



FAMILY HANDBOOK 2023-2024

A ministry of New Song Nashville

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newsongnashville.com

NEW SONG CHRISTIAN ACADEMY FAMILY HANDBOOK

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GENERAL INFORMATION

VISION

New Song Christian Academy (NSCA), a ministry of New Song Nashville, seeks to provide an environment where Christian families can successfully supplement their home education with a private Christian classroom experience. Our goal is to partner with parents by providing educational opportunities outside the home without usurping their God-given role of being the primary educator in their child(ren)'s life.

MOTTO

New Song Nashville, a people of the Word and the Spirit.

MISSION STATEMENT

Seeing souls saved and disciples made by reaching neighbors, nations and generations with the Good News of Jesus Christ's love and power.

VISION STATEMENTS

- Reach UP to God through Prayer, Praise, and Worship
- Reach IN to one another through Providing Care, Making Disciples, and Developing Leaders
- Reach OUT to the world through Evangelism, Compassion/Justice, and Multiplying Covenantal Communities

STATEMENT OF BELIEFS

The Bible: We believe the Bible is God-inspired and is our ultimate authority (2 Tim. 3:16-17).

The Eternal Godhead: We believe God is Triune: Father, Son, and Holy Spirit (2 Cor.13:14).

The Fall of Man: We believe that man is created in the image of God, but by voluntary disobedience, fell from perfection (Rom. 5:8).

The Plan of Salvation: We believe that while we were yet sinners, Christ died for us, signing the pardon of all who believe on Him. (John 3:16; Rom. 5:8).

Salvation Through Grace: We believe that we have no righteousness and must come to God by receiving the righteousness of Christ (Eph. 2:8).

Repentance and Acceptance: We believe that upon sincere repentance and a wholehearted acceptance of Christ, we are justified before God (1 John 1:9).

The New Birth: We believe that the change which takes place in the heart and life at conversion is both real and discernible (2 Cor. 5:17; Gal. 2:20).

Daily Christian Life: We believe that it is the will of God that we be sanctified daily, growing constantly in faith (Heb. 6:1).

Water Baptism and the Lord's Supper: We believe that baptism by immersion is an outward sign of the inward work of regeneration (Matt. 28:19). We believe in the commemoration of Christ's death through the partaking of bread and the juice of the vine, representing His body and blood offered for our salvation.

The Baptism with the Holy Spirit: We believe that the baptism with the Holy Spirit is given to supply the believer with power to be Christ's witness in the world (Acts 2:4).

The Spirit-Filled Life: We believe that it is the will of God that we walk by the power and the leading of the Holy Spirit daily (Gal. 5:22).

The Gifts and Fruit of the Spirit: We believe that the Holy Spirit has gifts to bestow upon the Christian and that we should show spiritual fruit as evidence of a Spirit-filled life (1 Cor. 12:1-11; Gal. 5:22).

Moderation: We believe that the experience and daily walk of the believer should never lead to extremes or fanaticism (Phil. 4:5).

Divine Healing: We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith (James 5:14-16).

Church Relationship: We believe that it is the responsibility of believers to identify themselves with a local expression of Christ's church (Acts 16:5; Heb.10:25).

Civil Government: We believe that governing authorities should be upheld at all times, except in the things opposed to the will of God (Rom. 13:1-5).

The Final Judgment: We believe that all shall stand someday before God to be judged and there receive eternal life or death (2 Cor. 5:10).

Heaven: We believe that heaven is the glorious eternal home of born-again believers (John 14:1-3; Rev. 7:15-17).

Hell: We believe that hell is the place of eternal torment and separation from God for all who reject Christ as the Savior (Rev. 20:10-15).

Evangelism: We believe that leading people to saving faith in Jesus Christ is the most important responsibility of the church (James 5:20).

Tithes and Offerings: We believe that the method ordained by God for the support of His ministry is by the giving of tithes and freewill offerings (Mal. 3:10; 2 Cor. 9:7).

CHAPEL

Chapel is an important time for our entire NSCA body. Our focus will be on communicating the good news of Jesus Christ's love and power in a contemporary and creative way. All students are required to attend chapel services and are expected to participate. It is important for students to respect those who are leading.

As a ministry of New Song Nashville, NSCA's presentation of the Christian message during Chapel and in our supplemental materials will reflect that of an evangelical congregation with a charismatic distinctive. It is not our goal to alter your family's biblical or doctrinal position or to use NSCA as a means to recruit your family into New Song Nashville. We seek, singularly and without compromise, to declare Jesus Christ as Lord in all we say and do.

ADVISORY TEAM

- ❖ Dale Evrist Founding/Senior Pastor, New Song Nashville
- ❖ Scott Weaver Executive Pastor, New Song Nashville
- ❖ Cindy Wagner High School Director, New Song Christian Academy
- ❖ Brenda Beiden Middle School Director, New Song Christian Academy
- ❖ Danielle Caveny Elementary School Director, New Song Christian Academy

SCHOOL POLICIES

ADMISSIONS POLICY

NSCA partners with Christian parents seeking to enhance or extend home education. Students are selected and granted enrollment with the expectation of maintaining a high academic and moral caliber. Significant parent involvement is vital to student success. We are looking for families who will accomplish the supervision and extension of the supplementation provided, families who are active in a local, Bible-based church and families who have complied with the Tennessee Home Schooler's Law regarding umbrella school registration.

UMBRELLA SCHOOL REGISTRATION AND SCHOOL RECORDS

Parents who homeschool are considered the primary legal educators of their children, and you must be registered with an umbrella school to function legally in this capacity in Tennessee. Umbrella organizations serve the purpose of maintaining permanent records of attendance and grades for homeschooled students. In our capacity as a tutorial, NSCA's report cards become the sole property and responsibility of the parent to report to their umbrella school. Because we are not required to do so as a tutorial, NSCA does not maintain permanent student records of grades or attendance.

If you change umbrella schools or enroll in a school upon leaving NSCA, all records and attendance requests related to that change will need to go to your umbrella school. Visit MTHEA.org for further information regarding home-schooling in Tennessee.

While NSCA is not an umbrella school, we do have an umbrella school arm called Anthem Umbrella School. If you are interested in this program, visit www.anthemumbrellaschool.com.

PARENT PARTNERSHIP/AGREEMENT

We ask parents to support and uphold the vision of NSCA as well as the authority of the faculty and staff. Therefore, *students are not allowed to opt out of projects or assignments.*

An additional part of parental support is that we require parents to attend 2-3 mandatory meetings throughout the year, including Elementary, Middle School, High School Orientation (as appropriate) and Meet + Greet. We also ask parents to attend any needed parent/teacher conferences and volunteer their time when needed. See [Appendix A](#) to see a copy of the Parent Agreement you signed when you registered.

It is the parent's responsibility to keep up with their student's progress. Grades, syllabi and other important information can be accessed through your family's FACTS account. See the section on FACTS later in this handbook.

TUTORIAL FEES

All tutorial fee payments will be paid by bank draft unless paid in full before the beginning of the school year. Accounts will be debited on the 1st or 15th of each month (as indicated on the bank draft form of your application) for the months of August through May. If either of those days fall on a weekend, the account will be debited the following business day. A \$35 fee will be assessed to your account for any ACH debits returned as unpaid. If your ACH Debit is returned as unpaid, NSCA will re-debit your account for the tutorial fees plus bank fee within three business days after receiving the return notice. See [Appendix B](#) to see a copy of the Parent Agreement you signed when you registered.

ACADEMIC POLICY

We understand that each family has a different standard for learning. The NSCA family also has a corporate standard for education. Listed are a couple of the expectations that NSCA has for each student. If a student consistently does not comply with these expectations, we may

ask you to withdraw from the program.

Elementary

- Each student will commit to completing all assignments and special projects (e.g., presentations, models, etc.).
- Each student will commit to participating fully in class including taking tests, performing experiments, etc.

Middle and High School

- Each student must agree to, sign and comply with the Honor Statement and the Late Policy Covenant of Integrity documents. See [Appendices C + D](#).
- Parents are expected to walk in integrity in recording grades to their umbrella school.

HOMEWORK POLICY

Our desire is that each student develops a love for learning. We believe that homework is an essential part of learning that equips students to enter into the future well. Homework constitutes a portion of the final grade that will be determined by the individual teacher. Each teacher will provide the students with a syllabus (with the exception of Study Hall and Art). Homework should be complete, on time, neat, written in pencil/pen or typed (as directed by the instructor), and legible. Your student will be taught how to properly head his or her papers. Because we are a two-day-a-week program, it is essential that the other three days of the week are spent on intentional, focused learning and work.

Incomplete or Late Work for Elementary

Students who do not have their homework completed on time according to the syllabus will receive deductions as outlined on each syllabus.

