fever
Encephalitis	Rubella Rickettsia (including congenital)
Fifth Disease	Salmonellosis
Giardiasis (acute)	Scarlet Fever
Gonorrhea	Schistosomiasis
Granuloma Inguinale	Shigellosis
Hansen's Disease (Leprosy)	Smallpox
Hemorrhagic Fevers	Syphilis
Hepatitis	Tetanus
Histoplasmosis	Toxoplasmosis (acute)
Human Immunodeficiency Virus	Trichinosis
Legionnaires' Disease	Tuberculosis
Leptospirosis	Tularemia
Lymphogranuloma	Typhoid Fever
Malaria	Typhus
Measles (rubeola)	Vibrio Cholera
Meningitis	Vibrio Infections
	Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, New Bridge Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. New Bridge Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## ***ATHLETIC / EXTRA – CURRICULAR ACTIVITIES***

### **ATHLETIC COMPETITION**

New Bridge Academy desires to offer a full line of athletic competition for students in grades 6 – 12 (middle school—MS, junior varsity—JV and varsity). As a relatively young school we will add team sports as enrollment and budget allow. In the past 5 years, NBA has offered Girl's Volleyball, Boy's Basketball, Cheerleading, Coed Soccer and Golf.

### **CLASS PARTIES**

Birthday and other parties need to be scheduled with the child's teacher. Please schedule far enough in advance to avoid any potential school conflicts.

### **FIELD TRIPS**

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. Because of the nature of the trips, if a problem arises, it may be necessary for the sponsor, chaperone, or coach, to take immediate action depending on the seriousness of the offense, the attitude of the students involved, or the nature of the violation.

Behavioral expectations on the bus or school vehicle during field trips or athletic trips will not vary from those of the classroom. The students' safety depends largely on the driver's ability to concentrate on his or her work. The following rules will be strictly enforced:

1. Students must remain seated except when getting on or off the vehicle. No standing is allowed for any reason when the vehicle is in motion.
2. No body parts (i.e., hands, head, etc.) are to be extended from the vehicle windows.
3. Nothing is to be thrown from the vehicle windows.
4. No loud or distracting activities at any time, as decided by the driver.
5. No gum chewing will be allowed while on the vehicle.
6. Food or drinks will be allowed on the vehicle at the discretion of the driver/chaperone in charge.
7. No littering or vandalism will be tolerated.
8. Students will not be allowed to bring radios, walkie-talkies, computer games or similar items on the vehicles. Any item brought to school for sharing or playing at approved times, must be kept put away during the vehicle ride to and from school.
9. Only authorized students will be allowed to ride the vehicle.
10. Upon completion of field trips, students are required to remain with the vehicle until it is cleaned.
11. The testimony of NBA is at stake when our vehicles (with our ministry name on the sides and backs of the vehicles) leave the campus. Students should refrain from making fun of people in other vehicles, being rude, or making gestures that may be considered disrespectful or distasteful.

Any student violating these rules will be subject to suspension of vehicle riding privileges. Please take the time to discuss with the student the importance of vehicle safety and the consequences of improper conduct while on school vehicles. Remember, the student's safety and health may depend on it!

## **GENERAL INFORMATION**

### **ADMINISTRATION**

The Headmaster of New Bridge Academy is given the responsibility for the overall operation of the school. The school board oversees the policies and procedures of the school, and the Headmaster reports to the school board at its monthly meetings on the third Monday of each month. The Headmaster, school faculty and staff and school board work together for the oversight and smooth operation of the school.

### **AFFILIATIONS AND ACCREDITATION**

New Bridge Academy is a member in good standing with the Association of Christian Schools International (ACSI). ACSI provides leadership in strengthening Christian schools and offering a voice in legal matters at both the state and national levels. Each NBA teacher is certified by ACSI or working towards certification. We are currently in the process of a self-study in preparation for full accreditation with ACSI.

### **CARPOOLS**

The school encourages parents to form carpools to transport students to and from school. The school office will give as much help as possible by supplying a list of other parents who wish to carpool. Parents have the responsibility to contact one another for carpool arrangements.

### **CLINIC**

A clinic is available for children who are not feeling well and for those who need minor first aid. When it is determined that a child has a temperature or is not able to return to class, the parents will be called to take the child home. School personnel must make the telephone call to the parents. If parents are unable to come and get their child, they must make arrangements with a friend or neighbor and must also notify the office of the name of this person.

