

N E W C O V E N A N T
A C A D E M Y

**Parent and Student
Handbook**

Elementary Division

Elementary (grades JK-4)

Intermediate (grades 5-6)



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2011-2012

Holding to a Higher Standard

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*New Covenant Academy is an interdenominational Christian school encompassing grades K4 through 12. The Academy is accredited by the North Central Commission on Accreditation and School Improvement and by the Association of Christian Schools International (ACSI); New Covenant Academy is also a member of the Missouri State High School Activities Association, and the Mark Twain Conference. **Although all employees and student body are required to have a Christian testimony, NCA does not discriminate in its employment or student admissions on the basis of race, national or ethnic origin, gender, age, or disability.***

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NCA – A CHRISTIAN COLLEGE PREPARATORY SCHOOL

GENERAL

This handbook contains useful information for both parents and students regarding the daily operations of New Covenant Academy's Elementary School. You will find information highlighting some of the school division's policies and guidelines that are necessary for the safety, welfare, and well being of our students. Please keep this handbook throughout the 2010-2011 school year. You are encouraged to review the contents of this handbook and share appropriate information with your child.

Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the School. In the Handbook no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to your child's education.

Commitment to these policies and procedures by students, parents, and staff enables NCA to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students and teachers to be "of one mind" in the great privilege we have of training children to honor God with their whole lives.

Should you have any questions about the contents of this handbook or New Covenant Academy Elementary Division, please contact the Principal.

MISSION STATEMENT

With the Bible as its foundation, New Covenant Academy will provide a quality education from a Christian perspective that prepares students for post-secondary study and equips them to share the Gospel of Jesus Christ.

VISION STATEMENT

New Covenant Academy will educate college-bound students who can defend their Christian faith, achieve their God-given potential, and impact the world for Christ as leaders in their chosen professions.

STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testament as equally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and life.

We believe in one God--eternal, omnipotent, omniscient and omnipresent, manifesting Himself in Three Persons (Father, Son, and Holy Spirit) one in nature, attributes, power and glory. God is the Sustainer of all things and the Source of all truth.

We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of our Lord Jesus Christ. We believe that He is true God and true man.

We believe in the literal account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the special, immediate, and formative acts of God; that man sinned and thereby incurred not only physical death but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.

We believe in the fall of man, his need for regeneration by the operation of the Holy Spirit on the basis of grace and faith alone, and the coming resurrection of the dead.

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and rose again for our justification; that all who believe in Him are justified on the grounds of His shed blood and are saved by grace through faith wholly apart from human merit and works.

We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God, and thereby become the children of God. Therefore, we do not approve of or accept the cult and secular teachings of the Mormons, Jehovah Witnesses, Unitarians, New Age, Satanists, Christian Science, Scientology, or other cults and secular groups that do not accept Jesus Christ as their Savior.

We believe in the spiritual relationship of all believers as they are related to Jesus Christ, living an overcoming life of true righteousness by the grace and power of the Holy Spirit. The Christian relates to life from a Biblical perspective and is not conformed to society's lifestyles and values. Therefore, we believe in the sanctity of life upon conception (Ps. 139) and that homosexuality, premarital sexual relationships and extramarital sexual relationships are not acceptable lifestyles (I Cor. 6).

NOTE: Although denominational doctrine will not be promoted, discussion of diverse Christian beliefs will not be discouraged in the classroom. Students will be encouraged to seek scriptural answers and further discuss these topics with their parents.

CORE VALUES

1. All faculty, staff and board members will be born-again Christians who agree to, and support, the Academy's Statement of Faith and Personal Lifestyle Requirements.
2. All decisions will be based on Biblical principles and will be consistent with the Academy's Vision Statement, Mission Statement, Core Values, Personal Lifestyle Requirements, and Statement of Faith.
3. The Bible, as the inspired Word of God, will be integrated throughout the curriculum and will be a core subject in the academic program at each grade level.
4. All subject matter will be taught from a Christian perspective, and secular concepts will be shared with students at age-appropriate levels to enable them to effectively defend their Christian faith.
5. All faculty, staff, and board members will encourage, and nurture, each student to develop his or her maximum potential in the following areas: spiritual, academic, social, physical, and emotional.
6. The Academy will be an excellent steward of all its resources and will accurately account for all revenues and expenditures.
7. The family, the church, and the Academy will be partners in the students' educational process.
8. All faculty, staff, and board members will exhibit Christ-like character and will serve as excellent role models for students.

9. The school community will honor God through positive, uplifting behavior and speech.
10. The Academy is an interdenominational institution where denominational doctrine will not be promoted.

At least one parent/guardian of elementary students must be a Christian and in agreement with NCA's Mission Statement, Vision Statement, Core Values, and Statement of Faith, for without this agreement and unity, our mission cannot be fulfilled.

NON-DISCRIMINATION CLAUSE

New Covenant Academy is an interdenominational Christian school encompassing grades K4 through 12. The Academy is accredited by the North Central Commission on Accreditation and School Improvement and by the Association of Christian Schools International (ACSI); New Covenant Academy is also a member of the Missouri State High School Activities Association, and the Mark Twain Conference. Although all employees and student body are required to have a Christian testimony, NCA does not discriminate in its employment or student admissions on the basis of race, national or ethnic origin, gender, age, or disability.

ACADEMIC POLICIES and LEARNING ENVIRONMENT

ACADEMIC PROBATION

Academic probation is invoked when a student has a serious academic problem. A notice is given to the parent/guardian and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the student will not be able to continue at NCA.

ATTENDANCE/TARDIES

Consistent and prompt attendance is vitally important for success at New Covenant Academy. Excessive absences and tardiness from school are detrimental to the educational process and puts the student at a disadvantage. Parents should plan vacations and trips that do not conflict with the school's instructional calendar and should attempt to minimize absences as much as possible.

When students arrive late or must leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

Absences and Makeup Work

Good attendance is key to student success at NCA. In all cases of absences, it is the responsibility of the parents/guardians to notify the school office to verify the absence. A call to the school office at (417) 887-9848, Ext. 1, should be placed between the times of 8:00 a.m. - 10:00 a.m. on the day that the student is absent.

Elementary and Intermediate students (K5 through 6) who are absent in excess of twelve (12) days in one (1) semester, or twenty-four (24) days in two (2) semesters, may fail the grade.

It is the responsibility of the student or parents/guardians to initiate the make-up work for missed time. Upon request from the parents/guardians, the office will gather the student's books and assignments to be picked up during periods of extended absences lasting more than one day. **A note for students in the music program:** Students who do not attend a band or choir concert for grade, are required to turn in an alternative assignment (specifics of the assignment and due

date of the assignment will be determined by the instructor) in lieu of participation in the concert. Failure to turn in such assignment will result in a 0 grade for the concert.

Students who are absent will have the number of days absent plus one to make up work. All assignments not completed on time will receive zero credit.

Exceptions may be made due to extended illness (with a doctor's note) or under extreme circumstances, with permission of the Principal. Extenuating circumstances will be considered on an individual basis. Excessive absences for any reason could result in academic dismissal from NCA.

Tardies

Like absenteeism, tardiness is a disruption not only to the learning process but also to other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments in order to be assured of being at school on time. Students are considered tardy if they are not seated in the classroom when class begins.

Students who are late for any reason are considered tardy. Elementary and Intermediate students (Jr. Kindergarten through 6) and parents will be contacted by the Principal for their sixth tardy and for every successive tardy of the quarter. The Principal will determine disciplinary action. Students start each quarter with a clean slate.

BEFORE/AFTER SCHOOL CARE (EXTENDED CARE PROGRAM)

New Covenant Academy is dedicated to providing a safe environment for students who must arrive before, or remain after, school hours. The Extended Care Program provides a place for study and quiet time activities in the morning, and a range of planned activities, including study time, in the afternoon.

All elementary students are required to be in the Extended Care Program if they are on the school grounds before 8:00 a.m. (7:45 a.m. for 5/6 grade) or after 3:30 p.m. The Extended Care Program operates from 6:30 a.m. to just before classes begin, and from just after classes end until 6:00 p.m. Parents/guardians or older siblings must sign children in and out of extended care. A fee is charged to the parents/guardians for this service (contact the Business Office for details). Special arrangements and consideration will be given for 15 minutes before and after school hours to younger students who have older siblings attending the school. An extra fee of \$15.00 per quarter hour, or major portion thereof, is charged for students picked up after 6:00 p.m.

Extended Care personnel are to be given the same respect for authority as our teachers, and regular school rules apply to the student's time spent in Extended Care. Rules for use of cell phones in extended care will be provided by Extended Care personnel.

CHAPEL

The purpose of chapel is to promote the spiritual development of NCA students through the lifting up of Jesus Christ as Lord and Savior. Regular chapel periods are scheduled for elementary students in Grades Jr. Kindergarten-6 one day each week.

CLASS PARTIES

Throughout the year, birthdays, some holidays, and special days will be celebrated in the classroom.

In Jr. Kindergarten and K5, parents may bring a special snack to celebrate their child(ren)'s birthday during their regular afternoon snack time. Parents of students in grades 1-6 may bring a special snack for the entire class either during the lunch period or for the last 15 minutes of the day in order to recognize their child(ren)'s birthday. Parents are asked to let the classroom teacher know when they will be bringing snacks for birthdays at least one day ahead of time for planning purposes.

Parents are asked to be sensitive to children's feelings regarding invitations to birthday parties outside of school. Classroom teachers in Grades Jr. Kindergarten-6 have the policy that invitations should be mailed unless all the girls, all the boys, or the entire class are invited.