Incomplete or Late Work for Middle and High School

Students who do not have their homework completed on time according to the syllabus will receive deductions as outlined on the Honor Statement and the Homework Statement. If a Middle or High School student is missing three (3) or more assignments within a quarter in any given class, he/she will be sent to the office during lunch to eat alone and catch up on missing work. Once caught up, group lunch privileges will be restored.

Missed Work

- If a student is absent, please check FACTS for any handouts or instructions.
- If a student misses a class, he/she is responsible for finding out what was missed and what has been assigned for the next class.

GRADING SCALE

PreK-1st Grades

Progress Reports are issued at the end of each quarter. Students will be evaluated on a scale of “Outstanding”, “Satisfactory”, and “Needs Improvement”. Further notes will be given by the teacher on the Progress Report to assess the student’s subjective classroom behavior.

2nd-12th Grades

Report Cards are issued at the end of each quarter. Students will be evaluated according to the following scale:

A+	98-100%	C+	78-79%	F	59% or below
A	93-97%	C	73-77%		
A-	90-92%	C-	70-72%		
B+	88-89%	D+	68-69%		
B	83-87 %	D	63-67%		

B- 80-82 %

D- 60-62%

ACADEMIC PROGRESS MONITORING

We desire to see each student progress spiritually, academically, behaviorally, and emotionally. If a student is not growing according to his or her individual abilities, we will schedule a conference between or among any of the following parties: the student, the teacher, the parents, the Director, the Campus Pastor or any other party who can help your student.

Parents are also responsible for supplementing any area of academic weakness as they see fit. For input on what this might look like, contact the appropriate division Director (Elementary, Middle, or High School).

FACTS STUDENT INFORMATION SYSTEM

FACTS gives you the opportunity to get more involved in your child's academic progress and future success—all via the internet.

FAMILY PORTAL

FACT's Family Portal (ParentsWeb) is a private and secure online portal that will allow you to view academic information specific to your child(ren). You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also use it to contact school staff. For information on logging in, see [Appendix E](#).

If you have any questions about FACTS, contact Jill Hewitt at 615.377-8037 or jhewitt@newsongnashville.com.

ABSENCES

Please notify the NSCA office at nsca@newsongnashville.com or 615/377.8037 x261 when your student is absent. Each student is an important part of our learning environment. Consistent attendance is vital to academic success and community participation. A student's learning potential is at its height if he/she is present for all classes. If a student has missed class six (6) or more times in a quarter, the teacher is unable to properly evaluate his/her participation, and an "Incomplete" will be issued. (For one-day classes, students are allowed to miss three (3) classes per quarter before an incomplete is issued.) The parents must then evaluate the student without the help of the teacher. Parents will be contacted, and a conference will be scheduled if absences become excessive.

SICK CHILD POLICY:

We do not allow children to come to New Song Christian Academy if:

- Fever has been present in the previous 24 hours
- There is green drainage from nose
- There has been diarrhea or vomiting within the last 24 hours
- There is excessive coughing due to colds, etc.
- There is any rash or skin condition unless deemed non-contagious by a physician
- There are symptoms of conjunctivitis or pink eye, such as colored discharge from the eye or red, puffy eyelids

TARDY POLICY

We believe people value others in part by valuing their time. Each student is required to be at school and in class on time. If your student is late, it hurts his/her ability to receive all that's needed, and it disrupts the learning environment for the other students. Late arrivals are also disruptive to the continuity of Chapel and Life Group, and your student

misses key spiritual interaction with his/her peers. If arriving more than 30 minutes late, please notify the NSCA Office. Tardy students should enter through the NSCA office and be signed in.

Elementary

Arrival begins at **8:15 a.m.** Chapel or Life Group begin promptly at 8:30 a.m. If your Elementary student is arriving late, please enter through the NSCA Office and escort him/her to where their scheduled class is located.

Middle School

Arrival begins at **8:00 a.m.** Students must go directly to their homeroom and be present and in their seats by **8:25 a.m.** The first two tardies will be a verbal warning. On the third tardy, the student will be issued a Discipline Report. A personal contact with the parent will be made so that a pattern of consistent tardiness will not continue.

High School

Arrival begins at **8:00 a.m.** Students must go directly to their first class and be in their seats by **8:15 a.m.** The first tardy will be a verbal warning, but on the second tardy, the student will be issued a Discipline Report. A personal contact with the parent will be made so that a pattern of consistent tardiness will not continue.

PERSONAL APPEARANCE CODE

In I Corinthians 6:19, we are told that the body given to us by God is the “temple of the Holy Spirit,” and that, young or old, we are to be an example to others “in word, in conduct, in love, in spirit, in faith, and in purity” (I Timothy 4:12). The message we communicate to others about ourselves and the Lord can be greatly affected by our dress. If a student comes to NSCA wearing something that violates our dress code, we will first determine if the situation can be fixed by adding an item of clothing the student may have with him/her or in Lost and Found. If it cannot be remedied, the student will contact a parent to bring something appropriate.

General Guidelines: Elementary

- Wear clothing that is comfortable for playing outside.
- Clothing must be modest, clean, neat, and properly worn.
- Blouses and shirts must not be tight, low-cut, or revealing in any way.
- Sleeveless shirts/tank tops must have straps that are at least three-fingers width.
- See-through or sheer blouses, bare midriffs or exposure of any part of the midriff are not permitted. If the shirt is cropped or tied so as to be shorter or at the waist, a shirt or tank top must be worn underneath.
- We don't allow t-shirts that promote or advertise drugs, alcohol, tobacco, have any profanity or anything not in keeping with Christian principles.
- Hair needs to be kept clean and out of the eyes.
- Leggings may be worn, but a shirt or dress that covers the student's bottom must be worn over it.
- Skirts, dresses, shorts and skorts must be of modest length, meaning the bottom of the hem must be at or lower than student's fingertips when her hands are casually at her side

General Guidelines: Middle and High School

- Clothing must be modest, clean, neat, and properly worn.
- Blouses and shirts must not be tight, low-cut, or revealing in any way.
- Sleeveless shirts/tank tops must have straps that are at least three-fingers width.

- See-through or sheer blouses, bare midriffs or exposure of any part of the midriff are not permitted. If the shirt is cropped or tied so as to be shorter or at the waist, a shirt or tank top must be worn underneath.
- Undergarments are not allowed to be seen. No exposed bra straps.
- Pants and skirts are not to be excessively tight.
- Jeans or pants with holes must have the holes be at the knee or lower unless the hole has fabric behind it so that bare skin is not seen.
- Leggings may be worn, but a shirt or dress that covers the student's bottom must be worn over it.
- Skirts, dresses, shorts and skorts must be of modest length, meaning the bottom of the hem must be at or lower than student's fingertips when her hands are casually at her side.
- We don't allow t-shirts that promote or advertise drugs, alcohol, tobacco, have any profanity or anything not in keeping with Christian principles.
- Hair needs to be kept clean and out of the eyes.
- Hats are allowed, but must be removed in the classroom if instructed by the teacher.
- Guys may not have painted fingernails or toenails.

COMMUNICATION GUIDELINES

Communication between parents and faculty:

- Faculty will respond to emails/texts/phone calls within 24 business hours (M-F, 8-5). Communication sent after 5:00 PM will receive a response after school hours the following business day unless a faculty member has the ability to respond sooner.
- Please read and follow your child's syllabus and look/plan ahead to avoid last-minute questions.
- Always check FACTS first for any documents/resources your child might be missing.

Communication between students and faculty:

- All communication between faculty and students must include the student's parent(s). Please help to reinforce this at home by teaching your kids to always include/copy you in any communication to NSCA faculty.
- If a student emails or texts a faculty member, the faculty member will only respond to the student by including the parent in the communication by starting a new text thread or by copying the parent in the email response.

DISCIPLINE AND CONDUCT

We seek to encourage and develop self-discipline in each student because it is a necessity in the maturing process and in character development. It is also necessary for the welfare of the learning environment at NSCA. It is impossible for learning to take place in a classroom unless control and good order are maintained.

Please note that, while we do have a discipline policy, we are not set up to deal with ongoing discipline issues with a student. If we have to regularly address discipline issues with your child, we will suspend the student to give him/her an opportunity to have a heart change.

STUDENT DISCIPLINE AND CONDUCT POLICY

Conduct Expectations

Students at NSCA are expected to conduct themselves at all times so as to bring honor and respect to Jesus Christ, themselves, their families and to NSCA. Respect and obedience to faculty and staff are the foundation of our disciplinary code. Faculty or staff members are expected to correct students at any time for misbehavior. We discipline students for the following:

Unacceptable Behavior (“The Five Ds”)

- **Disruption in Class**

It is important that a safe and friendly learning environment is maintained in class. Continual disruptions and distractions are grounds for discipline.

