



**NEW COVENANT SCHOOL
and PRESCHOOL**

**Parent and Student
HANDBOOK**

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Statement of Faith

The following is the foundation of beliefs on which New Covenant School is based. They are also key elements of biblical Christianity that will be unapologetically taught in various ways through all grade levels.

1. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are the same in substance, equal in power and glory. God is a Spirit, infinite, eternal, and unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth. (Matt. 28:19; Acts 5:3-4)
2. We believe that the Bible is the Word of God written, and we accept as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms. The Bible is the only infallible and inerrant divine authority in all matters of faith and life. (2Tim. 3:16-17)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Jesus Christ is the only mediator between God and man. (John 8:58-59; John 10:30)
4. We believe sin is any lack of conformity unto or transgression of the law of God. (Rom. 3:23)
5. We believe that all men are sinners and are totally unable to save themselves or even to cooperate with God in efforts to earn their salvation. Though sinful, all human beings are created in the image of God and are, therefore, spiritual, moral, social beings who think, act, value, and exercise dominion, called to reflect in finite ways what God is infinitely. (Eph. 2:1)
6. We believe that salvation is only by the sovereign grace of God, who chooses out of the fallen race of mankind those whom He will save. God alone knows who are His, and people of every nation, tribe, and tongue are called to repent and be saved through faith in Jesus Christ alone. (Acts 13:48; Eph. 2:8-9)
7. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. The Holy Spirit indwells Christians and gives them the daily strength and wisdom they need to walk according to His will and to grow in holiness. (John 3; Titus 3:5)
8. We believe that every genuine Christian noticeably manifests the fruitful works of faith and repentance (Acts 11:8; Gal. 5:16-23)
9. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.(Matt. 25:31-46)
10. We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:17-21; Eph.2:19-22)
11. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. (1Cor. 6:9-11)

12. We believe that males and females (like Adam and Eve) are made to complement each other in a one-flesh union upon marriage establishing the only normative pattern of sexual relations such that marriage ultimately serves as a type of the union between Christ and his church (Gen. 2:18- 25; Matt. 15:18-20; 1Cor. 6:9-10, 18; 7:2-5; Eph. 5:22-33; Heb. 13:4)
13. We believe that in order to preserve the function and integrity of New Covenant School, and to provide a biblical role model to New Covenant School members and the community, it is imperative that staff, volunteers, families and students of New Covenant School agree to and abide by these statements of faith. (Matt. 5:16; Phil. 2:14-15; 1 Thess. 5:22)
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity as those made in God's image. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and not tolerated at New Covenant School.

Mission

New Covenant School is a Christian institution of foundational learning assisting parents in the biblical discipline and training of their children. Recognizing that all knowledge comes from God alone, we are committed to integrating His truth revealed in Scripture into every aspect of the school providing a rigorous, quality academic program training children to think biblically about every area of life. The mission of New Covenant School is best exemplified in the motto "Presenting every student complete in Christ" (cf. Colossians 1:28).



Objectives

Acknowledging Christ as the personal designer of each person and creator of all things, as the redeemer and the only mediator of people fallen into sin, as the touchstone of all truth and sovereign over every area of life, New Covenant School strives to appropriate the mind of Christ as the perspective from which we characterize and respond to reality, and train covenant children toward their completion in Him. In making such a biblically grounded frame of reference explicit and operative, we are committed to academic excellence, responsibly striving, corporately and personally to accomplish the following general objectives:

1. Train each student to see all of creation as the handiwork of God and to study it with wonder and respect.
2. Train each student to acknowledge his or her own fallen nature along with the rest of creation, responding with the view that renewal begins with Christ's redemption, by seeking to bring every thought and act into obedience to Him.
3. Train each student to develop the discipline of learning as a continuous process and vocation, receiving many valuable insights into the structure of reality provided by God through thinkers in every age, and seeking to interpret and re-form such insights according to the Scriptures.
4. Train each student to think scripturally about culture so as to glorify God through reclaiming and redirecting the creation of the service of God and human advancement.
5. Offer each student opportunities to discover and give expression to their potential in every facet of their redeemed humanness.
6. Facilitate the development of each student's personal goals, priorities, and practices that foster spiritual, emotional, social, physical, and intellectual effectiveness and well-being.

To assure that students make sufficient progress towards maturity to the objectives above, New Covenant School is committed to acquiring highly qualified and gifted faculty members fully committed to achieving the above aims as well as modeling them in their lives.

Philosophy

New Covenant School affirms that God's truth encompasses all truth. God has communicated His truth to us personally in the Lord Jesus Christ and specifically in the Bible.

The fear of the Lord is the beginning of knowledge (Proverbs 1:7). Therefore, we acknowledge that God is the starting point for all knowledge, and His glory is the ultimate goal of instruction.

Believing that God has given the parents the primary responsibility for educating their children, New Covenant School is designed to be a tool for parents. Our curriculum and instruction integrate all subjects with historical Christianity and the teaching of Scripture in uncontrived, natural ways. We want the students to adopt a truly Christ-centered worldview and to seek the fruit of the Holy Spirit in their lives.

We utilize the time-tested educational methodology of the Trivium, applied for centuries throughout Western Civilization to teach the art of learning. The Trivium consists of three parts that correspond with the natural stages of intellectual development and is consistent with the Bible's progressive model of Knowledge, Understanding, and Wisdom:

Part one: Grammar, the fundamental rules and data of each subject (e.g. Multiplication tables, reading, spelling, historical dates, and vocabulary);

Part two: Logic, the ordered relationship of particulars in each subject (e.g. the basics of reason, values, principles, and logic);

Part three: Rhetoric, the means by which grammar and logic are expressed clearly (e.g. speaking and writing in a winsome, articulate fashion).

The mastery of this method of learning provides the most thorough foundation for growth and success in each subject of study, in defending the Christian faith and in living as a responsible, discerning citizen of the Kingdom of God for the glory of God. This method is designed to produce in students knowledge, values, and skills that equip them to serve effectively and live responsibly in a rapidly changing world.

Denominational Issues and Differences

We understand that students are enrolled from a variety of Christian denominations. For this reason, teachers will strive to be discerning and respectful regarding denominational distinctives. They will refrain, as much as the clear teaching of the Bible allows, from critical comparisons of denominations and their particular beliefs.

Parents should keep in mind that NCS is a ministry of New Covenant Church. As such, it is grounded in a religious tradition that is conservative, protestant, reformed, and Presbyterian. Therefore, it should come as no surprise to parents that our classroom instruction will be consistent with this tradition and will occasionally reflect this association explicitly.

NCS affirms the right, authority, and responsibility of parents to instruct their children in their own denominational tradition. It follows then that parents who differ with the religious commitments of NCS will assume responsibility for instruction in their own denominational distinctive. Parents should realize that occasional exposure to differing perspectives can aid a student's growth in knowledge and critical thinking skills. We view this exposure as healthy for most students, and encourage parents to take advantage of the instructional opportunities such exposure will afford.



Bylaws

Article I. Name of School

The name of the school shall be New Covenant School (NCS). The name of the board of trustees of NCS is the New Covenant School Board.

Article II. Purpose

The purpose of the NCS Board is to operate a school under the oversight of the elders of New Covenant Church as a ministry of New Covenant Church, consistent with the Mission Statement, Statement of Philosophy, Objectives, and Statement of Faith as set forth herein of these bylaws. All NCS Board meeting minutes are to be copied to the elders of New Covenant Church as soon as possible after each meeting for appropriate oversight.

Education at NCS is defined as a pervasively Christian presentation of biblical propositional truth in all subjects, recognizing an inseparable association between “subject matter” and “spiritual matters”. NCS seeks to be covenantal – for covenant children, operating as an extension of Christian families.

Article III. Offices

The principal office of the NCS Board is at New Covenant School (NCS), 303 Simpson Rd., Anderson, SC 29621.

Article IV. Fiscal Year

The Board’s fiscal year is the same as that for NCS itself, beginning July 1 of each year and ending June 30 of the following year.

Article V. Members of the Board

Section 1a. Number, Quorum & Tenure

There shall be no less than five and no more than eight seats on the NCS Board. A quorum shall consist of at least four members. Members of the NCS Board are each elected to a four-year term beginning with the start of the NCS fiscal year. Candidates fulfilling an unexpired term begin at the first meeting following election. Members are eligible for immediate reelection for another four years. After two full terms of service, board members must take a year off before becoming eligible for re-election. Unexpired terms should be filled as soon as possible.

Section 1b. Permanent Board Members

The NCS Board may choose to elect up to 3 members to serve as Permanent Board Members. The purpose of these permanent seats is to create a foundation that generationally grounds the board in fulfilling its long term mission and vision.

- No more than 3 permanent board members may be on the board at any given time.
- The NCS school board is not required to appoint all 3 permanent board positions. These positions will only be filled based on the needs of the board and on the skill and capability of the individual(s) being considered.
- In order to serve as a permanent board member, one must first serve two full terms as a regular board member in good standing.

- Permanent board members must be nominated by a current sitting board member, must be approved by a 2/3 majority vote of the existing board, and must be approved by the Session of New Covenant Church.
- When elected, permanent board members will be encouraged and permitted to serve on the board as long as they are fit and willing to do so.
- Permanent members are free to resign at any time.
- Permanent members are subject to the same removal process as regular members, detailed in Article V Section 3C

Section 2. Board Member Election Process

There shall be a two-step election process initiated by nomination from two or more sitting board members, or by the Session of NCC. Each nominee progresses through a questionnaire and examination, facilitated by sitting board members, the Board Development Director, and Head of School. Nominees that receive a simple majority approval by the NCS Board, are submitted to the Session of NCC for final approval and election.

Section 3a. Collective Distinguishing Characteristics

The direction and leadership of a Christian school will need various roles and duties from its board. As in the church, we find the fullness of gifts for the common good (1 Cor. 12), we can faithfully believe that God will plant future board members inside of the NCC body, thereby supplying for our every need. Being united in congregant fellowship, under the authority and discipline of the NCC Session, follows our stated purpose (Article II) and brings more benefits than we have space to list.

Individuals will and should bring varying backgrounds, genders, ethnicities, ages, and walks of life. But they will be united in their love for Christ and his church; committed to acting with character; foster a culture of trust; committed to honest discussion, and speak publicly with a united voice.

Section 3b. Individual Distinguishing Characteristics

To seat a board that reflects the stated collective makeup, the following individual characteristics should be evident in nominees:

1. Candidates must be members in good standing of NCC, take seriously their membership vows, and submit to the discipline and authority of the session. This recognition of the structure divinely called for in scripture, is critical in keeping harmony and alignment of purpose.
2. Candidates must love the Lord Jesus Christ, acknowledge Him as Lord, be students of His Word, and committed to a life following Him.
3. Candidates must believe the Scriptures of the Old and New Testament as originally given to be the inerrant Word of God, the only infallible rule of faith and practice.
4. Candidates must receive and adopt the Westminster Confession of Faith and the NCS Statement of Faith as containing the doctrine taught in the Holy Scriptures.
5. Candidates must aspire to be board members and be willing to commit themselves to all the meetings and duties required, as well as promote the school in their normal activities.
6. Candidates must demonstrate a commitment to Christian education, have an understanding of covenant theology, the integration of faith and learning, the need of a Christian world and life view, and the sovereignty of God overall life. This will translate to an individual committed to the spiritual, social, and personal development of the students.

