Intermediate Student Handbook
Grades 5-6
2019-2020

Chief Academic Officer: Matt Searson
Chief Financial Officer: Marlys Schoenwetter
5-8 Principal: Michael Auer
# NCA INTERMEDIATE HANDBOOK GRADERS 5-6

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-DISCRIMINATION CLAUSE</td>
<td>4</td>
</tr>
<tr>
<td>WELCOME TO INTERMEDIATE, GRADES 5 &amp; 6!</td>
<td>5</td>
</tr>
<tr>
<td>GENERAL</td>
<td>5</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>VISION STATEMENT</td>
<td>6</td>
</tr>
<tr>
<td>STATEMENT OF FAITH</td>
<td>6</td>
</tr>
<tr>
<td>CORE VALUES</td>
<td>7</td>
</tr>
<tr>
<td>ACADEMIC POLICIES AND LEARNING ENVIRONMENT</td>
<td>8</td>
</tr>
<tr>
<td>PREPAREDNESS FOR CLASS</td>
<td>8</td>
</tr>
<tr>
<td>PLAGIARISM</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC DISHONESTY</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC PROBATION</td>
<td>8</td>
</tr>
<tr>
<td>ATTENDANCE/TARDIES</td>
<td>9</td>
</tr>
<tr>
<td>Tardies</td>
<td>9</td>
</tr>
<tr>
<td>Consequences for Tardies</td>
<td>9</td>
</tr>
<tr>
<td>Absences and Makeup Work</td>
<td>9</td>
</tr>
<tr>
<td>Late Work Policy</td>
<td>10</td>
</tr>
<tr>
<td>BEFORE/AFTER SCHOOL CARE (EXTENDED CARE PROGRAM)</td>
<td>10</td>
</tr>
<tr>
<td>CHAPEL</td>
<td>11</td>
</tr>
<tr>
<td>CHRISTIAN SERVICE</td>
<td>11</td>
</tr>
<tr>
<td>CLASS PARTIES</td>
<td>11</td>
</tr>
<tr>
<td>Co-Curricular Classes</td>
<td>11</td>
</tr>
<tr>
<td>EXTRACURRICULAR ACTIVITIES AND ACADEMIC EVENTS</td>
<td>12</td>
</tr>
<tr>
<td>SPORTS GOALS</td>
<td>12</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td>12</td>
</tr>
<tr>
<td>FOOD DURING THE SCHOOL DAY</td>
<td>13</td>
</tr>
<tr>
<td>GRADES AND PROGRESS REPORTS</td>
<td>13</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>13</td>
</tr>
<tr>
<td>HALL PASSES</td>
<td>14</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>14</td>
</tr>
<tr>
<td>LEAVING BUILDING/CAMPUS DURING THE DAY</td>
<td>15</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>15</td>
</tr>
<tr>
<td>CELL PHONES, PERSONAL ELECTRONIC DEVICES</td>
<td>15</td>
</tr>
<tr>
<td>PROMOTION/RETENTION</td>
<td>16</td>
</tr>
<tr>
<td>SCHOOL PLANNERS</td>
<td>16</td>
</tr>
<tr>
<td>TESTING – PLACEMENT, ACHIEVEMENT, ABILITY AND APTITUDE</td>
<td>16</td>
</tr>
<tr>
<td>TEXTBOOKS AND SUPPLIES</td>
<td>17</td>
</tr>
<tr>
<td>LIBRARY BOOKS</td>
<td>17</td>
</tr>
<tr>
<td>YEARBOOK</td>
<td>17</td>
</tr>
<tr>
<td>GENERAL POLICIES</td>
<td>18</td>
</tr>
<tr>
<td>CAMPUS VISITORS</td>
<td>18</td>
</tr>
<tr>
<td>Adult Visitors</td>
<td>18</td>
</tr>
<tr>
<td>Child Custody</td>
<td>18</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>19</td>
</tr>
<tr>
<td>GENERAL</td>
<td>19</td>
</tr>
<tr>
<td>Addressing Disagreement</td>
<td>19</td>
</tr>
<tr>
<td>COMPUTER USE AND INTERNET POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>Use of School Computers and the Internet</td>
<td>20</td>
</tr>
<tr>
<td>Sanctions</td>
<td>20</td>
</tr>
<tr>
<td>Videotaping/Photos on Campus</td>
<td>20</td>
</tr>
<tr>
<td>Use of NCA Logo’s, Political Campaigns and Other Advertising</td>
<td>21</td>
</tr>
</tbody>
</table>
NON-DISCRIMINATION CLAUSE

New Covenant Academy is an interdenominational Christian school encompassing grades K4 through 12. NCA is accredited by AdvancED (formerly the North Central Commission on Accreditation and School Improvement) and is a member of 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 of staff, student admissions, athletic, or other school administered programs, on the basis of age, race, gender, color, nationality, or ethnic origin, or disability.

PERTAINING TO STUDENTS

New Covenant Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in the administration of any of the programs of the school.
Welcome to Intermediate, Grades 5 & 6!

The transition from elementary school to Intermediate is filled with changes and new experiences for both students and parents. Young adolescents transitioning from fourth to fifth grade differ considerably in skills, attitudes, and behavioral attributes. Students at this age have unique social, cognitive, emotional, spiritual and physical needs based on their changing minds, bodies, and school settings. Our goal is to assist students and parents in this transition by providing an environment that provides opportunities for independence yet supports them during the Intermediate years preparing them for middle school.

GENERAL

This handbook contains useful information for both parents and students regarding the daily operations of New Covenant Academy. 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 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 NCA. 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.

As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement.

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, please contact the 5-8 Principal.

MISSION STATEMENT

New Covenant Academy is a Christian College Preparatory school committed to achieving Academic Excellence, teaching Biblical truth and developing Christ-like Character.
VISION STATEMENT
New Covenant Academy educates students to glorify God through academic excellence, Biblical truth and Christ-likeness for the purpose of eternally impacting their world through their post-secondary studies and professions as the next generation of leaders.

Terms Defined:
- **Academic Excellence**: Demonstrating the ability to perform and excel in scholastic activities with a focus on establishing a firm foundation, developing critical thinking and problem solving skills, and fostering innovative ideas.
- **Biblical Truth**: Claiming God’s Word as the Truth that defines and describes all knowledge and permeates every subject area.
- **Christ-Like Character**: Loving and respecting others, demonstrating ethical behavior, humbly offering grace, building up the community of Christ, and representing Christ to the world.

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 accept the teachings of the Mormons, Jehovah Witnesses, Unitarians, New Age, Christian Science, Scientology, or other cults and secular groups that do not accept Jesus Christ as their Savior.

