

# Student-Parent Handbook



2025-2026  
School Year

# Welcome & Foundations

## Welcome Message

Dear NSCA Families,

God's blessings to each of you as we begin the 2025–2026 school year at New Springs Christian Academy (NSCA)! We are so thankful that you are part of the NSCA family. It is only by the grace of God that our school exists today—He has been so faithful!

At NSCA, our mission is to partner with parents in the ministry of Christ-centered education, equipping students to grow in both knowledge and faith. Every child is prayed for and deeply valued as one who is *“made holy, chosen, and dearly loved”* (Colossians 3:12).

Thank you for entrusting us with your student's academic and spiritual journey. It is our joy to walk alongside families as, together, we raise up the next generation of Christ-followers. We are excited for the year ahead and confident that God will do more than we could ask or imagine as we trust Him together. Please never hesitate to reach out to me with questions!

With gratitude and joy,

**Laurie Prewitt**

Administrator, NSCA

[lauriep@newspringswi.com](mailto:lauriep@newspringswi.com)

## Our Story

New Springs Christian Academy began as a step of faith. In early 2025, a group of parents and educators sensed God stirring their hearts to provide a school where children could learn through a biblical worldview. Trusting the Lord's leading, they moved forward in prayer, believing that He would open the right doors.

What followed was nothing short of miraculous. In a matter of months, God brought together families, teachers, donors, and resources—each piece fitting together in His perfect timing. What began as a burden on a few hearts quickly grew into a movement that only God could accomplish.

From classrooms to curriculum, every part of NSCA's foundation was built through God's provision. The story of our beginning is a testimony to His faithfulness, and it reminds us that He who started this work will continue to guide and bless it for generations to come.

## Mission Statement

At New Springs Christian Academy, our mission is simple and central:

**To honor God by providing Christ-centered academic excellence that equips students for a life of faith, service, and leadership.**

Everything we do flows from this mission—whether in the classroom, on the playground, or in the community.

## Vision Statement

Our vision is to see students graduate as committed Christ-followers who:

- Serve others with integrity,
- Positively influence their communities, and
- Live out a biblical worldview in every area of life.

## Core Values

- **Faith-Based Learning (Proverbs 1:7):** We integrate God's Word into every subject so that all learning points students toward Christ.
- **Academic Excellence (Proverbs 4:7):** We encourage diligence, critical thinking, and problem-solving as students develop strong study habits and skills.

- **Character Development (2 Peter 1:5–7):** We teach and model integrity, compassion, teamwork, and respect, helping students grow into leaders who honor God.
- **Stewardship (1 Peter 4:10):** We care for the resources God has given us and use them wisely to bless others.
- **Honor (Galatians 5:14):** We value healthy relationships, showing love and respect within our school family and beyond.
- **Accountability (Colossians 3:23):** We encourage students to take responsibility for their choices and to work wholeheartedly for the Lord.

## Curriculum & Philosophy of Education

At NSCA, we believe in educating the whole child—mind, body, and spirit. Our goal is not only academic growth but also spiritual maturity and Christlike character.

We provide a hands-on, multi-sensory learning environment where curiosity is encouraged and every subject is taught through the lens of Scripture. By pointing students to the truth of God's Word, we prepare them to see the world through a biblical worldview and to live faithfully in it.

### Faith-Based Curriculum

God and His Word are the foundation of all we do at New Springs Christian Academy. Our mission is to provide a Christ-centered education that equips children to grow in faith while excelling academically.

We do not follow the Common Core Curriculum. Instead, our students are trained in Apologetics and Biblical truth, learning how to defend their faith and boldly live out God's Word.

Our prayer is that every student will leave NSCA with strong academic skills, a biblical worldview, and—most importantly—a personal relationship with Jesus Christ.

# Spiritual Life

## Chapel and Spiritual Life

1. **Quiet Bible Time** – Each morning from **8:00–8:10 AM.**, students and staff gather for prayer and Scripture reading, boldly celebrating the freedom to worship. Students are encouraged to read, reflect, and pray. Guests are welcome to join us, and Bibles will be available for visitors to read at the Welcome Center. To preserve this sacred time, office needs (such as Scrip pick-up) should be handled before or after Quiet Bible Time.
2. **Chapel Services** – Chapel is held on the **first and third Wednesday** of each month (unless otherwise noted on the calendar). This is a special time of worship and biblical teaching.
3. **Student Participation** – Students are expected to participate respectfully during both Quiet Bible Time and Chapel.
4. **Family Involvement** – Parents and family members are welcome to attend Chapel services and will be seated in the designated guest area.
5. **Living Out Our Faith** – Students are encouraged to take part in service projects and acts of kindness that reflect Christ's love in our school, community, and beyond.

## Worldly Topics and Items

1. **Biblical Lens** – At NSCA, all ideas taught, presented, or discussed are filtered through the lens of God's Word and His truth.
2. **Worldly Topics** – While we recognize that families have a variety of home traditions, the following topics are not part of classroom discussions: tooth fairy, Santa Claus, the Easter Bunny, Halloween, violent characters or movies, witchcraft, spells, rituals, zombies, or other similar themes.
3. **School Policy** – NSCA does not acknowledge or celebrate Halloween in any way. Classroom conversations are redirected toward God-honoring discussions.
4. **Parental Choice** – Parents are free to make personal decisions regarding secular celebrations at home; however, valuable educational time at NSCA will not be used for these topics.

