

New Covenant Academy
Senior Class
Handbook

Table of Contents

<i>Purpose.....</i>	<i>1</i>
<i>Guidelines for Class Meetings.....</i>	<i>2</i>
<i>Yearbook and Senior Picture Deadlines.....</i>	<i>2</i>
<i>Class Fundraising.....</i>	<i>3</i>
<i>School-sponsored activities.....</i>	<i>3</i>
<i>Senior Class Donation.....</i>	<i>3</i>
<i>Graduation.....</i>	<i>3</i>
<i>Senior Class Trip/Trip Finances.....</i>	<i>4</i>
<i>Senior Class Trip Participation.....</i>	<i>4</i>
<i>Special Reminders for Students on Class Trips.....</i>	<i>5</i>
<i>Overnight Trips.....</i>	<i>5</i>
<i>Fall/Spring Semiformals.....</i>	<i>5</i>

Purpose

The purpose of this booklet is to provide guidelines for the senior class and their advisors as well as to inform them of general expectations regarding senior activities. The booklet may not be conclusive of the entire role of a senior advisor or parent; however, it does cover many of the major events. It is meant to help to insure a well-organized and effective senior year!

Each senior, their parent, and class advisor is expected to read the handbook in its entirety. Class advisors must review the procedures for meetings, scheduling activities, and fundraising. The various forms used for scheduling activities and requesting permission for fundraisers are also included.

This handbook should be informative to the seniors and their parents regarding their responsibilities from the end of their junior year through the remainder of their high school experience. It will hopefully help to make this transition a wonderful experience.

It is the intent of New Covenant Academy to make available enriching educational, social and travel opportunities for our students that will broaden their total educational experience.

Guidelines For Class Meetings

Senior meetings will be conducted in an orderly manner. The president and officers will follow Robert's Rules of Order in conducting the meetings. Topics creating controversy, or topics not included on the agenda shall be presented to an appointed committee for study, and then included on the agenda for the following meeting.

Prior to the meetings, the president of the class shall present a written agenda to the advisor and staff with the following information:

- Date of meeting*
- Place the meeting will be held*
- Purpose of the meeting*
- Topics to be presented for discussion*

The order of meetings will be as follows:

- Call to order by president*
- Prayer*
- Reading of minutes from last meeting by secretary (who will also record new minutes)*
- Treasurer's report*
- Old Business*
- New Business*
- Prayer to close meeting by president*

Yearbook and Senior Picture Deadlines

**Senior group photos (by Bruce Dart): Call for appointment by mid-September. This should be done by class president in conjunction with office staff.*

**Individual senior pictures: Appointments should be made by early October. Individual seniors responsible for this. Senior pictures due to yearbook advisor by mid-December.*

**Senior reflections and baby pictures: Due to yearbook advisor by mid-December.*

**Yearbook senior recognitions: Individual seniors responsible for asking parents, grandparents, or close friends or family who may want to place special messages in the yearbook. See yearbook advisor for cost (approx. \$20) and other information regarding this.*

Class Fundraising

September/October: Planning meeting for seniors, parents, and advisors. (At least one staff person must be present along with auxiliary fundraising coordinator.

Topics to be discussed at meeting:

- *Decide fundraisers for the year: Notify NCA Auxiliary if you are not going to do either of the following: Equipment auction (3rd Saturday in October) or sell candy canes at Christmas*
- *Equipment auction and other auxiliary-related events (listed in Auxiliary Handbook)*
- *Submit to the auxiliary completed request forms for additional fundraisers (forms can be obtained from the office.)*
- *Class treasurer is to submit report to the class and the advisor upon completion of event.*

Guidelines for School-sponsored Activities

- *There will need to be a majority vote of the class in support of the activity.*
- * Class president and advisor will complete request forms and submit them to the headmaster or his designee.*
- *Final dates and places of activities will be scheduled upon headmaster's approval.*
- *Collection and counting of proceeds from the activity will be the responsibility of the treasurer and advisor, who will count them and turn them in to the school office for deposit into the senior class fund.*

Senior Class Donation

It is tradition for the Senior Class to donate a gift of their choice to the Academy. Also, any monies remaining in the class fund beyond June 30th will be donated to the NCA general account for deposit in the NCA Endowment Fund.

