

## **GENERAL INFORMATION**

---

|                     |   |
|---------------------|---|
| Vision              | 2 |
| Values              | 2 |
| What We Believe     | 2 |
| Chapel              | 3 |
| Administrative Team | 4 |

## **ACADEMY POLICIES**

---

|                                              |    |
|----------------------------------------------|----|
| Admissions                                   | 4  |
| Homeschool Requirements and Academic Records | 4  |
| Partnership Philosophy                       | 5  |
| Financial Policy                             | 5  |
| Tuition Rates                                | 6  |
| Tuition Policy                               | 6  |
| Late Payments                                | 6  |
| Returned Payments                            | 6  |
| Tuition Discounts                            | 6  |
| Payment Options                              | 6  |
| Academics & Expectations                     | 6  |
| Absences                                     | 6  |
| Tardies                                      | 10 |
| Early Dismissal                              | 10 |
| Personal Appearance Code                     | 10 |
| PreK-8 <sup>th</sup> Uniform Code            | 11 |
| High School Dress Code                       | 11 |
| Communication                                | 12 |

## **DISCIPLINE AND CONDUCT**

---

|                       |    |
|-----------------------|----|
| Conduct Expectations  | 13 |
| Unacceptable Behavior | 13 |
| Prohibited Items      | 14 |
| Discipline Procedures | 14 |

## **CAMPUS POLICIES**

---

|                                    |    |
|------------------------------------|----|
| Program & Office Hours             | 16 |
| Lunch and Allergies                | 16 |
| Closing and Early Dismissal        | 16 |
| Emergency Situations               | 17 |
| Student Driver's Policy            | 17 |
| Cell Phones and Electronic Devices | 18 |
| Extra Recreational Items           | 19 |
| Extra Items Brought to Campus      | 19 |
| Lost and Found                     | 19 |

## **ILLNESS**

---

|                   |    |
|-------------------|----|
| Well Child Policy | 19 |
|-------------------|----|

## **APPENDIX**

---

|                               |    |
|-------------------------------|----|
| Staff Responsibilities        | 22 |
| Sample Syllabus               | 24 |
| Homeschool Resources          | 25 |
| Copy of NSCA Parent Agreement | 26 |

## GENERAL INFORMATION

---

### VISION

New Song Christian Academy (NSCA), a ministry of New Song Christian Fellowship in Louisville, KY, seeks to provide an environment where Christian families can successfully supplement their home education with private Christian classroom experience. Our goal is to partner with parents by providing educational opportunities outside the home while maintaining their God-given role of being the primary educator in their child's life. Because we desire to see each student strengthened spiritually, socially, and academically through their attendance at NSCA, the faculty and staff are committed to helping students to:

- **Reach Up** to God through celebrative, victorious praise, intimate, passionate worship, and fervent, faith-filled prayer, that we would come to honor and know God for who He is and seek God for what He desires to do in us and through us. (Acts 2:42–47)
- **Reach In** to one another through caring and committed discipleship, so that each person at New Song will receive the nurturing and equipping they need to carry out the task of living for Christ in the world. (Acts 2:42–47; Ephesians 4:11–16; 1 Corinthians 12:24–26; 1 Peter 4:8)
- **Reach Out** to Christ's body and the world through strategic local and world evangelization, through the preaching of God's Word with power that we would make disciples of all neighbors and nations according to the Great Commission. (Matthew 28:18–20; Mark 16:15; Luke 24:46, 47)
- **Reach Forward** to the future, living by prophetic assignment through the vision God reveals, the grace He supplies, and the hope He assures, that we would discover God's perfect will in every season of our lives. (Phil. 3:13, Jer. 29:11)

### VALUES

- **Faith in God:** Our faith in God is central and foundational to who we are. It affects how we see ourselves, others, and the world in which we live.
- **Learning:** We seek to cultivate a heart to learn and a love of learning in all our students which will produce individuals who seek to be life-long learners.
- **Relationships:** Relationships are central to our lives. Our relationship with the Lord, as well as healthy relationships with others, helps to shape and mold who we become.
- **Biblical Worldview:** A Biblical worldview is essential to our call as Christians. In order to be vessels God can use to influence others and the world in which we live for the Kingdom of God, we must have His values and perspective on the world.

### WHAT WE BELIEVE

- **The Bible:** We believe the Bible is God-inspired and is our ultimate authority. (2 Timothy 3:16-17)
- **The Eternal Godhead:** We believe God is Triune: Father, Son, and Holy Spirit. (2 Corinthians 13:14)
- **The Fall of Man:** We believe that man is created in the image of God, but by voluntary disobedience, fell from perfection. (Romans 5:8)
- **The Plan of Salvation:** We believe that while we were yet sinners, Christ died for us, signing the pardon of all who believe on Him. (John 3:16, Romans 5:8)
- **Salvation through Grace:** We believe that we have no righteousness and must come to God by receiving the righteousness of Christ. (Ephesians 2:8)
- **Repentance and Acceptance:** We believe that upon sincere repentance and a wholehearted

acceptance of Christ, we are justified before God. (1 John 1:9)

- **The New Birth:** We believe that the change which takes place in the heart and life at conversion is both real and discernible. (2 Corinthians 5:17, Galatians 2:20)
- **Daily Christian Life:** We believe that it is the will of God that we be sanctified daily, growing constantly in faith. (Hebrews 6:1)
- **Water Baptism and the Lord's Supper:** We believe that baptism by immersion is an outward sign of the inward work of regeneration. (Matthew 28:19) We believe in the commemoration of Christ's death through the partaking of bread and the juice of the vine, representing His body and blood offered for our salvation.
- **The Baptism with the Holy Spirit:** We believe that the baptism with the Holy Spirit is given to supply the believer with power to be Christ's witness in the world. (Acts 2:4)
- **The Spirit-Filled Life:** We believe that it is the will of God that we walk by the power and the leading of the Holy Spirit daily. (Galatians 5:22)
- **The Gifts and Fruit of the Spirit:** We believe that the Holy Spirit has gifts to bestow upon the Christian and that we should show spiritual fruit as evidence of a Spirit-filled life. (1 Corinthians 12:1-11, Galatians 5:22)
- **Moderation:** We believe that the experience and daily walk of the believer should never lead to extremes or fanaticism. (Philippians 4:5)
- **Divine Healing:** We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith. (James 5:14-16)
- **Church Relationship:** We believe that it is the responsibility of believers to identify themselves with a local expression of Christ's church (Acts 16:5, Hebrews 10:25)
- **Civil Government:** We believe that governing authorities should be upheld at all times, except in the things opposed to the will of God. (Romans 13:1-5)
- **The Final Judgment:** We believe that all shall stand someday before God to be judged and there receive eternal life or death. (2 Corinthians 5:10)
- **Heaven:** We believe that heaven is the glorious eternal home of born-again believers. (John 14:1-3, Revelation 7:15-17)
- **Hell:** We believe that hell is the place of eternal torment and separation from God for all who reject Christ as the Savior. (Revelation 20:10-15)
- **Evangelism:** We believe that leading people to saving faith in Jesus Christ is the most important responsibility of the church. (James 5:20)
- **Tithes and Offerings:** We believe that the method ordained by God for the support of His ministry is by the giving of tithes and freewill offerings. (Malachi 3:10, 2 Corinthians 9:7)

