



Engage and Empower
New Covenant Academy
SCHOOL HANDBOOK
2025-2026

Welcome...

Dear Friends,

In the Word of God, Jeremiah 29:11 states that your children have an amazing future in store for them. Our goal is to assist them and you in helping them see what that future is. Some schools say that strong academics are the key alone to a positive and bright future. New Covenant Academy believes that strong academic achievement is indeed a key, but not the only key.

New Covenant Academy believes that the necessary component to unlocking and ensuring the bright future of our children is a life nurtured, molded, and transformed into the image of Christ.

We, at New Covenant Academy, believe that success in education can be defined as each student coming to the place of recognizing and realizing their potential for what GOD has called them to be and do in life. Please review the policies and procedures in this manual, as we believe they are formulated with the goal of coming alongside you in training your children to be “taught of the Lord and obedient to his will...” (Isaiah 54:13 Amplified)

Blessings!

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VISION STATEMENT

New Covenant Academy engages and empowers students to positively impact their world for Christ

MISSION STATEMENT

To partner with families by providing Christ-centered academic excellence.

STATEMENT OF FAITH

1. We believe the Scriptures, both the Old and New Testaments, are the only inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man, and the divine and final authority for all Christian faith and life.
2. We believe in one God, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe in God the Father, the Creator of all things visible and invisible, Who is true holiness, eternal power, infinite love, and absolute truth.
4. We believe in Jesus Christ, both God and man, Who was conceived of the Holy Spirit and born of the virgin Mary. He died on the cross as a sacrifice for our sins; He arose bodily from the dead and ascended into heaven, where, at the right hand of God, He is now our advocate and, in the person of the Holy Spirit, indwells the believer; He will return in glory to judge the living and the dead.
5. We believe in the Holy Spirit, Whose ministry is to glorify the Lord Jesus Christ and to convict, regenerate, seal, indwell, guide, instruct, and empower believers for life and service.
6. We believe that in God's creation, each person is made in His image as male or female at the time of conception. Mankind chose to sin and is, therefore, spiritually dead. Only through regeneration by the Holy Spirit can we obtain salvation and spiritual life.
7. We believe that the Blood of Christ and His Resurrection provide the only grounds for the justification, sanctification, and glorification of those who believe, and that all who thus receive Jesus Christ are born of the Holy Spirit and become children of God.
8. We believe in that true church which is composed of everyone who has been regenerated by the Holy Spirit through saving faith in Jesus Christ, Who is its Lord and Head; and that God has called His church to worship Him, to disciple believers, and to proclaim the Gospel to all the world.
9. We believe that the return of our Lord Jesus Christ is imminent and that this has a vital bearing on the personal life and service of the believer.
10. We believe that all will be judged and that believers will enjoy everlasting joy with the Lord and unbelievers will endure eternal separation from God.
11. We believe that God defines marriage as the covenant between one man and one woman and that sexual intimacy is meant to be between a husband and wife.

BEHAVIOR AND DISCIPLINE

Students at New Covenant Academy are expected to conform to biblical principles of social behavior. General attitudes include the following: respect for authority, peers, and property; obedience to teachers and adult supervisors; honesty and courtesy.

Each student is also expected to willingly accept correction and discipline. The family which chooses New Covenant Academy must see it as a place for forming, building, and pruning. In order for the academy to “present everyone mature and complete in Christ,” both students and parents must be supportive and responsive to the correction and discipline of the academy.

If a student is disruptive in any school situation or is disrespectful of others, the teacher and/or administrator will speak to the student. If the student is resistant to correction and/or continues in similar behavioral patterns or improper attitudes, parents will be contacted.

Disciplinary measures will be individually assessed. These may include after school detention, temporary suspension, expulsion, and others. If it is ascertained that parents and/or student are not supportive and responsive to correction, if there is no fruit evident through repentance, and improper behavior or attitudes continue, the student will not be allowed to attend the academy.

CHRISTIAN CONDUCT

Standards and expectations are based on the scriptures and the doctrines of Christ. The administration, board, and staff work and pray together to determine the practical application of biblical principles. Some of these are not moral absolutes, but represent the standards for ourselves and our students in this time and place. We require conformity to these rules as a demonstration of respect for the standards set by scriptures and by New Covenant Academy.

- I will obey those that God has placed in authority over me.
- I will accept all school policies with a positive attitude, because discontentment can become a bad habit and a costly attitude that can rob me of the pleasure of being Christlike. When I cannot do so, I will discuss the problem with the proper authorities. (Matt. 18)
- I will not be selfish, irresponsible, discourteous, or impolite in my attitudes toward fellow classmates, teachers, or other staff. (Luke 6:37-38)
- I will refrain from the use of profanity, indecent language, offensive slang, vulgarity, envious rivalry, and foolish jesting that would be intentionally offensive or harmful to others. (Eph. 4:29)
- I will refrain from lying, cheating, or stealing and will encourage my peers in adhering to this policy as well. (Ex. 20:3-17)
- I will not participate in fantasy role playing games that involve occult practices, because these practices often lead to damaging acts of violence in one’s real life. (Deut. 18:10-11; Jer. 27:9)

- I will refrain from using tobacco, drinking alcoholic beverages, abusing drugs, vaping, and participating in premarital sexual activity. These practices can lead to the destruction of self-discipline, self-control, and self-respect. This is not part of God's plan for any of us. (Gal. 5:22)

ADMISSION & ENROLLMENT

Admission - New Covenant Academy shows God's love to all children regardless of race, color, creed, and national or ethnic origin. We ask that the student and parents accept the basic position of the school in its efforts to provide a Christ-centered education and Christian training for children. Registration in the school acknowledges the willingness of students and their parents to abide by the school's regulations in matters of personal conduct, respect for authority, and all other areas covered in this handbook.

- Children must be five years old on or before September 1 to enroll in kindergarten and six years old by the same date to enter first grade.
- An evaluation will also be required for each student K-12 who is registering.
- Regular Church Attendance—At least one parent and the student (s) must be attending a church regularly. A pastoral reference will be required to accompany the enrollment and/or re-enrollment of each student/family.
- Children will be accepted until classes are filled, at which time a waiting list will be formed.

Enrollment - A completed application and non-refundable registration fee must be turned into the office to reserve a place for your child.

Christian Education - New Covenant Academy is a Bible-based school.

TUITION

All finances are to be handled through the school office. Families will receive a billing statement for the first monthly tuition and miscellaneous fees. Subsequent monthly tuition payments are due by the 1st of each month. A late fee of \$25 will be assessed for payments received after the 10th of the month. The final school payment and any additional fees must be submitted to the school office before final report cards or transcripts are given out at the end of the school year. Records are held until all fees are paid. Final payment for seniors must be submitted before graduation. Denial of re-enrollment for the forthcoming year is possible if arrangements on the overdue account have not been made. Parents will receive a phone call or letter from the school if your accounts are not current. Tuition for the new school term begins on July 1st.

A total of twelve tuition payments are required beginning with the July payment and ending with the June payment of the following year, unless the 10 month plan is chosen. At any time when two payments are past due, and no contact or explanation is given to and accepted by the administration, the student(s) of that family will be denied continuance of education at New Covenant Academy. The family will still be responsible for all monies due. Any exceptions must be

approved by the finance committee of the school board. Appeals are made through the head of school.

TERMINATION OF SERVICES

Parents may withdraw their child but must notify the school office in writing. A 30-day written notice is required. All families will be charged 1 month tuition after notification. NO EXCEPTIONS. New Covenant Academy may terminate services with any family for the following reasons:

- A child or parent's behavior that prevents the staff from serving the child's needs and protecting the other children;
- Failure to complete and turn in forms;
- Unpaid tuition and fees;
- Lack of observing school policies;
- Falsifying records;
- Repeatedly late pickup;
- Refer to school policies for steps relating to termination (documentation and communication with parents would be taking place prior to these steps.)

GENERAL POLICIES

Absences - As a courtesy to your child's teacher, please notify the school office at 570-662-2996 or email your child's teacher if your child will be absent. You will receive an automated email from the office if your child is marked absent. Please contact the office immediately if this is not the case. Please notify the school immediately if your child contracts or is exposed to a communicable disease (e.g. chicken pox), so that we can inform other parents, if necessary. If your child shows signs of illness while at school, you or one of the persons authorized to pick up your child will be asked to pick her/him up immediately. Your child will be isolated and made comfortable until your arrival. Please contact the school if your child will be absent for any reason.