7. Desirable experience for candidates would include: setting policies, goals, and objectives, setting and meeting financial budgets, strategic long-range planning, overseeing staff and organizations, and raising children for the Lord.
8. Candidates should be willing and able to help NCS both personally and through their personal influence in the financial needs of the school in terms of both annual operating funds and the capital campaign.
9. Candidates must understand the necessity of subjection to their brethren in the Lord and promise to practice it.
10. NCS staff members are excluded from elected board seats.

Section 3c. Board Member Grounds for Removal and Removal Process

The NCC Session may remove a Board member whenever the member lacks a basic commitment to the NCS statement of faith, the goals of the school, or wisdom and diligence in matters brought before the Board. In addition, a board member may be removed for exhibiting conduct that could be detrimental to the reputation of the school, or failing to follow the example called for by the Apostle Paul to “live above reproach.”

Any party who has a grievance against a board member that they believe could lead to grounds for removal, shall follow the grievance policy listed in section 24.

Section 4. Vacancies

A vacancy due to member, Board, and/or Session action, or due to death or resignation, may be filled by the Session for the unexpired portion of the term.

Section 5. Advisory Board Members

The Board may designate non-voting advisory members by two-thirds vote of a quorum. All advisory members will serve a limited term as determined by the NCS Board.

Section 6. Job Description of Board Members

Each Board member has willingly made a commitment to serve by subscribing to NCS Board bylaws, philosophy of education and mission statement. Nevertheless, recognizing that board membership involves responsibilities not only during board meetings but at other times, it is appropriate that a job description be utilized to clarify the task to which each board member has set his hand.

1. Board Members should make an earnest effort to enhance their understanding and improve their ability to implement these principles in the actions performed and decisions made.
2. Board Members should pray regularly and faithfully for the school not only broadly but for specific needs, with earnestness and importunity.
3. Board Members should make the necessary effort to become knowledgeable about the major programs and needs of the school giving particular attention to those in the areas of committee responsibilities.
4. Board Members should plan their financial commitment to the school giving consideration to their own ability to give and to encourage giving by others that the financial goals of the school, as approved by the Board, be in good order with appropriate stewardship.
5. Board Members should plan their schedule so as to be able to attend and prepare for board meetings and fulfill all responsibilities relative to committee and other board functions in a timely manner.
6. Board members should consistently and attentively seek to promote the school in every way possible through NCC and the community.
7. Board Members should actively seek ways to influence prospective students and their families at all levels.

8. Board Members should seek ways to be adequately informed about campus and student activities, taking particular advantage of on-campus visits for personal involvement.
9. Board Members should seek ways to become personally acquainted with faculty and staff and knowledgeable about their interests and their needs.
10. Board members should be constantly alert to assist in identifying qualified prospective board members.

Section 7. School Administrator

NCS is a ministry of New Covenant Church. The Head of School is hired by the Session of NCC and is under the oversight and direction of the NCS Board. His examination prior to hiring will be similar to that required for elders in the areas appropriate for a school administrator. The administrator must be a member of NCC and must be faithful to the church and committed to its mission. The administrator is to manage and administer the school in a manner that is pleasing to God and conforms to the stated philosophy and goals of NCS. The primary responsibilities of the administrator are as follows:

Culture - Enthusiastically promote the mission, objectives, and philosophy of NCS to the students and parents. Educate the community on the role of New Covenant Church and the universal church at NCS.

1. Develop and execute a plan to recruit and retain top quality faculty and staff members.
2. Develop and execute a plan for retention of students and families.
3. Provide leadership for instructional and curricula programs ensuring that all teachers have completed the New Covenant Church Teacher/Leader Evaluation satisfactorily.
4. Oversee the development and implementation of plans for school staff growth.
5. Assist staff with curriculum development to ensure a Christian, covenantal, and classical focus with academic excellence.
6. Seek to maintain the principles of church discipline as described in this document.

Administration - Oversee the overall day to day organization, management, and legal compliance of NCS in keeping with the School Policy Manual and Operating Procedures.

1. Provide regular reports to the church elders and the School Board regarding the status and progress of the school.
2. Under the oversight of the church elders, develop with the Board the policy and procedures needed by the school.
3. With guidance from the NCS Board, oversee the hiring, promotion, and dismissal of school staff.
4. Maintain a faculty/staff handbook. The handbook should be consistent with the policies contained within.
5. Conduct annual teacher evaluations. Annual evaluations should include professional objectives as well as alignment with the school's mission and objectives as described in this document.
6. Maintain and distribute a student handbook. The handbook should be consistent with the policies contained within.
7. Actively minister to students through discipline, encouragement, teaching, and love.
8. Oversee and develop extracurricular programs.
9. Ensure legal compliance to state authorities and for the satisfaction of insurance requirements, contracts, and student files.
10. Work closely with the church Business Administrator in the scheduling of use and maintenance of facilities in addition to giving input for capital improvements.

Finance - Oversee the financial management and development of the school in a fiscally responsible manner and in accordance with the financial policy.

Marketing and Development - Oversee the external operations of the school, such as admissions and recruitment, marketing, fundraising, and relations with families and the community.

Section 8. Board Duties

The following events summarize the major activities of the Board during a one-year period :

1. Review and approve annual budget
2. Review financial statement for the preceding year
3. Regularly review finances, compare to budget, and make any needed modifications to budget
4. Decide on staff bonuses, pay raises, and changes to other benefits
5. Demonstrate commitment to the interests and needs of staff members
6. Review facility needs and make decisions to ensure they will be met
7. Make decisions about the maintenance of the facilities
8. Regularly review the By-Laws and Policies to ensure compliance and appropriateness
9. Review the student handbook to ensure that it reflects current policies
10. Review, provide input, and approve goals set by the administrator
11. Assess staffing needs and participate in the process of hiring and firing of staff including interviews and decisions
12. Conduct evaluation of school
13. Review standardized test scores
14. Evaluate school administrator, provide feedback to the administrator, and pass evaluation onto NCC session
15. Review and approve school calendar
16. Meet at least monthly and meet more often as needed
17. Review tuition schedule and make any needed changes
18. Review and approve any significant changes to curriculum
19. Participate in interviewing prospective families who have applied for admission to NCS

Article VI. Officers of the Board

Section 1. Number

There shall be three officers of the NCS Board elected by the board: a chairman, a secretary and a board development director. The board, as deemed necessary, may elect other officers and assistants.

Section 2. Election and Tenure

Officers of the board are elected annually at the beginning of the NCS fiscal year. Each officer shall hold office until a successor has been duly elected.

Section 3. Removal from Office

Any officer or agent of the board may be removed from office by the Board whenever in its judgment the best interests of NCS are served thereby. Three consecutive absences from regular board meetings constitute valid grounds for removal.

Section 4. Chairman

The chairman, when present, will open all board meetings and then turn the meeting over to the administrator. If the administrator is absent, the chairman will preside at the meeting. He may sign with the Secretary, or any other full and proper officer thereunto authorized by the Board, any checks, deeds, contracts, or other instruments which the Board has authorized to be executed.

Section 5. Secretary

The secretary, or his designee, shall perform the following duties:

1. Keep the minutes of all Board proceedings in a designated location that is available to all Board members.
2. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.
3. Keep a current address of each member.
4. Sign with the chairman any legal instruments approved by the Board.
5. Other secretarial duties as assigned by the chairman or by the Board.

Section 6. Board Development Director

The Board development director shall perform the following duties:

1. Set objectives and plans for the implementation of board development and improvement.
2. Evaluates the efficacy of the NCS policy manual as it relates to the operation of the school.
3. Maintains records of current Board members' tenure.
4. Train new Board members.

Section 7. Committees of the Board

The Board, by a majority vote, may establish and designate committees as may be deemed necessary to carry out the activities and the purposes of the Board. Two or more members and others may serve as a committee. All committees serve at the pleasure of the Board and may be created and dissolved at the Board's discretion.

Article VII. Financial Policies

In order to ensure financial transparency, accountability, and sustainability, the following specific financial policies shall be implemented:

Section 1. Annual Budget

The annual budget shall be prepared by the Head of School and approved by the board, prior to setting a tuition schedule for the upcoming term. The annual budget shall account for every dollar and be divided into broad categories or line items, as determined by the board, or its designated financial committee.

Section 2. Monthly Budget Oversight, Summary and Forecasting

The Head of School and administration team shall be responsible to oversee and forecast budget categories or line items on a monthly basis, providing a year-end projection for the board's monthly review. Additionally, this summary shall give specific details and recommendations for any categories or line items forecasted to be outside of budget at year end.

Section 3. Amendments to the Annual Budget

Any decisions regarding expenses or revenues outside of a category or line item's annual budgeted amount will require approval by the board, and the annual budget amended. This will provide continual clarity into the schools financial picture while giving the Head of School the freedom to operate, and holding the board accountable to monthly financial oversight over the budget and finances.

Article VIII. Annual Reports and Meetings

Section 1. Annual Reports

The headmaster will compose, issue, and review with the Session an annual written report. The report should include, but not be limited to, year-end financial reports, year-to-date scholarship funding, enrollment figures, standardized test results, the Board's evaluation of NCS, a list of all (including newly elected) Board members and committees, major events of the school year, and other information as deemed desirable by either the Session or the Board itself.

Section 2. Meetings and Notices

The full NCS Board shall meet at regular intervals usually once per month at a regularly designated place. Time and date must be announced at least five days in advance. Parents of students may attend a board meeting to discuss specific issues by presenting a request to the school administrator or the chairman of the Board at least two weeks prior to the next scheduled meeting. Other persons may address specific issues at the discretion of the Board.

All regular meetings of the Board shall be conducted from a pre-published written agenda, presented by email at least two days in advance of the meeting.

All Board meetings may proceed under informal parliamentary rules to facilitate discussion and speed decision-making. Whenever desired the chairman may call for the use of formal parliamentary rules. The Board may choose at any time to enter Executive session as provided in Robert's Rules of Order (See Parliamentary Authority below).

The Board may agree to vote electronically on certain issues.

Section 3. Special Meetings

Special meetings of the Board may be held at a time and place designated by the Board to address such issues as may come before the Board and shall be called by the administrator, chairman, or by the Session.

Section 4. Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Board in all cases where they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Article IX. Contracts, Loans, Checks, and Deposits

The Board may authorize any officer, officers, agent, or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the NCS Board. No loans shall be contracted on behalf of NCS without two-thirds approval of a quorum of the Board and the concurrence of the NCC Session.

All checks and drafts issued by NCS shall be signed by the administrator or officers in such a manner as determined by resolution of the Board.

All deposits made for NCS shall be performed as determined by resolution of the Board.

Article X. Amendments

These by-laws may be amended or revised by a two-thirds vote after NCC Session approval. No amendment or revision can receive final vote during the same meeting in which it is introduced. A proposed amendment or revision must pass by a majority as a first reading and then be presented in writing to the church Session for their approval before it can reach a final vote at a subsequent NCS Board meeting.