5. **Student Materials** – Please be mindful of what your child is exposed to (movies, music, internet, and games). Items brought to school, such as backpacks, lunchboxes, or supplies, should reflect NSCA's Christ-centered values.
6. **Christian Integrity** – Our goal is to protect students' hearts and minds and to point them toward what is good, noble, and pure (Philippians 4:8).

# School Operations

## School Hours

- **Office Hours:** Monday–Friday, 7:30 AM – 3:30 PM
- **Regular School Day:** 8:00 AM – 3:00 PM
- **Half-Day Dismissal:** 8:00 AM – 11:30 AM

## Morning Arrival Procedures

1. Students may arrive no earlier than **7:40 AM**. Extended Care is available at 7:15 AM, by appointment only.
2. Parents are encouraged to use the drop off line (Kindergarten through 8<sup>th</sup> grade).
3. All adults entering the building during the school day must sign in at the front desk and wear a visitor badge while on campus. Parents and guardians dropping off students in the morning do not need to sign in unless they remain in the building beyond the drop-off time.
4. Students are to be done unpacking and in their classroom by **8:00 AM**.

## After School Procedures

- Dismissal is at 3:00 PM.
- Students not picked up by 3:15 PM will go to **Extended Care** (fees apply).
- Extended ends at 5:00 PM.
- Students may only remain in the building under direct adult supervision.

## General Guidelines:

- Students riding buses will be escorted to the designated pickup area.
- Extended Care is canceled in the event of early dismissal due to severe weather or unforeseen emergency.

## Pick-Up & Drop-Off Procedures

1. **Drop-Off Line Directions**

- o Enter Elm Street from the **south** and pull into the NSCA parking lot near the football field/track.
- o The parking lot has **one entrance and one exit at all times**.
- o The line runs **along the school building**, not through the parking lot.
- o Drop-off is at the **front of the NSCA wing**, however students that can **safely walk** on the sidewalk may exit alongside the central building (labeled with "100"), and **walk on the sidewalk** to the entrance.
- o All cars must exit with a **right turn only** to keep traffic flowing.

## 2. **Keep the Line Moving**

- o Say goodbyes **before** it is your child's turn to exit the car.
- o Ensure your child has all belongings ready to go.

## 3. **Dismissal (3:00 PM Pick-Up Line)**

- o Students exit through the main school entrance.
- o Staff escort students to their cars.
- o If you need to buckle your child, exit the line by turning right onto Elm Street, pull along the sidewalk to park, and assist your child there please.
- o Parents may not wait outside the building to pick up children early. If a student needs to leave immediately after school, please notify the office and **sign your child out from the office** inside at or before **2:45 PM**. This allows our pick up line to run smoothly and keep everyone safe.
- o Students walking or riding bikes home, will need to leave after the pick up line is complete (approximately 3:10-3:15 PM). Families waiting for students to walk or bike home with them, may wait between the enter and exit signs on the sidewalk by the set of four trees. As the pick up line ends, parents may walk closer to the entrance to collect their child(ren).

## 4. **Student Safety**

- o Children must use the **sidewalk at all times**.
- o If walking your child in or out, park in the **middle car bank** and walk carefully, as traffic will be present.

## 5. **Parking Lot Courtesy**

- o NSCA shares the parking lot with the **Health Clinic**.
- o **Never park along the front of NSCA building**—those spots are reserved for clinic staff and patients.
- o Be good neighbors by not blocking parking or access please!



# Transportation

## 1. Bus Services

- o Bus services will be available for **Neenah residents beginning in the 2026–2027 school year** through the Neenah Joint School District.
- o NSCA does not have authority or control over bussing, as we are not the contracting party with the bus company.
- o Parents who choose bussing are strongly encouraged to **diligently monitor their child's bus experience**.

## 2. Carpooling Encouraged

- o NSCA encourages families to **carpool whenever possible**, as it:
  - Builds community among students and families.
  - Supports a healthier environment by reducing traffic and emissions.
  - Provides a stable and reliable transportation option.
- o If students are carpooling after school, parents must **notify teachers via email** so that the correct students leave together in the pick-up line.

# Extended Care

## 1. Program Hours

- o Before-school care begins at **7:15 AM**.
- o After-school care is available until **5:00 PM**

## 2. Arrangements

- o Arrangements must be made **in advance** so NSCA can secure appropriate staffing.
- o To enroll or inquire, please contact **Mrs. Laurie Prewitt at lauriep@newspringswi.com**.

## 3. Fees & Policies

- o Children arriving **before 7:40 AM** will be charged.
- o Additional charges may apply for families who are **chronically late** or who fail to pick up at the agreed time.
- o A **late fee of \$1.00 per minute** will be billed for pick-ups **after 5:00 PM**

## 4. Respect for Staff

- o We deeply value the dedication of our Extended Care team. Thank you for your respect, communication, and timeliness in supporting them.

# School Closings

## 1. Weather-Related Closures

- o NSCA will automatically close if the **Neenah Joint School District (NJSD)** closes due to weather.
- o NSCA may also choose to close independently, even if NJSD remains open.

## 2. Parent Choice

- o We recognize some families travel more than **30 minutes** to attend NSCA. Parents always have the right to decide if travel is unsafe in their area.
- o If you choose to keep your child home due to weather conditions, please notify your child's teacher.