## CHAPEL

Chapel is an important time for our PreK-8 students. Our focus will be on communicating the good news of Jesus Christ's love and power in a contemporary and creative way. All students are required to attend chapel and are expected to participate. It is important for students to respect those who are leading.

As an outreach of New Song Christian Fellowship and as a result of our affiliation with the International Church of the Foursquare Gospel, our presentation of the Christian message during our chapel times and in our supplemental materials will reflect that of an evangelical congregation. It is not the goal of our academy to alter your family's Biblical or doctrinal position or to use the academy as a means to recruit your family into New Song Christian Fellowship. We seek, singularly and without compromise, to declare Jesus Christ as Lord in all we say and do.

## ADMINISTRATIVE TEAM

|                  |                                                  |
|------------------|--------------------------------------------------|
| Dr. Jeff Lamont  | Senior Pastor                                    |
| Bert Moore       | Associate Pastor                                 |
| Jesse Priddy     | Associate Pastor                                 |
| Juanita Brangers | Administrative Assistant                         |
| Karla Moore      | Payroll                                          |
| Tracy Lamont     | Executive Director, NSCA                         |
| Amber Brockway   | Director, NSCA                                   |
| Bettye Chady     | PreK-8 Asst. Director, NSCA                      |
| Karina Priddy    | PreK-8 Office Administrator, NSCA                |
| Grace Romo       | PreK-8 Academy Coordinator, NSCA                 |
| Sara Woosley     | Finance & High School Office Administrator, NSCA |
| Jessica Feltes   | High School Coordinator, NSCA                    |

## ACADEMY POLICIES

---

### ADMISSIONS

NSCA partners with Christian parents seeking to enhance or extend home education. Students are selected and granted enrollment with the expectation of maintaining a high academic and moral caliber. Significant parent involvement is vital to student success. We seek to partner with families who will accomplish the supervision and extension of the supplementation provided, families who are active in a local, Bible-based church, and families who comply with the homeschool laws of their state of residence.

### HOMESCHOOL REQUIREMENTS AND ACADEMIC RECORDS

NSCA is a homeschool supplemental ministry and not a school, which means parents/guardians are responsible for notifying their local school authorities of their intent to homeschool. Progress reports issued by NSCA become the responsibility of the parent to store and maintain according to the homeschool laws of their state of residence. **You may find more information about state homeschool requirements on your state government's website or under "Resources" at [www.nscalouisville.org](http://www.nscalouisville.org).**

---

## PARTNERSHIP PHILOSOPHY

We ask parents to support and uphold the vision of NSCA as well as the authority of the faculty and staff. Therefore, students are not allowed to opt out of projects or assignments. We also ask parents to attend any needed parent/teacher conferences and volunteer their time when needed.

## FINANCIAL POLICY

It is essential that NSCA's annual income from tuition and fees be assured in order to plan for and maintain continuing expenses over the entire year.

### **Annual Tuition Rates 2026-27**

|                            |        |
|----------------------------|--------|
| Preschool                  | \$2750 |
| K-5th                      | \$2950 |
| 6th-8th                    | \$3150 |
| 6th-8th Math Elective      | \$450  |
| After School Math Elective | \$250  |
| 9th-12th                   | \$3495 |
| 9th-12th 1-Day Option      | \$2495 |

### **Fees 2026-27**

|                                                        |                     |
|--------------------------------------------------------|---------------------|
| Prek-8 Registration                                    | \$200               |
| High School Registration                               | \$210               |
| High School Program                                    | \$300/\$150 (1-day) |
| 6th-12th Sadlier Materials                             | \$25                |
| 3rd-5th Spanish Culture Materials                      | \$25                |
| 4th Grade Ky History Notebook                          | \$25                |
| High School Life Skills                                | \$50                |
| PreK-12 Copy Fee (students who don't have their books) | \$25/week           |

### **Tuition Policy**

- **New students** who withdraw after July 1st, but before October 15th are responsible for half of the year's tuition (5 installments; August – December).
- **New students** who withdraw after October 15th are responsible for the full year's tuition (10 installments; August – May).
- **Returning students (PreK-12<sup>th</sup>)** who withdraw after July 1 are responsible for the full year's tuition (August – May).
- No reduction or refund of tuition or fees (prepaid or due) can be allowed for the absence, withdrawal, or dismissal of a student.
- No refund of prepaid tuition will be made after July 1st. There is no refund of prepaid fees or tuition after the due date of any given month.
- Tuition is an annual cost but payments may be divided into ten monthly payments. Payments are due on the 1<sup>st</sup> of each month, August - May.

## **Late Payments**

We understand that difficult financial situations can sometimes arise. As part of NSCA's partnership philosophy, we want to work with families who encounter unexpected events that make payment difficult. **Please respond to account correspondence promptly and communicate all payment issues to Sara Woosley at [swoosley@newsonglouisville.org](mailto:swoosley@newsonglouisville.org), WhatsApp, or call the office at (502) 243-4064 on Mondays or Wednesdays.**

Late payments will incur a fee. Any breach of payment beyond 60 days will result in suspension of enrollment if not communicated with the office and an alternate payment plan agreed upon. Failure to communicate will result in assumption of default and steps will be taken to recover payments owed.

