

New Covenant Christian Academy

Classically training generations in Biblical worldview and academic excellence



Parent & Student Handbook

Our Mission: To equip students to seek God's truth and provide them with the tools for a lifetime of learning for the glory of God.

2023-2024

Parent/Student Handbook

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I. General Information

Statement of Faith

The following is the foundation of beliefs on which NCCA is based. They are also the key elements of Christianity which will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* at NCCA. Secondary or divisive doctrines and issues will be referred to the family and local churches for final authority.

- I. We believe the sixty-six books of the Holy Bible to be the inspired, authoritative, inerrant Word of God. Further, we believe these Scriptures are our final rule in all matters of faith and practice. *2 Timothy 3:16, 2 Peter 1:21*
- II. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. The triune God is the Creator and Preserver of all things and is omnipotent, omniscient, and omnipresent. *Genesis 1:1, Matthew 28:19, John 10:30*
- III. We believe Adam, the first man, sinned in his disobedience toward God and through his disobedience sin extended to all mankind. Consequently, all are born sinners, spiritually dead and relationally separated from God. *Romans 5:12, Psalm 51:5, Psalm 53*
- IV. We believe Jesus Christ, born of the virgin Mary, fully man and fully God, lived a sinless life in perfect obedience to His Father and gave his life on the Cross as the perfect, complete sacrifice for sin through His shed blood. After He had provided a full redemption, God raised Him from the dead on the third day. We believe in His ascension to the right hand of the Father and in His personal return in power and glory. *John 10:33, Matthew 1:23, Luke 1:35, Hebrews 4:15 & 7:26, I Cor, 15:3, Eph. 1:7, John 11:25*
- V. We believe God will regenerate His people through the invincible power of the Holy Spirit. God's salvation provided for sinners is by His grace alone through faith alone in Christ alone, not as a result of any of our works. We are justified on the single ground of faith in the shed blood of Christ. Those who truly trust in Christ are eternally sealed with the Holy Spirit and will persevere to the end. *John 14:16-17, Eph. 2:8-10*
- VI. We believe in the resurrection of both the believer and of the unbeliever - the believer unto the resurrection of everlasting life and the unbeliever unto everlasting condemnation. *John 5:28-29*
- VII. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life through sanctification. *Romans 8:13-14, Eph. 4:30 & 5:18*
- VIII. We believe in the spiritual unity of believers in our Lord Jesus Christ which leads to fellowship in a local church body. *Romans 8:9, Galatians 3:26-28*

Mission Statement

Our Mission is to equip students to seek God's truth and provide them with the tools for a lifetime of learning for the glory of God.

Statement of Vision

I. **Our Students** - Our number one goal and desire for each student is to begin a personal relationship with the Lord Jesus Christ which develops the student to love the Lord with all his/her heart, soul, mind and strength. We desire, secondly, for our students to love their neighbors as themselves and to have a heart for the regeneration of the lost.

Our students will be taught to appreciate their unique talents, gifts, and purposes in relationship to the distinctiveness of God's creation. Our objective is to assist parents in educating children so that they have the ability to apply core knowledge in order to discern life events with Godly wisdom and, in so doing, distinguish cultural influences in light of the Scriptures to make God-honoring decisions which enable them to positively affect their culture for the glory of God.

We desire for our students to be reared in such a way so that as they grow into adulthood, they are zealous for truth, hungry for goodness, and sensitive to beauty.

II. **Our Curriculum** - Students will be exposed to a God-centered biblically based education as the foundation of all truth and knowledge. Adopting the classical approach, known as the Trivium, students will be exposed to classical literature and language classes as well as formal logic. We also want our students' hearts to be inspired by arts and humanities in order to fully enjoy and embrace the gifts God gives his creation leading them to glorify and marvel at His workmanship.

III. **Our Staff** - We aim for our staff to live a life which is pleasing to God and is filled with the fruit of the Spirit clearly evidenced in their daily walk with the Lord. They are to be spiritual leaders to our students and servants of the Lord. We seek to employ professional, responsible, and diligent workers who have the gift of teaching and who have a deep love for their students. We desire for our teachers to clearly comprehend the structure of the Classical Christian framework and lead our children by demonstrating a lifelong hunger to grow and learn. As they are growing in knowledge and wisdom, we pray their own families will be walking with the Lord as an example to our educational community.