## 3. Parent Notifications

- o Families will be notified as soon as possible through:
  - School-wide **email**
  - Local **television stations**
  - (Coming soon) **Text alerts** for immediate updates

## 4. Safety Priority

- o All decisions are made with the safety of students, families, and staff as the highest priority.

# Academics

## Class Information

### Preschool

1. NSCA offers three preschool sessions for children ages 3, 4, and 5.
2. Preschool is an important part of the ministry of NSCA.
3. A separate preschool handbook is provided; questions may be directed to the child's preschool teacher.

### Kindergarten

1. NSCA offers two Kindergarten tracks:
  - o **Full-Day:** Monday–Friday, 8:00 a.m.–3:00 p.m.
  - o **Transitional Schedule:** Full days on Monday, Wednesday, Friday; dismissal at 11:00 a.m. on Tuesday and Thursday.
2. Goal: All students transition to full days by **January**.
3. Daily rest periods are built in to refresh young bodies and minds for afternoon learning.

### 5<sup>th</sup> Grade and Middle School (Grades 6–8)

1. Provides a Christ-centered academic experience balancing rigorous learning with spiritual growth.
2. Students benefit from a departmentalized structure with dedicated teachers for each subject, plus a homebase teacher for support.
3. Opportunities include extracurriculars, leadership roles, and service projects.
4. Goal: Equip students with knowledge, character, and faith as they prepare for high school and beyond.

## Class Size & Support

1. NSCA classrooms are licensed to accommodate **25 or more students**.
2. Classes in the high teens to low twenties will have an Educational Assistant alongside the teacher.
3. Target class size is **18–22 students**.
4. NSCA's priority is always the developmental growth and well-being of each child.

## Individual Student Support

1. **Commitment** – NSCA is dedicated to helping students grow in both academics and Christlike character.
2. **Learning Styles** – Teachers use a variety of methods to ensure students grasp concepts in ways that best fit their learning style.
3. **Consultant Support** – Mrs. Laurie Prewitt, our Learning Styles Consultant, partners with staff to create effective learning environments.
4. **Education Plans (ED)** – Some students may receive individualized plans for additional support or advanced learning opportunities.
5. **Collaboration** – Teachers, administrators, parents, and specialists work together to develop, implement, and review these plans.
6. **Goal** – Every plan is designed to help students thrive in their God-given potential.

## Hands-On Learning

- NSCA believes active, hands-on learning is vital to a child's growth and understanding.
- Each classroom participates in field trips and experiential activities that enhance learning and foster joy in discovery.

## Extracurricular Offerings

1. Research shows extracurricular involvement enriches learning and supports academic success.
2. NSCA offers a variety of activities, including sports, music, drama, student council, and clubs.
3. Eligibility requirements:
  - o Students must maintain strong academic performance.
  - o Students with grades in the **D range** are not eligible.
  - o Students must remain in good standing with their classroom teacher, reflecting both academic responsibility and Christlike character.

## Additional Curricular Offerings

NSCA offers a variety of classes, known as *Specials*, designed to enrich learning and spark creativity. Current offerings include:

- **Art**
- **Physical Education**
- **Music**
- **Computer Lab/Library**

Specials occasionally include performances, programs, and events such as musicals, which are mandatory for students. These experiences not only cultivate skills but also provide opportunities to glorify God through creativity and teamwork. Families are encouraged to mark these important dates on the school calendar.

## Plagiarism Policy

1. **No Tolerance** – NSCA does not tolerate plagiarism in any form.
2. **Student Instruction** – Middle school students receive clear lessons on what plagiarism is and how to avoid it.
3. **Proper Use of Resources** – Students may use the internet and other sources for research, but all work must be expressed in their own words. Copying and pasting is not allowed.
4. **Teacher Review** – All papers and projects are reviewed by staff for plagiarism.
5. **Consequences** – Any student caught plagiarizing will receive a zero on the assignment, and their overall grade will be affected.
6. **Christian Integrity** – Students are reminded that honesty and integrity reflect a Christlike character (Proverbs 12:22).

# Student Life & Well-Being

## Recess

1. After lunch, students have a **30-minute recess** to run, play, and return refreshed for afternoon learning.
2. NSCA provides a safe, well-equipped playground for student use.
3. Students should:
  - o Dress for the weather.
  - o Bring appropriate winter gear daily (taken home each day to dry).
4. Outdoor recess occurs **daily** unless there is rain, extreme cold, or high winds.
5. Grade-specific guidelines:
  - o **Grades K–5:** May have additional recess at the teacher's discretion.
  - o **Grade 6 and up:** Recess is gradually reduced to prepare students for high school, but will always include the 30-minute recess after lunch.

## Lunch

1. **Drinks**
  - o Water only.
  - o Milk available for purchase (**in development, not available now**).
  - o No sugary drinks allowed.
2. **Food Guidelines**
  - o Limit highly processed foods due to their impact on focus and attention.
  - o Emphasize protein, fresh fruits, and vegetables.
  - o Fast food should not be brought for students.
  - o Students do not have access to a microwave.
3. **Forgotten Lunches**
  - o If a student forgets lunch, parents should notify the front office and drop it off there.
4. **Hot Lunch Program (in development, not available now)**
  - o **Monday:** main course option
  - o **Tuesday:** main course option
  - o **Wednesday:** main course option
  - o **Thursday:** main course option

- **Friday:** Pizza
- Hot lunch covers only the **main course**; students should still bring sides such as fruit, vegetables, or chips.
- Ordering details and pricing will be communicated soon.
- **Parents are invited to help with the hot lunch team! The goal is to provide full hot lunch options as NSCA is able!**

## Allergen-Friendly Classrooms

### 1. Nut-Free Policy

- All **early childhood classrooms (Preschool & Kindergarten)** are strictly nut-free.
- Other classrooms will be designated nut-free when a student has a life-threatening allergy.