Elementary classrooms also celebrate Thanksgiving, Christmas, Easter, Valentine's, and 100th Day with a party that is coordinated through the classroom teacher and the homeroom parent(s).

CURRICULUM GOALS AND GUIDELINES

The foundations of the New Covenant Academy elementary curriculum include:

Biblically-integrated	Basic Skill Development
Christian Service	Christian Character Development
Study Skills Development	College Preparatory
Co-Curricular Enhancement	

The spiritual goal of the Academy is that all students will have, or develop, their own personal relationship with Jesus Christ. The academic goal of the Academy is that students will average at or above, the 80th percentile on nationally normed standardized tests.

Co-Curricular Classes

Within our elementary school, students participate in four co-curricular specialty areas. Students in grades Jr. Kindergarten - 6 receive art instruction weekly with a specialist. In addition, students have the opportunity to make use of the library when they meet with the librarian on a weekly basis with their class. In addition, the library is open throughout the school day to afford students time for research or to work on projects. The Music Program reaches out weekly at the elementary level to every child in grades Jr. Kindergarten-6. Students in 6th grade have the opportunity to be in beginning band.

Physical Education classes at NCA are an integral part of the child's educational experience. Since students in grades Jr. Kindergarten-4 do not change clothes for PE, it is important that on their gym days, they come to school dressed to move. Students in 5th and 6th grade may change into shorts and t-shirts for PE, if they choose.

Spanish Instructors will be provided for Kindergarten through 6th grade students.

EXTRACURRICULAR ACTIVITIES and ACADEMIC EVENTS

The goals of the extracurricular activities are to help develop the Christian character of our students; to offer the opportunity to be an effective witness of the transforming power of Christ to the participants, and students, with whom we compete; to maintain and develop quality programs; and to have maximum student participation.

Students in grades 3-6 have the opportunity to compete in a variety of events throughout the year such as spelling bees, mathematics, fine arts and speech festivals.

In the area of sports, we encourage our parents of students in Grades Jr. Kindergarten-6 to find ways for their children to participate in teams and activities through their churches, Lakes Country, the YMCA, and other organizations until they are able to participate at the competitive level at the Academy. We encourage teams to be formed with students from NCA in the lower grades as we attempt to build and maintain an outstanding sports and extracurricular program for our students.

Students in sixth grade may be invited to participate in middle school athletics when the numbers are not sufficient in seventh and eighth grade to field a team. Any sixth grade student participating in a middle school sport must meet eligibility requirements as set forth in the Secondary Handbook.

Sports Goals

Our teams, coaches, and spectators are to be a light in the community. It is a privilege to be a part of an athletic team and to represent NCA to others. Participants in athletic teams from NCA are to:

- Learn positive values from competition.
- Learn to be leaders and role models.
- Display exemplary sportsmanship from players and fans.
- Set and maintain high standards of behavior on and off the playing field.

Travel Guidelines

The following guidelines apply for all extracurricular activity trips. In addition, normal school rules are in effect for all participants, coaches, faculty, staff, chaperones, and any parents/guardians who officially accompany any trip. The school will make every effort to represent Christ at all times.

Transportation:

1. Before starting out in a vehicle, whether leaving from school or from an event, the group should pause and pray.
2. The school will make arrangements for transportation for all extracurricular activities. In general, this will be in school vehicles. All students will ride to an event in the designated manner. Riding together as a group whenever possible enhances the student's experience, provides a time for fellowship, and allows students and staff to better concentrate on the activity ahead. If the school specifically requests a parent to use a personal vehicle, the school will still make all arrangements. If a parent secures permission to transport his/her own child, only that child may ride: no children of other parents will be allowed to ride in cars other than their parents' either to or from an event. After an event, parents in attendance may have the option of taking their own child(ren) home with them, provided the parent first checks out with the coach/sponsor.
3. If any meals are eaten during the trip, all drivers, students, faculty, staff, and chaperones will eat at the designated places. All will be responsible for cleaning up after the meal as may be required.
4. If there is more than one official school vehicle on a trip, those vehicles will caravan together to and from the event and between segments of the event, as much as is possible.
5. All designated drivers must complete a Transportation Authorization Form, provide the school with a copy of a valid drivers license, and provide proof of automobile insurance before arrangements are finalized.
6. The school reserves the right to inspect luggage on all trips whenever deemed necessary without student/parent/guardian notification.

7. Unless impossible due to gender makeup and space availability, male and female students are not to ride together on the same seat. Exceptions due to space limitations will be made by the adult in charge.

Lodging:

1. Coaches/Sponsors will be responsible for any room assignments and curfew on overnight trips.
2. Coaches/Sponsors will be responsible to see that there is a lockout on movie channels and pay-per-view.
3. Boys are not permitted to be in girl's rooms or vice versa.
4. Coaches/Sponsors will coordinate all activities.

Violations of these guidelines will result in consequences to be determined by the coach/sponsor and principal. The policies and procedures guidelines outlined under "Behavior Management and Behavior Infractions" will apply.

FIELD TRIPS

Field trips are an important part of education and are regarded as extensions of the classroom. Students will participate throughout the year in various field trips. Permission for students to participate in field trips is covered under the blanket permission form secured upon enrollment. However, teachers will inform parents of the details of each field trip at least one week prior to the trip. Parents/guardians who do not wish for their child(ren) to attend a field trip must notify the teacher or school office in writing prior to the field trip, and the student will receive an absence for the day. There will be no Sunday field trips.

Students are expected to ride the school bus for all field trips unless parents are specifically asked by the Academy to drive for a trip. In the event that parents are asked to drive the following conditions must be met:

1. Any approved drivers must be at least 21 years of age.
2. Approved drivers must hold a valid driver's license and provide a copy of the license for school records.
3. Proof of current auto insurance must be on file prior to driving for the event.
4. Vehicles used must have the appropriate number of working seat belts per child.

Teachers may ask for parent chaperones to assist on field trips (PIP hours may be earned). Chaperones must be willing to supervise children according to the teacher's directions, and remain with the group for the entire duration of the field trip. We ask that parents recognize the teacher is in charge of the activity at all times, and request that the instructions of the teacher be followed.

Children that are not members of the class are not allowed to go on field trips.

GRADES AND PROGRESS REPORTS

Grades Jr. Kindergarten – 1 use different scales to reflect academic and behavioral development and achievement. Grades for 2nd -6th will be reported as percentages on the report card.

The scholastic year is divided into two semesters of two quarters each. In Grades 2 through 6, separate quarter grades are reported.

Grading Scale

Grades JR. KINDERGARTEN- 1			
E	Excellent		
G	Good		
S	Satisfactory		
N	Needs improvement		
NA	Not applicable this quarter		
Grades 2 – 6			
Percentage	Grade	Grade Scale	Rating
98-100%	A+	4.0	Excellent
93-97%	A	4.0	Excellent
90-92%	A-	4.0	Excellent
88-89%	B+	3.0	Very Good
83-87%	B	3.0	Very Good
80-82%	B-	3.0	Very Good
78-79%	C+	2.0	Average
73-77%	C	2.0	Average
70-72%	C-	2.0	Average
68-69%	D+	1.0	Below Average
63-67%	D	1.0	Below Average
60-62%	D-	1.0	Below Average
<60%	F	0.0	Unsatisfactory

Grades are sent to parents at the end of each quarter. Honor roll lists will be published each quarter. Certificates will be mailed home at the end of each semester.

Progress Reports

Each student whose grades are C or below will have a progress report mailed to the parent/guardian midway through each quarter. Grades are not the only reasons for sending such reports. In addition, if a student shows a marked drop in performance, whose grades are declining, or who exhibits inappropriate behavior, will have his/her parents notified at the earliest possible time.

(Please see information on ParentsWeb Renweb online student record data service under the "Computer and Internet Use Section of this Handbook.) ParentsWeb provides web access to your student's gradebook for each of their classes. Important class/school information is also provided on ParentsWeb.)

Progress Report Dates for 2011-2012 are:

First Quarter	September 16, 2011
Second Quarter	November 16, 2011
Third Quarter	February 3, 2012
Fourth Quarter	April 18, 2012

HALL PASSES

Elementary students are to carry a pink hall pass signed by their teacher if they are sent to the office or if sent on an errand outside of their wing in the building.

HOMEWORK

Homework is a vital part of the total learning process. Grade-level practices are communicated to the students during the first week of school. The following list serves as a reminder about the importance of homework:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Enriches and extends school experience
- Helps students learn to budget time
- Promotes growth in responsibility
- Brings students into contact with out-of-school learning resources

Homework Time Guidelines per Grade Level

Recognizing that children learn at different rates and need different amounts of time to complete independent assignments at home, the homework guidelines (on average) for elementary school students are as follows:

Grade 1: Approximately 10 minutes per night

Grade 2: Approximately 20 minutes per night

Grade 3: Approximately 30 minutes per night

Grade 4: Approximately 40 minutes per night

Grade 5: Approximately 50 minutes per night

Grade 6: Approximately 60 minutes per night

Students in grades 1-6 may bring home assignments Monday through Friday evenings, with consideration for lighter loads on Wednesday due to church.

We encourage parents to set aside time each evening for their child(ren) to complete the assigned homework in a quiet place and to take an active interest in what they are learning in school.

If you notice that your student is spending, on average, significantly or consistently higher amounts of time on their homework above the guidelines listed, please contact the teacher.

LEAVING BUILDING/CAMPUS DURING THE DAY

Students are to bring all books, lunches, etc, into the school upon arrival. At no time during the day is a student to leave the building without authorization from the school office.

