



*Parent / Student
Handbook*

2024-2025

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I. WHO WE ARE

A. Core Values and Beliefs: The Five Distinctives of New Covenant Christian School

1. Essential doctrines embraced
 - a. All Scripture is God-breathed and is essential for teaching, rebuking, correcting and training in righteousness. (II Timothy 3:16)
 - b. Salvation is by grace through faith in Jesus Christ as Lord. (Eph. 2:8-9, Titus 3:5, II Cor.5:21)
 - c. The triune God. (Matt. 28:19, John 14:20, II Cor.13:14)
 - d. Christ is our model. (Eph. 2:10, Phil. 2:6-7)
 - e. The Holy Spirit is our guide. (John 14:26)
2. Core beliefs
 - a. Believers are a community of faith in Christ. (I Cor.12:13, Eph. 4:11-16)
 - b. Believers are given spiritual gifts. (Acts 32:38, Rom. 12:6-8)
 - c. Believers live in the world but are separate from it. (I John 2:15-17)
 - d. Believers value Biblical virtues such as worthiness, humility, gentleness, non-violence, unity and equality. (Eph. 4:1b-6, Romans 12:14-21)
 - e. Believers pursue a life-long personal commitment to follow Christ (John 15:5-6) and to share the good news of the Gospel. (I Peter 3:15-16)
3. High quality education
 - a. Curriculum is integrated with Biblical principles and perspectives.
 - b. A multi-faceted curriculum includes all areas of academics, life skills, art, music, athletics and extracurricular opportunities, meeting a variety of interests and talents.
 - c. Students are equipped for life beyond high school with academic preparation for post-secondary education and with practical life skills and work ethics.
4. Nurturing an academic environment
 - a. Character is built by nurturing integrity, respect, self-discipline and accountability. (James 3:17-18)
 - b. Students' spiritual gifts (Acts 2:38, Romans 12:6-8) are nurtured through prayer and encouragement.
 - c. Conflict resolution skills and peace-making attitudes are taught. (Luke 6:27-31, 35-36, Hebrews 12:14-15, I Peter 3:8-11)
 - d. Faculty members are role models as they follow Christ's example. (I Tim. 4: 12-15)
 - e. Christian staff, including qualified faculty, are employed.
5. Partnership with family and community
 - a. Faculty is committed to pray with students individually and corporately. (Acts 1:14, James 5:13-16)
 - b. NEW COVENANT listens to concerns and suggestions of patrons and keeps them informed through emails, mailings, and the school website.
 - c. NEW COVENANT serves the families, the community, and the world through intercessory prayer. (Phil.4:6-7)
 - d. NEW COVENANT strives to practice servanthood to families, the community, and the world through service and outreach. (Matt 5:14, Phil. 2:4-7, Mark 16:15)

B. Educational Philosophy

Each student is valued and respected as God's creation with unique cultural and ethnic experiences and diverse developmental and learning strengths. Each student is encouraged, challenged, and nurtured to reach his or her highest potential spiritually and academically while developing and using God-given talents. NEW COVENANT recognizes each student's uniqueness and strives to provide opportunities to meet future educational, vocational, employment, ministry and/or family life needs. Academics are balanced with elective and extracurricular offerings including music, art, life skills, sports, and community service. Students will be held accountable to the guidelines and principles of education, learning, and conduct as developed by the school and enforced by the faculty and administration. (Titus 3:1) Upon completion of their academic years, students will be equipped for a lifetime of service both to community and to Christ.

The faculty will be qualified and committed to excellence in teaching and life-long learning. Faculty and staff strive to represent Christ as the Master Teacher. Their lives demonstrate Christian values such as faithfulness, peace, servanthood, endurance, and humility. (Phil. 2:3, 5-6) They accept the responsibility to build character, teach self-control, be just, resolve conflicts, and demonstrate compassion in all situations. (I Timothy 2:2-3, Titus 2:6)

Students are nurtured to wholeness as faculty members build relationships and partnerships with students, families, and the community.

C. NEW COVENANT Grievance Policy

The following is the procedure for handling faculty and/or patron concerns about board and/or administrative decisions. The NEW COVENANT Board of Trustees and administration will make every effort to fully process each of its decisions. Due diligence will always be practiced.

In keeping with the Matthew 18 principle, a complete and honest attempt must be made to settle complaints and misunderstandings between the persons concerned before involving the administration and Board. If, however, a patron or faculty member is still seriously concerned about a Board and/or administrative action, the aggrieved person may approach the Board according to the following steps:

1. Arrange a hearing with the Administrator in which questions may be asked and the decision in question will be explained as clearly as possible.
2. Should concern with the decision still be evident, the Administrator will arrange for the aggrieved person to meet with the Executive Committee of the Board. In preparation for that meeting, the aggrieved person shall submit his complaint in writing to the members of the Executive Committee.
3. The Executive Committee shall determine whether the complaint needs to be presented to the Board.
4. If it is necessary to take the complaint to the Trustees, the aggrieved person shall submit his or her complaint in writing two weeks in advance of the Trustees' next meeting.
5. Within one week of the meeting of the Board, a written response outlining the results of the Board's review will be provided to the individual bringing the complaint.

D. Board of Trustees

Chair – Laura Wagner-Miller

Secretary – Melanie Barnhart

Vice Chair – Caleb Zimmerman

Treasurer – Melissa Newswanger

Matt Andrews, Derek Leonard, Kim Uber, Matt Hess

Administrative Staff: George Peach, Abigail Demler

Pastoral Advisors: Terry Jansma, Ryan Clift

E. Association

New Covenant Christian School is an association-owned school. All parents are automatically members of the Association when any of their children are registered. Interested family members and friends are welcome to become Association members upon completion of an application and acceptance to New Covenant Christian School.

II. TRANSPORTATION

A. After School Pick-Up

Prior to the start of each school year families submit the P.M. Pick-Up Form to the office to communicate their means of afternoon transportation (bus or parent/carpool pick-up). Once dismissal procedures are established, **a parent or guardian is required to communicate any changes to pick-up arrangements to the office daily before 2pm.** Phone call/message, email (OfficeStaff@nccspa.org), use of school website, or written note to the office is required to notify of changes.

B. Pick-Up Directions

1. Parent pick-up is from 2:45 to 3pm. Parents should form a line of cars in front of the main entrance.
2. District buses/school vans will pick-up at the traffic semi-circle at the HS wing exit; **please do not impede bus/school van traffic flow or drive between buses.** Buses are on tight schedules; they must load students and leave our campus as efficiently and safely as possible.
3. While waiting in line, please display your family name written in **large bold letters** on a poster to enable dismissal staff to easily read it from a distance.
4. In the event of a fire alarm during pick-up, a school staff person will come outside to direct cars away from the Ebenezer Fire Company driveway.
5. Students not picked up by 3pm will be dismissed to the office. The student's parent or emergency contact will be called. Children in grades K4-5th in after-school care go directly to KidZone.

C. Dismissal/Bus Policy

If there is a change in the pick-up or drop-off of any student, the office must be notified as soon as possible so the change can be communicated to faculty and staff. A 24-hour notice is recommended, but **notifying the office before 2pm the day of the change is critical.**

There are four (4) ways to notify the office:

1. An email can be sent to both OfficeStaff@nccspa.org. **If you don't receive a reply from one of these ladies, your email was not received.**
2. A signed, dated, handwritten or typed note can be sent **to the office in the morning.**
3. Call the office before 2pm or leave a message the night before or in the morning before school starts.
4. If you are in the building, notify the office before 2pm.
5. Make the change electronically by using the "DISMISSAL CHANGE" button on our school's website (www.nccspa.org).
 - The office notifies teachers via email during the day and through announcements prior to dismissal.
 - If a miscommunication occurs or there is any confusion as to whether a student goes home on the bus, the teacher or staff member on bus duty **MUST** err on the side of caution and keep the child at school. This is to prevent students from going home to an empty house and/or potentially dangerous situation. Parents will be contacted immediately if this should occur.
 - If a child has inadvertently gone home on the bus rather than staying for parent pick-up, the following procedures will immediately occur:
 - a) A faculty or staff member will quickly confirm that the student is NOT in the gym, in the building, or on sports' fields. The gym monitor will quiet the students and call for the missing child. At this point a controlled urgency on the part of New Covenant staff is required.
 - b) Staff will work with the parents to follow bus protocols to contact the Bus Company/Transportation Department to confirm if the child is on the bus. The goal will be to get a message to the bus driver and child as soon as possible. It is likely that in a case like this, the bus driver will not be immediately available as answering the phone or texts while driving is illegal. In a case like this, some lag time may occur.
 - c) Parents should discuss with their child what to do if a child is dropped off when parents are not home. It is good to have a plan just in case a parent is running late or caught in traffic during commute. We suggest creating a plan that includes a key to enter the house or arrangements to stay with a neighbor.

