
NEW LIFE CHRISTIAN ACADEMY

PARENT & STUDENT HANDBOOK

2026-2027

A Ministry of New Life Christian Church

Pastors Willie T. Blackmon & Annie Blackmon - Founders and Spiritual Overseers

LaTasha Vaughn, M.Ed. - Head of School

441 Enzor Road | Troy, Alabama 36079

Impacting the World for Christ - One Child at a Time

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SECTION 1

WELCOME

A Christ-centered partnership among the home, church and school

Welcome to New Life Christian Academy

Welcome to New Life Christian Academy for the 2026-2027 school year. We are honored that your family has chosen to become part of our school community. New Life Christian Academy is a ministry of New Life Christian Church and exists to provide a Christ-centered environment where students grow spiritually, academically, socially, emotionally, physically and professionally.

We believe every child has been created by God with unique gifts, abilities and purpose. Our responsibility is to partner with families in helping students discover those gifts, develop strong Christian character, achieve academic excellence and prepare for lives of leadership and service.

It's a great day to be an Eagle!

A Welcome from Pastors Willie T. and Annie Blackmon

Dear Parents, Guardians, Students and Families:

Grace and peace be multiplied to you in the name of our Lord and Savior, Jesus Christ. It is with great joy that we welcome you to another school year at New Life Christian Academy. What began as a God-given vision has continued to grow into a ministry that educates children, strengthens families, develops leaders and prepares future generations to impact the world for Christ.

We believe education is more than the transfer of information. True Christian education develops the whole person. It teaches students how to think, how to live, how to serve and how to view every area of life through the truth of God's Word.

Thank you for entrusting your children to New Life Christian Academy. We pray that this school year will be filled with spiritual growth, academic achievement, character development and lasting memories.

With love and Kingdom purpose,

Pastor Willie T. Blackmon, Senior Pastor and Founder

Pastor Annie Blackmon, Co-Pastor and Founder

A Welcome from the Head of School

Dear New Life Christian Academy Families:

It is a privilege to serve as Head of School and to work alongside our dedicated faculty, staff, ministry leadership, parents and community partners. Together, we are committed to helping every student develop spiritually, academically, socially and professionally.

Successful Christian education requires a strong partnership between the school and the home. We encourage parents to remain engaged, communicate respectfully, attend school meetings and activities, monitor academic progress and reinforce school expectations at home.

Please read this handbook carefully and discuss the age-appropriate sections with your child. We look forward to a productive and successful school year.

Educationally yours,

LaTasha Vaughn, M.Ed.

Head of School

Our School-Family Partnership

The Academy commits to:

- Provide Christ-centered teaching and biblical guidance.

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- Maintain high academic and behavioral expectations.
 - Treat students and families with dignity, fairness and respect.
 - Provide a safe, orderly and nurturing learning environment.
 - Communicate important academic, behavioral, financial and operational information.
 - Encourage students to develop their God-given gifts and abilities.
 - Apply policies consistently while considering appropriate individual circumstances.
 - Support biblical restoration, personal responsibility and spiritual growth.

Parents and guardians commit to:

- Support the mission, values and Christian identity of the Academy.
- Ensure regular attendance and timely arrival.
- Monitor grades, assignments, school communications and student progress.
- Communicate concerns respectfully through the proper chain of communication.
- Maintain current contact, emergency, medical and authorized-pickup information.
- Meet financial obligations according to the enrollment agreement.
- Model respectful Christian conduct during meetings, activities and communications.

Students commit to:

- Demonstrate respect for God, themselves, other people and school property.
- Attend regularly and arrive prepared to learn.
- Complete assignments honestly and to the best of their ability.
- Follow classroom, campus, technology, safety and dress-code expectations.
- Use appropriate language and maintain orderly conduct.
- Accept correction respectfully and report unsafe or harmful behavior.
- Represent New Life Christian Academy honorably on and off campus.

Purpose and Authority of This Handbook

This handbook establishes general policies, procedures, standards, expectations and responsibilities for students and families. It applies to school-sponsored programs, activities, athletics, field trips, transportation, extended-day services, technology platforms and other activities conducted under Academy authority.

The handbook does not create a contractual right to enrollment, continued enrollment, a specific disciplinary outcome or a particular educational service. New Life Christian Academy may interpret, revise, supplement, suspend or discontinue policies when necessary to protect students, comply with applicable requirements or support the mission and operation of the Academy.

Material changes may be communicated through Gradelink, email, written notice, the school website, parent meetings or other approved methods. Each family must complete the annual Parent and Student Handbook Acknowledgment.

SECTION 2

ABOUT NEW LIFE CHRISTIAN ACADEMY

Our history, mission, beliefs, philosophy and leadership

Institutional Identity

New Life Christian Academy is a Christ-centered educational ministry of New Life Christian Church, Inc. in Troy, Alabama. The Academy partners with parents and guardians to educate the whole child and integrates biblical truth throughout academic instruction, student life, leadership, athletics, technology use and career preparation.

Identity Statement	Current Description
School Motto	Impacting the World for Christ - One Child at a Time
School Spirit Statement	It's a Great Day to Be an Eagle!
Main Campus	441 Enzor Road, Troy, Alabama 36079
Early Learning Center	601 Union Hill Road, Troy, Alabama 36079
Sponsoring Ministry	New Life Christian Church, Inc.

Our History and Heritage

New Life Christian Church began in March 1989 in the home of Pastors Willie T. and Annie Blackmon in Troy, Alabama. The ministry grew through prayer, sacrifice, faith and community service. In 1990, New Life Christian Academy began as a homeschool ministry and expanded in 1991.

In 1997, Dr. Jawaunna Blackmon became the Academy's first graduate. Her educational and professional accomplishments represent the continuing vision of preparing students for excellence, service and leadership.

In 2009, the Academy relocated to 601 Union Hill Road, where the Early Learning Center continues to serve children and families. The ministry later acquired a 22-acre campus on Enzor Road, where the church and the K5-12 Academy now operate together. The former Enzor Drive location is being developed for workforce and career-training programs.

Mission and Vision

Mission: New Life Christian Academy exists to provide Christ-centered education that develops students spiritually, academically, socially and professionally while preparing them for purpose, leadership, service and lifelong learning.

Vision: To develop spiritually grounded, academically prepared, skilled, compassionate and courageous leaders who will impact their families, churches, communities, professions and the world for Jesus Christ.

Core Values

Value	Meaning
Faith	We honor God through prayer, Scripture, worship and dependence upon Him.
Biblical Truth	The Bible is our final authority for faith, character and moral formation.
Excellence	We pursue quality, preparation, diligence and continuous improvement.
Integrity	We value honesty, accountability, fairness and trustworthiness.
Christian Character	We cultivate love, humility, courage, self-control and compassion.
Purpose	We believe every student has God-given gifts and meaningful purpose.

Value	Meaning
Leadership	We prepare students to influence others through service and godly example.
Family Partnership	We recognize parents and guardians as essential educational partners.
Service	We use our gifts and education to strengthen others and the community.
Stewardship	We care responsibly for time, talents, health, finances and property.

Statement of Faith

- We believe the Old and New Testaments are the inspired Word of God and the final authority for faith and conduct.
- We believe in one God eternally revealed as Father, Son and Holy Spirit.
- We believe Jesus Christ is fully God and fully man, was born of a virgin, lived without sin, died for humanity's sins, rose bodily from the dead, ascended to heaven and will return.
- We believe humanity was created in the image of God but became separated from God through sin.
- We believe salvation is by God's grace through faith in Jesus Christ and cannot be earned by human effort.
- We believe the Holy Spirit convicts, regenerates, guides, develops Christian character and empowers believers for service.
- We believe followers of Jesus Christ are called to lives of faith, holiness, love, obedience, integrity, prayer and witness.

Philosophy of Christian Education

New Life Christian Academy begins with the conviction that education is most complete when God and His truth are recognized throughout the learning process. Christian education is not limited to Bible class or chapel; it brings every academic subject and educational experience into relationship with biblical truth.

- God is the personal and purposeful Creator and Sustainer of the universe.
- All truth belongs to God and should be examined with humility, evidence, wisdom and Scripture.
- Knowledge must be accompanied by character, moral responsibility and service.
- Every student is created in the image of God and possesses dignity, value, potential and individual needs.
- Education addresses the whole child: spiritual, intellectual, emotional, social, physical and professional.
- Parents have the primary responsibility for the education and training of their children; the Academy serves as an extension of the home and a ministry partner.
- Academic excellence and biblical integration should prepare students to communicate, reason, create, solve problems and serve.

Educational Goals

1. Glorify God in instruction, programs, decisions and relationships.
2. Lead students toward faith in Jesus Christ and continued spiritual growth.
3. Provide academically sound instruction with biblical integration.
4. Support parents and guardians in their educational responsibility.
5. Develop respect for authority, personal responsibility and wise decision-making.
6. Strengthen reading, writing, mathematics, science, social studies, Bible, technology, physical education and the arts.
7. Prepare students for college, careers, ministry, entrepreneurship and workforce service.
8. Promote physical health, nutrition, wellness, hygiene and safety.
9. Develop Christian character, citizenship, leadership and compassion.
10. Help students identify strengths, areas for growth and God-given purpose.

