

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.

Discipleship

Scholarship

Service

Leadership

In obedience to Psalm 78, we aspire to help parents train their children for the challenges of the future with the wisdom of the past and the tools of the present; with the riches of the Word and the knowledge of God, led by His Spirit through the grace of Jesus Christ, that this emerging generation will put their hope in God.

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

Fred B. McGlone, III, Superintendent and Principal

The eldership of New Covenant Christian Church (NCCC) has accepted the call of the Lord to establish a Christian school. New Covenant Christian School (NCCS) exists as an integral and inseparable ministry of NCCC.

New Covenant Christian School exists as a response of faith and obedience on the part of committed Christian parents and members of NCCC to the mandate from our sovereign God with respect to the education, training, discipline and nurture of the sons and daughters He has entrusted to our care. Therefore, the school is to be the manifestation of the commitment of such parents to fully embrace the responsibility to provide an opportunity and environment within which their children may, by the grace of God, grow “in wisdom, stature and good standing with God and man.”

The school is committed to maintaining 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 begin to fulfill their unique and specific destinies in the Kingdom of God, thus participating in the advantage of God’s glory and the Kingdom purposes in all spheres of life.

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.

MISSION: To assist Christian parents in training their children to KNOW God intimately, GROW as lifelong learners, and SOW God’s Kingdom presence wherever He plants them.

VISION: To launch generations of world-changers who actively set their hope in God, “understand the times,” and are prepared to do whatever God directs.

The core values of NCCS are:

Discipleship: Discipleship is central to all relationships and programs. Our fundamental orientation is that people want to be Christ-like, and consequently are open to personal change.

Love: The scriptures compel us to love. (I Corinthians 5:14) Love is all that prevents my life and message from being a hollow testimony (I Corinthians 13:1) (I Corinthians 13:13)

Importantly, we do not learn from people who we do not love and respect.

Forgiveness: We must make the decision to step into forgiveness. Our commitment to relationships requires that we make all efforts necessary to understand the perspective of another person and be positioned for reconciliation.

NEW COVENANT CHRISTIAN SCHOOL **STATEMENT OF FAITH**

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28, 29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12, 13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, in the gifts of the Holy Spirit, and the visible evidence of the fruit of the Spirit. We believe that all are available to believers today. (Romans 8:13, 14; 1 Corinthians 3:16, 6:19, 20; Ephesians 4:30, 5:18).

EDUCATIONAL PHILOSOPHY

New Covenant Christian School was begun as an act of obedience by the members of New Covenant Christian Church in response to God's call for generational transfer. We have, in response to a mandate from God, aspired with His help to build a school founded on the Lordship of Jesus Christ, the authority of the Word of God, and the guidance of the Holy Spirit.

- I. The following presuppositions are foundation of our actions:
 - A. God's ultimate plan is that "...at the Name of Jesus every knee should bow and every tongue should confess that Jesus Christ is Lord to the glory of the Father." The victory that Jesus won on the Cross is definitive (unalterable) and final in that our Messiah paid the price in full for the redemption of all creation. Jesus' victory is also progressive. God's sons and daughters must manifest Christ's redemptive work in all creation by establishing His dominion (Genesis 1:28). Every generation is called to this work of dominion, which consists of displacing the adversary's kingdom by establishing God's government and order on earth as defined by His Law. Dominion is the sign of successful generational transfer. The next generation must be trained to express God's government in five arenas: self, family, church, business, and civil government.

SELF: embrace personal responsibility, Christian character, and biblical self-government in every area of life.

- FAMILY: discipleship and accountability for families in developing strong parenting skills and values. Prepare youth for establishing new families to carry on God's work and accumulation of resources while remaining anchored to their root structures.
- CHURCH: regain the extended family concept vs. the institutional approach to strengthening and equipping in all of the other spheres.
- BUSINESS: rediscover the dignity and creativity of work which will result in the release of resources.
- CIVIL: rediscover God's passion for justice and implement it in every area of life.

B. Christians effectively participate in God's plan proportionate to their understanding of two things:

1. God creates each individual with a specific calling on his life to be discerned and attained in order to glorify God and advance His Kingdom on the earth. Much of the discovery of individual destiny is through family placement (both spiritual and natural).
2. Each generation has an express corporate destiny to serve God's purposes for that generation that they must accurately discover and fulfill in order to be found faithful.

C. Our responsibility as Christians is to build structures under God's direction which will recruit youth with a clear call to the Kingdom of God to learn to rule and reign with Christ. God has designated the family sphere as primarily responsible for training, education, and discipleship of youth, though the whole Christian community must be engaged in supporting this process. Thus New Covenant Christian School must be an extension of Christ-centered homes who commit to walking out this educational philosophy.

II. What do the next twenty years hold for the Church of Jesus Christ as she trains her sons and daughters? As our modern day parenting methods, youth ministries, and educational institutions crumble into ignominy and incompetence, it is vital for Christians to rediscover the old ways (Jeremiah 6:16) that produced the joining of the faith. We repudiate the concept of youth work permeating much of today's church that has a worldly or entertainment orientation. We must raise up families, ministries, businesses, and communities that reinforce biblical responsibilities in all spheres of life! We affirm that training, education, and discipleship cannot be separated. The essence of discipleship is discovering and developing God's specific plan for the life of each believer. We thus must recognize and fill the vacuum that exists in Christian education by effectively equipping youth for the work of dominion, particularly by demonstrating a historic academic standard and by assisting parents in discovering the specific calling on the lives of our youth.

The following presuppositions are foundational to our school and the education of our children:

Truth: We believe that there is absolute truth, the Bible is the ultimate measuring stick thereof, and it is most fully expressed in the person of the risen and living Lord Jesus Christ.

Family: We believe that the family is the God ordained unit that is the basis for stability in society.

Church: We believe that the church is the visible expression of the Body of Christ on the earth, and provides both support and spiritual oversight for the parents as they fulfill their responsibility for the training, nurture, and disciplining of the children entrusted to their care.

Parents: God has given Christian parents the prime responsibility for the training, nurture, and disciplining of children entrusted to their care.

Children: We believe that children are a unique creation of God, each endowed with individual and differing gifts, callings, and talents. We recognize that children are not miniature adults, but are, nonetheless, in possession of a God-given free will, and are therefore individually responsible for their response to God's call in faith and obedience.

Creation: We believe that the physical world and all mankind have been specifically planned, designed, and created by Almighty God. Mankind has been given the mandate to love and serve God, care for one another, and have dominion and stewardship over all of creation under the revealed will of God.

Education: 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 - the whole world of relationships, experiences, and places being an integral part of learning.

School: Ideally, parents, pastors, teachers, and children are partners in the educational process. This school is an integral and inseparable ministry of New Covenant Christian Church. The school is responsible for creating and maintaining a learning environment in which this relationship can be fostered, and through which discipleship is possible.

Learning: We believe that learning takes place best: 1) when the child is ready to learn, 2) when the child is free from spiritual confusion and stress, 3) at individual rates and styles for each child, and 4) in an orderly environment.

Teaching: We believe that teaching is most effective by modeling (the example of parents, teachers, and older students). Furthermore, we believe that God directs us to "train" as well as to "increase in knowledge". Teaching is also to be directed toward responsibility, maturity, leadership, and development of God given talents.

Discipline: Christian discipline is based on standards derived from the Word of God. The best discipline is self-discipline under the Lord of Jesus Christ. Classroom discipline is most effective when: 1) it is administered in a loving, consistent way, 2) sets boundaries for action, 3) it applies appropriate and effective consequences, and 4) it motivates a student toward self-discipline under the Lordship of Jesus Christ.

NEW COVENANT CHRISTIAN SCHOOL
PARENT COVENANT

(Please read carefully before signing.)

We are believers in the Lord Jesus Christ and are committed members who regularly attend a local Bible-believing church. The Word of God is our final authority.

We have read and discussed the school's statements of faith, philosophy, and purpose, as well as the entire New Covenant Christian School Handbook. After prayerful consideration, we believe New Covenant Christian School is an extension of our home. We agree with the standards set forth in the Student Covenant and choose to lead our child(ren) in holy living by both our example and direct instruction. We will follow biblical standards in our relationships with the school. We will follow God's Word in Matthew chapters five and eighteen and 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 assessments will be made to cover any damage to school property (i.e., the breaking of windows, abuse of equipment, etc.) (See "Financial Policies" on page)

We understand that New Covenant Christian School reserves the right to return any student who does not comply with the regulations and discipline, back to his/her parents. (If this occurs, or the student is withdrawn, the current month's charges will not be refunded.)

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 in a timely manner.

We, as parents, agree to actively participate in the school's parent organization by attending, insofar as possible, all scheduled meetings, and supporting the activities and programs sponsored by the Parent Council.

We understand that tuition alone cannot cover the cost of quality education at New Covenant Christian School, and agree to support and participate in fundraising activities to help minimize further tuition increases.

We have read the items above and agree thereto:

Date

Signature of Father

Date

Signature of Mother

NEW COVENANT CHRISTIAN SCHOOL
STUDENT COVENANT

(Parents and student are required to carefully read this before the student signs the covenant.)