## **Returned Payments**

Declined or returned payments will be charged a \$25 fee.

## **Tuition Discounts**

- Tuition discounts are available for families with 3 or more students enrolled, families whose main source of income is from full-time vocational ministry, or New Song staff. Discounts cannot be combined and apply to tuition only and not to fees or electives. Please check with the office to see if your family qualifies for a discount.
- Rates, payments, and registration for enrichment classes offered by NSCA teachers are handled directly between teachers and families. NSCA discounts do not apply.

## **Payment Options**

- Tuition payments are handled through Facts Tuition Management System and require a method of payment on file as all tuition payments will be automatically deducted. We recommend using your bank account as credit cards will incur a fee.
- Payment methods can be changed up to 2 business days before the payment is withdrawn. You may make these changes in Facts Parent Portal or by calling Facts Tuition Management.

## **ACADEMICS**

Home-based instruction plus supplemental instruction two days per week at NSCA, equals a strong education model and prepares students for future learning environments. Students' first priority on non-academy days should be home instruction for subjects not being taught at NSCA, followed by completion of academy work.

### **Elementary (PreK-5<sup>th</sup>)**

Parents with students in K-5<sup>th</sup> are responsible for choosing and teaching their own Language Arts (reading, writing, penmanship, spelling, grammar, and vocabulary) and Math programs. Subjects covered by NSCA include History, Art, Science, Hispanic Culture, and Writing. (The writing class at NSCA is supplemental to what the parents will be teaching in their language arts program at home.) In

PreK-2<sup>nd</sup>, NSCA provides some practice in reading and math to allow for extra practice, but it is supplemental to the parent's Language Arts and Math programs taught at home. **Students not receiving adequate instruction in Language Arts and Math at home may not progress with their grade level.**

### **Middle Division (6<sup>th</sup>-8<sup>th</sup>)**

Students are required to take History, Science, Writing/Grammar, and Literature/Vocab. Students have the option to take Math as an elective during the program day. If Math is taken, the Middle Division program provides a comprehensive curriculum. However, parents are responsible for ensuring that their students are satisfying the homeschool requirements of their state of residence.

### **High School (9<sup>th</sup>-12<sup>th</sup>)**

Students attend for the full day on Mondays and/or Wednesdays. Classes are offered once/week for a 90 minute block. Two-day/week attendance is highly encouraged for 9th and 10th grade students while 11th and 12th grade students may have earned enough high school credits that attendance one day/week meets their needs. Parents are responsible for ensuring their student will meet the graduation requirements for their state of residence.

## **ACADEMIC EXPECTATIONS**

Each homeschool family has a different standard for learning; however, NSCA also has a corporate standard for education. Listed below are the academic expectations that NSCA has for students. If a student consistently does not comply with these expectations, the student may be asked to withdraw from the program.

### **Course Attendance**

PreK- 8 students are required to participate in all courses with the exception of electives. Students will not be allowed to opt out of a class unless a learning challenge is demonstrated. Documentation will need to be submitted and approved by NSCA's administration to release a student from any class.

High school students may enroll in classes that meet on both Monday and Wednesday or choose classes that meet on either Monday or Wednesday. Once enrolled in a class, students are expected to attend every scheduled class session unless excused.

### **Class Preparedness**

Students are expected to have all books and supplies necessary for each subject prior to the start of class. Failure to do so may result in a lowered grade and further discipline.

### **Academic Progress Monitoring**

Quarterly progress reports are issued to all students. We desire to see each student progress spiritually, academically, behaviorally, and emotionally. Parents are responsible for supplementing any area of academic weakness as they see fit. If assistance is needed, please contact Bettye Chady for PreK-8<sup>th</sup> and Amber Brockway for High School. Should concerns about student progress arise, a conference will be scheduled. Class placement and progression is at the discretion of academy staff.

### **High School Academic Probation**

- High School students will be placed on academic probation for a D (below 70%) on a quarterly progress report, or for repeatedly not turning in work.
- A parent conference will be scheduled to develop a plan for improvement.
- If a student improves the following quarter but is not earning a C or above, another quarter of academic probation will be allowed with an updated plan for improvement.
- If the grade is still not brought up to a C or above after the second quarter of academic probation, the student may be dismissed from the program. This does not release the student from the yearly tuition agreement.

### **Grading Scale**

PreK-2<sup>nd</sup>: O=Outstanding      S=Satisfactory      NI=Needs Improvement

3<sup>rd</sup>-12<sup>th</sup> Grade: A 90-100%      B 80-89%      C 70-79%      D 60-69%      F 59-0%

### **Parent Expectations**

Student success at NSCA relies heavily on the active participation of our students' parents. Please be prepared to meet the expectations and requirements listed below in order to assure your students' best experience at NSCA.

- **Parents must keep up with each student's progress on a daily basis** by following syllabi provided for each class and checking email for teacher communications. Please check your students' grades in Facts Parent Portal regularly. If you are uncertain how to access your account, please contact the office.
- **Parents are required to keep annual records of their student's progress.** As a homeschooling family, you are responsible for tracking and recording your student's annual grades. **If your student transfers to a different program after leaving NSCA, you are responsible for providing progress reports & records that may be requested by the new school or program.** Each quarter NSCA will provide each student with a digital progress report that reflects grades for work done at NSCA only. The grades provided by NSCA are to be used as a guide for your overall grades that you choose to give to your student(s) as their primary educator
- **Parents are responsible for creating a transcript for their high school students.** Parents should save a copy of each quarterly syllabus. NSCA is available to help in the process if needed.
- **Parents are needed to volunteer throughout the year with various events and activities.** The Academy Coordinator will send out sign-ups with these opportunities as needed. We really appreciate the help of our parents!
- **All families are required to participate in fundraising activities. Our fundraisers are a necessity for our program and keep tuition costs affordable.** Questions regarding the participation policy can be emailed to [swoosley@newsonglouisville.org](mailto:swoosley@newsonglouisville.org)
  - Our annual Partnership for Education fundraiser occurs in the Fall.
    - High school families are to acquire a minimum of one sponsorship for the event.
    - High school students are required to serve the night of the event.
    - If a family does not meet the participation criteria mentioned above, a fee of \$500 will be charged.
  - Our annual Race for Education fundraiser occurs in the Spring.