- **Disrespect**

Respect for authority is an important part of character development, and respect for other students is necessary for community relationships. Disrespectful speech and actions are grounds for discipline.

- **Disobedience**

Obedience is a quality that is pleasing to God. Each student will be expected to respond appropriately to instructions given by any adult with a good attitude. Disobedience is grounds for discipline.

- **Dishonesty**

Honesty is the basis of trust within relationships, and lying, stealing and dishonesty violate this basic trust. Dishonesty is grounds for discipline.

- **Destruction of Property**

Damaging property, whether it's personal or school property, is violating the rights of others. If damage is done to property (even accidentally), an appropriate restitution will be required and given to the owner of the property, and the action is grounds for discipline.

In addition, bullying or verbal or physical aggression will not be tolerated and may result in an immediate Discipline Report and possible suspension or expulsion.

ELEMENTARY STUDENT CONDUCT AND DISCIPLINE POLICY

Consequences for Pre-K through 1st Grade Unacceptable Behavior

The PreK-1st classrooms use a “stoplight” system of discipline. The student’s name will be written next to the stoplight color they are on (green, yellow or red) to indicate the level of correction needed on any given day. The stoplight color WILL travel with the student to the next class. Parents will be notified if their student was put on the stoplight.

1. First Offense

- Verbal correction/warning - Name is written next to green unless someone was harmed verbally or physically; those behaviors have Third Offense consequences.

2. Second Offense

- Verbal correction – Name is written next to yellow
- Separation from group (rejoining after the teacher speaks with the student)
- No hole punch is given on the Rewards Card for that day

3. Third Offense

- Verbal correction – Name written next to red
- No hole punch is given in Rewards Card for that day
- Next lunch and recess period will be spent in the office
- Discipline Report will go home with the student to be signed by a parent and returned the next school day.

4. Fourth Offense

- Same consequences as the Third Offense
- The student is brought to the Elementary Director to discuss his/her repeated offenses
- Consequences issued
- Parent conference may be scheduled

5. Continued Offenses

- If a pattern of unacceptable behavior continues, the parent and student will be required to have a conference with the Director and/or Pastor to create a plan of action for a change of behavior. The student will have two weeks to implement this plan. If the student does not follow the plan, he/she will be suspended for two school days. He/she will be given an additional two weeks to show improvement. If the behavior does not change, the student will be asked to leave NSCA without parents being released from the Financial Agreement.

Consequences for Elementary (2nd-5th Grade) Unacceptable Behavior

The 2nd-5th classrooms use a “stoplight” system of discipline. The student’s name will be written next to the stoplight color they are on (green, yellow or red) to indicate the level of correction needed on any given day. The stoplight color WILL travel with the student to the next class. Parents will be notified if their student was put on the stoplight.

1. First Offense

- Verbal correction/warning unless someone was harmed verbally or physically; those behaviors have Third Offense consequences.
- Name is written next to green
- No NS Bucks can be received for the remainder of the day

2. Second Offense

- Verbal correction
- Name is written next to yellow
- Student is separated from the class for a few minutes to regain self-control
- After a few minutes, the teacher will speak to the student about their expectations in class, then rejoin the class.

3. Third Offense

- Verbal correction
- Name written next to red
- Separation from group
- Next lunch and recess period will be spent in the office
- Discipline Report will go home with the student to be returned the next school day

4. Fourth Offense

- Student referred to Director
- Consequence issued by the Director
- Parent Conference may be scheduled

5. Continued Offenses (see Middle School Continued Offenses below)

Middle and High School Consequences for Unacceptable Behavior

1. First Offense

- Verbal correction/warning unless someone was harmed verbally or physically or intentionally destroys property; those behaviors have Third Offense consequences.

2. Second Offense

- Discipline Report is written
- Separated lunch, plus 15 minutes of serving (wiping tables, sweeping, picking up trash, etc.)
- Student may be referred to their Division Director

3. Continued Offenses

- Probation: Three (3) or more Discipline Reports in a semester.
- If a pattern of unacceptable behavior continues and/or three Discipline Reports have been issued within a school year, the parent and student will be required to have a conference with the Director and/or Pastor to create a plan of action for a change of behavior. The student will be considered "on probation" for six (6) weeks.
- Suspension: An additional Discipline Report during probation.
- If the student receives a Discipline Report within the six weeks of probation, they will be suspended from school for two (2) days and given extra work to do at home during that time.
- During suspension the student will receive zeros for all missed work.
- Expulsion: An additional Discipline Report after returning from suspension.
- After returning from suspension, if the behavior does not change or the student receives another Discipline Report, the student will be asked to leave NSCA without his parents being released from the Financial Agreement.

There are rare exceptions for all students when an immediate dismissal may be implemented. It is important to the entire student body that a safe and Christ-like environment be maintained.

BULLYING POLICY

New Song Christian Academy has a zero-tolerance bullying policy, and we do not condone or allow bullying of others. Any student who believes he or she has been subjected to bullying should report these actions immediately to a faculty member or Division Director. We are committed to providing an environment in which every student is treated in a respectful manner that honors God and one another. Conduct, whether intentional or unintentional, that subjects another student to unwanted attention, comments or actions is not permitted.

CAMPUS SAFETY POLICY

NSCA has a zero-tolerance policy regarding weapon possession and threatening communication/speech.

- NSCA does not tolerate weapons at any time on school grounds, school events, or transportation to and from school events. Any student found to possess, store, handle, transmit or use any weapon would be subject to administrative and/or legal action.
- Students who become aware of a weapon being brought to school or on school property must immediately notify a faculty member.
- Definition of a weapon: A weapon is defined as a knife, firearm, or an item which looks like a firearm, whether loaded or unloaded, destructive explosives or any look-alike or any other device that is meant to threaten, intimidate or produce bodily harm or fear of such. Examples of weapons include, but are not limited to: All firearms, other firearms

including BB/pellet/look-alikes; knives, including switchblades and Swiss army knives; knuckles, martial arts devices, explosives, slingshot, mace.

- Consequences: Possession of a weapon will lead to suspension and the immediate initiation of the expulsion process and may lead to a referral to the police.
- Making a fake threat of violence is a criminal act that can land you in prison. It doesn't matter if you say it, text it, write it, "snap" it or post it on social media, students who make threats can face serious consequences.
- Every violent threat is taken seriously, because police don't know if a threat is real or fake.
- We reserve the right to search personal property (backpacks, purses, jackets, etc.).

NEW SONG BUCKS (ELEMENTARY)

NSCA does not use candy as a reward in elementary classes. Instead, we have a system where teachers give "New Song Bucks" as a reward for winning a game, a contest, helping with cleaning, doing something above and beyond without being asked, etc. Students should write their name and grade on the buck when it is rewarded.

- When Elementary students earn 35 New Song Bucks, they bring them to the office and can select from the New Song Bucks items in the office. Students may shop before and after school only.
- New Song Bucks are not to be used as currency for student-to-student transactions but are to be reserved for teachers' use and are only to be spent on items we have available for "purchase" in the office.

CAMPUS POLICY

We are committed to keeping our campus and students safe.

SCHOOL HOURS

- Elementary classes are in session from 8:30 a.m. until 2:00 p.m. or 2:45 p.m., depending on the electives chosen.
- Middle School classes are in session from 8:25 a.m. until 2:45 p.m. or 3:45 p.m., depending on the electives chosen.
- High School classes are in session from 8:15 a.m. until 2:45 p.m. or 3:45 p.m., depending on the electives chosen.

ARRIVAL AND DISMISSAL PROCEDURES

We have two buildings at New Song Nashville: The Learning Center (where the NSCA office is located) and the Worship Center (where the Celebration Room is located). See [Appendix F](#) for Arrival and Dismissal map. The Learning Center and the Worship Center doors will be locked during the day except during Arrival and Dismissal; during that time, the NSCA Office is not to be used by families dropping off. The NSCA Office entrance will be used at all other times.

Arrival

Elementary

- The Learning Center double foyer doors will be unlocked at 8:15 a.m. Families will not be allowed in the building before that time. Students arriving before 8:15 a.m. are not to be left in the parking lot unattended.
- Parents will receive a placard with their last name to put on the dashboard of their car

to help assist those directing traffic to identify vehicles entering the NSCA parking lot.

- Parents may drop students off at the Learning Center foyer doors (left two lanes only) or park and escort them into the building.
- Once admitted to the building, students must go to their homeroom and are not allowed to roam the campus freely.

Middle School

- Students may be dropped off as early as 8:00 a.m. at the glass doors on the east side of the Worship Center. Students must go to their homeroom and are not allowed to roam the campus freely.