Leadership and Administration

Role	Leader
Senior Pastor, Founder and Spiritual Overseer	Pastor Willie T. Blackmon
Co-Pastor, Founder and Spiritual Overseer	Pastor Annie Blackmon
Head of School	LaTasha Vaughn, M.Ed.
Director of Workforce Development	Michael Vaughn
Workforce Program Coordinator	Polly Laird
Early Learning Center Registrar	Brandy White
Child Nutrition Program Director	Calvin Jones

SECTION 3

ADMISSIONS, ENROLLMENT & TUITION

Entry requirements, records, financial responsibilities and continued enrollment

Admissions Philosophy

New Life Christian Academy welcomes families who desire a Christ-centered education and who are willing to support the Academy's mission, policies and expectations. Admission is based on available space, completed records, the student's educational needs, the family's willingness to partner with the school and the Academy's ability to serve the student appropriately.

The Academy does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions practices, financial-aid programs, athletics or other school-administered programs. As a Christian ministry, the Academy reserves the right to make decisions consistent with its statement of faith, mission and religious standards.

Application and Admission Process

1. Submit the completed application and nonrefundable application or registration fee.
2. Provide birth certificate, prior school records, report cards, transcripts, standardized test results and discipline records when requested.
3. Provide current health and immunization documentation required for enrollment.
4. Complete a parent interview and, when appropriate, a student interview or entrance assessment.
5. Submit any educational plans, evaluations, medical information or support documentation needed to determine whether the Academy can serve the student.
6. Receive written acceptance, conditional acceptance, waiting-list notice or denial.
7. Complete the enrollment agreement, tuition arrangements and all annual forms before attendance begins.

Age, Grade Placement and Academic Review

Grade placement is determined by age, prior records, completed coursework, assessment results, developmental readiness and administrative judgment. The Academy may require additional assessment or a probationary placement when records are incomplete, the student is transferring from a substantially different program or the requested grade placement may not be appropriate.

Placement decisions are made in the best educational interest of the student and do not guarantee automatic promotion at the end of the year.

Required Enrollment Records

- Completed application and enrollment agreement.
- Proof of identity and age.
- Current contact and emergency information.
- Authorized-pickup and custody documentation.
- Health, immunization, allergy and medication information.
- Prior school records and official transcript, when applicable.
- Special education, accommodation, medical or behavioral plans that may affect instruction or safety.
- Signed handbook, technology, media, transportation and other annual agreements.
- Financial account setup and approved payment arrangement.

Conditional Admission and Probation

A student may be admitted on academic, attendance, behavioral or financial probation. Conditions will be stated in writing and may include improvement goals, parent conferences, tutoring, counseling, behavior supports, attendance requirements or a financial plan. Failure to meet the conditions may result in non-renewal or withdrawal.

Re-enrollment

Current students are generally given a priority re-enrollment period. Re-enrollment is not automatic and may be denied or delayed because of academic concerns, excessive absences, serious or repeated misconduct, unpaid balances, incomplete records, lack of family cooperation or the Academy's inability to meet the student's needs.

A completed re-enrollment packet, required fee, updated records and current account status are necessary to reserve a seat.

Tuition, Fees and Annual Financial Schedule

Tuition and fees are established annually. The approved Tuition and Fees Schedule, enrollment agreement and any program-specific agreement are incorporated into this handbook by reference. They identify current tuition, registration, curriculum, technology, activity, graduation, extended-day, transportation, athletics, workforce and other charges.

- Registration and application fees are generally nonrefundable.
- Tuition is due according to the payment plan selected in the enrollment agreement.
- Participation in optional programs may require additional fees.
- Families are responsible for damaged or unreturned books, devices, uniforms, equipment and property.
- A student who attends any portion of a billing period may owe the full amount for that period, according to the enrollment agreement.
- No verbal financial arrangement is effective unless approved and documented by authorized school personnel.

Delinquent Accounts and Financial Probation

The Academy depends on timely tuition payments to meet payroll, instructional and operational obligations. When an account becomes delinquent, the school may issue reminders, assess approved late charges, restrict optional activities, require a meeting, place the family on financial probation, require certified funds or suspend continued enrollment, subject to the enrollment agreement and applicable requirements.

Stage	Typical Response
Payment missed	Courtesy reminder and request for prompt payment or communication.
Account remains past due	Written notice, approved late fee and required payment arrangement.
Repeated or serious delinquency	Financial conference, probation, certified-funds requirement or interruption of services.
Failure to resolve	Possible withdrawal or non-renewal after administrative review.

Returned payments may result in a returned-payment fee and a requirement that future payments be made by cash, money order, cashier's check or another approved method.

Scholarships, Discounts and Financial Assistance

Scholarships, discounts and financial assistance are subject to availability, eligibility rules, deadlines, donor restrictions and annual approval. Awards do not guarantee future assistance and may be reduced or withdrawn if a family does not meet academic, attendance, conduct, documentation or financial requirements.

Financial Policies

Annual Tuition Fees:

K-6 Grades \$5,500.00

7-8 Grades \$6,000.00

9-12 Grades \$6,500.00

Book Fee \$500.00 - The book fee covers the cost of all required textbooks, instructional materials, workbooks, curriculum resources, and classroom learning supplies used throughout the academic year.

Registration Fee \$150.00 - The registration fee secures a student's enrollment for the upcoming school year. This fee covers enrollment processing, student placement, record management, and administrative preparation for the academic year. This fee is non-refundable.

Administrative Fee \$800.00 - The administrative fee supports school operations, technology resources, student record management, facility maintenance, supplies, and general administrative services.

Testing Fee \$50.00 – Standardized Testing for the school year.

Graduation Fees

Kindergarten Graduation Fee - \$50.00

6th Grade Graduation Fee - \$50.00

12th Grade Graduation Fee - \$250.00

Optional: After-School / Tutoring Program - \$250.00 (per month): This optional program provides structured after-school care and academic support for students. Services include homework assistance, tutoring support, enrichment activities, and supervised care in a safe learning environment.

Student Withdrawal & Tuition Refund Policy

To provide the highest quality educational experience, New Life Christian Academy makes financial commitments for staffing, curriculum, classroom materials, technology, and student resources based upon student enrollment. Therefore, the following withdrawal policy applies to all students regardless of the source of tuition payment, including private pay, scholarships, or Alabama CHOOSE Act Education Savings Account (ESA) funds.

Enrollment Commitment

A student's enrollment is considered complete when all of the following have occurred:

- The Enrollment Agreement has been signed by the parent or legal guardian.
- The student has been accepted for admission.
- Tuition funding has been secured through private payment, scholarship, or Alabama CHOOSE Act Education Savings Account (ESA) funding.

Once enrollment is complete, New Life Christian Academy reserves classroom space, hires staff based on projected enrollment, and purchases curriculum, textbooks, instructional materials, classroom supplies, and other educational resources specifically for enrolled students.

Withdrawal Prior to the First Day of School

If a parent or legal guardian chooses to withdraw a student after enrollment has been completed but before the student's first day of attendance, New Life Christian Academy reserves the right to retain any non-refundable fees and recover costs incurred on behalf of the student, including, but not limited to:

- Registration and enrollment fees
- Curriculum and textbook purchases
- Classroom materials and instructional supplies
- Administrative processing costs
- Staffing commitments made in reliance upon the student's enrollment
- Any other expenses incurred by the school as a result of reserving the student's enrollment

Withdrawal After Attendance Begins

Once a student begins attending New Life Christian Academy, tuition is considered earned in accordance with the school's published tuition schedule.

Parents or legal guardians remain financially responsible for all earned tuition, fees, and other contractual obligations through the student's last date of attendance, subject to the terms of the Enrollment Agreement.

Alabama CHOOSE Act (ESA) Funds

Families utilizing Alabama CHOOSE Act Education Savings Account (ESA) funds acknowledge that these funds are governed by applicable Alabama law and program regulations.

Any refund of CHOOSE Act funds shall be processed in accordance with Alabama law and CHOOSE Act requirements. Refunds, when required, will not be issued directly to the parent or legal guardian but will be returned through the appropriate CHOOSE Act process as required by law.

New Life Christian Academy reserves the right to deduct any allowable charges for earned tuition, curriculum, textbooks, instructional materials, fees, and other contractual obligations before any remaining balance is returned, to the extent permitted by law.

Student Records

Official student records, report cards, transcripts, and other educational records will be released in accordance with applicable law and school policy. The school reserves the right to withhold records to the extent permitted by law until all outstanding financial obligations have been satisfied.

Exceptional Circumstances

The Head of School may, at her sole discretion, approve exceptions to this policy when extraordinary circumstances exist. Any approved exception must be made in writing and shall not constitute a waiver of this policy for any future student or family.

Parent/Guardian Acknowledgment

By signing the Enrollment Agreement, the parent or legal guardian acknowledges that they have read, understand, and agree to abide by the Student Withdrawal & Tuition Refund Policy.

The parent or legal guardian further acknowledges the following:

I understand that New Life Christian Academy commits staffing, classroom space, curriculum, instructional materials, and educational resources based upon my child's enrollment. If I voluntarily withdraw my child after enrollment has been accepted, I remain financially responsible for all earned tuition, non-refundable fees, and costs incurred by the school as outlined in the Student Withdrawal & Tuition Refund Policy, regardless of whether tuition is paid privately or through the Alabama CHOOSE Act Education Savings Account (ESA) or another scholarship or tuition assistance program.

Additional Provision – Failure to Attend

If a student is enrolled and fails to attend on the first scheduled day of school without prior written notification to the school, the student's enrollment may be considered a voluntary withdrawal. The parent or legal guardian shall remain responsible for all applicable non-refundable fees and any costs incurred by the school in reliance upon the student's enrollment.