- Families are to provide, at minimum, 20 address labels for participation in the Race for Education fundraiser.
- If a family does not meet the participation criteria mentioned above, a fee of \$500 will be charged.

### **Syllabus of In-Class and At-Home Work**

All students will receive a quarterly syllabus prior to the start of each quarter that will show work covered in class and work to be done at home. Students in grades PreK-2<sup>nd</sup> will receive one syllabus with all subjects. Students in grades 3<sup>rd</sup>-12<sup>th</sup> will receive a separate syllabus for each subject. (See example p. 23.)

### **Homework & Tests**

We believe homework and tests are a helpful part of learning that equips students well for the future.

- Students are responsible for completing all assignments according to their teacher's instructions and turn them in on time (unless absent). It is at each teacher's discretion to accept late work and how much credit to give.
- Students are expected to do their own work and not copy someone else's answers.
- Students may not take the words of someone else and claim them as their own (plagiarism).
- **Students may not utilize AI to complete any homework assignments or tests.**
- Students who choose to cheat on an assignment will receive an automatic zero. (Please see the discipline policy for more information about how cheating is dealt with.)

### **ABSENCES**

Please email the NSCA office at [kpriddy@newsonglouisville.org](mailto:kpriddy@newsonglouisville.org) for PreK-8, [swoosley@newsonglouisville.org](mailto:swoosley@newsonglouisville.org) for High School, WhatsApp, or call at (502) 243-4064 when your student is absent.

- Each student is an important part of our learning environment. Consistent attendance is vital to academic success and community participation. A student's learning potential is at its height if a student is present for all classes.
- It is the student's responsibility to get notes and any additional worksheets, etc. from days missed in order to complete the work assigned on the syllabus. You may do so by contacting the office and requesting work to be picked up during NSCA program hours or by contacting the teacher.
- Assignments missed on excused absence days will be due two NSCA days following the last day absent for PreK-8<sup>th</sup>. For High School, assignments given on the day a student is absent are given one week extra to complete; students are expected to complete the work assigned the week they return on time.
- If a student has missed class six or more times in a quarter, the teacher is unable to properly evaluate his/her participation and an incomplete will be issued. The parents must then evaluate the student without the help of the teacher.
- If classes are canceled due to weather or short-term reasons (two weeks or less), the in-class work assigned on the syllabus must still be completed. Teachers will communicate additional information as needed.
- Teachers may use their discretion to grant additional time for assignments when special circumstances may justify it.

- Students must communicate with teachers at all times and not assume that the reason for turning in an assignment late is valid.

## **TARDIES**

**PreK-12<sup>th</sup> homerooms begin at 8:45 am. (Doors open at 8:30.)**

**If your student arrives late, you must come to the office to sign them in.** Please understand that late arrivals are disruptive. If a student is repeatedly late, contact with the parent will be made so that a pattern of consistent tardiness will not continue.

## **EARLY DISMISSAL**

Parents may occasionally need to pick up a student before dismissal. If any class time is missed, please follow the same guidelines as listed above for absences. Early dismissal can be disruptive to the learning environment, so families are asked not to fall into a pattern of consistently picking students up early. **A parent or guardian must sign their student out from the office when picking up early.** High School students who drive themselves may be dismissed early with parent notification to the office.

## **PERSONAL APPEARANCE CODE**

In I Corinthians 6:19, we are told that the body given to us by God is indeed the “temple of the Holy Spirit,” and that, young or old, we are to be an example to others “in word, in conduct, in love, in spirit, in faith, and in purity” (I Timothy 4:12). The message we communicate to others about ourselves and about our Lord can be greatly affected by our dress. Following NSCA’s Personal Appearance Code also helps reduce classroom distractions.

### **PreK-8<sup>th</sup> General Guidelines**

- Wear clothing that is comfortable for playing outside.
- Clothing should be appropriate for current weather conditions. (Students have outside recess as long as it’s at least 35 degrees and dry.)
- Shoes must be comfortable for playing outside. (No flip-flops or high heels please.)
- Clothing must be modest, clean, neat, and properly worn.
- Undergarments must not be visible.
- Body piercing is not acceptable, except for pierced ears on girls.
- Caps/hats are not allowed unless outdoors during recess on cool days.
- Hair may not be dyed an unnatural color.
- Pants and shirts should completely cover the torso.
- Skirt and dress length should be no shorter than 6-inches from the crease in the back of the knee.
- Leggings/Yoga Pants may only be worn under skirts or dresses.

This Personal Appearance Code is not exhaustive. Administration reserves the right to determine whether a student's appearance or attire is consistent with the expectations and spirit of NSCA. Parents may be asked to provide a change of clothing if a student's attire is determined to be inappropriate.

## **PreK-8<sup>th</sup> Uniform Code** (for all class days unless otherwise specified)

### **Tops \*\*\*LABEL all sweatshirts, sweaters, jackets, etc. with your child's name\*\*\***

- All tops must be official NSCA spirit wear.
- No non-NSCA shirts or sweatshirts.
- Solid earth-tone cardigan sweaters or zip-front lightweight jackets are permitted.

### **Bottoms**

- Solid earth-tone pants, shorts, skorts, skirts, or denim in earth-tone colors are permitted. (Examples: khaki, brown, olive, tan, black, gray, or navy. Colors such as pink, turquoise, bright red or bright green are not permitted.)
- Rips, tears, or holes in denim must not extend higher than 6 inches above the crease at the back of the knee.
- Solid, earth-tone athletic pants without large logos are permitted.
  - Oversized or baggy sweatpants, flannel pants, pajama pants, yoga pants, and leggings worn as pants are not permitted.
  - Athletic pants may have subtle side stripes.
- Playground/vanity shorts, leggings, or tights must be worn underneath skirts or jumpers.
- Shorts, skirts, and skorts must be no shorter than 6 inches above the crease at the back of the knee.
- Slits in skirts must not extend higher than 6 inches above the crease at the back of the knee.

### **Dresses**

- Solid earth tone color jumpers or overalls may be worn as long as they have an NSCA shirt underneath.
- Playground/vanity shorts, leggings, or tights are to be worn under dresses.
- Length must fall no higher than 6-inches above the crease in the back of the knee.