NOTE: 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 are not in agreement with the teachings of the Mormons, Jehovah Witnesses, Unitarians, New Age, Christian Science, Scientology, or other cults and secular groups that do not accept Jesus Christ as their Savior.
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, NCA’s Statement of Faith and Personal Lifestyle Requirements.
2. All decisions will be based on Biblical principles and will be consistent with NCA’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. NCA will be an excellent steward of all its resources and will accurately account for all revenues and expenditures.
7. The family, the church, and NCA 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. NCA is an interdenominational institution where denominational doctrine will not be promoted.

At least one parent/guardian of Intermediate 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.
ACADEMIC POLICIES and LEARNING ENVIRONMENT

PREPAREDNESS FOR CLASS
Teachers will inform students at the beginning of the year what is required of them to be prepared for class. Intermediate students are expected to come to class prepared with the appropriate books and supplies. This is a critical skill for Intermediate students to develop as it is foundational to their continued success in middle school and high school.

PLAGIARISM
Generally, plagiarism is defined as, but not limited to, quoting, paraphrasing, or summarizing a source without citing or referencing that source. It also includes turning in papers downloaded or purchased from the web, or turning in papers copied from or previously written by another student.

Plagiarism is viewed as academic dishonesty (cheating). Failure to provide credible notes and/or drafts should the instructor ask to see them will be considered evidence of plagiarism. Deliberate plagiarism will not be tolerated and will result in a zero on the paper and notification of administration. A second deliberate plagiarism offense will call for more drastic measures and will require the involvement of the administration.

ACADEMIC DISHONESTY
Examples of Academic Dishonesty include:
- The inappropriate copying of another student’s work or students allowing others to copy their own work.
- The use or possession of notes or comparable material on a quiz, test, or major exam (includes a verbal exchange between students, looking on another student’s paper, or offering his own to another student).
- Obtaining or passing advance copies of test items/information. Students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- The copying of digital or hardcopy materials (in full or in part) and claiming as one’s own work without giving appropriate credit or reference within the body of the work.

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.

A letter of notification will be sent to the parents/guardians, and a conference will be held to give an explanation of the probation and suggestions for remediation.

The academic status of the student will be reviewed by the Principal and an academic committee at the end of the next quarter following probationary status.
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. In the event that you must check your Intermediate student out of school please do so through the main office.

The school day for Intermediate students begins at 7:55 a.m. and ends at 3:25 p.m. 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.

All classrooms will be locked at the tardy bell and will remain locked throughout the class period. Once the tardy bell has rung, students are not allowed to leave the classroom without the teacher's permission. Students who are tardy or students who leave the classroom may be admitted during the class period by the teacher. Students are considered tardy if they are not seated in the classroom when class begins.

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. Intermediate students and parents will be contacted by the teacher on their fourth tardy in a quarter and a lunch detention will be assigned on the 7th tardy. Subsequent tardies may also be referred to administration. The Principal will determine disciplinary action if necessary. Disciplinary action may include loss of student privileges including recess or lunch detention. Students start each quarter with a clean slate.

Consequences for Tardies

Teachers will track and assign consequences for tardies given in their respective classes.

- Students will receive 6 tardies per quarter without a penalty. Upon receipt of the 7th tardy, the student will receive a lunch detention
- Receipt of the 8th and subsequent tardies will result in discipline measures deemed appropriate by the principal

After school detentions must be served even if students are involved in after school activities. Exceptions may be made by administration.

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) 720-4134, should be placed between the times of 8:00 a.m. - 10:00 a.m. on the day that the student is absent.
Intermediate students who are absent in excess of twelve (12) days in one (1) semester, or twenty-four (24) days in two (2) semesters, may be asked to repeat the grade.

It is crucial that parents/guardians communicate with the office or principal when excessive absences occur. A physician’s note or other documentation be turned in to the office when consecutive absences occur. All documentation will be placed in the student’s file.

**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.**

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 half credit.

Exceptions may be made due to extended illness (with a physician’s note) or under extreme circumstances, with permission of the Principal. Extenuating circumstances will be considered on an individual basis. School administration will make contact with parents when a student has reached 6 absences in a quarter. Excessive absences for any reason could result in academic dismissal from NCA.

**Excused Absences:** Excused absences are those due to illness, doctor’s appointment, or death in the family. The student will have the number of days absent plus one to make up work. All assignments not completed on time will receive half credit.

**A note for band and choir students**: Students who do not attend a band or choir concert for a 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.

Intermediate students who skip school or cut a class will be subject to discipline.

**Late Work Policy**
It is the expectation that homework be turned in on the date and in the class period in which it is due. Work that is turned in late will be reduced 25%. Students may turn in late work until the date that the chapter test or assessment is given for that material. Teachers may make exceptions to this policy at their discretion.

**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 Intermediate students are required to be in the Extended Care Program if they are on school grounds before **7:40 a.m. or after 3:40 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. Chapel for Intermediate students meets one day each week. Chapel dress is required.

**CHRISTIAN SERVICE**

Intermediate students are given the opportunity through planned activities to participate in Christian service throughout the year.

**CLASS PARTIES**

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

Parents of Intermediate students 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 team leader 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. The Intermediate Team follows the policy that invitations should be mailed unless all the girls, all the boys, or the entire class are invited.

**Co-Curricular Classes**

Intermediate students participate in co-curricular specialty areas. Students rotate through quarter classes in Art, Computers, Music Appreciation, and PE. Intermediate students may change into shorts and t-shirts for PE.

In addition, students have the opportunity to utilize the library. The library is open throughout the school day to afford students time for research or to work on projects.

Intermediate students participate in music through Children’s Chorale which meets twice a week with occasional additional rehearsals/sectionals. Sixth grade students have the opportunity to add band to their schedule as well. Beginning band meets four times per week. Sixth grade students will receive information regarding band at the beginning of the school year.
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.

Intermediate students have the opportunity to compete in a variety of events throughout the year. To be eligible to participate in any extra-curricular school event, students must be in attendance the entire day unless special permission has been granted by the administration.

In the area of sports, we encourage our parents of Intermediate students 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 NCA. 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.

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.

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. The Intermediate Team will inform parents of the details of each field trip at least one week prior to the trip. If you do not wish for your child to participate, the parent must notify the team leader 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. The starting point for these trips will be the school, and the return point will be the same. Except as covered in other policies, students who ride a bus to an activity must ride the bus back to the school [parents may take their own children only home after an event if they report in person to the coach or supervisor at the event; permission to ride back with another student or with a parent other than the child's own will not be granted at any time].

The Intermediate Team may ask for parent chaperones to assist on field trips (PIP hours may be earned). Chaperones must be willing to supervise students according to the Team’s directions, and remain with the group for the entire duration of the field trip. (*NOTE: Any volunteer scheduled to supervise students alone, must have a cleared background check and have obtained Warrior Approved Volunteer Status prior to
participating in such activity) We ask that parents recognize the supervisor/teacher in charge of the activity at all times, and expect that the instructions of the supervisor/teacher be followed at all times.