High School

- Students may be dropped off as early as 8:00 a.m. at the Learning Center Foyer doors.
- Students must go to their First Period class and are not allowed to roam the campus freely.

Dismissal

Elementary

- Elementary students will be picked up at the Learning Center foyer doors. A faculty member will announce students' names through our radio system, which will alert each teacher in grades PreK - 5th to send those students to the foyer doors to be picked up.
- PreK – 1st parents may begin arriving at 1:55 p.m. to pick up their students who are not taking electives.
- 2nd – 5th parents may begin arriving at 2:00 p.m. to pick up their students who are not taking electives.
- Students will be supervised in their homerooms until 2:10 p.m., then all remaining students will go to the office. Late fees of \$5 every 15 minutes per vehicle will be assessed beginning at 2:10 p.m. Unpaid late fees will be added to the family's tutorial fee balance.
- Once a student has been picked up by the authorized person, they MUST remain within arm's reach of that adult. Students are NOT allowed to roam freely at any time while on our property, including the parking lot.
- Students are not allowed on the playground without an NSCA staff member present.
- If a student is to be dismissed to walk to Roots Academy, parent must notify NSCA by emailing Danielle Caveny at dcaveny@newsongnashville.com.

Middle School

- All Middle School students are to be picked up by an authorized driver.
- Late fees of \$5 every 15 minutes per vehicle will be assessed beginning at 3:00 p.m. or 4:00 p.m., depending on the student's class schedule. Unpaid late fees will be added to the family's tutorial fee balance.
- If a student is to be dismissed to walk to Roots Academy, parent must notify NSCA by emailing Brenda Beiden at bbeiden@newsongnashville.com.

High School

- All High School Students are to be picked up by an authorized driver.
- Late fees of \$5 every 15 minutes per vehicle will be assessed beginning at 3:00 p.m. or 4:00 p.m., depending on the student's class schedule. Unpaid late fees will be added to the family's tutorial fee balance.
- If a student is to be dismissed to walk to Roots Academy, parents must notify NSCA by emailing Cindy Wagner at cwagner@newsongnashville.com.

STUDENT DRIVERS

Student drivers must be registered with the NSCA office and will receive a placard for their dashboard and a tag for their keyring.

- Upon arrival, the student driver will sign in on the Driver Sheet and turn in their keys.
- At dismissal, the student driver will sign out on the Driver Sheet and receive their keys back. The student driver must then leave the campus.
- Student drivers cannot take any riders with them unless the NSCA has first received permission directly from both sets of parents.
- Student Drivers must keep their NSCA tag on their keyring and placard in their car throughout the school year.

PARKING POLICY

Parking is only allowed in designated spaces (clearly-painted lines) on our campus. If you are unable to find parking in our lot, you must park on the street.

- Help us be good neighbors by not parking in anyone else's lot nor blocking entrances to their lots.
- Respect the traffic cones and traffic assistants; it keeps you moving as quickly and safely as possible.
- Abide by the campus speed limit: 5 mph (it's slower than you think!).
- Follow the posted entrance and exit signs for parking lot flow. ALWAYS be watchful for children crossing the parking lot.
- Handicap parking is ONLY for those who are legally allowed to park in handicap spaces.
- Students and any other children with you must remain within arm's distance of you at all times.

WEATHER CLOSURE PROCEDURES

NSCA **DOES NOT** follow any public schools for weather closures. We will announce closings via FACTS Parent-Alert and on our Facebook page.

CLEANING POLICY

We believe every family member should participate in family chores. Along those lines, we also believe that students will gain a higher level of respect for the NSCA facility when they help maintain it. We ask that students participate in the basic cleaning (picking up trash, wiping down tables, etc.) of the NSCA facility as needed.

KITCHEN/FOOD POLICY

- Students are not allowed to use the kitchen in the NSCA Office, neither to store their lunches nor use the microwave.
- Students should have their own cutlery, napkins and drinks. If no drink has been provided, the student may get a small dixie cup during lunch from the NSCA Office for water to be filled at the water fountain.
- Middle School students who have forgotten their lunches will be encouraged to share with peers. (Sharing lunches is not allowed in Elementary due to the potential for allergy contaminants.) Students without lunches may also choose two to three non-perishable snacks from the NSCA office for \$2/student.
- Students are not allowed to "snack" out of their lunch boxes during class unless they have a documented medical condition.
- For the safety of all of our students, NSCA is a nut-free facility (see "Allergy Policy" below). If a student brings any nuts, including nut butters, packs of nuts, candy bars with nuts, etc., in their lunch or as a snack, it will be thrown away. If it is the student's main lunch item, a microwavable meal will be prepared and given by a teacher. The parent will be notified any time we find nuts or nut products brought to school.

- PreK-1st Grade will have a story and snack time in the afternoon when they are allowed to “snack” from their lunches.
- Nut-free candy may be enjoyed at lunch but should not be brought into the classroom.
- Water bottles (labeled with name and grade) are encouraged. They may be refilled from our filtered drinking fountains between classes. DO NOT bring glass water bottles to school. Students may only drink water during class; they may not have coffee, tea, sports drinks, sodas, etc., except during lunch. Energy drinks are not allowed at any time.

CELL PHONES AND ELECTRONICS POLICY

Cell Phones

Elementary and Middle School students are not to carry or use cell phones on campus for any reason at any time, including during lunch, during special events, or in restrooms. If parents require their child to have a cell phone with him/her, it must remain in the student’s backpack and turned off (not just on vibrate) and must remain there until the student is off NSCA property. If parents and students need to make contact during the day, they may use the NSCA office line. If a student is caught carrying a cell phone (even in his/her pocket) or using it, the phone will be confiscated and brought to the NSCA Office for the parent to pick up at the end of the day, and a Discipline Report will be issued.

High School students will turn in their cell phones upon arrival and pick them up at dismissal.

Electronics

- Students are not allowed to bring cameras, iTouches, iPads, smart watches, e-readers, electronic notebooks, computers or video games unless given specific permission from a teacher for a specified reason.
- Students are not allowed to bring laptops unless it is for a class presentation and has been pre-approved by their instructor.
- If found, all electronics will be brought to the NSCA Office for the parent to pick up at the end of the day, and a Discipline Report will be issued.

NO WHEELS ON CAMPUS AND NO EXTRA ITEMS

For the safety of our students, we will not allow anything on campus that could cause harm.

- Skateboards, scooters, roller blades or shoes with wheels are not allowed.
- Musical instruments, overnight bags and class projects may NOT be left in the office.

LOST AND FOUND

- Lost and Found items will be placed on our “Lost and Found” cart. During the school day and school week, the cart will be in the Learning Center Foyer. Over the weekend, the cart will be in the NSCA Office.
- It is the student/parent’s responsibility to retrieve their lost items.
- Although we attempt to bring found items to the NSCA Office, there is no guarantee a lost item will be retrieved.
- Unclaimed Lost and Found items will be donated after 30 days.
- We recommend parents label all of your student’s belongings and check Lost and Found on a regular basis.
- Class projects may not be stored on-site between class days. Forgotten projects or class work will be thrown away after 48 hours.

STUDENT MEDICATIONS

- All prescription medication(s) students are required to take during school hours must be stored in the NSCA office and administered by an NSCA faculty member.

ALLERGY POLICY

WE ARE A NUT-FREE FACILITY.

- If your child has allergies, you should explain the extent of them in writing on the application and what precautions need to be taken. If your child has a food allergy, you may also keep “special occasion” snacks in their backpack or in the office freezer.
- All class snacks or food products for a class presentation should be completely nut-free.
- We cannot have, under any circumstance, bags of loose nuts (shelled or unshelled).
- Items found with nuts, nut butters or any snack with nuts or nut products will be thrown away.
- Students with nut allergies will be exempt from cleaning the lunchroom.
- If your student needs special medications for allergic responses, seal them in a labeled plastic storage bag with full instructions and turn them in to the NSCA office.
- If your student has an Epi pen, you may bring it to the office for safe keeping in our medical cabinet or keep it in the student’s backpack. Seal it in a plastic storage bag with a note card inside including the student’s full name and age, your full name, your phone number and your student’s allergies. PLEASE NOTE: Every time we administer an Epi pen, we are REQUIRED to call 911. Parents will be notified immediately as well.
- It is the parent’s responsibility to make sure any Epi-pen stored at NSCA for their child is current and not expired.

FIELD TRIPS

Field trips at NSCA are parent-led. Following are some suggestions for field trips. The trip can be just for your child’s class, your child’s school division, or all students. The Parent Ambassador (see Parent Ambassadors section) for your grade will give instructions on how to schedule a field trip. Many venues have specific “Homeschool Days”; check websites for specific dates/times.