D. Bus Drop-Offs

K4 students are not permitted to ride the bus; bussing is provided for students in kindergarten through 12th grade only. Students are **NOT** permitted to ride a bus from a school district other than the district in which they live. If students want to be dropped off in the afternoon from their usual bus at a stop other than their usual bus stop, a handwritten note or email from a parent is required. The office will process the note or email to be given to the

afternoon bus driver. If a school district uses more than one vehicle for NCCS students, students must ride on the assigned bus; it is not permitted to ride on a different bus within their district.

E. Bussing Issues

- If a problem occurs while riding the bus, the student should immediately report it to the bus driver.
- If the problem is not resolved, the student and/or parents should report the problem to the NEW COVENANT Principal. Steps will be taken to resolve the problem. Please do not call the Transportation Office of the school district for the bus.
- Please notify the NEW COVENANT office immediately of any changes in the transportation for your children.

F. Inclement Weather

WEATHER DELAY / CANCELLATION POLICY:

In bad weather situations, New Covenant notifies these radio and television stations for delays and closings:

- FM Radio: WJTL (90.3), WDAC (94.5)
- TV Stations: WGAL8-TV, CBS21News, ABC 27, Fox 43

Delays & School Cancellations

When New Covenant is **closed**, students should not report to New Covenant, regardless of the status of your home school district.

If your home school district is **closed**, then your children are permitted to remain home without academic penalty, and the absence is excused should New Covenant have classes that day. If New Covenant is in session and you are able to safely transport your children to school, please do so; work missed must be made up.

If your home school district is **closed**, there is no bussing for your children. If New Covenant has classes and you transport your children to school, be sure to arrange pick-up at the end of the school day.

If your home school district has a **delayed opening** due to weather, your bus will run according to your school district's announced time. If your child is late to class as a result, it will not count as tardy.

If New Covenant has a **two-hour delay** in the morning, **students may not be brought to NCCS before 9:30am.**

Early Dismissals (due to weather, etc.)

During early dismissals, New Covenant follows **ONE DISMISSAL TIME FOR EACH SCHOOL DISTRICT**. Radio and television stations often announce High School dismissal times and Elementary dismissal times; New Covenant follows the **High School dismissal time** for each school district because of the bussing arrangements made by those districts. New Covenant is notified of dismissal times by the individual school districts; **bus students are dismissed from New Covenant upon arrival of their district's bus.**

Student drivers are dismissed with their school district or Cornwall-Lebanon School District, whichever dismisses earlier. Safety is our main concern, so students will be permitted to leave earlier if they request.

Students who have **PARENT PICK-UP** are permitted to leave at the time their school district dismisses but will remain in their classroom until their parent arrives at New Covenant. Please make arrangements to pick-up your child(ren) as close to the announced dismissal time as possible.

The NCCS building will remain open until all students have been dismissed.

III. ATTENDANCE

A. Enrollment

All new students are enrolled on a 90-school day probationary period.

B. Tardiness

1. Students are counted as tardy:
 - a. if they arrive in homeroom after 7:58am for 5th through 12th grades.
 - b. if they arrive in homeroom after 8:05am for kindergarten through 4th grades.
 - c. until 9:00am. Later arrivals result in a half-day absence.
2. The tardy will be considered unexcused unless the tardiness is due to inclement weather, road conditions, or the parent writes a note with an acceptable excuse for the late arrival.
3. An Unexcused Tardy is entered as a violation in Gradelink. Three violations result in detention for students in grades 5 through 12.
4. Should a student develop a habit of tardiness, administration will contact the parents in an attempt to resolve the issue. We appreciate your help in showing respect to the faculty and classmates by ensuring your child is in class when the school day begins.

C. Hours Required for Full-day and Half-day Attendance

1. A student must be in attendance a minimum of 5-1/2 hours to be credited with a full day's attendance.
2. A student must be in attendance a minimum of 3-1/2 hours to be credited with a half day's attendance.

E. Leaving School Before Dismissal

If a student needs to be excused early, parents **must notify the office prior to 2pm** by sending a written note or email, or calling the office, stating the reason for the request and the time for dismissal. If a child leaves before 1:00pm, it will be counted as a half-day absence.

E. Absence: Excused

1. Please limit absences to no more than ten (10) days per school year; excessive absences negatively impact student learning.
2. When a student has accrued fifteen (15) days cumulative absences, the sum of excused and unexcused absences, administration will meet to review and discuss potential actions.
3. Excusable absences include illness, death in the family, medical and dental appointments, family emergency, impassable roads, farm workdays (limit of three days per school year), and educational trips/tour requests (limit to no more than 5 days per school year).
4. Prolonged absences for legitimate reasons, such as health related concerns, will be monitored by administration. If it is determined that the New Covenant does not have sufficient resources to support a student through a prolonged absence, withdrawal from the school and an alternate educational placement may be recommended.

F. Absence: Unexcused

1. Absences for which a parental excuse has not been submitted to the office within three days of the student's return to school will be considered unexcused.
2. When a student has accumulated a total of ten absences, parents will be notified via email. Subsequent absences will require an approved excuse or be considered unexcused.
3. Under certain circumstances in which administration deems an Educational Excuse Request not to be in the student's best interests academically, any absences related to the denied request will be considered unexcused.
4. Senior Skip Day, while traditional is never sanctioned by the school and is considered an unexcused absence.

G. Absence: Notification Requirements - Parent to School

1. Absence Due to Illness
 - a. Please call or email the school office when your child is absent due to illness. If notice is not received by 9am, the office will contact parents via email.
 - b. After three (3) consecutive days of absence due to illness, a written excuse from a doctor must be submitted to the office upon the student's return to school or the absence will be unexcused.
 - c. Please schedule dental and doctor appointments after school hours when possible.

2. Other Absences

- a. An Educational Excuse Form is required for three (3) or more consecutive school days should be submitted at least two weeks in advance. This form can be found on our web site at [Educational Excuse Form](#). Please limit educational trip/tour requests to no more than five (5) school days per school year.
- b. Farm Workdays: Parents should notify the office the day prior to the absence (maximum of three days per school year).
- c. College visits (maximum of two days in Junior year and three days in Senior year): please notify the office via email (OfficeStaff@nccspa.org) and your child's teachers of these visit days. They will be responsible for to make up any work missed due to the visit.

H. Absence: Notification - School to Parent

1. The office will contact parents if not notified with the reason for a child's absence by 9am on the day of the absence. This is a safety measure for student drivers and promotes accountability.
2. Notification will be sent to parents when their child's cumulative total of excused and unexcused absences is fifteen (10) days.
3. Please see Section I below regarding parent notification for unexcused absences which falls under our Truancy Policy.