### 2. Lunchroom Guidelines

- Nuts are permitted in the lunchroom.
- Students with allergies will have designated seating as needed, and teachers will supervise carefully.
- All students will wash hands after eating to reduce exposure.

### 3. Communication

- Parents must share their child's allergy needs directly with the classroom teacher and the administrator.

### 4. Campus-Wide Note

- While NSCA cannot guarantee a nut-free campus, families are expected to follow the allergy guidelines provided for their child's classroom.

### 5. Respect & Care

- All families are asked to show respect and consideration for students with allergies or other health concerns.

## Lockers

- Lockers are provided for all students to store backpacks and personal belongings.
- Preschool, Kindergarten, and 1st Grade: no decorations from home.
- 2nd–8th Grade: may decorate the inside of lockers with school-appropriate items, **using magnets only**.

- Lockers are smaller in size and will not have locks. NSCA is not responsible for lost or misplaced items.
- Decorations or items that become a distraction will be reevaluated and may need to be removed.

## **Siblings at Preschool Events**

1. Older siblings may attend preschool events (such as Thanksgiving or Christmas celebrations, etc.).
2. Parents must contact the older student's teacher **at least 24 hours in advance**.
3. Attendance is permitted only if an agreement is reached with the teacher.



# Attendance & Records

## Attendance & Tardies

### 1. Start of the Day

- o Students are considered **tardy if not in their classroom by 8:00 a.m.** at the opening prayer.
- o Daily attendance is recorded by each classroom teacher.

### 2. Excessive Absences

- o **10 or more absences in a quarter** may require a meeting with the administrator.

### 3. Timeliness Matters

- o Arriving late hinders a student's preparedness and interrupts the learning environment.
- o Families are encouraged to develop **consistent morning routines** to ensure students arrive on time.

## Absence Policy

### 1. Attendance Commitment

- o Every effort should be made for students to be present and on time each school day.

### 2. Illness

- o Parents must notify their child's **homebase teacher** of an absence and request homework.
- o Students with a **communicable illness** (fever, vomiting, diarrhea, etc.) must remain home until:
  - 24 hours symptom-free without medication, or
  - 24 hours after starting antibiotics.
- o Students absent for illness, even part of the day, may not participate in **after-school activities**.

### 3. Appointments

- o Parents must email the child's teacher in advance.
- o Students must be **signed out at the office** when leaving during school hours.
- o Families are asked to **avoid scheduling appointments during school** whenever possible.

### 4. Vacations

- Vacations during the school year are **strongly discouraged**, especially in the elementary years.
- If unavoidable, families must notify the classroom teacher at least **two weeks in advance**.
- Missed work must be completed by the student with parent support. Due dates are set by the classroom teacher(s).

#### 5. **Planning Ahead**

- The school calendar is provided in advance each year to help families plan vacations and appointments around school days.

## **Parent Responsibilities: Financial Commitment**

#### 1. **Tuition Payments**

- Tuition is paid in installments through an **interest-free payment plan**.
- Each family commits to making a **monthly minimum payment** to cover the cost of their child's education.
- Payments are due on the **first of each month**, September through June.

#### 2. **Late Fees & Enrollment Status**

- A **\$25 late fee** will be added to accounts that are not current.
- Chronic non-payment and lack of communication may result in **termination of enrollment**.

#### 3. **Financial Hardship**

- Families experiencing financial difficulty must contact the **school administrator immediately** to discuss options.

#### 4. **Financial Assistance**

- Limited financial assistance is available for **K–8 students** through a case-by-case application process reviewed by the **Board of Directors**.

#### 5. **Additional Information**

- Please refer to **registration papers, tuition statements, and tuition rate sheets** for complete details on NSCA tuition and payment options.

## **Parent Responsibilities: Forms**

#### 1. **Annual Updates**

- All required forms must be **updated each school year** to ensure accurate records and safety.

#### 2. **Physical Exams**

- Students must have a **physical exam every other year**.
- Physical forms must be submitted by the **first day of school** and are **required** before students may participate in **PE class or sports**.
- 3. **Submission Process**
  - Forms are available on the school website at [www.newspringswi.com](http://www.newspringswi.com) (electronic or printable).
  - Hard copies are available upon request in the school office.
  - Forms, payments, and other paperwork should be dropped off at the **school office during office hours**.
- 4. **Late Submissions**
  - Families who chronically fail to submit forms on time will be charged a **\$25 service fee**.

## Parent Responsibilities: Materials

1. **School Supplies**
  - Teachers provide many classroom materials, but students are responsible for bringing specific supplies.
  - A **supply list** will be given to each family, outlining what is required by grade level.
2. **PE Shoes**
  - All students in **Kindergarten and up** must keep a pair of **PE shoes** at school.
  - Guidelines for PE shoes:
    - Inexpensive tennis shoes are recommended.
    - Shoes must be **secured and closed-toed**.
    - Soles must be **white or non-marking** (no black bottoms).
3. **Outdoor Activities**
  - While weather allows, PE will be held **outdoors**.
  - Students should wear **tennis shoes** on their scheduled PE days to ensure full participation.