Fall Field Trips

- Walden Pumpkin Farm
- Gentry’s Farm
- Morning Glory Orchard

Historical Field Trips

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Alvin C. York’s Home ● Carter House ● Carnton Plantation ● Civil Rights Museum (Birmingham + Memphis) ● Civil War Reenactments ● Franklin on Foot Walking Tour ● Graceland ● The Hermitage ● Parthenon | <ul style="list-style-type: none"> ● Pioneer Festival - Henry Horton Park ● Sam Davis Home ● Sunset Studios ● Tennessee State Museum ● The Tennessee State Capitol ● Tennessee History Museum Nashville ● Traveler’s Rest ● Vintage Baseball Games |
|--|--|

Anytime Field Trips

- Defy
- Adventure Science Center/Planetarium
- Ark Encounter (OH)
- Chattanooga Aquarium
- Cheekwood Gardens
- Creation Science Museum (KY)
- Deer Run Camps & Retreats
- The Frist Museum
- Gatlinburg Aquarium
- GM Factory Tour
- Nashville Library Puppet Show
- Henry Horton State Park - Pioneer Day
- Huntsville Space Museum
- Nashville Children Theater
- Nashville Zoo
- Urban Air

STANDARDIZED TESTING

While NSCA does not require standardized testing, the State of Tennessee recommends testing for all students. Although it is not a requirement, we believe that teaching the skills to take standardized tests is valuable. While you are free to choose which years to test your student(s), we recommend you consult your umbrella school to determine the best path for your family.

PARENT VOLUNTEERS/HELP FOR PARENTS

PARENT AMBASSADORS (PA)

The Parent Ambassador program was developed to help homeschooling parents connect with one another. Homeschooling can be extremely rewarding and overwhelming and isolating all at the same time. Our heart for the PA program is that the parents make true connections with other families during their time at NSCA.

Parent Ambassadors are volunteer parents who serve both our parents and staff. They will coordinate class parties, field trips, closed Facebook groups, and parent get-togethers to cultivate stronger community at NSCA. They work in partnership with NSCA staff to help keep parents updated with events as well.

There are multiple Parent Ambassadors for each Division (Elementary, Middle School, High School), and they need your help! There are plenty of opportunities to assist, including:

- Volunteering at special lunches
- Volunteering for classroom parties
- Leading a field trip
- And much more!

No experience is required! To get involved with our Parent Ambassador Program, contact Jamie Waters at jwaters@newsongnashville.com.

WE NEED YOU!

Elementary

Each family is required to serve four (4) times each semester, to help cover PreK – 5th Grade lunch and recess times. Parents will receive a link to sign up via Sign-Up.

Each class day for lunch, we need:

- Four (4) parents for PreK – 1st Grades (10:40 – 11:55 a.m.)
- Four (4) parents for 2nd – 3rd Grades (11:35 – 12:15 p.m.)
- Four (4) parents for 4th – 5th Grades (11:30 – 12:10 p.m.)

Middle School

We have four Special Lunches, a Christmas party and Year-End party when we will need parent volunteers to help. A SignUp invitation will be sent out prior to these events. Please sign up for one of these each year.

High School

Each family is required to serve at two (2) High School events each year.

GIFTS FOR TEACHERS/YEAR-END LUNCHEON

Parent Ambassadors will provide two opportunities per year (Christmas and the end of the school year) for you to bless our hard-working NSCA staff. PAs will collect money from families to give one larger collaborative gift to each staff member, though parents are not obligated to contribute. The PAs will also host an end-of-year luncheon for the NSCA staff during May Teacher Work Week.

MENTOR MOMS

Homeschooling comes with challenges, and the key to overcoming them is to plug into the right resources. If you are new to homeschooling, new to Middle School, new to NSCA, or just need some encouragement for the journey and would like more information about having a mentor, please contact your child's Director to be partnered up with another mom. A mentor can have a phone call or meet with you one-on-one to help you navigate the homeschool experience. They can also help get you plugged into activities at NSCA and give you encouragement and hints for teaching alongside our tutorial. If you're willing to become a mentor, contact your child's Director.

NSCA SUPPORT OPPORTUNITIES

As a ministry of a church, NSCA is a non-profit organization, and all of the extra financial support we receive from families gets poured back into our program. Following are some easy ways you can help just by shopping at places you may already frequent.

LOGOS BOOKSTORE

When you purchase your curriculum from Logos, a percentage of the sale goes to NSCA (books for the following school year are purchased throughout July). This also applies to books throughout the year. For more information, contact Logos at grace@logosnashville.com.

KROGER COMMUNITY REWARDS

FIRST: Create a digital account. A digital account is needed to participate in Kroger Community Rewards. If you already have a digital account, simply link your Shopper's Card to your account so that all transactions apply toward the organization you choose.

THEN: Link your card to an organization. Selecting the organization that you wish to support is as simple as updating the Kroger Community Rewards selection on your digital account.

1. Sign in to your digital account.
2. Search for your organization here:
<https://www.kroger.com/account/communityrewards>
3. Enter "New Song Nashville"
4. Select the appropriate organization from the list and click "Save".
5. Scan your Kroger Rewards card every time you shop!

BOX TOPS

Purchasing products that include BoxTops are an easy way to earn money for NSCA. Though the method for collecting BoxTops has changed, the rewards for us are huge. See [Appendix](#)

[G](#) for more information.

OUTREACH AND SERVICE OPPORTUNITIES

NSCA is committed to not only teaching students about Christ but also showing them how to be the hands and feet of Christ. New Song Christian Fellowship is very focused on missions, and this is reflected in opportunities for service.

THE BRIDGE TO CHRISTMAS

The Bridge ministry based in downtown Nashville ministers to homeless families throughout the year and is a primarily local outreach partner for New Song Nashville. For our Thanksgiving Chapel, NSCA will partner with The Bridge to Christmas program by collecting toys for children of all ages to be distributed at a special event in December. For more information about The Bridge, visit www.thebridgenashville.org.

THE BRANCH OF NASHVILLE

The Branch of Nashville helps families in Southeast Nashville flourish by offering English Language classes, emergency food support, and comprehensive care. They offer multiple opportunities for individuals and families to serve once or ongoingly in multiple ways, from their weekly foodbank to their ESL classes. For more information about The Branch, visit www.thebranchofnashville.org.

FINE ARTS PROGRAM

All Fine Arts classes are designed to redeem the Arts for Christ and declare a message of hope, love, and joy. Each year Fine Arts focuses around a theme.

DANCE

All classes are combination classes with a touch of modern, hip hop, jazz and contemporary depending on the production we are currently working on.

We believe each Fine Arts class is an opportunity to pour into your dancer and not only teach the skill of dance but how to use dance to lift heaviness, to bring freedom and joy, and to serve the body of Christ. We also believe every class is a team of people who, because of what we unify to do, will become friends who love and care and pray for one another during the year. It is a great opportunity to build friendships with other Fine Arts students.

DRAMA

Our desire is to pour the love of Christ into the students, as well as enrich their lives through the world of drama.

We offer two levels of Drama:

- Elementary Drama: Rising 3rd – 5th grade
- Middle School/High School Drama: Rising 6th grade – 12th grade

DRAMA INCLUDES:

IMPROV

Each class will start and end with improv. Improv is fun and it is a helpful tool that will teach students to explore different characters and to learn to trust their instincts.

YEARLY LIVE STAGE PRODUCTION

Being in our yearly live stage production allows students to experience performing in front of an audience. Students will also learn how to audition, analyze text, the breakdown of individual scenes and character development.

VIDEO PRODUCTION

Videos will be shown during our Spring Production. Being a part of these videos teaches students to be comfortable on camera and to present themselves well. They will learn in-front-of-the-camera techniques as well as pre-production and behind-the-camera skills.

MIDDLE SCHOOL/HIGH SCHOOL ENSEMBLE

Ensemble includes working on choral pieces from all genres. The student will learn pitch, breath control, tone, harmony, confidence and so much more! Every class is a vocal lab working toward a wondrous sound of unity.

To register for a class before July 15, log into FACTS and go to the Course Request tab. After July 15, contact Jill Hewitt at jhewitt@newsongnashville.com. For more information about Fine Arts, contact Cindy Wagner at (615) 377-8037 OR cwagner@newsongnashville.com.

FREQUENTLY ASKED QUESTIONS

HOW DO I ACCESS MY CHILD'S CLASSROOM RECORDINGS FROM HOME?