### **DONATIONS**

New Bridge Academy is a ministry of New Bridge Baptist Church and is a non-profit corporation (501c3) and is dependent upon tuition and contributions to operate. Although tuition covers the basic cost of operation, the addition of many enhancements and specialized equipment are dependent upon donations. Therefore, contributions are appreciated and needed. All donations received by the school are used in the operation of school programs and are tax deductible.

### **ANNUAL GIFT GIVING PROGRAM**

Each year, a special annual gift giving opportunity is extended to parents. This once a year effort is designed to limit the number of fundraising projects. The Annual Gift Giving program is targeted at parents, churches, area businesses, and foundations. Through the Annual Gift Giving program, the school is able to add a variety of enhancements to the school.

## HEALTH INSURANCE

New Bridge Academy *does not* provide health/accident insurance for its students. Parents are responsible for any health expenses incurred by their child(ren), including doctor's office visits, emergency room or other hospital services, and emergency transportation.

## LOCKERS

Lockers are for students in grades 7 – 12 and must be kept locked at all times. A locker found unlocked during a locker check will result in a class A offense (see discipline policy for students in grades 7-12). Only the locks distributed by the school will be used. Lockers must be kept neat at all times. Any pictures must be appropriate and Christ-honoring. Administration may inspect lockers at any time. Students are encouraged not to give out their lock combination to others. Items stolen from lockers as well as the loss of a lock will be the responsibility of the student. The replacement fee for a lock is \$10.00.

## LOST AND FOUND

Please mark all items--jackets, caps, ball gloves, book bags, etc. - with the student's name. The school lost and found coordinator sets up a display area in the NBBC Community Center (lobby area) once each month during the school year. Students and parents may visit the display area and claim any personal belongings. Parents will be notified in the school newsletter of the display dates. Items that are not claimed will be donated to charity.

## LUNCHES

Students may bring lunch from home or participate in our hot lunch program. A menu will be published monthly for the upcoming month.

## MEDICATION POLICY

Prescription medications are to be administered by the classroom teacher in Kindergarten through grades 6, and through the office for grades 7-12. The medication containers must be clearly marked with the student's name, doctor's name, name of medication, dosage, and time of dosage. A form will need to be filled out by the parent in the school office before medication can be administered to the student. Neither the school office nor the school staff provides non-prescription medications such as aspirin, Tylenol, etc.

**OFFICE HOURS -** 7:30 a.m. - 4:00 p.m. during the school year; 9:00 a.m. - 3:00 p.m. during the summer months

## PARENTAL VISITS

Please feel free to consult with the school office regarding any questions or problems that concern your child. It is the desire of the administration and the faculty to be of service to both the parent and the student. Parent - teacher conferences or classroom visits are welcome; however, prior arrangements or appointments must be made.

When parents or visitors come to the school for any reason, in order not to interrupt, ***PLEASE COME TO THE OFFICE FIRST; DO NOT GO DIRECTLY TO THE CLASSROOM.*** Forgotten lunches may be left in the office for the students.

New Bridge Academy is a closed campus. No unauthorized visitors will be allowed on campus. All visitors must immediately check in at the office. The visitor identification must be visible at all times.

## **PARENT - TEACHER FELLOWSHIP**

According to the By-Laws and in agreement with its membership, the purpose of the New Bridge Academy Parent Teacher Fellowship is in prayerful dependence upon God:

- to establish a fellowship between home and the school,
- to encourage and strengthen the parents in fulfilling their God-given responsibility in the training of their children in the Lord,
- to provide opportunity for the parents and teachers to meet, and to better understand and coordinate their training of their children in the Lord, both as to the intellectual and the moral or disciplinary phases of their development, and
- to provide a channel through which the physical and financial needs of the school can be made known and through which the members and friends can help in supplying these needs.

The New Bridge Academy PTF is a separate organization from New Bridge Academy and exists solely for the purposes stated above. To view the By-Laws of New Bridge Academy's PTF, please visit the school's website.

Note: During regular PTF meetings, if lengthy discussions with your child's teacher are necessary, please schedule an after-school conference.