### **Socks/leggings/tights**

- There is no uniform requirement for socks. (Colors and patterns are acceptable.)
- Leggings/tights must be any solid color (no patterns) and may only be worn under dresses or skirts.

### **Outerwear \*\*\*LABEL all coats, hats, gloves with your child's name \*\*\***

- Coats, hats, and gloves worn during drop-off/dismissal and recess. They may not be worn in class.

## **High School Personal Appearance Code**

- Clothing must be modest, clean, neat, and properly worn.
- T-shirts promoting or advertising drugs, alcohol, tobacco, profanity, or anything not in keeping with Christian principles may not be worn.

- Piercings are allowed in the ear or nose only.
- Hair should be clean, well-groomed, and not obstruct a student's vision. .
- Caps/hats/beanies are allowed as long as they do not cover the face or eyes.
- Shirts must be long enough to cover the torso.
- Shirts must have sleeves.
- Pants that fall below the waistline or expose undergarments are not allowed.
- Appropriate undergarments must be worn and may not be visible.
- Clothing should fit appropriately and may not be excessively tight, sheer, or transparent.
- Tops must not be low-cut, cropped, or tied to be shorter at the waist unless a shirt or tank top is worn underneath.
- Jeans or pants with holes may be worn ONLY if the holes are at the knee or lower unless the hole has fabric behind so that bare skin is not seen.
- Shorts, skirts, dresses, and skorts must be at least fingertip length.
- Leggings may only be worn as long as the shirt worn is long enough to completely cover the backside.
- Blankets are not allowed to be worn or used on campus.

This modesty code is intended to provide general guidelines rather than address every possible style or trend. In situations not specifically covered, administration reserves the right to determine whether attire is consistent with the expectations of NSCA.

## COMMUNICATION

### **Facts Family Portal**

Facts (formerly known as Renweb) is NSCA's online platform for checking student grades, assignments, family directory, and staff directory. It is available via app on smartphones and tablets and via web browser. Parents/guardians will be given one log-in for accessing information on all their enrolled students. High School students will have a student log-in which requires that they have their own email or a separate email from their parents' emails. (Only student log-ins are able to utilize web tests.)

### **Email**

**Check your email regularly to ensure you don't miss important communications from teachers and the office.**

### **Messaging**

NSCA uses WhatsApp for important announcements and information that needs to get to parents quickly. You can access WhatsApp via smartphone, tablet, or computer app or via your web browser.

### **Facebook**

NSCA has a Facebook **Page** and a Facebook **Group**:

- The **Page** is *public* and for current families, prospective families, and anyone else who is interested in announcements and news from NSCA. It can be found by searching for "NSCALouisville" on Facebook.

- The **Group** is a *private, members-only* interactive group called “**New Song Christian Academy-Louisville.**” Members are current NSCA families only. The group is for sharing photos of Academy events, buying/selling curriculum and uniforms, finding families to carpool with, and other New Song related topics.
- **Update your settings to receive notifications for each so you don’t miss any of the fun!**

### **Issues and Concerns**

Throughout the year, parents or students may have issues or concerns that arise. In order for NSCA to be the best possible partners with our families, we ask that you please contact Director Amber Brockway or PreK-8<sup>th</sup> Assistant Director Bettye Chady to discuss. It’s possible that we are unaware of something that should be brought to our attention right away without the delay of discussing it with other parents first. Fellow parents may not know the correct answers to your questions. We feel that it is in everyone’s best interest to approach the Academy administration directly and quickly with any problems or concerns you may encounter.

### **Invitations to Parties**

Party invitations may not be passed out at NSCA unless the entire class is invited. You may refer to the Family Directory in the Family Portal for other families’ contact information. **Note: The Family Directory may not be used for solicitation purposes.**

## **DISCIPLINE AND CONDUCT**

---

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

### **Conduct Expectations**

Students are expected to conduct themselves in a way that honors God, themselves, their families, and NSCA. Students are expected to:

- commit to having an open heart toward God and their leaders.
- value community by participating fully in chapel, life group, and classes.
- show respect to the faculty, staff, and adult leaders at NSCA by listening and following instructions.
- show respect for fellow students through kind words, thoughtful actions, and by being inclusive of others.
- be truthful and honest.
- help take care of campus property.

### **Unacceptable Behavior**

Behaviors listed below are unacceptable and may result in disciplinary action taken.

- Disruption in Class- Students are expected to conduct themselves in a manner that supports learning and allows others to do the same. Repeated disruptions or behaviors that distract from instruction will not be permitted.
- Disrespect- Respect for authority is an important part of developing Christ-like character, and

respect for fellow students is essential to building a positive school community. Students are expected to demonstrate respect through both their words and actions. Disrespectful speech, attitudes, or behaviors toward faculty, staff, volunteers, or fellow students will not be permitted.

- **Disobedience**- Obedience is a quality that honors God and contributes to a safe, orderly, and respectful learning environment. Students are expected to respond promptly and appropriately to the instructions and directions of teachers and staff. If a student needs clarification or has a concern about a request, they should communicate respectfully with the teacher or staff member. Willful disobedience or refusal to follow directions will not be permitted.
- **Dishonesty**- Honesty is the foundation of trust and is essential to maintaining strong relationships within our school community. Students are expected to be truthful and demonstrate integrity in both their words and actions. Lying, stealing, cheating, or any other form of dishonesty undermines that trust and will not be permitted.
- **Destruction of Property**- Students are expected to respect both personal property and school property. Damaging, defacing, or misusing property violates the rights of others and is not acceptable. If a student causes damage to property, whether intentionally or accidentally, appropriate restitution may be required.
- **Public Displays of Affection** - Students are expected to demonstrate Christ-like respect and self-control in all interactions with others. Public displays of affection are not appropriate on campus or at school-sponsored activities and may distract from the learning environment. Holding hands, prolonged embraces, kissing, or other romantic physical contact are not permitted.

### **Prohibited Items**

We request no role-playing/trading cards such as Pokemon, Yugioh, D&D, etc. or any toys be brought unless requested by the teacher for class.