Classes will be recorded and posted to our home page on Vimeo.com. You can locate the classroom recordings at vimeo.com/newsongchristianacademy. A few things about these videos:

- Teachers typically begin uploading their videos at the end of each class period. This upload time may vary but typically you should be able to access the video within 10-15 minutes following each class period.
- The videos are password protected for privacy. The password for the 2023-24 class recordings is **Acts2024**.
- These recordings are meant to capture what happens in class each day at a fairly broad scope with the primary focus being what is being said by the instructor. Notes being written on the whiteboard may not be visible on the video, so we encourage students to reach out to the instructor if they miss and need that information.
- We ask that the links, videos, and passwords not be shared with anyone outside of NSCA.
- There is a chance that these videos will capture students' voices and sometimes their images, depending on the class activity.
- Remember, there are a few exceptions for class recordings. For example, project-based classes and test days are not recorded. Please reference each teacher's "Learn from Home" document found in FACTS.

If you experience any technical issues, please contact Allie Wilson at awilson@newsongnashville.com.

HOW DO I HELP MY MIDDLE SCHOOL CHILD BECOME AN INDEPENDENT LEARNER?

One of the biggest goals in Middle School is helping your child become an independent learner. In the 6th grade, we recommend helping your child plug all of their assignments

into a centralized calendar or planner. You will most likely need to help your child do this during the 6th grade. In 7th grade, he/she can begin to plan their own workday with your supervision. We encourage continuing to use a student planner throughout all of middle school. By the time your child reaches 8th Grade, he/she should be able to plan out most of their workload with only minimal assistance from the parent. We recommend the daily Student Planner from wellplannedgal.com.

WHAT HAPPENS IF WE HAVE TO MISS SCHOOL?

- Students are responsible for reading their syllabus to see what assignments they have missed during their classes. Teachers have specific guidelines for turning in late or missing work.
- Teachers will load any worksheets from that missed school day onto FACTS.
- A parent should email an instructor if a test was missed during the class to arrange a time to make it up or take it at home.

WHAT SHOULD WE DO WITH LATE HOMEWORK?

- Late work results in points deducted, so check with each instructor's syllabus for more specific details.
- If you have late homework, you may put it in the teacher's mailbox located in the NSCA office. You may also have your student hand in the work to the teacher at the following class.

HOW CAN I ORGANIZE ALL OF MY CHILDREN'S NSCA SCHOOLWORK?

Start a filing system at home. Don't throw away all of your child's work when it comes home throughout the year; keep it even after the school year is complete. If you were to stop homeschooling and transfer to another school, some schools require you to produce the work your child has done. Also, in the unlikely event that you are ever audited, it will be very easy to have your student's work on hand.

WHAT IF MY CHILD NEEDS EXTRA HELP AT SCHOOL?

NSCA has Skill Building Aids who work with the students who need support for different challenges like dyslexia, high-functioning autism, reading comprehension, and anxiety. They can also help students by administering tests in a quiet area for less distractions, verbal testing, helping students stay on task in the classroom, taking notes for younger students, implementing organization, and giving encouragement. If you would like more information on Skill Building, contact your Division Director. Skill Building help is an additional cost on top of tutorial fees.

HOW DO I BALANCE ALL OF THE PROJECTS IN ADDITION TO THE REGULAR HOMEWORK AND MY OWN CLASSWORK?

The syllabus is a great tool to use when you are planning out your quarter. Plan out how many days you predict it will take to finish a project, then schedule what part of each project your student will accomplish each homeschool day. If you have two projects or tests due the same week, you may need to start working on one project even earlier. Sometimes Saturdays are good days to tackle projects you don't have time for during the week.

SHOULD I HOMESCHOOL IN THE SUMMER?

NSCA starts in mid-August and finishes early May, which is about a 3½-month break. Some parents choose to take the summer completely off from homeschooling. Others may choose to take a short break and then take the opportunity to work on subjects that either were challenging the previous year or that you anticipate being challenging the coming year. It's a good time to teach subjects that you may not be able to cover during the year, e.g., typing. Some Elementary parents start teaching a few days a week in July with spelling and math

(this is especially helpful for parents who are teaching five-day-a week curriculums). Summers are also a good time to take field trips that you haven't had a chance to experience during the school year.

WHAT SHOULD MY CHILDREN READ OVER THE SUMMER?

We recommend children continue to read year-round. For older children, we especially recommend not just any books but good books—books centered around the Bible, classic books and books that speak to any issues or challenges they may be facing. If you have a child who is dyslexic, find a series that they really like and read all the books in the series. As reading becomes easier, give them specific books to challenge them. Audio books are also great for a struggling reader; they get to enjoy the book by listening and reading along instead of laboring over words.

APPENDICES

APPENDIX A: PARENT AGREEMENT

Parent Agreement

- I commit to fulfill my Financial Agreement including in the event of early withdrawal. I will pay all Tutorial and other fees on time.
- I commit to help my child complete all assignments and special projects (e.g., Science Fair, presentations, models, etc.).
- My child commits to participating fully in class including taking tests, performing experiments, etc.
- I commit to support the vision, purpose and values of New Song Christian Fellowship.
- I commit to register my child with an umbrella school program of my/our choice.
- I commit to attend NSCA Parent Meetings/Teacher Conferences as requested.
- I commit to support and uphold the authority of the faculty and staff of NSCA.
- I commit that my family will be regular attenders at a life-giving, Bible-believing church.
- I commit to purchase the books and materials needed for all classes.
- I commit our family to participate in volunteer service to NSCA. For Elementary this includes serving four (4) lunch periods each semester. For High School this includes serving at two (2) High School events per school year.
- I understand that completing this application does not guarantee enrollment at NSCA.

Umbrella Information

NSCA students must be registered with a valid, State of Tennessee-approved umbrella school per the Tennessee Home School law (Tennessee Homeschool Annotated 49-6-3050). The State of Tennessee requires all students between the ages of 6 and 18 to be enrolled with an umbrella school. NSCA is not an umbrella school and does not maintain permanent records or provide standardized testing. As such, you, the parent(s), are responsible to keep permanent records and make arrangements for standardized testing for your child(ren). Progress reports issued by NSCA become the sole property of the parent. It is the parent's responsibility to report all educational information to the umbrella school.

Release Form

In the event my child becomes seriously ill or injured while on the New Song Nashville (NSN) campus or while attending a related event, I agree that the NSN authorities shall first make an effort to contact the responsible parent or guardian. If the student's parent or guardian cannot be reached or if NSN authorities believe my child's condition requires emergency medical attention, NSN authorities will use their own discretion in contacting a properly licensed and practicing physician and will follow his/her instructions. If, in the opinion of a properly licensed practicing physician, my child needs medical or surgical services which require my consent before being supplied and I cannot be reached, I hereby authorize, appoint and empower the NSN authorities to furnish on my behalf such written or oral authorization as may be required. Further, I release the NSN employees, trustees, New Song Nashville and New Song Christian Academy from any liability which may arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises. I understand that NSN is not an allergy-free environment. I

understand that Epi Pens will be administered by NSN staff or parent volunteers because no registered nurse is on campus. I grant permission for my child to be on campus and attend all off-site events, and I grant permission for my child to be allowed to ride in a vehicle of another parent or staff member without liability to the driver, to NSN and its staff. The image or voice of my child may be published in yearbooks, school web-sites or printed materials without liability.

APPENDIX B: NEW SONG CHRISTIAN ACADEMY FINANCIAL AGREEMENT

New Song Christian Academy has a number of ongoing expenses, such as faculty and administrative salaries and supplies. In order to maintain these services throughout the year, it is essential that NSCA's annual income from tutorial and other fees be consistent based on people's commitment to the program. Because of this, we have established the following policies:

Fees

- Students registering before June 15 must pay the New Student Application and Registration fees at the time of registration.
- Supply Fees may be paid between the time of registration and June 15. Any fees not paid by June 15 will be automatically drafted from your account on June 15.
- Students registering after June 15 must pay New Student Application, Registration, and Supply fees at the time of registration in order to be enrolled.

Mid-Year Enrollment

- Students enrolling in August, September and October:
 - Pay full Supply Fees, which are due at the time of registration
 - Pay the full yearly Tutorial Fees amount distributed evenly over the months remaining until the end of the school year
- Students enrolling in November and December:
 - Pay full Supply Fees, which are due at the time of registration
 - Pay prorated yearly Tutorial Fees amount distributed evenly over the months remaining until the end of the school year
- Students enrolling after Christmas Break:
 - Pay half Supply Fees, which are due at the time of registration
 - Pay prorated yearly Tutorial Fees amount distributed evenly over the months remaining until the end of the school year

Tutorial fees Payments

- Automatic Bank Draft (ACH Debit) is required for monthly tutorial fees payments. Drafts will be processed on your choice of either the 1st or 15th of each month (August through May).
- Any bank fees incurred by NSCA for ACH Debits returned as unpaid will be assessed to your customer account.
- If your ACH Debit is returned as unpaid, NSCA will re-debit your account for the Tutorial Fees plus bank fee within three business days after receiving the return notice.