New Covenant Academy operates as a closed campus. At no time during the day is a student to leave campus without signing out or being signed out. Students must have a parents'/guardians' signed permission slip or the parents/guardians must personally sign the student out. To sign a student out of school, the parent/guardian must go to the school office, complete the sign out sheet, and wait there until the student reports to the office, or take a release slip to the teacher. For safety reasons, teachers will not release students without a signed release slip from the office or a call from the office. When returning the same day, parents/guardians must sign the student back in.

LOCKERS

Students in Grades Jr. Kindergarten-4 will have classroom space provided to store textbooks and personal belongings.

Students in Grades 5 and 6 are assigned a school locker in the Intermediate wing. Students may not decorate lockers. Due to wear and tear on lockers, tape of any kind may not be used.

PERSONAL CD PLAYERS, CELL PHONES, and ELECTRONIC DEVICES

Since the school day is designed for growth and learning, the use of personal electronic devices such as cell phones, CD players, IPod's, MP3's, Game Boys, etc. are prohibited between the hours of 7:45 a.m. and 3:30 p.m. on school property. If used, the following consequences will apply: First Offense: Items will be confiscated and will only be returned following a student/principal meeting. Second Offense: Lunch Detention. Third Offense: One hour ISS and device must be picked up by parent. Subsequent offenses will result in additional consequences to be determined by the principal. Rules specific to the use of these items in extended care will be provided by extended care personnel.

Parents, please do not call or text message your student during class times. This is disruptive and violates the "no cell phone use rule" on campus. If you need to get in touch with your student during the school day, please call the main office and we will make sure that your student's teacher has your student contact you from the school's main office phone.

USE OF PDA'S

Personal Digital Assistants may be used for educational purposes, however the parent must write a note to the Elementary Principal detailing the need for the students' use and the Elementary Principal must give authorization.

Anti-Cyber Bullying Policy

Definition: Anti-Cyber Bullying – conduct which “serves no legitimate purpose, that would cause a reasonable person to suffer substantial emotional distress, and that actually causes substantial emotional distress to that person”, with increased penalties if committed by an adult over 21 against a minor under 17 (Senate Bill 762). This includes actions taken off-campus that results in substantial disruption of the school's learning environment. Cyber-bullying is not limited to the use of computers, any electronic device (cell phone, text messages, photos passed via cell phone, I-touch, IPOD, PDA, etc.) used to commit this infraction will receive the same consideration and penalties.

Tips to Prevent Cyber Bullying:

1. Refuse to pass along cyber bullying messages
2. Tell friends to stop cyber bullying
3. Block communication with cyber bullies
4. Report cyber bullying to a trusted adult

Student Awareness and Instruction:

The school shall inform students of the danger in the use of cyberspace. Students will be taught that their activity on cyberspace (computers/cell phones) is not anonymous. They will be told that their behaviors and words are traceable by an Internet Protocol address. This information can be used against them.

Procedures for Reporting:

Any person who experiences cyber bullying may report it to his/her principal for investigation. A principal can be contacted by e-mail, phone, or appointment. It is preferred to contact the principal in person due to the serious nature of the allegation. The principal may request the cyber bullying incident be in written format.

Procedures for Investigating:

The appropriate principal will investigate allegations of cyber bullying. All parties involved will be questioned. Research will be conducted to prove the allegations.

Graduated Consequences and Remedial Actions:

The consequences which may be used by a principal who has determined that cyber bullying has occurred include the following choices:

1. Apology to the offended person/ necessary action if appropriate to correct published information about offended person
2. Behavioral interventions- action plan created with parents involvement
3. Counseling
4. Suspension
5. Expulsion

PROMOTION/RETENTION

Promotion of students to the next grade is determined by satisfactory progress and development readiness.

In Jr. Kindergarten and K5, teachers will make decisions regarding promotion in consultation with the Principal. In Grades 1-6, promotion will be based upon satisfactory completion of the core subjects (Language Arts, Mathematics, Social Studies, Science, and Bible). In some cases, a student may need to repeat a grade in order to master the material or because he/she is not developmentally ready for the next grade. Students with a "C" average or below in the core subjects must receive permission from the Principal in order to be promoted.

SCHOOL PLANNERS

Students in grades 3-6 are required to use a school-issued planner. These planners are used to help students manage their homework assignments, and as a communication avenue with parents. Nightly signatures by parents are required as verification that they have reviewed their child(ren)'s planner with them.

TESTING – PLACEMENT, ACHIEVEMENT and ABILITY

Placement Tests

The administrative staff with a review of appropriate placement documentation will determine grade placement for all students. All new students will be given an entrance test or screening to help with this placement, unless adequate documentation, as determined by the administration, already exists.

Achievement Tests

Achievement testing provides both parents/guardians and teachers with an evaluation of the student's general achievements, strengths, and weaknesses. At NCA, achievement tests are used as a tool in meeting each student's individual needs, in determining how the school is meeting its goals, and in class placements for the following year. Attendance is vital during these testing days. Students should be encouraged and well rested during this time, and parents should pray with students prior to each day.

Stanford Achievement Tests

The Stanford Achievement Tests are administered in the spring of each school year for students in Grades K5 – 6.

Ability Tests

OTIS LENNON SCHOOL ABILITY TEST: The Otis-Lennon School Ability Test (OLSAT) is administered in the spring of each school year to elementary students in first and fourth grades.

TEXTBOOKS AND SUPPLIES

All students will be issued textbooks that are the property of NCA. Some textbooks are consumable; however, others are texts that will be used from year to year. All non-consumable textbooks must be covered by the end of the first full week of school. Book fines will be assessed for damaged or lost books. A classroom supply list will be furnished so that appropriate supplies may be purchased prior to the start of the school year. The Pride Yearbook is not included in the Book fee and will need to be purchased separately.

LIBRARY BOOKS

Books checked out from NCA library returned late, never returned and/or returned damaged and unusable will be assessed a library fine. Books may be checked out for a period of 1 week. On the 8th day late fees will be accrued at .05 per day. If the book has not been returned after 6 weeks, the student will be charged for the full value of the book (value to be determined by Library and/or Administrative personnel). All fines will be reported to the business office and added to the monthly billing statements. Please note grade cards will not be released until all fines, etc. are paid.

TIPS FOR A SUCCESSFUL SCHOOL YEAR

1. Talk to your child's teacher frequently. Together you are a team for your child's academic success.
2. Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
3. Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
4. Teach your child to show respect for others by using polite phrases such as "please," "thank you," "yes, sir," "yes, ma'am," and "excuse me."

5. Model and reinforce appropriate behavior.
6. Help your child learn his/her address and telephone number.
7. Guide and monitor your child's television viewing.
8. Listen to your child and encourage your child to talk about new experiences.
9. Explain the meaning of new words to your child.
10. Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child is capable of doing.
11. Involve your child with reading and writing activities.
12. See that your child gets a good night's sleep and has a nutritious breakfast.
13. Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
14. DO NOT send a sick child to school or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children. Please telephone the school when your child will be absent.
15. Dress your child according to the weather; outside activities will take place when weather permits. A note from you will be required if your child should remain inside because of a physical condition.
16. Establish a regular devotional time for you and your child(ren).

YEARBOOK

The *Pride* is the Academy's yearbook. The yearbook is available for purchase for an additional fee. The *Pride* is delivered in early fall, and covers the prior year's activities.

Parents will have an opportunity in the late fall to purchase a personal message/photo space for their children for a fee. These "Parental Displays of Affection" are popular and are a good way for parents to personalize the yearbook, express their love, pride, etc. for their child(ren) in the yearbook.

GENERAL POLICIES

NCA VISITORS

Adult Visitors

From time to time there may be visitors on campus. When visitors arrive on campus they must report to the school office to sign in and obtain a visitor's badge. This is necessary for safety and insurance purposes, and includes speakers for classrooms. Upon leaving, visitors must sign out at the school office and surrender the badge.

Depending on the length of your visit, you may be asked to leave your keys in the main office in exchange for a temporary visitor pass with prox patch. This will allow you access into the buildings during your stay.

Student Visitors

Non-NCA students may visit NCA under the following conditions:

1. The student must first have his/her parents'/guardians' permission and then obtain permission from the Principal at least 24 hours in advance of the visit.
2. The visitor must check in at the school office prior to going to class.
3. It is expected that all visitors will adhere to the dress code.
4. Visitors will not be permitted during finals weeks, achievement testing, or the last day prior to a holiday or on special school activities such as field trips.

Visits by former students who are no longer enrolled in NCA:

1. Students who are no longer enrolled because of a move out of the area may visit during the school day under the conditions specified above.
2. Students who have withdrawn from the school for any reason other than a move out of the area will not be permitted to visit during the school day until after the class of which they were a member has graduated from the school. For these purposes, the school day is defined as 6:30 a.m. to 6:00 p.m.
3. Students who have been suspended or expelled from the school are not permitted on campus.
4. Other students who are no longer enrolled in the school will be permitted to attend public functions (even if they fall within the excluded time in #2 above) provided they observe all the rules of the school and conduct themselves in a manner consistent with the principles of the school. In case of violation of these guidelines, persons will be requested to leave the school grounds. Public functions do not include regular chapels, or other events primarily designed for NCA students and/or families.
5. **Exceptions to this policy may be granted by the administration.**

COMMUNICATION

The faculty and administration at NCA value open lines of communication between parents and school. To this end, teachers, principals and others regularly utilize multiple and varied communication avenues to keep parents fully informed. These avenues may include Friday folders, RenWeb Parents Web, classroom newsletters, e-mail, and the telephone. From time to time, questions or concerns may arise. It is important to the relationship between home and school that proper channels of communication be respected and followed. Questions that relate to classroom practices and procedures need to be directed to the responsible teacher. Once the teacher has been contacted, the Principal is available if further assistance is needed or if a question is more general in scope. Once the Principal has been contacted, the Lead Administrator is available if further assistance is needed or if a question is more general in scope. See Addendum for the organizational structure of NCA.

