



**Engage and Empower**

# **SCHOOL HANDBOOK**

2022-2023

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

## 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 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 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. 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.

#### 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.
  - a. According to PA state law, three (3) unexcused absence is considered truant and six (6) unexcused absences is 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 Policy** - 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, 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. Probation Week 1: Athletes can practice but not play games until both grades are a passing grade. If a player pulls their grades to a pass during week 1, with regularly scheduled assignments, (late assignments are at the teacher's discretion) they can play the day after the teacher has entered the new grades. 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)
- B. Probation Week 2: If a student has 2 Fs regardless of whether they are the same 2 Fs as last week athletes will not practice or play and will be out for the entire week even if the grades are pulled to a pass. 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.
- C. Probation Week 3: If a student has 2 Fs regardless of whether they are the same 2 Fs of previous weeks, the athlete will be off of the team permanently and all students will remain in a designated flex period until all grades are passing. Parents must come in for an in person meeting with the teachers and admin.
- D. Beyond week 3: 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.

**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 two buses 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.
- 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 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 full day, again, bus 34 will NOT make an afternoon run. (If both Southern Tioga and NCA have half days, then bus 34 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](http://www.ncalions.org)

[Cell Phone Policy](#) - Cell phones are valuable and important communicative devices in today's world. While many schools prohibit the use of or even the possession of a cell phone during the school day and other schools allow phone use in specific areas and/or times, after considerable review, we have decided that students should be allowed to have them, but must be taught how to use them appropriately. Ultimately, we want our students to have a strong sense of time management, self-regulation, self-monitoring, and environmental awareness (i.e., what is the environment that they are currently in and how should they conduct themselves).

To that end, we allow high school (8th-12th grade) students to have their cell phones with certain parameters in an effort to teach them time management, self-regulation, self-monitoring, and environmental awareness. Below are specific parameters for the use of and possession of cell phones.

- **Students** are to turn on silent or airplane mode (not on vibrate) and keep them out of sight during the instructional day unless directed by a teacher for use.
- **Students** may use cell phones before school, at lunch, during passing periods, in study halls, and after school.
- **Teachers** will review the cell phone policy, the purpose of the use of cell phones, and consequences for cell phone policy violation with all their students at the beginning of the school year and throughout the year, as needed.
- **Teachers** will teach students the proper use and etiquette of cell phones in a school setting (see below for more).

### **Proper Use and Etiquette of Cell Phones in a School**

There are proper times to use a cell phone and there are inappropriate times to use a phone. Examples include but are not limited to:

1. While someone is talking to you or to your group, it is rude to be on one's phone including peers and other students. Common courtesy dictates that you should not be on your cell phone when someone is talking to you. This is true wherever you are and whoever is speaking to you.
2. When a teacher is giving instructions, it is inappropriate to be on the phone.
  - a. It is never appropriate to look at/share pornography in any of its forms including but not limited to scantily clad men/women (even if it's deemed "fashionable"), cartoon/illustrations, text/stories, photos, videos, memes, or drawings/art.
  - b. It is never appropriate to look at/share violence or violently graphic images/videos/text.
  - c. It is never appropriate to look at/share demeaning, disparaging, slanderous, or unflattering content including but not limited to racist, political, social, or anti-religious comments.
  - d. It is never appropriate to look at/share content that is harmful (socially, emotionally, physically, or spiritually) to others, especially peers, NCA students, and NCA staff.

1. Incidents such as the above will not be tolerated, but will be addressed as per school policy.
- e. We understand that sometimes students need a “brain break” and that scrolling through social media may help.
- f. Students may use their phones to check a work schedule for an after-school job; it is professional to be aware of changes in a schedule.
- g. During times of heavy focus or concentration, music (in earbuds or headphones) can be extremely helpful.
- h. Phones can be used to check Jupiter for grades or to do schoolwork (also on Jupiter) or other sites.
- i. Certain class activities using Quizlet, Kahoot, Quizizz, etc., completing assignments, and looking up information are legitimate uses for cell phones.
- j. When a student needs to email a teacher (either through their ncalions account or Jupiter), he/she can do so on the phone.
3. There is no picture-taking or videoing at any time (unless a teacher has it as part of a lesson).
4. No cell phones are to be used during chapel. Students are to bring their physical Bibles to chapel, thus avoiding tempting distractions.
5. Students on the ineligibility list will not be allowed to use their phones during study halls.
6. Students who have been recently absent and/or owe work may not be permitted to use their phones during study halls.