Regular school attendance is absolutely necessary if a student is to excel in school. It is important, not only for the student's academic success, but also for the building of proper attitudes of responsibility. Any excessive absenteeism will be reviewed by the school board for recommendation of proper action. A student is allotted a total of 15 days of excused absences during the school year unless the absences are due to a prolonged illness, in which case a doctor's written excuse is required for any further absences.

On the day a student returns to school after being absent, he must bring a note from home to the school office. Absences will be classified as either excused or unexcused.

1. Excused absences include:
 - a. personal illness
 - b. death in the family
 - c. dangerous road conditions

d. visiting colleges

For an absence of six (6) consecutive days or more due to a serious illness or contagious disease, a note from a physician is required. For reasons other than illness parents should also write a dated note, explaining the reason for the absence. Since all class work must be made up, please try to arrange for professional appointments (doctor, dentist, etc.) outside of school hours. Students will be given a reasonable time to turn in make- up work. (See Item 7 below.)

2. Vacations: New Covenant Academy encourages family vacations because of the positive experiences they can have on the growth of your children. We strongly urge parents to plan family vacations during scheduled school breaks because a great deal of extra work is generated from being absent. At the same time, we realize there are occasions when the timing of vacations is beyond the control of even the parents. For those times we ask that these procedures be followed:
 - a. Notify the Head of School/Administrator and classroom teacher of the coming absence no later than one week in advance if possible. Teachers will try to prepare a list of daily assignments for the student. These assignments will be due on the first day back in school.
 - b. Quizzes and/or tests which were missed will be made up at the rate of two per day upon returning to school. These may need to be made up after school.
3. Unexcused absences: Unexcused absences are all absences except those noted above. Students who leave the school without permission from the school office and advanced written permission from their parents will be considered unexcused. Students who receive an unexcused absence will be given a zero for all assignments and tests missed. Anytime a student fails to bring a written excuse from home within three (3) days, it will result in an unexcused absence.
 - a. According to PA state law, three (3) unexcused absences are considered truant and six (6) unexcused absences are considered habitually truant.
 - b. After the third unexcused absence, the school will contact the family to inform of the unexcused absences and see if there is a valid excuse (thereby making them excused absences).
 - c. If the absences are still unexcused, the family will receive a letter from the school citing the number of days unexcused and offer to have a conference to find solutions.
 - d. If the conference is denied and/or the plan is not followed, the school must refer the child to the public school-based or community-based program or refer the child to the county children and youth agency.
4. Early dismissal or absence for family conveniences requires a prior written request from a parent indicating the time and purpose. Telephone permission is only acceptable in emergencies.

5. A student may not participate in a rehearsal, practice, game, play, or any other school activity held in the evening of a day during which the student was absent for more than half of the school day.
6. Students who arrive late or leave early must sign in and out of the office. This ensures knowledge of the location of all our students at any time. Leaving early requires advance permission.
7. Make up work will be permitted in cases of excused absences only. One make up day will be allowed for each day of excused absence. It is the student's responsibility to receive, complete, and submit the missed work. Additional time may be granted at the discretion of the teacher.

Academic Eligibility - There is an indication of scholastic difficulty when secondary students have an average of less than 65% and/or when a student appears to be at-risk of failing. Grades will be reviewed Friday afternoons. If a student is failing 2 classes OR is failing one class and has a GPA below 2.0 in core classes, he/she will be put on probation (see below). For students at-risk of failing, teachers will continue to monitor their progress, and, when necessary, call students to see them for help and support (e.g., during flex periods).

- A. **Warning Week:** The first time this happens, students will be warned that they are on the probation list. Except for any credit courses taken during the flex period, students will spend all flex periods in a designated space working on school work until both grades are a pass. If there is no way to raise the grade that week, they will be in flex all 5 days. (Students who take a credit-bearing course during a flex period will not be pulled from that course.)
- B. **Probation Week 1:** Athletes can practice, but not play games until grades are improved (at most one F and a core average of at least 2.0). If a player improves their grades accordingly by completing regular tests and/or scheduled assignments (late work is at each teacher's discretion), they may play the day after the new grades are posted on Jupiter Ed. All students on probation will spend all 5 flex periods in a designated space working on school work until both grades are a pass. (If there is no way to raise the grade that week, they will be in flex all 5 days.)
- C. **Probation Week 2:** If a student has not improved their grades as above (see point B) he will not practice or play and will be out for the entire week even if the grades are improved. All students will spend all 5 flex periods in a designated space working on school work. Parents will be notified by email or phone that their student is on week 2 of probation. Students will need to have a probation notice signed by all affected teachers and their parents.

- D. Probation Week 3: If a student is failing 2 classes OR is failing one class and has a GPA below 2.0 in core classes (whether or not they are the same classes as previous weeks), the athlete will be off of the team permanently and will remain supervised in a designated flex period study hall until all grades are passing. Parents must come in for an in-person meeting with the teachers and admin.
- E. Beyond week 4: If the behaviors continue and a student continues to do nothing toward raising their grade, an In-school suspension or out of school suspension or expulsion will be at the discretion of administration.

PLEASE NOTE:

This is the procedure **whether or not the above weeks are consecutive**; e.g., a student may raise his grades and be taken off probation after week one, but if grades go down again, he will be at week 2 of probation.

Grades will be inspected for all students starting on the first Monday following mid-term day in the first quarter. It will be after 2 weeks of school in subsequent quarters. For sports that overlap academic quarters, eligibility resets with the start of a new quarter. For the first two weeks of subsequent quarters, eligibility will be determined by the administration on an individual basis.

Parents and students are made aware of ineligible status by the administration. (Parents receive an email through Jupiter Ed.)

In case of a behavioral probation, the duration of probation will be determined by the staff involved combined with the head of school/administrator.

Accidents - In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. The emergency form will be used for hospital information and contact information. NCA reserves the right to call 911 for medical help if necessary but will attempt to reach the parents. If an ambulance is called and a child is taken to the hospital, a staff member will accompany the child. All significant accidents are recorded on an accident report and are reported to the parent(s). Accidents and treatment are documented in the school's medical log.

Allergies - All allergies to medication and/or other substances must be stated on the emergency medical and health forms. Information about children with allergies will be made accessible to all teachers HIPAA requirements are followed for allergy information.

Apprenticeship – see High School Option Classes, p. 25.

Busing - Sometimes the school district you reside in has a different schedule from NCA; perhaps

they have only a half-day or no school at all when NCA is in session. Here is what you need to know about bus transportation in such situations, district-by-district:

- A. TROY/CANTON SCHOOL DISTRICT: NCA runs two buses for the Canton-Troy area, which is available for an extra fee. This bus follows the NCA calendar, but would be canceled if the bus driver deems it unsafe to travel in the Troy/Canton area.
- B. NORTHERN TIOGA SCHOOL DISTRICT: If you live in the Northern Tioga district and there is no school there but NCA is in session, the district will pick up your child at your home in the morning and drop them off at your door at the end of the day. If there is a half-day where you live but a full day at NCA, the bus will come in the usual manner in the morning and will drop off your children to your door after school. When we have a half day but not the district, the bus will drop them off at home after our half-day. Whenever we both have a half day, Northern will pick up your children at 11:30 and take them home the same as when we both have a full day.
- C. SOUTHERN TIOGA SCHOOL DISTRICT: BUS 661 (Liberty): If you live in the Southern Tioga district and there is no school there but NCA is in session, they will have their bus at Liberty high school at 7:45AM and at Blossburg at 8:00 (do NOT be late). After school, the buses will take any Blossburg students to the Blossburg Methodist Church (corner of Main and N. Williamson) for parents to pick up at 2:40PM; then they will drop off the rest of the students at Liberty high school at 2:50. If there is a half-day where you live but a full day at NCA, the afternoon run is the same: after school, the buses will take any Blossburg students to the Blossburg high school for parents to pick up at 2:40 PM; then they will drop off the rest of the students at Liberty high school at 2:50. When we have a half day but Southern doesn't, they will take any Blossburg students to the Blossburg Methodist Church for parents to pick up around 11:45; then they will drop off the rest of the students at Liberty high school around 11:50. Whenever we both have a half day, Southern picks up your children at 11:30 and takes them home the same as when we both have a full day.
- D. BUS 34: Whenever Southern Tioga schools are closed but NCA is open, bus 34 does NOT run at all. When we have a full day but Southern Tioga schools have a half day, then bus 34 will NOT make an afternoon run. If we have a half day and the district has a full day, again, bus 34 will NOT make an afternoon run. (If both Southern Tioga and NCA have half days, then bus 34 may not arrive here until 12:45 – details will be sent to parents through a Jupiter message in advance.)
- E. WELLSBORO SCHOOL DISTRICT: If you live in the Wellsboro district and there is no school there but NCA is in session, you must have your children at the Wellsboro Middle school by 8AM and pick them up behind the High School at 2:50PM. Likewise, if there is a half-day where you live but a full day at NCA, pick your children up behind the High School at 2:50. When NCA has a half day but Wellsboro does not, parents are to pick up children behind

the high school at about 11:50. (If both Wellsboro and NCA have half days, then the bus may not arrive here until 12:30 – details will be sent to parents through a Jupiter message in advance.)