Fundraising and Development

Tuition does not necessarily cover the full cost of education. The Academy may conduct fundraising, donor and development activities to support programs, scholarships, facilities, technology and student opportunities. Participation expectations and alternative contribution options, if any, will be communicated in writing.

Withdrawal and Release of Records

All withdrawals must be processed through the school office. Parents should submit written notice, return school property, complete an exit process and settle financial responsibilities. Official records will be released in accordance with applicable requirements and school policy. The Academy may include an account statement or notation when permitted.

SECTION 4 ACADEMIC PROGRAMS & EDUCATIONAL EXCELLENCE

Curriculum, grading, progress, support services and graduation

Academic Program

New Life Christian Academy provides a structured K5-12 academic program designed to develop biblical understanding, literacy, mathematical reasoning, scientific knowledge, historical understanding, communication, creativity, wellness, technology skills and college-career readiness. Curriculum resources may include teacher-led instruction, digital platforms, video instruction, textbooks, hands-on learning, projects, laboratories, field experiences and workforce partnerships.

Biblical Integration

Biblical truth is integrated throughout the curriculum. Teachers help students examine knowledge, decisions, culture, ethics and human responsibility through a Christian worldview while also teaching students to analyze evidence, communicate clearly and engage respectfully with differing ideas.

Curriculum Areas

- Bible and spiritual formation.
- English language arts, reading, writing, grammar, literature and communication.
- Mathematics, including foundational skills and advanced coursework as available.
- Science, laboratories and responsible stewardship of creation.
- History, government, economics, geography and citizenship.
- Technology, digital literacy, research and responsible use of artificial intelligence.
- Physical education, health, nutrition and wellness.
- Fine arts, practical arts and student performance opportunities.
- Career exploration, workforce academies, certifications, entrepreneurship and work-based learning.
- Electives, dual enrollment and enrichment as resources permit.

Instructional Expectations

- Students must arrive prepared with required materials.
- Class participation, respectful conduct and timely completion of work are expected.
- Assignments must represent the student's own work unless collaboration is authorized.
- Students are responsible for checking Gradelink and teacher communications.
- Parents are expected to monitor progress and respond to requests for conferences or support.

Grading and Progress Reporting

Teachers evaluate student learning through classwork, homework, projects, quizzes, tests, presentations, performance tasks, participation and other appropriate measures. Grades are recorded in Gradelink and progress reports or report cards are issued according to the annual academic calendar.

Reporting Tool	Purpose
Gradelink	Ongoing access to grades, assignments, attendance and school communication.
Progress Report	Interim notice of performance, missing work or concerns.
Report Card	Official summary of achievement for the grading period.
Parent Conference	Collaborative review of strengths, concerns and improvement steps.
Academic Plan	Written intervention, probation or support plan when needed.

Homework and Independent Practice

Homework may be assigned to reinforce skills, complete unfinished work, prepare for future instruction, develop study habits or extend learning. Students should complete work carefully and on time. Parents may provide structure and encouragement but should not complete assignments for the student.

Assessment and Testing

The Academy may use classroom assessments, curriculum-based measures, standardized testing, diagnostic testing, college-readiness assessments, career-interest inventories and certification examinations. Results are used to monitor progress, guide instruction and support improvement planning.

Academic Integrity

Cheating, plagiarism, unauthorized collaboration, falsifying data, copying work, obtaining test information improperly and submitting artificial-intelligence output as one's own work are prohibited. Consequences may include a reduced or failing grade, reassignment, parent notification, loss of privileges, discipline and an academic integrity plan.

Academic Support and Intervention

Students who experience difficulty may receive reteaching, tutoring, small-group support, modified assignments, progress monitoring or referral for further evaluation. The Academy will communicate with parents and may recommend consultation with the local public school system, medical providers or outside specialists when additional services may be needed.

As a private school, the Academy provides reasonable support within its staffing, facilities, program design and resources. Enrollment does not guarantee every specialized service or accommodation.

Promotion, Retention and Course Credit

Promotion is based on mastery of essential skills, course completion, attendance, maturity and the student's readiness for the next grade. Retention or summer remediation may be recommended when the student has not demonstrated sufficient progress. High-school credit is awarded only when course, attendance and assessment requirements are completed.

High School Program and Graduation

Each high-school student will maintain an approved four-year plan of study. Required subjects include Bible, English, mathematics, science, social studies, physical education/health, practical or fine arts and electives. Career, workforce, dual-enrollment and certification courses may be included when approved. Graduation requires completion of the approved credit program, satisfactory academic standing, required assessments or credentials, service or workforce requirements when assigned, financial clearance and completion of all graduation responsibilities.

Course Changes, Transfers and Transcripts

Course changes require approval from the academic advisor or Head of School. Transfer credits are evaluated for content, instructional hours, grades and compatibility with Academy requirements. The Academy may require additional coursework when transfer credits do not meet graduation standards.

Dual Enrollment and College/Career Opportunities

Eligible students may participate in approved dual-enrollment, early-college, career academy, apprenticeship, internship or certification opportunities. Participation depends on maturity, academic standing, attendance, transportation, partner requirements, cost, safety and availability. Ninth grade is primarily a career-exploration year; structured academy and certification pathways are generally emphasized in grades 10-12.

SECTION 5

STUDENT LIFE & CAMPUS CULTURE

Spiritual formation, uniforms, activities, recognition and community standards

Christ-Centered Campus Culture

Student life at New Life Christian Academy is designed to strengthen faith, belonging, responsibility, leadership and school pride. Students are expected to participate respectfully in prayer, Bible instruction, chapel, pledges, assemblies, service activities and other parts of the spiritual life of the Academy.

Chapel, Prayer and Pledges

Students may participate in chapel services, classroom prayer, Scripture reading, worship, devotional activities and the pledges to the American flag, Christian flag and Bible. Participation is part of the Academy's religious and educational program.

Uniform and Appearance Standards

The uniform policy promotes modesty, neatness, safety, unity and a learning-focused environment. Students must wear approved uniform items in good repair and appropriate size. Uniform requirements apply during the school day and at designated school functions unless another dress standard is announced.

- Clothing must be clean, modest, properly fitted and free of unauthorized slogans or images.
- Approved school colors, shirts, pants, skirts, jumpers, sweaters, blazers, ties, socks and shoes must match the current uniform list.
- Undergarments must not be visible. Pants must be worn at the waist. Skirts and dresses must meet the approved length.
- Hair must be neat, clean, safe for learning activities and free from extreme or disruptive styles.
- Jewelry, cosmetics, nail designs, piercings, tattoos and accessories must follow age-appropriate school standards.
- Athletic or workforce uniforms may be required for specific activities.
- Students out of compliance may be asked to correct the issue, receive a uniform notice, borrow approved clothing or be picked up by a parent.

Uniform and Appearance Policy

New Life Christian Academy believes that student dress and appearance should reflect Christian values, promote school unity, and provide a safe, orderly, and distraction-free learning environment. Students are expected to arrive at school each day in the proper uniform and maintain a neat, clean, and well-groomed appearance.

Daily Uniform Requirements

Boys

Boys shall wear:

- Khaki or navy uniform pants or shorts.
- A light blue or yellow uniform polo shirt.
- A black belt when belt loops are present (recommended).

Girls

Girls shall wear:

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- The approved New Life Christian Academy blue and gold jumper, skirt, or skort.
 - A light blue or yellow uniform polo shirt **or**
 - A light blue or yellow Peter Pan collar uniform shirt.

All skirts, jumpers, and skorts must be of modest length and worn appropriately.

Friday Dress Uniform

Every Friday, students in Kindergarten through 12th grade are required to wear the official dress uniform.

Boys

- Navy blazer
- White or light blue button-down dress shirt
- Approved school tie
- Khaki or navy uniform pants
- Black dress shoes

Girls

- Navy blazer
- Approved jumper, skirt, or skort
- White or light blue Peter Pan collar shirt or approved button-down shirt
- Black dress shoes

The administration may announce exceptions for special events or spirit days.

Shoes and Socks

All students are required to wear:

- **Solid black shoes** (dress shoes or approved uniform shoes)

Acceptable sock colors include:

- White
- Black
- Navy

Socks must be clean, in good condition, and worn appropriately.

Grooming Standards

Students are expected to maintain a neat, clean, and well-groomed appearance at all times.

Hair

- Hair must be clean, neat, and well maintained.
- Hairstyles must not interfere with learning or create a distraction.
- Hair may not be dyed bright or unnatural colors, including but not limited to red, blue, green, pink, purple, orange, or other high-fashion colors.
- Natural-looking hair colors are permitted.

Jewelry and Piercings

- Boys may **not** wear earrings.
- Facial piercings are prohibited for all students.
- Jewelry must be modest and appropriate for a Christian school environment.

General Appearance

Students shall:

- Maintain good personal hygiene.
- Wear uniforms that are clean and in good repair.
- Keep shirts tucked in when appropriate.
- Wear clothing that fits properly and is not excessively tight or oversized.
- Refrain from wearing non-uniform outerwear during the school day unless approved by the administration.

Compliance

Students who do not meet the uniform and appearance standards may be required to:

- Correct the violation immediately.
- Contact a parent or guardian to bring appropriate clothing.
- Receive a uniform notice or disciplinary consequence for repeated violations.

Repeated failure to comply with the Uniform and Appearance Policy may result in disciplinary action in accordance with the Student Code of Conduct.

