



# NEW COVENANT CHRISTIAN SCHOOL

## Parent-Student Handbook

Assisting Christian parents in training their children to **KNOW** God intimately, **GROW** as lifelong learners, and **SOW** God's Kingdom presence, making a difference wherever He plants them.

*Worship      Family      Identity*

In obedience to Psalm 78, we endeavor to help parents train their children for the challenges of the future using the wisdom of the past and the tools of the present. Our desire is that, led by His Spirit through the power of the Word, this emerging generation will know and put their hope in God.

New Covenant Christian School is a ministry of  
New Covenant Christian Church.

Dalton Gatlin, Superintendent and Principal

*Last Edited 2022*

# NEW COVENANT CHRISTIAN SCHOOL

## STATEMENT OF PURPOSE

New Covenant Christian School exists as a response of faith and obedience on the part of committed Christian parents and members of New Covenant Christian Church to the mandate from a sovereign God with respect to the education, training, discipling and nurturing of the sons and daughters God has entrusted into their care. Therefore, the school is to be a manifestation of the commitment of each parent to fully embrace the responsibility to provide the opportunity and the environment within which their children may, by the grace of God, grow "in wisdom, stature, and good standing with God and man." Therefore, the parents have enlisted the support of teachers and the resources of the body of Christ to fulfill that mandate.

The school shall provide an environment where righteousness, peace, and joy reign supreme under the Lordship of Jesus Christ. Everything shall be taught and lived subject to and in the light of the Word of God. It is to be a place where young people can be encouraged to find, prepare for, and fulfill their unique and specific destinies in the Kingdom of God, offering a significant contribution to the improvement, welfare, and moral integrity of the society in which we live. The purpose of education is to train each young person to know and serve God. Each generation has, as part of its calling, an obligation to launch the next generation into its God-given destiny.

New Covenant Christian School desires to work with children and parents who are willing to walk with us in oneness of spirit and purpose. Whenever the school pulls one way and the home another, the student suffers. We refuse to be party to such a condition which leads to confusion and insecurity in the student. The home is, and always will be, the chief agency for the education and training of children.

A Christian school does not relieve the parents of their God-given responsibility. Rather, the purpose of our school is to serve as an important aid to, and extension of, the home. If the home and school are both Christ-centered Kingdom environments, the children will receive the best education possible. We are in this together!!! God can and will bless this unified effort!

Thus, through this divinely ordained and supernaturally empowered partnership between home, church, and school, each new generation will be prepared for all aspects of life as men and women called of God to disciple nations and extend the Kingdom of God throughout the whole earth.

# NEW COVENANT CHRISTIAN SCHOOL STATEMENT OF FAITH

**The Bible:** We believe the Holy Bible is the inspired Word of God, and it is our standard for faith and practice.

**God:** We believe in the one triune God revealed in the Bible. He is Creator, Redeemer, and the Sovereign Ruler of creation. He is the Author of truth, love, and faith.

**Sin:** We believe that man was created in the image of God. Through disobedience mankind is separated from God, and without God he is without hope in this life and in the life to come. Man's salvation is totally the work of God whereby He solemnly binds Himself to all who confess Jesus Christ as Lord and Savior, bringing them from the state of eternal separation and sin to the state of reconciliation and glory through faith in Jesus.

**Jesus Christ:** We believe in Jesus Christ, the incarnate Son of God, who was crucified and died substitutionally for man's sin, was buried, raised from the dead on the third day, and ascended to the right hand of God the Father. The scriptural evidence that one has repented from sin and put his faith in Jesus Christ includes public confession of Jesus as Lord and water baptism.

**Covenant Life:** We believe all who confess Jesus Christ as Lord and King are part of His Kingdom and should live in covenant loyalty with one another. This means laying down our lives for one another, and on a daily basis, learning to forgive and love one another as brothers and sisters.

**Church:** We believe that the very nature and purpose of God is revealed in His Church. The Church is Christ's Body on earth. We believe that Church Universal consists of all believers, while the Church Local is a body of believers baptized and joined together, practicing the new covenant. Since the Church is one as God is one, the Church Local must seek to walk in harmony with the Church Universal.

**Holy Spirit:** We believe there are many experiences which are valid encounters with God. "Baptism in the Holy Spirit," being "filled with the Holy Spirit," and "being anointed by the Holy Spirit" are among those scriptural terms used to describe such encounters. These experiences should produce greater commitment to God's will, greater realization of His power, and greater edification of His church. Moreover, we believe that the Holy Spirit imparts gifts or abilities greater than our own to accomplish His will. These gifts include miraculous healings, revelations, and utterances. These gifts ought to be operative in the Church, supervised by mature leaders, and ministered in love by Christians whose lives reflect Godly character.

**Ecumenism:** We believe God views His people as one people. This is true historically and currently. There exists in all our people a deep prayer to see God's people walk together in peace.

**Christ's Return:** We believe in the visible return of Jesus Christ to manifest His government on the earth. We believe Christians should longingly look for His appearing, giving full attention to obedience while He tarries. We believe that the righteous who have died and are now with Him will be resurrected at His appearing.

**Conclusion:** These principles of our faith are foundational for God's continuing leadership in our lives. We realize that our statement of faith does not relieve us of the responsibility to live by faith. We gratefully acknowledge those who have served in ages past, and we bless them in their eternal state for their faithfulness. We acknowledge those who serve Jesus Christ now, even when their doctrinal expressions may be different from our own. We desire to walk with them as brothers and sisters. Our statements are not to be construed as walls but as doors through which others may communicate with us and we with them.

## EDUCATIONAL PHILOSOPHY

We affirm that Christ-centered discipleship and academic education must not be separated. The essence of discipleship is becoming a follower of Jesus and allowing the Holy Spirit to help us discover and develop God's specific plan for the life of each believer. We must effectively equip youth to be world-changing leaders, particularly by helping them in their pursuit of academic excellence and in discovering the specific call of God on their lives. Parents, pastors, teachers, and children are partners in the educational process. The school is responsible for creating and maintaining a learning environment in which this relationship can be fostered and through which discipleship is possible.

Teaching is to be directed toward responsibility, maturity, leadership, and development of God-given talents. It is our role to create an environment where learning these things, along with academic subjects, can take place. We believe that education is to be directed toward the development of the whole person – spiritually, intellectually, emotionally, and physically. Furthermore, we believe that the educational experience begins outside and exceeds the boundaries of the classroom. We believe that teaching is most effective by modeling the example of parents, teachers, and older students. It is the responsibility of the student to actively engage in the learning process.

Classroom discipline is most effective when it is administered in a loving, consistent way. Christian discipline is based on standards derived from the Word of God. It should set boundaries for action, apply appropriate and effective consequences, and motivate a student toward self-discipline under the Lordship of Jesus Christ.



## STANDARDS OF CONDUCT

New Covenant Christian School recognizes that, while the Scriptures do not provide specific “rules” regarding every possible personal and social practice, they do instruct believers to live in a manner that glorifies and pleases God and edifies and strengthens others. God-pleasing conduct is expected of staff, parents, and students at all times (both on and off campus) 24 hours a day, 7 days a week.

The following list, although not a comprehensive one, highlights the non-negotiable standards of conduct for New Covenant School students:

1. A willingness to walk in submission to God-ordained authority and a spirit of reconciliation in all relationships.
2. A willingness to approach the school, its programs, its staff, and one another in a positive, Christ-like attitude while refraining from judgments and negativism in action, word, and appearance.
3. A willingness to refrain from any and all forms of rebellion, defiance, lawlessness, deceit, manipulation, intimidation, and bullying.

Student conduct is an area where the partnership between parents and the school is paramount. In all disciplinary matters, the school will work with the parents in carrying out its policies. Discipline is only effective in the heart and life of a student if the parents and school are working in harmony.

Students who find themselves in violation of any of the NCCS Standards of Conduct should, on their own initiative, confess the situation to their parents and then seek out a teacher or an administrator to explain the situation.

## PARENT COVENANT

*Please read carefully. Initial after each statement and sign at the bottom.*

We have read and discussed the school's statement of faith, mission and vision statements, and Parent-Student Handbook and are able to view NCCS as an extension of our home. We agree to the standards set forth in the Student Covenant and choose to lead our child(ren) in holy living by both example and direct instruction. We will follow biblical standards in our relationships with the school.

- We, as parents, agree to accept and instruct our child(ren) in all regulations of the school. We will follow God's Word in Matthew chapters five and eighteen and thus will participate in no unbiblical communication. \_\_\_\_\_/\_\_\_\_\_
- We hereby invest in the school the authority to discipline our child(ren) as necessary. We further agree to cooperate and discipline our child(ren) in the home as needed. \_\_\_\_\_/\_\_\_\_\_
- We pledge to pay our financial obligations to the school regularly and on time and understand that late fees will be assessed when payment has not been made by the due date. We understand that failure to pay tuition within 30 days of the due date may result in the removal of our child(ren) from NCCS. We understand that assessments will be made to cover any damage to school property (i.e., the breaking of windows, abuse of equipment, etc.). \_\_\_\_\_/\_\_\_\_\_
- We understand that New Covenant Christian School reserves the right to return any student who refuses to comply with regulations and discipline back to his/her parents. \_\_\_\_\_/\_\_\_\_\_
- We agree to support the academic standards of New Covenant Christian School by providing a quiet place at home for study and by encouraging our child to complete assignments and homework. \_\_\_\_\_/\_\_\_\_\_
- We understand that tuition alone cannot cover the cost of a quality education at New Covenant Christian School. As such, we agree to seek God about how we can help fundraise for the school, whether that be through our time, gifts, or finances. \_\_\_\_\_/\_\_\_\_\_

By initialing above and signing below, we state that we have read this Covenant and agree thereto:

*Signature of Father* \_\_\_\_\_ *Date* \_\_\_\_\_

*Signature of Mother* \_\_\_\_\_ *Date* \_\_\_\_\_

## STUDENT COVENANT

*(Parents and students in grades 6-12 are required to carefully read this before the student signs the covenant.)*

I covenant to abide by the standards set forth in the New Covenant Christian School Handbook. I have carefully read and discussed this Handbook with my parents and am choosing to obey all rules and regulations. I am under the authority of my parents/guardians. I will do my best to work up to my God-given ability as a student and will maintain a cooperative attitude as a student at New Covenant Christian School. I will respect the school's faculty, staff, and students. I understand that attending New Covenant Christian School is a privilege afforded me by the Lord Jesus Christ, New Covenant Christian Church and School, and my parents/guardians. I understand that failure to abide by the standards of the school may result in my dismissal.