Students that are not members of the class are not allowed to go on field trips. An exception may be made when yearbook staff members attend for the purposes of recording the event.

**FOOD DURING THE SCHOOL DAY**

All food items must be kept in lockers until lunchtime. Students may bring a sack lunch with them or may purchase hot meals. No food/drink or gum may be consumed in the classrooms except for special occasions and/or meetings that have been approved by the Team or Principal. Water bottles are allowed in the classroom unless banned by the teacher.

**GRADES AND PROGRESS REPORTS**

The scholastic year is divided into two semesters of two quarters each. Grades will be reported as percentages on report cards.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Grade Scale</th>
<th>Rating</th>
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<tbody>
<tr>
<td>98-100%</td>
<td>A+</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>93-97%</td>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>88-89%</td>
<td>B+</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>83-87%</td>
<td>B</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>80-82%</td>
<td>B-</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>78-79%</td>
<td>C+</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>73-77%</td>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>70-72%</td>
<td>C-</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>68-69%</td>
<td>D+</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>63-67%</td>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>60-62%</td>
<td>D-</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
<td>0.0</td>
<td>Unsatisfactory</td>
</tr>
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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**

Progress reports for core classes will be emailed home 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 in ParentsWeb.

Progress Report Dates for 2019-2020 are:

- Mid-First Quarter: September 11, 2019
- End of First Quarter: October 8, 2019
- Mid-Second Quarter: November 12, 2019
- End of Second Quarter: December 20, 2019
- Mid-Third Quarter: February 4, 2020
- End of Third Quarter: March 11, 2020
- Mid-Fourth Quarter: April 16, 2020
- End of Fourth Quarter: May 14, 2020

**HALL PASSES**

Intermediate students are required to carry a hall pass any time they are in the hallways for errands, etc. during class periods.

Hall pass privileges during instructional time will be limited. Students are expected to remain in class except for rare circumstances. Faculty and staff will ask students to show their passes when seen in the hallways during class.

**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

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

Grade 5: Approximately 50 minutes per night
Grade 6: Approximately 60 minutes per night
Students in Intermediate may bring home assignments Monday through Friday evenings. Wednesday night church will be factored in to the amount of homework given on Wednesday.

We encourage parents to set aside time each evening for their child(ren) to complete the assigned homework. 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 their Team Leader.

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. For safety reasons, teachers will not release students without a signed release slip or a call from the office. When returning the same day, parents/guardians must sign the student back in.

LOCKERS

Lockers will be assigned by the Intermediate team. Locks may be brought from home, but students must provide the school office a key or combination for the lock being used. We strongly encourage students to only lock their lockers over the weekend.

Students are expected to keep lockers neat and orderly and use them strictly for school items. No decorations of any kind are allowed on the outside of lockers. Students may use magnets and plastic-tack to secure items/decorations inside the locker. Due to wear and tear on lockers, tape of any kind may not be used. Students are expected to respect the property of others and refrain from accessing student lockers other than their own.

The school is not responsible for items lost or taken from lockers. The school reserves the right to inspect lockers periodically or when deemed necessary without student/parent/guardian notification.

CELL PHONES, PERSONAL ELECTRONIC DEVICES

The school day is intended for spiritual and academic growth. During school hours, cell phones and other electronic devices are not to be seen or heard. If a student has an electronic device confiscated the following consequences will apply:

- First Offense –will meet with principal after school to get their device,
- Second Offense – Lunch Detention.
- Third Offense – One period ISS and device must be picked up by parent.
- Subsequent offenses will result in additional consequences to be determined by the principal.
Personal electronic devices such as tablets and e-readers may be used for educational purposes with teacher permission. These devices should not be left at school overnight. All personal electronic devices must be registered with the technology department in order to access the NCA network.

**PROMOTION/RETENTION**

Promotion of students to the next grade is determined by satisfactory progress and development readiness. Grades in core classes (English, Math, Science, Social Studies, and Bible) will be the primary focus when considering satisfactory progress. Some accommodations may be made through the use of inter-grade transfers. 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.

**SCHOOL PLANNERS**

Intermediate students are required to use a school-issued planner. These planners, along with Renweb, are used to help students manage their homework assignments and as a communication avenue with parents. Signatures by parents can be required as verification that they have reviewed their child(ren)’s planner with them.

A $5.00 fee will be charged for a replacement planner.

**STUDENT TIPS FOR A SUCCESSFUL SCHOOL YEAR / BE RESPECTFUL, RESPONSIBLE AND SAFE**

1. Talk to your teachers and parents frequently. Together you form a team that will help you with your academic success.
2. Find a quiet place and consistent time to do homework.
3. Show respect for others by using polite phrases such as "please," "thank you," “yes, sir,” “yes, ma’am,” and "excuse me." These phrases will help you as you prepare for the workforce and are consistent with a Christ-like attitude.
4. Model and reinforce appropriate behavior for younger students.
5. Get a good night's sleep and eat breakfast.
6. Keep hands and feet to yourself!

**TESTING – PLACEMENT, ACHIEVEMENT, ABILITY and APTITUDE**

**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.

**ACT Aspire:**

The ACT Aspire is given to students in 3rd – 9th-grade. Results from the Aspire test series allow administrators, faculty, students, and parents to track students' college and career readiness. The Early High School Aspire test series (9th grade) provides students with a predicted ACT score, allowing students to identify areas for academic growth. Furthermore, students undergo periodic testing, approximately once a month, to capture progress.
throughout the school year. The results from the data are provided to teachers and administrators to make adjustments to curriculum and instruction if necessary.

**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.

**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.

**YEARBOOK**

The *Pride* is NCA’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.
GENERAL POLICIES

CAMPUS 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. To protect our learning environment, we ask that visitors (including parents) not be in the hallways when class is in session.

Eating with Your Student
On special occasions parents may wish to eat lunch with their student. Parents must report to the school office and receive a visitor’s badge. Parents are expected to wait for their student in the cafeteria and are asked to not accompany their students back to their classroom.

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.
COMMUNICATION

General

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 include websites, 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.

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, then it should 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 appropriate administrator).
3. If the administrator cannot resolve the matter, it will go to the Chief Academic Officer. If the matter remains unresolved, upon written request from the student or parent, the Chief Academic Officer will arrange for an appeal to the Board. The situation will then be presented in writing, along with the Chief Academic Officer’s, Administrative Team’s and any 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 (including social media) 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

All students are required to sign and abide by New Covenant Academy’s Internet and Computer Network Policy (which is a separate document given to students at the time of enrollment). Additionally, 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. All personal electronic devices must be registered with the technology department in order to access the NCA network. 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 normal Behavior Management policies.
3. When applicable, law enforcement may be involved.