## Parent Responsibilities: Leading By Example

1. **Partnership in Education**
  - NSCA staff work diligently to provide students with the highest level of education possible.
  - Students thrive when they approach learning with a **positive attitude** and a willingness to engage with the material.
  - Parents play a vital role in encouraging this same attitude at home.

## 2. **Harmony Between Home and School**

- o When a child's home and school life are in harmony, they accomplish more academically and spiritually.
- o Families are encouraged to nurture their student's **relationship with God** through daily engagement with Scripture, family prayer, active worship in a local church, and participation in children's or student ministries.
- o Modeling biblical principles in the home is essential for a child's spiritual growth.

## 3. **Fostering Humility and Gratitude**

- o Students are welcome to share about their families, pets, or special experiences.
- o Parents are asked to help cultivate an attitude of **humility**, focusing on God's blessings rather than material possessions or comparisons.
- o *"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves."* — Philippians 2:3

# Safety & Security

## Safety & Security

### 1. Commitment to Safety

- o The safety of every student, staff member, and family is our highest priority.
- o NSCA has developed a comprehensive security plan in partnership with **local police officers**.

### 2. Staff & Visitor Procedures

- o All staff are trained in security and emergency procedures.
- o Staff will be easily identifiable with **photo ID badges**.
- o All visitors and volunteers must **be admitted by a staff member and signed in** at the main entrance during school hours.

### 3. Emergency Drills & Crisis Management

- o NSCA has plans in place for fire, severe weather/tornado, chemical spills, health emergencies, and armed intruder or threats near the school.
- o Staff are thoroughly trained to respond to emergency situations.
- o Fire and tornado drills are conducted regularly and without prior notice to students.
- o Teachers review procedures with students in an **age-appropriate** way, helping them feel prepared and confident while reminding them that God is with us in all circumstances. Our goal is to prepare without creating unnecessary fear, trusting the Lord as our ultimate protector.

## Internet Safety

### 1. Purposeful Technology Use

- o We are blessed to have access to technology that supports learning, while also recognizing the potential dangers of the internet.

### 2. Protective Measures

- o NSCA uses **internet filters and security systems** to help safeguard students.

### 3. Technology Use Agreement

- o Middle School students and their parents must sign a **Technology Use Agreement** at the start of each school year.

#### 4. **Partnership with Families**

- o NSCA is committed to working alongside parents to guide children in becoming **wise and responsible technology users**, approaching digital tools through a Christ-centered lens.

#### 5. **Internet Use**

- o School devices are for approved academic purposes only.
- o Students must not bypass filters, access inappropriate sites, or misuse devices.
- o Misuse may result in loss of privileges or further discipline.

## **Visitors & Volunteers**

- All visitors must **sign in at the office** and wear a Visitor/Volunteer badge.
- Volunteers driving students must provide proof of a valid driver's license and insurance.
- Guest student visits require prior approval from the Administrator at least 24 hours in advance.

## **Chaperone Field Trips**

#### 1. **Attentiveness**

- o Parents serving as chaperones are asked to **refrain from being on cell phones** for extended periods of time to remain fully present with students.

#### 2. **Photos & Posting**

- o Posting pictures of field trips must first be **approved by the teacher in charge**, as some parents request that their children not be included in online postings.

#### 3. **Guidelines**

- o Please follow the **specific guidelines** given by each teacher for their field trips.

# Behavior & Expectations

## General Behavioral Expectations

Students are expected to:

### Respect Themselves and Others

1. Obey teachers, administrators, and school staff.
2. Speak and act with kindness, avoiding gossip, bullying, or negative comments.
3. Treat others with the same respect they desire for themselves.
4. Care for lockers, desks, restrooms, and all school areas.
5. Be truthful and honest in both word and action.
6. Submit willingly to school rules and policies.

### Be Prepared to Learn

1. Arrive to school and class on time.
2. Bring necessary supplies and materials.
3. Complete assignments when due.
4. Pay attention and participate in class.
5. Prepare adequately for quizzes and tests.
6. Keep electronic devices put away unless permitted.
7. Do their best on all tasks.

### Demonstrate Christ-like Attitudes

1. Place the needs of others above their own.
2. Submit to authority with a willing spirit.
3. Avoid immoral or illegal behavior at all times.
4. Participate in chapel and assemblies respectfully.
5. Align thoughts, words, and actions with God's Word.

## School-Specific Expectations

1. Do not leave the classroom without permission.
2. Do not deface, damage, or steal school or personal property.
3. Food is permitted in classrooms only when directed by teachers.
4. Students may bring a closed-lid water bottle with water only.
5. **Library**
  - Items are due two weeks after checkout.
  - Lost items must be replaced or paid for.
6. **Lunch/Recess**
  - Students are to eat respectfully, clean up after themselves, and play cooperatively.
  - Elementary students may not share or trade lunches.
7. **Breakage/Loss**
  - Students are responsible for replacing damaged or lost school property.
8. **Personal Items**
  - Toys, trading cards, and distracting electronics must be left at home.
  - Lost and Found items not claimed in a timely manner will be donated.
  - Gum is not permitted in elementary grades; middle school students may chew gum with teacher permission.
  - All textbooks must be cared for properly.