NCA is built upon the assumption that educating your child is a team effort with administrators, teachers, staff, and parents working together in support of each other. This supportive relationship must be in place for education at NCA to work. This would include support for the administering of consequences for poor choices made at school, willingness to meet with the teachers personally to mutually work out any issues or differences of opinions that may occur during the education of your child, and the willingness to practice the principles of Matthew 18 throughout the communication process, which means talking with teachers and administrators about concerns you have, rather than other parents and community members.

Addressing Disagreement

If we follow Christ's example for settling differences, our approach to solving problems will include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with all.

Even with the best of intentions, some disagreements may occur. In such cases, Matthew 18:15-17 and other Scriptures require Christians to take proper steps in resolving differences. In the context of a school organization, these steps to be followed are:

1. Go directly to the person involved, and discuss and pray about the matter together.
2. If the disagreement cannot be resolved, be brought to the next higher authority in the chain of command (e.g., if the matter involves a teacher, go first to the teacher; then to the Elementary Principal).

3. If the Elementary Division matter cannot be resolved by the Elementary Principal, bring it to the Lead Administrator, along with the decisions of those who have previously reviewed the situation (for example, Principal, Teacher/Extended Care Worker or other staff person). The Lead Administrator may choose to meet with the appropriate parties involved.
4. If the Lead Administrator cannot resolve the matter, upon written request, he will arrange for an appeal to the Board. The situation will then be presented in writing, along with the Lead Administrator's and all other previous determinations. The Board may or may not hear the appeal at its discretion. Any decision of the Board will be final.

In all cases, all parties should:

1. Maintain a positive attitude.
2. Refrain from gossiping or discussing the situation with others who are not involved: this only sows seeds of discord.
3. Give a "good report" at all times, refraining from being critical or judgmental.

Gossip and other forms of divisive behavior by parents/guardians or students will not be tolerated. Such behavior may be cause for withholding reenrollment to NCA or dismissal from NCA.

COMPUTER USE and INTERNET POLICIES

Use of School Computers and the Internet

Students are responsible for good behavior on school computer networks and the Internet, just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Parent permission for access is required for all students. Access is a privilege, not a right. Access entails responsibility. At no time are students allowed to use school computers without adult supervision in the room unless approved by the principal. Teachers will guide students toward appropriate materials, and enforce sanctions for inappropriate use. Personal use of the Internet, all downloading from the Internet and printing of materials from the Internet is strictly forbidden without teacher permission. Network storage areas may be treated like school lockers. Users should not expect that files stored on school discs, computers, or servers will always be private. Students may not download files from any external source without teacher permission. School computers are for educational purposes and computer games for any other purpose are forbidden. Teachers, the Technology Coordinator or school administrators may review student files and communications to maintain system integrity and to insure that users are using the system responsibly. **Violation of these policies may result in the loss of computer privileges.**

The following are not permitted (the list is not all conclusive):

- Sending or displaying offensive messages or pictures
- Using obscene language
- Sending or displaying materials contrary to a Christian testimony
- Accessing sites that contain materials contrary to a Christian testimony
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the networks for commercial purposes

Sanctions

1. Violations may result in loss of access.
2. Additional disciplinary action will be determined by the Behavior Management policies written in the handbook as well as board policy.
3. When applicable, law enforcement may be involved.

Social Networking Guidelines:

NCA students' Christian testimony in and out of school is essential to achieving the school's mission. Therefore, students' behavior should be above reproach in social networking activities such as Facebook, blogging, etc. The school may take disciplinary action for activities which are examples of unacceptable conduct on digital and electronic communications.

Use of Student Personal Computers/Calculators

Students may bring their own personal computers to school for use at school, recognizing that this is a privilege granted by the school and not a right. Such usage will fall under the following conditions:

1. Parents must recognize that the school cannot be responsible for damage to or theft of personal computers/calculators while they are at school or at school functions.
2. Students may not connect their personal computers/calculators to the school networks.
3. Students must abide by regular school rules regarding appropriate use of computers/calculators and computer programs while at school or at school functions.
4. Use of personal computers and calculators must not become a nuisance or disruption in the classroom or any other place at school or at school functions.

Videotaping/Photos on Campus

The taking of classroom photos or video at New Covenant Academy is prohibited without the prior written consent of the administration, the teacher and/or the students(s). (This does not include the videotaping of routine performances such as chapel, drama and concerts.) Photos/video taken by the yearbook staff are exempt from this prohibition as long as the yearbook advisor has given permission and the photos are reviewed and edited for appropriateness. Individual classroom teachers may reserve the right to deny photo/video access by yearbook staff. Additionally, to protect the privacy of students, cell phone cameras MAY NOT be used in locker room and bathroom facilities.

All photography or video taken during the school day, at any school event or on school premises for use in any non-school publication including posting on the internet requires prior consent from a school administrator.

FINANCIAL INFORMATION

Christian Schools, like other organizations, cannot exist without funds on which to operate. Neither can they exist on past due or delinquent payments. NCA is a not-for-profit organization, and being tuition based, it is necessary that all payments be timely. The following policies explain NCA's financial procedures:

Delinquent Accounts

1. Payments are due by the 15th day of each month. If payments are not made by the 20th day of the month in which they were due, a late fee will be added. The amount of the late fee will be annually determined by the Board. An additional late fee will continue to be added each month until the account is current. Late fees will be charged for tuition and/or any fees, lunch

- and extended care that are made after the due date, and a past due statement will be sent.
2. If there is no satisfactory response by the day a second late fee is added, the Business Administrator will contact the parents/guardians by letter for payment or to determine an approved plan of payment.
 3. If there is no response within ten (10) days of the date of the letter, the parents/guardians will be contacted by the Business Administrator by certified letter. Payment in full must be made or an approved plan of payment must be agreed upon within ten (10) days of the date of the certified letter, or the student(s) will not be allowed to continue attendance at NCA. The Business Administrator will discuss the situation with the Lead Administrator before mailing the certified letter.
 4. After the student is no longer in attendance at NCA, payment in full has not been made or an approved plan of payment has not been agreed upon, the parents/guardians will be contacted by the Business Administrator by certified letter. The notification will state that the account will be turned over to a collection agency ten (10) days after the date of that notification letter if payment in full has not been made, or an approved plan of payment has not been agreed upon.
 5. When an account is turned over to a collection agency, all collection costs will be the responsibility of that account. All late fees will also continue to accrue.
 6. Any special arrangements for payment that deviate from normal payment plans must be approved by the Business Administrator, and must be in writing to be valid.
 7. Any arrangements for payment of delinquent accounts must be approved by both the Lead Administrator and the Business Administrator and must be in writing to be valid. Any applicable late charges will still apply until the account is current.
 8. Semester Report cards will not be given to parents/guardians until all accounts are current or approved arrangements for payment have been made.
 9. Students will not be allowed to re-enroll if the account is more than 30 days past due.
 10. No official records will be transferred for students who have withdrawn or graduated until all accounts have been paid in full.
 11. Senior students will only be allowed to take Final Exams if all accounts are current.
 12. Student's accounts must be paid in full by June 1 to preserve enrollment for the coming year.
 13. Students graduating or transferring from NCA will not be allowed to participate in final exams or have their records released until all tuition, PIP, extended care, book fees, and library fees (if applicable) are paid in full, and all uniforms and other property of the Academy have been returned.
 14. Students will not be allowed to attend for the following year until all tuition, PIP hours, lunch charges, extended care, book fees and library fines (if applicable), from the past school year are current, and all uniforms and other property of the Academy have been returned.
 15. Accounts that are in delinquency will not have access to ParentsWeb on the RenWeb online Student Data Management System.

Insufficient Checks

There will be a fee for any insufficient funds check or electronic funds transfer (EFT). The insufficient funds fee is set annually by the board.

Withdrawing as it relates to tuition

Students who are enrolled, but **withdraw after June 1, except for a move out of the area, will be required to pay tuition for the first semester.** The withdrawal is not considered complete and official until the signed form is received in the business office. Tuition for students who attend part of a school year will be pro-rated on a school-calendar semester basis. Attendance during any part of a school semester will require payment for the entire semester. ***The Registration Fee***

and the Books and Supplies Fee are not refundable and will not be pro-rated. Other fees are due as billed.

Tuition Discounts

Tuition discounts are also available as follows:

- 20% reduction in tuition for children of all active full-time pastors whose primary position is with his/her local church. Full-time pastors whose children are receiving the 25% reduction before January 14, 2010 are grandfathered in at that rate.
- 10% reduction in tuition for children of alumni (alumni to be defined as having attended NCA at any time, and it is not required that the individual actually graduated from NCA).
- 50% reduction for children of all full-time faculty and 25% reduction for full-time staff; pro-rated reduction for children of all part-time teachers; no reduction for part-time non-teaching staff.

Important Note: Pastor and Alumni reductions in conjunction with the Tuition Assistance Program awards shall not exceed 50% reduction in tuition, books and supplies fee.

INCLEMENT WEATHER AND SCHOOL CLOSINGS

Appropriate precautions will be taken in case of a severe weather warning. Students will be released to go home when parents/guardians arrive. Working parents/guardians must provide the school with the names of alternate caretakers for their children if necessary. Generally, NCA follows the lead of the Springfield Public Schools for school closings. Please note however, due to the fact that we have students driving from locations other than Springfield, we must make emergency decisions in the interest of all students there are times when we may need to make an emergency decision that does not necessarily coincide with the Springfield School District. Additionally, when and if community sirens go off, the school will be in "lockdown" mode. No student, visitor or employee will be allowed to leave until the all clear is given.