Recognizing that I do so in the sight of God, I covenant to abide by the standards set forth in the New Covenant Christian School Handbook. This covenant is a four party agreement between God, my parents, the school, and myself. I have carefully read and discussed this Handbook with my parents and am choosing to obey all rules and regulations. Because Jesus Christ is my personal Savior and Lord, 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 am under the authority of my parents/guardians. I will abstain from smoking, drinking, use of drugs or profanity, sexual misconduct, or doing anything which would reflect that Jesus is not Lord of my life.

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. The faculty, staff, students, and parents will receive my respect/ obedience at all times. I will follow biblical standards in all my relationships. I will follow God's Word in Matthew chapters five and eighteen and thus will participate in no unbiblical communication. I understand that attending New Covenant Christian School is a privilege afforded me by the Lord Jesus Christ, New Covenant Christian Church, and my parents/guardians. I understand that failure to abide by the standards of the school may result in my dismissal.

I, being a student in grades **5 through 12**, have carefully discussed the Handbook with my parents/guardians. In the fear of the Lord, I make this covenant.

DATE

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENTS/GUARDIANS

DATE

SIGNATURE OF ADMINISTRATOR

As a student in grades **9 through 12**, I acknowledge that because Jesus Christ is my personal Savior and Lord, I have obeyed His Word by having been water baptized or by actively pursuing preparation to be baptized. I desire to be a growing disciple of the Lord Jesus Christ. As evidence of my relationship with Jesus, I am committed to weekly attendance at worship services at a Bible-believing church and to regular study and application of God's Word.

DATE

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENTS/GUARDIANS

DATE

SIGNATURE OF ADMINISTRATOR

Policies, Guidelines, and Procedures:

ACADEMIC STANDARDS 11

ACADEMIC STATUS 11

ADMINISTRATIVE ORGANIZATION AND STRUCTURE 12

ADMINISTRATIVE GOALS 13

ADMISSIONS POLICY 13

ATHLETICS 14

ATHLETIC ELIGIBILITY 16

ATTENDANCE 17

CHAPEL 18

CLEANING 18

CLOSED CAMPUS 21

COMMUNICATION 21

CONFERENCES 22

DISCIPLINE 23

DRESS CODE 24

EMERGENCY PROCEDURES 25

ENROLLMENT BENCHMARKS 28

FIELD TRIPS 29

FINANCIAL POLICIES AND PROCEDURES 29

GRADES 31

GRADUATION REQUIREMENTS 32

HEALTH ISSUES 33

HOMEWORK 34

INTERNET POLICY 35

LIBRARY 38

LOST AND FOUND 38

LUNCH 38

MUSIC 39

PARENTAL INVOLVEMENT 40

PARENT/TEACHER COALITION 41

PARKING AND TRAFFIC FLOW 41

PLAGIARISM 42

SCHOOL SCHEDULE.....	44
SNOW DAYS.....	44
STUDENT DRIVERS.....	45
STUDENT WELFARE	45
SUPERVISION	46
TESTING.....	46
VISITORS	47
WITHDRAWALS	47

APPENDIX: FORM F-15 – Volunteer Car Registration Form	48
APPENDIX: FORM F-16 – Procedures for Automobile Registration.....	49

Policies, Guidelines, and Procedures

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, not in relationship to other students. 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 expect to receive complete, correct, neat, and accurate work from each student. 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.
3. We work deliberately to personalize the education for each child, especially those in grades K-6. Teachers will work co-operatively with parents to identify opportunities to personalize the learning.

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 then have two weeks to bring the grade up to 70% or higher.

Procedure:

- a. **Teacher:** Each teacher for grades 7 through 12 will submit students in their classes who are earning 69% (F) or below to the school office on Thursday. Submissions will be made using the Academic Alert Report. Additionally, teachers will communicate this information personally to all parents of students placed on Academic Alert or Restriction. In the ensuing weeks the teacher will recommend continued Alert status or moving the student to Academic Restriction based on student's performance in response to the plan outlined in the form.
- b. **School Office:** The Academic Alert Report will be distributed to parents, Administration, and the Athletic Director. A list of students on Academic Alert/Restriction will be compiled and distributed to all secondary teachers and coaches.

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. A teacher may recommend a student be kept on Academic Alert past the two week time limit if the student is following the plan outlined in the Academic Alert Report and making progress to raise their grade to a 70% or higher.
 - b. 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.

Students who are on Academic Restriction may be prohibited from participating in other school-sponsored activities (including sports). Please see Athletic Eligibility for further details about Academic Restriction and sports participation.

Procedure:

- a. Teacher: The teacher will notify the school office when a student has moved from Academic Alert to Academic Restriction using the Academic Alert Follow-Up Report.
 - b. School Office: The Academic Alert Follow-Up Report will be distributed to parents, Administration, and the Athletic Director. A list of students on Academic Alert/Restriction will be compiled and distributed to all secondary teachers and coaches.
4. **Academic Probation:** This special category applies to the following:
 - a. A student who ends a grading period (1st quarter, 1st semester, or 3rd quarter) having earned 69% (F) in two or more classes.
 - b. A student who comes to New Covenant Christian School with uncertain academic qualifications for the grade into which the student is admitted.

Procedure:

- a. The school office will notify parents when their son/daughter has been placed on Academic Probation.
- b. The academic status of students on Academic Probation will be evaluated by the faculty and Administration at the end of the third, sixth, and final weeks of each quarter. Students who have not addressed the issues relating to their performance will be placed on a performance contract.

ADMINISTRATIVE ORGANIZATION AND STRUCTURE

Church Elders: New Covenant Christian School is a ministry of New Covenant Christian Church and therefore operates under the authority of the Church Elders. The Elders will make the final decisions regarding policy at New Covenant Christian School.

Board of Trustees: This Board is established to oversee the development of school policies, and to secure the strategic future of the school.

Principal: The Principal is responsible for the strategic and operational management of the school. All aspects of the day-to-day operations come under his purview. He presides over the Administrative Team, reports directly to the Elders, and is also accountable to the Board of Trustees.

Assistant Principal: The Assistant Principal supports the Principal in managing the day-to-day operations of the school, and deputizes for him as required.

Administrative Team: The Principal, Assistant Principal, Athletic Director and the Office Manager comprise the Administrative Team. Pastor McGlone may also attend this meeting. This team assists the Administrator in the supervision of staff, curriculum development and implementation, supervision of students and enrollment.

ADMINISTRATIVE GOALS

The principle role of the Administrative Team is to carry out the mission and purpose of the school by implementing the policies established in multi-level planning. In order to fulfill its role, the administration has the following responsibilities:

1. To impart the vision and purpose of the school to the staff, parents, and students.
2. To give spiritual and academic leadership so that the school can provide an academically excellent, well-rounded, relevant, and Christ-centered classical Christian education.
3. To work together to provide a secure, joyful, fulfilling working environment for the faculty and staff. This includes the necessary resources, insight, encouragement, and freedom to help teachers maximize their individual gifts and reach their God-given potential.
4. To provide staff training, including opportunities for both spiritual and professional growth.
5. To implement strategic, integrated plans K-12, which will make the educational process more effective.

ADMISSIONS POLICY

New Covenant Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, employment practices, athletic or other school-administered programs.

All parents must:

1. Be sincerely committed to securing for their children a Christ-centered classical education which is taught from a distinctively Biblical worldview.
2. Carefully examine the Statement of Purpose, Statement of Faith, and Educational Philosophy, and sign and affirm in conduct the Parental Covenant as a declaration of wholehearted agreement with and commitment to New Covenant Christian School.
3. Be willing and able to view the school as an extension of their homes. If the school cannot be an extension of the home, children will not be enrolled here, for to do so would put the child(ren) in the position of having to "choose between two masters". This only brings confusion and resentment into children's lives. (In the case of divorced/single-parent families, attempts will be made, whenever possible, to involve BOTH parents in the enrollment procedures and educational process.)

All Students must:

1. Whenever possible visit and tour the building, observe classes in progress, and meet with prospective teacher(s) and fellow students prior to enrollment.
2. Read and discuss with parents the NCCS Parent/Student Handbook.
3. Meet with an administrator for a personal interview, demonstrating willingness to be here and sincerity in the signing of the Student Covenant (grades 5 - 12).

Enrollment Time Schedule: While desiring to serve the community at large, and out of consideration for available space and resources, all completed forms and registration fees will be accepted starting in March. All prior tuition and fees must be up-to-date (or an acceptable repayment plan in effect) before re-admission will be considered. Enrollment on a first-come, first-served basis, as space and time permit. Preference will be given to current NCCS families who are re-registering. After the start of the school year enrollment will be considered on a case-by-case basis, as space and time permit.

Enrollment Limits: In an effort to provide a quality education, and because of space limitations, maximum enrollments for each class have been established as follows:

Kindergarten: 18 students (Child should turn 5 by September 1)

Grade 1: 18 students (Child should turn 6 by September 1)

Note: Children who do not meet the age requirement will be considered on a case-by-case basis.