### ***1st violation***

1. Teacher/staff notifies the student and rehearses the policy (and purpose of the policy [i.e., to teach time management, self-regulation, self-monitoring, and environmental awareness]).
2. A warning will be recorded in Jupiter. Jupiter allows other teachers to see if there are other warnings as well as allow parents to monitor their son or daughter’s use of a phone.

### ***2nd violation***

1. The phone is confiscated for the remainder of the day (and/or for the following school day, depending on when the violation occurred).
  - a. If the violation occurs before the beginning of lunch, the phone will be confiscated for the day; after the beginning of lunch the phone will be confiscated for the next day.
2. An incident report will be recorded in Jupiter. Jupiter allows other teachers to see if there are other warnings as well as allow parents to monitor their son or daughter’s use of a phone.
  - b. A message to parents/guardians will be sent regarding the issue.
3. The policy is again reinforced to the student with the possibility of a written agreement or brief essay written by the student showing his/her understanding of the policy.

### **3rd violation**

1. The phone is confiscated for the remainder of the day (or for the following school day, depending on when the violation occurred - see 2nd Violation 1.a)
2. An incident report will be recorded in Jupiter. Jupiter allows other teachers to see if there are other warnings as well as allow parents to monitor their son or daughter's use of a phone.
  - a. A message to parents/guardians will be sent regarding the issue.
3. The student is not permitted to have the phone in his/her possession at school (or he/she may turn the phone in to the office each day and have it returned after school) for 5 consecutive school days.
  - a. The student will write a written agreement or brief essay showing his/her understanding of the policy.

For violations of **Proper Use and Etiquette of Cell Phones in a School, 2.a-d**, the student will have an immediate meeting with administration and, depending on the severity of the issue, the matter will be investigated, potentially a phone call home will be placed, appropriate consequences given, and a plan drafted to avoid repeat violations, including but not limited to counseling.

**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 (and the PA Department of Education requirement of 990 hours of high school (e.g., 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	$\frac{1}{4}$
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.

### ***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.

Severe incidents like swearing, cheating, 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 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 2:45-3:45pm 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 (see Suspension p. 32).

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.

**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 parents/guardians who are picking up their kids (called “walkers and riders”). High school students who live close to the school (e.g., within a ½ mile) may walk home.

For parent pick-up, form a line near the soccer field. This allows the buses to form their line. The head of the line starts near the drainage grate, before turning toward the front entrance. 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 kids to your car.

Pre-K-4<sup>th</sup> grade students are dismissed at the front entrance. Students in 5<sup>th</sup>-12<sup>th</sup> will be picked up at the north entrance (near the playground).

If you would like to park in the parking lot and walk your child(ren) to your car, you may do so. Please wait outside the front doors. Your child(ren) will be brought to you.

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

**Dress Code** - All students are expected to dress in a way that is consistent with the Christian values of decency and modesty. This expectation applies to all NCA activities, unless stated otherwise, and includes sports activities and special events.

- Clothing must be modest, clean, not see-through, and not tight-fitting.
- Backs, shoulders, midsections, and undergarments must be covered at all times.
- Clothing and backpacks may not have any inappropriate language, pictures, images, or symbols or references to alcohol, tobacco, violence, the occult, or illegal activity.

In addition to the expectation of general modesty, there are a few specific requirements.

- Sleeveless shirts and shirts with cut-out sleeves are not permitted.
- Bottoms may not have rips or tears above the knees.
- Dresses or skirts must be at least knee-length.
- Shorts must be at least mid-thigh length and not tight-fitting.
- Leggings may not be worn as pants with a regular-length shirt. They may only be worn under a dress, skirt, or finger-tip length top. (This includes PE class.)
- PK-5th graders must wear closed-toe shoes.
- Flip flops are not permitted.
- Sleepwear and slippers are not permitted.
- Boys may not wear makeup, nail polish, or have any visible piercings or tattoos.
- Girls may wear makeup, nail polish, and earrings. They may not have nose rings or any other visible piercings or tattoos.