Calendar - The New Covenant Academy school calendar begins in late August and goes until the beginning of June. A current, up-to-date calendar can be found on the school website at www.ncalions.org

Cell Phone Policy - Cell phones **will not** be allowed to be used during the school day. If a student in 6th-12th grade brings a cell phone to school, it **must** be turned off and secured in their locker using a combination lock. Pre-K through 5th grade do not have access to a locker that can be secured, so the student will give the phone to their homeroom teacher to be kept in their homeroom all day in a secure site. If a student needs to use the phone, they may use the office phone. Parents, if you need to get a message to your child, please contact the school office at (570) 662-2996.

Consequences:

First Offense- The student will receive a Jupiter write-up and the teacher will confiscate the phone for the remainder of the day. Parents will be notified.

Second Offense- Same as first offense, plus one hour detention

Third Offense- Same as the second offense plus a meeting with parents and the student to discuss violations and further consequences.

Child Safety and Supervision - Young children should never be left alone in a car. When dropping off or picking up, please turn your vehicle off before entering the building. Children enrolled in our program are in sight and sound supervision at all times. Teachers count children repeatedly throughout the day to make sure all children are accounted for especially during transition. Exterior doors are locked to keep children safe and parents can use the call box if they are volunteering or to be let in when picking up their child. Cameras are used for visual verification before entering the building.

Community Service Hours

- All high school students (grades 9 – 12) **MUST** complete 25 hours of community service per year, every year they are at NCA. This makes 100 hours total.
- Community service each year is counted as a pass/fail course. The 25 hours must be completed within a one-year time frame or the student will receive an F for the course on their report card and transcripts.
- After the school year is completed, students may begin to work on hours for the next school year.
- All hours must be logged on the Community Service Form and signed by the person who supervises each service activity.

- Church-related community service DOES count as long as it does not take the place of your church service.
- Service to one's family or extended family DOES NOT count; that is your God-given responsibility. However, a family activity to help other people not related to you does count.
- Anything which you do for pay DOES NOT count.

IDEAS FOR SERVICE include:

- Helping elderly or infirm neighbors with lawn care, snow removal, or chores.
- Working at a local food bank.
- Working as a counselor at a Christian camp or a camp for the underprivileged.
- Providing child care for a working mom.
- Joining a community cleanup.
- Volunteering, such as at Partners for Progress.
- There are MANY more ideas, these are just a few samples.

NOTE:

Missions trips count for 8 hours/day for ministry days.

Senior Missions trip is a separate requirement on top of the 25 hours required each year.

IF YOU ARE NOT SURE AN ACTIVITY COUNTS as community service, check with the NCA office.

Communication - A weekly NCA Newsletter is sent electronically to parents with updates and ways to be involved. Good communication is based on respect for and a commitment toward one another. If a negative concern arises, parents are asked to follow the Biblical principle found in Matthew 18 and contact the teacher directly rather than discussing these concerns with others.

Confidentiality - Our staff is trained to observe professional ethics at all times. It is against our policy to talk about children in our care with anyone other than their family members. Parent access to children's records is limited to information about their own child. A licensed specialist would also have access to the files to check if they are maintained for compliance with state requirements. HIPAA requirements are followed for allergies. We need to know your children's allergies for protection of your child.

Credits/Courses Required - A graduating student must successfully accumulate a total of twenty-six (26) credits for graduation from New Covenant Academy (and the PA Department of Education requirement of 990 hours of high school, i.e., 180 school days). These credits are earned in grades nine through twelve. Each year a student must take between 6-8 credits. Each course is one (1) credit per year, unless noted.

Courses and electives may not be dropped after two weeks of the start of the semester.

College Prep Diploma

Bible	4	Social Sciences **	3	
English	4	Arts (Music or Art)	½	
Mathematics	3	Physical Education ***		1*
Science	3	Health	½	
Missions *	1	Foreign Language	2	
Speech	¼			
Electives	3 ½			

***This includes** 100 hours of community service and the senior mission trip.

**** Personal Economics** (i.e., Dave Ramsey’s course) is required of all students.

*****Physical Education** is required through grade twelve; however, Juniors and Seniors may substitute participation in two NCA athletic sports each year. Students who elect to do this will be assigned a study hall during their PE class time.

International Student College Prep Diploma

Bible	4	Social Sciences **	3	
English	4	Arts (Music or Art)	½	
Mathematics	3	Physical Education ***	1*	
Science	3	Health	½	
Missions *	1	Foreign Language	1	
Speech	¼	Electives	4 ¾	

***This includes** 100 hours of community service and the senior mission trip.

**** Personal Economics** (i.e., Dave Ramsey’s course) is required of all students.

*****Physical Education** is required through grade twelve; however, Juniors and Seniors may substitute participation in two NCA athletic sports each year. Students who elect to do this will be assigned a study hall during their PE class time.

Discipline - Our school’s definition of discipline is as follows: *“Training that enables students to make God-honoring choices in a climate of warmth and support.”*

Our programs include the following:

- An underlying positive attitude with a spirit of openness toward each student.
- An emphasis toward serving one another in Christian love.
- Parent/teacher teamwork in working out the needs of individual children.

Standards of Pupil Behavior - At New Covenant Academy, students will be held accountable for their behavior with a balance of love and guidance. Desired student conduct can be summarized in the following five character qualities:

- Respect for God, for authority, for one another, and for oneself.
- Reverence for God, for God's house (church, chapel), and for God's property (school).
- Obedience to God's Word, to parents, and to teachers/leaders.
- Integrity in life - to be committed to honesty, purity, truth, and fairness.
- Responsibility for one's actions and willingness to accept the consequences of those actions.

NCA's desires to train students with the goal of becoming self-disciplined individuals through clearly defined school rules and classroom limits with positive incentives and consequences consistently carried out.

Discipline policy for Kindergarten-7th grade- Parents will be notified; the consequence will be determined by the teacher. The teacher's discipline policy is available upon request.

Discipline and Detention Policy for 8th-12th Grades - Discipline issues will be reported by teachers on Jupiter. Parents are able to view these at any time under the "Behavior Log" tab.

Severe incidents like swearing, cheating, lying, plagiarizing, use of AI, and defiance (e.g., disrespecting staff) will result in contact with parents/legal guardian/home and additional immediate consequences such as in-school suspension, zero (0) for the assignment/test, etc.

Lesser infractions include (but are not limited to): being unprepared for class, being late to school or class, sleeping in class, being rude toward others, excessive talking/disrupting, inappropriately using electronics or translators in school.

After the 3rd reported incident, the student will serve an after-school detention from 2:45-3:45 pm on the Thursday following the week the last incident was recorded. High school teachers will take turns monitoring detention.

After the 6th reported incident, the student will serve a second detention.

After the 9th reported incident, a student will be given a 1-day suspension instead of detention (see Suspension p. 35).

After nine reported incidents, the student will be dealt with on an individualized basis. The total number of incidents will be reset at each quarter.

Detention Policy - Students will miss athletic practices and games and other activities (when applicable) in order to serve detention.

If a student does not show up for detention on the assigned date, he or she will be required to serve two detentions on consecutive Thursdays.