**SCHOOL COLORS -** Maroon and White

**SCHOOL HOURS -**

8:00 a.m. - 3:00 p.m.	Grades K through 6
8:00 a.m. - 3:15 p.m.	Grades 7 through 12
After Care (K - 12)	3:15 p.m. - 6:00 p.m. for K-6 3:30 p.m. - 6:00 p.m. for grades 7 – 12

Students in grades K - 12 are not allowed to be dropped off prior to 7:00 a.m. Elementary students that have not been picked up by 3:15 and secondary students who have not been picked up by 3:30 and are not involved in a school-sponsored sports team or help class will be required to go to After Care and will be charged accordingly. All students must be picked up by 6:00 p.m. There is a late charge of \$1.00 per minute after 6:00 p.m. with a \$10.00 minimum charge.

**SCHOOL MASCOT -** "Crusaders"

**SCHOOL VERSE -** "I can do everything through Him who gives me strength." Philippians 4:13

## STUDENT DRIVERS

Students who drive to school must have a parking permit. Applications for parking permits can be obtained from the school office. Applications must be completed, signed by a parent or guardian, and returned to the school office. Parking at the school without a valid permit will result in a Class A offense. Students who drive their cars to school must observe the following regulations:

1. All students must display the parking permit in the car on the rear-view mirror with the number showing through the windshield.
2. Students will park their cars in areas designated by the Headmaster.
3. Students must leave their cars upon arrival at school and stay out of parked cars until leaving school grounds as authorized.
4. Speed limits, as well as caution and courtesy on the road must be observed at all times.
5. Reckless driving may result in a Class B or C offense (see Discipline Guidelines).
6. Any student who has had school driving privileges revoked will not be allowed to drive on church or school property, unless accompanied by a parent.

## TELEPHONE

The telephone in the school is for school business. If a student is sick, a school staff member will call you. Please do not call the school and ask to speak to a student because students are not permitted out of class to talk on the telephone. To help teach all students responsibility, calls *cannot* be made to ask for a forgotten book or assignment, P.E. clothes, etc. In the case of an emergency, please call the office and a staff member will handle it.

## VISITING STUDENTS

Students interested in attending/enrolling in NBA are cordially invited to visit our campus during school hours for a planned visit. These visits must be approved through the school office and the Headmaster. These students will be paired with a current NBA student to spend a half day or a whole day. In accordance with our closed campus policy, boyfriends, girlfriends, or out-of-town visitors are not allowed to visit NBA without strict administrative approval.

## SUPPLY LISTS

***Please use discretion when purchasing school supplies. School supplies that have questionable themes such as rock music, TV stars, demonic activity, and similar artwork will not be permitted in the classroom. New Bridge Academy reserves the right to make final determinations in this area.***

### KINDERGARTEN

- 2 Boxes of Tissues (1 to begin the year; 1 after Christmas)
- 1 School Glue, 8 ounce (no paste please)
- 1 Pair School Scissors (Fiskar brand)
- 1 Paint Smock
- 2 Boxes of Crayons (24 count)

#### ADDITIONAL:

- K5 only - 1 Box Colored Pencils
- 2 White (1 inch) 3-Ring Binders (not Trapper Keeper)
- 2 Glue Sticks
- 1 Box Water Color Markers, washable
- Full-Day Preschoolers Only -
- 1 Small, Thin Blanket (receiving blanket size)
- 1 Mat Cover, 28" x 50" (can be purchased from school for \$10.00)

### FIRST GRADE

- 1 School Glue (8 oz.)
- 1 Glue Stick
- 1 School Supply Box
- 3 Folders with Pockets
- 1 Box Crayons (16 count)
- 1 Set Colored Pencils
- 1 Pair School Scissors (blunt)
- 2 Packages of Stickers
- 1 Three-Ring Binder (not Trapper Keeper)
- 2 Ball Point Pens, red ink
- 4 #2 Pencils
- 2 Erasers
- 1 Bookbag (large enough to put books in)
- 1 12" Ruler (Metric and English marked)
- 2 Boxes Tissues (150 count or larger)

### SECOND GRADE

- 1 Bible (NIV)
- 1 Small School Supply Box
- 2 Folders with Pockets
- 1 Set of Colored Pencils (sharpened)
- 1 Box Crayons (48 count)
- 2 Pkgs. Wide-Ruled Notebook Paper
- 2 Pkgs. Unruled Index Cards (100 each)
- 20 No. 2 Pencils (sharpened)
- 1 Eraser
- 2 Boxes of Tissues (150 count or larger)
- 2 Black/White Marbled Composition Books
- 1 12" Ruler (Metric and English Marked)
- 1 Small Pencil Sharpener (with cover)