Lockers, Backpacks and Personal Property

Lockers, desks, cubbies and storage areas are school property and may be inspected. Students should store belongings in assigned locations and bring only items needed for school. The Academy is not responsible for lost, stolen or damaged personal property. High-value items should remain at home unless specifically authorized.

Student Organizations, Clubs and Leadership

Clubs, student government, service organizations, fine arts, worship, media, athletics and career organizations may be offered based on staffing and interest. Participation is a privilege and may require academic, attendance, conduct and financial eligibility.

Field Trips, Assemblies and Special Events

Field trips and special events extend classroom learning and build community. Written permission, fees, appropriate dress, behavior and transportation arrangements may be required. Students who do not meet safety or conduct expectations may be assigned an alternative activity or denied participation.

Student Recognition

The Academy may recognize academic achievement, Christian character, attendance, service, leadership, athletics, workforce credentials, artistic achievement and improvement. Awards are based on published or announced criteria and may be withheld when requirements are not met.

Visitors and Classroom Access

All visitors must report to the designated entrance or office, present identification when requested, sign in and receive authorization before entering instructional areas. Parents should not go directly to classrooms, interrupt instruction or remove a student without completing the approved checkout procedure.

School-Sponsored Social Activities

School-sponsored celebrations and social activities must be consistent with the Academy's Christian mission. Music, dancing, entertainment, decorations, attire and conduct are subject to administrative approval. Students and guests must follow all school policies.

SECTION 6

ATTENDANCE, HEALTH & WELLNESS

Regular attendance, illness prevention, medications and whole-child wellness

School Calendar and Daily Schedule

The annual school calendar identifies opening and closing dates, holidays, professional-development days, grading periods and major events. Daily arrival, tardy and dismissal times are published separately and may vary by program. The approved annual calendar and campus schedule control over older handbook versions.

Attendance Expectations

Regular attendance is essential to academic progress, spiritual formation and community participation. Parents must ensure students attend daily, arrive on time and remain for the full instructional day unless illness, emergency or an approved absence prevents attendance.

- Parents must notify the school when a student will be absent.
- A written parent or medical excuse may be required upon return.
- Foreseeable absences should be requested in advance.
- Appointments should be scheduled outside school hours when possible.
- Students are responsible for requesting and completing make-up work.
- Excessive absences or tardiness may result in conferences, an attendance plan, loss of credit, retention or referral as appropriate.

Tardiness and Early Dismissal

Students arriving after the published tardy time must be signed in through the office. Students leaving early must be signed out by an authorized adult. The Academy may establish minimum attendance requirements for a student to be counted present for a full or half day.

Excused and Unexcused Absences

Category	Examples and Expectations
Excused	Illness, medical appointment, family emergency, bereavement, court obligation, approved religious observance or other reason accepted by administration.
Pre-approved	Educational travel, family event or special circumstance requested in advance and approved by administration.
Unexcused	Absence without acceptable documentation, avoidable vacation without approval, oversleeping, transportation failure without timely communication or skipping class.
School activity	Approved field trip, competition, service, dual enrollment or workforce activity; assignments remain the student's responsibility.

Illness and Exclusion from School

Students who are ill must remain at home. A student may be sent home for fever, vomiting, diarrhea, uncontrolled cough, contagious symptoms, significant pain, unexplained rash, injury, inability to participate or another condition that may endanger the student or others. Return may require a symptom-free period or healthcare-provider clearance.

Communicable Disease

The Academy may temporarily exclude a student or employee who has or is reasonably suspected of having a communicable condition. Decisions will consider current public-health guidance, medical information, the safety of the community and the individual circumstances. Confidentiality will be respected while necessary protective measures are taken.

Immunization and Health Records

Families must provide current health and immunization documentation required for attendance in Alabama and by the Academy. Students may not attend when required documentation is missing unless an approved exception applies. Parents must promptly update medical conditions, allergies, emergency contacts and physician information.

Medication Administration

- Medication must be delivered by an adult in the original labeled container.
- A signed parent authorization and, when required, healthcare-provider instructions must be on file.
- Students may not share medication.
- Self-carry of emergency medication requires written authorization and administrative approval.
- The school may decline to administer medication when instructions are incomplete or the request exceeds staff capacity.
- Unused medication must be collected by the parent by the stated deadline.

Allergies, Diabetes, Asthma and Other Health Plans

Parents must inform the Academy of serious allergies, diabetes, asthma, seizure disorders and other conditions that may require emergency action. The family and school will develop an appropriate written plan within available resources. Emergency medication and supplies must be current and accessible.

Injury, Emergency Care and Insurance

School personnel will provide basic first aid and contact parents or emergency services as needed. Parents are responsible for medical costs unless otherwise required. The Academy may require accident insurance or proof of coverage for athletics, workforce laboratories, field trips or other higher-risk activities.

Wellness and Mental Health

The Academy promotes nutrition, physical activity, social-emotional growth, spiritual support, healthy relationships and responsible coping skills. Students may be referred to parents, pastors, counselors, medical professionals or community services when concerns exceed the school's role or resources. Threats of self-harm or harm to others will be treated as urgent safety matters.

SECTION 7

SAFETY, SECURITY & EMERGENCY PREPAREDNESS

Prevention, reporting, drills, crisis response and reunification

Shared Responsibility for Safety

Safety is a shared responsibility of students, families, employees, volunteers and visitors. Everyone must follow access controls, report concerns promptly, participate in drills and cooperate with emergency instructions.

Campus Access and Visitor Management

- Use designated entrances and follow posted access procedures.
- Visitors must sign in and may be required to show identification or wear a badge.
- Exterior doors must not be propped open or used to bypass office procedures.
- Students may not admit unauthorized persons.
- Deliveries and parent drop-offs must be handled through the office or designated area.

Emergency Preparedness

The Academy maintains emergency procedures for fire, severe weather, hazardous conditions, medical emergencies, utility failure, evacuation, shelter-in-place, lockdown, active threat, missing child and reunification. Procedures may be adjusted based on law-enforcement, fire, emergency-management or public-health guidance.

Response	General Student Expectation
Evacuation	Move quietly to the assigned safe area, remain with the group and await accountability.
Shelter-in-place	Remain indoors, follow staff directions and limit movement or ventilation as directed.
Severe weather	Move to designated protective areas and assume the instructed safety position.
Lockdown/active threat	Immediately follow staff directions, remain silent, secure the area and do not use phones unless directed.
Reunification	Students are released only through the designated process to an authorized adult.

Emergency Communication

The Academy may communicate through Gradelink, text, email, telephone, social media, the website or local media. During an emergency, families should avoid calling the school repeatedly or coming to campus unless instructed, because this can interfere with response operations.

Reporting Safety Concerns

Students and adults must report threats, weapons, bullying, abuse, suspicious behavior, unsafe conditions, self-harm concerns and planned misconduct immediately. Reports may be made to a teacher, administrator, counselor, pastor, safety team member or other trusted adult. Good-faith reporting is protected from retaliation.

Weapons and Dangerous Items

Students and visitors may not possess weapons, ammunition, explosives, replicas, dangerous tools or items used or threatened as weapons on school property, transportation or at school activities. Authorized law-enforcement or approved security personnel are excluded from this prohibition. Violations may result in immediate removal, discipline and notification of authorities.

Searches and Inspection

To protect safety and enforce school policy, the Academy may inspect lockers, desks, bags, vehicles on campus, electronic devices and other property when there is a reasonable school-related concern or as part of a general safety procedure. Refusal to cooperate may result in discipline.

Child Protection and Mandatory Reporting

Employees and volunteers must follow child-protection procedures, maintain appropriate boundaries and report suspected abuse, neglect or exploitation as required. The Academy may restrict contact, remove individuals from duty or cooperate with authorities during an investigation.

Cameras and Monitoring

Security cameras or other monitoring may be used in public campus areas, transportation vehicles and facilities to support safety and investigate incidents. Cameras are not a substitute for supervision and are not generally placed in areas where privacy is reasonably expected.

SECTION 8

STUDENT CONDUCT, DISCIPLINE & BIBLICAL RESTORATION

Accountability that protects safety, teaches responsibility and seeks restoration

Discipline Philosophy

Discipline at New Life Christian Academy is designed to protect the learning environment, correct harmful behavior, teach responsibility, restore relationships and help students grow in Christian character. Consequences are based on the nature, frequency, seriousness and impact of the behavior, along with age, intent, prior record, honesty, safety and willingness to make correction.

General Conduct Expectations

- Obey reasonable directions from school personnel.
- Treat others with dignity, courtesy and respect.
- Keep hands, feet and objects to oneself.
- Use truthful, clean and appropriate language.
- Protect school, church and personal property.
- Complete academic work honestly.
- Follow uniform, technology, transportation and safety rules.
- Report dangerous or harmful conduct.
- Accept correction without defiance, threats or retaliation.

Progressive Discipline Levels

Level	Examples	Possible Responses
Level 1 - Minor	Disruption, off-task behavior, minor uniform issue, unpreparedness, first minor disrespect.	Redirection, warning, reflection, seat change, parent notice, loss of minor privilege.
Level 2 - Repeated/Moderate	Repeated minor misconduct, defiance, inappropriate language, misuse of property, minor dishonesty.	Detention, conference, restitution, behavior plan, restricted activities, in-school suspension.
Level 3 - Serious	Fighting, bullying, harassment, threats, significant cheating, vandalism, leaving supervision, substance-related conduct.	Immediate removal, suspension, safety assessment, behavior contract, probation, restitution, referral.
Level 4 - Critical	Weapon, serious assault, credible threat, sexual misconduct, drug distribution, major theft, repeated serious violations.	Emergency action, extended suspension, dismissal/expulsion, law-enforcement or agency notification.