Videotaping/Photos on Campus

The taking of random unauthorized classroom photos or video at New Covenant Academy by students is prohibited without the prior written consent of the administration, the teacher and/or the student(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.

**Use of NCA Logo’s, Political Campaigns and Other Advertising**

There shall be no political campaign signs, still pictures, or videotaping for political advertisements permitted on school property without the approval of the Chief Academic Officer and/or Chief Financial Officer as applicable.

Any use by outside sources of the name, likeness, logo(s), or any other image of the school or its constituents is also prohibited without the expressed written consent of the Chief Academic Officer or Chief Financial Officer as applicable.

**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, texting, etc. The school may take disciplinary action for activities which are examples of unacceptable conduct on digital and electronic communications. Inappropriate student behavior in this area may lead to disciplinary action such as ISS, OSS, or possible dismissal from NCA.

**PARENTSWEB/RENWEB ONLINE STUDENT RECORD MANAGEMENT**

In order to manage parent/school/student communications, New Covenant Academy offers an online service for parents to have direct access to the following password protected student information: attendance, grades, progress reports, lesson plans, discipline, homework, missing assignments, family account balances with online payment, staff and school directory, teacher email addresses, announcements, newsletters, digital copies of student handbooks, quarterly honor roll, and calendars. Parents also have the online ability to update medical information, drop-off and pick-up authorization and family/student demographic information.

Parents are automatically enrolled in FACTS SIS desktop version for free, upon applying for admission to NCA, however, the mobile application is an available option for $5 per family annually. This can be downloaded to your mobile device (iPod, iPhone, iPad, Android Phone or Tablet via your devices APP store such as Google Play or iStore. The APP, called “RenWeb Home” must first be downloaded to your device, and the family will not be charged the $5 until the first log-in. This fee is not an NCA charge, but a RenWeb FACTS charge for services. (Note: FACTS SIS does not charge NCA employees for this fee). Please note that the APP is not programed to show the full spectrum of services as is offered on the desktop version; however it does provide a majority of what you will need to manage your student’s account.

 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.

NCA’S WEBSITE DASHBOARD
New Covenant Academy maintains a website specifically designed to offer support, quick links, resources and important information to employees, board members, parents and students. To access this website the URL is dashboard.newcovenant.net. Bookmarking this page will provide you a quick link to the ParentWeb login screen.

Logging on to FACTS SIS 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. Click on “Create a New Parent's Web Account” in the hyperlink just under the “Login” button on the left side of the page.

4. Enter the District Code: “NCA-MO” and your email address and select “Create an Account”
5. A temporary password will be sent to your email address in less than 5 minutes. 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”.

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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”. \textit{Note: if you have been sharing an email with your spouse or you are a faculty member and an NCA parent, please see note in memo below}

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
\begin{enumerate}
\item Payments are due by the 15\textsuperscript{th} day of each month. If payments are not made by the 20\textsuperscript{th} 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.
\item If there is no satisfactory response by the day a second late fee is added, the parents/guardians will be contacted by email for payment, or to determine an approved plan of payment.
\item If there is no response within ten (10) days of the date of the email, the parents/guardians will be contacted 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 Chief Financial Officer will discuss the situation with the Chief Academic Officer before mailing the certified letter.
\item 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 Chief Financial Officer 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.
\item 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.
\item Any special arrangements for payment that deviate from normal payment plans must be approved by the Chief Financial Officer, and must be in writing to be valid.
\item Any arrangements for payment of delinquent accounts must be approved by both the Chief Academic Officer and the Chief Financial Officer and must be in writing to be valid. Any applicable late charges will still apply until the account is current.
\item Semester Report cards will not be given to parents/guardians until all accounts are current or approved arrangements for payment have been made.
\item Students will not be allowed to re-enroll if the account is more than 30 days past due.
\item No official records will be transferred for students who have withdrawn or graduated until all accounts have been paid in full.
\item Senior students will only be allowed to take Final Exams if all accounts are current.
\item Student’s accounts must be paid in full by June 1 to preserve enrollment for the coming year.
\end{enumerate}
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 NCA 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 NCA 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.

**Electronic Signature Agreement**

By selecting the "I Accept" button (on the electronic enrollment agreement or any such NCA electronic forms), you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or to otherwise provide NCA instructions via its website or in accessing or making any transaction regarding any agreement, acknowledgement, consent, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and NCA. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement. You further agree that each use of your E-Signature constitutes your agreement to be bound by the terms and conditions of the NCA policies and agreements related to electronic communications as they exist on the date of your E-Signature.
Consent to Electronic Delivery
You specifically agree to receive and/or obtain any and all NCA related "Electronic Communications" (defined below) via electronic mail from NCA. The term "Electronic Communications" includes, but is not limited to, any and all current and future notices, communications and/or disclosures that various federal and/or state laws or regulations require that we provide to you, as well as such other documents, statements, data, records and any other communications regarding NCA, school communications, accounts or privileges.

You acknowledge that, for your records, you are able to retain Electronic Communications by printing and/or downloading and saving this Agreement and any other agreements and Electronic Communications, documents, or records that you use with your E-Signature or receive electronically from the School. You accept Electronic Communications provided via NCA’s electronic communication system as reasonable and proper notice, for the purpose of any and all laws, rules, and regulations, including notices, and agree that such electronic form fully satisfies any requirement that such communications be provided to you in writing or in a form that you may keep.

Paper Version of Electronic Communications
You may request a paper version of an Electronic Communication. You acknowledge that NCA reserves the right to charge you a reasonable fee for the production and mailing of paper versions of Electronic Communications. To request a paper copy of an Electronic Communication, please contact NCA at (417) 887-9848.

Revocation of Electronic Delivery
You have the right to withdraw your consent to receive/obtain Electronic Communications from NCA. You acknowledge that NCA reserves the right to restrict or terminate your access to its electronic communication system or website if you abuse such system or privileges related to the school website, as determined in its sole and absolute discretion. If you wish to withdraw your consent, please contact us at (417) 887-9848

Valid and Current Email Address, Notification and Updates
Your current valid email address is required in order for you to provide E-Signatures and to obtain Electronic Communications from NCA. You agree to keep the School informed of any changes in your email address and to maintain a valid and current email address on record with the School. You may modify your email address by submitting a written request to NCA or by submitting a secure message through the NCA website. The School may notify you through email when an Electronic Communication or updated agreement pertaining to electronic communications is available. It is your responsibility to regularly check for Electronic Communications from the School and to check for updates to this Agreement posted online at newcovenantacademy.org.