IV. **Our Parents** - Our parents will have the most important role in their child's education. Our goal is to assist parents in Biblical instruction and discipline. We look forward to informing parents of the Classical and Christ-centered approach and desire participation within the school. This leads to a clear sense of responsibility for their child's educational and spiritual upbringing. We aim to help them follow biblical principles in addressing concerns and to embrace Scripture which encourages and stirs up others to love and do good works.

V. **Our Community** - Our relationship with the community is one in which we strive to be above reproach and to deal with others in a way that honors Christ. We hope to partner with other local churches, faith-based ministries, and educational institutions in ways that are consistent with our Statement of Faith.

Statement of Policy regarding Sexual Practices

I. **Introduction** - Of all areas of human conduct, we find that the area of sexual practices is significantly controversial and divisive among persons today. What some people call “sin,” others call “freedom of choice.” We note that the Bible teaches that though any sin harms our relationship with God and with other persons, that sexual sins are to be especially avoided because of their destructiveness: I Corinthians 6:18, "Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body." We also see in our society that the results of sexual practices that differ from New Testament teaching are often tragic personal pain, conflicts, and diseases. It is our belief that in the Bible we can find the revealed teachings of God in the area of sexual conduct, as in all others; and that God's teachings are meant to guide us to a happier, fuller life. This Statement is to set forth our understanding of what the Bible teaches in this area: we wish to add nothing, nor take away from anything the Bible has to say, simply to state clearly our understanding and what our teaching and the policies of this church will be. (Biblical quotations are in the words of the *English Standard Version* of the Bible).

II. **The Biblical Ideal** for sexual practice, as in all other areas of life, is that of a holy life: "For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor, not in the passion of lust like the Gentiles who do not know God; that no one transgress and wrong his brother in this matter, because the Lord is an avenger in all these things, as we told you beforehand and solemnly warned you. For God has not called us for impurity, but in holiness. Therefore, whoever disregards this, disregards not man but God, who gives his Holy Spirit to you" (I Thessalonians 4:3-8). The Bible teaches that it is equally acceptable to marry or to be single; but for the unmarried to be chaste, and the married to be faithful to their spouse, I Corinthians Chapter 7.

III. **Sexual Immorality** in the New Testament encompasses several distinct practices.

- a) **Fornication** (sexual union by one who is not married),
- b) **Adultery** (sexual union by one who is married with other than the spouse),
- c) **Prostitution** (offering of sexual favors for money or other reward)
- d) **Homosexuality** (sexual relations with a partner of the same sex) are all considered as immoral practices that are sinful and cause spiritual loss. "Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God" (I Cor. 6:9-10). "But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints" (Ephesians 5:3). Many other scriptures make clear God's teaching concerning sexual behavior: among them Matthew 5:27-28, Acts 15:28-29, Romans 1:18-27 (which especially makes clear the Biblical position in opposition to homosexuality), and even to the very last chapter of the Bible, Revelation 22:15, which restates that the sexually immoral cannot be a part of the life of God.

IV. **Other areas of sexual sin** are mentioned or implied in the Bible. Avoidance of **Pornography** (the viewing of images intended to arouse sexual lust) is implied by Jesus' admonition in Matthew 5:28, "But I say to you that everyone who looks at a woman with lustful intent has already committed adultery with her in his heart." Jesus likewise counsels against

Divorce (the breaking of a marriage covenant) as He states in Mark 10:11-12, “And he said to them, ‘Whoever divorces his wife and marries another commits adultery against her, and if she divorces her husband and marries another, she commits adultery.’” (See also Matthew 5:31-32, Matthew 19:3-9, Luke 16:18; and Malachi 2:16 among others). The practice of **Abortion** (the intentional ending of a fetus’ life in the womb) may be viewed as evil, especially when studied in the context of Psalm 139:13, “For you formed my inward parts; you knitted me together in my mother's womb.” and numerous other scriptures that speak to God’s creation of life and against the taking of another life. There are also Biblical teachings against polygamy, rape, incest, bestiality, etc. A person who desires to have a “holy and honorable” life should avoid these areas of conduct.

