



Engage and Empower

SCHOOL HANDBOOK

Updated 11/20/19

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!

Kjell Fenn
Headmaster

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MISSION STATEMENT

To partner with families by providing an exemplary education, spiritually and academically, from a Christian perspective, in order to prepare our students to live in a manner that will bring glory to God and make an impact on our world.

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 every one 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 a positive student. 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, 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, sex, creed, or national 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 abide by the school's regulations in matters of personal contact, 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 entrance examination 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. 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 headmaster.

Extended Care

Before and after school Extended Care programs are available for students. Registration is not required and this program can be utilized any time during the school year. The fee for students is \$10.00 per day. Students must be picked up by 5:30pm. Children have time for study, outdoor play, snack, crafts and games. For 1/2 days or early dismissal days, the cost is \$20 per day, per student.

Hours are 7:30 AM - 5:30 PM. The regular school day is 8:20 AM - 2:26 PM.

TERMINATION OF SERVICES

Parents may withdraw their child but must notify the school office in writing. A 30-day written notice is required and families are required to pay for the semester in full. 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 e-mail 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 toward job 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 three (3) 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 do 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 Headmaster/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.
- 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 Probation - There is an indication of scholastic difficulty when college preparatory secondary students have an average of less than 65% and general diploma students have an average of less than 60% in any subject and/or when a student does not maintain a 2.0 GPA ("C" average). When this occurs, the student is placed on academic probation. The following process will be used:

- 1. Students on academic probation have limited eligibility to take part in extra-curricular activities (sports, Student Council, clubs, etc.) . Academic probation works on a three week system.
 - a. 1st Week: The student is eligible to practice and/or play in any athletic events and participate in other extra-curricular activities.
 - b. 2nd Week: The student is eligible to practice, but not eligible to play in or travel with the team to any athletic events. They may not participate in other extra-curricular activities.
 - c. 3rd Week: The student is not eligible to practice, play in, or travel with the team to any athletic events or participate in other extra-curricular activities. If the

student still has an “F” at the end of this week, they will be removed from the team or other extra-curricular activity.

2. Grades will be inspected for all students starting on the third Monday in the first quarter. It will be after 2 weeks in subsequent quarters.
3. The probation list will come each Monday before the end of the school day.
4. Probation will be served from Tuesday until the following Monday (inclusive)
5. Students will not be removed from the list until the next list comes out.
6. In the event that an extra-curricular activity takes place in two or more different terms, grades will be inspected two weeks following the beginning of the new term.
7. Student Probation Weeks are based on individual classes, not an entire class load as a whole. A student may be on Weeks 1-3 for different classes throughout the sports season.

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 accidents are recorded on an accident report form that requires the signature of the parent. 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 posted in all classrooms. HIPA requirements are followed for allergy information.

Apprenticeship – (see Flex Classes, p. 23).

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 a bus for the Canton-Troy area, which is available for an extra fee. This bus follows the NCA calendar, but would be cancelled if the bus driver deems it unsafe to travel in the Troy/Canton area. If so, you will be notified through school messenger.
- 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.

- 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 high school 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.
- D. BUS 20: Whenever Southern Tioga schools are closed but NCA is open, bus 20 does NOT run at all. When we have a full day but Southern Tioga schools have a half day, then bus 20 will NOT make an afternoon run. If we have a half day and the district has full day , again, bus 20 will NOT make an afternoon run. (If both Southern Tioga and NCA have half days, then bus 20 will not arrive here until 12:45.)
- 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.

[Calendar](#) - The New Covenant Academy school calendar begins in late-August and goes until the beginning of June. An updated calendar can be found on the school website at www.ncalions.org

[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 through 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.

[College Courses](#) – (see Flex Classes, p. 23)

[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 hours must be completed within a one-year time frame; however, this school year students are allowed to make up missed hours from last year.
- Community Service must begin no sooner than July of the new 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.
- Service to one's family DOES NOT count; that is your God-given responsibility as a son or daughter. 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.
- 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. HIPA 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. These credits are earned in grades nine through twelve. 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)	$\frac{1}{2}$
Mathematics	3	Physical Education	1*
Science	3	Driver's Ed	$\frac{1}{4}$
Missions **	1	Health	$\frac{1}{2}$
Speech	$\frac{1}{4}$	Foreign Language	2
Electives	$3\frac{1}{2}$		

*Physical Education is required through grade twelve; however, juniors and seniors may substitute participation in two NCA athletic sports each year.