Hardware, Software and Operating system
You are responsible for installation, maintenance, and operation of your computer, browser and software. The School is not responsible for errors or failures from any malfunction of your computer, browser or software, nor is the School responsible for computer viruses or related problems associated with use of an online e-signature system or receipt of Electronic Communications.

Controlling Agreement
This Agreement supplements and modifies other agreements that you may have with the School. To the extent that this Agreement and another agreement contain conflicting provisions, the provisions in this agreement will control on matters related to Electronic Signatures and the receipt of Electronic Communications. All other obligations of the parties remain subject to the terms and conditions of any other agreement.
Tuition Discounts for Pastors and Alumni & No Bartering for Tuition

Tuition discounts for pastors and alumni are also available as follows:

a) 20% reduction 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 at the time of this policy change are grandfathered in.

b) 10% reduction for children of alumni (alumni shall be defined as former students who have attended NCA for at least one year). 15% tuition reduction for children of alumni who graduated from NCA.

Furthermore,

- Tuition shall not be traded for goods or services, (No Bartering).
- Alum and pastors are required to pay all fees.
- If there is such a situation whereby two married alum have their students enrolled, the tuition reduction is per family and therefore will not be doubled.

Pastor and Alumni discounts in conjunction with Tuition Assistance Program awards shall not exceed 50% reduction in Tuition and Books and Supplies Fee.

Tuition for International Students

- Students requiring an I-20 form to attend school in the United States, or who need English Language Development will be assessed a higher tuition rate as determined by the board and administration.

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. Emergency decisions often coincide with the Springfield School District. 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 through the Renweb Parent Alert system as well as over radio and television stations. Please note: Once the school day cancellation is called in to the local media, 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, students seem to be reluctant to claim clothes they have lost. Items found will be placed in a designated location. Please remind your student(s) 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 per semester, 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 (without medication) 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 seen by the school nurse or designee. The school nurse or designee will be in contact with the parent. No student should go home sick without first being seen by the school nurse or designee. 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.

**Special Physical Conditions**

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.

**Dispensing of Medication and Tylenol**

NCA discourages the dispensing of Tylenol to students. If your student requires the routine use of Tylenol, please send a bottle labeled with his or her name, along with dosage instructions, to be kept in the nurse’s office or designee 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. A staff member or paramedic will administer first aid treatment. 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 will offer a supplemental health insurance for each student at the beginning of each school year. This insurance
offers limited benefits. *Parents must accept and pay the premium in order to make or seek benefits on this policy.*

**Medical Information Forms**

Parents/Guardians must fill out a Medical Information Forms annually on Renweb. All students must have a completed Medical Information Form updated on-line for emergency care. These forms identify preferred medical personnel and facilities in the event of a medical emergency. Students will not be allowed to attend off campus activities until a Medical Information Form has been filled out on Renweb. This information should be updated immediately as changes occur.

**How to make changes to your students RenWeb medical school record**

1. Log in to your ParentWeb account
2. Click on “WebForms” in the left Margin
3. Click on Family Demographic located approximately in the center of the screen
4. Click on “Student Medical Form”
5. SAVE all changes and submit
6. Note: All changes made to a record are received by the school nurse. You will not immediately see the changes you made in the system until the nurse acknowledges the change, she approves it and it will populate the system. This is a safe guard programmed into the system so that updates to data are not made without the appropriate staff persons knowledge.

**PARKING and TRAFFIC FLOW**

Specific instructions for Intermediate drop off and pick up will be provided before the start of the school year.

**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. In order to familiarize students and staff with emergency procedures, each bus driver may conduct an emergency evacuation drill at any time. The bus driver will provide a brief pre-trip orientation regarding emergency procedures and the location of safety equipment and first aid kit prior to the departure of out-of-town trips.

These pre-trip orientations shall be conducted at least once, at the beginning of the season, for each athletic team or other group that regularly uses the bus. Drivers may conduct other drills and procedures as deemed necessary to acquaint students with safe conduct while approaching, riding, and leaving school buses.

**SCHOOL DAY**

After the third day of school all parents are required to sign in and out of the building except when signing children into Extended Care. After the first week of school parents are asked to allow their students to
demonstrate independence as it relates to their locker and the gathering of school work and materials. While parents can supervise their students we ask that parents themselves not clean out lockers or gather homework material for their student.

SECURITY PROCEDURE

Parents and Volunteers on Campus
All parents are required to sign in and out of the building, except when signing students into Extended Care, and must wear a ‘Visitors Pass’. Depending on the length of your visit you may be asked to leave your keys in the main office, and you will be provided with a temporary security pass to allow access to the building while you are on campus. Parents who are approved by Administration to volunteer specifically with a group of students on campus, and during such work, will need to work individually or as a group with students without the presence of an NCA employee, will be asked to submit to a fingerprinted background check process (NCA calls this process WAV—Warrior Authorized Volunteer Status). This background check must be obtained through the approved agency (Missouri Highway Patrol Criminal Justice Information Services Division—with 2 local depots at the UPS Service Stores) A volunteer cannot work with the students until such background check is received. Volunteers will not be reimbursed for the cost of the background check. The initial background check will be good for a period of one year: volunteers must renew their clearance annually. For the renewal process, a fingerprint check is not necessary; the board has approved a name and social security search for renewal which is less expensive and can be obtained online. (See the main office for details and instructions on how to begin this process).

CLASS TIMES
School will begin for Intermediate students at 7:55 a.m. and will end at 3:25 p.m.

PARENT/TEACHER COMMUNICATION
Parents who wish to speak with individual teachers should 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 students in the hallways and classrooms without distractions during school hours.

PARENT/STUDENT COMMUNICATION DURING SCHOOL HOURS
Parents wishing to contact students while school is in session should contact the office to leave the student a message and have the student notified that they must call their parent. Please refrain from calling and/or text messaging your students’ cell phone during class time as this is very disruptive and violates the “no cell phone use rule” on campus.

SCHOOL PICTURES
NCA arranges to have individual and class group photos taken. 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 and e-cigarettes/vaping 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 must remain in lockers throughout the day.

**TELEPHONE USE**

The school telephone is reserved for official school business and emergencies only; however, students may use the school office phones with permission by office personnel. Students may also use their cell phone in special circumstances with permission from school personnel.

**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, other charges due according to policy, and returning all school property. **Also it is important to note that if withdrawing AFTER June 1 deadline (before a school year begins) you will be required to pay for the entire upcoming semester, even if your child has not attended a day of class.** This policy is in place as NCA makes financial programming decisions, hiring decisions, etc. based on enrollment as of the June 1 date.

**PUBLIC INFORMATION**

A policy of openness is essential to develop support for the school, its goals, and its educational programs. A regular supply of factual information about the schools is to be supplied to the community.