### THIRD GRADE

- 1 Bible (NIV)
- 1 Dozen No. 2 Pencils (sharpened)
- 2 Folders with Pockets
- 1 Large Oblong Pink Eraser
- 1 Set Colored Pencils (sharpened)
- 1 Set Colored Markers, washable
- 1 Pair School Scissors
- 2 Pkgs. Wide-Ruled Notebook Paper
- 1 Pencil Box – medium size
- 1 Glue Stick
- 1 Three-Ring Binder
- 1 Plastic Zippered Pencil Pouch
- 2 Boxes of Tissues (150 count or larger)
- 1 12" Ruler (Metric and English Marked)
- 1 Pencil Sharpener (with cover)

## FOURTH GRADE

- |  |   |
|--|---|
| 1 Bible (NIV)  | 4 3-prong Folders with pockets (plain, no pic.) |
| 2 Three-Ring Binders, 2" wide, hard cover,<br>(No Trapper Keepers or Velcro) | 3 Pkg. Notebook Dividers (set of 8)             |
| 1 Pkg. Ball Point Pens, blue or black ink                                    | 8 Folders with pockets (plain, no pictures)     |
| 1 Pkg. No. 2 Pencils (sharpened)   | 2 Ball Point Pens, red ink                      |
| 1 Eraser   | 1 Black/White Marbled Composition Books         |
| 1 Pkg. Colored Pencils (sharpened)   | 1 Dictionary                                    |
| 1 Yellow Highlighter   | 1 Bookbag                                       |
| 1 Zippered Pencil Bag  | 2 Boxes Tissues (150 count or larger)           |
| 1 Box Ziplock Baggies  | 1 Pencil Box                                    |
| 1 School Scissors (blunt)  | 1 Set Watercolor Markers, washable              |
|  | 2 Pkg. Wide-Ruled Notebook Paper                |

## FIFTH GRADE

- |   |   |
|---|---|
| 1 Bible (NIV)   | 1 Ball Point Pen, red ink                           |
| 4 Pkgs. Regular Wide-Ruled Notebook Paper   | 1 Dozen No. 2 Pencils                               |
| 2 Glue Sticks   | 1 Pkg. Erasable Pens, blue or black ink             |
| 2 One-inch Three-Ring Binders   | 5 3-prong Folders with pockets (plain, no pictures) |
| 1 Large Oblong Eraser   | 1 Dictionary  |
| 1 Art Box (with crayons, 1 set colored pencils,<br>1 set colored markers, scissors, glue) | 2 Boxes Tissues (150 count or larger)               |
| 1 12" Ruler (English and Metric Marked)   | 1 Zippered Pencil Bag                               |
|   | 1 Dry Erase Melamine 8" x 10" board                 |

## SIXTH GRADE

- |  |   |
|--|---|
| 1 Bible (NIV)                                      | 6 Folders with Pockets (3 prong style)          |
| 1 12" Ruler (English and Metric Marked)            | 1 Pkg. Regular Wide-Ruled Notebook Paper        |
| 4 Ball Point Pens, blue or black ink (no felt tip) | 1 Box Tissues (150 count or larger)             |
| 2 Ball Point Pens, red ink (no felt tip)           | 1 Pen/Pencil Zippered Bag (similar to bank bag) |
| 1 Medium Sized Canvas Tote Bag                     | 1 Pkg. Colored Pencils (sharpened)              |
| 1 Pkg. #2 Pencils (sharpened)                      | 1 Pkg. Lined 3 x 5 Index Cards (100 Count)      |

## SEVENTH – TWELFTH GRADE

- |                                       |  |
|---------------------------------------|--|
| 1 Bible (NIV)                         | 4 Each - BallPoint Pens: blue, black, and red ink; no felt tip |
| 1 Dozen #2 Pencils                    | 2 Highlighter Pens   |
| 2 Pkgs. Notebook Paper, College Ruled |  |

\*Note – Depending on the class that the secondary student is taking, other supplies will be needed as well. The individual teachers will inform the student during orientation or the first week of school, of the additional items that will be needed.