## **Classroom Discipline**

- Most discipline is handled by the classroom teacher according to their classroom plan.
- NSCA teachers utilize love and logical strategies:
  - Love = empathy and respect
  - Logic = natural and logical consequences
  - Goal = To create a calm, respectful environment where students learn responsibility, problem-solving, and self-control.
- Possible consequences include: loss of privileges, restitution, extra assignments, re-doing work, loss of credit, cleaning an area, or other natural consequences.
- If a student does not respond to correction, the teacher will notify parents and may involve the administrator.



# Electronics Policy

## General Guidelines

### 1. No Devices Without Permission

- o Cell phones, smartwatches, tablets, or other electronics are not allowed unless a parent has received prior approval from both the teacher and administrator.

### 2. If Permission is Granted

- o Devices must stay silenced and stored at the bottom of the backpack during the school day.

### 3. Without Permission

- o Any device brought without approval will be collected and held in the school office until reviewed with the student, parent, and administrator.

### 4. Responsibility

- o NSCA is not responsible for lost, stolen, or damaged electronic items.

# Harassment and Bullying

## Harassment

- NSCA prohibits all harassment.
- Students must report incidents to a teacher or Administrator.
- All complaints will be investigated; retaliation will not be tolerated.

## Bullying

- Bullying in any form (physical, verbal, exclusion, online threats, etc.) is not allowed.
- All incidents will be documented and addressed.
- Consequences may include detention, suspension, or expulsion.

# NSCA Disciplinary Action Policy

This document is also on the New Springs website at [www.newspringswi.com](http://www.newspringswi.com).

**PURPOSE:** NSCA cares deeply for every student and desires for them to grow into respectful, loving, Godly individuals. In support of this, we will not tolerate behavioral offenses that may threaten the well-being of any student, any class of students, or an individual student's walk with the Lord.

**INTENT:** Our intention is to manage inappropriate behavior swiftly and in a Godly manner. Students will learn the steps to correcting disorderly conduct:

- Confession
- Forgiveness
- Demonstration of a sincere heart to change
- Move forward in Christ-like conduct

## 1. INAPPROPRIATE BEHAVIOR

Teachers will immediately contact parents and the Administrator with incidents such as:

- cheating
- lying
- swearing
- stealing
- showing physical or verbal disrespect or aggression for a student, teacher, or another person
- damaging property
- refusing to do work
- continually disrupting class to a significant degree
- internet, computer or technology abuse
- any action that a teacher judges to be a serious offense or aggressive behavior

## 2. DUE PROCESS

Authoritative due process escalation is followed at NSCA by using God's Plan laid out in Matthew 18 of the Bible:

- a. Speak with the person directly involved in the situation

- b. Speak to the person with someone in authority present
- c. Meet with the Administrator and, if necessary, representatives of the New Springs Board of Directors to seek a peaceable solution

### **3. RECORDS**

All student records, disciplinary or otherwise, are maintained in confidential files. Parents may always have access to these records by making an appointment with the Administrator.

### **4. DISCIPLINARY ACTION ESCALATION STEPS**

#### **First Offense**

In-school discussion between teacher and student. Parents are contacted and informed of the situation and the equitable solution the student and staff have committed to.

#### **Second Offense**

In-school discussion between teacher, student, and Administrator. Parents are contacted via phone by the Administrator for further parental involvement in enforcing an equitable solution for the student, class and staff.

#### **Third Offense**

Students will contact parents via phone at home or work to confess the continued offense in the presence of the teacher and/or the Administrator. Meeting with the student, parent, and Administrator will follow. Outside counseling and/or evaluation may be required.

#### **Fourth Offense**

Student will face further disciplinary action that may include loss of privileges, loss of recess, in-school or after school detention, or other corrective action as determined appropriate by the Administrator. The student may or may not be able to make up homework, at the discretion of the teacher and the Administrator. More than one detention will require seeking outside counseling. The School Liaison Representatives of the NSCA Board of Directors will be notified of the ongoing situation.

**Fifth Offense**

The Administrator and Board of Directors will meet to evaluate suspension considerations and if NSCA is the best fit for the student. All homework quizzes, projects and tests will receive a zero. Professional counseling may be required to remain enrolled at NSCA.

**Sixth Offense**

The Administrator and Board of Directors will meet to evaluate student expulsion considerations.

**5. ZERO TOLERANCE POLICY**

NSCA has a Zero Tolerance Policy on Illicit Drugs, Alcohol and Weapons.

The following items found in a student's possession on school property constitutes immediate grounds for detention, suspension, and/or expulsion:

- Firearms
- Knives (including pocket knives)
- Lighters or matches
- Cigarettes, cigars, vape or e-cigarette devices
- Alcohol
- Illicit Drugs
- Aggressive Behaviors
- Pornographic literature of any kind

**6. ZERO TOLERANCE POLICY ACTION STEPS**

Zero tolerance of these materials is at the heart of a safe learning environment for our children. Should dangerous weapons or drugs, as deemed by the Administrator, be brought on campus, both parents and police will be notified immediately. An exhaustive effort will be made to follow all the steps of the Discipline Policy, engage the support of the student and their family, and encourage professional counseling, seeking Biblical guidance at every step. Expulsion may be recommended if the safety of the student, their peers, or adult staff members is compromised. The student or parent has the right to appeal the recommendation, but the final disciplinary action decision will be at the discretion of the Administrator and Board of Directors.