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

General Diploma

Bible	4	Social Sciences	3
English	4	Arts (Music, Art)	$\frac{1}{2}$
Mathematics	3	Physical Education	1*
Science	3	Driver's Ed	$\frac{1}{4}$
Missions **	1	Health	$\frac{1}{2}$
Speech	$\frac{1}{4}$	Foreign Language	1
Electives	$4\frac{1}{2}$		

*Physical Education is required through grade twelve; however, juniors and seniors may substitute participation in two NCA athletic teams each year.

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

International Student College Prep Diploma

Bible	4	Social Sciences	3
English	4	Arts (Music or Art)	$\frac{1}{2}$
Mathematics	3	Physical Education	1*
Science	3	Health	$\frac{1}{2}$
Missions **	1	Foreign Language	1
Speech	$\frac{1}{4}$	Electives	$4\frac{3}{4}$

*Physical Education is required in through grade twelve; however, juniors and seniors may substitute participation in two NCA athletic sports each year.

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

Discipline - Our school's definition of discipline is as follows:

- Training that enables students to make God-honoring choices in a climate 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 control. Desired student conduct can be summarized in the following five character qualities:

- Respect for God; for authority; for one another; for oneself.
- Reverence for God; for God's house (church, chapel); for God's property (school).
- Obedience to God's Word; to parents; 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.
- Clearly defined school rules and classroom limits with positive incentives and consequences consistently carried out.
- Training with the goal of students becoming self-disciplined individuals.

Discipline 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.

Infractions include (but are not limited to): being unprepared for class, being late to class, sleeping in class, disrespecting staff, excessive talking/disrupting, inappropriately using electronics or translators in school, cheating, and swearing.

Severe incidents like swearing, cheating, and defiance will result in an additional immediate consequence.

After the 3rd reported incident, the student will serve an after-school detention from 2:45-3:45pm 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. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within two weeks of the suspension.

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.

Display of Affection - 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 expressed through our interactions with the world around us. With the understanding that God looks at the heart while we often look at the outward appearance of man, we recognize that the fruit of His work within us should be evident in our day-to-day lives. Through our dress code, we seek to reflect the expression of God's nature and testament of His power within our lives. "As water reflects the face, so one's life reflects the heart." Proverbs 27:19

General Policy

All apparel must reflect standards of modesty and decorum. This general dress code applies to all NCA activities, unless stated otherwise, and includes sport activities and special events. The headmaster or assistant headmaster will have final say in dress code arbitrations.

GENERAL:

- All apparel must be neat, clean, and not see-through or tight-fitting.
- No athletic wear is permitted except for gym classes in grades 4th through 12th.
- Any clothing displaying secular bands, inappropriate language, alcohol, tobacco, violence, the occult or illegal activity will not be permitted. Clothing that ridicules other people or groups is not permitted. Coats, jackets and backpacks may not display any inappropriate inscriptions, pictures, images or symbols.

TOPS/DRESSES:

- Shirt, dresses, blouses and tops must have sleeves; no cutout sleeves.
- Shirts and dresses may not have plunging necklines (front or back). Backs, shoulders, midsections, and undergarments must be covered at all times; cut off shirts are prohibited.
- Coats may not be worn in the hallways or classrooms.

BOTTOMS:

- Hemmed, loose slacks or jeans, not touching the floor, are permissible.
- Dress/skirt hems and slits must be no shorter than two inches above the knee when standing and seated.
- Hemmed shorts (and capris for girls), no shorter than two inches above the knee, may be worn.
- Leggings and skinny jeans are only acceptable with an appropriate fingertip length tunic.

ACCESSORIES/MISC:

- Hair styles must be in good taste. Extremes in style and color will not be permitted. Boys' hair may be no longer than to the bottom of the collar. Young men may have neatly groomed facial hair.
- Girls' makeup and nail polish must be in good taste. Extremes will not be permitted. Boys may not wear makeup or nail polish.
- Girls may wear earrings. Boys may not wear earrings. No other body piercings or visible tattoos are permitted. Jewelry that is deemed inappropriate by staff must be removed immediately.
- Opened toed shoes/sandals may be worn in 6th-12th grade. Flip flops, sport slides and slippers are not permitted.
- Hats, caps, bandanas, sweatbands and hoods are not to be worn in the building unless for religious tradition.
- Chapel Dress
- Jeans and t-shirts are not permitted. Girls will wear modest dress slacks or skirts with a nice top or dresses. Boys will wear dress or casual slacks and a dress or polo shirt.
- Physical Education Attire
- All students 4th through 12th grades must have sneakers, gym shorts, wind pants or sweatpants with t-shirts; no sleeveless shirts. Gym shorts must be no shorter than two inches above the knees. Pre-K through 3rd grade students must wear sneakers.