Operations Policies

Section 1. Policy Making Procedures

Policies of New Covenant School may be altered, amended, newly established, or repealed by a two-thirds majority vote of the Board at any regular or special meeting, providing that such changes were proposed and presented in writing to the Board at a previously scheduled meeting at least two weeks prior. This time frame will allow opportunities to cultivate unity of mind through study and prayer.

Section 2. Admittance Policy

Objective: To set procedures for the admittance of students

1. In keeping with our Christian, Covenantal, Classical Philosophy, we enroll students from families who understand and agree with the following principles: a.) **Christian** – We will teach each subject from a thoroughly Christian perspective; we will instruct in and expect Christian behavior; and we will teach the Gospel as the only solution for mankind's sin. b.) **Covenantal** - Each family will have at least one parent who trusts in Christ alone for salvation. Parents should be able to articulate a confident testimony of salvation by faith in Christ alone. We also expect parents to understand that as a ministry of New Covenant Church, the school will teach doctrine consistent with the church's teaching. c.) **Classical** – In our accelerated program, students will need to have average to above average ability combined with the willingness and discipline to work diligently in order to be successful here.
2. New Covenant School 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.
3. New Covenant School and Preschool reserves the right to deny admission to any child whose behavior, ability, or emotional development indicates that he or she could not best be served by the school.
4. Application Procedure
 - Submit student application along with a \$50 non-refundable application fee.
 - Provide Church Leader and Teacher Recommendations. Recommendation Forms should be given directly to the child's current teacher. The teacher will return it directly to us. In lieu of the form, home school parents should submit samples of student work. Please follow the same procedure for the Church Leader Recommendation Form. This can be given to a pastor, youth leader, elder, deacon, Sunday School teacher, etc. of the church where the student attends. Understandably, some questions may not be applicable to younger children.
 - Upon receipt of an application and recommendation forms, a personal interview with the Headmaster, members of the School Board, and/or an appointed committee will take place.
 - Upon notification of acceptance, the following must be submitted to NCS:
 - a.) a payment of \$200 (\$50 for Preschool) to secure a position in the school. Due to enrollment demands, we cannot hold a position without a deposit. The amount is non-refundable.
 - b.) a copy of a birth certificate and Form 3032, South Carolina Certificate of Immunization, is to be submitted.

Section 3. Academic Policy

Objective: To establish standards for academic excellence

1. NCS is currently a member of the Association of Classical Christian Schools (ACCS) and the South Carolina Association of Christian Schools (SCACS).
2. NCS will maintain a curriculum that is consistent with the Trivium model.

3. NCS will provide a college preparatory high school program that meets or exceeds the basic college prep programs available in the Anderson area's public and private schools.
4. Curriculum choice, scope and sequence are determined primarily by internal standards of consistency with classical methodology and content.
5. Curriculum will be designed so that students wishing to transfer into a college prep program at a different school should be able to do so without loss of credit or grade placement.
6. NCS reserves the right to accept or reject transfer credits from other schools according to its own criteria.

Section 4. Grading/Promotion Policy

Objective: To determine a set standard for evaluating student progress.

Grades K5-1st

1. Students will be graded according to the grading scale of E (Excellent), S (Satisfactory), P (Progressing), N (Needs Improvement), or U (Unsatisfactory).
2. The grades will be issued based on how well they have achieved the objectives for their grade level.
3. Grades will be reported each nine weeks.
4. Students will be promoted if they have achieved marks of at least "satisfactory" in the core objectives for their grade level. Any decisions to retain a student will be made in consultation with parents.

Grades 2nd - 12th

1. Students will be graded according to the following grading scale

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69
A 94-97	B 84-86	C 74-76	D 64-66
A- 90-93	B- 80-83	C- 70-73	D- 60-63
			F 59 and below

2. Grades will be reported each nine weeks.

Promotion/Retention

Objective: To establish criteria for the promotion or retention of students.

- Report cards will be issued at the end of each quarter. All grades may be checked online anytime with our online grading system.

Failure/Retention Policy

- In order to be recommended for advancement to the next grade or subject, students are expected to maintain a C average in core academic subjects. These subjects include Math, Science, History, and English. Grades of D and F are not considered satisfactory and may require that a student repeat a particular subject or grade. Students who consistently do poorly due to lack of effort and attention may be recommended to transfer elsewhere or may not be permitted to re-enroll the following year.
- Grammar/Logic Grades (K-8): Failure/Retention will be recommended by the teacher, discussed with parents, and presented to the Headmaster.
- Rhetoric Grades (9-12): Upon failure of one or two state-required classes (Science, English, Math, History, etc.) a student is responsible to retake the course(s) during the summer of the same year and pass the course(s) before the start of the next

school year. Failure to pass the summer course will result in an inability to reenroll for the year. Failure of more than two state-required classes will result in failure for the year and inability to return for the next year. All classes taken over the summer must be approved by the Headmaster and submitted before school starts. All situations will be reviewed by the Headmaster and the NCS Board.

Graduation Requirements

Total Credits Needed to Graduate from NCS: 27 to 31

New Covenant School offers a variety of Honors and AP classes.

Students who are transferring to New Covenant School from another school or home school may receive credit for work completed previously when NCS receives documentation of their previous work. The Headmaster is authorized to accept this work toward NCS graduation requirements provided the work is of similar nature, i.e., similar course objectives and similar time of study.

In order to graduate from NCS, seniors must be enrolled in five credits of approved coursework. Seniors are required to take a Bible class and do a Senior Project. Seniors are also required to take at least two of the following courses at NCS: English 4, History, Calculus, Physics, and Spanish. Credits may come from dual enrollment. One three hour dual enrollment course equals 1 credit.

English/Lit – 4 Credits

1. Ancient
2. Medieval
3. Modern
4. English 4

History – 4 Credits

1. Ancient
2. Medieval
3. Modern
4. Government/Economics

Math – 4 Credits

1. Algebra (8 th Grade)
2. Geometry
3. Algebra II
4. Pre-Calculus or Math Survey
5. Calculus (AP) or Dual Enrollment

Science – 4 Credits (3 Lab Sciences)

1. Intro to Physical Science
2. Biology (Lab)
3. Chemistry (Lab)
4. Physics (Lab)

Bible – 4 Credits

1. Context of the Bible (1/2) and Theology & Doctrine I (1/2)
2. Church History (1/2) and Theology & Doctrine II (1/2)
3. Apologetics (1/2) and Theology & Doctrine III (1/2)
4. Systematic Theology (1/2) and Senior Project (1/2)

Foreign Language – 2 to 4 Credits

1. Spanish I
2. Spanish II
3. Spanish III
4. Spanish IV

Logic – 1 Credit

1. Honors Logic – 8 th Grade

Rhetoric – 1 Credit

Physical Education – 1 Credit

Computer Science – 1 Credit

Electives – 1 to 2 Credits (half a credit per year)

Section 5. Attendance Policy

Class attendance is essential for a school to provide an excellent education and for a student to be successful. As such, students enrolled in New Covenant School are expected to be present in school and on time every day school is in session.

Tracking Absences

Lower school classroom teachers and upper school homeroom teachers record absences and tardies daily and then enter them into the grade management system at a minimum of once a week. For upper school students, the office staff uses the sign in and sign out sheet to make adjustments to attendance for individual courses throughout the day.

Parents are expected to check the grade management system and monitor these absences and tardies on a regular basis. Total absences and tardies are reported on the student's report card each quarter.

Five accumulated tardies in one quarter is equivalent to one absence and will be counted as an absence to determine whether a student has exceeded the maximum number of absences.

Maximum Absences

Lower school students who accumulate more than 20 absences in one school year will jeopardize their promotion to the next grade. Upper school students who accumulate more than 20 absences in one school year for any course will jeopardize credit for that course. If a student exceeds 20 absences in a given school year, the headmaster has the right to address each case individually and act appropriately in determining grade promotion or course credit.

When a student has accumulated a concerning number of absences in any given quarter, the headmaster will notify the parents in writing. The parents should respond by communicating a written plan to minimize the student's absences for the remainder of the school year. A concerning number of absences is defined as follows:

1 st quarter:	5 absences in total for school year
2 nd quarter:	10 absences in total for school year
3 rd quarter:	15 absences in total for school year
4 th quarter:	More than 15 absences in total for school year

Planned Absences

A planned absence is one that is foreseeable. Examples of planned absences include doctor or dentist appointments, family vacations, and school-related events where the student misses ongoing classroom instruction. For juniors and seniors, college visits are not counted as absences up to three days per school year as long as they provide proof of the visit.

The following actions must be taken prior to any planned absences by parents for lower school students and by students and/or parents for upper school students:

- Inform each classroom teacher of the planned absence and with at least a week's notice whenever possible.
- Request any assigned work that the teacher is able to provide. Students may then turn in the assigned work before the planned absence, on the first day of their return, or on a date set in advance by the teacher.

Unplanned Absences

An unplanned absence is one that is unforeseeable. Examples of unplanned absences include family emergencies, illnesses, and transportation problems.

For lower school students, parents must ask the teacher for any make up work. For upper school students, students and/or parents are responsible for finding out what work was assigned. All students will receive one day for every day absent to turn in the make up work or by a date that is set by the teacher.

Partial Absences

Students, especially upper school students, should avoid arriving at school after a class period in which a test was scheduled or a paper or project was due. Similarly, they should avoid leaving school prior to a class period in which a test is scheduled or a paper or project is due. Students who demonstrate a pattern of these intentional partial absences risk receiving a grade of "0" for missing the test, paper, or project.

Section 6. Homework Policy

Objective: To establish criteria for purposeful and effective homework

Philosophy

New Covenant School may assign homework to its students. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (i.e. math or languages), there is not enough time in a school day to do as much practice as may be needed for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since New Covenant School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also result when students, who having been given adequate time to complete an assignment in class, did not use the time wisely.

Guidelines for Assigning Homework

Since homework, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then only **if** homework is assigned. Anytime homework is assigned, the student planners will be used for 3rd through 12th grades.

<u>GRADE</u>	<u>MAXIMUM APPROXIMATE TIME PER WEEK NIGHT*</u>
PK	NONE
K	10-15 MINUTES
1 st -2 nd	20-40 MINUTES
3 rd	30-45 MINUTES
4 th -5 th	45 MINUTES
6 th	45-60 MINUTES
7 th -8 th	60-90 MINUTES
9 th -12 th	90-120 MINUTES

*Equal to 10 minutes per grade level. Normally homework is not to be assigned over the weekend, except for literature. No homework is assigned over holidays and vacation periods.

Homework Guidelines for Lower and Upper School Teachers

1. Make expectations for the homework assignment clear to the students. Explain the purpose of the assignment.
2. Homework assignments should not be complex or novel. Homework should focus on simple skills and material or on the integration of skills already possessed by the students.
3. Homework may not be assigned to punish students.
4. Students in grades 3rd through 12th are required to write down all assignments in their planners.
5. Assignments should be the same for all students and should not be individualized unless approved by the administration. (The same type of assignment should be required of all students although specific topics may vary.)
6. Teachers should give the students time to begin working on assignments during class. Homework then consists of work that was not completed during class. In most subjects, some of the best students should complete the assignment during the class time provided.
7. Teachers must collect homework, check it for completeness, and give intermittent instructional feedback. Teachers are not required to grade every homework assignment, but this should be the exception. Homework assignments should be used to locate problems in student progress and to individualize instruction.
8. Homework will not be regularly assigned over weekends, except for literature. Also, homework should not be assigned over Thanksgiving Break, Christmas vacation, Mid-Winter Break or Spring Break. However, some of our Junior and Senior level classes (such as pre-calculus, calculus and any AP courses) may require more frequent weekend homework because of the difficulty of the course and the volume of content that will be covered.
9. Upper School students will have no more than TWO tests per school day. Additionally, there will be no tests or projects due on Mondays and no more than one test on Thursdays.