Graduation

Plans to be made in:

- January: *Measure for and order caps and gowns (Girls: gray, Guys: maroon)*
**Secure keynote speaker if seniors desire. (Senior reflections may be of such a length that a speaker is not necessary.)*
- February: *Order graduation announcements (traditionally from Musser Printing 570-638-3556)*
**Order special decorations (traditionally from graduation catalogs)*
**Seniors and advisor should decide theme for graduation night*
- March/April: *Complete and return form to Wellsboro Gazette with Senior picture and biography. (Sample of the form that you will receive from the Gazette is on the last page of this Handbook)*
- May: *Order plants/flowers to be rented for auditorium for graduation night (traditionally from Kuhls or Martins)*

Graduation day:

- *Iron gowns*
- *Rehearse graduation once or twice*
- *Finish auditorium decorations (some decorating can be done the day before.)*
- *Set up individual tables made up of:*
 - Collage*
 - Easel for collage*
 - Snacks, peanuts, pretzels and or mints*
 - Awards*
 - Memory Album*
 - Photographs*
- *Set up chairs and mark reserved seats for parents and grandparents only*
- *Set up cakes ((group or individual cakes at discretion of class)*
- *Set up punch bowls (one or two - or a fountain can be used.)*
- *Prepare napkins and cups (purchased individually or from class fund)*
- *Set up stage in three parts:*
 - Senior section*
 - Keynote Speaker podium*
 - Administration section*

Senior Class Trip/Trip Finances

Senior trip meeting in September

- *All seniors, parents and advisor must be present (and one staff member or staff advisor)*
- *Set date - traditionally during the week of Stanford Achievement Tests (3-8 day trip)*
- *Check senior class account balance (use form from school office)*
- *Obtain request form from the school office to have funds released at least a week in advance. School credit card may be used if sufficient funds are available.*
- *Class secretary should take notes and report plans to headmaster*
- *Decide on trip chaperones (No fewer than 1 adult per 5 students, must be one male and one female)*
- *Finalize transportation by March 15th (school vehicle, van, bus or airplane)*

Trip Participation

While all students are encouraged to participate in the class trip, it is understood that not all students will be able to do so. Every effort should be made to arrange for a trip that is comfortable and agreeable to all. In the event of a dispute, the headmaster, class advisor or a school board chairman shall mediate.

All students must present an emergency card to the class advisor prior to departure. This must contain:

- *Parent/Guardian address and contact numbers*
- *Medical information (Any special medical concerns must be explained to class advisor. All medications must be given to advisor prior to departure and administered only by the chaperone or advisor as directed.) The school must provide a first aid kit for the trip.*

All parents and school administration must be presented a trip itinerary by April 30th. Any variations in the itinerary must be communicated with the same.

Special Reminders For Students on Class Trips

- *There will be no use of drugs, alcohol, or tobacco products by anyone on the trip.*
- *There will be no male/female visitations in rooms unless a chaperone is present.*
- *Students will report any incidence of illness or accident to a chaperone.*
- *Students must follow the approved itinerary.*
- *Chaperones must know whereabouts of all students at all times.*
- *All luggage will be at the school by a specified time prior to departure for inspection by the chaperone.*
- *Carry-on luggage will be checked prior to boarding vehicle.*
- *Students must demonstrate Christ-like behavior at all times, submit to the chaperones' authority, and abide by rules and regulations appropriate for the trip activities.*
- *Curfews will be strictly enforced. No one is to leave their rooms after curfew. Outsiders are not permitted in any student's room at any time.*
- *Chaperones should be available for students at all time for questions regarding meals, accommodations, etc.*
- *All students must help to keep the vehicles clean during the trip. When returning to NCA, all personal belongings must be claimed at that time.*
- *Students are expected to dress appropriately and in a manner that reflects a positive school image. Comfortable walking shoes are recommended.*
- *Chaperones are responsible for maintaining a list of students for which they are responsible and for establishing student checkpoints.*

These rules are meant to assure you a safe and enjoyable trip. They will be enforced. Make sure you are familiar with them! Failure to comply to these rule and the behavior rules listed in the school handbook will result in immediate parent notification and the student will be sent home at the parent's expense.

Overnight trips

- *On all overnight trips, there must be administration-approved chaperones (both male and female.)*
- *Male and female students may not congregate in rooms without chaperones present.*
- *Chaperones will establish and enforce curfews.*

Fall/Spring Semiformals (These are optional.)

Suggested dates for semiformals: Scheduled November and April Parent/Teacher conference days. These are scheduled ½ days and this time is also between sports which makes it a bit more convenient for students. Seniors must check with school and church offices for availability.

When hosting a formal dinner:

- *Appoint a planning committee*

Semiformals ,continued)

- *Choose location: school, restaurant or other local establishment*
- *Choose type of meal: catered, progressive, etc.*
- *Decide on entertainment*
- *Decide on cost of tickets*
- * Arrange transportation*
- *Submit field trip request form to headmaster for approval*
- *Upon approval, send permission slips home with each senior*
- *Semiformals must be scheduled on a Friday evening*
- *Dress must be modest, i.e. no low cut or sleeveless dresses*

Semiformal checklist

- Sufficient funds available*
- Theme chosen*
- Date and location established*
- Decorations planned*
- Music planned*
- Photographer arrangements made*
- Chaperones arrangements made (at least one for every 6-8 students)*
- Refreshments planned*
- Clean up committee appointed*

Permission /Consent Forms

- *Field trip request forms must be submitted to the school office in a timely manner for administration approval.*
- *Each student participant must submit a parental consent form, which includes emergency and medical information.*