Student Early Withdrawal

- If a student withdraws before the NSCA school year begins, school fees already paid (Application, Registration, Supply and Tutorial fees) are non-refundable.

- If a student withdraws after the NSCA school year has begun but on or before Oct. 31, 75% of the remainder of the first semester (August - December) Tutorial Fees will be due.
- If student withdraws on or after Oct. 31, 75% of the remainder of the full year Tutorial Fees (August-May) tutorial fees will be due.

Pre-paid Tutorial Fee Refunds

- If a student withdraws before August 1, 75% of pre-paid Tutorial Fee is refundable.
- If a student withdraws between August 2 and beginning of the NSCA school year, 50% of pre-paid Tutorial Fee is refundable.
- If a student withdraws after the NSCA school year begins, pre-paid Tutorial Fee is non-refundable.

APPENDIX C: MIDDLE SCHOOL HONOR STATEMENT AND LATE POLICY + COVENANT OF INTEGRITY



Middle School HONOR STATEMENT

The following commitments communicate the heart attitude and the behavior that we desire our students to develop and maintain. (Every Middle School student is asked to sign the following agreement upon admission into the program.)

- I commit to show respect to the faculty, staff, adult leaders, and students at NSCA.
 - I will listen to and obey those God has put over me in leadership.
 - I will be kind to and encourage fellow students, including in text groups and on social media.
- I commit to walk with integrity in public and private.
 - I will not steal.
 - I will not lie.
 - I will not cheat.
 - I will commit to be who God has created me to be at all times regardless of pressure from others to do otherwise.
 - I commit to stand up for what is right.
- I commit to be a diligent student to the best of my ability.
 - I will do all the work assigned to me on time and with a good attitude.
 - I will not procrastinate school work or projects.
 - I will not take the words of someone else and claim them as mine.
 - I will take full responsibility for completing and turning in my work.
- I commit to honor the NSCA facility and be a responsible family member.
 - I will repair or replace any damage I do to the property.
 - I will participate in the regular cleaning of the NSCA facility.
- I commit not to use or have any personal electronics out at any time while at NSCA, including during special events, between or after classes, and in hallways and restrooms.
- I commit to have an open heart towards God and my leaders. I will value living in community by:
 - Participating fully in all my classes and any special assemblies.
 - Listening respectfully to correction/discipline being brought to me by an NSCA leader.
 - Attending and building community in a local Bible-based church.

As a student at New Song Christian Academy, I commit to honor the above values. I realize that if my conduct or character does not line up with the vision, purpose, and values of NSCA, I may be asked to withdraw while my parents honor the financial agreement they have made on my behalf.

Student Signature: _____ **Date:** _____
Parent Signature: _____ **Date:** _____
Director Signature: _____ **Date:** _____



Middle School

LATE POLICY + COVENANT OF INTEGRITY

I understand the following policy regarding missed school and late homework:

- It is my responsibility to pick up/get missed notes and homework when I've been absent.
- For each day I'm absent, I have one extra class day to complete my work before it is counted as late.
- I will follow each individual instructor's guidelines for when work is counted as late.
- If I turn work in late, I understand that the following percentages will be deducted automatically **before** my instructor begins grading:
 - 1 class day: -10%
 - 2 class days: -25%
 - 3 class days: -50%
 - 4 or more class days: -100% but still due
- If I turn in late work, I will not ask my instructor to ignore the late penalty because it is my responsibility to complete my work on time.
- If I miss six (6) or more class days (three (3) weeks) per quarter, I will receive an Incomplete from NSCA except in an instance of extreme illness.

I understand the following about homework and tests:

- I will read ALL pages assigned to me, not just skim for homework answers.
- When I work on my homework, I may get help from family or classmates, but I will not copy off of someone's paper directly, and I will not knowingly allow others to copy off of me.
- When writing papers, essays, or preparing projects, I will not take the words of someone else and claim them as mine (plagiarism). I will quote and give credit to the sources of my information. I will not cut and paste any portion of my paper from the Internet without giving credit to the person who wrote the article I am including.
- When taking tests or quizzes at home:
 - I will not use books and notes unless the teacher has told me directly I may do so.
 - I will not have anyone else help me solve a test question.
 - After I finish a test at home, if I discover I answered something incorrectly before I turn it in, I will not take the test out and change my answer.
- If I choose to cheat in class or at home or knowingly allow someone to cheat off of me, I understand that I will:
 - Receive an automatic zero for that assignment
 - If I were the one who cheated, I will redo the assignment correctly for no credit
 - Write an apology letter to the instructor who assigned the work
 - Receive a Discipline Report
- If I choose to cheat or knowingly allow someone else to cheat off of me twice this school year, I accept I will be suspended from NSCA for one class day.

It is my desire to work with excellence and a pure heart. I know my performance and choices will not change the love and acceptance I receive from my instructors. I know that my parents are committed to helping me walk with integrity.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Director Signature: _____

Date: _____

APPENDIX D: HIGH SCHOOL HONOR STATEMENT AND LATE POLICY + COVENANT OF INTEGRITY



High School STUDENT LATE POLICY + COVENANT OF INTEGRITY

I understand the following policy regarding missed school and late homework:

- It is my responsibility to pick up/get missed notes and homework when I've been absent.
- For each day I'm absent, I have one extra class day to complete my work before it is counted as late.
- I will follow each individual instructor's guidelines for when work is counted as late.
- If I turn work in late, I understand that the following percentages will be deducted automatically **before** my instructor begins grading:
 - 1 class day: -25%
 - 2 class days: -50%
 - 3 or more class days: -100% but still due
- If I turn in late work, I will not ask my instructor to ignore the late penalty, because it is my responsibility to complete my work on time.
- If I miss six (6) or more class days (three (3) weeks) per quarter, I will receive an Incomplete from NSCA except in an instance of extreme illness.

I understand the following about homework and tests:

- I will read ALL pages assigned to me.
- When I work on my homework, I may get help from family or classmates, but I will not copy off of someone's paper directly, and I will not knowingly allow others to copy off of me.
- When writing papers, essays, or preparing projects, I will not take the words of someone else and claim them as mine (plagiarism). I will quote the source of my information when needed. I will not cut and paste any portion of my paper from the Internet without quoting and properly citing the article.
- When taking tests or quizzes at home:
 - I will not use books and notes unless the teacher has told me directly I may do so.
 - I will not have anyone else help me solve a test question.
 - After I finish a test, if I discover I answered something incorrectly before I turn it in, I will not fix my test answer.
- If I choose to cheat in class or at home or knowingly allow someone to cheat off of me, I understand that I will:
 - Receive an automatic zero for that assignment
 - If I were the one who cheated, I will redo the assignment correctly for no credit
 - Write an apology letter to the instructor who assigned the work
 - Receive a Discipline Report
- If I choose to cheat or knowingly allow someone else to cheat off of me twice this school year, I accept I will be suspended from NSCA for one class day.

I understand the following about addictive substance use:

- I will refrain from use or participation in any addictive substances, including, but not limited to: alcohol, illegal drugs, products containing, made, or derived from tobacco or nicotine, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff, electronic devices that deliver nicotine or other vaporized liquids for inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.



High School HONOR STATEMENT

The following commitments communicate the heart attitude and the behavior that we desire our students to develop and maintain. (Every High School student is asked to sign the following agreement upon admission into the program.)

- I commit to show respect to the faculty, staff, adult leaders, and students at NSCA.
 - I will listen to and obey those God has put over me in leadership.
 - I will be kind to and encourage fellow students, including in text groups and on social media.
- I commit to walk with integrity in public and private.
 - I will not steal.
 - I will not lie.
 - I will not cheat.
 - I will commit to be who God has created me to be at all times regardless of pressure from others to do otherwise.
 - I commit to stand up for what is right.
- I commit to be a diligent student to the best of my ability.
 - I will do all the work assigned to me on time.
 - I will not procrastinate school work or projects.
 - I will not take the words of someone else and claim them as mine.
 - I will take full responsibility for completing and turning in my work.
- I commit to honor the NSCA facility and be a responsible family member in caring for it.
 - I will repair or replace any damage I do to the property.
 - I will participate in the regular cleaning of the NSCA facility.
- I commit to grow as a leader at NSCA by serving, following the example of Jesus.
 - I will willingly participate in a minimum of two service projects per semester with my classmates as offered by NSCA.
 - I will assist in events that involve serving NSCA Elementary and Middle School students (e.g., Fall Social Surge, Field Day, etc.)
- I commit not to use or have any personal electronics out at any time while at NSCA, including during special events, between or after classes, and in restrooms.
- I commit to adhere to New Song Nashville's teaching on rightly relating to others, or "Guard Your Heart".
 - I will not engage in romantic relationships amongst students at NSCA.
 - I recognize that my High School years at NSCA are about growing in my knowledge of who I am in Christ.
- I commit to have an open heart towards God and my leaders. I will value living in covenantal community by:
 - Participating fully in all my classes and any special assemblies.
 - Attending and building community in a local Bible-based church.