Specific Secondary Homework Guidelines by Grade

Note: Students and parents need to understand that the following homework times are guidelines, usually geared towards 80% of the class.

6th Grade: 60 mins./night

	<u>Per Week</u>
Math	80 mins.
Literature	100 mins.
Science	40 mins.
History	40 mins.
Latin	40 mins.

7th Grade: 70 mins./night

	<u>Per Week</u>
Math	80 mins.
Literature	100 mins.
Science	40 mins.
History	40 mins.
Latin	40 mins.

8th Grade: 80 mins./night

	<u>Per Week</u>
Math	100 mins.
Literature	125 mins.
Logic	40 mins.
History	40 mins.
Latin	40 mins.

9th Grade: 90 mins./night

	<u>Per Week</u>
Math	100 mins.
Literature	120 mins.
Science	45 mins.
History	90 mins.
Spanish	55 mins.

10th Grade: 100 mins./night

	<u>Per Week</u>
Math	100 mins.
Literature	120 mins.
Science	80 mins.
History	90 mins.
Spanish	55 mins.

11th Grade: 110 mins./night		12th Grade: 120 mins./night	
	<u>Per Week</u>		<u>Per Week</u>
Math	110 mins.	Math	120 mins.
Literature	120 mins.	Literature	130 mins.
Science	80 mins.	Science	90 mins.
History	90 mins.	History	90 mins.
Spanish	70 mins.	Spanish	80 mins.

Bible: All Bible classes have 30 minutes per week to be distributed as the teacher desires.

Section 7. Dual Enrollment Policy

At New Covenant School there is a covenantal relationship between the school and our families. Our mission is to present every student complete in Christ. NCS offers a rigorous curriculum that includes a variety of College Prep, Honors, and Advanced Placement courses that prepare students for college and life beyond their formal education. We desire for our students to complete all of their courses at NCS. In certain circumstances we will allow juniors and seniors to enroll in Dual Credit courses at an approved institution. **Dual credit courses are those courses for which the student has been granted permission by his or her home school to earn both Carnegie units (high school credit) and college credit.**

In order for courses to be taken at an institution other than NCS a student must first meet with the College and Career Counselor and then have the course(s) approved by the Headmaster. Courses available for dual credit can be found on the Statewide Articulation Agreement. For a list of courses approved by NCS that can be taken at Tri-County Technical College, see below.

New Covenant juniors and seniors may take other college courses not listed through dual enrollment. These are courses that will be taken for college credit while the student is in high school, but no high school credit will be earned for the course.

Steps to Dual Enrollment:

- 1. Be a junior or senior at New Covenant School.**
- 2. Be current on tuition owed to NCS.**
- 3. Have a GPA of 3.0 or above.**
- 4. Submit a Course Approval Form to the College and Career Counselor.**
- 5. Once the course is approved by the Headmaster, apply for admission to the College of your choice.**
- 6. Take a college placement test (if required).**
- 7. Register for courses. Pay any applicable fees.**
- 8. Have the final transcript sent to NCS.**
- 9. After high school graduation, have the transcript sent to university/college where the student is enrolled.**

Dual credit courses are college courses taught by college professors. New Covenant has no control over the content of the course. Dual credit courses are for motivated students who have the academic and personal maturity to handle the demands of a college course. Please note that students who are enrolling in dual credit courses are beginning their college GPA. Any grades from dual credit courses will be applied to a future college GPA. Dual credit courses may be dropped by a predetermined “drop” date according to the college calendar.

Approved Dual Credit courses at **Tri-County Technical College** currently include (the equivalent NCS course is in parentheses):

- ENG 101: English Composition I (English IV)
- ENG 102: English Composition II (English IV)
- MAT 111: College Trigonometry (5th year Math)
- MAT 120: Probability & Statistics (5th year Math)
- MAT 130: Elementary Calculus (AP Calculus AB)
- MAT 140: Analytical Geometry & Calculus I (AP Calculus BC)
- MAT 141: Analytical Geometry & Calculus II (AP Calculus BC)
- CPT 167: Intro to Programming Logic (Computer Science requirement)
- CPT 170: MicroComputer Applications (Computer Science requirement)
- SPN 101 and 102: Elementary Spanish (Honors Spanish III)
- SPN 201 and 202: Intermediate Spanish (Honors Spanish IV)

***Any course not listed above will be evaluated by the College and Career Counselor and approved or denied by the Headmaster.**

A clarification of the grading system is listed below. Since colleges report letter grades and not numerical grades, a system has been agreed upon by high schools and colleges to determine the numerical grade that will be reflected on the high school transcript and calculated in the GPA:

A = 95	Dual Credit Courses
B = 85	One quality point is added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees or associate degrees offered by accredited institutions. College orientation, such as COL 103, courses offered by post-secondary institutions carry CP weighting and do not receive honors or dual credit quality points.
C = 75	
D = 65	
F = 55	

The highest numerical grade possible in a dual credit course is 95. Students who have met the appropriate prerequisites may choose to take an AP course through NCS or an approved online course in lieu of a dual credit course if this grading scale is a concern.

As in most college courses, a minimum number of students must be registered for a dual credit course in order for the course to be held. If the minimum number is not met, the course may be cancelled. Students should always have a backup plan if a course is cancelled.

A student wishing to take a college level course after school hours or during the summer may do so on his/her own. However, if the student is seeking dual credit for a self-selected college course, **the student must have prior approval from New Covenant School.** Without prior written approval, dual credit will not be granted and the course will not be reflected on the student's high school transcript.

Students and parents should be aware that there may be a cost for dual credit courses.

Section 8. Class Rank and GPA Policy

Objective: To establish criteria for class rank and GPA

1. Student Rank and Grade Point Average (GPA) are calculated based on overall numeric grade awarded and the level of the course (CP, Honors, AP, etc.) in which that grade was earned.
2. Increased quality points for courses are as follows:
 - Honors level courses add .5 quality points
 - Advanced Placement (AP), International Baccalaureate (IB), and Dual Credit courses add 1.0 quality points.
3. GPA is calculated as an average of quality points earned based on all attempted credits.
4. Transfer students and all transfer grades will be included in GPA calculations and in class rankings.
5. NCS uses a 10 point system, but for GPA and class rankings those grades are converted to the 8 point scale using the South Carolina Uniform Grading Scale (SCUGS).
6. The GPA for class rankings will be calculated after the end of each academic year.
7. The GPA will be used to rank students from highest to lowest in their class.
8. The GPA will be calculated to three decimal places and will not be rounded up.
9. All diploma candidates will be included in the ranking and students who tie for a rank will share that rank.

Section 9. Transcript Request Policy

Objective: To establish procedures for obtaining student transcripts.

1. A transcript request form must be completed to receive transcripts.
2. Transcript request forms are available in the school office.
3. Completed transcript request forms are to be submitted to the guidance counselor or administrative assistant.
4. Two weeks' notice is requested for the preparation of transcripts.
5. Transcript requests are given priority first by class (seniors, then juniors) and then by date that the request was submitted.
6. Official transcripts will be sealed and mailed.
7. Unofficial transcripts can be picked up in the office.
8. The first two transcripts will be free.
9. Additional transcripts (more than 2) will be \$5.00 each and payment should be made at the time of the request.

Section 10. Transportation Policy

Objective: To provide safe and effective transportation to and from school, field trips, and other events.

1. Field Trips

- All field trips or trips to other events will be in parents' automobiles, employee automobiles, approved and licensed transportation companies (i.e., charter bus), or New Covenant School may use commercial vans that meet DOT standards to transport students.
- All parents of students will sign NCS prepared permission forms releasing the parent, the school, and/or the employee from liability at the beginning of the year.
- All parents who would like to help transport NCS students for field trips, athletic events, school related off campus activities, etc...must register as a volunteer for New Covenant School by September 1st. See the volunteer section in this handbook for more information.
- All parents using automobiles for field trips must have a copy of their insurance on file at the school office.

- Parents or employees using automobiles will be reimbursed within school guidelines if approved by the school.

2. Morning Drop-Off Procedure

- The morning drop off location is behind the school buildings at the rear breezeway.
- School drop off begins at 7:40 AM.
- K5 - 12th grade students who arrive between 7:40 and 7:55 are to go to the gym and wait for dismissal to their room by the drop off duty teacher at 7:55.
- Students who arrive between 7:55 and 8:05 may go directly to their classroom.
- Students who arrive after 8:05 are tardy.
 - Grammar School students who are tardy need to come to the office and be signed in by a parent or guardian.
 - Upper School students who are tardy may go directly to their homeroom where they will be counted as tardy.
 - Upper School students who arrive later than 8:15 need to go to the office to sign in.
- For drop off, students are to use the rear breezeway entrance which will be monitored by school staff including school administration.
- Parents, guardians, and family members are welcome to park and walk their children to class.
- To be able to stay at the school past 8:05, friends of New Covenant School must sign in at the school office as a visitor or volunteer.
- Once classes begin, all entrances aside from the main entrance are locked from the outside for safety (though still open from the inside, in case students need to exit the building in an emergency).
- A map of the morning drop off procedure may be obtained in the school office.

3. Afternoon Pick-up Procedure

- The afternoon pick up location is behind the school buildings.
- Afternoon pick up begins at 2:45.
 - Upper School pick up occurs at the rear breezeway.
 - Grammar School pick up occurs in the back parking lot at the end opposite of the breezeway.
- Grammar School families will be assigned a pick up number that they can display in their car window to help dismissal go quickly.
- Grammar and Upper School families will pull up to the designated pick up location so that cars can be loaded two to four at a time.
- Families with both Grammar and Upper School students need to pick up their Grammar School students first, then Upper School Students.
- A map of the pick-up procedure may be obtained in the school office.

4. Student Drivers

- Student drivers must fill out the Student Driver Permission Form. Please see the Administrative Assistant for the form.
- In order to be approved as a student driver:
 - The student must have a valid driver's license
 - The student's insurance card must be on file with the school office.
 - The student must abide by all applicable laws and rules while driving to/from school.
 - If the student loses their license and/or insurance for any reason, parents must notify the school immediately. This will negate the student's permission to drive on school property.
- Student drivers must park in the back parking lot, in the 2nd or 3rd rows.

- Student drivers may not transport other students to/from school, unless their parents have an agreement to do so. If such an agreement exists, parents must notify the school before the students are permitted to arrive/leave together.
- Student drivers may not leave campus during the school day without parental consent; parents may notify the office via note, email or phone call.
- For field trips and other off-campus school activities, students are expected to ride to/from the location with the school group unless they have a documented reason which requires them to drive separately. The school must be notified prior to the off-campus trip that private transportation is required.
- Student drivers are not allowed to run personal errands for other students or staff.

Section 11. Immunization Policy

Objective: To provide uniform immunization of all children.