Grade 2-3: 20 students

Grades 4-8: 25 students

Grades 9-12: 26 students per year level

Placement: New Covenant Christian School is committed to helping students succeed academically. Because of the rigorous nature of our program, we reserve the right to place new students at the grade level we assess to be most appropriate for the individual student. Academic testing may be required to determine proper placement.

Late Enrollments:

Enrollment at NCCS after the start of school will be contingent on the following (in addition to those guidelines noted in the Parent/Student Handbook):

- A. Clear pastoral relationship
- B. Demonstrated ability at grade level (past grades from former school and/or SAT scores)
- C. Parental commitment to work with and supply needed help to integrate their children into our system
- D. Successful completion of trial (probationary) period
- E. Please see Financial Policies for late enrollment information.

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.

Focus:

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

- a. **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.
- b. **Discipline:** We desire to see students learn both the necessity for and rewards of hard work and concentrated effort, as they practice to improve, learn from their mistakes, obey their coaches, and submit to referee decisions.
- c. **Teamwork:** We desire to see students learn to work together to achieve maximum team performance.
- d. **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, as well as for each individual member.

Funding: The New Covenant Christian School athletic program is to be financially self-sustaining, being funded by fees paid for each athletic season by student-athletes and their families, and by admission fees charged at games. The athletic program also depends on fundraising activities that athletes and their parents are expected to participate in actively.

Sports Participation: Athletic programs are open to all students of New Covenant Christian School. High School athletics follow Michigan High School Athletics Association (MHSAA) rules, and only New Covenant Christian School students are eligible to participate. The provision exists for NCCS to enter formal co-operative agreements with other schools through the MHSAA. This will be at the discretion of the Principal.

A sports maintenance fee is assessed to help cover the cost of the following items:

- a. Equipment (balls, nets, supplies, etc.)
- b. Bus (transportation)
- c. Facilities (practice and game gyms)
- d. Officials (referees)
- e. Fees for tournaments
- f. Uniforms

This fee is assessed as a player fee, based on each individual sport.

Athletic Handbook:

Further information, job descriptions for each coach, more specific policies, guidelines, and perspectives are provided in the Athletic Handbook. All coaches and program leaders will be expected to obtain a copy, read it thoroughly, and carry out their duties accordingly.

Behavior: New Covenant Christian School has an athletic program which includes, but needs not be limited to, competition with other Christian schools. 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!

Scope: In grades K-9, New Covenant Christian School offers training in various sports through our physical education program. Physical training and fitness are a regular part of our program.

In addition to the physical training offered in grades K-10 during school hours, New Covenant offers an extracurricular athletic program with competition on the interscholastic level.

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:

- A. An NCCS Athletic Consent Form must be completed by student, parent, and physician and be on file with the Athletic Director.
- B. 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.
- C. 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 Athletic Director.
- D. 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 class periods** in school (not including lunch).
- E. 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.
- F. The student on Academic Alert is required to participate in practice and may participate in games. Please see the section on Academic Status for an explanation of Academic Alert.
- G. The student on Academic Restriction will not be eligible to represent the school in an NCCS interscholastic contest. This includes both games and scrimmages. Please see the section on Academic Status for an explanation of Academic Restriction. Students on Academic Restriction will not attend training. The priority in this situation is to restore academic performance. When a student is placed on Academic Restriction, the student's parent(s) may write a letter of appeal to the Principal requesting an extension of the Academic Alert. The Administrative Team will evaluate this appeal and the decision communicated to the parents, coach, and any necessary staff members. Final decisions concerning eligibility will be made by Administration.

NOTE: An absence from practice due to ineligibility for any reason is considered an unexcused absence; the student is not to play in the following game(s).

- H. The school office will communicate eligibility matters to parents, the Athletic Director, and coaches in writing.
- I. Maintenance of records for the above will be kept by the Athletic Director.

ATTENDANCE

Regular attendance and punctuality are expected of all students. **IF A STUDENT WILL BE ABSENT OR TARDY FROM SCHOOL, THE PARENTS MUST NOTIFY THE OFFICE WITH A PHONE CALL, EMAIL, OR IN PERSON BY 8:30am INDICATING THE REASON!** Please do not just notify the teacher. It is not the teacher's responsibility to inform the school office when a student will be absent or tardy.

Parents determine their student's attendance. **The school determines whether or not an absence or tardy is excused.** At the secondary level an unexcused absence or tardy will 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

Excused vs. Unexcused: Excused absences or tardies must fall clearly within the following categories:

1. A doctor's appointment which could not be scheduled out of school hours. However, every effort should be made to avoid scheduling doctor or dental appointments during school hours. The school must be given a medical certificate following such appointments.
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. After the initial incident, families are to plan appropriate travel time.
4. An absence which was arranged with the school office and the student's teachers far enough in advance to include arrangements made for missed school work.

Student Tardies: School starts at 8:30am. Students are to be in class, in their seat, prepared, and ready to begin at 8:30am. ATTENDANCE WILL BE TAKEN IMMEDIATELY, and those not present will be reported to the office. **Any student who arrives late to school must report immediately to the office before going to the classroom. These same expectations and procedure will apply at the beginning of each class period at the secondary level.**

Elementary (K - 5): Written notification from the office will be sent after five tardies in one quarter. If tardiness continues, administrative consultation with the family will be necessary.

Secondary (6 - 12): Three unexcused tardies will equal one unexcused absence. The school office will update parents on their student's attendance record.

Family Vacations: Every effort should be made to avoid vacations which require taking students out of school. Our experience clearly shows that these absences negatively affect students and staff. 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 prior to the vacation so proper arrangements for missed work are made and the absence can be considered excused. Parents should advise the Principal in writing of any such absence.

Missed Work: If 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 (including 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.

If a student's absenteeism is negatively affecting academic performance the school 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.

Secondary Absences (6 - 12): 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 within ten days, either in written form or through personal appearance, why the student should be granted credit for the semester. Final decisions as to granting of credit will rest with the Administrative Team. 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 oversleeping, 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

Attendance and Participation in School Events: Students are required to be in attendance four class periods (not including lunch) in order to participate that day in after school or evening social school-sponsored or related events. This includes all activities such as athletics, performances, Junior-Senior Banquet, etc.

CHAPEL

On Wednesday mornings, before classes commence, we at New Covenant Christian School join together for a family time of worship. All students and staff gather in the Sanctuary for a chapel time of worship, testimony and praise led by secondary students and staff. Parents are always welcome to join us during this time.

CLEANING

Since our school building is to be a genuine reflection of God's Kingdom, then the physical environment must be conducive to the expression of love, joy, and peace in the Holy Spirit. A clean, organized, orderly environment facilitates Kingdom life. Therefore, secondary students (6 - 12) are assigned on a rotating schedule to do all-school cleaning, completing such tasks as: cleaning of the multi-purpose room, vacuuming of hallways, and dumping trash from each classroom. Secondary teachers are also assigned on a rotating schedule to be supervisors of these clean-up activities.

1. Cleaning:

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
- g. Learn to lead by serving—following the example of Jesus

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

The following guidelines apply to clean-up procedures:

- a. All tasks are to begin promptly at 3:00pm and are to be completed by 3:30pm or as long as it takes to complete the task in a proper manner.
- b. Cleaning schedules for the coming month are attached to the previous month's newsletter. Special requests for the cleaning schedule should be made in advance. Students are to identify their assigned days and duties and make the appropriate transportation arrangements.
- c. If students will be absent on an assigned cleaning day, they must:
 1. First attempt to find a replacement by trading tasks with another student on the schedule, and
 2. If this fails, notify the supervising teacher that they will need a replacement.
- d. Students are responsible for completing assigned tasks with excellence. Tasks must be checked by the supervising teacher before the student leaves.
- e. Failure to complete the assigned task will result in disciplinary action.
- f. Other students must cooperate with those cleaning, or face disciplinary action.

Teachers will be rostered on supervising after school cleaning. Teachers supervising lunch are required to locate students on duty that afternoon and remind them.

2. 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 regards to keeping our school environment in a condition of "decency and order" which allows for Jesus to be glorified in our midst. The following items are basic requirements for each member of the school family:

A. STUDENTS:

1. Each coat is to be hung on a coat hanger on one of the coat racks. Middle School coats are to be hung in the commons and High School coats are to be hung on the coat racks nearest the ladies' room off the church lobby. Each student's coat is to 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 above the lockers. Under no circumstances are bags to be left on the floor or tables. The floor area under each coat rack is to be clear except for boots.
 3. Students bringing items such as sleeping bags, to be used for visits to other students' homes, etc., are to store these items in a classroom and not to place them around the coat racks.
 4. If teachers have to pick up any student items, these items will be placed in the Lost and Found. Any items left in the Lost and Found will be donated at the end of the month to a worthy cause.
 5. 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. This is our school home. Jesus says that the person who serves is the one who leads. Follow in His footsteps!
 6. There is to be no eating except in designated areas at designated times. Students may eat between classes as long as they pick up after themselves at all times. There is to be NO eating at lockers, in hallways, bathrooms, the church lobby area, on the playground, or in classrooms (unless under the direct supervision of a teacher). The church lobby area is not available for student use unless a teacher is using it for a classroom activity.
 7. A student will be assigned each day as part of the regular cleaning schedule to be a "grounds-keeper." His/her responsibility will be to take a trash bag and clean up the outdoors area around the church and school building, the parking lot, and playground area.
 8. Bathrooms are to be kept orderly by placing paper towels and other items in the appropriate trash containers.