I. Truancy Policy

1. Consistent, regular school attendance is an essential component of student success. New Covenant Christian School parameters for excused and unexcused absences are outlined below. As of the 2018-2019 school year, Pennsylvania State Truancy Law mandates, specific to *unexcused absences*, were extended to include non-public schools.
2. Definition of "truant." Pennsylvania's Truancy Law defines "truant" as "having three (3) or more school days of unexcused absence during the current school year by a child subject to [the] compulsory school attendance [law]."
3. Definition of "habitually truant." Pennsylvania's Truancy Law defines "habitually truant" as "having six (6) or more school days of unexcused absences during the current school year by a child subject to [the] compulsory school attendance [law]."
4. Unexcused tardy minutes accrue towards half-day and full-day unexcused absences per state law.
5. Procedure when a child is truant. [3 or more (3-5) unexcused absences during the current school year.]
 - a. New Covenant will notify parents or guardians ***in writing within ten (10) school days of the child's third unexcused absence*** that the child has been "truant."
 - b. After a fourth unexcused absence a School Attendance Improvement Conference will be offered and convened.
 1. This conference shall include: (a) the child; (b) the adult with whom the child is living and who is acting as the parent of the child; (c) the biological or adoptive parent of the child (if different than (b)); (d) persons identified by the parent as "a resource"; (e) "appropriate school personnel"; and (f) an invitation to attend will be extended to the student's home school district.
 2. The outcome of the conference shall be documented in a "School Attendance Improvement Plan."
6. Discipline policy related to unexcused absences:
 - a. A fourth unexcused absence will result in the student receiving one demerit per the school's discipline policy.
 - b. A fifth unexcused absence will result in the student receiving two demerits per the school's discipline policy.
 - c. A sixth absence, at which point a student is legally deemed 'habitually truant,' will result in recommendation that the student withdraw from New Covenant Christian School, or Board action may occur – this may include expulsion of the student from the school. The student's resident school district will be notified of his/her habitually truant status and either of the student's withdrawal from the school or Board action taken.

IV. ILLNESS/MEDICATION POLICIES

A. Illness

Children who become ill or injured at school are given immediate attention. The student is assessed and treated, if necessary, according to parental permission granted on the School Emergency Procedure Form submitted for every student prior to the first day of school. Please notify us of any special medical needs your child may have. Occasionally a student is permitted to rest in the Health Room and is soon able to return to the classroom. However, there are times when the child needs to be sent home. The parents are then notified and asked to come to get their child. If your child has a fever of 100 degrees or higher, has vomited, or requires further medical evaluation/treatment, a parent or emergency contact will be called to pick-up the student as soon as possible. Your child must not have vomited and/or must be fever free (without acetaminophen or ibuprofen) for 24 hours prior to returning to school.

Homework Missed Due to An Excused Absence - All work (classwork and homework) missed due to an excused absence is the student's responsibility. Please consult the teacher's syllabus to determine each individual teacher's policy for make-up work and timelines.

B. Medication Policy and Procedures

1. Permission for Medication Administration

- Medication can be dispensed when the appropriate guidelines are followed.
- The EMERGENCY PROCEDURE FORM gives parental permission for administration of the over-the-counter medications listed which are supplied by the school and administered according to the directions on the label.
- The CONSENT FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATION AT SCHOOL is for short-term medications. It gives parental permission for the administration of parent-supplied over-the-counter (OTC) medications according to the manufacturer label instructions.
- The PHYSICIAN'S PRESCRIPTION AUTHORIZATION FORM gives medical and parental permission for the administration of prescription medications. This form is valid for the entire school year unless there is a medication change as prescribed by the physician; at that time, a new form must be completed. This form is also required for inhalers, Epi Pens, short term antibiotics, and all other PRN prescription medications to be given at school.
- Staff may call a parent to gain verbal permission to administer over-the-counter medication when necessary.
- Parents are responsible to ensure that needed prescription refills are supplied to the School Nurse.

2. Medication Packaging - All medication must be labeled correctly and provided in the original package or bottle. The label must include the name of the student, drug, dosage, frequency and time of administration, pharmacy's name and address, the date, and prescription number. This is also required for inhalers. Labeled medication is stored in the Health Room in a secure place for the period indicated on the physician's order.

3. Dispensing of Medication - Whenever possible, medication should be timed to be given between 11am and 1pm or be administered at home. The Health Room Attendant will dispense the medication as directed.

4. Medication/Supplies

- Medication for long-term conditions must be brought to school in up to 30-day quantities. Contact the office for the required form to accompany medications.
- Medication for short-term conditions must be brought to school for the duration of the designated administration. Contact the office for the required form to accompany medications.
- Parents are responsible to note when refills of long-term medication supplies are due and bring them to school.

5. Transport of Medications - Prescription or over-the-counter medicines must be brought to the office by a parent with either the completed "Physician Prescription Authorization" or the "Consent for Over-the-Counter Medication" form. **Students are not permitted to carry medications on the bus and may not have it on their person, in their book bag, or in their locker.**

V. ACADEMIC POLICIES

A. Letter Grading System

A-	90 – 92	A	93 – 97	A+	98 – 100
B-	80 – 82	B	83 – 87	B+	88 – 89
C-	70 – 72	C	73 – 77	C+	78 – 79
D-	60 – 62	D	63 – 67	D+	68 – 69
		F	Below 60		

B. Alternate Grading Systems

- **O** (Outstanding), **S+** (Satisfactory +), **S** (Satisfactory), **S-** (Satisfactory -), **I** (Improving), **N** (Needs Improvement)
- **Learning Goal Mastery:** Grades Kindergarten – 1st for Math
- **Pass – Fail/Credit –No Credit:** May be used for High School electives, for students transferring in mid-quarter, and/or for ELL students

C. GPA and Weighted Courses

- **GPA** – A student's overall high school academic performance is calculated using their GPA (Grade Point Average). The GPA accumulates for each student in grades 9 through 12. Courses graded using an alternate grading system (eg. Pass – Fail; O, S+, S, S-, I) are not factored into the Grade Point Average. Physical Education grades are not factored into the GPA. Courses/grades from schools other than New Covenant, with the exception of approved Dual Credit courses, are not factored into a student's New Covenant GPA.
- **Weighted Courses** - Select courses, including AP (Advanced Placement), Calculus, Anatomy & Physiology, and Advanced Biology, will receive additional weight when calculating the GPA. Additional courses may be added to the weighted list as determined by administration.
- **Selection of Valedictorian, Salutatorian** – Selection is based on cumulative GPA, with a minimum requirement of three years full-time enrollment at New Covenant in grades 9 – 12.

D. Academic Honor Roll (Grades 6 – 12)

- **Superior Honor Roll:** Reserved for students earning all A's (A-, A, A+), who have shown cooperation in the classroom.
- **Honor Roll:** Recognizes students whose quarterly grade point average is 3.0 to 3.69 with no C's, who have shown cooperation in the classroom.

E. Grading Policy

- **Grades Kindergarten – 5th:** Policies established by classroom teacher.
- **Grades 6th - 12th:** The following grading policy will be enforced
 First three days late* = 10% off the earned grade per day
 Fourth day late* = 50% off the earned grade
 Fifth day late* = no credit will be given = 0%
**Days late = school days, not holidays or weekends*
- **Upper-level courses**, particularly at the junior and senior levels, may be held to a more stringent policy at the teacher's discretion. This policy will be communicated at the beginning of the course and will be written in the course syllabus.
- **Exceptions** to the grading policy may be granted for extenuating circumstances, such as family emergencies or illness, or in alignment with SST (Student Support Team) or SSO (Supplemental Support Office) recommendations. In each case, a plan for completion will be established, communicated, and implemented by the teacher.
- **Due dates** - homework, quizzes, tests, etc., missed due to an **unexcused absence** may result in late penalties, grades of zero, and ineligibility to make-up graded tests, quizzes, etc., at the teacher's discretion.

F. Schoology

- Middle and High School students are responsible to check Schoology daily, including days they are absent, for class assignments and course updates.

G. Homework Missed Due to Absence

- **Excused Absence:** All work (classwork and homework) missed due to an excused absence is the student's responsibility. Please consult the teacher's syllabus to determine each individual teacher's policy for make-up work and timelines. Tests, quizzes, or projects assigned prior to the absence should be turned in/completed immediately upon return.
- **Unexcused Absence:** Homework missed due to an **unexcused absence** may result in late penalties, grades of zero, and ineligibility to make-up graded tests, quizzes, etc., at the teacher's discretion.

H. Parent-Teacher Conferences

- Scheduled at the end of the first marking period, Parent-Teacher Conferences are essential for effective communication between parents/guardians and the classroom teacher. Throughout the school year, faculty may request to schedule additional conferences. Parents are encouraged to request conferences for any clarification or inquiry they may have.