Dress Code Violation Procedures - The following procedures have been adopted to ensure that the dress code is enforced as fairly and consistently as possible:

- Parents will be notified.
- Dress will be adjusted to follow dress code.
- Appropriate apparel will be purchased, borrowed, or delivered from home.

Resistance to wear approved apparel could result in suspension, expulsion or any other disciplinary measure.

[Drug and Alcohol Violations](#) - New Covenant Academy believes that the use of alcohol, tobacco, 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 tobacco has occurred, the student will be suspended from the school for three days. If use of alcohol or non-prescription drugs has occurred the student will be suspended from the school for two weeks. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within two weeks of the suspension.

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. In the instance of tobacco use, the student will be suspended for two weeks. All the above requirements for a two-week suspension will apply.

If a third tobacco violation occurs, or if alcohol or non-prescription drugs use had occurred a second time, expulsion will be recommended to the NCA School Board. Since substance abuse is a more serious crime, students found to have abused non-prescription drugs will be subject to immediate expulsion. 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 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. This policy is in addition to the Academic Policy stated above (i.e., students failing a subject or with a GPA under 2.0 must serve after-school detention on Thursdays, including student athletes in 6th and 7th grades).

1. Eligibility will be determined by the headmaster/administration, taking into consideration both academic and behavioral standings.
2. Academic eligibility will be determined beginning at the mid-point of the first quarter and after two weeks in subsequent quarters. A student passing all classes (with a minimum overall GPA of 2.0 including all subjects) will be eligible to participate in extracurricular activities without restrictions. A student who has a grade of F in any subject will be allowed to play IF he maintains a minimum 2.0 GPA for all core subjects (i.e., Bible, English, Foreign Language, Math, History, and Science). Any student with a

grade of F in more than one subject will not be allowed in any extracurricular activities, including sports. A student who has an overall GPA of less than 2.0, or who has one F and a GPA under 2.0 in core courses, will be placed on probation and begin the eligibility process as follows:

- Week 1 – The student is placed on probation and remains eligible to participate in extracurricular activities as usual. Students must schedule a meeting with the instructor of any class he is failing to formulate a plan to raise his grade. Students must also commit to supervised study halls – i.e., that he will focus on schoolwork and extra study, and be monitored by the study hall teacher. Students' GPAs will be calculated on Monday afternoons. Students who have improved their grades/GPA accordingly he will be removed from the probation list; if not, they continue to Week 2.
 - Week 2 – Students are eligible to practice, but not eligible to play in or travel with the team to any athletic events. They may not participate in other extra-curricular activities. The student must schedule another meeting with the instructor of the class(es) they are failing, plus the AD or coach, and continue other measures as from the first week. Students who have improved their grades/GPA accordingly he will be removed from the ineligible list; if not, they continue to Week 3.
 - Week 3 – The student is not eligible to practice, play in, or travel with the team to any athletic events or participate in other extra-curricular activities. The student must schedule a meeting with the instructor(s), coach/AD, and the assistant headmaster. Parents will be invited to the meeting. If the student has improved their grades accordingly they will be removed from the ineligibility list. If the student has not adequately improved their grades after week 3 they will be removed from the team.
 - Note that 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.
3. As noted above, grades will be inspected for all students starting on the first Monday following mid-term day in the first quarter, but in subsequent quarters, they cannot be correctly calculated until after two weeks of school. For sports that overlap academic quarters, eligibility does not reset with the start of a new quarter. For any students who are on the ineligibility list or who are on probation, eligibility during those first two weeks will be determined by the administration on an individual basis.
 4. Parents and students are made aware of ineligible status by the headmaster/administrator. (Parents receive an automated e-mail through JupiterEd.)
 5. In case of a behavioral probation, the duration of probation will be determined by the staff involved combined with the headmaster/administrator.
 6. No student will be allowed to participate in any extracurricular activities requiring personal finances if the tuition account is not up to date.
 7. Eligibility for the students enrolled in the ELC program will be determined by the ELC teacher in conjunction with the headmaster/administrator.