*Signature of Student* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature of Parent/ Guardian* \_\_\_\_\_ *Date:* \_\_\_\_\_

I confess that Jesus Christ is my personal Savior and Lord, and I realize that all aspects of my lifestyle are to be a reflection of His life lived out through me. I choose to acknowledge and walk in His Lordship in all areas of my life. I choose to allow His Word to be the final authority in my life and to honor Him by walking in obedience to my parents/guardians. I will follow biblical standards in my relationships and communication with others.

*Signature of Student* \_\_\_\_\_ *Date:* \_\_\_\_\_

I am not ready to confess Jesus Christ as my Lord and Savior, but I commit to taking the following steps this school year to seek answers for my questions. I realize I will be held accountable for completing these steps and that I may not participate in school leadership without making a confession of faith.

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*Signature of Student* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature of Parent/ Guardian* \_\_\_\_\_ *Date:* \_\_\_\_\_

## ACADEMIC STANDARDS

The pursuit of excellence and the achievement of the highest degree of learning for each student (at his/her God-given level, affirmed by his/her parents) should be anchored in the following high academic standards:

1. We believe in the potential God has for each individual child. This means we have high, long-range expectations but deal with each student on his/her present operating level. Improvement is seen in terms of how each individual has progressed over a period of time. As a school, utilizing the God-given principles of education, and providing a safe, stimulating, balanced place of learning, we expect our students to succeed because they have developed a genuine learner's heart.
2. We seek to provide means for students to be successful at their individual ability levels and be sensitive to areas of difficulty and frustration for students, reminding them that learning is a process and that mistakes do NOT connote failure! We learn from our mistakes and are only called to do our best! We, as teachers and parents, must be able to recognize the limitations and potential of each student and then call each individual to rise up and work at his or her full level of ability.

## ACADEMIC STATUS

1. **Good Academic Standing:** This applies to students who are earning 70% (C-) or higher in each of their classes.
2. **Academic Alert:** This applies to students who are earning 69% (F) or below in a class. The student will have two weeks to bring the grade up to 70% or higher.
3. **Academic Restriction:** This applies to the following:
  - a) A student who fails to raise the grade to 70% (C-) or higher within two weeks after being placed on Academic Alert. The student will remain on Academic Restriction for a minimum of one week or until the grade has been raised to 70% (C-) or higher.
  - b) A student who is on Academic Alert in two or more classes at the same time. The student will remain on Academic Restriction for a minimum of one week or until all grades have been raised to 70% (C-) or higher.

Students who are on Academic Restriction may be prohibited from participating in other school-sponsored activities.

## APPEARANCE AND DRESS CODE - GRADES K4-12

Modesty should be the goal for both boys and girls. Honor and deference for others is demonstrated by avoiding garments that give rise to temptation or judgmental attitudes. The principal will have the final decision concerning any questionable clothing worn by a student. The administration reserves the right to require any student dressed unacceptably to change into acceptable clothing before attending classes., and each staff member has the authority to address questionable clothing.

Ultimately, the job of monitoring and adjusting student clothing choices to comply with school dress code rests with the parents. Our dress guidelines are not a substitute for the necessary and sometimes challenging conversations required in the home prior to students leaving for school.

**The following are basic guidelines in our dress code:**

Girls are encouraged but not required to wear skirts and dresses

Boys are encouraged but not required to wear slacks with belts and shirts with a collar

All students are encouraged to dress up on Wednesdays for chapel

Skirts must come to 2 inches above the top of the knee (including slits), even when worn with leggings

No tights or leggings worn as “pants/slacks” (except in grades K4-3)

Girls’ tops must completely cover midriff, even when arms are raised

No low-cut necklines, shirts unbuttoned to the extreme, sleeveless garments, tanks, or open-shouldered shirts

No hole-ridden, ripped, or “fashion-frayed” clothing

No dirty, unkempt, or inside out clothing

No oversized clothes

No skin-tight styles

All shorts are to be no shorter than 4” above the knee

No sports shorts, gym shorts, sweat pants, or jogger pants in grades 6-12 (except during PE)

Pants and shorts must be worn at waist

Shirts are to be appropriately worn, buttoned, and sized

Jackets, coats, hoods, and other outer apparel are not to be worn in the classroom

No undergarments showing except the tops of t-shirts with open-collared shirts

No hats or sunglasses are to be worn in the building

Girls may have ear piercings; high school girls may have a small nose stud

No piercings for boys

No “wheelies” or other roller-skate type shoes

No untied shoes

Hair is to be neat, clean, moderate, combed, allow eye visibility, and in good taste

No unnatural hair colors or extreme hair styles

Facial hair must be clean shaven or neatly trimmed/defined

No makeup on boys - No extreme makeup on girls

Students are expected to dress according to our dress code from the time they arrive on campus for school until they leave the campus for the day or begin practice for after- school activities.

**Dress Standards for Formal Events at NCCS:** MODESTY STANDARDS for formal events such as the Valentine Extravaganza and Junior/Senior Banquet are as follows: Strapless gowns are inappropriate as are gowns with backs designed to be open below the shoulder blades. Slits should not be open above the top of the knee. Questions in regard to modesty are to be referred to the principal or a secondary staff member.

## ATHLETICS

**Purpose:** It is a priority of the parents and staff of New Covenant Christian School to establish a well-rounded educational program including physical development. Therefore, it is crucial that we provide physical activities for the development of our students' bodies, as well as for a wholesome source of fun and an outlet for energy. The spirit of these activities will be consistent in every way with the NCCS Statement of Purpose. Sports offered are based on student interest, availability of coaches, and parent involvement.

**Focus:** The focus for both athletic practice and competitions will be to provide a training environment for the development of:

1. Character: We desire to see students grow in Godly character traits as they learn to respond in a Christ-like manner to the challenges, frustrations, and trials of athletics. The students must learn to display a high standard of sportsmanship, being able to handle public acclaim for successes and public criticism for losses.
2. Discipline: We desire to see students learn both the necessity for and rewards of hard work and concentrated effort as they practice improving, learning from their mistakes, obeying their coaches, and submitting to referee decisions.
3. Teamwork: We desire to see students learn to work together to achieve maximum team performance.
4. Leadership: We desire to see students develop into leaders who serve and who feel a sense of responsibility for the well-being of the team as a whole and for each individual member.

**Funding:** The New Covenant Christian School athletic program is not a part of the school's budget. This program is to be financially self-sustaining, being funded by fees paid for each athletic season by student-athletes and their families, by admission fees charged at games, and by other fundraising activities. A player fee (based on each individual sport) is assessed to help cover the cost of the following items: Athletic Director, equipment, facilities, officials, uniforms, and tournament fees.

**Behavior:** Athletics offer the opportunity to communicate and demonstrate the Christian perspective and lifestyle. The New Covenant faculty, coaching staff, team members, spectators, and student body have a tremendous opportunity and responsibility to represent Christ in all athletic activities, and must therefore demonstrate Christ-like behavior at all times!

## ATHLETIC ELIGIBILITY

As athletics must remain secondary to academics, and because participation in athletics is a privilege not a right, the following eligibility guidelines have been established:

1. An NCCS Athletic Registration Form must be completed and submitted to the school office. (See Appendix)
2. The student who is on Academic Restriction will not be eligible to participate in practice or represent New Covenant Christian School in an interscholastic contest. This includes both games and scrimmages. (Please see the section on Academic Status for an explanation of Academic Restriction.)
3. A student must be present in school during the day to be eligible to play in a game on that day. This means a minimum of at least four academic class periods in school.
4. The student must exhibit good citizenship and Christian conduct at home, at school, in the community, and in practice and games. Any student who fails to abide by the expectations of NCCS as presented in the student handbook and outlined in the Student Covenant may be suspended from participation in interscholastic athletics as deemed appropriate by the Principal.
5. The student must have the ongoing support and approval of his/her parent(s) who must ultimately decide if it is in the best interests of their child to participate in interscholastic athletics. The parent may at any time declare a child to be ineligible.
6. The student must attend all regularly scheduled practices and games except when illness or family emergency prevent attendance, or with prior approval of the coach.
  - a) The student who misses practice without excuse is not eligible to play in the following game(s) but is expected to attend the game(s) and to sit with his/her team during the contest.
  - b) The student who misses practice due to parental discipline will be deemed ineligible for the following games(s).
  - c) Final decisions concerning eligibility will be made by the school administration. The school office will communicate eligibility matters to parents and coaches by telephone and in writing.

Maintenance of records for the above will be kept by the school office.

## ATTENDANCE

If a student will be absent from school for any reason, the parents must notify the office either with a phone call, email, or in person between 8:00 - 8:30 A.M. Please do not notify the teacher. It is not the teacher's responsibility to inform the school office when a student will be absent or tardy.

In order for a tardy first thing in the morning to be excused, it must fall clearly within the following categories:

1. A doctor's appointment which could not be scheduled out of school hours.
2. An unavoidable family emergency. This does not include over-sleeping or family transportation issues.
3. Unavoidable difficulty with the roads such as unavoidable construction, congestion, or delay due to an accident. Families are to plan appropriate travel time.

**Student Tardies:** School starts at 8:30 a.m. Attendance will be taken immediately, and those not present will be reported to the office. This means that students are to be in class, ready to begin at 8:30. Therefore, students should arrive at school no later than 8:20 so that personal items may be put away, pencils sharpened, etc., and the student can be in his or her seat by 8:30.

A student who arrives late to school should report immediately to the office.

For grades K4 - 5, written notification from the office will be sent home after five tardies in one quarter. If tardiness continues, administrative consultation with the family will be necessary.

For grades 6 - 12, attendance will be taken at the start of each class period, and habitual tardies will be dealt with on an administrative level.

**Student Absences:** Parents determine their student's attendance. The school determines whether or not an absence is excused.

Unexcused absences may result in the student not receiving credit for missed work; although, the individual teacher may require the missed work to be completed for continuity in curriculum.

Three unexcused tardies will count as one unexcused absence. If a student has ten absences in a class within a semester, the student and his/her family will need to meet with the Administrative Team to appeal for academic credit to be given.

If, for any reason, a student misses class, it is the responsibility of the student and parents (not the teacher or secretary) to initiate the obtaining of all information missed. (This may include homework assignments, class lectures, discussion notes, etc.) Students are responsible for obtaining and completing missed assignments in a timely manner. Teachers are expected to do all they can to facilitate student success, but the ultimate responsibility belongs to the student and parents.