V. **Application-** to NCCA: The Bible teaches us that we should gently admonish those who exhibit the sinful behaviors outlined above.

- a) Galatians 6:1: "Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted."
- b) The Bible also has much to say about God's love and His forgiveness that is available through faith in Jesus Christ, when a sinner has repentance and confesses his sin: “If we confess our sins, he is faithful and just to forgive us our sins and to cleanse us from all unrighteousness” (1 John 1:9).
- c) But the Bible also says that an unrepentant sinner must be dealt with: " But now I am writing to you not to associate with anyone who bears the name of brother if he is guilty of sexual immorality or greed, or is an idolater, reviler, drunkard, or swindler—not even to eat with such a one. ... God judges those outside. “Purge the evil person from among you.” (I Cor. 5:11, 13) (see also Titus 3:10).

Our teaching will communicate the clear teaching of the Biblical position, as outlined above. Additionally, all parents wishing to enroll their children in NCCA will be made aware of this policy statement and shall indicate their agreement to abide by the principles set forth herein. School administrators shall have the authority to decline admission or to expel a student based upon a parent’s failure to abide by the policies set forth herein. Additionally, school administrators may take any action deemed necessary, including expulsion, should any student engage in activity contrary to the Biblical teachings set forth above.

The message of God's redemptive love will guide our exhortations. It is imperative that all communication with anyone in conflict with the policies set forth herein shall be gentle, in an attempt to lead them to repentance.

The leaders of the school (administrative staff, board members, and teachers) are particularly expected to agree with the Biblical teaching. The Bible teaches that leaders have a higher standard of behavior, I Timothy 3 and Titus 1:6-9. From these scriptures, it is our position that we will not knowingly hire, appoint or allow to continue in leadership those who do not agree with and adhere to the clear teaching of Scripture.

VI. **Conclusion-** Our desire is to help people find God and to live a full, victorious life. We do not wish to intentionally hurt or discriminate against anyone, yet we are mindful that conviction of sin from the Holy Spirit may cause discomfort. We wish only to be obedient to the teachings of God. We are confident that those who obey God's teachings will have a victorious life, and that those who oppose His way will suffer the consequences of their sin. Since the clear word of the Bible is that “For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor” (I

Thessalonians 4:3-4), then this must be the stand that we take in regards to questions concerning sexual practices.

IN LOCO PARENTIS “In the Place of Parents”

Parent Involvement

- *Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be written upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates. Deut. 6:4-9*
- *Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4*
- *Fathers do not embitter your children, or they will become discouraged. Colossians 3:21*
- *He decreed statutes for Jacob and established the law in Israel, which he commanded our forefathers to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children. Psalm 78:5-6*

NCCA believes parents are responsible for their child(ren)’s formal education. Working in partnership with parents in educating their child(ren) is one of the many goals of NCCA.

Volunteers

Parents are encouraged to volunteer and participate in their child’s education as much as possible. We expect both parents to meet their parental obligations by attending parent/teacher conferences, working/observing in the classrooms, and participating in school activities.

Visitors

Parents are always welcome to visit the school. Parents should register in the school office and wear a required name badge before proceeding to their child’s classroom. Likewise, they should sign out before they leave. Other visitors are encouraged to obtain approval 24 hours in advance from the office.

Preschool aged children who are on campus with a volunteering and/or visiting parent are not allowed at recess without a parent.

Communication with Parents

Parent/Teacher Conference

A conference with parents is scheduled at the end of the first and third grading periods to discuss student progress. Teachers or parents may arrange additional conferences as needs arise.

Weekly Communication Folders

At NCCA one day each week student folders are sent home to be reviewed and signed by parents and returned to teachers. These folders may contain student's work from the previous week, a letter from the student's teacher, and other school information from the office.

E-Mail

Office staff and teachers will also communicate important information via electronic mail daily. Parents will receive frequent e-mails about homework assignments, special activities, and other news pertaining to their children.

Website www.nccaky.org

Grandparents

As part of the NCCA family, Grandparents are involved as follows:

Grandparent Academy

Held in September, Grandparent Academy is a time for the children to show the way that we do school in a Christ-centered and classical environment. Grandparents are invited to a morning of "education" sponsored by their Grandchildren.