8. Student Probation Weeks are based on individual classes, not an entire class load as a whole. A student may be on Weeks 1-3 for different classes throughout the sports season.

Emergency Closing of School - During inclement weather, New Covenant Academy will be canceled whenever Southern Tioga School District closes their schools. School Messenger and NCA website announcements will be made as soon as possible. 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 do 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 headmaster, and if appropriate, an appeal may be made the school board through the headmaster. 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);
10. Violation of civil and criminal, law, academy rules and regulations deemed to be detrimental to the well-being of NCA.

Expulsion - 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 do 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 headmaster, and if appropriate, appeal may be made to the school board through the headmaster. 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.

Field Trips - Occasionally, there will be field trips. Parents will be notified with a permission slip and asked to provide any necessary fees. All volunteer drivers for field trips must have insurance and clearances. Clearances and insurance information must be on file in the school office. 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.

Fire Drills - Fire 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 headmaster 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 drills must be held each year. When signal is given the students should:

1. Stop activities (talking, working, etc.).
2. Exit quickly, quietly, in an orderly, single-file fashion following the exit procedure outlined on a map displayed on the wall near each classroom door.
3. Reassemble, as a class, outside the building, quietly.

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.

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.
- IF none of their teachers are teaching new information and
- IF they have parent permission (See Mrs. Dunlap 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.

Flex Classes - For students who have met the PA State graduation requirements in credits (both in subject and quantity), they may elect to seek approval to take a Flex Class in place of another course or in place of a study hall.

There are four options within the Flex Classes, two are academic and two are vocational. The two academic options are intended for independent growth through self-management, self-regulation, self-monitoring, and self-study.

1. **ONLINE COLLEGE COURSES:** The student selects an appropriate online course through an established and credible organization. The Flex Class must include assessments provided by the organization. For example, online courses through a university, Coursera, or MOOC. 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 course dropped.
1. **ON-CAMPUS COURSES @ MU:** For students who want to take college level courses at Mansfield University (MU), they may. The student is responsible for contacting MU and registering for classes and all logistics getting to and from the university. Credit for college courses may also count for high school credit; be sure to check with the office before enrolling. Students initially taking college coursework are limited to ONE college course that semester; in ensuing semesters they may apply to take two per quarter.
2. **APPRENTICESHIP:** The apprenticeship option is a form of work/study in which the student spends part of the school day with a local business learning the business and industry. The student initiates the contact with the potential employer and makes all logistic arrangements. The employer evaluates the student on his/her work.
3. **SCHOOL-TO-WORK:** The fourth option is called 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, on-the-job training, the industry, and personal finances in a practical and meaningful way. The student is responsible to find the job, contact the employer, get the job, and arrange logistics (e.g., transportation).

If you are interested in these options, kindly fill out the form on reverse and bring it to the office. If you have any questions, Mr. Douglass will be happy to help.

Fragrances - Use of body sprays (deodorant, cologne, perfume and body sprays) are discouraged. Please use roll-on deodorant. This is to prevent allergic reactions for those students and staff, who suffer allergic reactions to fragrances.

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

New Covenant Middle and High Schools College Prep use the following grading system for all grades:

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	

New Covenant High School General Diploma uses the following grading system for all grades:

97 - 100 = A+	83 - 86 = B	70 - 72 = C-
93 - 96 = A	80 - 82 = B-	67 - 69 = D+
90 - 92 = A-	77 - 79 = C+	63 - 66 = D
87 - 89 = B+	73 - 76 = C	60 - 62 = D-
		Below 60 = F

“I” is given when course requirements are incomplete. Unless requirements are made up within two weeks from 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 K-5:

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

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.

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 headmaster to discuss ways by which future offenses might be avoided.

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

- a. Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student;
- b. Sufficient notice of the time and place of the informal hearing shall be given;
- c. The student has the right to question any witnesses present at the hearing;
- d. The student’s right to speak and produce witnesses on his/her own behalf;
- e. NCA shall hold the informal hearing within the first 5 days of the suspension.