**CHAPEL DAY:**

- Regular dress code for all students. We strongly encourage students to dress up for chapel. We support dressing nicely (above the dress code) but we do not require it. There are ways in which we, school and family, can teach kids the importance of dressing up for events or for certain occasions, such as class presentations and field trips. NCA strives to prepare students for a successful future.

**PHYSICAL EDUCATION CLASS:**

- All students 4th-12th grades must wear T-shirts, sneakers, and gym shorts, wind pants or sweatpants in PE class.
- Pre-K through 3rd grade students must wear sneakers in PE class.

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 procedures:

1. Students will get a Jupiter write-up, and parents will receive a notification. (Three write-ups in a quarter results in an after-school detention.)
2. Attire will be immediately adjusted to follow the dress code, which may require clothing to be borrowed or delivered from home.
3. If a student is out of dress code repeatedly, the administration will have a conference with parents, and if the issue persists, the student may be suspended.
4. The headmaster will have the final say in dress code matters.

**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 (see Suspension p. 32).

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 (see Suspension p 32).

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.

1. Eligibility will be determined by the headmaster/administration, taking into consideration both academic and behavioral standings.
2. In order for a student to be eligible to participate in extracurricular activities at New Covenant Academy, the student must maintain a 2.0 average in all core subjects and have no more than one "F" in all subjects.

Academic eligibility will be determined beginning at the mid-point of the first quarter. A student passing all classes (with a minimum GPA of 2.0 **overall** average) 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*). A student with more than one F in **any** course, or who has one F and a GPA under 2.0 in **core** courses, will be placed on probation and begin the eligibility process.

A. A student on probation remains eligible to participate in extracurricular activities. The student must schedule a meeting with the instructor of a failing class 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.

B. A student that is placed on the ineligible list will follow the ineligibility process.

- Week 1 – The student will be allowed to play and practice (or otherwise participate). The student must schedule a meeting with the instructor of any class they are failing. The student must commit to supervised study halls. If the student has improved his grades accordingly, he will be removed from the ineligibility list.
- 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.

- 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 5 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. 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.
  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. 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. 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 to 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. Students must ride the transportation provided by the school (e.g., students may not drive themselves without express written approval.)

If a student is absent due to sickness, injury, or recovery, he/she will not be permitted to go on the field trip.

**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.

**High School Option 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 an optional class in place of another course or in place of a study hall.

There are four options, 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.

2. **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.
3. **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.
4. **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). 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.

For options 3 & 4 (apprenticeship and school-to-work) 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, kindly obtain the form from the office. If you have any questions, Mr. Douglass will be happy to help.

**Fragrances** - Use of body sprays (cologne, perfume and body sprays) are discouraged.

**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 Academy uses 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	

"Inc" 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
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 95% and above and no grade below 90.
- Honor Roll – Average 90% and above and no grade below 85%.
- 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-, 4- 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. 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 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 does not have a lunch program, but there are times when classes will sell pizza, subs, etc.

**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](mailto: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 in the middle of the 1st quarter grading period for a full week in place of a single day. The purpose of the conference is for teachers and parents to connect (i.e., partner) 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 on-going 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** - 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 throughout the year. The purpose of these meetings is to foster parental involvement in and understanding of the life of our school.

**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 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 (3) through five (5) 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 pre-marital sex is not God's best nor is it His plan for sex or for childbirth. Thus, we hope to see that the student expresses true repentance. The student(s) may resume classes as normal. No consequences will be placed on the student(s) since the pregnancy in and of itself is life-changing and evident to all.

**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).

**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 excluding kissing, holding hands or 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. 32). 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 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 extra-curricular activities (e.g., athletics) while on suspension.

**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.

**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.

**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 be dropped 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;
- 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 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).

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