As required under South Carolina law (S.C. Code Ann. § 44-29-180), New Covenant School requires all students to follow the immunization policy of the State of South Carolina Department of Health and Environmental Control. The school will keep a copy of each student's immunization form or exemption form. In addition, the school will file the report entitled "School Summary of Student Immunization Status" with DHEC on an annual basis within 45 calendar days after the first day of classes.

Section 12. Health Policy

Objective: To provide guidelines to establish procedures which are to be followed whenever a health issue might be introduced to New Covenant School.

1. The administrator will take every precaution to reduce the risk of infection of any student or staff person by any known health issue.
2. As needed, the administrator will contact local health officials to obtain more information such as:
 - a. To what degree is the disease communicable?
 - b. How is it transmitted?
 - c. What is the incubation period for the disease?
 - d. What precautions should the school take?
 - e. What information would be helpful to the school's families?
3. Based on answers to the above questions, the administrator will determine what actions are necessary. Board members and parents will be kept informed.
4. Students or staff may be asked to remain home for a period of time.
5. The school may be closed in extreme cases.
6. All cases of serious disease will be reported to the board.

Section 13. Sickness Policy

Objective: To set guidelines for the return to school after an illness.

1. Students and faculty who have been sick may return to school after they have had no fever or vomiting for 24 hours.
2. If a student goes home because of illness, the student may not return until one full day has passed and must present a note from the parent.
3. A doctor's note is required for an absence of three days or more.

Section 14. Medications Policy

Objective: To set guidelines for the possession of medication.

1. Medications should be sent to school only if absolutely necessary.
2. Students should never possess prescription or over-the-counter medication unless arrangements have been made with the administration.

Section 15. Accidents and Injury Policy

Objective: To set guidelines in the case of accidents and/or injury.

1. In the case of a minor accident involving injury, the faculty and staff of the school will be authorized to administer first aid.
2. An accident report will be filed in the office and parents will be notified.
3. In case of more serious injuries, parents will be contacted immediately.
 - Where emergency treatment is needed, both parents and emergency crews will be summoned.
 - In cases where neither parent can be contacted, and medical treatment is needed, the family must have on file a signed "Consent for Medical Treatment" form which permits the school to use its best judgment in contacting a physician or transporting the child to a hospital.

Section 16. Safety Policy

Objective: To establish the safest possible environment for our employees, students, and guests to our campus.

1. Use of Facilities

- a. Possession, use or distribution of alcoholic beverages, controlled substances or tobacco products is prohibited.
- b. Any activity that may violate Biblical morals or be injurious to the buildings, grounds or equipment is prohibited.
- c. Any unlawful or unauthorized use of the school facilities is prohibited.

2. Safety Drills

As required by the state, fire and other emergency drills will be held according to a drill schedule established by the headmaster.

- Teachers will be trained on the procedure for each drill and will instruct students concerning proper procedures, safe locations to wait out emergency conditions, and when it is clear to re-enter the building.
- Evacuation maps are displayed in every classroom.
- Students are expected to quietly and immediately obey every instruction given by faculty and staff during safety drills.

3. Safety Procedure

In an emergency situation, New Covenant School staff will...

- Assess the situation. They will determine what level of contact they have and their location to the emergency.
- After staff assess the situation they will determine the best response which may include:
 - Lockdown - staff will secure their location or area when they have direct contact with a threat or when exiting would lead to danger.
 - Evade - staff will evacuate and/or avoid a threat when they have direct contact or cannot secure their location and they have a clear path of escape.
 - Resist - as a last resort, staff will resist when they have direct contact and they cannot escape or avoid a threat and they fear for loss of life or serious injury.
- After staff have assessed and responded to a threat they will alert others and call 9-1-1.

4. Lockdowns

- Should any serious threat occur (including community disaster, dangerous individuals, local or national emergency, etc.) school staff may initiate a school wide lockdown.
- There are two levels of lockdown for New Covenant School.
 1. For a basic lockdown, students are secured in their classrooms, doors are closed and locked, everyone is accounted for and instruction continues in the classroom. Depending on the situation, the administrator may allow movement in one section of the campus while another section is off limits, or limited movement may be very controlled and allowed only with an escort. Depending on the reason for the lockdown, visitors may or may not be allowed to enter the school.
 2. For a high level lockdown, everyone immediately gets into a lockable space. They are to lock doors, turn off the lights, get down on the floor away from view of windows, and maintain complete quiet. Teachers are to make their space look and sound like it is unoccupied; they are not to admit anyone into their room once it is locked. If possible, staff should barricade their doors to slow down an intruder. This type of lockdown may be used when there is a dangerous person on or near the campus; a credible or time-sensitive threat; an act of violence such as a shooting, stabbing, or hostage situation; or a fatality on campus.
- In the event of a lockdown, the school will communicate the status of students to parents through email, phone, texts or the school website.

5. Visitors

- New Covenant School will frequently have visitors to our campus to be guest speakers, share lunch with a child, visit staff or students, or view a school program.
- In most cases, visitors will either be parents or relatives of students, New Covenant church members, or other adults with some personal investment in the school and the well-being of the student body.
- All visitors to NCS must sign in and gain prior approval by the administrative staff to be on campus property.
- Visitors must enter through the main entrance and sign in with the school office immediately upon arrival.
- When visitors arrive at the school, staff will confirm the following:
 1. What is the purpose for the visit.
 2. What is their relationship to the student or staff member they are coming to visit.
 3. How long will they be in the building.
- Once visitors are approved, they will receive a badge that is to be worn for the entirety of the visit.
- At the conclusion of the visit, visitors will return to the office to sign out and return the visitor badge.
- Visitors will never be left alone with students. All visitors will be accompanied by an employee of the school while on school property, or while interacting with students during off-campus activities.
- Visitors will not be given direct, unmonitored access to school buildings or resources.
- Visitors will not be permitted to transport students to or from off-campus activities.

6. **Volunteers**

- New Covenant School will frequently engage volunteers to assist with school activities, sporting events, and assist in classes or other school activities.
- In most cases, volunteers will either be parents or relatives of students, New Covenant church members, or other adults with some personal investment in the school and the well-being of the student body.
- Regardless of their connection to the school or the student body, volunteers will be scrutinized by the staff, as necessary, to ensure that they are safe and present no threat to the student body or faculty/staff.
- Volunteers will potentially be used to monitor and transport students without New Covenant School staff supervision. To ensure the safety of New Covenant students all volunteers will submit to a criminal background history check and be checked against the state and national sexual offender registry.
 1. If any hit is found on any of these checks, the Headmaster will discern the severity and frequency of offenses found, and consult with The School Board to determine if that individual will be permitted to volunteer.
 2. In order to transport students other than their children to/from off-campus events volunteers must first complete the following:
 - a. Provide proof of valid driver's license and proof of insurance (annually)
 - b. Submit to a DMV records check to demonstrate a satisfactory driving record with minimal (if any) documented violations.
- The fees associated with a criminal background check and DMV records check will be paid for by the volunteer.
- Volunteers will need to have a background and DMV records check every two years.
 1. The criminal background check and DMV records check will be run by New Covenant School.
- A list of approved volunteers will be kept in the school office and maintained by the Administrative Assistant.
- Volunteers must register and have checks completed by September 1st each school year if they would like to volunteer at any point in the school year.

7. **Physical and or Sexual Abuse**

Objective: As stewards over God's children, we must take all steps available to provide a safe and loving environment, free of abuse, for the children in our care.

1. **Strategies for prevention and safety:**

- All new employees will be checked for criminal background history and checked against the state and national sexual offender registry at time of hire.
 1. If any hit is found on any of these checks, the Headmaster will discern the severity and frequency of offenses found, and consult with the School Board to determine if that individual is employable.
- Employees who are given the authority to drive students to/from off-campus events, or otherwise transport students in their vehicle must first complete the following:
 1. Provide proof of valid driver's license and proof of insurance (annually)
 2. Complete a DMV records check and demonstrate a satisfactory driving record with minimal (if any) documented violations.
- Criminal background and DMV checks are re-run every five years for continuing employees.
- All workers/teachers/leaders are required to report any problems or suspicions of abuse to the headmaster.

- Communications of our policy and education in the prevention of, identification of, and procedures for reporting child abuse will become a yearly component of training for all school personnel.
- It is critical that children are never left unsupervised for any length of time. All school sponsored events will be supervised by school personnel, both on and off campus

Response to sexual and or physical abuse:

- Treat the allegation seriously with due respect of people’s privacy and confidentiality.
- Document all efforts at handling the incident in sufficient detail.
- Realize sexual or physical abuse is criminal behavior and thereby reporting suspected incidents is often mandatory according to state law.
- Report the incident immediately to the headmaster who is responsible to keep the elders and school board apprised of all instances.
- Contact the proper civil authorities with the guidance of our insurance company and attorney.
- Do not confront the accused until the safety of the child is secured.
- Christ-like care must be shown to any and all victims.
- The accused should be treated with dignity and support. If the accused is a school employee, that person should be relieved temporarily of his or her duties until the investigation is complete.

Section 17. School Calendar Policy

Objective: To set guidelines for the construction of and execution of the school’s yearly calendar.

1. Each year, no later than June 1, the administrator will construct and submit for board approval an annual school calendar that contains the following elements:
 - a) Four, nine week quarters of school days divided into two semesters of eighteen weeks each.
 - b) At least two parent-teacher conference days, one after the first and the third quarters.
 - c) Recognition of the following holidays: Labor Day, Thanksgiving, Christmas, and Easter. Other holidays are subject to board approval.
 - d) Duplication as near as possible to other school schedules in the local area.
2. After the calendar has been approved, the administrator has the following authority:
 - a) Construct extra-curricular and school program calendars that coincide with, but do not conflict with the basic calendar.
 - b) Plan and execute teacher training days without student attendance.
 - c) Close the school in emergency or other unforeseen circumstances.
 - d) Should the school be closed more than two days for emergency conditions, the administrator will plan how to best make up the days missed. If the plan is to extend into the summer months, the Board must approve it.

Section 18. Compensation and Benefits

Objective: To define the compensation and benefit program provided to the staff members of NCS.

1. Full-time staff - Staff who work 30 hours a week or more.
2. Part-time staff - Staff who work less than 30 hours a week.
3. Hourly staff – Employees who work less than 5 hours a week on an as needed basis.
4. Full-time and part time staff will be paid according to a salary schedule adopted annually by the Board.

- a) Hourly employees will be paid commensurate with education and experience.
- b) Full time staff of NCS will receive five sick days and two personal days per school year. Personal days are to be cleared in advance with the administrator before they are taken.
- c) Part time staff of New Covenant School will receive three sick days and two personal days per school year. Personal days are to be cleared in advance with the administrator before they are taken.
- d) Full time staff will receive health insurance benefit option.
- e) Full and part time staff are eligible for a 30% tuition discount.

Section 19. Tuition Rates and Fees

Objective: To describe the enrollment procedures, list tuition rates and fees, detail tuition discounts, explain the financial aid process, describe payment schedules, and list the financial collection policies.