B. TEACHERS:

1. In the secondary, at the end of each class period, and in the elementary, before leaving the room for lunch, recess, or other classes, teachers are to require students to see that the following items are accomplished before anyone is dismissed from class:
 - i. The floor area is entirely clean (all paper, etc.)
 - ii. Chairs, tables, desks are to be neatly arranged
 - iii. Equipment is in orderThen students may leave for their next class.
2. Teachers are to set an appropriate example of decency and order by maintaining a pleasant classroom environment. This includes seeing that items in disrepair are fixed, bulletin boards are attractive, items not pertaining to classroom activities are removed and placed in appropriate places, etc. Reasonable standards of cleanliness are to be maintained...clean up chalk dust, clutter, etc. If we want students to take a positive sense of pride in the ownership of their school, then we as teachers are going to have to set the pace in this area.
3. At the end of the day, teachers are to leave their rooms in order, see that windows and doors are locked, etc.

4. No dirty dishes are to be left in the kitchen. What is used must be washed then or kept in your classroom, not the kitchen. Food put in the refrigerators must be labeled and removed in a timely manner. No open food should be stored in the refrigerators.

CLOSED CAMPUS

Access to Campus: The following arrangements exist to ensure the staff maximize student safety. All parents and visitors are required to report to the school office upon arrival if they enter the building between the hours of 8:25am and 3:00pm. At 8:25am each day the west door, adjoining the kitchen and multi-purpose room, will be closed and locked. Access to and from the building for all purposes must be through the foyer doors near the school office.

Leaving Campus: As 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 are dropped off or arrive at school in the morning, 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. In addition, as a closed campus, people who are not students, parents or family members, or staff members of NCCC/S are not permitted on school grounds, which includes in the school building as well as the parking lot and grounds. Non-NCCC/S people will be required to leave. Parents and students are asked to have after school gatherings/meetings with friends, etc. occur at home unless prior arrangements have been made.

NOTE: The penalty for unauthorized leaving of campus will be one day suspension and a failing grade for all work due to be submitted, assessed or examined on the day of suspension.

COMMUNICATION

Regular communication between school and home is crucial if we are to truly work together in the education of our children. You should expect regular, on-going, open communication with your child(ren)'s teacher(s), whether in person, written form, or by telephone. It is imperative to the establishment of an effective partnership that parents accept the schools invitation to initiate calls to teachers when they have a concern. This open dialogue is vital to developing genuine openness of communication.

Communication between parents and students during the school day: Communication between parents and students during the school day will be done only in cases of emergency or when there is a need for disciplinary action. **Students** will NOT be permitted to use the school phone during/between classes and only in cases of real necessity. They will not be allowed to call home for reasons such as forgotten items (other than forgotten lunch) unless instructed by a teacher. Students will not be allowed to use the phone for making arrangements to go home with friends after school, etc. We desire to instill in our students responsibility and forethought. **Student cell phones** are not to be used during school hours (8:30am – 3:00pm). Any cell phone that is used inappropriately will be taken to the office until a parent can pick it up. A forfeited phone will be returned to a parent in a meeting with the Principal or his delegate. Phones will not be returned to students at the end of the day in which they were forfeited. **The school office will not be responsible for delivering messages of a non-emergency nature** (including after-school rides, lessons, appointments, work schedules, or plans). The school staff may post messages for students outside the office. **Parents** are asked to assist the school staff in enforcing the communication policy. **Families should plan in advance so that phone calls from parents to students (or vice versa) are not necessary.**

Communication with school staff: You may call NCCS staff during the school day; if they are unable to receive your call at that time you will be directed to leave a voice mail. Additionally, home phone numbers and email address for staff members are available in the NCCS Family Directory. Additionally, it is crucial that all student records be kept up-to-date! Parents, please immediately communicate to the office any changes of address, telephone number, place of employment, or emergency contacts.

Warrior Weekly: An all-school newsletter (Warrior Weekly) will be issued by the office on the first day of each week, alerting families to all pertinent information and scheduled events in the coming month, noting especially any changes or additions to the school calendar or sporting events. The Warrior Weekly will be **posted to our website weekly**. Please check the Warrior Weekly for current information before calling the school office.

Suggestions and Conflicts: We are always happy to receive constructive criticism or suggestions which will help us more adequately serve those God brings to New Covenant Christian School. We do ask, however, that any suggestions, criticisms, conflicts, or problems be first communicated to the person(s) directly involved. In dealing with other parents, students, teachers, administration, or parent representatives, we ask that the procedures outlined in Matthew 5 and Matthew 18 be carefully followed. Resolution of conflicts should always be handled in a Godly manner! In the event that personal contact and confrontation do not produce agreeable resolution, reconciliation is available through the Christian Conciliation Service.

CONFERENCES

Parent-Teacher conferences are scheduled twice each school year, once in the fall (at the end of the first quarter), and once at the end of the first semester. At the secondary level, the spring conference is more flexible, being scheduled only at the request of parents, students, or teachers. On conference days, school will be dismissed at 12:00 noon. Conferences are generally scheduled in 15-minute increments, unless prior arrangements are made.

DISCIPLINE

The vision of New Covenant Christian School is to assist Christian **families** in the educational process of disciplining 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 focus of conversations around incidents of requiring discipline will be to identify the causes of behavior or attitude, rather than just dealing with the symptoms. The consequences for misbehavior will be determined by the teachers, and if necessary, the Principal. The discipline will be administered in the light of the individual student's problem and attitude. All responses will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment (corporal punishment will not be administered by the teachers), acceptance of natural consequences, restoration of fellowship, no lingering attitudes, etc. The vast majority of issues are to be dealt with at the classroom level. In order to maintain consistency, secondary teachers meet regularly to discuss biblical standards and school policy concerning discipline.

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 process.

Office Visits: There are five basic behaviors that will **automatically** necessitate discipline from the Principal (versus the teacher). Those behaviors are:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
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.

The Principal will determine the nature of the consequences based on biblical guidelines. If for any of the above, or other reasons, a student receives discipline from the Principal, the following accounting will be observed within either *semester* of the school year:

- a. The first *two* times a student is sent to the Administrator for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
- b. The *third* office visit will be followed by a meeting with the student's parents, Principal, and teacher.
- c. Should the student require a *fourth* office visit, a **contract** will be imposed on the student.
- d. The student refuses to amend his or her behavior, then this may be grounds for **expulsion** from the school.

Note on expulsion: New Covenant Christian School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

Serious Misconduct: If a student commits an act with such serious consequences that the Principal deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, 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.

Re-admittance: Should the expelled 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.

Note on Unauthorized Items at NCCS: Illegal and/or unauthorized items that present a hindrance to education, or present a clear and present danger to the students or the school, or may communicate the "sense" of hindrance or danger are forbidden, except by prior approval through administration. Parents are to contact school administration for specific exception and/or permission. Electronic devices such as pagers, beepers, cd players, radios, MP3 players, and cell phones are not to be used by NCCS students during the day or during any school functions and field trips. Such devices will be confiscated and held in the office for collection by the parents. Also included, but not limited to, are such items as knives, guns, flammable items, drugs, and tobacco products.

DRESS CODE

All students are expected to wear neat, clean, modest, and activity appropriate clothing at all times, under the direct supervision of their parents. All clothing, makeup, jewelry, hairstyles, and printing on clothing should contribute to a positive Christian witness, not detract! All clothing must reflect Biblical principles (both in appearance—as in neat, modest, clean—as well as in communication—the message(s) communicated by words and/or pictures). No clothing may be worn which is in opposition to Biblical principles (this would, for example, include name brands such as Abercrombie and Fitch and Independent). Our appearance and demeanor should glorify God, edify others, and not draw undue attention to ourselves, pointing instead to the fact that Jesus Christ is Lord and that we serve and belong to Him.

****GIRLS ARE ENCOURAGED TO WEAR SKIRTS AND DRESSES.**

****BOYS ARE ENCOURAGED TO WEAR NICE PANTS AND SHIRTS WITH A COLLAR.**

****ALL STUDENTS ARE EXPECTED TO DRESS UP ON WEDNESDAYS FOR CHAPEL.**

Dress standards are directly linked to self esteem and attitude, and thus our standards directly affect the school culture and learning environment.