# Dress Code

**Why A School Dress Code?** At NSCA, we want to create a respectful and distraction-free place to learn. We ask students to dress in a way that is modest, neat, and clean, showing respect for God, others, and our school values.

**Who is the Dress Code For?** Students in **1st–8th grade** are expected to follow the NSCA dress code. Preschool and Kindergarten students are not required to follow the full-dress code but should come dressed in clothing that allows them to move freely, play, and get messy while still reflecting NSCA's core values. Clothing with skulls, offensive images, or inappropriate messages is not permitted.

## Dress Code

At NSCA, we strive to create a respectful and focused learning environment, where modesty, neatness, and cleanliness are important. We ask that students dress in a way that doesn't distract from the learning process or draw attention to themselves. Clothing and hairstyles should reflect respect for God, fellow classmates, and the values of NSCA.

Fashions that are extreme or overly distracting are not allowed. Parents are asked to help ensure their children follow the dress code. If a student's clothing doesn't meet the guidelines for modesty or neatness, they may be asked to change into appropriate attire or wait in the school office until they can. In some cases, parents may need to bring a change of clothes.

The administration has the discretion to make decisions on dress code violations that may not be explicitly addressed in the handbook. The dress code may also be updated as needed throughout the year.

NSCA administration, teachers, and staff are responsible for making sure all students follow the dress code. If a student is found not to be in compliance, they will be given guidance on how to correct the issue.

**Please see the full dress code document on the New Springs website at [www.newspringswi.com](http://www.newspringswi.com).**

## **Tops and Dresses Uniform Guidelines**

- Students should wear a polo, crewneck, dress shirt, dress, or NSCA logo/ graphic shirt (long or short sleeve, relaxed fit) from Monday to Thursday.
- All tops, including polos, crewnecks, or dress shirts, and dresses must be solid-colored with no patterns (with the exception of the logo/ graphic shirt)
- Acceptable colors include: white, black, navy, baby blue, khaki, gray, red, or dark red
- Every Friday is Spirit Shirt Day! NSCA spirit shirts, including school store shirts, trip shirts, sports shirts, or Christian t-shirts, are welcome.
- All shirts must cover the waistband, and the midriff should never be visible. Shirts don't need to be tucked in, but they should be long enough that no skin shows when raising your arms. If it's too short when you lift your arms, it's best to leave it at home.
- Long-sleeved t-shirts worn under short-sleeved polos are fine, but they should be solid-colored, without logos, brands, or stripes on the sleeves.
- All tops must be in good condition—no tears, rips, or excessive wear.
- Shirts that show undergarments are not allowed.

## **Bottoms Uniform Guidelines**

- Pants and shorts should fit modestly and be school-appropriate. Both boys and girls are expected to wear pants at or near the waist. If pants slide too low, a belt may be needed.
- All bottoms, including pants, capris, skirts, and skorts, must be solid-colored with no patterns.
- Approved colors are black, navy, khaki/tan, and gray.
- Remember, shorts or leggings should be worn under skirts and dresses.
- Leggings can be worn as pants, but only if the top covers the bottom fully.
- Shorts, dresses, skirts, and skorts should be at or just slightly above the knee (about the width of four fingers), and must be a modest length, as determined by the administrator.
- Underwear, compression shorts, or anything else worn under clothing should never be visible above the waistband or below the cuff line of shorts, even when sitting.
- Parents are responsible for making sure their child's clothing stays the right length, especially during growth spurts.

- All pants, dresses, shorts, and skirts should be in good repair, properly hemmed, and free of holes, rips, or frayed edges. Cut-off shorts are not allowed, but raw hems are fine.

### **Enforcement:**

#### **Dress Code Policy Notes & Enforcement Administrative Discretion**

- The administration reserves the right to make case-by-case decisions regarding dress code issues not explicitly addressed in the handbook.
- The dress code may be amended during the school year as needed.

#### **Dress Code Consequences**

- Modesty violations (e.g., shorts too short, visible undergarments): Student will be sent to the office and required to call home for appropriate clothing.
- Non-modesty violations (e.g., incorrect pant color): Student may remain in school out of dress code for the day, but parents will be notified.
- Repeated violations may be considered defiant and can lead to suspension.

### **Dress Code FAQ**

#### **What grades follow the dress code?**

Students in 1st through 8th grade follow the NSCA dress code.

#### **When do students wear uniforms?**

Uniforms are worn Monday through Thursday. On Fridays, students can wear spirit shirts instead of uniform tops.

Spirit shirts include:

- NSCA logo shirts (from the school store) \*These shirts may also be worn Monday through Thursday.
- Field trip shirts
- NSCA sports shirts
- Christian-themed t-shirts

#### **Can students wear jeans on Spirit Friday?**

Yes! As long as the jeans (or athletic pants) have a modest fit, are the right length, and have no rips or tears.

#### **What bottoms are allowed with uniforms?**

- Shorts and pants in solid colors: black, navy, khaki, or gray

- Skirts, skorts, and dresses must be fingertip-length
- Athletic pants (in school colors) are allowed on P.E. days
- Leggings are only allowed under dresses/skirts/skorts, or with a long top that covers the bottom

**What kind of outerwear is allowed?**

- Hoodies, zip-ups, and sweatshirts in solid school colors (white, black, navy, baby blue, khaki, gray, red, or dark red)
- Must be worn with a school-approved top underneath
- Should fit appropriately

**Are P.E. uniforms required?**

Not required, but grades 5–8 must change for P.E.