**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 NCA.

**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. Also, please note that board meeting minutes are posted on the front Chief Academic Officer bulletin board for the previous month.

**PARENT/GUARDIAN INVOLVEMENT PROGRAM (PIP)**

The purpose of the Parent Involvement Program (PIP) is to encourage active involvement in each student’s education at all levels. Active parental involvement increases a student’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.

Each family is responsible for recording their own PIP hours. There will be a PIP logbook available in the school office. Each family will have a page and will record their PIP hours on that page. Please do not phone in or turn in individual PIP hours to office personnel.

Work directly related to classroom activities, serving on a school committee, school office work, cleaning and maintenance, purchasing or making refreshments, chaperoning on field trips, working concessions, kitchen help and many other activities may be accumulated for PIP hours. If both parents attend a meeting or work to provide a service to NCA, each parent qualifies for the time donated. Questions about earning PIP hour credits should be directed to the Administrative Office Assistant.

Please note that tuitions for extracurricular camps, items of clothing and/or supplies that are purchased for the sole benefit of your student do not qualify for PIP hours. If a family is unable to volunteer these PIP hours, the school must be notified and the equivalent of $8.00 per hour must be paid for each hour not worked. Any hours not turned in will be billed.

**PIP contributions are not tax deductible.**
Final report cards will not be released if PIP hours are not fulfilled by the end of the school 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 teacher for arrangements to meet with the teacher or Intermediate Team.

**PARENT TEAM 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 Team Fellowship when their child is enrolled in NCA. This organization is under the leadership of the Development Department and is designed to assist the school in fund-raising efforts and NCA community involvement and communication. All participation can be used for Parent Involvement Program hours. For more information, contact the Development Office.

**PARENT 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. 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. Parents who volunteer to work one-on-one with students must be requested by the teacher and approved by the principal. They are subsequently required to complete a background check with fingerprinting using the school approved procedure. The background check will be considered active for a period of one year. Parents must renew the background check the following year, and each subsequent year with a name/social security check at a reduced cost. The parent is responsible for the corresponding cost of this background check.
MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

Mandatory Reporting: As required by law, it may become necessary for administration or faculty to call the Missouri abuse reporting hotline. When deemed appropriate, the parents of the student in question may be notified of such actions.

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 students 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. Below is the Warrior Honor Code that will be provided to your student at the beginning of the school year. Your student will be asked to sign the agreement and return it to school. Your student’s commitment to this code will promote a positive learning environment at NCA.

It is the goal of the Intermediate team to handle most behavior issues at the classroom level and in cooperation with the parent. If this measure has been taken and the behavior continues then a discipline referral will be sent to the appropriate administrator.
<table>
<thead>
<tr>
<th>Location</th>
<th>Behavior Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Playground</strong></td>
<td><strong>Recess</strong></td>
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<tr>
<td></td>
<td>“And do not forget to do good and to share with others, for with such sacrifices God is pleased.” ~Hebrews 13:16</td>
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<tr>
<td></td>
<td>- Stay in approved areas</td>
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<tr>
<td></td>
<td>- Respect authority and direction</td>
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<tr>
<td></td>
<td>- Be respectful and safe with others and equipment</td>
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<tr>
<td></td>
<td>- Include everyone.</td>
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<tr>
<td></td>
<td>- Show good sportsmanship</td>
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<tr>
<td><strong>Cafeteria</strong></td>
<td></td>
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<tr>
<td></td>
<td>“So whether you eat or drink or whatever you do, do it all for the glory of God.” ~1 Corinthians 10:31</td>
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<tr>
<td></td>
<td>- Wait quietly and patiently in lunch line</td>
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<td></td>
<td>- Be kind and considerate of the lunch staff</td>
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<td></td>
<td>- Use good table manners and allow others to sit with you</td>
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<tr>
<td></td>
<td>- Eat your own lunch and be respectful of other’s food</td>
</tr>
<tr>
<td></td>
<td>- Keep eating area neat and clean</td>
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<tr>
<td><strong>Chapel</strong></td>
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<td></td>
<td>“Shout for joy to the LORD, all the earth. Worship the LORD with gladness; come before him with joyful songs. Know that the LORD is God. It is he who made us, and we are his; we are his people, the sheep of his pasture. Enter his gates with thanksgiving and his courts with praise; give thanks to him and praise his name.” ~Psalm 100:1-4</td>
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<tr>
<td></td>
<td>- Enter the chapel area in a respectful manner, as entering the Lord’s House</td>
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<td></td>
<td>- Demonstrate an engaged body language: feet on floor &amp; still while sitting, eyes on the speaker, listen intently, hands to yourself</td>
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<td></td>
<td>- Participate appropriately in prayer time, singing, &amp; worship as instructed with respect to the Lord and others.</td>
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<td></td>
<td>- Bring any materials instructed and leave behind anything that may be a distraction</td>
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<td></td>
<td>- Dress in a respectful manner, according to school policy for chapel days</td>
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<tr>
<td><strong>Restroom</strong></td>
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<tr>
<td></td>
<td>“But everything should be done in a fitting and orderly way.” ~I Corinthians 14:40</td>
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<td></td>
<td>- Respect other’s privacy</td>
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<td></td>
<td>- Clean up after yourself</td>
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<tr>
<td></td>
<td>- Wash hands with soap</td>
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<tr>
<td></td>
<td>- Use restroom in an appropriate and timely manner</td>
</tr>
<tr>
<td></td>
<td>- Report any concerns</td>
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<tr>
<td><strong>Hallway/Classroom Transition</strong></td>
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<td></td>
<td>“You are blessed when you stay on course, walking steadily on the road revealed by God.” ~Psalm 119:1</td>
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<td></td>
<td>- Walk directly to and from approved destination while staying to the right</td>
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<td></td>
<td>- Respect school property</td>
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<td></td>
<td>- Give priority to adults</td>
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<td></td>
<td>- Be courteous and show patience</td>
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<td></td>
<td>- Be quiet when classes are in session</td>
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<td></td>
<td>- Hands &amp; feet to self at all times</td>
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<tr>
<td><strong>At Dismissal</strong></td>
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<td></td>
<td>“Therefore, go and make disciples of all nations, baptizing them in the name of the father and of the son and of the holy spirit...” ~Matthew 28:19</td>
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<tr>
<td></td>
<td>- Keep all belongings in backpack</td>
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<td></td>
<td>- Arrive on time to your dismissal line</td>
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<td></td>
<td>- Move straight to your dismissal location with your group</td>
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<td></td>
<td>- Leave only with authorized adult</td>
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<tr>
<td></td>
<td>- Wait patiently</td>
</tr>
<tr>
<td></td>
<td>- Pay attention</td>
</tr>
</tbody>
</table>


Level One Behaviors
Minor Offenses

Definition
Behaviors that impede orderly classroom procedures and do not significantly violate the rights of others and do not appear chronic.