As a student at New Song Christian Academy, I commit to honor the above values. I realize that if my conduct or character does not line up with the vision, purpose, and values of NSCA, I may be asked to withdraw while my parents honor the financial agreement they have made on my behalf.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

APPENDIX E: FACTS PARENTSWEB INSTRUCTIONS/FAQ



ACCESSING

FACTS Family Portal

FACTS gives you the opportunity to get more involved in your child's academic progress and future success by using FACTS Family Portal, a private and secure portal that allows you to view academic information specific to your children, while protecting their information from others. You may view your child's grades, attendance, homework, conduct, as well as other useful school information.

HOW TO ACCESS FACTS FAMILY PORTAL



1. From FACTSmgt.com, click **Family Log In**, then click **FACTS Family Portal**.
2. Type your school's **District Code** NSCF-TN
3. Click **Login**.
4. Click **Create new account**.
5. Type your email address.
6. Click **CREATE ACCOUNT**. An email will be sent which includes a link to create your Family Portal Login. The link is active for 6 hours.
7. Click the **Create your Family Portal Login** link in the email.
8. Type a username and password.
9. Click **Create Account**.
10. Click **Back to log in** and use your new credentials to log in.



FACTS Family Portal

FACTS Management gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS Family Portal is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can also communicate with teachers and other school staff online whenever necessary.

All you need is an Internet-capable computer to view information such as:

- Attendance
- Progress Reports
- Report Cards
- Syllabi
- Homework
- Missing Assignments
- School Calendar
- School Announcements
- Staff and School Directory
- Teacher Email Addresses
- Other Useful School Information

Here's how to access our easy-to-use Family Portal: In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click Parent Login, then select FACTS Family Portal (ParentsWeb). Type the school's District Code NSCF-TN and your username and password.

The HOME screen gives you basic information for NSCA like Announcements, upcoming events, and important dates to know.



The left menu displays the following areas:

School

- Calendar – Important dates to know. You can even sync the school calendar with your personal calendar using the SUBSCRIBE icon.
- Directory – Contains basic contact information for the families and staff members at NSCA.
- Classes – A class schedule for each of your children. Use the drop-down menu in the center to switch between children.
- Resource Documents – Contains files such as the Booklist, Family Handbook and a PDF of the Family Calendar.

Student

- Student Home – Under Classes you can select a class and see information like: Syllabi, Teacher's contact information, Missing Assignments, and important documents from the teacher. If you have multiple children, simply select each child's name from the drop-down menu on the top of the screen.
- Grades – You can view current grades for each of your children's classes. You can also view/print your child(s) report cards and progress reports each quarter.
- Attendance – You can view any dates your child(ren) were marked as absent.
- Course Request - Here you can sign up for Fine Arts classes for grades preK-12th. We also use Course Request to sign up for all High School classes.
- Schedule – A class schedule for each of your children including days, times, and classrooms.

Family

- Family Home – You can see the information we have for you on file.

Apply/ Enroll

- Application – You can fill out an online application for any new child who is not currently enrolled in NSCA.
- Enrollment / Reenrollment – In the spring, here is where you will fill out an online enrollment packet for any child returning for the next school year.

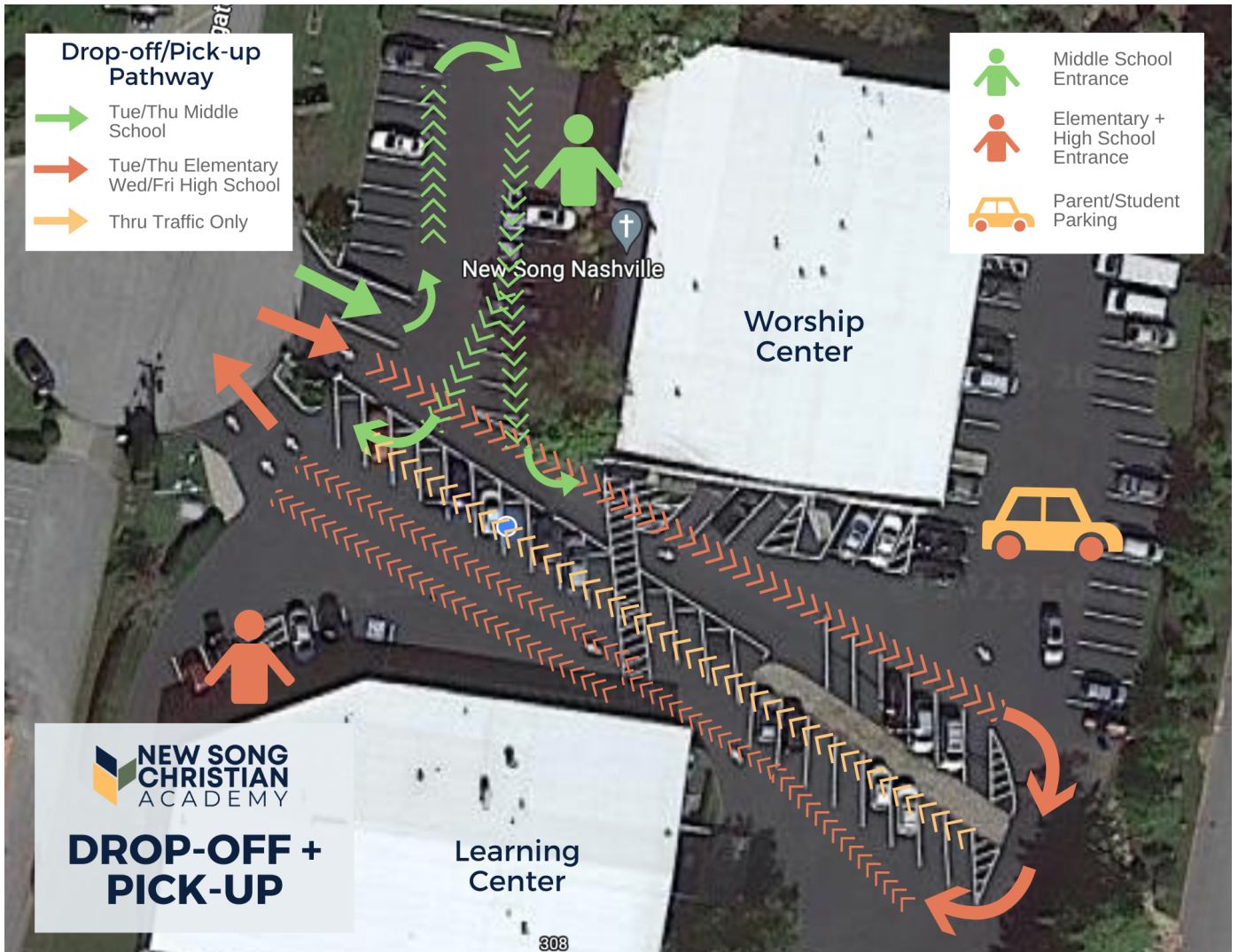


FAQ

1. I tried logging into my Family Portal, but it says, "Invalid Credentials?"
This usually means the District Code is incorrect. Make sure you have NSCF-TN in ALL CAPS.
2. FACTS is telling me my username is incorrect. Your username is the email address we have on file. If you have forgotten which email address we have, please contact Jill Hewitt at jhewitt@newsongnashville.com
3. I can't remember my password, or it has locked me out because I tried to log in with the incorrect password too many times. Email Jill Hewitt and she can reset your password or unlock your account.



APPENDIX F: ARRIVAL AND DISMISSAL MAP



APPENDIX G: BOXTOPS



HOW TO EARN: BOX TOPS MAKES IT EASY.

All you need is your phone! Download the Box Tops app, shop as you normally would, then use the app to scan your store receipt within 14 days of purchase. The app will identify Box Tops products on your receipt and automatically credit your school's earnings online. Twice a year, your school will receive a check and can use that cash to buy whatever it needs!

HOW IT WORKS

BUY BOX TOPS PRODUCTS

Look for the logo! Be sure to check the full list of [participating products](#), as some are not labeled.

SCAN YOUR RECEIPT

Tap the scan button to snap a photo of your receipt within 14 days of purchase.

EARN CASH FOR YOUR SCHOOL

Box Tops earnings are identified and automatically updated online.