They should bring:

- Shorts that follow dress code
- A t-shirt that is a plain color, an NSCA spirit shirt, or a Christian t-shirt

**Can families get used uniforms?**

Yes! We have a uniform swap each August. You can donate gently used uniforms throughout the year. Then at the uniform swap, families make a monetary donation to NSCA for the uniforms taken.

**What is “New Springs Clothing”?**

Clothing from the NSCA school store can be worn Monday - Thursday as uniform tops or on Fridays as spirit wear. Ordering usually happens in August, November, and March — watch for school emails.



# Community & Involvement

## Volunteer Opportunities & Fundraising

### 1. Family Involvement

- o At NSCA, we deeply value the role of parents and grandparents as a vital part of our school community. There are many meaningful ways to serve and partner with us.

### 2. Ways to Volunteer

- o Opportunities include assisting with the **Hot Lunch Program**, **Pies with a Purpose**, **Parent-Teacher Service Organization**, chaperoning field trips, classroom help, and more.
- o For additional opportunities, contact us at [hello@newspringswi.com](mailto:hello@newspringswi.com).

### 3. Fundraising

- o Tuition alone does not cover the cost of educating students. NSCA relies on **grants, direct donations, and fundraising events** to bridge the gap.
- o Annual fundraisers such as the **Flower Sale** and **SCRIP program** help make a difference, and families are encouraged to participate and share new ideas.

### 4. Christian Foundation

- o At NSCA, we view service and giving as acts of worship. Scripture reminds us: *"Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver."* — 2 Corinthians 9:7

## Staff Directory

For ease of communication, families are encouraged to reach out directly to their child's teacher or the appropriate staff member. Please allow up to 24 hours for a response during the school week.

**Administrator** – Laurie Prewitt – [lauriep@newspringswi.com](mailto:lauriep@newspringswi.com)

**Office Manager** – Mandy Stambuk – [mandys@newspringswi.com](mailto:mandys@newspringswi.com)

### **Classroom Teachers:**

**Preschool Teacher** – Laurie Prewitt – [lauriep@newspringswi.com](mailto:lauriep@newspringswi.com)

**Kindergarten Teacher** – Emily Urban – [emilyu@newspringswi.com](mailto:emilyu@newspringswi.com)

**1st Grade Teacher** – Marcie Kramer – [marciek@newspringswi.com](mailto:marciek@newspringswi.com)

**2nd Grade Teacher** – Sarah Vogel – [sarahv@newspringswi.com](mailto:sarahv@newspringswi.com)

**3rd Grade Teacher** – Brittany Jonas – [brittanyj@newspringswi.com](mailto:brittanyj@newspringswi.com)

**4th Grade Teacher** – Liz Gossman – [lizg@newspringswi.com](mailto:lizg@newspringswi.com)

**5th Grade Teacher** – Amber Creamer – [amberc@newspringswi.com](mailto:amberc@newspringswi.com)

**6th Grade Teacher** – Katie Vechart – [katiev@newspringswi.com](mailto:katiev@newspringswi.com)

**7th Grade Teacher** – Jeremy Hanson – [jeremyh@newspringswi.com](mailto:jeremyh@newspringswi.com)

**8th Grade Teacher** – Kami Kersten – [kamik@newspringswi.com](mailto:kamik@newspringswi.com)

**Support Staff**

**Staff Childcare** – Jen Charles – [jenc@newspringswi.com](mailto:jenc@newspringswi.com)

**Extended Care** - Aliyah Pettit - [aliyahp@newspringswi.com](mailto:aliyahp@newspringswi.com)

**Early Childhood Support Staff** – Rissa Pierce – [rissap@newspringswi.com](mailto:rissap@newspringswi.com)

**Elementary Support Staff** – Valerie Guy – [valg@newspringswi.com](mailto:valg@newspringswi.com)

**Barton Tutor** – Liz Bessett – [lizb@newspringswi.com](mailto:lizb@newspringswi.com)

**IT Support** – Ryan Tellock – [IT@newspringswi.com](mailto:IT@newspringswi.com)

**SCRIP Coordinator/School Office Support** – Becky Tellock –  
[beckyt@newspringswi.com](mailto:beckyt@newspringswi.com)

**Custodian** - Ken Bernhardt

**Staff Childcare** – Kathy Behnke

**Staff Childcare** – Deb Bernhardt

**Extended Care** – Aubrey Kiley

**Specials Teachers**

**Art** – ShawnMarie Schmoll – [shawnmaries@newspringswi.com](mailto:shawnmaries@newspringswi.com)

**K – 2<sup>nd</sup> Music** – Emily Urban - [emilyu@newspringswi.com](mailto:emilyu@newspringswi.com)

**3<sup>rd</sup> – 8<sup>th</sup> Music** – Katie Vechart - [katiev@newspringswi.com](mailto:katiev@newspringswi.com)

**PE** – Jeremy Hanson - [jeremyh@newspringswi.com](mailto:jeremyh@newspringswi.com)

**Library & Computer Lab** – ShawnMarie Schmoll –  
[shawnmaries@newspringswi.com](mailto:shawnmaries@newspringswi.com)

**General Contact**

For questions, not specific to a classroom, email: [hello@newspringswi.com](mailto:hello@newspringswi.com)