**Students will be given the number of days absent plus one additional day to make up missed assignments** (e.g. if a student is absent 3 days, he/she will have a total of 4 days to make up the missed work). However, getting missed assignments is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline. If, however, a student is absent only the day a test is given, or an assignment is due, he/she is responsible to hand in the work or take the test on or by the first day he/she returns.



If a student's absenteeism is negatively affecting academic performance, teachers will notify the student and/or parents to suggest a suitable means for the learning of missed concepts and completion of missed work. This may involve peer tutoring, parental tutoring, or after-school tutoring by the teacher. It is the responsibility of the student and parents to see that this work is completed and that clear communication has occurred with each teacher.

The maximum number of days a secondary student may be absent in a semester without losing credit is ten. When this number is exceeded, the parents will be notified and asked to verify to the Administrative Team, either in written form or through personal appearance, why the student should be granted credit for the semester. The Administrative Team will consider the following in forming its recommendation:

1. Absences due to extended illness or serious medical problems
2. Absences due to unavoidable family emergencies (not including over-sleeping, missing rides, taking family members to work, etc.)
3. Absences due to educational experiences that can be written up and submitted for credit
4. Absences prearranged by the family
5. Responsibility in completion of work missed

Final decisions as to granting of credit will rest with the Administrative Team.

**Family Vacations:** Every effort should be made to avoid vacations which require taking students out of school. Parents who have NO alternative but to take a student out of school must make arrangements with the school office and the student's teachers **at least two weeks prior** to the vacation so proper arrangements for missed work are made, and the absence can be considered excused.

**Doctor Appointments:** Every effort should be made to avoid scheduling doctor or dental appointments during school hours.

**Attendance and Participation in School Events:** Students are required to be in attendance four academic class periods in order to participate that day in after-school or evening school-sponsored events. This includes activities such as athletics, performances, Junior-Senior Banquet, etc.

## **BULLYING, THREATS, INTIMIDATION, AND WEAPONS POLICY**

If a student has been threatened, intimidated, bullied, or sexually harassed, the student should immediately contact a teacher or administrator who will immediately initiate action concerning the threat. *The accused student will immediately be removed pending investigation of the incident.*

NCCS will apply the following response to any situation involving threats, (verbal, graphic, digital, or written - at or outside of school) and/or possession of a weapon, explosive, incendiary, or dangerous substance/item on school property or at a school function.

1. Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment.
2. The school will report the threat to the students' parents and appropriate authorities. Parents are advised that the school will contact the local police or appropriate authorities and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function.
3. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle. If the school determines that a threat of violence is credible or specific, the administration will report the threat to the student and/or staff member threatened.
4. Students making such threats will be suspended. For purposes of this policy, "credible" means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a credible threat or act of violence.
5. In those circumstances in which the school determines that the threat is likely not credible, the school may still suspend the student pending a parent meeting. These include all cases in which the student was "just joking" (Ephesians 5:4).
6. The administration will notify the threatened parties and their parents, even when a threat is not deemed credible. Micah 6:8 "...what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God."
7. Even though we act with kindness and mercy in dealing with discipline situations, when it comes to weapons and threats, we must act justly, thus having "zero tolerance" with students in this area.
8. *We urge you as parents to pray daily that God will build a hedge of protection around each of our families, students, and staff, and that no evil influence of any kind can get through to hinder His work in the lives of our precious young people.*

## CHAPEL

The first fruits of our weekly time belong to the Lord. Therefore, on Wednesday mornings we offer worship to Him. All students, staff, parents, and school families, for whom this is possible, gather in the sanctuary for a chapel time of worship, testimony, and praise. Students are encouraged to contact the principal if they would like to share in chapel. Feel free to invite family friends and prospective families to our chapel service.

Our expressions during Chapel are intended solely for giving back to God a small portion of what He has given us. If He chooses to impart sovereignly to us through the Holy Spirit, we must be attentive receivers and responders.

In preparation for our gathering in the sanctuary as a school body and the Body of Christ, students will meet to pray, be instructed from the Word, share personal testimonies or specific items of praise, and take care of any personal and/or class needs which might present a hindrance to worship. The purpose of this worship preparation time is to provide more intimacy and participation for students with their peers and the teachers who have been called to minister to them. Parents will also meet together at this time to pray for the needs of our school, its faculty, students, and their families.

## CLEANLINESS/CLEANING

Since our school building is to be a genuine reflection of God's Kingdom, then the physical environment must be conducive to love, joy, and peace in the Holy Spirit. A clean, organized, orderly environment facilitates Kingdom life. Therefore, secondary students (7-12) are assigned on a rotating schedule to do all-school cleaning, completing such tasks as: cleaning of the multi-purpose room, vacuuming of classrooms, and disposing of trash from each classroom. Secondary teachers are also assigned on a rotating schedule to be supervisors of these clean-up activities.

We see the cleaning needs of our school as an opportunity to teach students to:

- a) be Godly stewards
- b) express gratitude in practical ways
- c) work together
- d) learn to work diligently and with Kingdom excellence
- e) respond appropriately and positively to instruction and authority
- f) be responsible for meeting the needs of other people

But most of all, cleaning our school helps us actualize that we really are a family!

**The following guidelines apply to clean-up procedures:**

1. All tasks are to begin promptly at 3:00 and are to be completed by 3:30 or as long as it takes to complete the task in a proper manner.
2. Cleaning schedules for the coming month are emailed to families. Students are to identify their assigned days and duties and make the appropriate transportation arrangements.
3. If students are absent on an assigned cleaning day, they must first attempt to find a replacement by trading tasks with another student on the schedule. If this fails, students must notify the supervising teacher that they will need a replacement.

4. Students are responsible for completing assigned tasks with excellence. Tasks must be checked by the supervising teacher before the student leaves.
5. Failure to complete the assigned task will result in disciplinary action.

## CLOSED CAMPUS

Because New Covenant Christian School is a closed campus, all students are to stay within the bounds of the school grounds and building throughout the school day. No students are to be in parked cars during school hours, and permission will not be granted for students to leave campus at any time during the school day unless a PRIOR written request from the parent has been sent to and approved by the Administration.

1. This means that students will not be dismissed from campus for lunch hour except with a parent.
2. More specifically, once students arrive at school, they are considered on campus. Students may leave at any time if directly picked up by a parent. However, the student must sign out at the office and, if returning, sign back in.
3. During the school day, no student is to leave the school grounds without written permission from their parent or accompanied by a teacher. To leave during the school day, a student needs permission of both a parent and the Administration. If an entire class leaves, students do not need to sign out in the office.
4. Normally, student drivers are not permitted to carry other students. This may be permitted in special circumstances if the driver's parents give written permission to transport students (and indicate adequate insurance coverage), and all riders have written permission from parents to ride in this vehicle.
5. In addition, as a closed campus, people who are not students; parents/guardians or family members; alumni; approved visitors (see "Visitors" section); staff members; or NCCC staff, members, or visitors are not permitted on school grounds from 8:00 am – 4:00 pm. Visitors must register in the school office immediately upon entry.

**NOTE:** The penalty for unauthorized leaving of campus will be a one-day suspension and a failing grade for all work on the day of suspension.

## CONFERENCES

Parent-Teacher conferences are scheduled two times each school year (once in the fall and once in the winter). Conferences are scheduled by the office in 15-minute increments unless prior arrangements are made by the individual teacher.

## CURRICULUM

The teachers at New Covenant Christian School strive to do the following:

1. Teach all subjects as part of the integrated whole with the Scriptures as the center (2 Timothy 3:16-17; Colossians 1:15-20). There is no such thing as neutrality in education. Every fact, every truth, is understood in the light of a certain worldview. This means that history, art, music, mathematics, etc., must be taught in the light of God's existence and the revelation of His Son Jesus Christ.
2. Provide a clear model of the Biblical Christian life (Matthew 22:37-40; Matthew 5:13-16).
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20; Matthew 19:13-15).
4. Emphasize **grammar** (a subject's fundamental principles), **logic** (the ordered relationship of concepts within a subject), and **rhetoric** (the ability to express orally and in the written word what was learned) in all subjects in order to utilize the student's natural stages of development.

**ELEMENTARY AREAS OF INSTRUCTION:** See the Elementary Scope and Sequence in the Appendix.

**SECONDARY AREAS OF INSTRUCTION (6-12):** See the Secondary Scope and Sequence in the Appendix.

## DISCIPLINE

The vision of New Covenant Christian School is to assist Christian families in the educational process of discipling their children in the way of the Lord. Our discipline policy reflects the Biblical approach to training sons and daughters and has at its foundation the Father-son relationship found in Hebrews 12:5-8.

And you have forgotten that word of encouragement that addresses you as sons: 'My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.' Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons. (NIV)

The type and amount of discipline will be determined by the teachers, and if necessary, the Lead Teacher or Administrator. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at New Covenant, *love and forgiveness* will be an integral part of the discipline of a student.

**Office Visits:** At the discretion of NCCS staff, these five behaviors may result in an office visit:

1. **Blatant Disrespect** shown to *any* staff member.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion** i.e., outright disobedience in response to instructions.
4. **Fighting** i.e., striking in anger with the intention to harm the other student(s).
5. **Obscene language** including taking the name of the Lord in vain.

During the visit to the office, the Administrator will determine the nature of the discipline based on biblical guidelines.

If for any of the above, or other reasons, a student receives discipline from the Administrator, the following accounting may be observed within either semester of the school year:

1. The first *two* times a student is sent to the Administrator for discipline the student's parents will be contacted and given details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The *third* office visit will be followed by a meeting with the student's parents, Administrator, and teacher.
3. Should the student require a *fourth* office visit, a **two-day suspension** will be imposed on the student.
4. If a *fifth* office visit is required, the student may be subject to **dismissal** from the school.

**Please note:** Since every student and every situation is different, there may be some flexibility to this process as the administrator works alongside parents/ guardians to administer discipline and resolve issues.

**Serious Misconduct:** If a student commits an act with such serious consequences that the Administrator deems it necessary, the office-visit process may be bypassed and **suspension** or **dismissal** imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of other students or staff members; violence; vandalism to the school facilities; sexual misconduct; racism; violations of civil law; or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**Unauthorized Items at NCCS:** Illegal and/or unauthorized items that present a hindrance to education, present a clear and present danger to the students or the school, or communicate the "sense" of hindrance or danger are forbidden. This includes, but is not limited to, items such as knives, guns, flammable items, drugs, alcohol, tobacco products, and media which advocates a lifestyle contrary to biblical Christianity.