The following items are NOT acceptable for school:

- Dirty or unkempt clothing
- Holes, rips, tears in clothing or frayed clothing
- Tight clothing of any kind; must not see lines of undergarments through clothing
- “Skinny” type jeans or pants (including “yoga” style pants or leggings)
- Excessively loose fitting pants
- Untied shoes
- Inside-out sweatshirts
- Underclothing worn as outer wear; no undergarment should be seen at any time
- Shirts unbuttoned to the extreme or low-cut necklines
- Miniskirts (Skirts/dresses should come to the top of the knee; slits in skirts must not be above the top of the knee)
- Waist-length shirts or anything that exposes the midsection when arms are raised
- Sleeveless garments or tank tops
- Sunglasses and hats in the building
- Untucked shirts on boys
- “Chain wear,” clips, “studs,”
- Sweatpants (Grades 7-12)
- Tattoos, “body art,” body piercing (except ear piercing for girls)
- Hair styles and colors should be neat, clean, and not draw undue attention to oneself. No unnatural colors. If any question arises in this area, acceptable colors and styles will be determined by the Administration.
- Make-up on boys
- “Wheelies” or other roller-skate type shoes

Teachers will clearly communicate what are appropriate dress guidelines for special days and field trips. Parents will be contacted if a student's appearance is unacceptable, and will be expected to rectify the situation immediately.

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. Gentlemen's attire must be appropriate for a NCCS formal occasion. Questions in regard to modesty and appropriateness are to be referred to the Principal or the staff person he assigns. Further clarification regarding formal wear is communicated to parents and students prior to events.

SHORTS POLICY: Dress shorts may be worn to school. All shorts are to be no shorter than 4" above the knee. Sport shorts, gym shorts, or tights or leggings worn alone are not permitted. Capri pants must be mid-calf or lower, or they are considered shorts. A belt should be worn with all boys' shorts; elastic waist bands are not acceptable.

EMERGENCY PROCEDURES

Injuries:

All serious accidents or injuries will be recorded on an "ACCIDENT/INJURY REPORT" form by the teacher who was supervising when the injury occurred.

In instances where a student needs medical attention, the school will attempt to contact a parent immediately, and if a parent is not available, their 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(s), place of employment, or emergency contact people!

Serious Injury or Illness

An emergency situation is defined as:

1. Any type of possible spinal injury (indicated by pain in neck or back)
2. Severe head injury (indicated by nausea, vomiting, ringing in the ears, pupils different sizes, disorientation, etc.)
3. Uncontrolled bleeding
4. Possible broken bones
5. Serious illness (indicated by excessive vomiting, seizures, fainting spells, unaware of surroundings, etc.)

In the event of a serious accident or illness, staff members will do the following:

1. Inform the office immediately.
2. Call 911 and notify them of the emergency.
3. Call the student's parent(s) or other designated adult if parents are unavailable. (All students AND TEACHERS should have an emergency information form on file in the office.)
4. Check emergency information form for any past health problems, allergies to medication, names of doctors, or other pertinent information.
5. Fill out an "ACCIDENT/INJURY REPORT" form, listing as many details as possible.

Care of the child:

The immediate care of a student is the responsibility of the nearest staff member. The Principal will be contacted immediately. If he is not available, the school office will be able to facilitate any first aid necessary for the situation.

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, or do not wish to make such a decision on the telephone, the 911 rescue squad should be called to the scene immediately. A police or paramedic decision to transport relieves the school of any question of financial liability.

Field Trips:

Teachers will bring the emergency information forms with them on field trips.

EMERGENCY DRILLS:

Fire drills and tornado drills will be conducted several times a year as required by law. The following guidelines apply:

1. Fire drills, tornado drills and lock down procedures must be viewed as serious preparation for emergency situations.
2. Fire exit routes and maps showing the safe areas each class should occupy in case of a tornado will be posted in all classrooms and offices.
3. Teachers will instruct their students regarding fire and tornado drill procedures at the beginning of the school year, with several reviews throughout the year.

FIRE DRILLS:

The following are required by the fire Marshall:

1. The fire lane by the east entrance cannot be blocked with cars.
2. The fire doors in the hallways are not to be blocked open.
3. Upon exiting, the first student should hold the door open while the rest of the students exit.
4. Doors should be closed after exiting.
5. The fire Marshall requires teachers to take attendance or head count after exiting.

The signal for a fire drill or alert is a loud repeated buzzer.

WHEN THE FIRE ALARM SOUNDS:

- a. Leave immediately

STUDENTS: should not stop to get coats or do anything else; they are to get in line quickly at the appropriate door.

TEACHERS: will be the last one to leave the room, making sure all windows are closed, lights are turned out, and the door is closed.

- b. No running or pushing – Everyone should walk single file and in an orderly fashion, while leaving the building and when returning to the classroom.

1. For those classrooms on the north side of the building, facing St. Joseph Hwy: Go out past the church sign on the front lawn of the building, and then move to the school field.
2. For those classrooms exiting on the south side of the building, facing the parking lot: Go all the way to the back edge of the parking lot, and then move to the school field.

- c. No talking

STUDENTS: absolutely no talking; listen for teacher directions, attendance check, and the all-clear signal.

TEACHERS: will take attendance once their class is in its designated area.

- d. Don't cover your ears - Although the alarm is very loud, students should not cover their ears because they need to be sure that they can hear emergency instructions.
- e. Get right back to work - Teachers will be given directions as to when it is safe to return to their classrooms. Once everyone has re-entered the building, they should return immediately to the task or activity they were engaged in before the fire alarm sounded.

LOCK DOWN:

- a. Upon the verbal warning in person or over the public address system teachers will immediately execute the standing lock down plan.
- b. Parents are required not to access the building and not to call their children on the telephone if they hear of a lock down being implemented. Students complying with school rules will not have their phones on their person. Phone calls will likely cause greater confusion and distraction. The emergency services will have been alerted and they will be in control.

ENROLLMENT BENCHMARKS

High School Readiness Review: This review is done with all eighth grade students prior to being accepted into the ninth grade.

Sophomore Review: This will occur during the first half of the fourth quarter of the sophomore year. The purpose of this review is to determine that the student has the necessary skills and maturity to enter into the junior year. This time will be used to review and to clarify the student's spiritual and academic progress.

Re-enrollment Review: Each year faculty and staff will identify students whose continued enrollment at NCCS needs to be reviewed and reconsidered due to spiritual, social, or academic issues.

Issues to consider:

I. Spiritual condition:

A. Is this student walking in a saving relationship with the Lord.

- 1. Mark 1: 14-15—Now after John had been taken into custody, Jesus came into Galilee, preaching the gospel of God, and saying, “The time is fulfilled, and the kingdom of God is at hand; repent and believe in the gospel.”
- 2. Acts 2:37-38—Now when they heard this, they were pierced to the heart, and said to Peter and the rest of the apostles, “Brethren, what shall we do?” Peter said to them, “Repent and each of you be baptized in the name of Jesus Christ for the forgiveness of your sins; and you will receive the gift of the Holy Spirit.”

B. Is this student striving to be a growing disciple of Jesus Christ?

- 1. Acts 2:42—They were continually devoting themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer.

II. Social Adjustment

A. Is this student taking on the world, or is he taking on the ways of God?

- 1. Romans 12:1-2—Therefore I urge you, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is

your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.

B. What affect does this student have on his peers and the social environment of NCCS?

1. Hebrews 10:24-25—And let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some, but encouraging one another; and all the more as you see the day drawing near.

III. Academic Performance

A. Is this student succeeding?

B. Does this student exhibit the heart of a learner?

1. 2 Timothy 2:15—Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the word of truth.

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 both with transportation and supervision of students. You will always receive a "FIELD TRIP PERMISSION SLIP" form from your child's teacher in advance of the trip, notifying you of all the details and giving you the opportunity to volunteer to drive and/or chaperon. Please notify the teacher promptly if you are willing and able to help with the field trip.

If you do not want your child to participate in a school field trip or activity, you (not the school) are responsible to provide care for your child during that time. Students who do not submit a permission slip must be denied the opportunity to attend the field trip.

Parent Chaperones: If you wish to help with any field trip at NCCS at any point during the school year, you must complete a "Children & Youth Worker Application" form. This form is available in the school office. Also, a "VOLUNTEER CAR REGISTRATION FORM" [SEE APPENDIX: FORM F-15] must be filled out **prior** to the event, and returned to the school office. It will not be possible for you to drive or chaperone on any trip unless these forms are on file in the school office.

FINANCIAL POLICIES AND PROCEDURES

The operational budget for New Covenant Christian School is established by the Principal and the Board of Trustees and submitted for approval to the NCCC Finance Committee and the Elders. The Administrator, in conjunction with the Business Administrator, will serve as controller of the school budget.