The following items are never allowed on campus. Even off-campus, inappropriate use of these items could result in discipline if staff feels the safety and/or moral standards of NSCA are affected:

- Illegal drugs (prescription or over-the-counter medication may be administered by the office)
- Alcohol
- Tobacco products including “e-cigarettes”/Vapes
- Pornography
- Weapons
- Violent materials (any book, image, drawing, etc. that is unrelated to schoolwork and promotes violence that rejoices in evil, is used to inspire fear, or is degrading to a person’s humanity.)
- Commerce (selling) of any of the prohibited items listed above

### **Discipline Procedures**

The consequence of not abiding by the conduct expectations listed above will result in discipline.

Discipline will be carried out in a way that encourages students to choose to walk with integrity and will not be used to shame or humiliate. At no time will a faculty member use any form of physical discipline when correcting a child; however, it could be appropriate to physically restrain a child that is hurting himself or others or needs to be moved because of safety issues.

- **Elementary Discipline** (PreK-5<sup>th</sup> grade):
  - Colors of the stop-light are used to communicate discipline for misbehavior. Students will be given age-appropriate verbal warning to ensure that he/she understands the conduct

- expectations.
    - Each day, students will begin with green. If a student fails to follow the conduct expectations after the point of understanding, he will be moved to yellow and put in time-out for 3-5 minutes. If a student fails to follow conduct expectations again, he will be moved to red and will have a loss of recess time (partial or complete, depending on age-appropriateness or the seriousness of the misbehavior). Students may also be given “silent lunch,” which is lunch time away from fellow classmates, administered by the administrative office. “Silent lunch” may span just lunch, or both lunch and recess.
    - If the behavior continues, parents will be notified. If a student is moved to red, a discipline report will be issued.
  - Middle Division and High School Discipline (6<sup>th</sup>-12<sup>th</sup> Grade):
    - Students will be given verbal warnings when appropriate.
    - Repeat offenses will result in a loss of lunch with classmates and a parent notification.
    - Repeat or serious offenses will result in a parent notification and discipline report.
  - Discipline reports (all grades):
    - It is the expectation of NSCA that a parent who has been notified of a discipline report has appropriately addressed the issue with the student at home.
    - A copy of the report will be kept in the student’s file.
  - Personal Appearance Code Violations:
    - Students are expected to follow the Personal Appearance Code. The first time the code is disregarded, a reminder will be given to the student. If the issue continues, the office will call parents to request a change of clothes be brought.
    - Modesty violations will not be issued a warning; parents will be asked to bring appropriate attire to the student immediately.
    - Parents must help enforce the Personal Appearance Code by checking to see what students are wearing before they arrive at NSCA.
  - Discipline for Cheating:
    - Students who choose to cheat in class or at home will receive an automatic zero on that assignment, quiz, or test. (This includes the use of AI to complete assignments.)
    - Students who cheat twice in one year will be suspended from classes for one day.
    - Further cheating will result in academic probation.
  - Extreme Cases (all grades):
    - If a student’s behavior has reached a point in which NSCA feels the need to immediately address an issue with the parents, parents will be called and asked to come in.
    - If a pattern of unacceptable behavior continues, the parent and student will be required to have a conference with the Director or Pastor to create a plan of action for a change of behavior.
    - NSCA reserves the right to suspend or ask a student to withdraw from NSCA if a student has demonstrated inability or unwillingness to abide by the conduct expectations of NSCA. If a student is asked to leave NSCA, this will not release the parents from the Tuition Agreement.
-

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

## **CAMPUS POLICIES**

---

### **Program and Office Hours**

- Doors open for PreK-12 at 8:30 am.
- PreK-8 classes meet on Tuesdays and Thursdays from 8:45a-2:35p.
  - Afternoon dismissal is from 2:35-2:55p.
  - After-hours electives and enrichment classes are typically from 2:35-3:35, but please confirm with the teacher.
- High School classes meet on Mondays and Wednesdays 8:45a-3:35p.
- The Academy office is open Mondays through Thursdays 8:00a-4:00p during the academic year. The office is open during Summer, days/times may vary, but are typically Tuesdays-Thursdays 9:00a-3:00p.

### **Lunch and Allergies**

- **Lunch:**
  - Families need to provide all students with a packed lunch (students in PK-2<sup>nd</sup> also need a separately packed snack). Due to time and space constraints, PreK-8 students are not permitted to use the refrigerators or microwave. Lunches should be non-perishable (or packed in an insulated bag with an ice pack) and ready to eat.
  - Filled water bottles are encouraged (label with name and grade).
- **Allergies: NSCA is not a nut or allergen-free facility.**
  - Our building facilitates a church, not just the NSCA program, so trying to offer our families a sense of protection by banning certain foods is not possible since we are unable to guarantee that another ministry of the church has not brought in those foods and disposed of them and cleaned up spills improperly.
  - **If your child has a food allergy, please let us know.** Lunch Monitors will attempt not to seat students with allergies next to students who have lunches that contain items your student may be allergic to. Tables are also wiped down between classes, making it less likely that your student would come into contact with food brought in by a prior class.
  - Students with a severe or potentially life-threatening allergy must provide NSCA with an epi-pen to be kept in the office. Faculty and Lunch Monitors have been trained on the use of the epi-pens. In the event that your student requires the use of an epi-pen, NSCA is required to call 911. Parents will also be notified immediately.

### **Closing and Early Dismissal**

- There may be times when NSCA is unable to operate classes on a regularly scheduled day. Most closings are due to inclement weather that cause hazardous driving conditions or a power outage at NSCA.
- Any closings or delays will be listed on WAVE-3 television and can be viewed at [www.wave3.com](http://www.wave3.com). You will also receive an email and a text message (via WhatsApp if you are signed up).
- When roads are bad due to ice and snow, we tend to base our decision to close or delay classes on the decision made by Oldham and Jefferson County schools; however, **we do not always**

**follow the county schools' closing schedules.** Please do not assume that we are closed if county schools are closed. Look for a WhatsApp message or email from NSCA.

- If we decide to remain open, you are still encouraged to use your own judgment to decide if travel is safe. If you feel that you are unable to safely travel to NSCA, please let us know, and it will be treated like a regular absence.
- In the event that classes are canceled due to weather, students are expected to follow the syllabus and complete the in-class work and homework assigned for that day. If students are unable to complete the syllabus due to hardship at home, parents should communicate with the teachers, and the day will be treated as an absence.
- Please follow the NSCA calendar ([www.nscalouisville.org](http://www.nscalouisville.org) or Facts) for scheduled holidays, breaks, and early dismissal days. We do not follow any school closing schedules such as Election Day, school in-service days, etc.