Dismissal - The school day ends at 2:26. The final bell rings at 2:23 which gives students 3 minutes to gather their belongings and prepare to go home. We dismiss bus riders first and then those students who are being picked up by their parents/guardians (called “walkers and riders”). High school students who live close to the school (e.g., within a ½ mile) may walk home.

For student dismissals, parents must wait along Extension Street to the south of the parking lot entrance until all buses have entered due to limited space at the parking lot entrance. This allows the buses to form their line. After the last bus leaves, you will be signaled to move forward. For safety, please do not encroach. Stay in line. We will bring your children to your car.

ALL students are to leave the school premises (including the playground and soccer field) at the end of the day, unless the student is on a sports team and needs to stay for practice. All other students are to leave the school and find arrangements to return to school if they would like to attend an evening event, such as sports games or concerts. This is in place to keep students safe because of lack of adult supervision. **Coaches are responsible to monitor any team members who must stay at school between the end of classes and the start of their games. Students who are remaining for practice must stay in the designated area to ensure proper supervision.**

Display of Affection – (A.K.A., public display of affection or PDA). The practice of holding hands, kissing, inappropriate hugging, or other displays of affection is prohibited during any school activity.

Dress Code - The character and nature of God’s work in our lives is often expressed through our interactions with the world around us. With the understanding God looks at the heart while we often look at the outward appearance of man, we recognize the fruit of His work within us should be evident in our expression to the world around us. Through our dress code, we seek to reflect the expression of God’s nature and be a testament of His power within our lives.

“As water reflects the face, so one’s life reflects the heart.” Proverbs 27:19

All apparel will reflect standards of modesty and excellence as influenced by biblical principles and professional societal norms. The general dress code applies to all NCA activities (during and after school) unless stated otherwise, and includes sporting and special events. Attire should reflect outward modesty and an inward spirit of self control; reflecting an attitude of compliance and submission to guidelines developed by school authorities. Thereby demonstrating respect toward self, students, teachers, administration, and parents. The head of school or his assistant will have final say in dress code arbitrations, as governed by the NCA school board. The administration reserves the right to prohibit clothing of any style or trend as the need arises.

Chapel Dress Code:

- Male students will wear dress or khaki pants along with a polo or button-down shirt or sweater and dress shoes or sneakers. Neck ties are encouraged, but not required.
- Female students will wear dress pants, skirt (knee length or longer) or dress capris

with a blouse or sweater, or a dress (must have sleeves and be no shorter than 3 inches above the knee).

- Leggings **may not** be worn as pants. Shorts or tights/leggings are recommended underneath a dress or skirt for girls (modesty).
- Jeans, shorts, t-shirts and hoodies are not permitted on chapel days.

Standard Dress Code:

- On non-chapel days, all students will wear jeans or khakis (without rips, tears or holes of any kind) and a t-shirt, polo shirt, blouse or sweater. Jean or khaki/golf shorts may be worn, but may not be shorter than 3-inches above the knees for both boys and girls.
- Hoodies, crew neck sweatshirts or sweaters may be worn as needed.
- Students may also dress in chapel attire any other day of the week - keeping in mind the guidelines above.

General Dress Code Guidelines:

- All apparel must be neat, clean, and not see-through or tight-fitting.
- Athletic wear (sweatpants, wind pants, jogging pants, gym/athletic shorts, etc.) are ONLY allowed as follows:
 - 🕒 *Grades K – 4* athletic wear may be worn all day ONLY on the days they have PE class (on other days they are to wear regular school clothes, not athletic wear).
 - 🕒 *Grades 5 – 12* may not wear athletic wear any school days. They are to change into their gym clothes before class and back into regular school clothes at the end.
- Leggings, jeggings, and tight-fitting (spandex) worn as pants/shorts are not permitted.
- Crop tops and tank tops are not permitted. No low-cut shirts exposing cleavage or chest.
- Slides (athletic sandals), flip-flops, and slippers are not permitted.
- Open-toed shoes are not permitted in grades Pre-K-5.
- Students will wear shoes at all times unless otherwise instructed.
- Clothing will not display any inappropriate, derogatory, or demonic graphics, characters, images, or similar designs, especially those with secular bands or those with inappropriate language. This includes coats, jackets, hoodies and backpacks.
- Undergarments must be covered at all times.
- Unnatural hair colors (pink, blue, green, etc) are not permitted. Male hair length will not exceed the collar of a shirt (no buns or ponytails) and facial hair will be neatly groomed.
- Females are permitted to wear modest, simple makeup and nail polish. Males are not permitted to wear either.
- Females only may wear earrings, but no other piercings are allowed. Visible tattoos are not permitted among the student body.

- Hats, caps, bandannas, sweatbands and hoods are not to be worn in the building unless for religious tradition.
- Students are expected to dress reflecting their biological gender.

Physical Education Attire:

- On PE (gym class) days, students in grades 5-12 are expected to dress according to the Standard Dress Code, bring PE attire to school, and change for gym class. Students in grades PK- 4 may wear gym attire on PE days unless it is on chapel day. PE attire includes sneakers, gym shorts or sweatpants with a t-shirt or sweatshirt. No sleeveless shirts are allowed. Gym shorts must be no shorter than 3-inches above the knees. This same dress code applies to all athletic activities.

Dress Code Violation Procedures for Kindergarten-5th grade:

- **First Violation:** Parents will be notified by Jupiter.
- **Second Violation:** Parents will be notified by phone and the student will change clothes.
- **Third Violation:** Parents will be notified by phone and the student will change clothes. A meeting will be held with parents to discuss violations and proper dress.

Dress Code Violation Procedures for 6th-12th grade: If a teacher or administrator determines that an individual student's attire is inappropriate for a class activity or setting, he or she will address it according to the following procedure.

- First Violation: Parents will be notified and the student will change clothes (either brought in by a parent or from an overstock). The student will receive a write-up in Jupiter.
- Second Violation: Parents will be notified again and the student will change clothes. A 1-hour detention will be given.
- Third Violation: Parents will be notified and the student will change clothes. A 1-hour detention will be given. A meeting will be held with parents and the student to discuss violations and proper dress.
- Referrals don't carry over from one quarter to the next. Each quarter the student gets a fresh start.

Resistance to wear proper attire as outlined by this dress code can result in suspension, expulsion, or any other disciplinary measure as deemed appropriate.

Drug and Alcohol Violations - New Covenant Academy believes that the use of alcohol, tobacco, vaping, CBD products, and non-prescribed drugs by our students are threats to their health, and damaging to the "Temple of God" (1 Cor. 3:16, 6:19). We review this with the Upper School students during the course of their instruction in Health classes, Bible classes, and during chapels throughout their studies here. Therefore, because it is contrary to God's standard, contrary to NCA's standard, and illegal, students who have been found to be involved in such activities will be subject to disciplinary action.

If use of drugs and/or alcohol has occurred, the student will be suspended from the school for three days. (see Suspension, p. 35).

Also, during this time, the student will review scripture and submit a two to three page paper that discusses the biblical standards that were violated relevant to the behavior, the negative consequences of sin, and the positive results of living according to God's standards. At least one page will be dedicated to the student's plan for avoiding sinful behavior in the future. It would be the desire of the school board and administration to enable restoration of a repentant student without breaking the link between sin and its consequences. If the infraction requires suspension, and if the student is truly repentant as determined by an interview with the parents and NCA administrative staff, the student will be allowed to return to school under a behavior contract. The student's pastor will be invited to participate in the restoration process and may also be requested to do follow-up counseling with the student if appropriate.

If a second violation occurs, it will be assumed that the student is not repentant and the student will be suspended for two weeks (see Suspension p 34).

If a third violation occurs, expulsion will be recommended to the NCA School Board. It is important to separate the sin from the sinner and to allow for restoration. When deemed necessary, the pastor and parents will arrange for a schedule of counseling by a professional to assist the student in returning to behaviors that glorify God.

Early Dismissal - A note from the parents requesting early dismissal should be brought to both the homeroom teacher and the teacher of the class involved. Parents wishing to pick up students should come to the school office. Please limit this request to emergency situations only. Seniors will not be allowed an early dismissal even if NCA classes are completed for the day. Exceptions to this rule include students taking off-campus college courses or doing work-study experiences.