**Suspension:** Infractions usually resulting in a suspension include lying, cheating, plagiarism, forgery, fighting, flagrant disrespect, abusive language including profanity, possession and/or consumption of alcohol or tobacco, willfully accompanying and/or assisting others who are violating the behavioral expectations of the school, reckless endangerment of self or others, possession or use of pornography, gambling, skipping class, leaving campus during the school day without permission of the office, defacing school property, false alarms, inciting panic, misuse of technology, hazing, threats, intimidation, harassment, or any other serious violation that hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school. Ultimately, suspension is at the discretion of the principal.

Suspended students may not attend classes or any other school activity, including home and away athletic events. They will be required to complete any missed work, but they may not receive full credit for these assignments. Students will have an opportunity to express their side of the issue prior to suspension. *Suspended students will also receive a period of disciplinary probation in most instances.*

## DISMISSAL/EXPULSION

Dismissal from school may occur at the recommendation of the principal and the discretion of the Administrative Team. Dismissal will be the usual consequence for the following infractions, *unless, on his/her own initiative (prior to being "caught"), the student confesses the situation to his/her parents and then seeks out a teacher or administrator to tell them about the situation:*

- Abusing, supplying, selling, or possessing illegal drugs or drug paraphernalia
- Representing a substance as an illegal drug
- Stealing, assault, or battery
- Threatening the safety of other students
- Possession of a weapon, explosive, or dangerous substance
- Destruction of school or personal property
- Serious violation of any state, federal, or city ordinance
- Sexual immorality
- Repeated offense of any suspendible infraction
- Commission of any suspendible infraction while on disciplinary probation
- Committing a second, similar suspendible offense within the same school year
- Any other action which seriously impairs the effectiveness of NCCS's spiritual, curricular, co-curricular, or extracurricular mission of the school

Since the mission of NCCS is to partner with responsible Christian families, dismissal may also be the result of the failure of parents to cooperate/partner with the school faculty, staff, and administration.

*New Covenant Christian School may discipline its students for suspendible or dismissible infractions regardless of whether these occur on or off school grounds and before, during, or after school hours.*

**Re-admittance:** Should the dismissed student desire to be readmitted to New Covenant Christian School at a later date, the Administrative Team, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication. If readmitted, the student will be considered to be on academic and behavioral probation.

## ELECTRONIC DEVICES

Use of computers and the internet during the school day must be in support of education and academic research consistent with the educational objectives of the school. These devices may only be used under teacher permission and oversight.

Electronic devices are not to be taken on field trips.

All student cell phones are to be turned off and turned in to the school office upon entry into the building, then picked up after 3:00 pm. Any phone calls/texts/emails to parents/guardians must be made in the school office and not on personal cell phones or other devices. Students may not make, receive, or respond to personal cell phone calls, texts, or any social media during the school day.

Student use of cell phones, tablets, video games, MP3 players, earbuds, or any other electronic device not permitted by the administrator will be confiscated and placed in the school office until a parent/ guardian picks up the device.

If a student has any questions about whether a specific activity is permitted, they should ask a teacher or administrator. Accidental access to inappropriate material may happen even under supervision. If it should occur, the student should immediately report it to a staff member so that appropriate steps can be taken to block the site in the future.

## FIELD TRIPS

Because New Covenant Christian School is a community of learners, field trips are an important part of our corporate life as a school. Therefore, we frequently function as a "school without walls," availing ourselves of the many outstanding opportunities available to us in the Greater Lansing area and beyond. This truly enhances and enriches each student's total educational experience.

However, in order for field trips to be possible and successful, we must rely on parents to help us with transportation and supervision of students. Parents will always receive a Field Trip Permission slip from their child's teacher in advance of the trip, notifying them of all the details and giving them the opportunity to volunteer to drive and/or chaperone.



All teachers and parents using their vehicles for transporting students must complete a Volunteer Participation Form (See Appendix) before they are allowed to transport students. This form notifies them of their liabilities and the need to contact their insurance carrier to determine whether they have adequate coverage.

Student drivers are NOT allowed to transport other students on field trips or other school- sponsored activities during school hours unless special pre-arrangements with written permission from the driver's and rider's parents have been made. This is a special exception and will not normally be used.

## GRADING

Student evaluation is comprehensive, taking many forms and covering many aspects of a child's development. The academic portion of evaluation may include daily class work, homework, quizzes, projects, lab/experimental/research work, and major tests. Social, emotional, spiritual, and character development must be evaluated more subjectively, based on the teacher's observations of the individual and his/her interaction with other students and staff.

In grades K4-3, student academic progress will be reported using E, M, P, and C.

E: Exceeds Expectations

M: Meets Expectations

P: Progressing

C: Area of Concern

In grades 4-5, student academic progress will be reported using the letter grades A, B, C, D, & F.

A for 93-100%

A- for 90-92%

B+ for 87-89%

B for 83-86%

B- for 80-82%

C+ for 77-79%

C for 73-76%

C- for 70-72%

D+ for 67-69%

D for 63-66%

D- for 60-62%

F for 59% and below

In grades 6-12, student academic progress will be reported using the letter grades A, B, C, & F.

A for 93-100%

A- for 90-92%

B+ for 87-89%

B for 83-86%

B- for 80-82%

C+ for 77-79%

C for 73-76%

C- for 70-72%

F for 69% and below

Grade point average (GPA) for grades 6-12 will be calculated using the following scale:

|    |     |    |     |
|----|-----|----|-----|
| A  | 4.0 | C+ | 2.7 |
| A- | 4.0 | C  | 2.3 |
| B+ | 3.7 | C- | 2.0 |
| B  | 3.3 | F  | 0.0 |
| B- | 3.0 |    |     |

**Report Cards:** Report cards are sent home four times a year, at the end of each quarter. Report cards will contain academic progress and a count of all absences and tardies. Elementary report cards will also contain objectives and comments on academic habits, character development, spiritual growth, and classroom behavior.

**Incompletes:** Incompletes are given for work that has not been completed for a marking period or a semester. The work must be completed within two (2) weeks or less as specified by the teacher, or it automatically becomes an F. Any special circumstances requiring more time to make up an incomplete is to be handled by the teacher and Principal.

## GRADUATION REQUIREMENTS

The following are the course/credit requirements for graduation from New Covenant Christian School:

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| BIBLE:                 | 4 credits                                                          |
| LITERATURE             | 4 credits                                                          |
| HISTORY                | 4 credits                                                          |
| MATHEMATICS:           | 4 credits (Algebra 1, Algebra 2, Geometry, senior year math class) |
| SCIENCE:               | 3 credits required, 4 recommended                                  |
| RHETORIC:              | 2 credits                                                          |
| FOREIGN LANGUAGE:      | 1 credit required, 2 recommended                                   |
| FINE ARTS:             | 1 credit                                                           |
| GOVERNMENT             | 1 credit                                                           |
| ECONOMICS              | 1 credit                                                           |
| PE & HEALTH            | 1 credit                                                           |
| SENIOR THESIS          | 1 credit                                                           |
| <b>Total Required:</b> | <b>28 credits</b>                                                  |

These requirements apply to those students entering high school at NCCS in their freshman year. For students entering after 9th grade, transcripts will be reviewed and credits applied so as not to penalize the student for not being here.

## HEALTH ISSUES

**Immunizations:** Michigan law requires that all children attending school must show proof that they have been immunized for diphtheria, tetanus, polio, mumps, measles, rubella (German measles), Hepatitis B, Meningococcal Conjugate, and Vericella. Verification must be received by the school office prior to the beginning of school. If there have been no immunizations, then the parent must obtain a non-medical waiver through the county health department.

**Physicals:** We require a physical examination (with a doctor's signature verifying good health) for all secondary students planning to play interscholastic sports. The Physical Exam portion of the Athletic Registration Form (See Appendix) must be completed and submitted to the school office prior to the student's athletic participation.

We recommend a yearly physical for ALL students. Please take care of these early to avoid the pre-school rush.

**Medications:** NO MEDICATIONS, PRESCRIPTION OR OVER-THE-COUNTER, WILL BE ADMINISTERED TO STUDENTS AT SCHOOL WITHOUT PARENTAL PERMISSION.

Medication dispensed at school will be in accordance with Section 380.1178 of the Michigan School Code. The following guidelines are in accordance with this law and apply to all medications, including aspirin and non-prescription medicine:

1. Medication must be brought directly to the office and given to the person in charge.
2. The container of medicine must be clearly marked with:
  - a) student's name
  - b) contents (i.e., name of drug)
  - c) dosage
  - d) directions for dispensing (as on a properly labeled prescription container.)
3. Medications will be dispensed to the students as indicated on the Medication Permission Form (See Appendix) signed by the parent. If there is no Medication Permission Form on file, a telephone call will be made to the parent before any medications are dispensed.
4. All dispensing of medication will be logged in a Medication Log in the office.
5. The responsibility for seeing that medications are taken at the appropriate time rests with the parents and students, not school personnel.

**Injuries:** In instances where a student needs medical attention, the school will attempt to contact a parent immediately, and if a parent is not available, the requested emergency contact person will be called.

Therefore, it is crucial that all student records be kept up-to-date! The office must be informed immediately of any changes of address, telephone number, place of employment, or emergency contact people.

**Hospitalization:** The decision to send a student to the hospital will normally be the responsibility of the parents. In case they cannot be reached, cannot be at the school within minutes, do not wish to make a decision on the phone, or the injury requires immediate 911 assistance, the 911 rescue squad will be called to the scene. A police or paramedic decision to transport relieves the school of any question of financial liability.

**Health and Success at school:** There is a direct correlation between a child's overall health and his or her ability to enjoy, participate in, and profit from the school experience. Parents make a great contribution in this area by:

1. Seeing that each student gets adequate rest and sleep
2. Insisting that each student eat a nutritious breakfast and limiting sugar and "junk foods" in student lunches
3. Helping student's dress appropriately for the weather
4. Not sending sick students to school

Please keep students home until fevers have been normal for at least 24 hours, there has been no vomiting for at least 24 hours, or the student has been on antibiotics for at least 24 hours.

## HOLIDAYS AND SCHOOL TRADITIONS

**First Day of School:** During the Opening Service on the first day of the new school year, each class is formally presented to their classroom teacher, and the teacher is "set in place" as the extension of the homes these students represent. This special time of worship is an important beginning for our school year! In the evening, a gathering is planned for people to meet teachers and other families. A new parent meeting is held as well.

**Fall Festival:** Each fall, one afternoon is devoted to fall activities in the elementary classes. This could include activities at school or taking a field trip to celebrate fall.