Examples
- Leaving the classroom without permission
- Refusing to follow directions
- Talking during class
- Refusing to do class work
- Making inappropriate noises
- Using inappropriate language or tone of voice
- Breaking playground rules

Procedures
1. Inform student of the rule violated.
2. Describe expected behavior.
3. Contact parent if necessary.
4. Re-teach the behavior expectations.

Sanctions
- Loss of privileges
- Loss of recess
- Removal from classroom
- Clip down Behavior chart

Level Two Behaviors
Less Serious Offenses

Definition
Behaviors that are directed against persons or property and violate basic honor and trust afforded students at NCA or are chronic Level One behaviors.

Examples
- Defiance of authority
- Cheating
- Lying
- Fighting
- Disrespect
- Use of profane, obscene, or improper language

Procedure
1. Inform student of the rule violated.
2. Describe expected behavior.
3. Complete written discipline report and send to office.
4. Parents will be notified by Principal.

Sanctions
- Removal from class
- In-school suspension
- Restitution of property or damages
- Behavior contract
- Out of school suspension

Level Three Behaviors
Serious Offenses

Definition
Behaviors which result in violence to oneself or another person or poses a direct and serious threat to the safety of oneself or others are considered gross moral offenses.

Examples
- Assault
- Theft
- Any threats, physical or verbal
- Vandalism

Procedure
1. Immediate referral to office.
2. Principal will consider discipline on an individual basis.
3. Parents will be notified by Principal of disciplinary action.

Sanctions
- Out of school suspension
- Expulsion
- Restitution of property or damages
- Behavior contract
- Referral to an outside agency
- Counseling

WARRIOR HONOR CODE
As a student at New Covenant Academy, I will honor God with my actions and treat others as Christ treats me. I will give my best efforts emotionally, spiritually, academically and physically. I will not lie, cheat, steal or tolerate this behavior from others. I will submit to those placed in authority over me, respect the dignity of others and strive to live a life of integrity and service.

I have read the expectations of the Warrior Honor Code and I will do my best to uphold it in all my endeavors, understanding that my behavior will be judged by these standards.
**BEHAVIOR PHILOSOPHY**

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, when deemed appropriate by administration.
5. Social networking activities (Facebook, Twitter, Snapchat, Instagram, blogging, etc.) deemed inappropriate by school standards.

*All interpretations and applications of behavior management rules and sanctions are at the discretion of the administration. A student may be suspended or expelled at any time when deemed appropriate by the administration.*

**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 when appropriate. No more than one probationary extension will be granted.

**Drug Testing Policy**

The policy of New Covenant Academy is that it 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 Intermediate 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 student’s drug or alcohol usage, parents will be called and may be required to take their child for drug testing at a designated facility.

36
**CONDUCT and COURTESY**

New Covenant Academy endeavors to educate the total student. This philosophy includes the teaching of social graces and Biblical-based moral education. One way for us to help students develop into the 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 Are To Do:**
1. Greet people when you pass them in the hall.
2. Talk in a normal voice.
3. Walk in the building. Save running for gym class or outdoor 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.
14. Keep hands to themselves at all times.

Students are asked to behave as ladies and gentlemen and to represent God, their families, and New Covenant Academy 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 CODE**

**General Dress Code Philosophy**

The following expectations are designed to promote a standard of appearance that 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.

Quality 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 code with their child. Parent/guardian cooperation in this area will be expected.

All dress code violations are expected to be reported by a teacher or staff member within the first period of each school day. Repeated violations will be considered as willful defiance of authority and will result in administrative action.

Dress code interpretation is at the discretion of the school staff

Boys
1. Appropriate shorts may be worn. Shorts must not be more than three inches above the knee when standing. Un-hemmed shorts or 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. Students whose hair is out of dress code will be given five days to bring it into compliance. Failure to comply within that time period will be considered defiance of authority and will result in administrative action.
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. Athletic pants may be worn except on chapel (dress-up) days.
7. Sandals and flip flops may be worn, but must remain on the feet at all times. Bedroom slippers are not appropriate footwear for school and are not allowed.
8. Hats, stocking caps, and bandannas are not to be worn during the school day.
9. Un-hemmed jeans, jeans with holes, fleece or flannel pants, or pajama bottoms are not allowed. All: distressed jeans are allowed as long as there are no open rips or tears, and no skin showing through jeans while standing or sitting.
10. Items not considered appropriate for school wear include any see-through materials, excessively tight, baggy, or sagging attire, pants with full-length side 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.

Girls
1. Appropriate shorts may be worn. Shorts must not be more than three inches above the knee when standing. Un-hemmed shorts or 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. Tops with modest neck lines are required. All tops must have sleeves. Cap sleeves are allowed. No cold shoulder sleeves.
3. Dresses, skirts, dresses/shirts/tops worn with leggings, 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. Tops worn with leggings are to be three inches or longer above the top of the knee when the student is standing.
4. Hair is to be neat, clean, becoming, and must not cover the eyes. Extreme hairstyles and extreme colorations are not acceptable. Students whose hair is out of dress code will be given five days to bring it into compliance. Failure to comply within that time period will be considered defiance of authority and will result in administrative action.

5. Makeup is to be appropriate and used in moderation so as not to draw attention or be distracting.

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. Hats and bandannas are not to be worn inside the building at any time. Bandannas may not be worn for any school activity. There will be opportunities throughout the year for hats/caps to be worn as part of student council spirit weeks, homecoming events, etc. Those special days will be announced in advance.

9. Un-hemmed jeans, jeans with holes, fleece or flannel pants, or pajama bottoms are not allowed. All: distressed jeans are allowed as long as there are no open rips or tears, and no skin showing through jeans while standing or sitting.

10. Athletic pants may be worn except on chapel (dress-up) days.

11. Sandals and flip flops may be worn, but must remain on the feet at all times. Bedroom slippers are not appropriate footwear for school and are not allowed.

12. Items not considered appropriate for school wear include any see-through materials, excessively tight clothing, yoga pants, baggy, or sagging attire, pants with full-length side 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.

**Dress for Chapel**

A higher standard of dress is expected for chapel dress than is typically worn on other days. Even when no chapel may be scheduled that day, a higher standard of dress is expected 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 – A collared shirt must be worn. No t-shirts or sweatshirts may be worn on chapel/dress-up days. Neckties, jackets, or blazers 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. Final decisions on acceptable clothing will be made by an administrator. If students have a question regarding acceptable clothing they may ask an administrator ahead of time to ensure it is acceptable to wear. Tennis shoes may be worn. Sandals and flip flops are not to be worn on chapel days.