1. Enrollment Procedures

a) Current families

- i. Following the re-enrollment rally held in late January, current families in good standing are eligible to re-enroll.
- ii. The nonrefundable re-enrollment fee is \$50 for each preschool student and \$200 for each lower school or upper school student.
- iii. Once re-enrolled, families are responsible for the year’s tuition (payment options available).

b) New families

- i. Following the Open House held in mid February, prospective families may apply for admission.
- ii. The nonrefundable application fee is \$50 per family and is to be paid in the school office.
- iii. Following notification of acceptance, new families should set up their account in Smart Tuition and pay the enrollment fee.
- iv. The nonrefundable enrollment fee is \$50 for each preschool student and \$200 for each lower school or upper school student.
- v. Once enrolled, families are responsible for the year’s tuition (payment options available).

2. Tuition Rates and Fees

- a) The tuition rates, materials fees, and activities fees for the 2021/2022 school year are listed in the table below. Specific fee amounts are subject to change.

GRADE	TUITION	MATERIALS	ACTIVITIES
Preschool- 2 days/week (K2)	\$1,900	\$125	n/a
Preschool- 3 days/week (K2, K3, K4)	\$2,200	\$125	n/a
Preschool- 5 days/week (K3, K4)	\$2,500	\$125	n/a
K5- Half Day	\$4,500	\$200	\$100
K5- Full Day	\$5,500	\$200	\$100
Grammar School (1 st - 5 th)	\$6,880	\$200	\$100
Dialectic School (6 th - 8 th)	\$7,460	\$300	\$100
Rhetoric School (9 th - 12 th)	\$7,460	\$300	\$100
Part Time (6 th - 12 th)	\$1,085 per class	\$50 per class	\$100

- b) There are several additional fees that apply to one or more grades.

- i. For grades 6th to 7th, there is a Barrier Island Field Trip fee of \$150.
- ii. For grades 8th to 12th, there is an Upper School Fall Retreat fee in the range of \$125 to \$150.
- iii. For grades 2nd to 7th, there is a testing fee of \$10.
- iv. For grades 8th to 12th, there is a testing fee of \$25.
- v. For seniors, there is a graduation fee of \$50 and a senior trip fee of \$300

3. Tuition Discounts

- a) Multi-child discount: Families with more than one child enrolled receive a 15% discount on tuition for any full-time tuition after the first full-time student.
- b) Church member discount: Families who are members of New Covenant Church receive a 10% discount on tuition for any full-time student.
- c) Longevity discount: This discount is available to upper school students in grades 9th to 12th who have been enrolled at New Covenant School for 4 or more consecutive years. The first year of eligibility is a 2.5% discount, which increases to 5%, 7.5%, and 10% for each remaining year of enrollment. This discount is applied after multi-child and church member discounts.
- d) No discount is given on part-time tuition.
- e) No discount is given on any fees.

4. Financial Aid Process

- a) Families who want to be considered for financial aid must submit a new application each year through Smart Aid at www.smartaidforparents.com. The fee for the application is \$35.
- b) Families are encouraged to apply early because funding is limited each year. The following table lists eligibility and dates for the four monthly rounds of application, review, and award. Note that only returning families are reviewed in Round 1.
- c) For all families, late applications will not be considered until the next round.

	Family Eligibility	Completed and Verified Applications DUE in Smart Aid	Completed and Verified Applications Begin In-School Review Process	Financial Aid Rewarded	Special Notes
Round 1	Returning Families	February 22	March 1	March 15	March 15 – New families receive notification of acceptance into open seats
Round 2	Returning and New Families	March 22	April 1	April 15	April 1 – last day to complete enrollment in Smart Tuition for returning families and have enrollment fee credited to account
Round 3	Returning and New Families	April 22	May 1	May 15	
Round 4	Returning and New Families	May 22	June 1	June 15	June – final round of financial aid application evaluation

5. Payment Schedules

- a) Every family must set up an account with Smart Tuition and renew it each year. Smart Tuition charges an annual fee of \$50 per family.
- b) Through Smart Tuition, families pay tuition, fees, and optional items like yearbooks and athletic team fees. Smart Tuition is also a tool for staying informed about financial aid information.
- c) Payments can be made to Smart Tuition online, over the phone, by USPS, or at some local businesses. However, payment via USPS is unpredictable and often results in late payments.
- d) There are 4 plans available for payment of tuition and fees:
 - i. Single Pay Plan: Families who pay all tuition and fees in advance of the school year must do so in full by August 1st. These families are exempt from the \$50 annual fee in Smart Tuition.
 - ii. Two Pay Plan: Families who make two payments per year must pay half by August 1st and the other half by January 1st.
 - iii. 10 Month Plan: Families who make ten payments per year must pay the first payment by August 1st and then one payment on the 1st of each month ending with May 1st.
 - iv. 12 Month Plan: Families who make twelve payments per year must pay the first payment by June 1st and then one payment on the 1st of each month ending with May 1st. This option will yield the lowest monthly amount for a given family.

6. Financial Collection Policies

- a) On time payment is the responsibility of each family.
- b) If tuition and fees are not paid by the 1st of the month, Smart Tuition will assess a \$50 late fee. The administrator will contact the family to gather information on the status of unpaid funds as needed.
- c) If tuition and fees remain unpaid after 30 days, the administrator will meet with the family to reach an agreement for the payment of the past due amounts.
- d) If tuition and fees remain unpaid after 60 days and an agreement cannot be reached, the administrator reserves the right to terminate enrollment of a family.
- e) If tuition and fees remain unpaid at the conclusion of the school year, the family may not re-enroll for the next school year without Board approval.
- f) Note that Smart Tuition will continue to assess a \$50 late fee every month that a family has not paid their balance in full by the 5th of the month.
- g) Tuition is due for the entirety of the school year. The School Board reserves the right to make an exception to this policy. In order for the School Board to consider any tuition reimbursement or being released from the tuition agreement, a family must meet with and submit a withdrawal form to the Headmaster. The Headmaster will present the request to the School Board for consideration.
- h) The material and testing fees are due for the entirety of the school year and are non refundable.
- i) All records for a student will be released only after tuition and fees have been paid in full.
- j) If a bank returns a check to the school, a NSF fee of \$25 or 2% (whichever is greater) will be charged to the family account in addition to any late fees that may occur. If a bank returns a check a second time, the family must pay the NSF fee and will be required to pay by cash, money order, or certified check in the future.
- k) The administrator reserves the right to send overdue tuition and fees to a collection agency at any point he chooses. The fee charged by the collection agency, often 30% of the overdue amount, will be added to the family's bill.

Section 20. Fundraising

Objective: To establish guidelines for fundraising activities of NCS.

Definitions: Fundraising Activities.

1. Direct sales – activities generating assets by the provision of goods or services to the donor.
2. Gifts – assets received without regard for the provision of goods or services to the donor.

Guidelines:

1. Funds are not to be raised for purposes prohibited by Scripture.
2. NCS will seek to cultivate cheerful giving so that time and other resources are given in a godly manner out of godly motives.
3. Designated gifts will be used for designated purpose only.
4. Gifts solicited for a specific purpose will be considered designated for that purpose.
5. The use of any donor's gift will be explained to the donor at his request.
6. Where appropriate, the fundraising policy will be explained to the donor at his request.
7. Gifts may be received from non-Christians.
8. No gift may be received if the conditions for such a gift require NCS to compromise spiritually.
9. Significant fundraising activities of a parent organization and NCS should be coordinated where possible.
10. All gifts should be receipted and acknowledged in an orderly and timely manner.

Section 21. Parent and Teacher Organization Policy

Objective: To establish the purpose of any parent organization and its relationship to NCS.

1. The parent organization will be a self-governing entity that exists to support and serve NCS.
2. Because the name and the reputation of NCS is closely linked to a parent organization, the Board reserves the right to intervene.
3. The PTO will exercise no day-to-day authority over NCS and does not have representation with the Board of NCS.
4. The parent organization will not use the bank account(s) of NCS or NCC for any of their funds.
5. Membership is automatic to all parents of currently enrolled NCS students as well as to all NCS faculty and board members.
6. There are no membership dues.
7. Meetings are held monthly and open to all members.

Section 22. Solicitation Policy

Objective: To establish guidelines for solicitation.

1. The school administrator must approve all solicitation made on NCS premises.
2. NCS will not participate in business programs, either directly or indirectly, other than its primary business of education.
3. NCS is a non-profit, tax exempt 501(C) 3 operating entity and any activity that might adversely affect this status will not be permitted.
4. NCS is a ministry of Jesus Christ and will not enter any business proposition that could negatively affect its outreach and witness for Him.
5. Individual members of NCS or its board will not represent NCS in any business venture without permission from the Headmaster or School Board.
6. Student folders which are sent home with information for parents are used strictly for school-related updates and information. All information included in these folders shall be approved by the administration.

Section 23. Student Information

Objective: To establish guidelines for the maintenance and safeguarding of student information.

1. The administrator keeps a cumulative record of each child's progress in a secure location. The record includes, but is not limited to, academic grade reports, records of other academic work, medical forms, standardized testing, etc. These records are always available to the parents of the student and are kept primarily for legal documentation in the case of transfer and/or promotion.
2. To safeguard the privacy of student information school personnel will communicate concerns and/or grievances about a student to the parents first. This is keeping with the covenantal aspect of our school. School personnel will not discuss a student's progress, concerns, or difficulties with anyone other than the student or parents unless there is a reason to collaborate for the benefit of the student.

Section 24: Comprehensive Grievance Policy

Objective: To establish biblical guidelines for the resolution of disputes and grievances in the operation of NCS.

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of the operation of NCS, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administrators, and the Board.

Definitions:

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which in the judgment of either disputant threatens the successful implementation of New Covenant School's objectives and goals.

Grievance: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

Guidelines:

General

1. It is understood that if any dispute arises which is not covered by this policy, the Board decides what procedure to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, that the spirit of principles of Matthew 18 and James 3 will be followed.

Students/Parents to Teachers

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Administrator. If the student brings the concern, he must have the permission of his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the NCS Board.

Parents/Patrons to Head of School

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classroom), they should bring their concerns to the Head of School. A respectful demeanor is required at all times.
2. If the problem is not resolved, they should request a hearing from the NCS Board.

Staff to Administration

1. All concerns about the standards/operations of the school must first be presented to the Head of School. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff may appeal the decision in writing to the New Covenant School Board. A meeting to discuss the matter will follow this. The request will be passed to the Board through the Head of School.

Volunteers to Staff/Administration

1. If any volunteer has a concern about volunteer work, he will present that concern to the staff members responsible for his oversight. A respectful demeanor is required at all times.
2. If the problem is not resolved, the concern should be presented in writing to the Head of School, followed by a meeting to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing for the New Covenant School Board-in writing. The request will be passed to the Board through the Head of School.

Board Members to Head of School

1. If specific concerns with the Head of School arise, individual board members may not challenge, rebuke, or debate directly with the Head of School. The concerns are to be directed to the Chairman.
2. Any board member may call the board into executive session if a potential grievance or dispute arises during a board meeting.
3. If the board decides that the issue does not warrant executive session, the board will return immediately to open session.
4. If the board decides that further investigation is warranted, the Head of School will meet with the board in executive session to present his perspective and to answer questions.
5. If the board decides against the Head of School, it will require a 2/3 vote of the board.

Head of School to Members of the Board

1. If the Head of School should have a concern with a member of the board, the Head of School shall work with other board members to resolve the issue.
2. If the Head of School and members of the Board are unable to reach a resolution, they shall ask the NCC Session to intervene.