School closings because of severe weather will be announced over radio and television stations:

RADIO:	KWND-FM 88.3	KZRQ-FM 104.1
	KWFC-FM 89.1	KKLH-FM 104.7
	KSMU-FM 91.1	KOSP-FM 105.1
	KTTS-FM 94.7	KGBX-FM 105.9
	KWTO-FM 98.7	KHTO-FM 106.7
	KADI-FM 99.5	KWTO-AM 560
	KBMY-FM 100.5	KTTS-AM 1260
	KTXR-FM 101.3	

TELEVISION:	KOLR10	KDEB27
	KY3	KOZK21
	KSPR33	

Once the cancellation is called in, NCA has no control over if or how quickly the stations air the report.

LOST AND FOUND

Lost clothing is often a problem at school. For some reason, children seem to be reluctant to claim clothes they have lost. We encourage parents/guardians to see that all school items, including clothing, are identified with the student's first and last name. Items found will be placed in the lost and found closet located in the secondary wing. Please remind your child(ren) to check the office for missing items such as jewelry, watches, glasses, etc. Periodically, unclaimed items will be displayed for the owner to claim. Once a quarter, all unclaimed items will be donated to charity.

MEDICAL

All students are required by law to submit an immunization record and keep it current. A medical history report is to be completed and on file for any student with specific health conditions. Students are to be kept home:

1. If the child has a contagious disease (the office should be notified of exposure to any contagious disease).
2. If the child has a temperature of 100 degrees or more. The temperature should be normal for at least 24 hours before the student returns to school.
3. If a general condition exists, such as discharging nose or eyes, persistent cough, sore throat, or nausea.

Students who become ill during the school day will be placed in isolation in the health room in the school office and parents/guardians will be notified to pick up the child immediately. Parents/Guardians must provide the school with the **names and phone numbers** of alternate caregivers for their child(ren) in case they cannot be reached for emergencies or illnesses.

Dispensing of Medication and Tylenol

Due to the high number of repeat students requesting Tylenol on a regular basis, NCA administrators discourage the routine dispensing of Tylenol to students. Therefore, if your student requires the routine use of Tylenol, please send him or her to school with a bottle labeled with his or her name, along with dosage instructions, to be kept in the office for his/her sole use.

Only authorized school personnel will dispense prescriptions and medications to students. Parents are cautioned about the excessive use of Tylenol.

Injuries

All injuries are to be reported immediately to the appropriate supervising staff member, who will then complete an accident report, which will be turned in to the Principal. First aid treatment will be administered by a staff member or paramedic. Every effort will be made to contact parents/guardians immediately, especially in cases of more severe injury. If needed, paramedics will transport the injured child to the closest emergency room, or to the hospital as requested by the parents/guardians. A member of the staff will treat minor injuries at school and a report will be filed. **NCA is not responsible for accidents that may occur to any persons on school grounds; in school facilities; or to, from, or on trips. NCA highly recommends that each family obtain health insurance for their children. Parents are financially responsible for any necessary medical treatment. (This statement is included in the enrollment agreement, which each NCA parent signs at the time of enrollment).** New Covenant Academy offers a supplemental health insurance, which offers limited benefits for each student at the beginning of each school year. **Parents must accept and pay the premium in order to make claims or seek benefits on this policy.**

Medical Authorization Forms

Parents/Guardians must fill out a Medical Authorization Form annually. All students must have a completed Medical Authorization Form on file for emergency care. This form identifies preferred medical personnel and facilities in the event of a medical emergency.

Special Circumstances

The office must be notified of students requiring any special attention due to a physical or medical situation. Full instructions must be given in writing. When a student has a physical ailment that limits activity or prohibits a particular activity, the school requires a note from a physician indicating the reason for the limitation and the period of time for which the limitation applies. The school encourages students to participate in as many activities as possible. Teachers and other school personnel will be sensitive to individual student situations.

Child Custody

In families with child custody arrangements, NCA administrators must be provided with a copy of the legal agreement pertaining to the care of the student. This includes specifics on who may pick up a child, days and directions specific to your family situation as well as address/es to which report cards and school information is to be sent. When any official changes are made to such agreement, NCA must have all current legal information relevant to the education and care of the student.

PARKING and TRAFFIC FLOW

There is no parking across from the elementary entrance before 8:15 a.m. or in the afternoon during elementary dismissal.

Students in Jr. Kindergarten – 4th grade may be dropped off in front of the elementary wing from 8:00 – 8:15 a.m. and picked up from 3:15 p.m. to 3:30 p.m. Intermediate students may be dropped off at the North entrance from 7:45 a.m. to 8:00 a.m.

SAFETY DRILLS

Regular fire, tornado, and safety evacuation drills are held. Each classroom is to follow specific instructions given by the teacher. Teachers are responsible for directing their students.

SCHOOL DAY

After the second day of classes, all parents are required to sign in and out of the building except when signing children into Extended Care. Since we are doing everything possible to maintain building safety and security, children can safely walk to classrooms.

Parents who wish to speak with teachers should do so after classes in the afternoon, or make an appointment with the teacher for a time when the teacher will not have other responsibilities. Teachers need to be available for supervision of children and in their classroom without distractions during school hours.

Jr. Kindergarten – 6 School Hours

School will begin for Grades Jr. Kindergarten-4 at 8:15 a.m. and will end at 3:15 p.m. School will begin for 5th and 6th grades at 8:00 a.m. and end at 3:15 p.m. Students may arrive as early as 8:00 a.m. (7:45 a.m. for 5/6 grade) and stay as late as 3:30 p.m. without paying an extended care charge. For safety reasons, students in grades Jr. Kindergarten-6 must be signed in the Extended

Care Program if they arrive prior to 8:00 a.m. (or 7:45 for 5/6 grade) or stay later than 3:30 p.m. The school cannot be held responsible for students on campus prior to 8:00 a.m. or after 3:30 p.m. unless they have been signed into the Extended Care Program.

Once students are picked up, they become the responsibility of the parent. Students should not be allowed to play around or in the building without supervision.

SCHOOL PICTURES

The Academy arranges with a local photography studio to have individual and class group photos taken. Individual photographs are taken in the fall and spring. Individual and class photos may be purchased, if desired. The fall photo will be the official picture used for the yearbook, therefore, attendance on picture day is important, and all students will be photographed, even if not purchasing a package.

SCHOOL SAFETY

The following items are prohibited on school grounds or activities sponsored by NCA:

1. Guns
2. Knives
3. Tobacco products
4. Illegal Drugs
5. Fireworks
6. Other items deemed inappropriate by the administration.

Students may bring backpacks to school for purposes of carrying textbooks, lunch boxes, etc.; however, they may not be used throughout the day.

TELEPHONE USE

The school telephone is reserved for official school business and emergencies only. Students are allowed to use the main office phone with permission only.

WITHDRAWAL FROM SCHOOL

If a student is withdrawn during the school year, proper procedures must be followed. This includes completion of the Withdrawal Form, (the withdrawal will not be considered complete and official until the signed form is received in the Office), payment of all tuition, fees, and other charges due according to policy, and returning all school property.

PARENTAL INVOLVEMENT

At NCA, parents partner with administration, faculty, and staff to educate their child(ren). There are a number of ways that parents are encouraged and expected to be active in their child(ren)'s educational experience at the Academy.

PARENT ATTENDANCE AT BOARD MEETINGS

Meetings of the Board of Directors are open to the NCA community, unless called as Executive (Closed) Sessions, so that the community may become better acquainted with the operation and programs of the school, and to allow the Board to hear, under proper conditions, the wishes and ideas of the community. See the Addendum, for procedures regarding public participation at board meetings. Parents may earn PIP hours for attending board meetings. Board minutes from the previous month are posted on the Lead Administrator's front bulletin board.

PARENT/GUARDIAN INVOLVEMENT PROGRAM (PIP)

The purpose of the Parent Involvement Program (PIP) is to encourage active involvement in each child's education at all levels. Active parental involvement increases a child's success at school, encourages communication between NCA teachers and parents, and provides fellowship with other NCA families.

Each two-parent family is responsible for volunteering 40 hours per year for the Parent Involvement Program. Single parent families are responsible for volunteering 20 hours per year.

PARENT/GUARDIAN/TEACHER CONFERENCES

Parents are encouraged to have periodic conferences with teachers. For a conference at any time other than on a regularly scheduled school conference date, please contact the office for arrangements to meet with the teacher.

Regularly scheduled Parent/Guardian/Teacher Conferences are held twice each year; one at the end of first quarter, and one in the middle of third quarter. Please see the school calendar for these dates.

PARENT/GUARDIAN-TEACHER FELLOWSHIP (PTF)

We welcome and depend upon the involvement of parents/guardians in the activities of the school. All parents/guardians are automatically members of the Parent-Teacher Fellowship (PTF) when their child is enrolled in NCA. In addition, all faculty and staff are members of the PTF. This organization is designed to assist the school in fund raising and other efforts.

PTF meetings are scheduled several times per year. These meetings are vital to the communication between parents/guardians and faculty. Therefore, it is expected that parents/guardians and faculty will attend these meetings. Parent Involvement Program hours will be given for attendance.

Each year the PTF elects an executive council for the coming year. The executive council is made up of the President, Vice President, Secretary, and Treasurer.

PARENT/GUARDIAN VISITS

It is the desire of the administration and faculty to be of service to both parents/guardians and students. We welcome parents/guardians who wish to visit. We require, however, that any visit to a classroom be made by appointment with the school office. Time may be limited. Parents who

visit the school must check in and check out at the school office, and wear a visitor's badge while in the building.