**Thanksgiving:** Since the character quality of gratitude is a key ingredient for the development of a God-pleasing life, we endeavor to celebrate Thanksgiving as a full expression not only of America's history, but also of our entire life in Christ. We celebrate Thanksgiving by encouraging written expressions of gratitude. Secondary students participate in service within the Greater Lansing area. We actively pursue ways for our students to express their thankfulness through direct service to others.

**Advent/Christmas:** Our emphasis is on celebrating the coming of our Savior and King throughout the entire month of December. Individual classrooms are encouraged to focus in every way possible on the coming of Jesus! The secular Santa Claus is not a part

of our celebration, although the historical account of the life of Saint Nicholas is appropriate. Elaborate gift exchanging among students is discouraged, but classes may decide to do secret angel gift exchanges. We also instruct our students in the symbolism of the season, which includes: the history of the Christmas tree, the Christmas wreath presentation of the Gospel, and symbolic uses of colors.

**Talent Show:** Each year we have an all-school talent show. Individuals and groups of students are encouraged to share their talents of every kind (Parents and faculty members are welcome to participate). All acts must audition ahead of time.

**Valentine's Day:** The emphasis of our celebration is on the fact that because Jesus Christ first loved us, we are now able to love Him and each other. We focus on His powerful love for each one of us personally. Romantic expressions of love are not an appropriate part of our activities, nor is the giving of valentines in a manner in which anyone is excluded.

**Holy Week/Easter:** We endeavor to prepare for these pivotal days for an entire season. Repentance is the key theme of our Lenten activities. This is an excellent opportunity to clearly express and discuss the reality of the Gospel in each student's life experience. The celebration of Good Friday and Resurrection Day is done within family units, but when we return to school following the break, a great effort is made throughout the school to express the incredible reality that HE IS RISEN!

**Birthdays:** Students are able to bring in a treat for their classmates on their birthdays. Please be sensitive to students with allergies by alerting the teacher in advance if there is going to be a treat. Parents and students who desire to plan special birthday activities outside of school are asked to keep all discussion and information regarding these parties OUTSIDE of school in an effort to be sensitive to the feelings of those students not included.

**Closing Service:** This special event is held on the last day of school with parents in attendance as their schedules permit. During this time, each teacher prays with his or her students sending them off with a personal blessing and much love.

**Senior Year:** The Senior Year at NCCS is an exciting time! Many special activities play a role in the lives of NCCS Seniors. These include: leading the fall retreat, sponsorship of the school talent show, Valentine's Extravaganza, Junior/Senior Banquet, Senior Mission Trip, and various fundraising activities throughout the year.

**Graduation:** This is a school-wide, church-wide, extended family celebration to "launch" our precious seniors into the next chapter of their walk with God. Several traditions which God has given to us are: the central role of parents within the Commencement Service, the speech each graduate gives, the passing of the torch to the Junior class, the reception following, and then individual family open houses.

## HOMEWORK

**The following explain the importance of homework:**

1. Homework recognizes the role of parents as co-partners in the educational process.

2. Homework teaches children responsibility and the importance of work in relation to success.
3. Homework emphasizes learning as an on-going, life-long, educational process.
4. Homework communicates to parents the kind of material the children are learning.
5. Homework is a learning tool and an essential part of the learning process.

**The role of homework and guidelines for homework:**

1. Homework should be used to reinforce skills already taught in the classroom. Homework should never be used to develop new skills. In math, for instance, a few problems are usually sufficient to review skills previously taught.
2. Homework is most appropriately used when parents are directly involved, and their assistance strengthens the learning of the child and the bond between the child and parent. Examples of this type of homework are:
  - a) Oral reading with the students – parents and students taking turns doing the reading
  - b) Drilling math facts and spelling words
  - c) Having the students recite Bible memory verses
3. The amount of homework should be reasonable and will vary with both the age and the type of material.

**Elementary (K4-5):** This is the level where work done with the parents is most important, especially activities like reading, math practice, and discussing material with children.

Research has shown that "busywork" type homework has little positive impact on elementary students. We believe that energetic, creative play is more important to the development of young children than additional schoolwork. Therefore, we do not send home daily teacher-generated work simply for the sake of keeping students busy. Students may have memorization of weekly Scripture memory verses, spelling words, or math practice to work on at home. Students may also occasionally need to take work home if they have not used their time wisely, worked at a slower pace, or if they need additional drill or practice with a particular concept or skill.

**Secondary (6-12):** On this level, homework will take a new form as students become more involved in independent learning activities and are required to complete more reading, writing, and research. Long-term assignments, projects, and term papers will also be required and will necessitate disciplined, advance planning. Seniors will be involved in a formal thesis project.

All secondary students are expected to use the school-provided planner to keep track of assignments, projects, tests, etc.

All students are expected to submit homework assignments in a complete and timely manner. Failure to do so will result in academic penalty, and the work will still be required to be submitted.

## HOUSEKEEPING STANDARDS

Because we are a community of believers in Jesus Christ, living in the part of His family known as New Covenant Christian School, it is necessary that we walk in unity in regard to keeping our school environment in a condition of decency and order. The following items are basic requirements for each member of the school family:

1. Each coat is to be hung in a locker or on a coat hanger on one of the coat racks. It should be buttoned or zipped so that it will not fall off the hanger. If you should happen to knock down someone's coat, hang it back up immediately. Do the same if you see a coat on the floor. Coats are not allowed to be placed on the top of lockers.
2. Bags are to be placed on the shelves above the coat racks or in the lockers. Under no circumstances are bags to be left on the floor. The floor area under each coat rack is to be clear.
3. Every person is to have the mind-set of being responsible for everything. Pick up hangers, papers, books, etc. which you see on the floor even if you are not personally responsible for placing it there.
4. Students may eat between classes if they pick up after themselves. There is to be NO eating in bathrooms, the church lobby area, on the playground, or in classrooms (unless the teacher has given permission).
5. Bathrooms are to be kept orderly by placing paper towels and other items in the appropriate trash containers.

## INTERNET POLICY

Network users include all students, teachers, administrators, support staff, and community members who have access to the Internet via the World Wide Web and the New Covenant Christian School's local area network. (LAN)

Students may have access to the Internet via the World Wide Web (WWW) and the New Covenant Christian School local area network while working on class projects in a supervised setting. This includes computers in classrooms and computer lab facilities during scheduled class visits. Any student who wants/needs to use the WWW and LAN must read the Acceptable Use Policy and complete the Contract for Individual Access to the World Wide Web (See Appendix). Students must follow all rules contained within this policy at all times when using the LAN or the WWW. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed.

### Security and Safety

- Students will demonstrate personal responsibility by agreeing never to get together with someone they meet online without first checking with parents and teachers.

- Users will accept the responsibility for keeping all pornographic material, gambling material, inappropriate text files, material dangerous to the health and safety of students and staff, or files dangerous to the integrity of the local area network from entering the school via the Internet.
- Users will demonstrate legal responsibility by not transmitting any material in violation of U.S., Michigan, or New Covenant Christian School regulations. This includes, but is not limited to, copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
- If a user identifies a security problem on the Internet or the NCCS local area network, he/she is responsible to notify a system administrator. Users should not demonstrate the problem to other users. Users should not use another individual's account under any circumstances. Security on any computer system is a high priority, especially when the system involves many users.
- Students have the responsibility to use computer resources for academic purposes only. Playing games or using networked resources for non-academic purposes is not permitted unless supervised by school staff. This includes the use of MP3, iPod, or other media players in the computer lab. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
- All users must take responsibility for keeping down costs and avoiding system disruption. No use of this network shall serve to disrupt its use by other individuals or by connecting networks. It is beneficial for all users to keep the network running effectively.
- All faculty and staff members will demonstrate personal responsibility by never allowing a student to access the internet unsupervised.
- Staff and faculty have unrestricted access to the Local Area Network. Because of this, all faculty and staff members will protect the LAN by not allowing their students or their own children access with their personal ID.

### **Property**

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy (AUP).
- Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
- Users will honor the legal rights of software producers, network providers, copyright, and license agreements.
- Users have a right to be informed about personal information that is being or has been collected about them, and to review this information.

### **Behaviors and Consequences**

#### **Consequences for inappropriate behaviors are as follows:**

- Any violation of the network responsibilities will result in a cancellation of network privileges and may result in disciplinary action. The network and school administrators will deem what is appropriate use, and their decision is final. Also, the network administrators may deny access for a particular student until such a time as that user's violation has been brought to the attention of the school administration. The administration, faculty, and staff of NCCS may request the network administrators to deny, revoke, or suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Tampering with computer security systems, applications, and/or comments will be considered vandalism, destruction, and defacement of school property.



- Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to NCCS. This includes, but is not limited to, the uploading or creation of computer viruses.
- NCCS makes no warranties of any kind, whether expressed or implied, for the services it is providing. NCCS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence or the user's errors or omissions. Use of any information obtained via the NCCS internet is at your own risk. NCCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Laptop Computer Acceptable Use Policy**

Following is a set of guidelines for security and acceptable use of personal laptop computers brought to school by students. Violations of one or more of these guidelines will immediately result in a loss of the privilege of using a laptop computer at New Covenant Christian School for the duration of the year. The underlying principle of adherence to these guidelines is an understanding that how students use their computers, like anything else they do, reflects their strength of character. The NCCS Student Covenant states that all members of the NCCS community must uphold the values of honesty and integrity. This is true for all areas of life at NCCS, including use of their computers. All members of the NCCS community must understand that this is a tool that should be used with good judgment, common sense, and integrity.

### **General Computer Use**

All laptop use on school property must be in support of education and research and consistent with the educational goals of New Covenant Christian School. Furthermore, laptop use must adhere to all existing policies governing such use as established by the school, faculty, and staff. Because computer audio can be distracting and disruptive, the volume setting on the laptops should be completely turned off while students are on campus. Computer games of any kind should never be played in class or study hall.

### **Other People's Laptops**

No student may use another person's laptop without that person's consent.

### **Internet Use**

Students are prohibited from connecting to the Internet on their personal laptop computer while on school property. Internet access is available to students through the computers in the NCCS Computer Lab.

### **Security**

Students are responsible for their computers. They must keep their laptops with them, in their lockers, or (with the permission of the classroom teacher) in a classroom at all times. Students involved in after-school activities need to ensure that their computers are secure. Students must notify the school immediately if a computer is missing. Unattended computers will be picked up and taken to the school office for safekeeping until the student's parent comes to pick it up. New Covenant Christian School is not responsible for lost, stolen, or broken personal laptop computers.

### **Monitoring**

Since the school is, to a certain extent, responsible for the actions that take place during school hours, we *will* monitor student action on laptop computers.