The Academy is not required to use every step before imposing a more serious consequence. Serious safety violations may result in immediate suspension or dismissal.

Physical Aggression and Fighting

Students must keep hands, feet and objects to themselves. Hitting, punching, kicking, pushing, choking, throwing objects, encouraging a fight or harmful physical contact is prohibited. Any aggression resulting in injury will receive immediate administrative review, parent notification and formal documentation. Repeat or serious aggression may lead to suspension, a behavior contract or dismissal.

Bullying, Harassment and Hazing

Bullying, harassment and hazing are prohibited whether verbal, physical, relational, sexual, written or digital. This includes repeated intimidation, humiliation, exclusion, threats, harmful rumors, unwanted

contact, discriminatory insults and abuse of power. Retaliation against a person who reports or participates in an investigation is prohibited.

Academic Dishonesty

Cheating, plagiarism, unauthorized assistance, falsification, improper use of artificial intelligence and helping another student cheat violate academic integrity. Academic consequences and disciplinary consequences may both apply.

Alcohol, Tobacco, Vaping and Drugs

Possession, use, distribution, sale or being under the influence of alcohol, tobacco, vaping products, illegal drugs, misused medication or related paraphernalia is prohibited. The Academy may require parent pickup, medical evaluation, testing by appropriate professionals, counseling, suspension, dismissal or reporting to authorities.

Sexual Misconduct and Inappropriate Content

Sexual activity, sexual harassment, indecent exposure, explicit messages, pornography, sexting, sharing intimate images and other sexual misconduct are prohibited. The Academy will respond according to age, safety, consent, legal requirements and the need to protect all students. Possessing or sharing sexual images of minors may require immediate reporting to authorities.

Property, Theft and Vandalism

Students must respect school, church and personal property. Theft, unauthorized possession, damage, graffiti, tampering and misuse of equipment are prohibited. Restitution may be required in addition to discipline.

Suspension, Dismissal and Re-entry

Suspension may be in-school or out-of-school. During suspension, students may be excluded from classes, athletics, activities and campus. Re-entry may require a conference, completed work, counseling documentation, safety plan, apology, restitution or behavior contract. Dismissal or expulsion may occur when conduct is incompatible with safety, mission or continued enrollment.

Parent Notification, Conferences and Review

Parents will be notified of significant discipline. The student and parent may provide relevant information before a final decision when circumstances permit. Requests for review should follow the chain of communication and be submitted within the time stated in the discipline notice. The governing authority or its designee has final institutional authority.

Biblical Restoration

Restoration may include truth-telling, confession, apology, forgiveness, restitution, counseling, mentoring, prayer, service, a behavior plan and demonstrated change. Restoration does not eliminate necessary consequences or guarantee continued enrollment.

SECTION 9

TECHNOLOGY, DIGITAL CITIZENSHIP & ARTIFICIAL INTELLIGENCE

Responsible, safe and honest use of devices, networks, media and AI tools

Purpose of Technology Use

Technology is provided to support learning, communication, creativity, research and career preparation. Use of school networks, accounts, devices and platforms is a privilege conditioned on responsible behavior and compliance with this policy.

Acceptable Use

- Use technology for assigned educational purposes.
- Protect passwords and report suspected account compromise.
- Respect copyright, licensing and intellectual property.
- Use respectful language and appropriate content.
- Follow teacher instructions for websites, applications, downloads and communication.
- Store and share school information only through approved systems.
- Report harmful content, cyberbullying, security problems or accidental access to inappropriate material.

Prohibited Use

- Bypassing filters, security controls or device management.
- Accessing, creating or sharing obscene, violent, hateful, threatening or sexually explicit content.
- Cyberbullying, impersonation, harassment, doxxing or unauthorized recording.
- Hacking, malware, password theft, network disruption or unauthorized access.
- Using another person's account or sharing credentials.
- Gaming, shopping, streaming or social media during instruction without permission.
- Using technology to cheat, plagiarize or violate privacy.

Personal Devices and Cell Phones

Personal devices may be brought only under current school rules. The Academy may require phones and smart devices to remain powered off and stored during the school day. Unauthorized use may result in confiscation, parent pickup, loss of privilege or discipline. The Academy is not responsible for loss, theft or damage.

Digital Citizenship and Social Media

Students are expected to represent themselves and the Academy responsibly online. Off-campus digital conduct may result in school action when it threatens safety, substantially disrupts school, targets members of the school community, damages school property or violates an enrollment agreement or team/activity standard.

Artificial Intelligence

Artificial intelligence tools can support brainstorming, tutoring, accessibility, research and creativity when authorized. They may not replace the student's own thinking, writing or skill development.

Use	Status
Teacher-approved brainstorming, practice questions, feedback or revision support	Permitted when the student follows directions and verifies accuracy.

Use	Status
AI-generated text, images, code or answers submitted without disclosure	Prohibited unless the assignment expressly permits it.
Entering confidential student, employee, medical or school data into public AI systems	Prohibited.
Using AI during tests, quizzes or independent assessments	Prohibited unless specifically authorized.
Citing or describing AI assistance	Required when directed by the teacher or when AI materially contributed to the work.
Creating deceptive media, impersonation, deepfakes or harmful content	Prohibited and subject to discipline.

Students remain responsible for the accuracy, originality, citations, fairness and appropriateness of all submitted work. AI output may contain errors, bias or fabricated information and must be checked against reliable sources.

Privacy, Monitoring and No Expectation of Privacy

The Academy may monitor, review, preserve or disclose activity on school-owned devices, accounts and networks for safety, maintenance, compliance and investigation. Students should not expect personal privacy when using school technology or storing content in school systems.

Damage and Financial Responsibility

Families may be charged for negligent, intentional or repeated damage to devices, chargers, cases, networks or other technology. Return of equipment in acceptable condition may be required before final grades, records or re-enrollment are processed, subject to applicable requirements.

SECTION 10

PARENT PARTNERSHIP & FAMILY ENGAGEMENT

Communication, conferences, volunteering and respectful problem resolution

Parents as Educational Partners

The Academy recognizes parents and guardians as the primary educators of their children. A strong partnership requires prayer, communication, consistency, respect and shared responsibility for academic progress, attendance, conduct, spiritual growth and financial commitments.

Official Communication

Gradelink, email, text, telephone, letters, the school website, parent meetings and social media may be used for official communication. Parents are responsible for keeping contact information current and reviewing messages promptly.

Parent Conferences

Parents are encouraged to communicate directly with the teacher about classroom concerns. Conferences should be scheduled in advance and conducted respectfully. Teachers should not be expected to hold unscheduled conferences during arrival, dismissal, instruction, worship or supervision duties.

Chain of Communication

1. Teacher or staff member directly involved.
2. Program coordinator, department leader or administrator.
3. Head of School.
4. Designated governing authority when further review is appropriate.

Concerns should not be taken first to social media, other parents, students or unrelated employees. The Academy seeks truth, understanding, restoration and solutions that support the student and protect confidentiality.

Parent Conduct

- Use respectful language and behavior on campus and in all communications.
- Follow visitor, pickup, safety and confidentiality procedures.
- Do not threaten, intimidate, harass or publicly shame students or employees.
- Do not record private meetings or students without authorization.
- Do not disrupt instruction, athletics, worship or school events.
- Address disagreements through the established process.

Serious or repeated parent misconduct may result in restricted campus access, required communication through a designated administrator, removal from events or non-renewal of enrollment.

Volunteers and Chaperones

Volunteers and chaperones must be approved, follow staff directions, maintain confidentiality and comply with child-protection and safety procedures. Background screening or training may be required. Volunteers may not discipline students independently or use their role to access private information.

Custody, Court Orders and Authorized Pickup

The Academy will follow valid court orders provided to the office. Parents must submit current certified documentation when custody, visitation or pickup rights are restricted. Without such documentation, the school generally treats legal parents or guardians as having access consistent with law and school procedure.

Media, Photographs and Publicity

The Academy may use student photographs, video, artwork or achievements for school publications and promotion according to the annual media authorization. Parents must submit any restrictions in writing. Families may not post images of other students in a harmful, misleading or unauthorized manner.

Family Engagement Opportunities

- Orientation and parent meetings.
- Classroom support and approved volunteering.
- Athletics, fine arts, field trips and special events.
- Prayer, worship and service opportunities.
- Fundraising, donor engagement and campus improvement.
- Academic conferences, workshops and college-career planning.

SECTION 11

FORMS & ANNUAL AGREEMENTS

Required signatures and permissions for enrollment and participation

Annual Forms Requirement

Enrollment is not complete until required forms are signed and returned. Forms may be completed electronically or on paper. Parents must update information during the year whenever circumstances change.

Form or Agreement	Purpose
Enrollment Agreement	Confirms enrollment terms, tuition responsibility and program selection.
Handbook Acknowledgment	Confirms receipt, review and agreement to cooperate with policies.
Emergency and Medical Information	Provides contacts, health conditions, allergies and emergency authorization.
Medication Authorization	Provides instructions and permission for school medication administration.
Authorized Pickup/Custody Form	Identifies who may receive the student and documents restrictions.
Technology and AI Agreement	Confirms acceptable-use, device, digital citizenship and AI expectations.
Media Release	Provides consent or restrictions for photographs, video and publicity.
Transportation Agreement	Confirms car line, bus, field-trip, student-driver or other transportation terms.
Athletic/Activity Agreement	Confirms eligibility, health, risk, conduct and participation terms.
Workforce Safety Agreement	Confirms lab safety, equipment, clothing, attendance and credential requirements.
Meal/Allergy Information	Supports child nutrition, dietary and emergency planning.
Volunteer/Chaperone Agreement	Confirms confidentiality, boundaries and safety expectations.