Extra-Curricular Activities - Activities include all sports programs, drama productions, and various privileges, field trips, clubs, and programs outside the academic courses offered. Eligibility to participate will be determined by the head of school/administration, taking into consideration both academic and behavioral standings. *See Academic Eligibility section, above.*

Students whose tuition account is not up to date will only be allowed to participate in extracurricular activities requiring personal finances at the discretion of the administration.

Emergency Closing of School - During inclement weather, New Covenant Academy will be canceled whenever Southern Tioga School District closes their schools. We will send an alert via Jupiter Ed and announce it on our website as soon as practical. If announcements are made on local stations about Southern Tioga School District, New Covenant Academy will always do whatever Southern Tioga School District does.

Exclusions from the academy - If Christian principles are not willingly adhered to by the students and parents, the staff cannot expect to help build individual character and godly integrity. In fairness to all families involved, if a child and/or parent does not consistently seek to abide by the school's principles and Christian conduct, the student will be unable to continue at New Covenant Academy. All decisions will be made by the head of school, and if appropriate, an appeal may be made to the school board through the head of school. Re-admission for all students will be reviewed on a yearly basis.

● **Exclusion** from NCA may be by suspension or expulsion. Types of offenses that could lead to suspension or expulsion from school include:

1. Possession of Controlled Substances/Paraphernalia;
2. Possession of firearms or any weapon on school property;
3. Immorality, insubordination, or interference with the rights of others;
4. Defacing or destroying academy property;
5. Verbal or physical mistreatment of any administrator, teacher, academy employee, student, or individual within the jurisdiction of the academy;
6. Excessive unexcused tardiness or truancy;
7. Illegal possession of school property or property of other individuals;
8. Profanity or disrespect for the rights of others;
9. Any kind of harassment of other students or academy staff including sexual harassment, bullying (verbal, physical or cyber); See further information under "Sexual Misconduct" (p. 32) and in the Appendix: Bullying & Harrassment Policies and Procedures"
10. Violation of civil law, criminal law, or academy rules and regulations deemed to be detrimental to the well-being of NCA.

● **Expulsion** - Expulsion is exclusion from the academy for an offense for a period exceeding 10 school days and may be permanent expulsion from the academy rolls. Expulsions require a formal hearing. During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his or her normal classes except if it is determined after an informal hearing that a student's presence in his or her normal classes would constitute a threat to the health, safety or welfare of others, or it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 days without a formal hearing unless mutually agreed upon by both parties. Re-admission for all students will be reviewed on a yearly basis.

Hearings, informal and formal – Suspensions and Expulsions

Informal: The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents/guardians and head of school to discuss ways by which future offenses might be avoided.

At the informal hearing, the following due process requirements shall be observed:

- NCA shall hold the informal hearing within the first 5 days of the suspension.

- Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student;
- Sufficient notice of the time and place of the informal hearing shall be given;
- The student has the right to question any witnesses present at the hearing;
- The student's right to speak and produce witnesses on his/her own behalf;

Formal: A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board. When a committee of the board conducts the hearing, a majority vote of the entire board is required to expel a student.

The following due process requirements are to be observed:

- Notification of the charges shall be sent to the student's parents or guardian by certified mail;
- At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension;
- The hearing shall be held in private unless the student or parent requests a public hearing;
- The student may be represented by counsel, at the expense of the parents or guardians and may have a parent or guardian attend the hearing;
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses;
- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined;
- The student has the right to testify and produce witnesses on his or her own behalf;
- A written or audio record shall be kept of the hearing. The student is entitled to a copy;
- The proceeding shall be held within 15 school days of the notification of charges unless mutually agreed upon by both parties;
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Field Trips - Occasionally, there will be field trips. Parents will be notified with a permission slip and asked to provide any necessary fees. The school office must have copies of license, auto insurance and clearances for all volunteer drivers. Students are not allowed to drive themselves to a field trip. Trips are part of the curriculum, and students are expected to participate. Trips may involve additional financial fees, depending on the distance from New Covenant Academy, admission charges, etc. Arrangements must be made prior to the trip if the parents do not wish for their child to participate. Students must ride the transportation provided by the school (e.g., students may not drive themselves without express written approval). **Younger students transported in any vehicle except a school bus are required to have a car/booster seat as required by state law.**

Fire Drills - Fire drills and other emergency drills are held periodically in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated to the parking lot in front of the school. The head of school will give the all clear to return to the classroom. The school building is inspected on a regular basis.

According to the guidelines of the Commonwealth of Pennsylvania, several practice fire and/or emergency drills must be held each year. When a signal is given the students are to follow the guidelines given by the teacher and listed in our emergency procedures.

Final Exams for Secondary Students - Students in grades 9-12 may be exempt from the final exam in any class if they have a 4.0 GPA – a 93.0% or higher overall grade in that class – on the Friday of the week prior to final exams. Note: There will be no rounding of the grades when determining this.

If a student wishes to take the final exam to raise their grade, they may do so, but once the decision has been made to take the exam, the grade will count even if it lowers the final grade. (Students may not look at the exam and then choose not to count it.)

In addition, a daily excused absence is possible under the following conditions:

- If a student does not have to take any exams as they have been exempt from ALL exams on a given day AND
- If none of their teachers are teaching new information AND
- If they have parent permission (See Headteacher for permission form if the other 2 criteria have been met).

A student meeting all 3 of the above criteria may be excused from school during the exam days.

High School Option Classes – Students in grades 10 – 12 may seek approval to take an optional class in place of another non-core course or in place of a study hall. There are both academic and vocational options. The academic option (online college courses) is intended for independent growth through self-management, self-regulation, self-monitoring, and self-study; the vocational option (“school-to-work”) provides on-the-job training plus growth in responsibility, working with others, etc.

1. **ONLINE COLLEGE COURSES:** The student selects an appropriate online course through an established and credible organization, typically Corning Community College or Commonwealth University (i.e., Mansfield University). The course must include assessments provided by the organization. The student is responsible to acquire all necessary materials for the course. It is not the responsibility of NCA to provide books, certificates, or other supplies. NCA will provide the space, time, and computer to complete the course as it fits within the study hall period or dropped elective.
2. **SCHOOL-TO-WORK:** In this option, students go to a place of business and work for that employer. School to Work allows students to learn about a job, the industry, and personal finances in a practical and meaningful way while getting practical on-the-job training. The

student is responsible to contact the employer, secure the job, and arrange logistics (e.g., transportation). Students must provide the school with a weekly work schedule signed by the work supervisor. Students will be held to the written work schedule provided. NCA requires regular documentation of hours worked. For example, a quarterly report of the student's schedule signed by a supervisor at the organization.

If you are interested in these options, contact the Assistant Head of school and obtain the form from the office.

Fragrances - Use of body sprays (deodorant, cologne, perfume), as well as plug-ins and other air fresheners are strongly discouraged. This is to prevent allergic reactions for those students and staff who have a sensitivity to scents and fragrances.

Grades – Requirements and procedures for grading and averaging will be announced for each course by the teacher at the beginning of the term.

New Covenant Academy uses the following grading system for 2nd-12th grade:

97 - 100 = A+	83 - 86 = B	70 - 72 = C-
93 - 96 = A	80 - 82 = B-	65 - 69 = D
90 - 92 = A-	77 - 79 = C+	Below 65 = F
87 - 89 = B+	73 - 76 = C	

"Inc" is given when course requirements are incomplete. Unless requirements are made up within two weeks from the report date, the earned grade will become the permanent grade. Percentage (%) grades will be used on all reporting of mid-quarter reports, report cards, and student's cumulative records. This is for all grades (6-12) and subjects.

Grading in Kindergarten through 5th grade may also include:

O	94-100
S+	83- 93
S	72- 82
S-	69- 71
N	below 69

NOTE: Concert participation is required of all students to pass their music classes. This includes K-5 students (Christmas & Spring musicals), all middle school students (choir), and High School students who take choir as an elective.

Grievances - In the event of a grievance or difference between two individuals, the biblical principles of Matthew 18 must be followed. Students and parents will bring all questions and/or criticisms directly to the individual involved so that the problem may be properly considered.