Grandparent Volunteers

Grandparents are welcome to volunteer at NCCA. Grandparents can help in classrooms, the lunchroom, or assisting in special events.

Mailing List

NCCA school families are encouraged to add grandparents to the mailing list and the e-mail list for New Covenant updates. Addresses and e-mail information may be submitted via the school office email: schooloffice@nccaky.org

II. Admissions

Student Admission Policy

NCCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, and other school programs.

Students are selected in order to maintain a student body of high academic and moral caliber. Admission is granted and vacancies are filled based on academic achievement, ability tests, prior performance in school, and other pertinent data. Only students in good standing with previous schools are accepted. Additional consideration is given to brothers and sisters of currently enrolled students.

For admission, all students must meet NCCA's requirements for promotion into a specific grade as outlined by the administration. Students who do not possess certain minimum skills required for a specific grade must agree to additional preparatory work as established by NCCA.

Each parent signs a statement indicating they agree with the school policies contained in the Parent/Student Handbook.

Enrollment Process

Step 1 Application Forms:

- Complete **all** parts of the student application. Include the following items:
 - * A copy of the most recent achievement test scores
 - * Report cards from most recent quarter and the previous year
 - * Completed Information Release Form
 - * A copy of the student's birth certificate
 - * A copy of the immunization record
 - * Kindergartners must have a record of a physical and eye exam within a year of the start of school.
- Submit a \$50 non-refundable application fee. This will serve as a credit towards the registration fee which is due upon acceptance into the Academy.

Step 2 Assessments of Student Skills

Testing/screening for all incoming students in grades K - 10th is required. This is to determine student skills and academic strengths/weaknesses before school begins for proper placement and to develop a plan of action for any students who may need summer tutoring. Our goal is for student success within the classroom.

We desire the learning experience to be challenging and rewarding, NOT a continual struggle for our students. Testing allows us to gain information which will determine the best fit for a child.

Step 3 **Parent Interview**

When step 2 is complete, representatives from the education committee will meet with the student's parents to discuss the completed application, to share the vision of the Academy, and the theology and purpose behind classical Christian education. Participation by both parents at the admission meeting is required. **If divorced and share joint custody, we will communicate with both parents and will need to interview both parents.**

Step 4 **Notification of Acceptance**

After all the above steps have been completed, the education committee will review and rule on the application. Notification of acceptance will be sent by mail or email. The remaining balance of the registration fee is due within 10 days of that notification. The book/material fee is due and payable by August 1st. Any student who is accepted after the August 1st deadline should remit payment within 10 days of the acceptance notification. All students are on probation for their first nine weeks at NCCA. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation for placement in a lower grade.

Step 5 **Records**

All other required records and/ or paperwork must be submitted to the school office before the student will be allowed to attend class.

Admission Requirements for Parents

- New Covenant Christian Academy requires all parents to have a clear understanding of the biblical philosophy and purpose of the school. This understanding includes the willingness to have their child exposed to the clear teaching of the school's *Statement of Faith* in various and frequent ways within the school's programs.
- The parents should be willing to cooperate with all the written policies of New Covenant Christian Academy.

Eligibility

Pre-Kindergarten - To be eligible for Pre-Kindergarten a student must be the age of 4 years on or before August 1st of the year of enrollment.

Kindergarten - To be eligible for Kindergarten, a student must be 5 years of age on or before August 1st of the year of enrollment.

First Grade - To be eligible for 1st grade, a student must be 6 years of age on or before August 1st of the year of enrollment.

Health Records

As part of the enrollment process, NCCA requests proper health records be submitted with the Application for Admission. Kindergarten or newly enrolled students must submit a Kentucky eye examination school form & a physical examination form dated within one year of the beginning of school. All schools are required to maintain records of childhood immunizations to assure all students enrolled have presented proof of childhood immunizations. A Kentucky Health Form may be acquired from physician offices or health care agencies. This form is not available at school. All sixth-grade students must also submit a physical examination form dated within one year of the beginning of school.