## LOST AND FOUND

The school cannot be responsible for personal property left in the building or on the premises. All sweaters, coats, hats, etc. should be well marked with the owner's name. We do have a "Lost and Found" area, but it is hoped that careful use of personal items will result in this box being empty most of the time. Any unclaimed items remaining in the box will be given to an appropriate local mission.

## LUNCH

Students must bring a boxed or bagged lunch. We encourage parents to provide nutritious foods, rather than things high in sugar, preservatives, or dyes, as these foods may adversely alter students' behavior in the classroom. Hot lunches may be offered periodically, especially pizza on Fridays.

The kitchen is not available for student use. Therefore, students should not bring foods which require refrigeration or use of any other kitchen utensils or equipment. A microwave is available for use by students in grades 6-12.

### OUTDOOR LUNCH PROTOCOL FOR GRADES 6-12:

1. Weather permitting, students in grades 6-12 may eat lunch outside the west entrance on the benches lining the sidewalk.
2. Students must stay on the benches, the concrete walkway, or the grassy area to the west of the sidewalk.
3. Students may play catch/games on the designated grassy area and only enter the parking area to directly retrieve overthrown or missed catches.
4. ALL trash must be picked up before re-entering the building and placed in appropriate trash containers in the commons area.
5. Students disregarding this protocol, throwing food, rough-housing, harassing others, or failing to remove all litter may lose outdoor privileges for themselves and possibly others as well.

## PARKING AND TRAFFIC FLOW

A special concern to all teachers and parents is the safety of our students. Consequently, parking and traffic flow must be regulated to keep moving vehicles out of areas where children play and wait for rides. Great care is to be taken at all times when driving through the parking lot because students must cross the driveway and parking lot to reach the playground. ALL DRIVERS MUST ABIDE BY THE POSTED 10 M.P.H. SPEED LIMIT!

Teachers and parent volunteers have a direct responsibility for enforcing the traffic regulations and must always be alert to unsafe conditions, especially those which place students in danger or the school in a position of legal liability. Parents, teachers, students, and all other drivers must park in designated spots only.

### DROP OFF: ALL STUDENTS

All students must enter through the center doors. Parents can use the drop-off lane, or if the student is not ready, they can park in a designated parking space.

**PICK UP: K4**

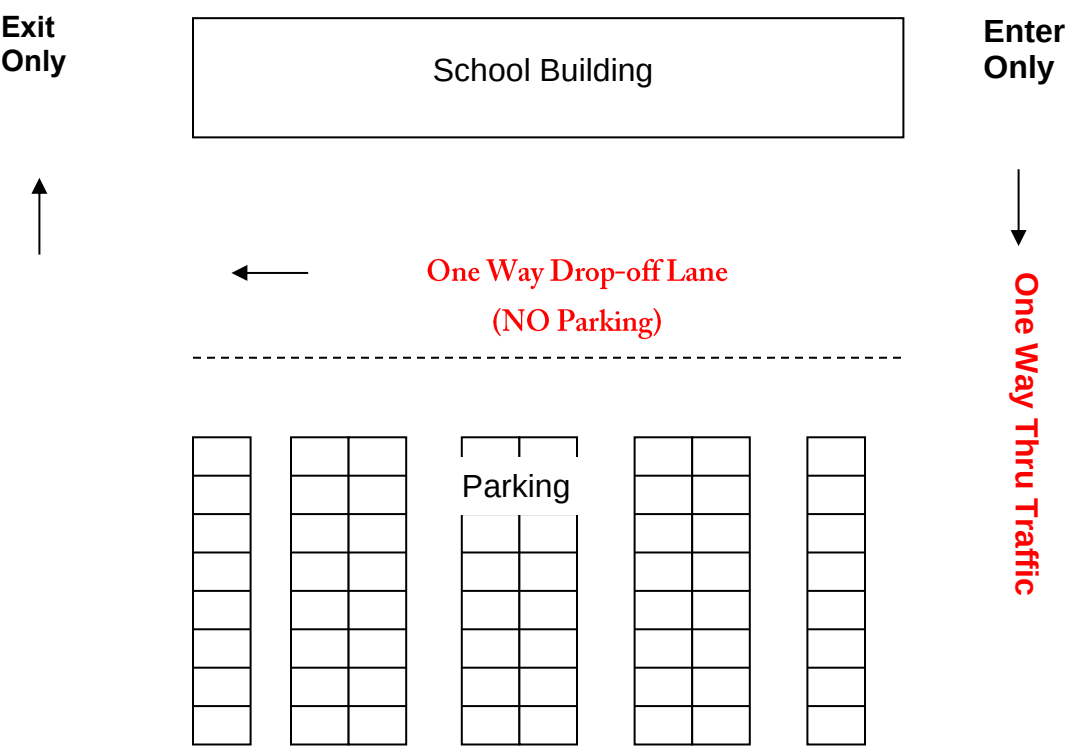
Please park in a designated parking space (not in the drop-off lane) and enter the building to wait for your student in the school lobby.

**PICK UP: K5 - 5**

Elementary parents may use the pick-up lane, or they can park their car and pick up their students inside the building at 3 p.m. If they have an elementary and secondary student, they should use the elementary pick-up lane to pick up their elementary student and then proceed to a parking space to wait for the secondary student. **DO NOT** park in front of the west door—this impedes traffic flow.

**PICK UP: 6 - 12**

Secondary parents must park in a designated parking space to wait for their student. To park, please drive towards the back of the parking lot and enter the parking spaces through the back side.



**Student Drivers:** All students who wish to drive to school must be registered with the office. Permission for students to ride with other students must be obtained from parents of both the rider(s) and driver and be on file in the school office. No student drivers will be used on field trips except in special cases and with special parent permission.

We recognize the need for some students to drive to school. However, in regard for the safety of other students, the following regulations are in effect:

1. The speed limit in the parking lot is 10mph.
2. Careless or reckless driving will be reported to the parents and to the proper authorities for action.
3. Violations of the above regulations may result in suspension and/or loss of driving privileges.

**Student Driver Automobile Registration:** All student drivers must be registered with the school office by filling out the Procedures for Automobile Registration form (See Appendix) along with providing a copy of your driver's license and car registration.

1. A student driver must have a valid driver's license. A learner's permit is not legal to drive alone.
2. Student drivers must have permission of parents to drive to and from school.
3. Student drivers are not to take other students in their cars unless they have permission from their parents as well as the other student's parents.
4. Students are not allowed to be in cars during the school day. This includes lunch time.
5. Students are to safely drive on NCCS property with care and concern for others. The speed limit is 10 MPH. Students driving in a reckless and unsafe manner will lose their driving privileges.
6. Students are to drive only the car(s) registered with the school office. Other students should not be given permission to drive these vehicles.

## PLAGIARISM

Plagiarism is the act of using the ideas, words, or images of another person and presenting them as one's own. Those ideas, words, and images might be from sources such as the Internet, a book, a photocopied handout, or a recording of a speech. The use of proper citations completely avoids this problem.

NCCS reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. Students may be required to provide evidence of the development of their work. In some instances, students may be required to repeat part/all of the task.

NCCS regards plagiarism as a symptom of an issue with character and/or judgment. Consistent with our school's emphasis, parents will be immediately informed, and a conference with them will be required.

If work has been plagiarized, then no credit will be awarded. A zero is the only possible grade for plagiarized work.

**Student guidelines on avoiding Plagiarism:**

1. If working individually, do not allow your work to be copied by anyone else.
2. If you see another student's work, do not attempt to submit that work as your own.
3. Do not work with someone else if you are to hand in your own independent work.
4. When you collect information, keep a record of where that information came from so you can correctly reference it.
5. Use multiple sources where possible. Instead of relying on one source of information for your assignment, find and read a number of sources.
6. Try to come up with your own ideas on the subject matter. Do not copy and paste into your assignment. Instead, put the ideas into your own words (this is paraphrasing), summarize the ideas, or quote directly. When quoting, paraphrasing, or summarizing, plagiarism will be avoided by properly referencing your sources of information or ideas.
7. "Common knowledge" is information which is widely known, cannot be contested, and can generally be found in numerous sources. Such information does not have to be cited. Examples include "Lansing is the capital city of Michigan" and "Shakespeare's character of Macbeth is a Scottish noble who kills his ruling monarch, King Duncan."
8. You must also include a bibliography. This will include more information about your sources than you used in your citations and will assist a reader to find the sources you have used.
9. Properly referencing an assignment takes time. You need to factor this time into your study plan.

## RECESS

**Winter Recess Preparation:** In the wintertime if the wind chill is above 10 degrees, all elementary students will go outside. Parents are to send their child with appropriate winter gear (warm coat, boots, mittens or gloves, hats or earmuffs, and snow pants).

**Playground Conduct:**

1. All students must play within eyesight and earshot of the monitors. This means that over the top of the berm, behind bushes, near the school building or parked cars, behind the garage, and in traffic areas are OFF LIMITS!

2. Playground equipment and toys must be used only for the purpose for which they were intended, in a safe and careful manner.
3. Verbal and physical behavior must be consistent with the Biblical Christian culture we are promoting.
4. No throwing of anything besides balls, frisbees, or other equipment designed for this purpose. Students may not throw rocks, sticks, sand, snowballs, etc. Sticks, large rocks, or other sharp, dangerous objects should not even be carried by students.
5. No pushing, shoving, kicking, play-fighting, wrestling, or roughhousing of any kind. Basically, students must simply keep their hands and feet to themselves.
6. No playing in puddles, on ice, or in trees.
7. No food is allowed on the playground. All students are to finish eating BEFORE they come outside.
8. No student is allowed to enter the building without permission from the teacher on duty. Students needing to go into the building for any reason (i.e. use of the bathroom, taking care of an injury, etc.) must obtain permission from a monitor and be escorted by a 4/5 student.
9. When the whistle blows ONCE, students are to freeze and give immediate attention to the supervisor.
10. When the whistle blows THREE TIMES, students are to respond immediately by lining up with their classmates in the appropriate spot. All equipment must be collected. Monitors will then dismiss one class at a time when that line is quiet and orderly.

All students are expected to respond respectfully and immediately to all monitor instructions at all times. Failure to do so, or breaking any of the above rules, will result in students sitting out temporarily (possibly part or all of their remaining recess time). Monitors must communicate to classroom teachers any behaviors which have not been completely remedied through talking to or “time-out.” For serious or repeated problems, monitors should send students directly to the office, communicating the details to teachers and administration at the conclusion of recess.