VI. FAMILY SUPPORT AND SERVICES

A. Chapel

Middle and high school students join once a week for chapel. 6th through 12th grade students meet as a group or in smaller break-out sessions. Elementary students, K4 through 5th grades, likewise, meet once a week for their own chapel. Chapels are designed to afford our students meaningful opportunities for worship, praise, and growth in their walk with the Lord. Parents are welcome to attend chapels.

B. Guidance/I.U. Services

1. Counselors from the Intermediate Unit 13 staff partner with New Covenant team members and may be called upon to help with special issues such as:
 - a. **Class Meetings** for cases in which a particular event has affected an entire class.
 - b. **Immediate Need Referrals**, in cases that call for immediate action, and where the assistance of a guidance counselor would prove valuable.
 - c. **On-Going Needs** – If a student is facing a situation that presents an on-going need, a faculty member may consult with the principal and parents about involving guidance services. This on-going level of coverage is never entered without parental approval.
2. Remedial reading and math support is provided daily for those students in need. The IU13 specialists work with students individually and in small groups.
3. A speech clinician works with those students having language or speech difficulties.
4. A school psychologist is available for consultation.

C. Student Support Team (SST)

New Covenant has a Student Support Team (SST) for both Elementary and Middle School/High School areas consisting of several core staff members and may include the Principal, Director of Academic Services, MS/HS faculty/staff, Elementary faculty/staff, IU13 Reading and Math specialist, and IU13 Guidance Counselor.

The SST is a positive, success-oriented program that uses assessments and interventions to help remove or alleviate educational and behavioral stumbling blocks for children within the classroom. The team assists the classroom teachers in helping every child be a successful student.

Students who are having difficulty in the classroom, whether academically, socially, or behaviorally, can be referred by that classroom teacher or parents to the SST, and the SST will meet with the classroom teacher and parents. They will look for ways within the classroom instructional setting to help the student be successful and encouraged. The team will meet weekly to process any current references and to review the progress of others.

D. Parent/Teacher Organization (PTO)

The PTO is composed of all the parents of children enrolled at New Covenant and the teaching and administrative staff. The PTO Committee plans events that promote the mutual interest of parents and the school staff. The group also raises funds to purchase equipment or supplies to enhance the academic programs at New Covenant.

E. Food Service Program

New Covenant Christian School serves a hot lunch in the cafeteria every full school day. The lunch prices per person are:

K4 – 5 th grade	\$4.50
6 th grade – 12 th grade	\$4.75
6 th grade – 12 th grade <i>pizza day</i>	\$6.00
Adult	\$5.50
<u>Extras:</u>	
Milk, Water Bottles	\$0.85
Yogurt	\$1.00
Fruit Bowl	\$0.75
1 Juice Cup	\$0.50
Cheese Sticks, granola bar and chips	\$0.75
Ice cream	\$1.00

New Covenant Christian School uses an online service that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments, credit card, or cash or check sent to the school office. Each child's account will be updated throughout the day so that account balance information and payments will be current. Cash or check sent to the office will take longer to post to the account. Contact our business manager, Bethany Schaetzle (bschaetzle@nccspa.org), for information on how to access your child's account.

When sending money to the school office for lunch accounts, please be sure to put the funds in a clearly labeled (with your *FIRST* and *LAST* name) envelope. One check can be written if you have multiple children, but please indicate how much should go into each child's account.

On occasion, parents enjoy eating lunch in the cafeteria with their children. It is requested that parents call the office prior to 8:15am to notify of their visit and report the number of meals that will be purchased.

F. Birthday Treats

Birthdays are a special time for children. Often, students bring a treat to their class on their birthday. Please discuss your plans with your child's teacher.

G. Address Changes

When there is a change of home address, home or cell number, email address, or work phone number, please notify the office immediately. Also notify of changes in doctor, emergency numbers or church.

H. Emergency Closing

In inclement weather look for a school-wide text from New Covenant, our school's website, our school's Facebook page as well as any of these stations: FM station: 90.3 (WJTL). Our school closings will also be listed on the following television channels: WGAL 8, CBS 21, ABC 27, or FOX 43.

New Covenant also utilizes group texting as a means of communicating essential school information. This group texting system is used for snow/weather delays, early dismissals due to weather, and other important information that needs to be communicated immediately. If you get the text and do not want to be in the system, please reply STOP to the text. If you do not receive a text for snow/weather delays, early dismissals, etc. and want to receive a text, please reach out to the school office.

If your home school district has a delayed opening due to the weather, your bus will run according to your school district's time. If your child is late as a result, it will not count as a tardy. If New Covenant has school, but your school district does not, and you have a safe way to transport your child to school, please bring them. However, if you cannot provide safe transportation, the absence is excused.

If NCCS and your home school district have classes, but parents choose to keep students home, it is considered an Unexcused Absence.

If your home school district is closed because of inclement weather and New Covenant has class, your bus will NOT provide transportation to New Covenant. If you can transport safely, please bring your children to New Covenant in the morning and **make arrangements for pick-up** at the end of the day.

I. Parents in the Classroom

We appreciate the volunteer assistance that parents lend to the quality operation of New Covenant.

Volunteering in any capacity must be coordinated in advance with the faculty member involved or through the office. All volunteers are required to have current clearances, including the Pennsylvania Child Abuse History Clearance and the Pennsylvania Criminal Record Check, on file with the office. Questions regarding clearances should be directed to Ashley Nolt (anolt@nccspa.org or 717-274-2423) in the school office.

We welcome visits from parents but require advance notice. **Unannounced and unexpected visits to classrooms are strongly discouraged because they are very disruptive to the teaching process.**

Parents volunteering or visiting in the building must stop in the office to sign in, obtain a pass, and sign out. If you are dropping off or picking up a child, this should be done in the office. It is understandable that the first week of school, a parent may want to walk a younger child to the classroom. However, we ask that **after the first week, the child be allowed to walk to class on his or her own.**

J. Gym/Cafeteria/SLC Rental

The gym, cafeteria, and Student Life Center may be rented for events. Inquiries about scheduling logistics or other essential information should be made to Brad Demler (bdemler@nccspa.org or 717-274-2423).

K. Field Trips

Field trips provide “hands-on” experiences in learning for students. Teachers will inform chaperones of field trips throughout the school year. Permission slips will be sent home for each field trip. All field trip chaperones are required to have current clearances (Pennsylvania Child Abuse History Clearance and Pennsylvania Criminal Record Check) on file in the office. Chaperones will also need a copy of their driver license and a copy of their declaration of insurance document. Please call or email Ashley Nolt (anolt@nccspa.org or 717-274-2423) in the office for assistance.

State law requires that children from age four (4) up to their 8th birthday be placed in a booster seat when riding in a passenger vehicle. Parents are required to supply booster seats for their children. Please put your child’s name on the booster seat before leaving it at the school for the day. Failure to provide a booster seat will prohibit your child’s participation in the activity. This law does not apply when the children are transported using the school bus.

L. After-School Events

At New Covenant Christian School, we encourage and value attendance at extra-curricular activities. In order to ensure the safety of our students during these times, we enforce a policy for after-school extra-curricular activities for non-participating students.

Students in grades 7 through 12 do not require adult supervision, but it is requested that a parent/guardian call the office or email the office at OfficeStaff@nccspa.org to grant permission to stay after school on the grounds during New Covenant-sponsored extracurricular activities. All K4 through 6th grade students must be with an adult after school hours. Arrangements for adult supervision must be made prior to events.

Students in grades K4-5 without parent supervision are not permitted to stay at New Covenant after school hours. New Covenant Christian School dismisses by 3pm; many extra-curricular events do not begin until 4pm. Students in K4 through 5th grades may not be unattended during that time.

New Covenant Christian School is not responsible for unsupervised students on school grounds after school hours. Faculty and staff are not responsible to oversee non-participating students in or outside the building before or after the extra-curricular event takes place.

Students in K4 through 5th grade in the building after school hours without prior approval will be directed to KidZone, which will result in a fee being charged to the family. Parents of unapproved students in 6th through 12th grades will be called to pick-up the child. If parents cannot be reached, emergency contacts will be called.