The following policies are established to assure a secure financial basis and a responsible operation:

1. The school will operate within a balanced budget. Commitments for expenditures must remain within projected income. The budget will be adjusted as projected income fluctuates.
2. Any staff member may have access to a copy of the annual budget in the fall. Any significant changes will be regularly communicated throughout the year. Financial status of the school can be discussed with the administration at any time.
3. Before any purchases can be made, a "PURCHASE ORDER" must be completed, submitted to the office, and approved by the Principal. This form is available in the school office.
4. All purchases are to be within the budget or from some other existing identifiable source. No financial commitments are to be made unless funds are clearly available for their timely payment.
5. We thank any families and staff members who personally make unapproved purchases not covered in the budget. This contribution is appreciated!! (A gift receipt from the school can be issued upon request.)
6. When an order arrives, the order is to be completely checked against the packing slip before any of the materials are removed from the office. This is best done by the person who originated the order. Sign the packing slip to verify that the order was correct, then place it in the appropriate slot in the accountant's mailbox.
7. Unused funds in one category of the budget can sometimes be transferred to another category where additional funds are needed, at the discretion of the Administrator; however the total amount allocated cannot be exceeded.
8. For safety reasons, the school does not keep petty cash on hand. Likewise, teachers are not to leave cash in their rooms. Amounts under \$100 can be kept in the office for temporary safekeeping. Amounts in excess of \$100 should be given to the Business Administrator for deposit. All monies for student groups must be handled through the business office (exceptions: senior class trip fund).
9. All funds are accountable to the Principal and all continuing accounts should be deposited in the school account. Small amounts collected for one time events, such as field trips or book orders, should be kept and handled by individual teachers, unless a school-issued check is required. Separate accounts of school money are allowed only in special cases and as approved by the Administrator and Business Administrator

Fees & Tuition:

Financial information was given to families at the time of re-enrollment.

1. Registration fees vary and are due at the time of registration with completed registration forms.
2. Families may pay their tuition in full or through FACTS payment plan only. Full payment of tuition or completion of FACTS payment plan is due before school starts and before a student may start school.
3. If enrolling late, Administration will determine the amount of tuition due at the time of enrollment and before a student may attend school (based on date of enrollment).
4. Families who choose to pay in full by the first Tuesday in July, will receive a 3% discount on tuition only (not international student fee). The 3% discount is not available after the first Tuesday of July or by families using FACTS.
5. Families who choose to make 12-month payments through FACTS are required to return completed FACTS paperwork by May 20th.

6. The school fiscal year runs from July 1st to June 30th.

Recommended withdrawal or expulsion from school will result in the following fees:

1. Tuition will be charged through the current marking period;
2. Fees assessed because of special activities (i.e. High School Retreat costs) will be charged.

Tuition Refunds: If a family withdraws from the school after a tuition payment has been received, those payments will not be refunded. Full tuition payment refunds are given on a pro-rated, full month basis only.

Delinquent Accounts: An account is considered delinquent if payments are more than 30 days in arrears. If special circumstances arise that make it impossible for a payment to be made on time, the school should be immediately contacted and alternate arrangements made. If accounts become 60 days delinquent and acceptable alternate arrangements are not made, a child will be removed from school. Every attempt will be made to devise an alternate plan for those who notify us ahead of time. Delinquent accounts will not be carried over to the next year. The previous year's tuition and fees must be paid before a child will be re-enrolled or allowed to graduate.

Tuition Assistance: Temporary financial assistance is available to families through our Grant & Aid program. Applications for this are made by:

- Advising the Principal, or the Office Manager, preferably in writing, that your circumstances have changed, and that you intend to apply for Grand & Aid.
- Complete the financial information on the FACTS website.

Grant & Aid is intended to provide assistance for one year and up to a maximum of 50% of tuition.

GRADES

Elementary:

In grades K4-4, Progress Report cards show an overall progress grade in each subject as well as a list of objectives the student has met throughout the quarter. The following scale is used, along with pertinent comments, in evaluating spiritual growth, behavior, and character issues.

3: Excellent 2: Satisfactory 1: Unsatisfactory

In grades 5-6, the grading scale in core academic subjects is: A: 93-100%; A-: 90-92%; B+: 87-89%; B: 83-86%; B-: 80-82%; C+: 77-79%; C: 73-76%; C-: 70-72%; D+: 67-69%; D: 63-66%; D-: 60-62%; F: below 60%. "Progress" grades (3, 2, and 1) with pertinent comments are used in all other areas, including spiritual growth, behavior, and character.

Secondary:

A Grade Point Average (G.P.A.) that appears on a high school transcript is based on a 4.0 scale. A "D" grade is not a possibility at NCCS as this level of performance indicates a lack of mastery and insufficient ability upon which to build. Our experience has shown that this has raised the level of academic performance.

Grades are determined throughout the school year and will be reported in the following manner and time:

Progress Reports: Halfway through each quarter teachers will send progress reports to those students who are doing unsatisfactory work in any area. During the third quarter of 10th grade, each student will be evaluated in regard to preparation for the rhetoric level work required in 11th and 12th grade. Appropriate recommendations and action plans will be made when necessary with parents and students. Tutoring or summer school may be required.

Report Cards: Report cards are provided four times a year at the end of each quarter. At the end of the first quarter, cards will be distributed to parents at Parent-Teacher conferences. At the end of the second through fourth quarters, they are mailed home. Report cards may contain not only academic progress, but also comments on character development, spiritual growth, and classroom behavior, as well as a count of all absences and tardies.

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 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 are handled by the teacher and the Principal.

GRADUATION REQUIREMENTS

NCCS graduation requirements fulfill and exceed State of Michigan requirements. The following are the course/credit requirements for graduation from New Covenant Christian School:

BIBLE:	4 credits
LANGUAGE ARTS:	4 credits
SOCIAL STUDIES:	4 credits
MATHEMATICS:	4 credits required
SCIENCE:	3 credits required, 4 recommended
RHETORIC:	2 credits
FOREIGN LANGUAGE:	2 credits
FINE ARTS:	2 credits
GOVERNMENT & ECONOMICS:	1 credit
PHYSICAL EDUCATION/HEALTH:	1 credit
SENIOR THESIS:	½ credit
ELECTIVES:	(as needed)
Total Required:	27.5 credits

These requirements apply to those students entering 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. We expect students going on to a college or university to take the maximum number of science and math class offered.

HEALTH ISSUES

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.
3. Limiting sugar and "junk foods" in student lunches.
4. Helping student's dress appropriately for the weather.
5. Not sending sick students to school. **Please keep students home:**
 - a. Until fevers have been normal for at least 24 hours and/or student has gone 24 hours without vomiting;
 - b. If your doctor has put your student on an antibiotic for any reason, the student must wait 24 hours after the first dose before returning to school;
 - c. A student with pink eye cannot return until a minimum of 24 hours after first dose of medication and eye is no longer seeping (usually 24-48 hours).

Immunizations: Michigan law requires that all children attending school must show proof that they have been immunized for diphtheria, tetanus, polio, mumps, measles, and rubella (German measles). Verification must be received by the school office prior to the beginning of school. If there have been no immunizations or a parent chooses not to immunize then an immunization waiver must be signed by the parent. Immunizations are available free of charge at the Ingham County and Barry-Eaton County Health Departments.

Injuries: All serious accidents or injuries will be recorded on an "ACCIDENT/INJURY REPORT" form by the person who was supervising when the injury occurred.

In instances where a student needs medical attention, the school will attempt to contact a parent immediately, and if a parent is not available, their 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(s), place of employment, or emergency contact people!

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 MICHIGAN LAW (SB-261 Sec.378). 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 directly to the Office Manager. Students are not to have any type of medication in their belongings or locker; prescription or non prescription. The only exception is cough drops.
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. Prescription medication must have written instructions from the doctor with both parent and physician signatures and must also accompany the medication and be kept on file in the office. Please use NCCS Medication Authorization Form (which can be obtained from the school office). The prescription medication must be in its original container with the student's name on the prescription.
 4. All dispensing of medication will be witnessed and 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.
 6. If parents feel that a need MAY arise during the school day for over-the-counter medication the above procedures must still be followed. If the student has turned in a medication permission slip, they may have whatever the parents have authorized on the form in the dosage the parent specifies. If a parent has not turned in a permission slip, the school or student will attempt to contact a parent for permission to administer the medication and will act only after such permission has been obtained. The only exception to this rule would be cough drops and TUMS; students will be allowed to take these at any time, unless a specific request has been made by the parent that the student not take them.

PLEASE NOTE: New medication permission slips must be filled out each year.

Physicals: We require a physical examination for all students planning to play interscholastic sports, with a doctor's signature verifying good health. An NCCS Athletic Consent Form, including a physical examination summary to be filled out and signed by a licensed physician, must be completed and submitted to the athletic department prior to the student's athletic participation. If we have no doctor's signed statement, a written statement from parents will be necessary stating that the school will not be held responsible for any health problems which may arise due to a student's involvement in our sports program. We recommend a yearly physical for ALL students. Please take care of these early to avoid the pre-school rush.

HOMEWORK

Homework Philosophy: Homework has a very useful role in learning, provided it is used in appropriate ways and in reasonable amounts. Homework recognizes the role of parents as co-partners in the educational process.

There are two dimensions of homework:

1. Set work given by teachers, to be completed by a certain dates;
2. Revision Students will regularly undertake revision tests to ensure that they are mastering the work by connecting recent learning to prior learning.

Revision is the responsibility of students, though staff will willingly advise and give tangible support.

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.