PARENT/GUARDIAN VOLUNTEERS

Volunteering is an important and required part of being a parent at NCA. For safety reasons, volunteers must first sign in at the school office and obtain a volunteer's badge. When leaving, they must check out at the office and surrender the badge.

BEHAVIOR EXPECTATIONS

We believe in encouraging consistent behavior. Our desire is to reward positive behavior and to "catch them being good". In this way, we hope to help children to become positive, self-confident people who will become credits to the Lord, their families, school, and the community.

To this end, the administration, faculty and staff at NCA pledge themselves to make every opportunity available for students to be successful each day and to develop behaviors that are good for themselves and others.

BEHAVIOR MANAGEMENT

The purpose of New Covenant Academy is to provide a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline, and respect. All students need a safe place where they can be themselves, learn to know themselves, and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for; and in learning this they are able to extend themselves in responsible and loving ways. A safe school environment promotes constructive learning and helps develop responsibility, morality, and respect.

While enrollment at NCA is a privilege, each student who is enrolled has a basic right to the best education and training afforded by the school. NCA subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate. Therefore, the following guidelines have been put in place to help insure the absence of distractions, friction, and disturbances that might interfere with the effective functioning of the student, class, and school. These rules are effective at the following times and places:

1. On school grounds during and immediately, before and after, school hours or a school activity, function, or event.
2. On school grounds at any time the school is being used by a school group.
3. Off school grounds at a school activity, function, or event.
4. At any other time or place, either on or off campus, deemed appropriate by administration.
5. Social Networking Activities (facebook, twitter, blogging, etc.) deemed inappropriate by school standards.

ParentsWeb/Renweb Online Student Record Management



In order to improve parent/school/student communications, New Covenant Academy offers an online service for parents to have direct access to the following password protected student information online: attendance, grades, progress reports, transcripts, lesson plans, discipline, staff and school directory, teacher email addresses, announcements and calendars.

Parents are encouraged to sign up for ParentsWeb. ParentsWeb provides web access to your student's gradebook for each of their classes. Important class/school information is also provided in ParentsWeb. Teachers are expected to update their gradebooks once a week. If you find the gradebook is not being updated on a weekly basis please contact your child's teacher. If the updates still do not occur on a weekly basis please contact the building principal. Please contact the school with any questions you might have regarding ParentsWeb.

IMPORTANT NOTE: If the student's tuition account becomes delinquent and thereby no longer in good standing, the Renweb ParentsWeb service will become inaccessible to the student and parent.

Logging on to RenWeb's Parent Web

FIRST TIME LOGGING IN

1. Go to www.renweb.com
2. On the right side of the screen click on "Login" in the upper tool bar and in the drop down choices click on ParentsWeb Login
3. Enter School District Code "NCA-MO"
4. Enter your email address and click Create an Account. Your email address will become your **USER NAME** (The email you enter must match the email address you provided to NCA). If your email address is on file with NCA you will be emailed a temporary password. (If your email address is not on file you will receive a prompt to contact us). Also Renweb Administrators are encouraging each parent to have their own unique identifiers; For example, if two parents share the email parents@gmail.com, then one should keep the original email for their user name and then the other will have parents@gmail.com-2. This ensures that every person in the system will have a unique user name. All users will be allowed to modify their username: the only restriction is that the user name must be unique from all other users in the system. Users who attempt to create a user name that is already in use will be instructed to change it.
5. Once you have received your temporary password by email go back to Parents Login, enter your email address and temporary password (you can change your password in the Family Information Tab if you choose to do so).
6. You should now be in ParentsWeb. NOTE: First time users are encouraged to use the demo on how Renweb is set-up. Click on the purple button labeled "Tour the New Parents Web".

To look up your student's grade book:

7. Click on Student Information Tab (left side of screen)
8. Your student's name(s) should appear on a tab at the top of the larger box.
9. On left side of screen click on tab that says Grades.
10. From the drop box you can select a class and your student's grade book should

appear.

RETURN USERS OF RENWEB

1. Go to www.renweb.com
2. On the right side of the screen click on “Login” in the upper tool bar and in the drop down choices click on ParentsWeb Login
3. Enter School District Code “NCA-MO”
4. Enter your email address and password and click on “parent” then click “login”.

Students privacy and personal space

In the 21st century, it has become necessary to emphasize to children the importance of respecting others personal space. Please instruct your son or daughter that touching another child in an inappropriate way or allowing another child to touch them in an inappropriate way is unacceptable.

BEHAVIOR PROBATION

Students committing serious and/or repeated offenses may be placed on Behavior Probation. The length and conditions of each probation will be at the discretion of the administration. Students whose behavior does not improve over the course of the probationary period may be expelled or the probation extended.

Drug Testing Policy

The policy of New Covenant Academy does not tolerate the use of controlled substances by students. Attendance at NCA is a privilege; therefore, submission for a drug test to maintain a drug-free environment is mandatory. The purpose of this policy is to prevent students from using controlled substances and to protect their health and safety, and to promote a Christian testimony. Since athletes and other students who participate in extracurricular activities are representatives of the school, this policy applies even more strongly. (Important Note for Elementary Parents: the random drug testing policy is directed at secondary students grades 7-12, however should instructors or administrators have reasonable suspicion of a younger students drug or alcohol usage, parents will be called and may be required to take their child for drug testing at a designated facility).

Random Whole-Group Drug Testing for Secondary Students (7-12th grade)

In order to enforce the policy and provide some deterrence, New Covenant Academy may, at its discretion, perform unannounced random or whole-group controlled substance testing. Tests may also be conducted on individuals if there is reasonable suspicion of possible controlled substance use. Such testing shall be at the expense of the school, with the results reported directly to the school. Procedures which preserve confidentiality and the integrity of the testing process shall be developed and followed by the school. These procedures will include a process whereby, at the time of any testing, a student may disclose the use of any legal substance which may cause a non-negative result on the test.

Students and parents will be informed of this policy, in writing, and must agree to the school’s right to conduct such tests. If a student or parent or both refuse to sign such a consent agreement, that student will not be enrolled in the school.

Students who fail such controlled substance tests (the presence of a controlled substance is indicated) will fall under the regular Behavior Management policies of the school.

CONDUCT and COURTESY

New Covenant Academy endeavors to educate the total child. This philosophy includes the teaching of social graces and Biblically based moral education. One way for us to help students develop into the young men and women that God would have them to be is to assist them by asking for common courtesy and respect. The following are general rules of respect and courtesy that **all** students at NCA are expected to follow:

Use the "Magic Words" that help us get along with others:

1. A friendly greeting --"good morning," "good afternoon," "hello."
2. Address adults properly, using "Mr.," "Mrs.," or "Miss" with surnames.
3. Punctuate requests and replies with "Please," "Thank you," "Yes, Sir," etc.
4. Use phrases including, "You're welcome," "I'm sorry," "May I help you?," and "Excuse me."

Things Students Should Do:

1. Greet people when you pass them in the hall.
2. Talk softly.
3. Walk quietly--everywhere in the building. Save running for gym class or recess activities.
4. Listen and follow directions.
5. Raise your hand to speak (unless told otherwise by the teacher in charge).
6. Speak one at a time. Do not interrupt when someone else is speaking.
7. Borrow with permission only.
8. Treat all people with respect and respect other people's rights and property.
9. Take care of your environment. Help clean up!
10. Hold doors for others.
11. Walk around people who are talking, not between them.
12. Use all school equipment with care.
13. Use bathrooms and water fountains responsibly.

Students are expected to behave as young ladies and gentlemen and to represent God, their families, and New Covenant Academy appropriately at all times. Staff members and students should always treat each other with respect and courtesy.

During assemblies/chapels, students are expected to exercise proper behavior by giving attention to the program. Talking, studying, eating, and walking around during a program are rude and inappropriate.

When attending plays, concerts, and awards ceremonies at NCA, it is expected that everyone will be on time, stay in his/her seats, and remain for the entire event. Small children should be kept under direct supervision at all times, and should be removed from the area if they become disruptive.

DRESS GUIDELINES

The following guidelines are designed to promote a standard of appearance, which enhances the learning environment while allowing for reasonable comfort and individuality of all students. Dress reflects an attitude and New Covenant Academy seeks to establish an atmosphere and attitude that reflects a positive learning environment.

Standard of dress is a part of the curriculum for a student enrolled at NCA. Neat, clean, well kept, and modest appearance and the absence of extremes are expected.

Many problems will be eliminated if parents/guardians will assume responsibility for enforcing the school standard of dress guidelines with their child. Parent/guardian cooperation in this area will be expected.

Dress code interpretation is at the discretion of the school staff.

Boys

1. Appropriate shorts may be worn and must not be more than three inches above the knee when standing. Athletic shorts may be worn. Un-hemmed cut-offs are not permitted.
2. T-shirts, dressy collared and non-collared shirts are allowed. Shirts without sleeves are not allowed.
3. Hair is to be neat, clean, becoming, and must be above the eyebrows in front. At least half of the ear is to be showing on the sides as well as the hair is to be neatly cut no longer than the top of the collar in the back. Hair length will be measured when it is combed down straight in the front, sides and back. Extreme hairstyles and colorations are not acceptable.
4. Jewelry is to be moderate in style and not distracting in the classroom. Chains, dog collars, and spiked jewelry may not be worn.
5. Body piercing, tattoos, temporary or permanent, and writings on the body are not allowed.
6. Un-hemmed jeans, jeans with holes, fleece or flannel pants, or pajama bottoms are not allowed.
7. Athletic pants may be worn except on chapel (dress-up) days.
8. Tennis shoes and hard-soled shoes are encouraged for elementary students due to safety reasons. Students are often injured on the playground when open-toed shoes are worn. Should a child choose to wear sandals, they do so at their own risk for injury. Beach shoes, bath shoes, and bedroom slippers are not appropriate footwear for school and are not allowed.
9. Hats and bandannas are not to be worn inside the building at any time. Bandannas may not be worn for any school activity.
10. Items not considered appropriate for school wear include any see-through materials, excessively tight, baggy, or sagging attire, pants with full-length size zippers or side snaps, trench coats, or clothing with slogans, pictures, or symbols that deter from the Christian character including writing across the bottoms of shorts or pants.
11. No tennis shoes with wheels or rollers may be worn.