**Indoor Recess:** If it is raining or the wind chill is less than 10 degrees, we will have indoor recess. Each classroom teacher will leave suggested options for play for their students.

## SCHEDULE

The school day at New Covenant Christian School is as follows:

K4: Monday, Wednesday, & Friday (only), 8:30 a.m. – 11:30 a.m.

Part-Time Kindergarten: Monday, Wednesday, & Friday (only), 8:30 a.m. – 3:00 p.m.

Grades K -12: Monday through Friday, 8:30 a.m. – 3:00 p.m.

Half days of school: 8:30 a.m. – 12:00 p.m.

School Office Hours: 8:00 a.m. – 4:00 p.m.

**Morning Drop-off:** Students are expected to arrive between 8:00 and 8:25 a.m. each morning. They should be dropped off at the main entrance of the building. If students must be dropped off before 8:00 a.m., parents should keep in mind that students will be expected to wait outside until 8:00. Elementary students will stay in the school lobby until 8:00 when their classrooms are opened.

**Afternoon Dismissal:** Grades K5-5 will be required to wait quietly in the elementary hallway with their classmates until their rides arrive. Please be prompt in picking up students. Plan to pick them up no later than 3:15. Students left in the building after 3:15 must be under direct adult supervision for a scheduled after-school activity.

**Supervision in the building outside of school hours:** In the interest of cleanliness, safety, responsibility for property, and prevention of frustration, the following policy regarding supervision of pre-school children, non-NCCS students, and NCCS students in the building has been established:

1. Children not enrolled in NCCS are to be directly supervised by their parents or some other adult who will accept responsibility for their actions.
2. Students are not to be dropped off and left at the building unless an adult supervisor is visibly present.
3. Unless special arrangements have been made, all NCCS students are to be picked up by 3:30 p.m. If students will be staying beyond this time, they must be under the direct supervision of some adult by prior arrangement of the parents. The school office closes at 4:00 p.m., and the secretary cannot be responsible for supervising students after school.

## SNOW DAYS

Watch for school closings on Channel 10 (WILX).

School closings will also be announced through the Remind app. All decisions regarding school closings will be made by 6:30 a.m. in an attempt to reach families by 7:00 a.m.

## SPECIAL NEEDS

At times, there are students who may require special education support services, formal diagnostic testing, or educational intervention programs. If you have a student who you feel might need any of these services, please see the principal and fill out the Special Needs Parental Release form (See Appendix). Arrangements will be made in cooperation with the classroom teacher, parents, and the service provider.

## STUDENT EMPLOYMENT

High school students are allowed to work jobs provided this part-time employment does not detract from the primary goal of receiving preparation in their high school education. Issuance of a work permit will require the student to maintain an acceptable level of achievement in school work.

Work permits for minors can be issued in the office. However, the student seeking work must have parental permission and a firm offer of employment PRIOR to requesting a work permit.

## STUDENT RECORDS

Each student has a cumulative record, or CA-60, filed in the office which records academic progress throughout his or her school years. This file also includes standardized test results, health records, and other important information. The office staff will place yearly school pictures in these files, as well as record year-end grades and test results for students in grades 6-12. In grades K4-5, it is up to the individual teachers to sign the student CA-60 forms at the end of the school year.

## TESTING

Student evaluation is comprehensive, taking many forms and covering many aspects of a child's development. The academic portion of evaluation may include daily work (class work), homework, quizzes, projects, lab/experimental/research work, and major tests. Social development, character, attitudes, and spiritual growth must be evaluated more subjectively based on the teacher's observations and interaction among the students.

**Standardized Testing:** Standardized tests are used to give a more objective evaluation on two levels:

1. They help measure the child's progress on an individual level.
2. They help evaluate instruction of the school on a more global level.

On the individual student level, these tests allow measurement of the child's progress in relationship to ability. They also help identify areas of strength and areas of weakness. Finally, they can measure how well the child is progressing in relation to the rest of the class and in relation to the expected normal progress at his/her grade level.



On the school level, standardized tests help track the progress of a class from year to year. They can help identify strengths and weaknesses of the instructional program. Finally, these tests can measure the achievement of our students in relationship to other schools in the area and in the nation.

Juniors in high school normally take the PSAT and the ACT. Juniors are encouraged to take college entrance exams in order to qualify for various scholarships. These test scores are necessary for admission to most four-year colleges.

## **TUITION ASSISTANCE**

### **TUITION ASSISTANCE PROGRAM (TAP)**

TAP enables you to buy gift certificates to many of your favorite restaurants, grocery stores, gas stations and retail stores through [www.shopwithscrip.com](http://www.shopwithscrip.com). Payment is made online through Presto Pay. These gift certificates have been purchased from more than 125 retailers at discounts ranging from 2-20%. You will be able to purchase the gift certificates at face value and the amount of the retailer's discount is passed on to you in the form of a tuition credit (minus 1% which NCCS will retain to maintain this program). This is the same successful program that many other Christian schools use and is sometimes referred to as TRIP or SCRIP. Participants must fill out an enrollment form each year. TAP is generally not available during the summer months.

### **KROGER COMMUNITY REWARDS**

By simply scanning your Kroger Plus Card, you can accumulate a credit toward your next year's tuition. There is no minimum or maximum spending amount. Purchases can be made with cash, PIN-debit card, or a Credit Card. Sign-up online at [www.Kroger.com/rewards](http://www.Kroger.com/rewards). The school code for New Covenant Christian School is 46066. This program runs year-round.

### **REFERRAL REWARD**

Receive a \$300 referral reward if a new full-time K5 -11<sup>th</sup> grade family you refer to NCCS enrolls a full-time student who pays full tuition and completes one full semester. You will receive a \$300 credit to be used toward your tuition the following semester or \$150 for a new K4/ part-time K5 student referral.

## **VISITORS**

All visitors must report immediately to the school office and sign in. Staff and students should approach any obvious visitors, greet them, and direct them to the office.

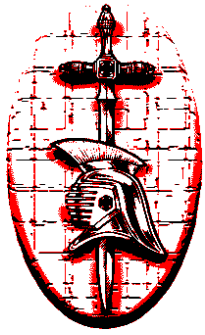
Students desiring to bring a visitor must fill out the Visitor Request Form and have it turned in to the office at least 24-hours in advance. Forms can be found in the school office.

Visitors will not be allowed to accompany classes on field trips or off-campus visits.

## WITHDRAWALS

Withdrawal forms can be found in the school office. In all cases of withdrawing from New Covenant Christian School, there should be a conference between the home and school that takes place. Withdrawal is not complete until financial arrangements have been completed and all textbooks and library books have been returned. In addition, lockers and/or desks should be cleaned out and all personal items taken home.

No records or references will be sent for students who have unmet financial obligations or who have failed to return or pay for all school property in their possession.



# The of a Warrior

## Humility...

*Acknowledging that all my abilities, achievements, and blessings result from the investments of God*

Philippians 2:3-4 - When you do things, do not let selfishness or pride be your guide.

Instead, be humble and give more honor to others than to yourselves.

Do not be interested only in your own life, but be interested in the lives of others. NCV

## Endurance...

*The inward strength to confront and press through difficult tasks and situations and do my best*

Galatians 6:9 - So let's not allow ourselves to get fatigued doing good. At the right time we will harvest a good crop if we don't give up, or quit. MES

## Attentiveness...

*Showing the worth of a person or task by giving my undivided focus*

Proverbs 19:20 - Hear counsel, receive instruction, and accept correction, that you may be wise in the time to come. AMP

*Knowing and doing what is expected of me*

# Responsibility...

Galatians 6:4-5 - Pay careful attention to your own work, for then you will get the satisfaction of a job well done, and you won't need to compare yourself to anyone else. For we are each responsible for our own conduct. NLT

# Truthfulness...

*Being honest with God, myself,  
and others about facts and my  
true feelings*

Ephesians 4:25 - So then, get rid of lies. Speak the truth to each other, because we are all members of the same body.

# APPENDIX



NCCS

## Elementary Scope and Sequence

| Grade | Bible                                      | Reading & Literature     | Writing & Grammar             | Social Studies         | Math | Science          | PE |
|-------|--------------------------------------------|--------------------------|-------------------------------|------------------------|------|------------------|----|
| K     | God's Care                                 | Sing, Spell, Read, Write | Sing, Spell, Read, Write      | Myself and Communities | Math | Science          | PE |
| 1     | God's Relationship to People               | Reading                  | Writing and Grammar, Spelling | Families and Geography | Math | Science          | PE |
| 2     | Bible Heroes                               | Reading                  | Writing and Grammar, Spelling | The Local Community    | Math | Science          | PE |
| 3     | Life of Christ, the Early Church, Missions | Reading                  | Writing and Grammar, Spelling | Michigan History       | Math | Science          | PE |
| 4     | Basic Doctrines of Christianity            | Reading                  | Writing and Grammar, Spelling | United States Studies  | Math | Science: Systems | PE |
| 5     | Old Testament Survey                       | Reading                  | Writing and Grammar, Spelling | World Studies          | Math | Science: Changes | PE |
| 6     | New Testament Survey                       | Reading                  | Writing and Grammar, Spelling | United States History  | Math | Science: Choices | PE |



NCCS

## Secondary Scope and Sequence

| Grade | Bible                   | Language Arts                       | Social Studies                    | Math             | Science               | Fine Arts | Foreign Language      | PE/Health |
|-------|-------------------------|-------------------------------------|-----------------------------------|------------------|-----------------------|-----------|-----------------------|-----------|
| 7     | Old Testament Survey    | Language Arts 7                     | Geography                         | Math             | Earth Science         | Fine Arts | Introduction to Latin | PE        |
| 8     | New Testament Survey    | Language Arts 8                     | Integrated Historical Studies     | Pre-Algebra      | Life Science<br>Logic | Fine Arts |                       | PE        |
| 9     | Evidential Apologetics  | Expository Writing and Literature   | World History and Geography       | Algebra          | Physical Science      | Fine Arts | Spanish               | PE/Health |
| 10    | Understanding the Times | American Literature                 | US History and Geography          | Geometry         | Biology               | Fine Arts | Spanish               |           |
| 11    | Hermeneutics            | World Literature<br>Rhetoric        | World History II<br>US Government | Algebra          | Chemistry             |           |                       |           |
| 12    | Relational Apologetics  | World Literature<br>Rhetoric Thesis | US History<br>Economics           | Advanced Math/II | Physics               |           |                       |           |

## FIELD TRIP PERMISSION SLIP

The \_\_\_\_\_ class will be going on a field trip soon and we wanted you to know all the details.