Sample Parent and Student Handbook Acknowledgment

We acknowledge that we have received or been given electronic access to the New Life Christian Academy Parent & Student Handbook. We understand that we are responsible for reviewing it, discussing age-appropriate sections with the student and cooperating with the Academy's mission, policies, procedures and expectations. We understand that policies may be revised and that material changes may be communicated during the school year.

Required Entry	Information
Student Name	_____
Grade	_____
Parent/Guardian Name	_____
Parent/Guardian Signature	_____
Student Signature	_____
Date	_____

Accuracy and Duty to Update

Parents certify that information provided to the Academy is accurate and complete. Failure to disclose material academic, behavioral, medical, custody or safety information may affect enrollment. Families must promptly update addresses, phone numbers, email, emergency contacts, custody orders, medications and health conditions.

SECTION 12

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

Dignity, fairness, accountability and participation in a Christian school community

Student Rights

Within the mission and religious identity of the Academy, students have the right to:

- Be treated with dignity and respect.
- Learn in an environment that values safety, order and academic growth.
- Receive clear expectations and appropriate feedback.
- Report bullying, harassment, threats, abuse or unsafe conditions.
- Have concerns heard through appropriate school procedures.
- Receive reasonable confidentiality, recognizing that safety and legal duties may require disclosure.
- Participate in available programs without unlawful discrimination.
- Receive notice of significant disciplinary concerns and an opportunity to provide relevant information when circumstances permit.

Student Responsibilities

- Honor the Christian mission and participate respectfully in the school's religious program.
- Attend regularly, arrive on time and be prepared.
- Complete work honestly and meet academic deadlines.
- Respect peers, employees, visitors and authority.
- Protect property and maintain a clean campus.
- Follow safety, uniform, technology, transportation and activity rules.
- Use peaceful, truthful and appropriate communication.
- Report harmful behavior and cooperate with investigations.
- Accept consequences and take steps toward restoration.

Fairness and Individual Circumstances

Fairness does not always require identical outcomes. The Academy may consider age, maturity, disability, safety, intent, prior conduct, harm, honesty and willingness to correct behavior. Confidentiality may prevent the school from sharing another student's consequences with a family.

Freedom of Expression in a Christian School

Students may ask sincere questions, express ideas respectfully and participate in academic discussion. Expression that materially disrupts learning, targets others, promotes prohibited conduct, undermines safety or is inconsistent with the school's religious mission may be limited.

Privacy and Records

Student records are maintained for educational and operational purposes. Access and disclosure are handled according to applicable requirements and school policy. Students must respect the privacy of others and may not access, photograph, record, share or alter another person's records or communications without authorization.

Participation Is a Privilege

Enrollment, athletics, leadership, field trips, clubs, graduation activities, workforce programs and other opportunities are privileges conditioned on meeting academic, attendance, conduct, safety and financial requirements.

SECTION 13

BIBLICAL STANDARDS OF CONDUCT & CHRISTIAN LIFESTYLE

Living with integrity, modesty, purity, respect and responsibility

Purpose

New Life Christian Academy seeks to teach and model a way of life consistent with Scripture. Students are not expected to be spiritually mature adults, but they are expected to respect the Academy's beliefs and make choices that support a safe, wholesome and Christ-centered community.

Core Biblical Standards

Standard	Expected Practice
Love and respect	Treat every person as created in the image of God; reject cruelty, bullying and humiliation.
Honesty and integrity	Tell the truth, keep commitments, complete one's own work and take responsibility.
Purity and self-control	Avoid sexual misconduct, pornography, vulgarity, substance use and harmful entertainment.
Modesty and distinction	Dress and present oneself in a manner consistent with school standards and Christian witness.
Obedience and authority	Respond respectfully to parents, teachers, administrators, pastors and lawful authority.
Stewardship	Care for one's body, time, talents, finances, devices, school property and creation.
Forgiveness and restoration	Seek reconciliation, make restitution and demonstrate changed behavior.
Service and compassion	Use gifts and opportunities to help others and strengthen the community.

Language and Communication

Profanity, vulgarity, sexually explicit language, slurs, threats, cruel teasing, gossip, false accusations and degrading speech are prohibited. Students should communicate truthfully, respectfully and constructively in person and online.

Relationships and Sexual Conduct

The Academy teaches that sexual intimacy belongs within the biblical covenant of marriage and that students should practice purity, self-control and respect for personal boundaries. Sexual activity, sexualized behavior, explicit messaging, pornography and public displays of affection beyond school standards are prohibited.

Every student must be treated with dignity. Harassment, threats, mockery or violence toward a person because of personal characteristics, beliefs, appearance or background is inconsistent with Christian conduct and school policy.

Substances, Gambling and Harmful Activities

Students must not use, possess, promote or distribute alcohol, tobacco, vaping products, illegal drugs, misused medication or gambling materials. Conduct that glorifies violence, criminal activity, substance use or sexual exploitation may be addressed when it affects the school community.

Music, Media and Entertainment

Music, videos, games, literature, websites and social media used on campus or at school events must be appropriate for a Christian educational setting. Content that is obscene, sexually explicit, hateful, degrading, occult-focused, violent in a harmful manner or disruptive may be prohibited.

Off-Campus Conduct

The Academy does not supervise every aspect of a student's private life. However, serious off-campus conduct may affect enrollment or participation when it threatens safety, becomes public and substantially damages the school community, targets students or employees, involves criminal conduct or contradicts a signed activity or enrollment agreement.

Grace, Growth and Accountability

Christian standards are taught with truth and grace. Students are encouraged to seek help, confess wrongdoing, accept correction and grow. Grace does not eliminate boundaries or consequences; it provides a path toward forgiveness, restoration and changed conduct.

SECTION 14

FACULTY & STAFF COMMITMENT TO EXCELLENCE

The professional and spiritual commitments families may expect from Academy personnel

Purpose of This Section

This section summarizes the commitments families may expect from faculty and staff. It does not replace the Faculty and Staff Handbook, employment agreements, job descriptions or personnel policies.

Mission and Christian Witness

- Support the statement of faith and mission of the Academy.
- Model integrity, respect, prayer, service and appropriate Christian conduct.
- Treat students and families with dignity and impartial care.
- Avoid conduct that undermines safety, trust or the ministry's witness.

Instructional Excellence

- Plan and deliver organized, age-appropriate instruction.
- Integrate biblical truth meaningfully and responsibly.
- Use assessment data and feedback to improve learning.
- Maintain accurate grades, attendance and student records.
- Provide reasonable support and communicate concerns promptly.
- Participate in professional development, evaluation and continuous improvement.

Student Safety and Supervision

- Maintain active supervision and follow emergency procedures.
- Report suspected abuse, neglect, threats, injuries and safety concerns.
- Maintain appropriate adult-student boundaries in person and online.
- Use approved discipline methods; corporal punishment is not authorized unless a separately approved written policy states otherwise.
- Protect confidential information while making necessary safety disclosures.

Professional Communication

Employees should communicate clearly, respectfully and through approved systems. Concerns should be documented and elevated through the administrative chain. Employees may not publicly discuss confidential student, family or personnel matters.

Ethics and Conflicts of Interest

Employees should avoid favoritism, inappropriate gifts, financial conflicts, private arrangements that interfere with school responsibilities and misuse of school resources or information. Outside tutoring, business relationships and social-media contact with students must follow school policy.

Accountability

Faculty and staff are accountable to their supervisors, the Head of School and governing authority. Performance concerns may result in coaching, improvement plans, discipline or separation according to employment policies.



SECTION 15

GOVERNANCE & ADMINISTRATION

Spiritual oversight, institutional authority, policy leadership and continuous improvement

Corporate and Ministry Relationship

New Life Christian Academy is an integral educational ministry of New Life Christian Church, Inc. The church's governing documents and authorized leadership establish the spiritual, corporate and administrative framework for the Academy.

Governing Authority

The authorized governing body or ministry leadership establishes mission, strategic direction, major policies, financial oversight and executive accountability. Governance structures may be updated as the ministry grows, provided changes remain consistent with corporate documents and approved authority.

Founders and Spiritual Oversight

Pastors Willie T. and Annie Blackmon provide founding vision, spiritual leadership, ministry continuity and guidance for the Christian identity of the Academy.

Head of School

The Head of School is the chief educational and operational leader of the Academy and is responsible for academic quality, personnel leadership, student services, discipline, parent relations, policy implementation, accreditation or improvement activities, compliance, safety and strategic growth.

Administrative Leadership

Administrators, coordinators and directors lead assigned programs such as the Early Learning Center, Child Nutrition Program, Workforce Academy, athletics, student services, finance, facilities and technology. Authority may be delegated in writing or through approved job descriptions.

Policy Authority and Exceptions

The Academy may interpret policies and make reasonable exceptions based on safety, individual circumstances, ministry needs and applicable requirements. An exception in one case does not create a permanent change or entitlement in another case.

Complaints and Appeals

Complaints should be addressed promptly through the chain of communication. A written appeal should identify the decision, relevant facts, requested remedy and supporting documentation. The final internal decision rests with the governing authority or its designee.