VII. FINANCIAL INFORMATION

A. Tuition and Fees Payments

There are two options for tuition/fees payments: 1) One up-front lump sum paid directly to the school. If the entire tuition/fees amount is received by a specified date in August, there is a 2% reduction of tuition and fees. 2) The Simple Tuition Solutions (STS) tuition payment program - tuition and fee amounts are calculated into monthly payments; payments are made from August through July.

Families that experience a financial situation that impacts their ability to pay tuition and fees should contact the school office to set up an alternative plan. Families who become delinquent with tuition will be required to get caught up in their payment or withdrawal their children from New Covenant. All families must have their tuition and other financial obligations to New Covenant paid in full by July 31st each year. Families with outstanding debt after July 31st will not be eligible to re-enroll until the debt is paid in full. Re-enrollment is not guaranteed.

There is also a \$300 fundraising requirement for all students in grades K-12. This amount can be paid off at any time, included in the monthly payments, or worked off using the various New Covenant fundraisers. No discount is given for early payment of this fee. Refer to the "Fundraising" section below.

B. Early Withdrawal Fee

An early withdrawal fee is assessed when a student withdraws after registering for the school year.

- **Withdrawal prior to July 1st** – Withdrawal fee is one month's tuition (registration fee is not refundable).
- **Withdrawal prior to September 1st** – Withdrawal fee is one month's tuition plus the tuition payment for the month of August (registration fee is not refundable).
- **Withdrawal during the school year** – Withdrawal fee is one month's tuition plus any remaining pro-rated tuition due. Tuition is pro-rated based on the number of school days enrolled. (Registration fee is not refundable).

C. Fundraising

Your tuition payments do not cover the actual cost of educating your child(ren) at New Covenant. Fundraisers help to offset the additional expenses and are critical to balancing our budget. Your participation is essential in successfully running this school.

Each family is expected to participate in fundraisers to the level of \$300.00 per each student (K-12) enrolled. This is an obligation beyond tuition. This can be done through the following:

1. Paid in one lump sum at the beginning of the school year.
2. Paid in 12 monthly installments per student for the months of August through July.
3. Use the various fundraisers. Accounts will be created for each family and credits given toward the \$300 per student fundraising fee for money earned through the following fundraising events:
 - Event driven sales
 - The amount earned for your fundraising obligation varies per fundraiser.
 - The SCRIP program nets various percentages of dollars spent at retail merchants.
 - Purchase gift cards from various participating merchants. New Covenant earns a certain percentage of the sale from that participating merchant. Some gift cards are kept on hand in the office, but weekly orders are placed on a Monday morning and the gift cards are given to the student on Friday of the same week. See your email or reach out to Lurene Burns (lburns@nccspa.org) for additional information.
 - The amount earned for your fundraising obligation varies based on the merchant.

D. Sports Participation Fees & Requirements

After-school organized sports have participation fees and form requirements. In order for any student to be allowed to practice with a team or play in any athletic contests, two things must be turned in to the school office prior to the start of practice:

- 1) the participation fee **AND for 5th – 12th grade students** 2) the PIAA Comprehensive Physical Evaluation.

E. Outstanding Debt

Report cards, transcripts and student file material will not be released until all outstanding debts are paid. Examples of these could include tuition, fees, fundraising, textbooks, library payments, pledges, sports equipment, lunch payments, etc. A student cannot return for the next school year if the previous year's bill has not been paid.

F. Library Fines

Books are checked out of the library approximately every two weeks. Students are charged \$.05 per day, Monday through Friday, for over-due books. Notices are sent home for over-due books. Lost or damaged books will result in a replacement fee being charged to the family's account. Fines/fees must be paid before students will receive their last report card.

VIII. DISCIPLINE PROCEDURES

A. New Covenant Rights and Responsibilities

Everyone has:

- the right to live safely
- the right to learn
- the responsibility to be polite
- the responsibility to be honest
- the responsibility to use time wisely

B. Overview

An atmosphere of love, understanding and encouragement prevails at New Covenant. We see this as an important preventative to many discipline problems. Faculty members take their responsibility to establish a sense of trust and respect between themselves and their students seriously. **We want parents and students to understand that school rules are in place only as a means of maintaining trust, respect, and healthy boundaries.** Parents, administrators, and teachers work together in helping children overcome behavioral problems. Any student who is persistent in misbehavior is subject to dismissal by the Principal and the Board, if, in their opinion, the child's misbehavior is detrimental to the operation of the school.

Each classroom teacher has a discipline policy in place. It includes clearly stated guidelines and limits, as well as consequences. Teachers are careful to balance negative consequences with positive incentives and rewards when students follow the classroom discipline policy.

C. Disciplinary Responses

The following discipline responses have been established to provide for an objective and consistent method of dealing with student behavior. These responses are based on the frequency and severity of each occurrence. Most student behavioral issues at New Covenant occur at the first level. The classroom teachers often handle items of this nature without administrative intervention. Whenever it seems that trust and respect between the offender and the offended parties can be harmoniously and judiciously restored through biblical dialogue and apologies, we will attempt to use this method. This may or may not occur in conjunction with any of the consequences described below.

D. K4-5th Grade – Behavior Management Process

Developmentally appropriate discipline will be used for students who refuse to cooperate with the classroom discipline procedure, or act out in an inappropriate, uncontrolled way during lunch or recess. Our understanding is that helping a child to behave in constructive ways is very much a teaching/learning process. Teachers will follow classroom behavior management processes for level 1 misbehaviors such as calling out, refusal to work, disrespect, cheating, theft (low value), teasing, minor aggression, etc. The consequence for a violent act, such as hitting, kicking, biting, or threat of violence, etc., or repeated level 1 infractions, will include a submission of a discipline referral form to the Elementary Principal. The Elementary Principal will call or email the student's parents to report the incident and proceed with progressive disciplinary action.

One behavioral referral form will result in 1 demerit.

After **three referral forms** there will be a mandatory parent, teaching/administration team meeting to discuss and set-up a behavioral contract.

Multiple demerits can be given depending on the severity of the behavior exhibited within the classroom.

1-2 Demerits (depending on level of misbehavior)

- Half to full day in-school suspension (parent notification and/or potential parent meeting.)
- Parent meeting may occur if incident requires discipline of more than one demerit at a time or is a level 2 incident.

3 Demerits

- Institution of a behavioral contract
- Full day in-school suspension
- Parent meeting

4 Demerits

- Institution of a behavioral contract (if not already done)
- One (1) day out-of-school suspension
- Parent meeting

5 Demerits

- Institution of a behavioral contract (if not already done)
- Three (3) day out-of-school suspension
- Parent meeting

6 Demerits

- Institution of a behavioral contract (if not already done)
- Ten (10) day out-of-school suspension
- Parent meeting

7 Demerits

- Expulsion (upon board review and approval)
- Parent/Board/Administrator meeting

Classroom Discipline Plans and Rules

- A classroom discipline plan with classroom rules is developed and posted in the classroom. It is developed by each teacher and is explained and distributed to parents at the start of the school year. Teachers are required and responsible to make contact with parents about student concerns.
 - Focuses on the following student behaviors:
 1. Respecting self
 2. Respecting others/authority
 3. Respecting property

Outside of the Classroom:

When students are not under the direct supervision of their classroom teachers and are in the cafeteria or on the playground, those who do not follow school rules will be redirected by the adult staff or supervisors. The first warning will serve as a reminder and students will be counseled by their classroom teachers. The second warning will result in a five-minute removal from the activity that is to function as a “cool down period”. The classroom teacher will be notified and will follow-up with the student. If students receive a third warning, the adult supervisor will send a referral to the Elementary Principal.

E. Grades 6-12 – Behavior Management Process

Detention

Should a student be assigned a detention, students in **6th-8th grades serve during lunch on Fridays** and **high school students serve from 3pm-4pm on Thursdays**. Administration schedules detentions. If a parent/guardian requires an alteration of this timeframe, he/she must notify the office; administration handles all such requests.