Girls

1. Appropriate shorts may be worn. Athletic shorts may be worn. Shorts are to be three inches or longer above the top of the knee when standing. Un-hemmed cut-offs are not permitted.
2. All dress tops, blouses, and shirts are to completely and modestly cover the torso during normal classroom activities such as sitting and raising hands to ask questions. All tops must have sleeves. Cap sleeves are allowed.
3. Dresses, skirts, skorts, and split skirts are to be three inches or longer above the top of the knee when the student is standing. Slits are to be no higher than three inches above the knee. For any school-sponsored activity, which involves being on stage, dresses must touch the top of the knee.
4. Hair is to be neat, clean, becoming, and must not cover the eyes. Extreme hairstyles and extreme colorations are not acceptable.
5. Make-up is not permitted.

6. Jewelry is to be moderate in style and not distracting in the classroom. Chains, dog collars, and spiked jewelry may not be worn.
7. Body piercing, other than ears, tattoos, permanent or temporary, and writings on the body are not allowed.
8. Un-hemmed jeans, jeans with holes, fleece or flannel pants, or pajama bottoms are not allowed.
9. Athletic pants may be worn except on chapel (dress-up) days.
10. Tennis shoes and hard-soled shoes are encouraged for elementary students due to safety reasons. Students are often injured on the playground when open-toed shoes are worn. Should a child choose to wear sandals, they do so at their own risk for injury. Beach shoes, bath shoes, and bedroom slippers are not appropriate footwear for school and are not allowed.
11. Hats and bandannas are not to be worn inside the building at any time. Bandannas may not be worn for any school activity.
12. Items not considered appropriate for school wear include any see-through materials, excessively tight, baggy, or sagging attire, pants with full-length size zippers or side snaps, trench coats, or clothing with slogans, pictures, or symbols that deter from the Christian character including writing across the bottoms of shorts or pants.
13. No tennis shoes with wheels or rollers may be worn.
14. If leggings are worn, the top must meet the length requirements for a dress; no higher than three inches above the knee.

Dress for Chapel (Every Wednesday and Other Designated Times)

Chapels are generally scheduled on Wednesdays therefore Wednesday is a dress-up day. This applies even when no chapel may be scheduled that day, unless otherwise announced. In addition, announcements will be made well in advance of special dress-up days for special chapels or other designated occasions.

Boys – Button dress shirts, polo shirts, turtlenecks or sweaters may be worn. No t-shirts or sweatshirts may be worn on chapel/dress-up days. Neckties, jackets, or blazers are encouraged. Dress pants and dress shoes are encouraged. Dress pants or jeans may be worn. Jeans may be worn if they are in good condition and look nice. Distressed jeans or jeans with holes are unacceptable. NO SHORTS may be worn on Chapel Days. Boys may also wear non-dress shoes because of recess and physical education classes.

Girls – Dresses, skirts, or dressy slacks may be worn (no Capri pants or split skirts) and must fit the length and coverage requirements. If leggings are worn, the top must meet the length requirements for a dress; no higher than three inches above the knee. Nice jeans may be worn. Distressed jeans or jeans with holes (including holes with patches) are unacceptable. NO SHORTS may be worn on Chapel Days. For any school-sponsored activity, which involves being on stage, dresses must touch the top of the knee. Elementary female students may wear non-dress shoes because of recess and physical education classes.

Dress for Field Trips

Dress for field trips will depend on the nature of the trip and activity, and will be specified in advance by the teacher or sponsor. In general, dress will be the same as for a normal school day.

For some occasions, such as attending academic events, or formally representing the school, chapel dress will be appropriate. For other occasions, jeans or other clothing may be more appropriate for the activity planned. The teacher or sponsor will specify the appropriate attire.

Dress Enforcement

Students who are in major violations of the dress guidelines will not be allowed to attend class until the violation is corrected. Minor violations may receive one warning. Parents will be requested to bring appropriate clothes, or the student may be sent home. Continued violations of dress guidelines may result in loss of privileges. Students in violation of dress guidelines at extracurricular events or on field trips will not be allowed to attend until/unless the violation is corrected.

GOOD SPORTSMANSHIP

New Covenant Academy promotes good sportsmanship. It is important that all students, faculty, staff, and parents present a Christian witness of exemplary behavior at all extracurricular events. We ask that all involved observe the following:

1. Portray words and actions that show respect to both teams, coaches, and fans.
2. Show respect for authority.
3. Accept all decisions of coaches and officials.
4. Applaud during the introduction of all players, coaches, and officials.
5. Show no animosity towards any participant at any time and recognize a player's performance regardless of the team.
6. Participate in cheerleader-led positive cheers that glorify Christ.
7. Show concern for an injured player, regardless of whose team they represent.

Poor sportsmanship behavior will not be tolerated, and includes, but is not limited to:

1. Booming of officials, players, coaches, cheerleaders, or spectators.
2. Destructive criticism of any kind.
3. Yelling or waving arms during an opponent's free throw attempt.
4. Any behavior to antagonize or distract an opponent.
5. Any use of profanity or display of anger from participants, coaches, or spectators.
6. Yelling down the cheerleaders of either team.
7. Blaming the loss of the game on officials, coaches, or players.

Parents are expected to supervise their child(ren) at athletic events. Children are to remain in the gym during athletic events unless purchasing snacks or using bathroom facilities. Children who are left unsupervised or are disruptive may be required to sit with their parents, or may be removed from the event.

HARASSMENT

New Covenant Academy intends to provide its students and employees an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, gender, age, physical characteristics, or disability, robs a person of dignity and is not permitted.

New Covenant Academy does not condone nor allow harassment of others, whether engaged in by students, employees, or other family members who may be present.

Any student who believes he or she has been subjected to harassment should report the incident immediately to a teacher, the counselor, or the Elementary Principal. The Lead Administrator will be then be notified. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. The Lead Administrator will keep confidential records of such reports. Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

LUNCHROOM

1. Reasonable behavior is expected at all times.
2. Students are expected to be polite and use appropriate table manners.
3. Students are to use a normal tone of conversation.
4. Cafeteria workers and lunchroom supervisors are to be shown respect and listened to carefully.
5. Students are to stay seated unless permission is given to move about the room.
6. Students are to ask permission before leaving the lunchroom, unless getting seconds or returning their trays.
7. Students are to clean up after themselves, including wiping tables and disposing of all trash.

PLAYGROUND BEHAVIOR

We realize that time on the playground is an important part of the child's day. ***Safety is the key word at recess.***

Teachers and supervisors will monitor playground rules and safe use of the equipment. All injuries will be reported at once to the teacher/supervisor on duty. Students should show respect to the people on duty at all times.

BEHAVIOR INFRACTIONS

LIST OF "CLASS A" OFFENSES

Unacceptable behavior under "Class A" is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, which pose a direct and serious threat to the safety of oneself or others, or which are considered gross moral offenses. These activities require administrative action, which may result in immediate removal of the student from New Covenant Academy, the interaction of law enforcement authorities, and/or action of the Board of Directors. Acts of unacceptable behavior in this category include, but are not limited to:

1. Possessing any object identified as a weapon (including fireworks of any kind.)
2. Furnishing, selling, possessing, or using tobacco, drugs or alcohol.
3. Any sexual offense (including harassment). Also includes sexual messages, photos/nude or grossly inappropriate, etc. posted to the computer, internet, social networks, cell phones, and PDA's.
4. The soliciting/coercing of nude photos of an NCA student or giving a nude photo of oneself or another person for posting to public domain and/or private use. Either of these can be interpreted as the participation in child pornography.

5. On Social Networking sites: any immoral posting of messages, graphics, media or photos that can be interpreted as the threatening of student or faculty/staff safety, or that violate the moral and ethical expectations of the academy.
6. Arson.
7. Participation in gang activity.
8. Assault and battery.
9. Theft, possession, or sale of stolen property.
10. Any threats, verbal or physical.
11. Vandalism, including any acts that require restoration.
12. False alarms.
13. Actions contrary to a Christian witness.

Procedures

1. The school staff member who becomes aware of the infraction must make a written report to the Principal.
2. The Principal will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and considering all of the facts of the incident.
3. Parents/Guardians will be notified by the Principal.
4. A record will be kept of the discipline referral, the student's reactions, and the parent/guardian contacts and notifications.
5. If a behavior management contract is considered, the Principal and parents/guardians will be involved.
6. Written notification will be provided to parents/guardians for any decision.
7. The Principal may impose a maximum of 10 days out-of-school suspension and will notify the Lead Administrator immediately.
8. In cases where the Elementary Principal's decision is to impose more than 10 days out-of-school suspension, or recommend expulsion, the Lead Administrator-Board President will also be notified immediately. Parents/Guardians may appeal the Elementary Principal's decision to the Lead Administrator, and these appeals should be in writing. The Lead Administrator will then consider the issues and make a determination. If there cannot be a resolution of the matter, parents may appeal to the Board of the Directors, through the Lead Administrator, who will make arrangements for a hearing before the Board.
9. Any student who is suspended from school or expelled forfeits all student privileges during the term of the suspension or expulsion, including being on campus at any time or attending school sponsored events, on or off campus.