Honor Roll- At the end of each quarter an academic honors list is compiled according to the following scale:

- Distinguished Honor Roll – Average 97% and above and all A+s.
- High Honor Roll – Average 95% and above and no grade below 90.
- Honor Roll – Average 90% and above and no grade below 85%.
- The above minimum grades are not rounded.
- Only courses taken through NCA will be considered for the honor roll.

Illness Policy - Your cooperation is needed in maintaining high health standards for our school. Please be sure that your child is healthy and rested when s/he comes to school.

Returning to school after being out sick:

If your child has been sick they may not return to school if one of the following is present:

- A temperature of 100 degrees or higher (temperatures must be in the normal range for 24 hours without medication)
- A cough that is associated with wheezing, or constant cough that interferes with his/her ability or the ability of others to concentrate and perform while in school;
- A constantly runny nose, especially in a child who cannot wipe or blow his/her nose effectively;
- Nausea, vomiting, diarrhea. A child should remain home until he/she can tolerate normal meals without nausea, vomiting, or diarrhea for at least 24 hours
- Bacterial conjunctivitis (pinkeye) with discharge from one or both eyes. Children must be kept home until appropriate therapy has begun and eyes are free of crusting, weeping, or discharge;
- Children diagnosed with strep throat should remain home until they have been on antibiotic therapy for 24 hours and have also been fever-free for that period of time;
- A child with a suspected contagious skin rash (i.e. chicken pox, impetigo, etc.) should be kept home until it can be determined that the rash is not contagious;
- Students sent home for head lice must be examined by the appropriate school medical official before returning to class.

Illness Prevention— Staff help children to wash their hands frequently throughout the day to reduce the spread of germs. Tables and chairs are washed after use.

Should a student become ill during the school day, the student is sent to the office. If the degree of illness warrants, parents will be contacted. Please make arrangements to pick up your child as soon as possible should you be called for this reason.

Immunizations - Regulations by the state of Pennsylvania require all students entering K-12 to submit evidence of immunization. All students will be required to furnish an immunization record or a waiver of such immunizations within eight months of enrollment.

Minimal entry requirements shall be as follows:

- 2 MMR (Measles, Mumps and Rubella)
- 3 Hepatitis B.
- 4 DPT (Diphtheria, Pertussis, Tetanus)
- 2 Varicella or history of chickenpox
- 3 Oral Polio (Trivalent)

These requirements are determined by the Pennsylvania State Health Department and will be adjusted according to any changes in their regulations. Medical or religious exemptions must be submitted in writing and approved by the New Covenant Academy Head of School.

Jupiter - New Covenant Academy uses “Jupiter” to record all grades, absences, disciplinary records and contact with parents. Jupiter can be accessed anytime using <https://login.jupitered.com/login>.

Kindergarten - New Covenant Academy has a 3 and 5-day kindergarten program. Children will attend classes on Monday, Wednesday, and Friday for the 3-day program and Monday through Friday for the 5-day program. Students will be involved in character building and academic training. As a special reward for their progress, New Covenant Academy proudly presents kindergarten graduation at the end of our school year. For entrance into Kindergarten, a student must be 5 years old on or before September 1 of the school year.

Late Arrivals and Early Dismissals - All students who arrive after 8:20 A.M. must bring to the office a written note from the parents explaining their tardiness. A student must obtain an office pass to enter his/her class. Late bus arrivals will be an exception. Early dismissals require a note from parents explaining the reason for dismissal.

Leaving School Building - Students will not be permitted to leave the school building unless they are being picked up by parents for appointments etc. Students will not be allowed to go out to get lunch, or go out to their vehicles during school hours. All needed materials for the school day are to be brought in with the student upon arrival.

Lost and Found - Any lost article should be turned in to the office. It is the student’s responsibility to make every effort to track down lost possessions. The school is not responsible for lost or stolen items.

Lunch and Snacks - Parents are encouraged to provide a healthy snack and lunch for their student. Please identify lunches with the student’s name. Also, please use an ice pack if the lunch needs to be kept cold. Food can be warmed if needed. NCA does not have a lunch program, but there are times when classes will sell pizza, subs, etc. If a student forgets to bring lunch, NCA has a few lunch staples on hand. Students will not be permitted to use Door-Dash. However, if a student is unable to eat food that is provided by NCA, a parent may use Door-Dash as long as the office is made aware ahead of time.

Medication - In accordance with the guidelines established by the State Department of Health, all medications brought to school must be in a correctly labeled container, accompanied by the prescription permission note signed by a parent or guardian. The note should include how much medication the student should have and the times to be given. Non-prescription medicines will only be given to those students whose parents send in the appropriate medicine labeled for their student. All medications will be kept locked and will be dispensed through the school office. Medications may not be kept by the student except for EpiPens, asthma inhalers, and diabetes kits. Elementary students (PK - 5th grade) students should give these to their teachers. No medication will be given, including non-prescription drugs, without written parental permission. Cough drops are permitted with a written note from the parent.

Mid-Quarter Reports – Student grades are regularly updated on Jupiter to inform the parents of students' grades. Mid-Quarter grades are posted within a few days of the mid-quarter date and we highly encourage parents to check their children's progress at this time. If questions arise about grades, In addition to our regularly scheduled parent/teacher conferences, New Covenant Academy welcomes conferences with the parents about their son/daughter's progress at any point during the year. Please call for an appointment between 8:00 AM and 3:00 PM.

Music - It is the policy of our school to encourage wholesome and uplifting music. No violent, sensual, or suggestive music, or music which tends to encourage rebellion against authority will be used or allowed to be part of any activities related to New Covenant Academy. The administration holds the right to render judgment on appropriate music for New Covenant Academy. Electronics may not be used in the school unless the teacher has given written permission because of a special need or occasion.

Office - The office phone is 570-662-2996; the email is office@ncalions.org. Voicemail and email will be replied to promptly. Office personnel will normally be present from 7:30 AM – 3:30 PM, Monday through Thursday and 7:30 AM – 3:00 PM on Friday. Inquiring about tuition accounts, scheduling an appointment, or contacting a specific teacher should be made during these office hours. Emergency messages for students should be given through the office. All monies including tuition and fees can be paid in the office.

Summer office hours: Monday through Friday, 8 AM – 12 PM.

Outdoor Play - Pre-K through 7th grade children will have daily scheduled recess times. Children must have socks, boots, warm jackets, hats, and mittens to play on the playground in cold weather. When the temperature falls below 20 degrees the children will remain in the school for recess.

Parent /Teacher Conference - Parent/Teacher conferences are scheduled in the middle of the 1st quarter grading period. The purpose of the conference is for teachers and parents to connect regarding students. During the week (as scheduled on the school calendar), parents are invited to schedule a meeting in person, via email, Jupiter, phone call, or video conference (e.g., Zoom).

Parent Participation - Parent involvement and support are vital to the ongoing success of the school. Please help us by supporting the school's policies and procedures, help your child by volunteering in the classroom for special projects, and help the school community by offering your talents (see Y.E.S Hours, page 36.)

Pet Policy – Except for pre-approved service animals, New Covenant Academy does not allow pets in the school building or on the school premises with the exception of pets that remain in vehicles at pick-up and drop-off times. Special permission may be given for such events as “show and tell.” Please contact your child's teacher to coordinate any special events. Safety for our students is of utmost importance. Some classrooms contain fish, etc., as classroom pets, and children help with their feeding and caretaking. Children will wash hands after helping with pet responsibilities.

Parent /Teacher Fellowship (PTF) - Parent - Teacher Fellowship meetings will be held throughout the year. The purpose of these meetings is to foster parental involvement in and understanding of the life of our school. Attendance counts toward parent Y.E.S. hours.

Participation – Classroom - Proper student attitudes are highly encouraged at all times. Through involvement, discussions, observations, and interactions between teachers and students, a teacher can better identify the student's knowledge, personal strengths, and weaknesses. Class participation includes: attentiveness, observations, discussions, interactions, respect for the teacher and the other students. Misconduct and disruptive behavior affects the entire class and will be addressed appropriately.

Pictures- School Photographs - New Covenant Academy contracts a professional photographer to take individual and group colored pictures. Arrangements are made to pose early in the school year so that the portraits can be processed and returned before Christmas. You will be notified of the date. Various packages and competitive prices of quality photos will be offered to the students/parents. All students will have their picture taken, even if they do not purchase photos. The pictures are needed for cumulative records and the yearbook.