When a student **does not report** for a scheduled detention other than for the reason of absence from school, two new detentions will be issued to that student – one with the reassigned date to make-up the missed detention and the second for a penalty detention for not reporting on the assigned date. Note: There is no penalty for missing a detention due to absence. Students are expected to serve at the next regularly scheduled detention time for their grade-level.

If a student does not bring the detention slip signed by a parent/guardian, there is a penalty of another violation.

Progressive Student Discipline Policy – Related to Detentions and Demerit System

Detentions and Demerits

- a. Students may receive 3 detentions **before** receiving a Demerit. Once the student has accumulated 3 lunch detentions or after-school detentions, he/she will be assigned a Demerit. Upon receipt of a lunch detention, after-school detention, or Demerit the family **will** be notified by teachers or administration. All lunch detentions, detentions and Demerits are **cumulative** throughout the year.

- b. Demerits will be received each time three detentions are accumulated. A student may receive (in certain cases) more than one lunch detention, after-school detention or Demerit at a time, depending on the severity of the infraction.
- c. Once a student has received 3 Demerits a meeting with parents will be scheduled and a behavior contract will be assigned for the student. Along with the contract, the student may be assigned an in-school/out of school suspension or other discipline as necessary in accordance with the Levels of Misbehavior guidelines as outlined later in this document. The following scenario should be considered standard for the procedure for Demerits.

1-2 Demerits (depending on level of misbehavior)
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- Half to full day in-school suspension (parent notification and/or potential parent meeting.)
- Parent meeting may occur if incident requires discipline of more than one demerit at a time or is a level 2 incident.

3 Demerits

- Institution of a behavioral contract
- Full day in-school suspension
- Parent meeting

4 Demerits

- Institution of a behavioral contract (if not already done)
- One (1) day out-of-school suspension
- Parent meeting

5 Demerits

- Institution of a behavioral contract (if not already done)
- Three (3) day out-of-school suspension
- Parent meeting

6 Demerits

- Institution of a behavioral contract (if not already done)
- Ten (10) day out-of-school suspension
- Parent meeting

7 Demerits

- Expulsion (upon board review and approval)
- Parent/Board/Administrator meeting

Please note that procedures and policies may be **accelerated or decelerated** depending on the nature of circumstance and **must** involve parent meetings at each Demerit beginning at number 3. Parent meetings **may** also be required much earlier in the process depending on severity of student action.

- d. More than one lunch detention, after-school detention, or Demerit may be assigned at one time depending on level of student action. Administrative involvement will occur in cases such as these.
- e. Lunch detentions and after-school detentions will be assigned based on the **Levels of Misbehavior guidelines** outlined later in this document.
- f. Coaches and/or extracurricular staff should also be notified when a student receives a lunch detention, after-school detention or Demerit. Negative or disrespectful behavior that occurs in the classroom, at school, or in the community that earns a lunch detention, after-school detention, or Demerit will impact extracurricular privileges. Coaches, Directors, Mission trip leaders, etc., should have clearly stated expectations and protocols for negative behavior that may have occurred. Missions Directors, Coaches, Musical Directors or any other activity that is considered a privilege should have a statement that incorporates discipline for violations of school policies. **This document needs to be shared with students and parents before participation in said activity begins.**

Written Communication

Teachers and staff will create written documentation outlining an incident. Communication on an incident will be logged with the office, entered into the student's discipline record in Gradelink, and sent home to parents on the day of the incident, whenever possible, via email/or documentation on the detention slip.

Administrative Help

A team will be available to help with difficult discipline issues when needed. This team will include the Superintendent/ High School Principal , and/or the Assistant Superintendent/MS/Elementary Principal, and the classroom teacher. The team will work together to pull in all the necessary information and then prayerfully decide what necessary discipline will occur. The team will typically be involved in areas where students receive a Demerit or for students who continue to be repeat offenders.

Board Review

- a. When a student moves to 6 Demerits, a parent-guardian-host family/student/administration and then board meeting will be convened. The student will receive a minimum of 5 days out-of-school suspension, pending board review.
- b. Seven Demerits will likely result in expulsion from the school.
- c. The administration retains the right to consider each case on an individual basis.

Disciplinary Intervention Levels:

Level I: Actions that interfere with the orderly operation of the class or school
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The classroom teachers will first handle disruptions that interfere with the orderly operation of their classrooms. Every effort will be made to utilize logical consequences to solve student problems without the need for administrative involvement. On the first offense a verbal reprimand should be given. On subsequent offenses a special assignment or withdrawal of privileges should be enacted. Some examples of these could include, but are not limited to, written assignments, alternative seating, or after-school detention with the teacher. Parental contact should be made before administrative involvement.

Examples of these violations include, but are not limited to, the following:

- | | |
|---|---|
| <ul style="list-style-type: none">• Inappropriately using electronic devices such as cell phones, radios, etc.• Disruptive behavior in classrooms, assemblies, or field trips• Eating outside of cafeteria• Failure to return required forms• Failure to return school-loaned materials• Littering• Loitering• Running or shouting in the halls• Tardy to school or class | <ul style="list-style-type: none">• Misuse of parking facilities• Not in assigned area• Unprepared for class (i.e. homework not completed)• Violation of dress code• Failure to follow school procedures• Unauthorized use of school equipment• Coarse language• Teasing• Other actions of a similar nature• Chewing gum |
|---|---|

Level II: Actions that are frequent or serious enough to disrupt the learning climate of the class or school

The administration will be contacted for this type of student violation. Administrative intervention could include two to three after-school detentions, or one-half day to three days of in-school suspension (ISS) based on the frequency and severity of the violation. Parental notification will be made. A parental conference could be requested.

Examples of these violations include, but are not limited to, the following:

- | | |
|---|--|
| <ul style="list-style-type: none">• Continuation of Level I misconduct• Cheating• Cutting class• Lying• Defacing school property• Spitting• Misconduct on field trips• Forgery | <ul style="list-style-type: none">• Insubordination or disrespect• Leaving school without permission• Intimidating fellow students/Bullying• Throwing food• Using profanity• Other actions of a similar nature• Plagiarism |
|---|--|

Violations that require administrative intervention could result in the suspension of extracurricular activities based on the policies of the activity.

Level III: Actions directed against persons or property, but limited to the degree that they endanger the health or safety of others

Administration will be contacted immediately for this type of student violation. Administrative intervention could include one to three days of in-school or out-of-school suspension (OSS) based on the frequency and severity of the violation. Parental notification will be made; a parental conference will be requested.

Examples of these violations include, but are not limited to, the following:

- Continuation of Level II misconduct
- Student harassment directly or indirectly
- Possession or use of knives or other forms of weapons (**real or “toy”**), lighters, or matches
- Improper physical contact between the sexes
- Threatening or intimidating school personnel
- Theft
- Fighting
- Using Tobacco, Nicotine, Non-Nicotine vaping/juuling products
- Other actions of a similar nature

Violations that require administrative intervention could result in the suspension of extra-curricular activities, depending upon the policies of the activity.

Students receiving out-of-school suspension will be suspended from all extra-curricular activities during the time of the suspension.

Level IV: Actions directed against persons or property, or which pose a direct threat to the safety of the individual or others in the school

Administration will be contacted immediately for this type of student violation. Administrative intervention will include parental contact and immediate removal from the school for a minimum of three school days. The Principal and School Board will convene within the time of the suspension to determine the disciplinary action to be taken; this could include a total of ten days OSS or complete expulsion from New Covenant.

Examples of these violations include, but are not limited to, the following:

- Continuation of Level III misconduct
- Assault of a student or staff/faculty member
- Major vandalism
- Arson
- Bomb threats
- Possession or use of a dangerous weapon
- Possession of drugs, drug paraphernalia, alcohol
- Other actions of a similar nature

Violations that require administrative intervention could result in the suspension of extracurricular activities, depending upon the policies of the activity.

Students receiving OSS will be suspended from all extracurricular activities during the time of the suspension.

F. Out-Of-School Suspension (OSS) (Grades K – 12)

This step is used in a situation where a student has posed a physical threat to other students or property either deliberately or impulsively. The suspension may be for up to ten days (two weeks of school). This is meant to be both a reflective “cool down” time for the student and the consequence of poor choices and unacceptable behavior, which bring social separation for a time. Parents will be contacted as soon as possible to discuss the student’s behavior and any need for additional action.