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. It has a valuable role in maximizing the effectiveness of lessons by ensuring students are prepared for discussions and tasks through reading and research.
2. Homework is most appropriately used when parents are directly involved, and their assistance strengthens both 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
 - b. Drilling math facts and spelling words
 - c. Having the students recite Bible memory verses
 - d. Research where the parent needs to help gathering resources
3. The amount of homework should be reasonable and will vary with both the age and the type of material being studied. Parents are asked to please communicate directly with teachers regarding any homework needs or concerns.

Elementary (K-5)

This is the level where work done with the parents is most important, especially activities like reading, drill work, 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 facts 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 and projects, such as term papers, will also be required, and will necessitate disciplined, advance planning. Seniors will be involved in a formal thesis project.

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 Schools' 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*. 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 to 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 and/or 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 NCCS. This includes, but is not limited to, the uploading or creation of computer viruses.
- Users of the computer lab have the responsibility to care for the computer lab environment. This includes tables, chairs, towers, monitors and any peripheral devices attached to the computer.
- The 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 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 students 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 insure 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.

LIBRARY

Although classrooms have their own subject appropriate resources, in order to encourage our "school without walls" philosophy (the idea that our school is not just a building, but the whole community in which we live), parents, students, and classroom teachers are encouraged to utilize the public libraries! This provides exposure to a fully structured library management and retrieval system and promotes the idea that we are all lifelong learners.

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" cupboard in the office, 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 cupboard for an extended period of time will be given to an appropriate local mission.

LUNCH

Students must bring their own lunches from home. We encourage parents to provide nutritious foods, rather than things high in sugar, preservatives, or dyes, as these foods adversely alter

students' behavior in the classroom. Hot lunches are offered, generally once a week, to support the Senior mission trip. The Senior Class typically sells pizza on Friday.

The kitchen is not available for student use, though a microwave may be available in the lunchroom. Therefore, students should not bring foods which require refrigeration, or use of any other kitchen utensils or equipment.

All students K5-12 will eat in the multipurpose room. Eating will be allowed only while students are seated in designated areas, during regularly scheduled lunch periods, unless special permission is given by a teacher. **NCCS is a closed campus; students may not leave for lunch (unless with their parent), nor may students have visitors during the lunch period without prior permission from the school Administration.**

Lunch periods will be as follows:

Grades K5-6	11:30am – 11:55am
Grades 7-12	11:57am – 12:26pm

MUSIC

Program and Vision: Music is an essential part of Christian education. First of all, God places great emphasis on music as a part of our lives (Ps. 81:1-4). Secondly, music is a powerful force that can be used for good or for evil. Martin Luther stated, "Next to the Word of God, the noble art of music is the greatest treasure in the world. It controls our thoughts, minds, hearts, and spirits."

One of our goals is to enable young people to make the kinds of musical decisions that will build them up in the Lord. If they are to be able to do this, they must be provided with a firm foundation of musical knowledge (Prov. 10:14) based on the elements of music itself, (melody, harmony, rhythm, form, and expressive control), on appreciation of carefully selected works of the masters, and on the relationship of music to other aspects of life.

Another goal of our Music Education Ministry is preparation for service in that each student would:

1. Discover his/her own musical potential and begin to develop it.
2. Develop the ability to appreciate musically the services of others.
3. Participate in the singing of praises to God. Youth choirs can lead in true worship and minister to hearts in a most endearing way.

Musical skills are important, as everything done for God should be done skillfully (Ex. 35:30-35). Our musical worship is no exception (Ps. 33:3). Skills take time to develop (Gen. 25:27), therefore training must begin early in order to develop more doors of opportunity in the future. Musical skills include singing, playing instruments, listening to, reading, writing and composing music. Children are made for music. They can attain a level of skilled musical excellence by a carefully pace, well-motivated, systematically sequential and challenging program.

Positive musical attitudes are developed simultaneously with musical skills and knowledge. This aesthetic side of music is the key to successful music education. Enthusiasm, joy, wonder, empathy, respect, and appreciation are but a few of the feelings and attitudes that are caught during the process of education in music. Awareness of these aspects of our humanity reflects God since we are His image-bearers. The depth of emotion experienced in music can reveal

God's holiness, majesty, simplicity, purity, and love. This assists our children in growing in the knowledge of our Lord Jesus Christ.

Christians are to be the salt of the earth (Matt 5:13). As our young people develop their talents of musical expression in submission to God, they will: 1) become a powerful witness for our Lord, 2) take their place in preserving and producing great music to the glory of God, and 3) feel God's pleasure in them. With a prominent music education ministry of high Biblical and musical standards, the church can reach greater heights of worship, educational development, evangelism, and ministry that will broaden the dimensions of God's kingdom.

Opportunities: NCCS offers instruction in music fundamentals (such as rhythm and tone), and basic instrumentation (such as instruction on the recorder). On all levels, students have the opportunity to take part in various musicals and concerts.

PARENTAL INVOLVEMENT

The staff of New Covenant Christian School desires to work only 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!

Parents are a welcome and much-needed part of the daily functioning of New Covenant Christian School. NCCS has an open door policy for parents, and we count on parents to be involved! They are free to visit the classrooms and we require the courtesy of advising the teacher in advance. Parents can assist in a variety of ways, in a variety of settings, in both teaching and non-teaching roles. Following is a list of some of the many ways parents can be involved at NCCS:

Teaching Activities:

Tutoring of individual students, supervising reading groups, math groups, or learning centers assisting teachers in instruction of any of the following:

Art	Sports	Public Speaking
Physical education	Computers	Math
Dramatics	Crafts	Science
Music - vocal and instrumental	Dancing	Foreign Languages
Bible	Sewing	Social Studies
Reading	Cooking	Writing

Non-teaching Activities:

Prayer warrior	Gardener
Lunch monitor	Maintenance and repair worker
Recess monitor	Classroom cleaner
Story-teller/Story-reader	Classroom decorator
Coach	Copy maker
Chaperon for field trips	Paper checker
Driver for field trips	Record keeper
Bus driver	Telephone chairman
Librarian	Community resource coordinator
Fundraiser	Hot lunch coordinator
Volunteer coordinator	Bulletin board changer
Room mother/father	Book order chairman
Representative to the Parent Council	Music Education Ministry assistant
Baby-sitter to free other parents to volunteer	School Office volunteer

PARENT/TEACHER COALITION

The Parent-Teacher Coalition is an essential and integral part of the foundation of New Covenant Christian School. This group of parents, staff, and Administrative representatives is united to uphold the purpose of the school, which is to educate, train, disciple, and nurture our sons and daughters that they may “grow in wisdom, stature, and good standing with God and man” (Luke 2:52), thus preparing them for all aspects of life as men and women called of God to participate in His purposes on the earth. NCCS assists families in the training of their children in personal discipleship, academics, wholesome living, and world outreach. The primary goals of the Parent/Teacher Coalition are: to pray, to serve, to support, to recommend, to mobilize, and to in every way possible assist the Administration and school staff in stewarding NCCS as trustees of the mandate given to all of us by God. This mandate from God is as follows:

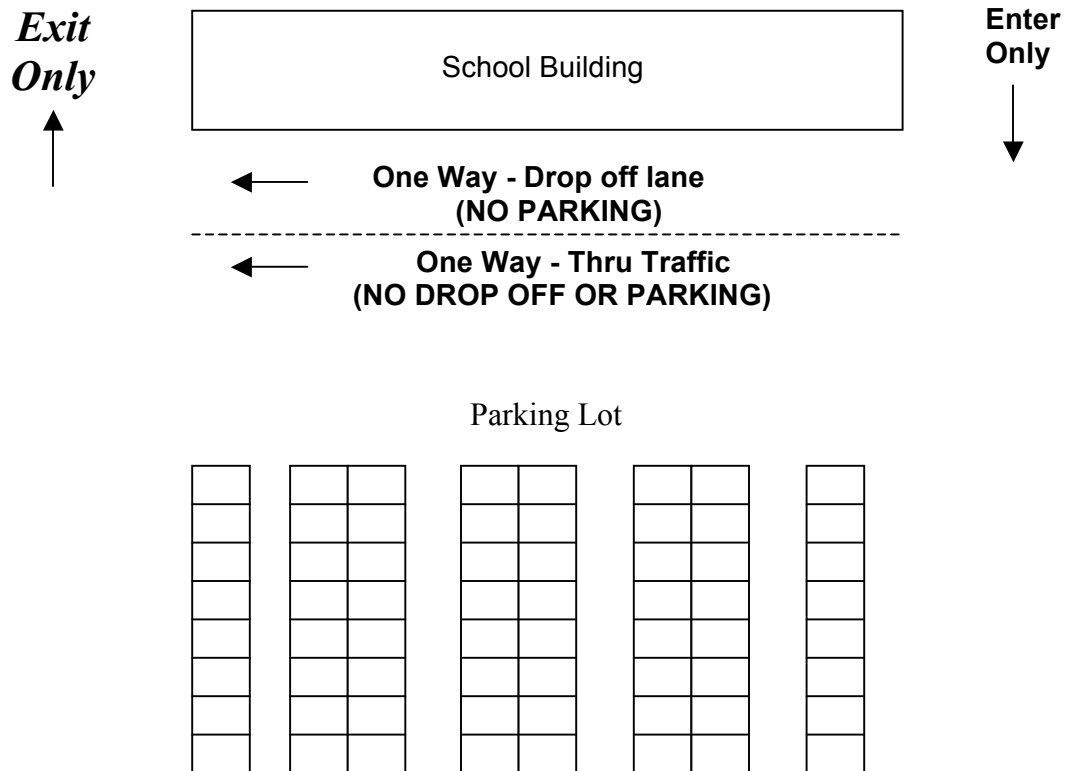
New Covenant Christian School is called in obedience to Psalm 78 (specifically verses 1-11) to assist parents in the training of their children for the challenges of the future, with the wisdom of the past and the tools of the present, the riches of the Word and the knowledge of God, led by His Spirit through the grace of Jesus Christ, that emerging generations will put their hope in God!