Plagiarism - Plagiarism, which includes the use of AI (artificial intelligence), is a violation of a general academic policy and it is an explicit form of cheating. If a student is found to have plagiarized, the parents/guardians will be contacted,

- The first incident the student will receive a 50 for a grade and the student will redo the assignment correctly in an appropriate amount of time.
- The second incident the student will receive a 0 for a grade and the student will redo the assignment in an appropriate amount of time and the student will reflect on cheating (i.e., plagiarism) through a study of scripture or other assignment given by the school administration.

Pre-Kindergarten - New Covenant Academy provides pre-school training for students who are three through five years old. Class sessions are held Monday through Friday from 8:20 AM – 2:26 PM. Sessions are designed to help the child begin to understand God and His creation. Lessons also stress character building, social interaction skills, and readiness for the academic world. More information is available upon request. For entrance into Pre-Kindergarten, a student must be 3-years old on or before September 1 of the school year and be toilet-trained.

Pregnancy - We believe in grace, love, and mercy. We believe in the sanctity of life and want the child to be born in a loving and safe environment. It is also important that the student(s) understands that premarital sex is not God's best. Thus, we hope to see that the student expresses true repentance.

In the event a girl does become pregnant, she will not be allowed back into the regular classroom setting. However, if she is repentant, she may continue her education at NCA through Virtual Learning using Jupiter. The student may reapply for admission upon the conclusion of the pregnancy, if the student is willing to follow the guidelines as set forth in the handbook.

Male students that father a child will be suspended from school until such a time as the baby is delivered. If he is repentant, he may continue his education at NCA through Virtual Learning using Jupiter. He may reapply for admission if he is willing to follow the guidelines as set forth in the handbook.

Recess - Students in grades K-7 may have outdoor recess when weather permits. The time and daily schedules will be up to the teacher. Children may be kept inside during recess time only if the teacher receives a note from the parents explaining the reason. Please do not ask to excuse a child unless there is a medical reason for doing this.

Report Cards - The school year is divided into four quarters. End of quarter grades can be found on Jupiter. Upon request, printed report cards normally are available the fourth day after the end of each quarter. We encourage parents to keep abreast of their children's grades and contact the school with any concerns, for educating a student is a joint effort with the school and the parents working together to achieve one goal.

Scholarship Aid - Individuals and families needing financial assistance for tuition costs are advised to first make an application to the board of the church which they attend. A Covenant Scholarship application is available during the months of March and April for the following school year. Please keep in mind that scholarship funding is limited.

School Closings - During inclement weather, school closings will be announced via text, Facebook, media, and the NCA website. See *"Emergency Closing of School"* section above.

School Hours – School begins at 8:20 and ends at 2:26. See also Office (page 29). See *"OFFICE"* above.

Search & Seizure - New Covenant Academy holds the right to search all student lockers and backpacks for contraband given probable cause.

Sexual Misconduct - New Covenant Academy believes that sexual intercourse outside of marriage is a sin (1Cor. 6:13; Galatians 5:19, Ephesians 5:3; 1 Thess. 4:3-8). We believe that a parent's responsibility is to explain sex and God's plan for it within the marriage union. We briefly teach about sex and its purpose in God's design in high school through health classes, Bible classes, and, at times, in chapel.

Therefore, because it is God's standard, and consequently NCA's standards, students who have been found to be involved in such activities will be subject to disciplinary action. If sexual harassment (unwanted sexual advances), sexual misconduct (sexual touching including kissing, holding hands, and hugging) or pre-marital intercourse has occurred on campus or at an NCA-sponsored event, the student(s) will be suspended from the school for a minimum of two weeks (see Suspension p. 35). Also, during this time, the student(s) will be given a relevant writing assignment by the Administration, with the goal of establishing biblical understanding of healthy relationships. Part of the written assignment will include the student's plan for avoiding sinful behavior in the future. It would be the desire of the school board and administration to enable restoration of a repentant sinner without breaking the link between sin and its consequences. If at the end of two weeks, the student is truly repentant, as determined by an interview with the parents, NCA administration staff, and the student's pastor, the student will be allowed to return to school under a behavior contract. If the student is not repentant, then expulsion will be recommended to the NCA School Board. There will be an opportunity to request forgiveness and to pray for deliverance from this sin in the future.

Sexual Harassment

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning environment.

Each staff member shall be responsible for maintaining an educational environment free from all forms of unlawful harassment. Each student shall be responsible for respecting the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

The head of school or designee shall be responsible for completing the following duties when receiving a complaint of unlawful harassment:

1. Inform the student regarding their right to file a complaint and the complaint procedure.

2. Inform parents/guardians of the complainant and accused of the complaint.
3. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
5. Inform the student that they have a right to file a criminal complaint.
6. The student has the right to interim protective measures while any investigation is ongoing. These measures include but are not limited to separation of the student and the accused, and the temporary suspension of the accused depending if it is clear that the health, safety and welfare of the complainant is at risk. Any suspension must be in accordance with the suspension policy of NCA.
7. In the case of the accused, there will be a presumption of innocence throughout the grievance process.

Complaint Procedure

Step 1-Reporting

A student who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the head of school. The student is encouraged to use the Report Form available from the head of school. All complaints, verbal or written, shall remain confidential at all times. The right to confidentiality for both the complainant and accused will be respected consistent with the NCA's responsibility to investigate and address such complaints.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the head of school or other designee shall investigate the complaint. At least two investigators will be involved to assure an impartial and thorough investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigators may also evaluate any other information and materials relevant to the investigation. There will be an opportunity for both the complainant and the accused to present witnesses and evidence. The preponderance of the evidence standard shall be the standard applied to the facts of the investigation. Every investigation will be adequate, reliable and impartial throughout the process.

Step 3 – Investigative Findings

The investigators shall prepare and submit a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The findings of the investigation shall be provided in written form to the complainant and the accused.

Step 4 – Resulting Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of

this policy, NCA shall take prompt, corrective action to ensure that such conduct ceases (and to prevent the harassment from recurring) and will not recur. Additionally, NCA will take steps to remedy the discriminatory effects on the complainant and others, if appropriate. Complainant(s) and the accused, and their parents shall be notified of the disposition/action taken by NCA.

Disciplinary actions shall be consistent with the NCA Student Handbook. If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action. A student, who is found to have violated this policy, or any other policy, shall be subject to discipline consistent with the NCA's Student Handbook. This discipline could include a referral to law enforcement, suspension, expulsion, or removal from extra-curricular activities.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal within fifteen (15) days.
2. The investigators shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant.

Sports - At New Covenant Academy, we are proud to offer an athletic program as part of extra-curricular activities conducted after regular school hours. The Lord has blessed many students with specific athletic skills that our sports program endeavors to perfect. Through competition, the program benefits the physical as well as the social and spiritual needs of a student. Sports teams have included basketball, soccer, volleyball, and track or both boys and girls. Some sports are interscholastic and some are intramural. At the discretion of the Athletic Director and Head of School, home-schooled and cyber-schooled students may be eligible to participate in NCA team sports.

Student Liability - New Covenant Academy is not responsible for personal property which may be lost or stolen. All items should be labeled with the student's name. All lost items will be placed in the lost and found box located near the office area. Any student who loses school books or equipment will be required to replace them. Students are liable for willful destruction of property.

Summer School - Students desiring to do scholastic work during the summer may do so with a parental request. Arrangements can be made for online credit recovery for courses not passed during the regular school year. Possible arrangements include online or district summer school, etc.

Supplies - Student supplies (such as water bottles, supply boxes etc.) are the responsibility of the parents. Students may bring any Bible of their choice, but we highly recommend the English Standard Version (ESV) Bible for upper elementary through high school students. Most scripture memorization will be from this version. A detailed supply list will be sent to parents during the summer. Parents also help with paper supplies for the school according to the list sent out in the summer.

Suspension - Suspension is exclusion from school for a period of 1 to 10 consecutive days. Suspensions may be given by the head of school.

A student shall be informed of the reasons for the suspension and given the opportunity to respond, if appropriate (e.g., gathering evidence). Prior notice of the intended suspension need not be provided when it is clear that the health, safety or welfare of the NCA community is threatened.