Girls – Dresses, skirts/slit skirts, or dressy slacks may be worn and must meet the length and coverage requirements. Nice jeans may be worn. Distressed jeans, leggings or jeans with holes (including holes with patches) are unacceptable. For any school-sponsored activity that involves being on stage, dresses must touch the top of the knee. Ladies are expected to wear a nice blouse, sweater or top. No graphic t-shirts allowed. All tops must meet modesty expectations.

**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 Intermediate Team or Co-curricular teacher. In general, dress will be the same as for a normal school day.
For some occasions, such as attending competitions 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 code will not be allowed to attend class until the violation is corrected. Minor violations may receive one warning. Parents may be asked to bring appropriate clothes, or the student may be sent home. Continued violations of dress guidelines will result in loss of privileges. **NCA’s dress code will be followed at all school related events.** Students in violation of dress code at school related events or on field trips will not be allowed to attend until/unless the violation is corrected. Repeated violations will be considered as willful defiance of authority and will result in administrative action.

**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. Booing 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.
**HARASSMENT/BULLYING**

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/bullying 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/bullying should report the incident immediately to a teacher, the counselor, or the Principal/Chief Academic Officer. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment.

All reports of harassment/bullying and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. The Chief Academic Officer 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.

**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 result 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 call phone, I-touch/IPOD, PDA, etc.) used to commit this infraction will receive the same consideration and penalties. Texting or messaging of any illicit or offensive material or language will never be tolerated at NCA. Any such behavior will result in disciplinary action to be determined by administration. This includes: sending or displaying offensive messages or pictures, using obscene language, sending or displaying materials contrary to a Christian testimony, or messages that harass, insult, or attack others.

**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 reported 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 but is not limited to:

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

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. Due to classroom instruction going on during the lunch period, students are to ask permission before leaving the lunchroom.
7. Students are responsible for cleaning the lunch tables and picking up the lunch area before leaving for their next class. The Intermediate Team will determine a cleaning schedule.
BEHAVIOR INFRACTIONS and CONSEQUENCES

Teachers will notify parents of any minor addressed 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.

Students who receive out of school suspension will be allowed to make up work missed but their quarter grade for each class will be reduced as follows:
1-3 days OSS 3%, 4-6 days OSS 5%, 7-10 days OSS 10%. For suspensions over 10 days the quarter grade will be reduced by 20%. The only exception would be students who receive OSS for skipping school or cutting class. In these cases students will not receive credit for missed work.

Rules of Governance for the ISS:

1) Students who are to serve an in-school suspension are to report to the designated room by 8:00 a.m., fully prepared for a full day’s studies. Students will not be permitted to come and go from the room, once they have arrived, for the purpose of getting books, notes, or other materials.
2) Students will be dismissed from the ISS Room at the end of the school day.
3) Students will eat lunch in the designated ISS location.
4) Students are to remain at their desks for the entire time they are in ISS. They are not permitted to sit or lay on the floor. In addition, they are not permitted to sleep or play games. This period of time is to be used for study only. Any student serving time in ISS will not be eligible to participate in after school activities on that same day, unless approval is provided by administration.

It is the school’s expectation that a student’s time in ISS will be a learning experience. This expectation pertains not only to academic knowledge but to the learning in life that enables us to make decisions in a wise manner.
**SKIPPING SCHOOL/CUTTING CLASSES**

Class attendance is taken very seriously at NCA. Intermediate students who skip school or cut a class will face the following consequences:

<table>
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<th>Offense</th>
<th>Consequence</th>
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<tr>
<td>First Offense:</td>
<td>Zero credit and in-school suspension for one day.</td>
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<tr>
<td>Second Offense:</td>
<td>Three days suspension and zero credit for missed work.</td>
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<tr>
<td>Additional Days:</td>
<td>Administrative review with possible expulsion</td>
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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 Chief Academic Officer 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 Chief Academic Officer will determine whether this is appropriate, or whether some other course should be followed first, but in any event, the Chief Academic Officer shall not prevent any person from appearing before the Board, and it shall be the duty of the Chief Academic Officer 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 to be reminded 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."

45
**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 AdvancED (formerly North Central Association Commission on Accreditation and School Improvement) and is a member of the Association of Christian Schools International (ASCI). NCA is a member of the Mark Twain Conference and the Missouri State High School Activities Association.

**School Board**
NCA is governed by a self-perpetuating Board of Directors. The corporate authority for NCA resides in the Board of Directors. Regular school Board meetings are open to NCA families.

**Chief Academic Officer and Chief Financial Officer**
The Chief Academic Officer oversees the day-to-day operations of the school as it relates to academics. The Chief Financial Officer oversees the day-to-day operations of the school as it relates to business, finance and facilities. Both have been empowered by the board of directors with equal authority and are charged to work collaboratively in school operations for effective programming, systems and processes.

**Elementary Principal**
The Elementary Principal is directly accountable to the Chief Academic Officer and works under his direction.

**5-8 Principal**
The 5-8 Principal is directly accountable to the Chief Academic Officer and works under his direction.

**High School Principal**
The High School Principal is directly accountable to the Chief Academic Officer and works under his direction.

**Director of Operations and Support Services**
The Director of Operations and Support Services serves on the administrative team and is responsible for the efficient operations of technology, facility/maintenance and transportation services for special events.
Faculty and Staff
NCA faculty is directly accountable to the appropriate Principal or Chief Academic Officer. The faculty of NCA is responsible for creating a quality academic environment for each student. NCA staff may be directly accountable to the Chief Financial Officer or appropriate Chief Academic Officer or Principal, depending on position.
## Master Calendar 2019-2020

**New Covenant Academy**

### July 2019

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**Updated 9/6/2019**

- **No school**
- **Early Dismissal**
- **Prof. Dev. Teachers Work, No Students**
- **Board Meeting Dates**

**Total number of school days is 170**
BOARD OF DIRECTORS

Mrs. Lisa Edwards, Household Manager, and NCA Parent
Mr. Dustin Hemsworth, Project Manager at Federal Protection and NCA Parent
Rev. Matt Martin, Senior Pastor at Southland Christian and NCA Parent
Mr. Bay Mourer, Marketing Manager at John Deere and NCA Parent
Dr. Kendra Morrison, Physician at Mercy Hospital and NCA Parent
Mr. Jeff Ward, Mechanical Engineer at Anheuser Busch and NCA Parent
Mr. Todd Yearack, Technology Operations at nPrint Graphics and NCA Parent
Dr. Vickie Wisdom, Professor at Evangel and former teacher/parent at NCA
Mr. Robert Hill, Director of Information Security at Mayo Clinic, and NCA Parent
Mr. Lance Wiley, Financial Advisor at Thrivant Financial and NCA Parent

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 2019