Parents/Patrons/Staff to Members of the Board

1. If parents, patrons or staff members have a grievance or dispute about a member of the Board, they should bring their concerns to the Head of School. A respectful demeanor is required at all times. The Head of School shall work to resolve the issue, with the help of other members of the Board.
2. If the problem is not resolved, they should request a hearing from the NCC session.

Teachers/Staff to Parents

1. Teachers/staff members will communicate concerns/grievances about a student to the parents first. This is keeping with the covenantal aspect of our school.
2. Teachers/staff members will not discuss a student's progress, concerns, or difficulties with another teacher unless there is a reason to collaborate for the benefit of the student.
3. Teachers/staff members will not discuss students with one another teacher/staff member for the purpose of complaining.
4. Teachers/staff members will respect the privacy of students and their families.

Section 25. Dress Code Policy

Objective: To provide guidelines that promote modesty, orderly decorum and unity.

The dress code for New Covenant School is designed to encourage modesty, an orderly decorum, and a sense of priority. NCS believes that our dress code is a reflection of the Trinity. It unites us in our diversity. It is a wonderful visual representation of the divine three in one.

1. Students will use the following chart in order to conform to the school dress code:

BOYS	GIRLS
Pants or Shorts: Khaki, Navy, Black or Grey NO jeans Upper School: Must have belt	Pants, Skirts, Skorts, Jumpers Shorts or Capri Pants Khaki, Navy, Black, Grey or White Jumpers, skirts, shorts and skorts may be 3 inches above the knee or longer NO jeans, stretch or yoga pants
Shirts: Polos or button ups (collared): Solid Colors (K5-5 th) Solids, stripes or plaids(6-12 th) NO large logos or words Shirts must be tucked in	Shirts and Dresses: Polos, button-ups, crew necks and modest v-necks Solid colors (K5-5 th) Solids, stripes or plaids (6-12th) Cap sleeves are permitted NO chevron or lace NO tank tops NO large logos or words Low cut backs must be covered
Shoes: Sneakers or dress shoes NO flip flops or sandals	Shoes: Sneakers or dress shoes Open toe sandals with a heel strap (6-12 th only) NO flip flops
Outerwear: Sweater, sweater vest or cardigan Zip-front fleece Solid colors NO large logos or words NO pullover sweatshirts NO hats	Outerwear: Sweater, sweater vest or cardigan Zip-front fleece Solid colors NO large logos or words NO pullover sweatshirts NO hats

2. Physical Education Dress Requirements

Students are required to wear a school issued t-shirt and solid colored shorts. Shorts (or sweats) may be navy blue or black and must be at least finger tip length but no longer than the middle of the knee. A closed sneaker style shoe is required. K5-5th grade students may wear PE uniform to school. 6th-9th grade must change before and after class.

Lower School (K5-5th)	Upper School (6-9th)
Sneakers School issued t-shirt Fingertip length navy or black shorts/sweats	Sneakers School issued t-shirt Fingertip length navy or black shorts/sweats

3. Grammar school students are required to purchase a shirt with the school logo, to be worn on all field trips and other designated occasions.
4. Girls may wear collarless casual shirts (crew necks and modest v-necks).
5. Cap sleeves are permitted.
6. Sleeveless shirts are not permitted.
7. Tight fitting or short shirts (midriff exposed) are not permitted.
8. Uniforms shall be worn neatly and modestly.
 - Young men's shirts shall be tucked in.
 - Shirts may not have any significant or large names, words or logos on them other than the New Covenant School logo.
 - Small brand identification logos are permitted (e.g. Izod alligator).
 - School faculty may determine if children are dressed according to the school dress code or not. They may contact parents if a student's attire is unacceptable.
9. The preschool will have its own guidelines for student attire. (See the preschool handbook.)

Section 26. Discipline Policy

Objective: To establish guidelines for teaching children to discern right from wrong and to practice self-control in ways that honor God.

Office Visits

There are five basic behaviors that will automatically necessitate attention from the Headmaster (rather than from the teacher).

1. Disrespect shown to any staff member. The staff member will decide whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intent to harm another.
5. Obscene, vulgar, or profane language.

The Headmaster may require restitution, janitorial work, parental attendance during the school day with their child, recess detention, or other appropriate measures. Occasionally, the Headmaster and parents may agree that corporal punishment is necessary. Parents will be called upon to administer this punishment. School personnel will never spank a child.

Teaching self-control includes, but is not limited to, encouraging children to learn biblical ways to talk to one another, to play with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Additionally, we are eager for children to learn responsibility regarding their own and others' possessions. Response to a student's problem behavior, in kind and amount, will be determined by his/her teacher, and if necessary, the Headmaster. These applications of discipline will be based on Biblical principles, e.g. restitution, apologies (public and private), swift/painful chastising, restoration of fellowship, and dealing with lingering sinful attitudes. Students may be required to eat lunch in solitude or miss recess as a lunch time detention. The vast majority of problems will be dealt with at the classroom level. To maintain consistency, teachers will meet regularly to discuss Biblical standards and school policy concerning these aspects of discipline. If a student receives discipline from the Headmaster for any reason, the following guidelines may be applied:

1. The first two times a student is sent to the Headmaster for discipline his/her parents will be contacted and apprised of the details of the visit. The headmaster will seek the parents' assistance and support in averting further problems.
2. A meeting of the student's parents and the Headmaster will follow the third office visit.
3. Should the student require a fourth visit, a two-day suspension will be considered.

4. If a fifth visit is required, the student will be considered for expulsion.

Expulsion

NCS realizes that expelling a student is a very serious matter and should be carefully pursued on a case-by-case basis. Forgiveness and restoration are fundamental to the school's overall discipline policy. However, should a student and his parents be unable to eliminate behavior problems before a fifth office visit, the student will be considered for possible expulsion.

Serious misconduct

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office-visit procedure may be bypassed and suspension or expulsion may be recommended to the School Board. Examples of such serious misconduct include acts endangering the lives of students, faculty, or staff, gross violence/vandalism to school facilities, and violations of civil or criminal law. Students may be subject to school discipline for serious misconduct, which occurs after school hours. Suspected violations of the law will be reported to the authorities.

Jurisdiction

Proper conduct in accordance with NCS policies is expected of all students during the school day and during the school-sponsored field trips and events.

Readmission

Should an expelled student desire readmission to NCS, the Board will make a decision based on the student's attitude and the circumstances at the time of the reapplication.

Phones

1. Students may use the office telephone only with permission of the office staff. Students who use telephones without permission may be disciplined.
2. Cell phones are permitted by students as long as they are not a distraction during school hours. They may not be used during instructional time.

New Covenant School Operating Policies

Arrival Times and Drop Off

Begin to arrive at 7:45 a.m. Exterior doors may not be unlocked prior to this time. Students should enter the building at the rear of the school under the covered walkway. At 7:55, students will be permitted to enter their classrooms. If students arrive prior to this, they need to report to the gym until they are dismissed to their classroom. A campus and facilities map with specific drop off instructions will be provided at the beginning of the school year. It will be important to direct the flow of traffic along certain routes in order to prevent congestion.

Homeroom

Students will be marked tardy if they are not in their homeroom by 8:05 a.m. During homeroom the teacher will take attendance, give announcements and a brief devotional with prayer.

Class Schedule

The Grammar school class schedule will be distributed at orientation.

The Upper School class schedule has a 7 period day with 48 minute periods. School will be dismissed at 2:45. There is a three-minute break between classes. This time should be used for transition to and preparation for upcoming classes. Proper hallway decorum, such as being quiet and not running, is expected. Although students may talk at this time, fellowship with other students should not cause tardiness to class. Students will not be permitted to disturb other classes in order to collect books and papers.

Lunch and Recess

Students have the options to bring bag lunches or order a “hot lunch” meal that can be pre-purchased. Lunch order forms will be provided on a monthly basis in Friday Folders.

Students in grades 3rd and up are allowed to utilize microwaves.

Students will have approximately 25 minutes to eat lunch. In order to avoid congestion and disorder in the lunchroom and gymnasium, grades may eat or play in shifts.

Recess is supervised whether in the gym or outdoors.

On assigned days, grades will take turns cleaning up the lunchroom. Typically they will be responsible for wiping off tables, picking up the floor, and taking out the trash. This usually takes no longer than 3-4 minutes.

Pickup

All students will be picked up in the rear parking lot area at the end of the covered walkway. Pick-up begins promptly at **2:45**. Parents should be in line as early as possible, and all students should be picked up by 3:00. Please call and inform the office if you will be late. Parents will be informed at the orientation meeting of an “identification safety system” for picking up children.

***Half-Day Kindergarten pick up begins promptly at 12:00 p.m.**

After School Care

New Covenant School will offer after school care each full school day (Monday-Friday) from 3:00-5:30 p.m. This program is available for K5-8th grade students and will be held on New Covenant School’s property. If any students are not picked up by 3:00, they will report to the after school care program and families will be charged accordingly.

Absences

As part of their commitment to New Covenant School, families should plan for their children to miss as few days as possible. Though we want families to spend time together, it is difficult for teachers to meet the educational objectives of our school without consistent attendance. Specifically we ask that illness, death in family, and special family events are the only acceptable reasons for non-attendance. If students are to be absent for a day or longer, the Headmaster should be notified at least two days in advance. Trips that conflict with school days should be discussed with the Headmaster before scheduling. If at all possible, please schedule your family's spring vacation during Easter Break.

Tardies

All students arriving after 8:05 are considered tardy and should sign in at the school office. If there is consistent lateness by a student, the parent will be contacted. If the lateness continues, the tardies will be added up to count as an absence. Students arriving after 8:30 must sign-in in the office.

Signing In/Out

During school hours, non-driving students may not leave campus unless parents sign them out in the office. Driving students may sign out with permission from a parent. Parents may communicate permission to the office via a note, email or phone call.

Make-Up Work

Students who have missed class for any reason are responsible to take the initiative to make up their assignments, tests, and quizzes. Before an extended leave, a student should make specific arrangements with each teacher. Upon return from a shorter absence, students should ask each teacher for missed assignments. Students will have one day to make up work for each day absent.

Field Trips

Class field trips are planned educational field experiences for the purpose of broadening a student's education and exposing them to information in a real-world environment. The faculty spends time planning the activities with specific educational goals in mind. We believe philosophically that education MUST take place outside of the classroom occasionally for it to be beneficial, real, and effective.

Students who opt to miss a required field trip, must attend school on those days and complete assigned work.

Early Dismissals

Some school days require an early dismissal. These half days will dismiss at 11:30 a.m. and are scheduled on the school calendar. After school care will not be available on early dismissal days.

Visitors

All school visitors must report to the school office to sign in and receive a visitor badge.

School Closings

In the event weather conditions make it impractical or dangerous to have school, NCS will announce school closings or delays in five ways:

TV:	WYFF News 4
Internet:	wyff4.com
Voice Mail:	224-5675
Facebook:	www.facebook.com/newcovschool
E-mail:	A group e-mail from the school office

Storage

Students will be provided lockers or cubbies in which to place their school-related items. Space is at a premium, so students should avoid bringing any items not necessary for their education.