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:

- a. Notification of the charges shall be sent to the student's parents or guardian by certified mail;
- b. 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;
- c. The hearing shall be held in private unless the student or parent requests a public hearing;
- d. 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;
- e. 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;
- f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined;
- g. The student has the right to testify and produce witnesses on his or her own behalf;
- h. A written or audio record shall be kept of the hearing. The student is entitled to a copy;
- i. The proceeding shall be held within 15 school days of the notification of charges unless mutually agreed upon by both parties;
- j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

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 96.9% and above and no grade below 90.
- Honor Roll – Average 90% and above and no grade below 73%.
- Only courses taken through NCA will be considered for 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;
- 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;
- 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 New Covenant Academy Headmaster.

Jupiter - New Covenant Academy uses “Jupiter” to record all grades, absences, disciplinary and contact with parents. Jupiter can be access 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 term.

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 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.

Lost and Found - Any lost article should be turned into 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 asked to provide a snack for their child that contains two food groups. They also need to bring a healthy lunch identified with name. Please use an ice pack if the lunch needs to be kept cold. Food can be warmed if needed. NCA has a lunch program, which will provide a main dish, fruit and vegetable at the student's expense.

Healthy Snack Suggestions

When choosing a snack for your child's class, please bring a snack that contains two food groups. See the food pyramid below to help with food choices. Some healthy examples are carrots and dip, cheese and crackers, pretzels and yogurt, animal crackers and 100% juice. Your child's teacher will let you know if any allergies are present in the classroom.

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. Lower school 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 - New Covenant Academy makes available mid-quarter reports on Jupiter to inform the parents of the grade average earned by the student. Reports are available on line for parent inspection. If questions arise about grades, New Covenant Academy welcomes conferences with the parents about their son/daughter's progress. 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 rock, 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 occasion. Any student violating this rule will have the item confiscated, and his parents will have to pick up the item in the office.

Office - The office phone is 570-662-2996 or email at info@ncalions.org. Voicemail and email will be returned 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 left in the office. All monies including tuition and fees can be paid in the office.

Summer office hours are Monday through Thursday 8 AM – 1 PM. The office is closed on Friday.

Outdoor Play - The 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 at the end of the 1st quarter grading period. The conference date is printed on the school calendar. Parents are strongly encouraged to meet with their student's homeroom teacher on Parent – Teacher Conference day. If this is not possible, parents can be encouraged to make an appointment at another time according to teacher availability. Parents/teachers may call at any time if there is a concern they wish to address.

Parent Participation - Parent involvement and support are vital to the on-going success of the school. Please help us by supporting the schools 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 - 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 as a classroom pets, and children help with the feeding and caretaking. Children will wash hands after helping with pet responsibilities.

Parent /Teacher Fellowship (PTF) - Parent - Teacher Fellowship meetings will be held three times throughout the year. The purpose of these meetings is to foster parental involvement in and understanding of the life of our school. Attendance is required by at least one adult representative of the family.

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.

Parking Lot Procedures - These procedures are for the school age students only. Pre-schoolers MUST be picked up in the classroom. With the large number of cars arriving and departing each day, it will be very important that a set routine is established, which will keep the traffic lanes free. The parking lot area is available for parents who would like to personally escort their children to or from school in the morning or the afternoon. The front door area is the "Traffic Lane Area." It is very important that cars do not park in this area. We must have quick access in and out of the school, and this is the only lane that will be free for traffic. This area is designated for quick drop-offs in the morning. Parents are not allowed to park here and leave the vehicle to walk their children into school or to park and walk into the school to retrieve their children at the end of the day. The North door area is the "Pick-Up Area." This area is designated for quick pick-ups in the afternoon at dismissal time. Please be diligent to move your car as soon as your children are safely buckled in.

Pre-Kindergarten - New Covenant Academy provides pre-school training for students who are three (3) through five (5) years old. Class sessions are held Monday through Friday from 8:20 AM – 2:26 PM. Extended Care is available from 7:30 AM - 5:30 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.

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.

Pregnancy - In the event of pregnancy, female students will be assisted in finding adequate medical care to ensure the best possible outcome for both mother and baby. Male students that father a child will be expected to provide financial assistance for both pre-natal and post-natal care as needed. (Tim. 5:8) Female and male students who are involved in a pregnancy will be suspended from school until such a time as the baby is delivered. If the student is repentant and seeks to confess the sin to the student body, that may be arranged, but it will not alter the mandatory suspension from school for the duration of the pregnancy. The student may reapply for admission upon the conclusion of the pregnancy if the student is willing to follow the guidelines as described above for restoration to the body.