### **Emergency Situations**

- NSCA will take every reasonable precaution it can to keep students safe; however, sometimes situations outside of our realm of control can arise. If an emergency situation arises, parents will be notified as soon as possible.
- **Individual medical emergencies:** All families have filled out a medical information form in the online enrollment packet which lists special needs, allergies, and insurance information. If a student needs medical attention for a situation that is not life-threatening, parents will be called and asked to decide what medical care is needed. If NSCA feels that 911 needs to be called immediately, parents will be notified and given instructions about how to get to their child.
- **Weather emergencies:** NSCA has implemented emergency procedures for tornado warnings. Each year, we go through safety procedure drills with our staff and students. Please understand that once a tornado warning is issued and we have moved to our places of safety, the building will be in “lockdown” and early dismissal will not be possible until the warning is lifted. Removal of students in the middle of an emergency situation places staff and students at risk, and increases fear and panic among students, which limits our ability to keep them safe. If you are uncomfortable abiding by this policy, you may consider keeping your child at home when severe weather is likely and bringing your child in when the threat of severe weather is over.
- **Fire/Building Evacuation:** NSCA has implemented emergency procedures for times when the building may need to be evacuated due to fire or other unsafe conditions. Each year, we go through safety procedure drills with staff and students in order to keep everyone as safe as possible during those situations. In the event of an evacuation, parents will be notified and given instructions about how to pick-up their students.
- **Intruder Emergency:** NSCA has implemented emergency procedures for the presence of a person who is not authorized to be in the building or on campus.

### **Student Driver Policy**

In order for a student to drive on their own to and from NSCA, a signed (by student and parent) Student Driver Agreement must be on file in the office. Students are only permitted to drive if they agree to all terms listed in the agreement.

Students must agree to turn their keys in to the office upon arrival and pick them up after dismissal. Students may not drive any other students unless written permission is given by both students' parents. If a student needs access to their car during the school day, he/she must go through the office first. If any

of this agreement is not followed, students may lose the opportunity to drive to and from NSCA.

### **Cell Phones and Electronic Devices**

- **PreK-8<sup>th</sup>**

- PreK-8<sup>th</sup> students may not bring cell phones or smart watches to NSCA. The office has a landline available if your child needs to call you during the day. If your child needs to have their phone with them for activities after they leave campus, a student must bring the phone/device to the office for the day. The student is responsible to pick it up as they are leaving. If a student is found with a phone or smart watch, it will be brought to the office for the parent to pick up at the end of the day and a Discipline Report will be issued. Please contact the office to ask about approved electronic wearables.

- **High School**

- Cell phones are devices used by most of us on a regular basis. While they can be a helpful tool, they can also be a distraction and endanger students. We seek to provide a safe environment which includes protecting our students from unnecessary distractions that interfere with learning as well as from content that would hinder their relationship with God and others.
- High School students are permitted to have a cell phone on campus under the following conditions:
  - Cell phones will be checked in at the office immediately upon arrival.
  - Cell phones will remain in the office until dismissal.
  - If a teacher permits the use of a cell phone during class for a project, the teacher will notify the office and the phone will only be allowed in the student's possession during the class activity.
  - If a student does not own a cell phone or bring one to campus, parents must notify the office.
  - If a student is found with a cell phone on their person or in their backpack, bag, crate, etc:
    - 1st time: The phone will be sent to the office, a behavior report will be issued, and the student may pick it up at the end of the day.
    - 2nd time: The phone will be sent to the office, and a parent must come into the office to pick it up at the end of the day.
    - 3rd time: This has become a discipline issue and will be handled accordingly.

- **Electronics**

- PreK-12<sup>th</sup> students are not allowed to bring cameras, iPods, Ipads/tablets, e-readers, laptops, or video games unless given permission from the teacher for a specified reason. If a student is found with an electronic device, it will be brought to the office for the parent to pick up at the end of the day and a Discipline Report will be issued.

- **Wifi is for New Song staff only.**

### **Extra Recreational Items**

Please DO NOT bring skateboards, scooters, roller blades, or shoes with wheels. Fidget spinners, thumb chucks, and slime are also not permitted. If extra sports equipment is brought from home for use during recess, it is the responsibility of the student to transport and keep out of the way (and not a distraction) in the classroom.

### **Extra Items Brought on Campus**

Musical instruments, overnight bags, or class projects may NOT be left in the office. If possible, students must be responsible for the items and the items must be supervised by the student throughout the day. In some cases, students may leave items in the foyer if permission is obtained from the office, but the office cannot be responsible for keeping watch over the items.

### **Lost and Found**

- **Please label all your child's belongings including jackets, coats, and sweatshirts.**
- Found items are placed in the labeled basket in the office.
- Unclaimed items will be donated.

## **ILLNESS**

---

### **Well Child Policy**

- NSCA may request that students be picked up and kept at home if we feel that students exhibit symptoms of contagious disease. In some situations, NSCA may ask for written clearance from a physician before accepting students back to class. NSCA asks that you keep your child at home if they have had the following symptoms within the last 24 hours:
  - Temperature of 100 degrees or higher
  - Severe cold symptoms including significant coughing
  - Runny nose if the discharge isn't clear
  - Diarrhea or vomiting
  - Any rash or suspicious looking skin condition that hasn't been cleared by a physician
  - Pinkeye, colored discharge from eyes
  - Lice/nits (please keep students home for 5 days following discovery)
- If a student exhibits any of these symptoms during classes, parents will be notified and asked to pick up their student. **Please have a plan in place to be able to quickly pick up a sick child if necessary.** NSCA does not have extra staff or a room for sick children to wait in for long periods of time. Please be considerate of the staff and other families. If you believe there is a chance your student may be contagious, please keep that student at home.
- If a student complains of illness but is not exhibiting any of the symptoms listed above, parents will be notified and given the opportunity to decide how to proceed. NSCA can administer over-the-counter medicine as approved by the parents when needed. Students who are continually in the office requesting help for minor complaints distract the administrative office from the work they need to do and disrupt classroom time, so please discuss with your student what types of needs require help and which ones can reasonably be tolerated by a student until classes are over.