Middle/High School: Lunch containers and book bags are to be kept in designated areas. Coats, jackets, and sweaters should be hung in lockers or in the closet areas of the church lobby. Students should remember that they may only store personal belongings in four places: 1) In their lockers, 2) in a designated storage room, 3) hanging in the lobby coat racks, or 4) on their person. Anything not in these places may be considered "lost." Students should never leave personal belongings in the church lobby. Students should never handle other student's belongings without explicit permission.

Lost and Found

The "lost and found" is in the nook to the left of the exit door outside of the auditorium. Lost and Found is cleaned out at the end of each month and all unclaimed items are donated to charity. Students and parents will be given notice before this occurs. Neither the school nor the church is responsible for items that students have lost or have been donated to charity.

Contact Information

New Covenant School
303 Simpson Road
Anderson, SC 29621
864.224.5675 (office) 864.224.5985 (fax)
school@newcovschool.net
www.newcovschool.net
www.facebook.com/newcovschool

School Hours: 8:05am—2:45pm

Office Hours: 7:30am—3:30pm

New Covenant Preschool Operating Policies

Days program is being offered

K2: 2-Day (Tuesday/Thursday) or 3-Day (Monday/Wednesday/Friday)

K3 and K4: 3-Day or 5-Day option:

3-Day option*: The student will attend Monday/Wednesday/Friday.

5-Day option*: The student will attend Monday-Friday.

*School policy is to have 4 students enrolled in each option for that option to be available.

Enrollment

Age requirements: the age cutoff for school is September 1st. (i.e. Your child must be 3 on or by September 1st in order to enroll in the K3 class.)

Your child will be enrolled at New Covenant Preschool after the following is complete:

- A. An application form is completed and the \$50 non-refundable application fee is paid in full.
- B. A state of South Carolina certification of immunization or a copy of the state pink card record of immunizations is given to the office.
- C. The family meets with the Headmaster.

Hours of Operation

New Covenant Preschool operating hours are 8:05 am to 11:30 am.

- **Drop Off:** Preschool drop off is from 7:45 am-8:05 am. Students should be in their classroom by 8:05 am; classroom instruction begins promptly at 8:05 am. Please try to have students at school on time; it is disruptive to the class routine if children are arriving late. Children can begin to enter the preschool hallway at 7:45 am. From 7:45 am to 7:55 am students will be dropped off in the "Morning Drop Off Room;" there is a sign that will indicate which room is the "Morning Drop Off Room." Starting at 7:55 am students may be dropped off in their classrooms. Students may be dropped off at the back entrance next to the playground. The Preschool Director or a Classroom Assistant will be there to unload cars. All doors are locked at 8:10am. If late dropping off, please sign your child in at the school office.
- **Pick Up:** Students may be picked up at 11:30 am. All children should be picked up no later than 11:35 am. Pickup will be from each classroom. All students who have not been picked up by 11:35 am will be taken to the Late Stay Room and the parent will be expected to pay the late stay fee. If an emergency (i.e. stuck in a doctor's office) arises with you, the parent, and you are unable to pick up your child on time, please call the school office to make arrangements as soon as possible.
- **Late Stay:** This additional paid program is from 11:35 am to 12:00 pm. Students who have signed up for this program will be dropped off at the designated classroom at 11:35 am by the teacher or aide. This program is strictly play time. If a child is picked up after 12:00pm, there is an additional fee of \$5.

Safety and Emergencies

We will expect you (the parent/guardian) to pick up your child. If you have made other arrangements to have someone other than yourself pick up your child, we must know ahead of time either by phone, a written note, or email. All approved people to pick up your child must be listed on the application form.

Each family will receive a pick-up number card at the beginning of the school year. This card is required to pick up your child for the first month of school. If a new person is picking up a student after the first month, then the pick-up number and proper ID is required.

In an emergency situation, a telephone call will be sufficient to release your child to someone on your approved list. Under no circumstances will any child be released to anyone other than you without your permission and never without proper ID.

Visitors

All school visitors must report to the school office to sign in and receive a visitor badge.

Carpools

Carpools may be arranged by the parents. Your child's teacher should be notified of your definite plans. If it should become necessary for your child to occasionally be picked up by another party, please send a note to your child's teacher ahead of time or notify the Director in case of an unexpected change in plans. Please make sure the other party has the pick-up number card for your child.

Parental Involvement and Communication

Parents are always encouraged to become involved in their child's learning experience at preschool. We welcome and encourage your participation, comments, questions, and suggestions at any time. An effective and private way to communicate with the teacher is through the child's Friday Folder or email.

Conferences

Since the welfare and growth of your child is our mutual concern, we welcome conferences with parents at any point in the school year. We are here to assist you to the best of our ability and if we observe behaviors or developmental delays in your child that you need to be aware of we will bring them to your attention and may ask the Learning and Behavior Coordinator to observe your child, so that we may best meet his/her needs.

Health

Whenever a group of small children are together, it is inevitable that germ swapping will occur. We do our best to keep a clean environment and promote good health. Your child's health is a matter of major importance to all of us. Therefore, all children attending this school should be free of contagious diseases, and all immunization records are to be in good standing. Children who have a fever (99.5 or higher), cough, or infection of any kind (throat, eye, etc.) should not be brought to school. Any child showing obvious signs of illness should be kept home. Here are some guidelines to follow:

- He/she has begun taking antibiotics in the last twelve (12) hours.
- He/she has a constant cough.
- He/she has symptoms of possible communicable disease (such as green or yellow nasal drainage, reddened eyes, sore throat, abdominal pain and fever).
- He/she has had a rash (including yeast infection) or has had diarrhea or vomiting during the previous twelve (12) hour period.

When a child has been absent due to illness, he/she should not return to school until he/she has been without fever (and without fever reducing medication) for at least twenty-four (24) hours. If your child develops a fever while at school you, the parent, will be notified and asked to pick up your child as soon as possible. Please call or email the school if your child will not be coming to school on their scheduled day.

Snack

Each preschool family will be responsible for providing a snack for your preschool student(s). Your child will need a snack everyday he/she comes to preschool. Here are the guidelines that need to be followed for preschool snacks:

- Snack Container: Your child's snack needs to be in a ziploc bag or plastic container that closes tightly and is easy to open and close. Please make sure to label all containers or bags.
- Snack foods that are allowed: dry foods such as goldfish, pretzels, chex mix, fruit, vegetables, raisins, etc.; foods that do not leave too much residue on fingers after being eaten. In preparing your child's snack, please remember to give them only a snack amount not a lunch portion.

- Snack foods not allowed: yogurt, gummies, apple sauce, foods with lots of sugar, etc.; any food that is wet or sticky is not allowed due to the food getting stuck in the carpet in the classrooms.
- Food Allergies: If there are any food allergies within the preschool or a certain preschool class, then the class will be notified as to what foods need to be avoided for snack time.
- Drink: We will provide water for the students to drink. Please send a water bottle (labeled) with your child each day he/she is at school. The teacher will send the water bottle home each day for the water bottle to be washed and returned the following school day.
- Forget to pack a snack: Failure to pack a snack 3 times within a month, you will be charged a snack fee of \$15. The snack fee will be applied to each month there is a failure to bring a snack for your child 3 times within that month. The preschool will have a snack on hand in the event you forget to pack a snack. Class party days do not apply to this policy; you will not need to provide a snack on the days your child's class is having a party.
- Questions: If you have any questions regarding the preschool snack, do not hesitate to ask the Preschool Director.

Birthdays

A child's birthday is a very important occasion. If you would like, you may send a special snack and birthday napkins on your child's birthday. If sending cupcakes, please make sure they are "**mini**" cupcakes. We will create a party. Children with summer, weekend, or holiday birthdays may select a day of the parent's choice to celebrate their birthdays (i.e. half-birthday).

Attire

The only attire requirements for preschool are **closed-toe shoes and socks**. Think of your child's comfort, and provide simple clothing without complicated fastenings. Provide washable clothing, because some days we get messy! We play outside; provide sturdy clothing. Please make sure you dress your child in seasonally-appropriate garments and that they do not wear open-toed shoes. **Please label all outer garments, including hats and bags, so that teachers and students can identify their items.** All students are required to bring an extra set of clothes with names on them in their bags that they bring to school each day. We expect to go outside during our playtime whenever possible and request that you send your child to school in appropriate shoes and clothing. Remember a coat, hat, mittens, and scarf. We will never be outside in weather below freezing but may enjoy those brisk sunny days of fall, winter, and spring.

Backpacks

Each child in New Covenant Preschool is required to bring a backpack/tote that will hold a 9.5 x 11.5 folder. Each Friday, students will take home a folder with all of their accomplishments during the week. Please make sure their folder (empty) is returned to school the next day school is in session.

Inclement Weather

In case of inclement weather, New Covenant Preschool will adhere to New Covenant School guidelines. If New Covenant School cancels school, preschool is cancelled for the day. If there is a 1-hour delay, New Covenant Preschool will also have a 1-hour delay. If there is a 2-hour delay, New Covenant Preschool will be cancelled for the day. If New Covenant School reports "10:00 am start", New Covenant Preschool will not have school. See Page 32 – School Closings.

Scheduled Days Off

We follow the same scheduled days off for vacations, special holidays, and in-service days that New Covenant School plans for the year. A calendar will be distributed for all days off.

Various Classroom Activities

Every Friday, we will have chapel together. Four times a year we join the whole school for "All School Chapel." 5-day classes will have music class once a week. There will also be a variety of extra-curricular activities available each year if there is enough interest.

Field Trips

Preschool-age children acquire much of their knowledge from things they see and do rather than things that are told to them. This is why we try to give the child the opportunity to learn more about the world by taking him/her on special trips.

For field trips to be possible, we will need parents to drive their own child to the field trip. If a parent cannot attend, he/she may personally arrange carpooling with another parent. School will not be in session the day of the field trip, other than meeting at the school to travel to the field trip destination. Please check monthly calendars for dates and times of field trips. We will also have some in-house special guests to give our students more hands-on learning opportunities.

Preschool t-shirts are required for field trips.

Discipline

Consistency, redirection, time-out, and positive reinforcement are techniques used by the teachers and staff. Corporal punishment is never used. Rules and behavior guidelines are explained simply and geared toward the appropriate age level of the class. Children are encouraged to make decisions requiring them to be accountable for their own behavior.

This technique is to motivate children to make responsible choices. However, occasions arise when we have to address behaviors that harm other students. When these occur each child will go through a three-step process:

1. Warning
2. Time Out
3. Removal of Privileges

After this the child will be sent to the director who will call the child's parents to come pick up the child. Each time this occurs, a written warning will be received. After three such warnings, the child will be removed from New Covenant Preschool. Physical fighting and biting are not tolerated; if these occur the child will be sent home for the day.

Withdrawal From Program

Each child is enrolled for the entire school year or the balance of the school year. A written notice submitted to the director is required two weeks prior to the child's withdrawal from the program. Tuition is due for the entirety of the school year (see page 27 – Financial Collection Policies).

Changes in Student Information

It is the parents' responsibility to notify the school office in writing of any changes in schedule, address, telephone numbers, place of employment, hours of care or other pertinent information concerning the family.

Contact Information

New Covenant Preschool
Director: Bailey Rountree

864.224.5675 or preschool@newcovschool.net