Confidentiality and Records Management

The Academy maintains student, employee, financial, health, safety and governance records according to operational needs, approved retention practices and applicable requirements. Access is limited to authorized persons with a legitimate need.

Continuous Improvement and Accreditation

The Academy is committed to strategic planning, curriculum review, data analysis, stakeholder feedback, faculty development, safety review, financial stewardship, accreditation readiness and continuous improvement. Programs and procedures may be revised as the Academy grows.

SECTION 16

TRANSPORTATION, ARRIVAL & DISMISSAL PROCEDURES

Safe movement of students before, during and after the school day

General Transportation Responsibility

Parents are responsible for ensuring safe and timely transportation unless the student is enrolled in an approved Academy transportation service. All drivers must follow traffic directions, remain patient, avoid phone use and protect children in loading areas.

Arrival Procedures

- Use the designated entrance and traffic pattern.
- Do not drop students before approved supervision begins.
- Students should exit only in designated safe zones.
- Drivers must not pass stopped vehicles in the loading area.
- Students arriving after the tardy time must be signed in through the office.

Dismissal Procedures

- Students are released only through the approved dismissal process.
- Drivers must display required identification or pickup placard.
- Changes to pickup arrangements must be communicated through the office before the stated deadline.
- Students may not leave with an unauthorized person.
- Parents should remain in vehicles unless directed otherwise.
- Repeated late pickup may result in fees, required extended-day enrollment or loss of service.

Authorized Pickup and Identification

The Academy may require government-issued identification from any person picking up a student. Only persons listed by the parent or authorized by valid legal documentation may receive the student. Staff may delay release when identity or authority cannot be verified.

Student Drivers

Student driving and parking require administrative approval, a valid license, insurance, registration and compliance with parking rules. Students may not transport other students without written parent and school authorization. Unsafe driving may result in loss of campus driving privileges.

School Vehicles and Bus Conduct

- Remain seated and use seat restraints when provided.
- Follow the driver's directions immediately.
- Keep aisles and exits clear.
- Use appropriate language and volume.
- Do not throw objects, distract the driver or damage the vehicle.
- Board and exit only at assigned locations unless a change is approved.

Field-Trip and Activity Transportation

Transportation may be provided by school vehicles, contracted carriers or approved adult drivers. Written permission, insurance verification, background screening or driver documentation may be required. Students must follow school conduct rules throughout travel.

Weather and Transportation Changes

The Academy may delay, dismiss early, close or modify transportation because of severe weather, road conditions, utility failure or emergencies. Families should monitor official communication and avoid relying solely on another school system's decision.

SECTION 17

FOOD SERVICES & CHILD NUTRITION

Nutritious meals, meal safety, wellness and responsible program operation

Child Nutrition Program

New Life Christian Academy operates a Child Nutrition Program that may include breakfast, lunch, after-school snacks and approved summer meal service. The program is led by the Child Nutrition Program Director and follows applicable meal-pattern, sanitation, civil-rights, financial and recordkeeping requirements.

Meal Service and Student Conduct

- Students must follow serving-line instructions and use respectful cafeteria behavior.
- Meals and components may not be exchanged when allergies, program rules or safety are affected.
- Food, trays and utensils must remain in designated areas unless permission is given.
- Students must clean their area and dispose of waste properly.
- Misconduct may result in assigned seating, restitution, parent contact or discipline.

Meal Eligibility, Applications and Accounts

Families must complete required meal applications or program documentation accurately and on time. Meal charges, adult meals, extra items and non-program foods are handled according to the annual meal policy. Students will be treated respectfully when an account issue occurs.

Allergies and Special Dietary Needs

Parents must provide written medical information about serious food allergies or dietary needs. A healthcare statement may be required for meal substitutions. The Academy will make reasonable efforts within program rules and available resources but cannot guarantee an allergen-free environment.

Outside Food and Celebrations

Outside food may be restricted because of allergies, sanitation, meal-program requirements or classroom needs. Birthday treats, classroom celebrations, deliveries and competitive foods require teacher or administrative approval. Homemade items may be prohibited for group distribution.

Wellness Policy

The Academy supports healthy meals, nutrition education, physical activity, safe food practices and balanced celebrations. The wellness policy is reviewed periodically and applies to the main campus and Early Learning Center.

Program Integrity

Meal counts, production records, claims, deposits, purchasing, payroll, inventory and expenses must be accurately documented. Child Nutrition Program funds may be used only for allowable program purposes. Non-program events and fundraising must remain financially separate as required.

Food Safety and Sanitation

- Follow handwashing, temperature-control and cleaning procedures.
- Report illness that could affect food safety.

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- Keep unauthorized persons out of food-preparation areas.
 - Use approved vendors, storage practices and inventory controls.
 - Maintain current training, inspection and emergency documentation.

SECTION 18

ATHLETICS, STUDENT ACTIVITIES & EXTRACURRICULAR PROGRAMS

Eligibility, sportsmanship, safety, leadership and school representation

Purpose of Activities

Athletics and extracurricular programs develop teamwork, discipline, health, leadership, creativity, service and school pride. Programs may include volleyball, basketball, baseball, flag football, track, worship, fine arts, clubs, student leadership and other approved activities.

Eligibility

- Maintain the minimum academic standard established for the activity.
- Meet attendance and punctuality requirements.
- Demonstrate satisfactory conduct and Christian character.
- Submit required physical, permission, insurance and emergency forms.
- Pay approved fees or maintain an authorized payment plan.
- Attend practices, meetings, performances and competitions consistently.

Eligibility may be reviewed at any time. A student may be suspended from participation because of academic failure, excessive absence, discipline, safety concerns or unpaid activity obligations.

Sportsmanship and Representation

Students, coaches, parents and spectators must show respect to officials, opponents, teammates, staff and facilities. Profanity, threats, fighting, taunting, harassment, public criticism of officials or disruptive spectator conduct may result in removal or loss of attendance privileges.

Health, Physicals and Injury

Athletes must provide required health documentation and disclose injuries. Coaches may remove a student from participation because of suspected concussion, heat illness, injury or unsafe condition. Return may require healthcare-provider clearance. Students must follow hydration, equipment and conditioning rules.

Practices, Travel and Attendance

Practice and event schedules will be communicated by the coach or sponsor. Students are responsible for missed schoolwork. Travel rules, curfews, room assignments, uniforms, conduct and supervision expectations apply throughout school-sponsored trips.

Uniforms and Equipment

School-issued uniforms and equipment remain Academy property. Students must use, clean, store and return items as directed. Families may be charged for loss, damage or failure to return property.

Clubs and Student Organizations

Clubs and organizations must have an approved purpose, faculty sponsor, membership process, budget and activity plan. Student-led activities remain under adult supervision and must align with the Christian mission.

Fundraising and Sponsorships

Activity fundraising, sponsorships and use of school logos require prior approval. Funds must be collected, deposited and spent through approved procedures. Individual accounts, unauthorized online collections or personal use of school funds are prohibited.

Awards and Lettering

Awards, letters, honors and leadership positions are based on published or announced criteria, including participation, achievement, attendance, conduct and completion of obligations. No student is guaranteed an award or position.

SECTION 19

WORKFORCE ACADEMY

Career exploration, academies, certifications, work-based learning and biblical leadership

Program Identity

The New Life Christian Academy Workforce & Bible Institute expands the Academy's mission by preparing students for college, skilled careers, entrepreneurship, ministry leadership and lifelong learning. Programs combine Christian character, academic preparation, technical skills, safety, professionalism and industry partnerships.

Grade-Level Structure

Grade Band	Primary Focus
Middle School	Career awareness, employability habits, hands-on exposure and foundational technology.
Grade 9	Career exploration, interest assessment and introduction to academies; no required specialization.
Grades 10-12	Academy pathways, certifications, dual enrollment, technical instruction and work-based learning as available.
Adult/Community Programs	Separate workforce or Bible Institute enrollment under program-specific requirements when approved.

Potential Academies and Certifications

Programs may include electrical, welding, automotive, HVAC, cosmetology, barbering, culinary arts, CNA, CDL, Child Development Associate, information technology, construction, entrepreneurship and biblical studies. Only programs that have current approval, qualified instructors, facilities, insurance and required partnerships will be offered.

Admissions and Participation

- Satisfactory academic, attendance and conduct standing.
- Completion of required application, safety and health forms.
- Age, prerequisite and partner-program eligibility.
- Ability to follow instructions and work safely.
- Required uniform, personal protective equipment and tools.
- Payment of approved program fees or confirmed funding.
- Parent permission for minors and transportation arrangements.

Safety and Laboratory Conduct

- Wear required personal protective equipment at all times.
- Use tools, chemicals, vehicles and equipment only after training and authorization.
- Follow lockout, sanitation, ventilation, fire and emergency procedures.
- Report injuries, near misses, damaged equipment and unsafe conditions immediately.
- Do not engage in horseplay, distraction, unauthorized recording or use of devices in work areas.
- Maintain clean stations and complete daily safety checks.

A student may be removed immediately from a laboratory or clinic for unsafe behavior. Re-entry may require retraining, a parent conference or written safety contract.

Attendance, Hours and Credential Requirements

Many workforce credentials require documented instructional or clinical hours, skill demonstrations, examinations and professional conduct. Students are responsible for making up missed hours when permitted. The Academy cannot award a partner credential or license unless all issuing-agency requirements are met.

Professionalism and Employability Skills

- Punctuality, attendance and dependability.
- Appropriate dress, hygiene and workplace communication.
- Teamwork, customer service and conflict resolution.
- Accurate records, time sheets and task completion.
- Respect for client privacy, safety and property.
- Financial literacy, entrepreneurship and ethical leadership.