Possible Sanctions for "Class A" Offenses

Possible sanctions to be applied in cases of "Class A" offenses may include, but are not limited to:

1. Out-of-school suspension.
2. Expulsion.
3. Restitution of property and/or damage.
4. Referral to an outside agency.
5. Behavioral management contract.
6. Confiscation of the illegal item (item will not be returned).
7. Work detention.
8. Counseling

LIST OF "CLASS B" OFFENSES

Unacceptable behavior at this level is defined as those activities engaged in by students that are directed against persons or property, and violate basic honor and trust afforded students at the Academy. Acts of disruptive behavior may include, but are not limited to:

1. Defiance of authority; verbal or nonverbal refusal to comply.
2. Cheating or plagiarism.
3. Lying, practicing deception, and/or misrepresentation of the truth.
4. Forgery.
5. Gambling or participation in games of chance for things of value.
6. Fighting.
7. Disrespect.
8. Trespassing.
9. Habitual acts of disorderly conduct.
10. Possession of matches or lighters.
11. Use of profane, obscene, or improper language – written, verbal, or gestured.

Procedures

1. The school staff member who becomes aware of the infraction must make a written report to the Principal.
2. The Principal will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and considering all of the facts of the incident.
3. Parents/Guardians will be notified by the Principal.
4. A record will be kept of the discipline referral, the student's reactions, and the parent/guardian contacts and notifications.
5. If a behavior management contract is considered, the Principal and parents/guardians will be involved.
6. Written notification will be provided to parents/guardians for any decision.

Possible Sanctions for “Class B” Offenses

Possible sanctions to be applied in cases of “Class B” offenses may include, but are not limited to:

1. Temporary removal from class.
2. In-school suspension.
3. Referral to an outside agency.
4. Restitution of property and damages.
5. Confiscation of the item (the item will not be returned),
6. Behavioral management contract.
7. Work detention.
8. Out of school suspension

LIST OF “CLASS C” OFFENSES

Unacceptable conduct at this level is defined as those activities engaged in by students that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or are contrary to the mission of the Academy. Acts of misbehavior at this level may include, but are not limited to:

1. Leaving the classroom or a school function without teacher permission and a pass.
2. Public displays of affection while on school property, while riding on school operated vehicles, or at school functions.
3. Possession of any materials offensive to a Christian witness.
4. Possession of radios and/or tape/CD players during school hours.
5. Use of pagers or cell phones during school hours.
6. Derogatory remarks toward other students.
7. Littering or failure to clean up after oneself.
8. Food or drink in the classroom

Procedures and Possible Sanctions for “Class C” Offenses

Individual classroom teachers or other staff members have the first level of responsibility for enforcement of behaviors involving “Class C” situations. Classroom teachers or other staff members will ask students to comply, and may also use a variety of actions including, but not limited to:

1. Verbal reprimand.
2. Confiscation of the item (the item may be returned at the end of the day/activity).
3. Behavior management contract.
4. Detained by the teacher after school/the event.
5. Work detention.

Teachers will notify parents immediately of any “Class C” behaviors, so that a cooperative effort between school and home can be maintained before a problem becomes more serious.

At this level, it is the goal that classroom teachers should establish relationships with their students, and should disciple students into proper Christian respect for authority and adults, the rights of others, respect for property, and school rules and regulations.

The teacher will also have contacted the student’s parent/guardians to gain assistance in correcting the behavior before they refer students to the office for minor classroom behavior problems. If this avenue of assistance does not correct the problem, the teacher will then refer the student to the office. There may be times when the teacher will make an immediate referral to the Principal. Any student referred to the Principal must have a written explanation as to the situation prompting the referral. If the teacher feels the need to accompany the student to the office, the teacher must make provisions to have the classroom supervised. The Principal will weigh each offense and discipline students on an individual basis after considering all the facts of the incident. Parents will receive a copy of the student discipline referral with a description of the action taken by the Principal when the situation has been resolved.

CORPORAL PUNISHMENT

It must be understood and agreed that discipline is a vital and integral part of the functioning of any school system, and that reasonable corporal punishment, never administered in anger, is sometimes necessary in individual cases. The Principal may administer such corporal punishment, with an adult witness present. Parents/Guardians will be informed of such disciplinary action, and every attempt will be made to make parents/guardians a part of the process.

ADDENDUM

PUBLIC PARTICIPATION AT BOARD MEETINGS

In order to assure that community members who wish to appear before the Board may be heard, and at the same time, be able to conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules concerning community participation at Board meetings.

Anyone wishing to formally address the Board, either as an individual or as a member of a group, shall inform the Lead Administrator in writing of the desire to do so and of the topic to be discussed as early as possible, ***but at least two weeks prior to the date of the meeting.*** The Lead Administrator will determine whether this is appropriate, or whether some other course should be followed first, but in any event, the Lead Administrator shall *not* prevent any person from appearing before the Board, and it shall be the duty of the Lead Administrator to make agenda space available for such presentations, if approved by the Chairman of the Board and/or the entire Board.

At the time when the individual appears before the Board, that individual shall begin by giving his or her name, address, and the group, if any, that is represented. The presentation should be as brief as possible. However if an extension of time is granted, the speaker shall be limited to five minutes. The Board also reserves the right to shorten the time limit if there are several persons who wish to speak.

Speakers may offer objective comments on school operations and programs as concern them. But in public session, the Board will not hear personal complaints regarding school personnel nor against any persons connected with the school. Other scriptural channels, involving the Matthew 18 Principle, must first be exercised, before there is proper Board consideration of, and involvement in, the disposition of legitimate complaints.

The Board vests in its Chairman (or other presiding officer) the authority to terminate the remarks of any individual when they do not adhere to the above rules.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by regular administrative procedures and by the full Board.

SALUTES

Salutes are a part of the curriculum of NCA. Each student is expected to know the salutes and participate in them.

Pledge to the American Flag:

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

Pledge to the Christian Flag:

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."

Pledge to the Bible:

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

SCHOOL COLORS AND MASCOT

The school colors for NCA are red and black and the mascot is a Warrior for Christ.

STRUCTURE OF NCA

New Covenant Academy is a Christian College Preparatory School (grades Jr. Kindergarten-12) that has been established to serve the whole Body of Christ. NCA is accredited by the Association of Christian Schools International and the North Central Association Commission on Accreditation and School Improvement. NCA is a member of the Mark Twain Conference and the Missouri State High School Activities Association.

School Board

A self-perpetuating Board of Directors governs NCA. The corporate authority for NCA resides in the Board of Directors. Regular school Board meetings are open to NCA families.

Lead Administrator

The Lead Administrator’s role is as follows: Perform many of the tasks as previously assigned to the Superintendent, this entails but not limited to; the authority to sign checks up to a board approved amount, sign documents on behalf of the institution, oversee the day-to-day operations of the school and take a lead role over the Administrative Team.

Principals and Business Administrator

The Elementary Principal and Business Administrator are directly accountable to the Lead Administrator and work under his/her direction.

Faculty

NCA faculty is directly accountable to the appropriate Principal. The faculty of NCA is responsible for creating a quality academic environment for each student.

Staff

NCA staff may be directly accountable to the Lead Administrator or appropriate Administrator, depending on position.

2011-2012 Master Calendar

NEW COVENANT ACADEMY

2011-2012

Approved Feb. 10, 2011

August 2011						
Su	Mo	Tu	W	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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September 2011						
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July	04-08	School Offices Closed
	25-29	Secondary Registration
August	08	HS Fall Sport Practices Begin
	16	All School Ice Cream Social and Meet Your Teacher Night
	18	First Day of School
September	05	No School - Labor Day
	16	Mid-First Quarter
	23	No Classes-Professional Development
October	14	End of First Quarter
	20	Parent/Teacher Conference (evening)
	21	No Classes-Parent/Teacher Conference in morning; afternoon professional develop.
	21-24	No School-Fall Break
November	11	No Classes-Professional Development
	16	Mid-Second Quarter
	23-25	No School-Thanksgiving Break
December	09	Early Dismissal-Professional Development
	20	Early Dismissal- End of 2nd Quart/ 1st Semester
	21-31	No School-Christmas Break
January	01-02	No School-Christmas Break
	03	Classes Resume
	16	No School - Martin Luther King, Jr. Day
February	03	Mid-Third Quarter
	17	No Classes-Parent Teacher Conference- 8 a.m. to 12 p.m.- Prof. Dev. afternoon
	20	No School - President's Day
March	09	End of 3rd Quarter
	19-23	No School- Spring Break
April	06	No School, Good Friday
	09	No School, Easter Break
	18	Mid-Fourth Quarter
May	18	Early Dismissal-Last Day of School
		End of 4th Quarter and 2nd Semester

January 2012						
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March 2012						
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April 2012						
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29	30					
May 2012						
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27	28	29	30	31		

* Please note that every effort will be made to hold to these dates, however, all dates are subject to change. There are approximately 7 days built into the schedule before any snow days must be taken. However, in the event we need to make up snow days they will be made up in the following order: President's Day, Monday of Easter Break, May 21, 22, 23, 24, 25.

HANDBOOK DISCLOSURE STATEMENT

Policies may be added, deleted or modified at any time as determined by the New Covenant Academy Board of Directors. The procedures contained in this Handbook may be subject to interpretation or modification at the discretion of the Administration.

This Handbook has been revised and updated as of July 2011