# Appendix



## **New Song Christian Academy Staff Responsibilities 2026-27**

### **Administrative Staff**

- **Pastor Jeff Lamont, New Song Christian Fellowship Senior Pastor**
  - Chapel, NSCA Board
- **Pastor Bert Moore, New Song Christian Fellowship Associate Pastor**
  - Budget, building maintenance, discipline, and NSCA Board
- **Tracy Lamont, Executive Director**
  - NSCA Board
- **Amber Brockway, Director**
  - PreK-12 Administration, teacher hiring and assessment, curriculum, budget, tours, family interviews, discipline, counseling, student accommodations
- **Bettye Chady, Asst. Director PreK-8th**
  - PreK-8th administration, teacher hiring and assessment, subs, curriculum, student assessment and accommodations, discipline, tours, family interviews
- **Karina Priddy, PreK-8 Office Administrator**
  - PreK-8 office, communication, WhatsApp, GoMad, High School Hangouts, events, fundraising
- **Grace Romo, PreK-8 Coordinator**
  - Events, fundraising, spiritwear, lunch & recess monitors, volunteers, arrival/dismissal
- **Sara Woosley, HS Administrator, Finance**
  - Tuition, enrollment, Facts, website, budget, High School office
- **Jessica Feltes, HS Coordinator**
  - GoMAD, HS Hangouts, volunteers, spirit wear
- **Karla Moore, New Song Christian Fellowship Staff**
  - NSCA payroll

### **Early Elementary Teaching Staff:**

- PreK – Marissa Aguilar
  - Kindergarten – Sandy Sherrill
  - 1<sup>st</sup> Grade – Amy Iden
  - 2<sup>nd</sup> Grade – Shallyn Sandquist
-

- K-2<sup>nd</sup> Grade Spanish Culture - Heather Rivera
- PreK-2 Floater - Lisa Preuett

#### **Elementary Teaching Staff:**

- 3rd Grade Homeroom and Science – Lisa Johnson
- 4th Grade Homeroom and History – Rachel Kindler
- 5th Grade Homeroom and Writing – Melissa Conley
- Art - Leslie Jones
- Spanish Culture - Heather Rivera

#### **Middle Division Teaching Staff:**

- 7th Grade Homeroom and History - Cathy Williams
- 6A Homeroom and Literature & Vocabulary - Summer Whitney
- Math - Heather Borntraeger
- 8th Grade Homeroom Science - Jessica Feltes
- 6B Homeroom and Writing/Grammar - Caroline Day

#### **High School Teaching Staff:**

- World History - Juanita Brangers
- Bible - Jesse Priddy
- English - Holly Ashley
- Math: Algebra 1 and Elective: Personal Finance - Cathy Williams
- Math: Geometry and Elective: Integrated Personal Development
- Biology: Maria Wagner

#### **PK-8 Lunchroom Monitors:**

- TBD (Tues)
- Landon Brockway (Thurs)

#### **PK-8 Recess Monitors:**

- Joanna Allen (Tues)
- CJ/Johnathan Noe (Tues)
- Bethany Butler (Thurs)
- Gideon/Katie Thurman (Thurs)

## Sample Quarterly Syllabus

|                                         |                                                                                                         |                                                                                                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teacher:</b>                         |                                                                                                         | <b>Contact information:</b> [teacher's preferred contact info]                                                                                                                    |
| <b>Subject:</b> [for grades 3-12]       |                                                                                                         | <b>Best time to reach:</b> [teacher's preferred days and times]                                                                                                                   |
| <b>Quarter:</b> [1st, 2nd, 3rd, or 4th] |                                                                                                         |                                                                                                                                                                                   |
| <b>Date</b>                             | <b>In-Class Work</b>                                                                                    | <b>At-Home Work</b>                                                                                                                                                               |
| <b>Tues</b><br><b>Mar. 17</b>           | [This section tells families what students can expect to work on in class that day; see example below.] | [This section tells families the homework to be assigned in class that day to be turned in the following class day or on a later date if specifically indicated by the teacher.]* |
| <b>Thur</b><br><b>Mar. 19</b>           | <i>Example:</i><br>Lesson 6<br>Lab – Eggs                                                               | <i>Example:</i><br>Unfinished work<br>Reading Lesson 7 – all                                                                                                                      |

*\*Note that the homework is listed on the date assigned, not the date due.*

## **Homeschool Resources**

*(Clickable links may be found under “Resources” at [www.nscalouisville.org](http://www.nscalouisville.org))*

Sample Letter of Intent to Homeschool (from Ky Dept of Education)

[Kentucky Home School Information Packet](#)

Homeschool Legal Defense Association

<https://hsllda.org/>

Indiana Association of Home Educators

<https://iahe.net/>

Home for His Glory

HFHG is a local homeschooling network that provides support and activities for homeschooling families in the greater Louisville area.

<https://homeforhisglory.org/>

KY High School Graduation Requirements

[Minimum High School Graduation Requirements - Kentucky Department of Education](#)

*NSCA cannot guarantee the accuracy of the information posted on any of the suggested websites; these sites are suggested for informational purposes only and do not necessarily reflect the beliefs of NSCA.*

## **Copy of Parent Agreement from the Enrollment Application**

- I/We confirm that all information provided on this application is true and correct.
- I/We give permission for NSCA to receive any records requested for enrollment.
- I/We understand all reasonable safety precautions will be taken at all times by New Song Christian Academy Louisville and its agents during Academy events and activities, and I/we understand the possibility of unforeseen hazards and know the inherent possibility of risk.
- I/We agree not to hold New Song Christian Academy Louisville, its teachers, its employees, or its volunteer staff liable for damages, losses, disease, or injuries incurred by the subject of this form.
- I/We commit to do the following:
  - Support the vision, purpose, and traditional Biblical values of NSCA and to support the authority of NSCA staff.
  - Attend NSCA school-wide meetings and parent/teacher conferences initiated on behalf of my child.
  - Partner with NSCA by communicating with teachers and staff, by helping my child to complete assignments on time, and by purchasing the books and materials needed for class.
  - Pay all registration, administration, or supply fees requested and to pay tuition on time.
  - Help with NSCA volunteer needs during the year
  - Abide by the homeschool laws of our state of residence.