G. New Covenant Student Sexual Harassment Policy

New Covenant Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Employee to student and student to student sexual harassment is strictly prohibited. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to, and including, termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her gender.

What to Do If You Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature should promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Mr. George Peach, Superintendent
Mrs. Abigail Demler, Assistant Superintendent

Each of the above can be reached at the school at 717-274-2423.

Protection Against Retaliation

It is against the school’s policy to discriminate or retaliate against any student or other person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation, proceeding or hearing concerning harassment.

Consequences for Sexual Harassment

Any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

IX. ELECTRONICS, GAMES, TOYS, PHONES

A. Electronics, Games, Toys

Please instruct your children not to bring music devices, computer games, tablets, electronics, remote control toys or other toys to school. Our concern is that these items and toys can easily be broken or lost. It is also very tempting to listen to them or play with them when schoolwork should be done. If items are needed for an educational activity, permission should be secured from the classroom teacher. New Covenant realizes the importance of technology within the framework of the academic process. In light of this, and in extreme cases (determined by the teacher), electronic devices that are specifically for educational purposes may be used. In all cases such as this, the student must obtain written approval from their teacher and administration.

B. Cell phone use during school hours, 7:30am to 3:00pm, is prohibited.

Cell phones may be used during school hours only with specific, explicit permission of faculty and/or administration for a specific and limited purpose. Student initiated use of cell phones during school hours without permission is never acceptable, even for educational purposes. **Parents, please refrain from text, email, or other social media communication with your child during school hours; messages may be passed along via the office when necessary.**

X. USE OF MULTIMEDIA

Multimedia is an instructional tool, and as such, is integral to the curriculum. The decision to utilize multimedia does not constitute an endorsement of all the content; it does denote an informed and professional opinion that it will be beneficial in its intended purpose. These same considerations apply to the various works of literature studied within the New Covenant curricula. Families with concerns about multimedia or works of literature should contact administration regarding their family’s standards.

XI. DRESS CODE

New Covenant Christian School believes that how we look and dress should not only say who we are but also *who we follow: Jesus*. The purpose of the dress code is to set a standard for our community of faith that also allows for individual expression of style.

General Guidelines for All Students:

- Clothing should be neat, clean, and in good repair: no rips, holes, tears, cut-off collars, etc.
- Pictures, designs, and slogans on clothing must be positive, non-offensive and non-violent.
- Shorts should be mid-thigh length and loose fitting (not skin-tight)
- Undergarments, such as underwear, bras, etc., must be “undercover” and not visible.
- Haircuts and hairstyles are to be neat, conventional, and keep hair out of the eyes. Hair coloring, in natural tones only, is permissible.
- Jewelry should be worn in moderation. Not permissible: earrings for boys, visible body piercings.
- Visible tattoos are prohibited, both permanent and “pseudo-tattoos” (eg. created with pen or marker).
- Headgear such as hats, hoods, caps, beanies, and “do rags” are not to be worn inside the building.
- Sandals/flip flops/slides are permissible. Parents are encouraged to send sneakers or other protective footwear for recess (K4 – 5th grade). Sneakers are required for gym class at all grade levels.
- Sweatpants/athletic style pants/athletic shorts are not permissible at any grade level, except for gym classes (grades 5 – 12) or special days which must be approved by administration in advance.
- Restrictions regarding any new fads or distracting fashions may be addressed at any time.
- Theme/special days may have exceptions.

Girls: Modesty is key.

- Steer clear of tops that are skin-tight, low-cut in front/back, expose cleavage or undergarments, etc.
- Sleeveless tops are permissible, but not tank tops (such as razorback cut, camisole, spaghetti straps)
- See-through/sheer/lacey tops/may be worn IF a modest shirt is worn underneath (e.g. 1” or wider strap tank top or a sleeveless shirt).
- Shirts must cover the entire back and midriff, including when sitting and standing.
- Dresses, and skirts must be “knee-ish” in length and modest when standing and sitting.
- Jeggings/leggings are appropriate IF worn with dress code appropriate shorts, skirts, or dresses.
- Make-up, if worn, should be applied lightly.

Boys:

- Tank tops and muscle shirts are not allowed.

Physical Education (grades 6-12):

- Any school appropriate T-shirt
- Shorts no shorter than mid-thigh or school appropriate sweatpants/athletic style pants
- Sneakers and athletic socks

Dress Code Violations:

- Dress code policies are in effect for the entire school year, including the last week of school.
- Dress code violators may be required to change into school appropriate clothing of their own, school-provided attire, or into parent-provided appropriate attire prior to returning to class.
- Dress code violations are a Level I disciplinary offense; repeated violations are a Level II offense.

XII. ADDITIONAL MIDDLE & HIGH SCHOOL POLICIES (GRADE 6-12)

A. Study Hall and Study Activity Guidelines

Study halls at New Covenant are designed and scheduled for study. They are not social times, additional recesses, or play times. Every student must come with material to study. Completing homework or studying class material is highly recommended. Reading an acceptable book or magazine is allowed. No teen magazines are permitted.

B. Course Add/Drop Policy

Students may make changes to their schedules during the first ten (10) days of Semester 1 for full-year and Semester 1 courses, and during the first ten (10) days of Semester 2 for Semester 2 courses using the Drop/Add Form available in the school office.

C. Student Council (High School, Grades 9-12)

The elected members of the Student Council are responsible for representing their fellow students in issues affecting the school. They should be willing to provide leadership, plan activities, and organize small fundraisers. Members are required to be in good academic and behavioral standing, as they are representing the student body. Students are expected to attend regularly scheduled meetings and all Student Council sponsored events. Interested students are required to complete an application, receive recommendations, and adhere to the established handbook. Positions are filled within the first month of the new school year. Questions about participating in Student Council should be directed to Mrs. Ugliodoro (kugliodoro@nccspa.org).

D. Library

Because so many people use the library, it is vitally important to follow these rules:

1. The library must be quiet at all times.
2. Enter and leave the library quietly. Running and jumping are not acceptable.
3. All materials must be returned to their proper place. Books should not be left on the tables or floor.
4. All materials should be returned on time.
5. Students are to take care of borrowed materials and are responsible to replace all lost or damaged items.
6. Before leaving, students are responsible to clean-up their work area and put away all materials.

E. Extracurricular Activities

There are a variety of extracurricular activities available. New Covenant has Varsity and middle school sports. A school play/musical is open to 6th through 12th graders. **Students may not participate in these activities until all fees are paid.** Extracurricular activities are an important part of school life; however, we feel that academics and attitude outweigh them. Any student not maintaining a 'C' average, earning two 'F's (sports requirement is C average with no F's – monitored weekly) or receiving four detentions within a quarter, will be ineligible to participate in any extracurricular activities until the next report or report card shows improvement to an acceptable level of behavior and grades. Students with special needs will be dealt with on an individual basis. All policies and codes are in effect during New Covenant events.

F. Commencement Ceremony

In order for seniors to participate in the New Covenant graduation ceremony they must attend the practice session, be current with all class assignments and have paid all outstanding debts. All outstanding debts to New Covenant must be paid in full for students to receive their diplomas.

G. Work Papers

Work papers are secured from students' home school districts. The student must be between the ages of 14 and 18 to apply.

H. Student Driving and Parking

Students will park behind the Ebenezer Fire Station. They must register their vehicle with the school office – make, model, color, license #. Although some may consider driving to school in one's own vehicle a right or even a necessity, at New Covenant it is considered a privilege. Accordingly, we reserve the right to deny students the privilege to drive to school if:

- The student drives recklessly while on school grounds or driving to and from school.
- The student sits in a vehicle during school hours or uses it without permission.
- The student does not park in appropriately designated spaces.
- The student loiters in the school parking lot.