Work-Based Learning, Internships and Apprenticeships

Work-based learning requires an approved placement, written agreement, supervision, transportation, safety review and evaluation. Students must follow both Academy and employer policies. Participation may be ended when attendance, safety, conduct, performance or placement conditions are not satisfactory.

Partnerships and Licensing

Some programs may operate through partnerships with colleges, employers, licensed schools, credentialing agencies or workforce organizations. Partner requirements may control curriculum, hours, instructor qualifications, fees, testing and certification. The Academy will clearly identify which organization issues any credential or license.

No Guarantee of Licensure or Employment

Completion of an Academy program does not guarantee passage of an examination, professional licensure, college admission, apprenticeship or employment. Students must meet all requirements of the applicable issuing body, employer or postsecondary institution.

Leadership

Role	Leader
Head of School / Executive Educational Oversight	LaTasha Vaughn, M.Ed.
Program Director	Michael Vaughn
Program Coordinator	Polly Laird
Founders and Spiritual Overseers	Pastors Willie T. and Annie Blackmon

Head of School Decision Needed: Before publication, list only the programs approved to open in 2026-2027, identify the licensed or credentialing partner for each program, and attach current tuition, schedule, safety and student-hour requirements.

APPENDIX A

SCHOOLWIDE EXPECTED STUDENT OUTCOMES

New Life Christian Academy expects students to demonstrate growth in the following outcomes. These outcomes guide curriculum, student life, assessment and improvement planning.

Outcome	Student Demonstration
Biblical Worldview	Understand core Christian beliefs, use Scripture responsibly and apply biblical principles to decisions and relationships.
Academic Knowledge	Demonstrate grade-appropriate knowledge and skills across the curriculum.
Communication	Read, write, speak, listen and present ideas clearly and respectfully.
Critical Thinking	Analyze information, evaluate evidence, solve problems and make reasoned decisions.
Character and Integrity	Demonstrate honesty, self-control, perseverance, humility and responsibility.
Leadership and Service	Use gifts and influence to help others, strengthen community and lead by example.
Digital Citizenship	Use technology, media and artificial intelligence safely, ethically and effectively.
Health and Wellness	Practice habits that support physical, emotional, social and spiritual well-being.
College and Career Readiness	Develop study habits, employability skills, career awareness and postsecondary planning.
Citizenship and Respect	Respect lawful authority, human dignity, community responsibility and the freedoms of others.

APPENDIX B

FIVE-YEAR STRATEGIC PLAN 2026-2030

The following strategic framework provides direction for institutional growth. Annual goals, budgets, responsible leaders and measures should be approved by the governing authority.

Priority	2026-2030 Direction	Possible Measures
1. Spiritual Formation	Strengthen chapel, discipleship, Bible integration, prayer, service and leadership development.	Student participation, surveys, service records and curriculum review.
2. Academic Excellence	Align curriculum, improve literacy and mathematics, strengthen assessment and expand academic support.	Achievement data, course completion, intervention results and teacher development.
3. Faculty and Leadership	Recruit, develop and retain qualified mission-aligned employees and strengthen succession planning.	Retention, evaluations, credentials, training and leadership pipelines.
4. Workforce and College Readiness	Launch approved academies, dual enrollment, certifications and employer partnerships.	Credentials, placements, dual-enrollment credits, internships and graduate outcomes.
5. Safety and Student Support	Improve emergency readiness, wellness, counseling referrals, child protection and campus security.	Drill reviews, incident trends, training and safety audits.
6. Enrollment and Family Partnership	Strengthen recruitment, retention, communication, financial assistance and alumni engagement.	Enrollment, retention, satisfaction and donor participation.
7. Facilities and Technology	Develop the Enzor campus, Workforce site, labs, athletic spaces and secure technology systems.	Completed projects, inspections, equipment readiness and technology uptime.
8. Financial Sustainability	Improve budgeting, tuition collection, grants, fundraising, internal controls and reserves.	Balanced budgets, audit results, cash reserves and diversified revenue.
9. Accreditation and Continuous Improvement	Complete self-study, evidence collection and improvement cycles.	Accreditation milestones, action plans and documented outcomes.

APPENDIX C

MASTER CAMPUS DEVELOPMENT PLAN

Campus Vision

New Life Christian Academy is developing a multi-site ministry and education system that supports worship, K5-12 academics, early childhood education, athletics, workforce training, community service and future growth.

Site/Area	Current or Planned Use
441 Enzor Road - 22-acre campus	Church sanctuary, K5-12 Academy, administration, student life, athletics and future academic expansion.
601 Union Hill Road	Early Learning Center and early childhood services.
300 Enzor Drive / Workforce site	Cosmetology, barbering, culinary, Bible and workforce administration as approved.
Trade building / metal facility	Automotive, electrical, HVAC, welding, construction and related technical labs as developed.
Mobile or classroom units	Theory instruction, student support, offices or temporary program space.
Outdoor development	Athletics, recreation, parking, traffic flow, gardens, community events and future facilities.

Development Principles

- Safety, accessibility and code compliance.
- Phased development based on approved funding.
- Separation of instructional, public, industrial and food-service areas.
- Secure entrances, emergency access, lighting and traffic management.
- Adequate utilities, ventilation, sanitation and equipment for each program.
- Long-term maintenance, replacement and sustainability planning.
- Spaces that reflect Christian identity, excellence and school pride.

APPENDIX D

LEGACY, HERITAGE & VISION

A Legacy of Faith

New Life Christian Church was founded in March 1989 in the home of Pastors Willie T. and Annie Blackmon. In 1990, New Life Christian Academy began as a homeschool ministry and expanded in 1991. The ministry grew through multiple locations, persistent prayer, family sacrifice and a commitment to Christian education.

In 1997, Dr. Jawaunna Blackmon became the Academy's first graduate, demonstrating the vision that students from New Life could pursue high levels of education, professional excellence and service. In 2009, the Academy relocated to Union Hill Road. Today, the main church and Academy operate together on the Enzor Road campus while the Early Learning Center continues at Union Hill and workforce facilities are developed for the future.

Generational Leadership

The Academy honors the founding leadership of Pastors Willie and Annie Blackmon and the educational leadership of LaTasha Vaughn, M.Ed. It also celebrates graduates, families, board members, faculty, staff, ministry leaders, donors and community partners who have helped carry the vision forward.

Vision for the Future

- A strong Christ-centered K5-12 academic program.
- A thriving Early Learning Center.
- Accreditation and continuous improvement.
- Workforce academies and industry-recognized credentials.
- Dual enrollment, college readiness and entrepreneurship.
- Expanded athletics, arts, technology and student leadership.
- Scholarships and access for families in need.
- A developed multi-campus ministry serving Troy and the surrounding region.

The Academy remains committed to its founding purpose: Impacting the World for Christ - One Child at a Time.

APPENDIX E

PORTRAIT OF A GRADUATE

A graduate of New Life Christian Academy should increasingly demonstrate the following qualities:

Graduate Quality	Description
Spiritually Grounded	Knows the central truths of the Christian faith, values Scripture, practices prayer and seeks to live with integrity.
Academically Prepared	Possesses foundational knowledge, study skills, intellectual curiosity and readiness for continued learning.
Critical Thinker	Evaluates evidence, recognizes bias, solves problems and makes reasoned decisions.
Effective Communicator	Reads, writes, speaks, listens and uses digital tools with clarity and respect.
Responsible and Disciplined	Manages time, completes obligations, accepts correction and demonstrates self-control.
Compassionate Servant	Respects human dignity, helps others and contributes to family, church and community.
Courageous Leader	Takes principled action, works well with others and influences through godly example.
College, Career and Workforce Ready	Understands personal strengths, career pathways, postsecondary options and workplace expectations.
Ethical Digital Citizen	Uses technology and artificial intelligence safely, honestly and wisely.
Lifelong Learner	Remains teachable, adaptable and committed to spiritual, personal and professional growth.

Parent & Student Handbook Acknowledgment and Financial Responsibility Agreement Handbook Acknowledgment

I acknowledge that I have received access to the New Life Christian Academy Parent & Student Handbook for the 2026–2027 school year. I understand it is my responsibility to read, understand, and comply with all policies, procedures, expectations, and financial obligations contained in the handbook. The handbook is incorporated by reference into my child's enrollment and participation at New Life Christian Academy.

Financial Responsibility

- Tuition and fee obligations
- Payment deadlines and payment plans
- Late fees and returned-payment fees
- Financial probation and delinquent accounts
- Student Withdrawal & Tuition Refund Policy
- CHOOSE Act (ESA) procedures (if applicable)
- Responsibility for damaged/lost school property
- Student records policy Withdrawal Acknowledgment

I understand that New Life Christian Academy commits staffing, classroom space, curriculum, instructional materials, technology, and educational resources based upon my child's enrollment. If I voluntarily withdraw my child after enrollment has been accepted, I remain financially responsible for all earned tuition, non-refundable fees, and costs incurred by the school as outlined in the Student Withdrawal & Tuition Refund Policy, regardless of whether tuition is paid privately or through the Alabama CHOOSE Act (ESA) or another scholarship program. Parent Certification I certify that I have read the Parent & Student Handbook and agree to comply with its policies. I understand that failure to comply may affect my child's enrollment and participation.

Student Name _____ Grade _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

Second Parent/Guardian (optional) _____

Signature _____ Date _____