PARKING AND TRAFFIC FLOW

Parking and traffic flow are 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, as students must cross the driveway and parking lot to reach the playground. Please note:

1. **ALL DRIVERS MUST ABIDE BY THE POSTED 10 M.P.H. SPEED LIMIT!**
2. The drop off lane is the lane closest to the chained off area up next to the school. This lane is strictly for dropping off and picking up children only. **No parking is allowed in the drop off lane, even if it is only for a few minutes. If you need to go into the school, even if it is just for a minute, you must park your vehicle in the parking lot.** Also, before school, if your child is not ready to go inside, instead of sitting in the drop off land while they finish getting ready, pull into a parking space. If they have a cleaning job after school, and you must wait for them, please park your car in a parking space and wait. No

vehicles should ever be parked in any area other than the parking lot. Please refer to the diagram below for clarification.



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.

In the world at large, and particularly the academic world of College, an act of plagiarism is enough to ensure dismissal; not just from the unit, or course, but from the institution. Scholars are terminated from senior position for this offense. There is no greater academic crime than stealing the ideas of another.

NCCS aims to develop independent thinkers who demonstrate intellectual independence and integrity and critical, analytical thinking; skills necessary for life both in and beyond school. NCCS presents a *Style Manual* to students as a framework for teaching them the high standards required of academic scholarship. Students are required to use this NCCS Style Guide when completing assessment tasks.

The act of plagiarism undermines this aim. In light of this, plagiarism is treated as a serious

academic offence, which carries a range of consequences.

Consistent with our discipleship approach, we choose to express the spirit of partnership with families without diminishing the seriousness of plagiarism.

Detecting Plagiarism:

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. This could be completed either orally or in writing.

A student may be required to provide evidence of the development of his work. In some instances students may be required to demonstrate their understanding by interview and/or repeat part, or all, of the task.

Consequences:

If work has been plagiarized, then no marks will be awarded; a zero is the only possible grade for plagiarized work.

NCCS would regard plagiarism as a symptom of an issue with character and/or judgment. Consistent with our school's emphasis, parents would be immediately informed and we would require a conference with them over the issue.

We would consider the student's motivation for, and response to, having plagiarism detected as crucial issues in developing our response. Issues of athletic eligibility may be consequent to plagiarism. The school reserves the right to take further action at the discretion of the Administrative committee, comprised of the Principal, senior teachers, and the classroom teacher involved.

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 supposed 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.

SCHOOL SCHEDULE

A calendar of the school year will be provided in the NCCS Family Directory. Updates will be communicated in the Warrior Weekly.

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

Preschool (K4): Monday, Wednesday, Friday: 8:30am – 11:30am
Kindergarten (K5): Monday, Wednesday, Friday: 8:30am – 3:00pm
Grades 1 – 12: Monday – Friday: 8:30am – 3:00pm
Half days of school: 8:30am – 12:00pm

School Office Hours:

8:00am – 3:30pm, Monday – Friday during the school year
8:00am – 12:00pm, Monday – Thursday during the summer

Morning Drop-off: Students are expected to arrive between 8:00am - 8:20am each morning. They should be dropped off at either the east entrance or the west entrance of the building. If students must be dropped off before 8:00am parents should keep in mind that students may be expected to wait outside until 8:00am when classrooms will be opened.

Afternoon Dismissal: Please be prompt in picking up students!!! **Parents are expected to make arrangements for their children to be picked up by 3:20pm. School staff is not responsible for watching students after 3:20pm.** Elementary students will be required to wait with their classmates, in the designated safety area, until their rides arrive. Safety reasons require no playing after school, either inside or outside or on the playground. A monitor will be supervising elementary students outside until 3:20pm, at which time remaining students will be brought to the bench outside the school office and parents called.

SNOW DAYS

Our school closing policy is:

- * Families will be called on the phone tree and informed if school will be closed. If you have never received a call from the phone tree in the past or during a phone tree test, call the school office and let the secretary know you haven't been contacted in the past.
- * School closing announcements will be made on the TV stations WILX and WLNS, and on 99.7 FM (FLR - WUGN, Midland), 96.7 FM (FLR - WUFN, Albion), 88.1 FM (Smile FM).

Historically, our school closings have been based on Waverly's school closing. From now on, we will be making an independent call with regard to our school closing. The phone tree will be activated in case of school closing in addition to announcements on local television and radio stations.

STUDENT DRIVERS

All students who need to drive to school must be registered with the school office. Permission for students to ride with other students should be obtained from parents of both the rider(s) and driver. 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 on the parking lot is 10 miles/hour.
2. Careless or reckless driving will be reported to the parents and to the proper authorities for action.
3. Violations of the 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 FORM: F-16] 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. 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.

STUDENT WELFARE

Classroom teachers are responsible for the welfare of all students in their class. This is easily organized in the Elementary School where the teacher deals specifically with all elements of the child's development and welfare.

Historically, it becomes more problematical in the Secondary School where there are more teachers. Any specific questions, comment, or concerns about a student's progress in a particular subject should be specifically directed to that subject-teacher. This is consistent with their role, and Matthew 5 and 18.

NCCS values of the development of the whole child, and to that end, we are formalizing the extension of the Home Group Teacher role in the Secondary School. This will enable parents to have a single point of contact in order to broach issues beyond the scope of a single subject. A particular teacher will be designated to oversee the students within a class group. These staff will be responsible for monitoring the academic, spiritual, emotional progress of students in their care.

For 2012-13 the staff allocation is as follows;

Year 12 – Mr. Sochay

Year 9/10 Girls – Miss Hackbarth

Year 7/8 Girls – Mrs. Feldpausch

Year 11 – Miss Ryckman

Year 9/10 Boys – Mr. Belot

Year 7/8 Boys – Mr. Klepal

Parents should contact these staff if they have broad concerns across a range of students, or with issues that are not of an academic nature.

SUPERVISION

In the interest of cleanliness, safety, responsibility for property, and prevention of frustration, the faculty, Administrative Team, and Board of Elders have cooperatively established the following policy regarding supervision of preschool children, non-NCCS students, and NCCS students after school hours:

1. Any children in the building who are not directly 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, NCCS students are not to arrive before 8:00am and must be picked up by 3:20pm.** 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 3:30pm, and neither school nor church secretaries will be responsible for supervising students after 3:20pm.
4. Please note that this section refers to supervision of children in the company of their parent or another authorized adult. See the "Visitors" section (p. 35) regarding the NCCS closed campus policy and non-NCCS students.

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.

Our school is presently using the Stanford Achievement Test to measure progress and functional levels of students. A companion test, Otis-Lennon Ability test measures what the child is capable of doing. Using these two tests together allows us to determine how well a student is doing compared to what could be reasonably expected.

Juniors in high school normally take the PSAT, as well as the Michigan Merit Exam, college entrance exams that qualify them for various college scholarships. Juniors are encouraged to take the ACT or SAT in the spring of their junior year. During the senior year most seniors take the ACT. This test or the SAT is necessary for admission to most four-year colleges.

VERY IMPORTANT: Dates of all standardized tests are announced in advance. If students are absent for any reason, missing all or part of a test, make-up work will be done on a Saturday and will entail a fee unless the student was absent due to illness.

VISITORS

NCCS is a closed campus (please refer to section on Closed Campus); thus, all visitors must report directly to the school office before entering any school area (this includes the parking lot). Staff and students should approach any obvious visitors, greet them, and direct them to the office. In the springtime, be aware that there are often an increased number of visitors, as prospective students and their families come to see our school.

No guests are to be brought to school by any students without a 24-hour advance request, permission from both the teacher and the Principal.

Visitors and/or non-class members (other than parent chaperones) will not be allowed to accompany classes on field trips or off-campus activities. Please feel free to speak to the Office Manager regarding any questions or special needs.

WITHDRAWALS

Withdrawing from a Class (Drops and Adds): Students have the option of dropping or adding a non-required class within the first two weeks of the semester. Students must use the appropriate form (available in the school office) which requires the approval of parents, teachers involved, and the Administration.

Withdrawing from School: In all cases a withdrawal will involve a conference between the home and school, and must be in writing. Withdrawal is not complete until financial arrangements have been completed and until all textbooks and school materials 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 pupils who have failed to return or pay for all school property in their possession or if they have unmet financial obligations.