DATE: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

METHOD OF TRANSPORTATION: \_\_\_\_\_

ESTIMATED TIME DEPARTING SCHOOL: \_\_\_\_\_

ESTIMATED TIME RETURNING TO SCHOOL: \_\_\_\_\_

CHAPERONE COST OF THE TRIP: \_\_\_\_\_

OBJECTIVES FOR THIS TRIP: \_\_\_\_\_

STUDENTS WILL NEED TO BRING: \_\_\_\_\_

PLEASE RETURN THE LOWER PORTION OF THIS FORM BY: \_\_\_\_\_

(cut off here)

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I am confident that New Covenant Christian School has made satisfactory plans for this trip on

\_\_\_\_\_ (date) to \_\_\_\_\_.

My child, \_\_\_\_\_, has permission to go. Yes\_\_\_\_ No\_\_\_\_

I would like to accompany the class as a driver and/or chaperone. Yes\_\_\_\_ No\_\_\_\_

*Chaperones: Please do not play videos in your vehicle to or from the field trip. Thanks!*

Please contact me at: \_\_\_\_\_. (phone)

Signature: \_\_\_\_\_

SPECIAL INSTRUCTIONS REGARDING MY CHILD: \_\_\_\_\_

\_\_\_\_\_



## VOLUNTEER CAR REGISTRATION FORM

Thank you for volunteering to participate in New Covenant Christian School field trips and other school functions! There is certain information regarding a volunteer's liability that we want you to be aware of before you help us, and so we require you to read and complete this before you help with transporting our students for school functions. In the event of some misfortune, (which has never happened, by the way), it is possible that a liability case may arise. As we understand it, the potentially liable parties would be the following:

1. The owner of the vehicle, if a vehicle is involved.
2. The drivers of the vehicle involved.
3. New Covenant Christian Church and School.
4. A chaperone who had supervisory responsibilities, if negligence on this person's part can be proven.

If you are the owner or driver of a private vehicle to be used for any school function, you need to be sure that your insurance will cover you for this type of liability. Some policies may have limiting clauses for this kind of use. Therefore, we are requesting you contact your insurance company and verify that this is an item that is covered and/or provide us with a current copy of your vehicle insurance policy.

### PLEASE COMPLETE THE FOLLOWING:

NAME: \_\_\_\_\_

TYPE OF PARTICIPATION YOU ANTICIPATE:

\_\_\_ OWNER OF A PRIVATE VEHICLE

Vehicle Year and Type: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Number of Seat Belts: \_\_\_\_\_

Auto Insurance Carrier: \_\_\_\_\_

\_\_\_ DRIVER OF A PRIVATE VEHICLE

\_\_\_ CHAPERONE

*Chaperones: Please do not play videos in your vehicle to or from a field trip. Thanks!*

I HAVE READ THE ABOVE AND AGREE TO ACCEPT THE RESPONSIBILITIES AS STATED FOR PARTICIPATION IN FIELD TRIPS AND OTHER SCHOOL FUNCTIONS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ I have attached a current copy of my proof of insurance.

# CHILDREN & YOUTH WORKER APPLICATION

## FOR STAFF & VOLUNTEERS

It is the goal of New Covenant Christian Church and School to create a safe and secure environment for all children and students and workers who are involved in our activities. To facilitate this emphasis, it is necessary to gather pertinent information and conduct a formal screening process for everyone that has any responsibility of any kind with children or youth. The information is confidential and will be given only to the appropriate staff.

Name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

In which ministry do you want to become involved? \_\_\_\_\_

Where have you served in ministry to children and youth? (Please list)

| Organization: | Program: | Dates: | Contact: |
|---------------|----------|--------|----------|
| _____         | _____    | _____  | _____    |
| _____         | _____    | _____  | _____    |
| _____         | _____    | _____  | _____    |

Have you at any time ever:

- Been convicted of or pleaded guilty or no contest to any felony or misdemeanor crime?  
\_\_\_ yes \_\_\_ no
- Engaged in, or been accused of, any child molestation, exploitation, or abuse?  
\_\_\_ yes \_\_\_ no

Are you aware of:

- Any reason why you should not work with children or youth?  
\_\_\_ yes \_\_\_ no

If the answer to any of these questions is “yes,” please explain in detail:

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(Please attach additional pages if more space is needed.)

**What church or churches have you attended in the last five years?**

| Church name & phone number | Pastor's name | Years attended |
|----------------------------|---------------|----------------|
| <hr/>                      | <hr/>         | <hr/>          |
| <hr/>                      | <hr/>         | <hr/>          |
| <hr/>                      | <hr/>         | <hr/>          |

**References: Please provide at least two (other than relatives):**

| Name/ Context | Address | Phone |
|---------------|---------|-------|
| <hr/>         | <hr/>   | <hr/> |
| <hr/>         | <hr/>   | <hr/> |

#### **Ministry to Children Verification and Release**

I recognize that New Covenant Christian Church (“the organization”) is relying on the accuracy of the information I provide on this application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed on this application form, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed on this application from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation.

I will protect the health and safety of any children or youth assigned to my care or supervision at all times.

**Printed name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# MEDICATION PERMISSION

For Prescription and Non-prescription Medication

*Student Name:* \_\_\_\_\_

*\*\*Please fill one out for each child\*\**

Option 1: ☐ Please call before any medication is administered to my child.

Call \_\_\_\_\_ at \_\_\_\_\_ first.  
(name of guardian) (phone number)

Call \_\_\_\_\_ at \_\_\_\_\_ second.  
(name of guardian) (phone number)

Option 2: ☐ Please allow my child to take the following medications per bottle dosage recommendations:

☐ Tylenol      ☐ Ibuprofen      ☐ Cold medicine      ☐ Asthma Inhaler

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*(Please list other medication(s) and dosages, such as prescriptions, that the student is allowed to take)*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*Special instructions regarding prescription medication:*

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**PLEASE NOTE:** All medication must be kept in the school office.

Parental permission is required before any medication will be dispensed.

## SPECIAL NEEDS PROGRAM: PARENTAL RELEASE FORM

I, the parent/guardian of \_\_\_\_\_ give my permission for my child named above to be evaluated for the purposes of determining if a special need exists which may interfere with my child's educational progress. I understand that in giving my permission, it may be necessary for the Special Needs staff to obtain records and reports, and to consult with the regular classroom teacher. I also understand that all such information will be shared with me and no services will be given directly to my child without my expressed written permission.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

This release is in effect through the following date: \_\_\_\_\_

-----

### Student Information:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Resident School District: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

School: New Covenant Christian School      Operating School District: Waverly Community Schools

**NEW COVENANT CHRISTIAN SCHOOL**  
**ATHLETIC REGISTRATION FORM**

Before representing New Covenant Christian School on any athletic team, a student must return this completed form to the school office. It will be kept on file for the duration of the current school year.

**I. STUDENT INFORMATION (to be completed by the student)**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Place of Birth: City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Sport \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**II. PARENTAL CONSENT (to be completed by parent or guardian)**

I hereby certify that the above information is completed correctly to the best of my knowledge.

I certify that, during the current school year, the above-named student may take part in any of the New Covenant Christian School athletic activities offered.

I also certify that I will not hold New Covenant Christian School responsible for injuries that the above-named student might sustain while traveling to or from athletic contests.

Family Medical Insurance \_\_\_\_\_

Policy Number \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### III. PHYSICAL EXAM PORTION (to be completed by examining physician)

Please circle one:

- |                                |              |                |
|--------------------------------|--------------|----------------|
| 1. Condition of Heart:         | SATISFACTORY | UNSATISFACTORY |
| 2. Lungs:                      | SATISFACTORY | UNSATISFACTORY |
| 3. Eyes, ears, nose, & throat: | SATISFACTORY | UNSATISFACTORY |
| 4. Feet:                       | SATISFACTORY | UNSATISFACTORY |
| 5. Teeth:                      | SATISFACTORY | UNSATISFACTORY |

Any apparent cavities, a bridge, or false teeth? \_\_\_\_\_

Is there evidence of a hernia? \_\_\_\_\_ If yes, would athletic competition be injurious? \_\_\_\_\_

Additional Comments:

I hereby certify that I have examined the student named and recommend him or her as being physically able to compete in the supervised athletic activities listed.

Signature\_\_\_\_\_ Date\_\_\_\_\_

NOTE: All athletic equipment is issued by NCCS on a loan or rental basis and remains the property of NCCS.



## STUDENT CONTRACT FOR INDIVIDUAL ACCESS TO THE WORLD WIDE WEB AND LOCAL AREA NETWORK

*Please print this form. Once this form has been completed, please return a paper version to School Secretary.*

Student Name:

Address:

City:

State:

Zip:

Telephone Number: (    )

Current Grade:

I understand and will abide by the responsibilities, behaviors and consequences defined in the Acceptable Use Policy (AUP) for the Local Area Network and Internet access provided by the New Covenant Christian School. I further understand that any violation of the regulations (NCCS AUP, federal and state law) is a breach of this contract, unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; school disciplinary action may be taken and/or appropriate legal action.

User Signature:

Date:

If you are under the age of 18 a parent or guardian must also read this Acceptable Use Policy and sign this agreement.

As the parent or guardian of this student I have read the Acceptable Use Policy for Internet and network access in this document. I understand that this access is designed for educational purposes and the New Covenant Christian School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold New Covenant Christian School responsible for materials acquired on the network. I hereby give permission to allow individual access to the network for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

Signature:

Date:

**PROCEDURES FOR AUTOMOBILE REGISTRATION**  
**STUDENT DRIVERS – NEW COVENANT CHRISTIAN SCHOOL**

1. A student driver must have a valid driver's license. A learner's permit is not legal to drive alone.
2. Student drivers must have permission of parents to drive to and from school.
3. Student drivers are not to take other students in their cars unless they have permission from their parents as well as the other student's parents.
4. Students are not allowed to be in cars during the school day. This includes lunch time.
5. Students are to safely drive on NCCS property with care and concern for others. The speed limit is 10 MPH. Students driving in a reckless and unsafe manner will lose their driving privileges.
6. With this registration, supply a photocopy of your valid driver's license and car registration.
7. Students are to drive only the car(s) registered with the school office. Other students should not be given permission to drive these vehicles.

**AUTOMOBILE REGISTRATION – STUDENT DRIVER**  
**NEW COVENANT CHRISTIAN SCHOOL**

Name of Student \_\_\_\_\_

Driver's License \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License Plate Number \_\_\_\_\_

**The following signatures indicate agreement to the above conditions.**

*Student Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_