The parents or guardians shall be notified immediately in writing when the student is suspended. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing. Suspensions may not be made to run consecutively beyond the 10-day period.

Students shall have the responsibility to make up tests/exams given while being disciplined by suspension and shall be permitted to complete these missed tests/exams within the amount of days of the suspension (e.g., if a student is suspended for 3 days, he/she will have 3 days after returning to school). Zeros will be given for any assignments given/assigned during the suspension and the student must be prepared to hand in any assignment or take any tests on the day of his/her return.

The student shall not be permitted to participate in extracurricular activities (e.g., athletics) while on suspension.

Testing - Achievement – Diagnostic snapshots of student progress are taken four times per year for students in grades 5 – 12, assessing their English and Math skills. Additionally, standardized tests may be given during the spring semester; dates will be published from the office to notify the parents when such testing will occur.

Testing - Entrance - Every child enrolling in New Covenant Academy must be evaluated by an interview with a teacher and/or a diagnostic assessment. The results of the exam, along with previous school records, help determine the academic abilities of students and proper grade placement.

Textbooks - New Covenant Academy supplies each student with textbooks received and selected by its staff. The textbooks are not the property of the student but are on loan. There is a charge for student use of books only if a textbook is lost or damaged.

Transportation - Many of our students obtain bussing to the Academy through public school districts when available. Parents are directed to contact their local school district for arrangements of public transportation. Students must obey the rules and regulations of the bus service. Some students may not receive bussing, depending on the public school district in which they live (and if they are Pre-K students). Transportation is the responsibility of the parents. NCA runs two buses to areas not served by public school buses; these are available for an extra fee.

By law, school bus drivers are responsible for the safety of the students riding on their buses. These guidelines have been developed to assist drivers in assuming control of their buses and passengers and to promote the highest possible safety standards. It is the further responsibility of students, parents, and New Covenant Academy to assist in the observance and enforcement of these standards.

Students are expected to ride the bus assigned to them. Drivers are not to transport children other than in the manner assigned. If a student needs to be dropped off at a different place, s/he should present a note from his or her parents to the bus driver. Student guest riders are permitted on the two NCA buses, however a note needs to be provided to the office (signed by the parent) as well as the \$5/trip fee. By law, students are not permitted to ride public school buses from a district other than their home district. Students must remain in their seats whenever the bus is in motion. Students are expected to respect others on the bus, especially the driver.

Specifically, this means no abusive language, inappropriate printed material, physical abuse in the form of fighting or throwing objects, indecent gestures, teasing, or taking others' personal belongings.

Students are expected to be reasonably quiet and mannerly. While complete silence is not expected, drivers are responsible for holding noise levels, which will not interfere with safe bus operations.

Bus drivers have the authority to discipline and/or dismiss a student from the bus due to behavior problems. In the event that parents wish to express concern over any phase of school bus operations, they should express their concern in person, by mail, or by telephone to the transportation director or superintendent of their district.

Valedictorian & Salutatorian – Seniors are eligible for valedictorian and salutatorian status at graduation based upon the following guidelines:

- Students' cumulative GPAs will be calculated;
- Only courses taken through NCA will be considered for valedictorian and salutatorian status;
- Valedictorian is the student with the highest GPA; the salutatorian is the student with the second highest GPA;
- Students are eligible for consideration if they have attended the last five semesters at NCA.

Visitors at School

ALL VISITORS MUST FIRST REPORT TO THE SCHOOL OFFICE TO SIGN IN AND OUT OF THE BUILDING. This includes family members of students.

PROSPECTIVE STUDENTS AND THEIR FAMILIES are welcome to visit New Covenant Academy, tour our facility, and sit in on classes. However, we extend this invitation only to those who have serious intentions of enrolling at New Covenant Academy in the near future.

Withdrawals - Student withdrawals from school must be done through the school office. One month's notice must be given for all withdrawals. All families will be charged 1 month tuition after notification. NO EXCEPTIONS. Teachers will be notified of the withdrawal. Before any records can be forwarded for transfer to another school or for graduation, tuition MUST be paid in full.

Work study - Seniors interested in the skilled trades may take work study with administrative approval. See High School Option Classes, p. 25.

Y.E.S Hours (Your Essential Support Program) - The Y.E.S Program has been adopted by the New Covenant Academy School Board to encourage parent involvement in our school. Your involvement is crucial to the success of our school. Please be assured that your participation is greatly appreciated. Without your essential support, many of our programs & special events would not be possible.

The Y.E.S. program requires that each family (with students in Kindergarten through 12th grade) fulfill 24 hours (12 hours for single parent families) per year of service hours to the school. Families with only Pre-K students are not required to complete Y.E.S. hours. Numerous opportunities exist to fulfill your hours. At least half of the hours MUST be completed at fundraiser events. Each family will receive a form to track hours at the beginning of the school year. Y.E.S. hours need to be submitted to the office prior to high school graduation. (Each family will be billed for incomplete hours at a rate of \$20.00 an hour.)

Extended family members may work Y.E.S. hours on behalf of a family, which will count toward a family's Y.E.S. hours. For example, a grandmother may work 2 hours at the Troy Fair and it counts toward the family hours.

NCA staff with children (e.g., teachers, aides, office personnel) are required to serve 10 Y.E.S. hours per year. As part of the staff evaluations, extra-curricular participation is assessed. Extra-curricular participation is defined as time spent outside of the contractual duties as outlined in the contracts. It is understood and recognized that our staff work more hours than is required by their contracts and, in general, staff give time to the academy that goes above and beyond their legal obligation (e.g., preparation for field trips, attending field trips that go beyond the school day hours, clubs, electives, coaching, driving bus, and driving students to/from events).

Y.E.S. hour opportunities include:

- Troy and Tioga Fairs
- Ninja Challenge
- Paper supplies that are requested throughout the school year
- Work-bee sessions for cleaning and repairs
- Recess Duty
- Providing food for special events
- Chaperoning for school event

APPENDIX

NCA Bullying and Harassment Policy

Bullying Definition

"Bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) directed at another student or students;
- (2) which occurs in a school setting;
- (3) that is severe, persistent or pervasive; and
- (4) that has the effect of doing any of the following:
 - (i) substantially interfering with a student's education;
 - (ii) creating a threatening environment; or
 - (iii) substantially disrupting the orderly operation of the school; and

"School setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Harassment Definition

Offense defined.--A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person:

- (1) strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
- (2) follows the other person in or about a public place or places;
- (3) engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
- (4) communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
- (5) communicates repeatedly in an anonymous manner;
- (6) communicates repeatedly at extremely inconvenient hours; or
- (7) communicates repeatedly in a manner other than specified in paragraphs (4), (5) and (6).

(a.1) Cyber harassment of a child.--

(1) A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:

- (i) seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental or physical health or condition; or
- (ii) threat to inflict harm.

Referral Protocol for Suspected Bullying or Harassment

Step 1: Assess the Problem

Gather information about the situation and determine if bullying or harassment has occurred.

- What happened?
- Did the child experience bullying, harassment, conflict or something else?
- If bullying, what role did the child play in the bullying situation (target, bystander or perpetrator)?
- How has this experience affected the child?

Step 2: Inform and Support

What type of information and support does the child or family need? Provide appropriate information about the bullying dynamic, safety planning and information about how adults can support and follow up with involved students.

Step 3: Refer for additional support, if appropriate

Would the child or family benefit from social and emotional evaluation or support? If the child is experiencing physical symptoms or emotional distress, an assessment may be warranted. Refer the child and family to the appropriate professional for evaluation and support.

Step 4: Inform of complaint processes, if appropriate.

Does the behavior violate criminal law, civil law or professional standards of practice? If a crime was committed, parents or school administrators may file a police report. If a child's civil rights were violated, parents may file a formal complaint with the U.S. Department of Education or the Pennsylvania Human Relations Commission (PHRC.) The Pennsylvania Department of Education (PDE) accepts complaints about educator misconduct. An attorney can help a family determine if a civil lawsuit is warranted.

Step 5: Provide advocacy information

Would the child or family benefit from additional support in advocating for the child's needs? Provide information about victim services or other advocacy options.

For more information, see the Commonwealth of Pennsylvania site on Safe Schools: Bullying Prevention.