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. Report cards normally are available the fourth day after the end of each quarter. Report cards at the end of the 1st and 2nd quarter may be picked up by the parents at Parent-Teacher Conferences. Educating a student is a joint effort with the school and the parents working together to one goal.

Scholarship Aid - Individuals and families needing financial assistance for tuition cost are advised to first make application to the board of the church which they attend. A Covenant Scholarship application is available on the school's website, but funding is limited.

School Closings - During inclement weather, school closings will be announced via "School Messenger" and NCA website.

School Hours – Classes begin at 8:23 and the last class ends at 2:23. See also Office (page 25).

School Messenger– We use an automated system, "School Messenger," to notify parents of school news including events, closings, early dismissals, and emergencies. It is important that we be able to contact each of you quickly by text through this service. However, in order to receive such text messages - potentially including emergency situations - you MUST "opt-in" to the messaging service. To do that, simply send a text to 68453. That sounds like a funny number, but that is the one. The text you send should be only the letter Y or the word "yes" (without the quotation marks). After you do that, you will automatically receive a confirmation text in reply.

School-to-Work (see Flex Classes, p. 23).

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 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 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 excluding kissing, holding hands or hugging) or pre-marital intercourse has occurred, the student(s) will be suspended from the school for a minimum of two weeks. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within two weeks of the suspension. Also, during this time, the student(s) will review scripture and submit a five (5) to ten (10) page paper that discusses the biblical standards that were violated relevant to the sin committed, the negative consequences of sin, and the positive results of living according to God's standards. At least one

page would 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 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 on the day of the next chapel. 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; innuendoes; 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 headmaster 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 headmaster. The student is encouraged to use the Report Form available from the headmaster. 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 headmaster 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, track, and possibly baseball for both boys and girls. Some sports are interscholastic and some are intramural. At the discretion of the Athletic Director and Headmaster, homeschooled 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 a Bible, pen, pencils, folders, notebooks and loose-leaf paper, etc.) are the responsibility of the parents. At New Covenant Academy, we utilize the New International Version of the Bible for most purposes. 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 August.

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

A student may not be suspended until the student has been informed of the reasons for the suspension and given the opportunity to respond. 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 exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within two weeks of the suspension

Telephone Messages and Usage - Students should not use the office phone for placing or receiving calls without permission. Please arrange matters ahead of time. In case of emergency, the office staff will take a message to the student. A student may use their cell phone in the school office with permission from an administrator. All students will turn in their personal cell phone to their homeroom teacher at the beginning of the day. They will be returned to them at the end of the day.

Testing- Achievement - Standardized achievement tests will be given during the spring semester every year. Dates will be published from the office to notify the parents when testing will occur. The Terra Nova test will be given.

Testing- Entrance - Every child enrolling in New Covenant Academy must be evaluated through a screening exam. The results of the exam and previous school records help determine the grade placement of the student.

Testing- Vocational - Each year grades 10-12 are administered an Armed Services Vocational Aptitude Battery (ASVAB) Test. New Covenant Academy's purpose for the ASVAB is to evaluate the mechanical, electrical, secretarial, and other vocational/technical skills in which a child may be proficient. This test is taken at the option of the parents and the student. Test results may assist a student in planning his vocational career.

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 through public school districts as they interface with our school wherever possible. 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. Transportation is the responsibility of the parents. NCA runs a bus for the Canton-Troy area, which is 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.

Each student is expected to ride the bus which is assigned. Drivers are not to transport children other than in the manner assigned. If a student needs to get on or off at a different place, he should present a note from his parents to the bus driver. By law, students are not permitted to ride 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, and no teasing by removing 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 GPA's will be calculated;
- For students taking advanced –track courses a .3 will be added to GPA;
- Only course 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 - If pre-arranged, prospective parents and students 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. Please sign in at the office upon arrival.

Withdrawals - Student withdrawals from school must be done through the school office. One month's notice should 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 skill trades may take work study with administrative approval. Contact Mr. D as soon as possible if interested. (Call the office at 570-662-2996.)

[Y.E.S Hours](#) (Your Essential Support Program) - 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.

Y.E.S. requires that each family fulfill 24 hours (12 hours for single parent families) each year of service hours to the school. Numerous opportunities exist to fulfill your hours. At least half of the hours MUST be completed at fundraiser events. (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 and 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 (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).

Board approved, November 2019.

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