I. Additional Basic Middle School/High School Rules

1. Backpacks are to be stored in or on top of student lockers or on hooks in the middle/high school hallway. Backpacks are not permitted in classrooms or on the hallway floors.
2. Personal items, gym bags, coats, textbooks and school supplies should be kept in student lockers. Use of hallways, bathrooms, desks, etc., for this purpose is not permitted.
3. During assigned PE periods, gym bags and clothes may be stored in lockers provided in the bathrooms for this purpose. Clothes left in the bathroom or locker area floors following PE will be collected by staff and placed in Lost and Found.
4. Misplaced textbooks, backpacks, clothing, etc., will be put in Lost and Found. A fee may be charged for item retrieval; unclaimed items will be donated to local ministry.
5. Lockers are school property and may be searched at any time. Students may not go in other students' lockers without permission. The inside of a student's locker may be decorated/personalized; adhesive materials, permanent changes/defacement are not permissible – use of magnetic fixtures is recommended.
6. Each middle and high school student has a school provided OneDrive account and school email. Use of OneDrive to save and access documents is recommended. A flash drive/thumb drive is also recommended; flash drives are available for purchase in the school office. Documents/files may not be saved to school computers.
7. The NCCS student agenda/planner is required for students in grades 3 through 12 and must be brought to class daily. If lost, a replacement planner must be purchased at the school office.
8. Students who arrive late in the morning must go to the office to receive a pass to enter class. Unexcused tardies are a violation and will be entered into a student's discipline record.
9. Students' cell phones must be turned off during the school day from arrival through 3:00pm, unless given permission by a teacher during his/her class period to use the phone for a class-related activity or assignment. A phone for student use is located in the school office. Students may not use classroom phones.
10. Students are to report to study halls with work to do; study halls are not social times. All students have the right to a quiet environment conducive to studying.
11. Gum chewing is not allowed on school premises. Food and drinks are not allowed outside of the cafeteria except on special occasions with permission of the teacher. Water is allowed in classrooms but not in the gymnasium.
12. Parent permission is required for any student to stay after school for any reason. A student remaining after school for an activity must remain in the area where the event is being held.
13. Middle/high school students must take backpacks, gym bags, coats, etc., with them at the dismissal bell, even when staying for after-school activities. Items left in the hallways or bathrooms will be placed with lost and found items.
14. Students are to limit the amount of noise in the hallways. Loud talking and shouting should be avoided. Lockers should be opened and closed quietly.
15. Romantic displays of affection are not allowed on campus. As indicated above, improper physical contact between the sexes is considered a Level III disciplinary infraction.

J. High School Curriculum Requirements

1. Students must successfully complete a minimum of 23 credits to graduate per Pennsylvania state requirements. New Covenant's graduation requirements exceed those of the state of Pennsylvania, thus students fully enrolled at New Covenant throughout grades 9 through 12 will typically complete more than 23 credits.
2. In grades 9 - 11, a minimum of six (6) credits must be taken each year to be fully enrolled.
3. Bible and Physical Education must be taken every year.
4. Students attending Lebanon County Career & Technical School will be scheduled to receive the credits required by the state of Pennsylvania for graduation. Select New Covenant requirements will be waived.
5. Administrative approval is required for enrollment in any class.
6. Specific credits in grades 9 through 12 must be earned in the following areas:

Bible – 1.0 for each year enrolled	4.0 credits
English	4.0 credits
Social Studies	3.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Health/Physical Education	2.0 credits
Arts/Humanities	2.0 credits
Additional Elective Credits	2.0 credits

L. Internship Program

Students in 11th and 12th grade have the opportunity to participate in the Internship Program. Various local employers participate in providing training opportunities for our students.

By participating in and completing a work experience internship, students are given a letter grade and earn one-half (1/2) academic credit. Students must work a minimum of 60 hours during the semester in which they are registered for the internship.

M. High School Mission Trip Guidelines

- Mission trips are an integral part of New Covenant's high school Bible curriculum and are required for all students. The trips are planned by each class, 9th through 12th, under the supervision and approval of class advisors and school administration.
- Trips are usually scheduled in the month of May during a designated "mission" week. Mission trips should last no more than five (5) school days and must be chaperoned by a minimum of two (2) adults, one male and one female, who are closely associated with the school and approved by school administration.
- Each class funds its trip with various fundraising activities throughout their high school years. The school will not disperse moneys for trip deposits or payments unless the class has the needed funds in their class account.
- School Administration must approve all plans, fundraising, and intentions before money is invested or plans are implemented. Fundraising request forms must be completed and submitted to the office for approval for each fundraising event at least four (4) weeks prior to the proposed event. Fundraising request forms are available from the office.
- It is expected that ALL students will work diligently at fund raising and act as a team.

N. New Covenant Class Offices and Responsibilities

Class officers are elected by students in middle and high school. The four (4) offices are President, Vice President, Secretary and Treasurer. Class officers participate in Middle or High School Student Council and provide student leadership within the student body under the supervision and guidance of faculty/administration. For more information, see the Student Council section listed above.

XIII. TECHNOLOGY ACCEPTABLE USE POLICY

This policy requires that computers, networks and Internet resources of New Covenant Christian School be used in a manner that conforms to New Covenant's educational purposes, mission statement, and environment. While our primary purpose is to serve the needs of students and staff, we must also glorify Christ in all we do. This includes the use of the technology God has blessed us with. It is therefore a requirement that anyone using the computer equipment and Internet access at New Covenant Christian School agree to and sign this acceptable use policy.

Because access to the Internet provides connections to other computer systems located all over the world, users and parents of users must understand that neither New Covenant Christian School, nor its staff, controls the content of the information on those other systems. Moreover, some of the information available on other systems may be controversial, inappropriate, and contrary to our mission, vision and policy. However, we believe that the availability of good, usable, and God-glorifying information for educational purposes far outweighs the negative, making these resources something vital to promote Christian understanding, learning, and teaching in the 21st century. You should also understand that while the school's technical staff attempts to limit the access to this information, inappropriate material may still appear.

The following are rules that govern the use of New Covenant Christian School's equipment:

1. Users are expected to use their own login account(s). At no time should users tell anyone their password or allow anyone to use their account. Users are responsible for the security of their login account(s) and for safeguarding and keeping passwords private.
2. Users shall use the electronic resources for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or the laws of the United States or the Commonwealth of Pennsylvania.

This includes but is not limited to:

- Involvement in any activity prohibited by law
- Violations of copyrighted material
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Transmitting material or messages containing personal information such as names, phone numbers, or addresses
- Viewing/downloading obscene or pornographic material or messages
- Downloading executable programs, movies, or music

3. When in doubt, a student must ask his/her teacher before proceeding. Any student who violates this Acceptable Use Policy will lose access privileges and may suffer other disciplinary action, up to and including legal action and potential expulsion.
4. If approved by a teacher, flash drives will be permitted for work on projects at school. Cloud storage through **Office 365** for students in 6th-12th grades is encouraged as a better option.
5. No personal laptops are allowed in school without administrative approval. (If work needs to be transferred, it should be done via a flash drive or cloud storage.)
6. There is a limit on the number of pages being used for school projects to be printed or copied. Do not waste just to print reference materials. A better option is to copy and paste the information and store it in a document for further access later.
7. Personal copies **MUST** be approved by the office staff and will be charged at 10 cents per page.

8. Users are responsible for immediately reporting to New Covenant personnel any security problem, including the unwitting introduction of a virus or misuse of the network.
9. Users may not place or transmit copyright materials on the system without the author's permission. Users may download copyrighted material, such as an encyclopedia article, for school use only, and may not duplicate or distribute such material.
10. Users must understand that the adult staff member may ask them to relinquish their computers before their allotted time has expired in order to accommodate other users. While regrettable, users are expected to comply.
11. Any student in doubt as to the acceptability of searches or equipment use is expected to ask first before taking action.
12. Personal devices, such as smart phones, may be used to connect to the student wireless network.
13. Personal devices may only be used at times students have been given permission by a teacher, staff member, or administrator.
14. Personal devices connected to the New Covenant student wireless network fall under the same acceptable use requirements as any New Covenant owned device.

*** We reserve the right to monitor and review all data contained in the system to protect the integrity of the system and to ensure compliance with the policies and rules governing the use of its technology. We reserve the right to refuse access to any and all individuals not willing to comply with or showing willful disregard for this policy. ***