Withdrawal

Parents wishing to withdraw their child(ren) from NCCA should **discuss the matter with administration and supply a letter of withdrawal two weeks before the student's last day.** The withdrawal process is complete when the letter of withdrawal is received in the school office and the parents have met all their financial obligations. The student's records are released when an official request from another school is made. If it becomes necessary to withdraw a student during the school year, **tuition is charged for the full semester even if the student attends only part of the semester.** If the withdrawal is at the school's request, tuition for the remainder of the month or year will be refunded on a pro-rated basis.

III. Financial Information

Tuition and Fees

Tuition is paid annually or in 10 payments. The NCCA fee payment schedule is as follows:

- **Application Fee** - \$50 due with submission of application, non-refundable; credited towards registration fee.
- **Registration Fee** - early registration \$100.00 per student (not to exceed \$200 per family)
late registration \$150.00 per student (not to exceed \$300 per family)
Due at time of acceptance into the Academy. This fee is non-refundable.
- **Testing Fee** -\$60.00 per student, due in August. High School students taking the ACT are exempt from paying this fee.
- **Book/Material Fee** - \$300.00 due June 1 or within 10 days of acceptance notification.
Covers consumable curriculum & rental of non-consumable text. Non-consumable curriculum remains the property of NCCA. Lost, damaged, or destroyed non-consumable curriculum will be replaced at the expense of the student.

Tuition - Kindergarten Half Day

Standard Plan - 1 payment of \$2,150.00 due the 1st business day of the month.

Alternate Plan - 10 monthly installments of \$225.00 due at the 1st business day of the month.

Tuition – K Full Day – 5th grade

Standard Plan - 1 payment of \$3,500.00 due the 1st business day of the month.

Alternative Plan - 10 payments of \$360.00 due the 1st business day of the month.

Tuition – Upper School

Standard payment - 1 payment of \$3,700 due the 1st business day of the month.

Alternative Plan - 10 monthly payments of \$380.00 due the 1st business day of the month.

Discounts

- Pastor discount of 25% is available for children of full-time pastors.
- Multiple Sibling Discount - full day Kindergarten - 12th grade:
 - Tuition for a 2nd child is discounted 15%.
 - Tuition for additional children is discounted 25%.

****If you qualify for multiple discounts, the greatest single discount will be applied.***

Tuition and Fees – Early Education Program

Early Registration: \$50.00 Late Registration: \$65.00

(The application fee serves as half of early registration fee or is credited toward late registration fee.)

*****There are no discounts for the Early Education program.***

Little Lions Preschool

Standard Plan - 1 payment of \$900 due the 1st business day of August.

Alternate Plan - 10 monthly installments of \$100.00 due the 1st business day of each month.

Little Lions PreK

Standard Plan - 1 payment of \$1,300 due the 1st business day of August.

Alternate Plan - 10 monthly installments of \$140.00 due the 1st business day of each month.

Delinquent Tuition

Tuition not fully paid by the 10th day of the month is considered delinquent tuition. The tuition obligation is for the entire academic year. The absence, academic failure, or temporary suspension of the student does not cancel or reduce the tuition obligation, nor will tuition be refunded. In exceptional circumstances, such as an unexpected family move away from the area, the administration may authorize a refund upon written request.

A late fee of \$25.00 is assessed for payments received after the 10th of each month. Prompt payment of tuition is essential if the school is to meet its own financial obligations on time. Accounts will be reviewed by the administration, which reserves the right to dismiss students from the school when the family account is overdue by 30 days or more and satisfactory arrangements for payment have not been made. Academic records will not be released or forwarded until all financial accounts have been cleared. Likewise, a student will not receive their report card if the account is not current.

Financial Aid

NCCA provides Financial Aid through our annual budget from donors who contribute to our

scholarship fund for families who cannot meet the full tuition requirements. NCCA uses the services of the Financial Aid for School Tuition (FAST) to assess need for tuition aid.

Yearly Re-Enrollment / Early Registration

Early registration begins in January for the upcoming school year. NCCA has adopted an automatic registration renewal for the convenience of our families. Current families will be invoiced for the registration fee beginning in December.

IV. Academic Standards

Curriculum

Christ-Centered Approach

NCCA holds that God is the author and the Creator of all things. We seek to teach all subjects as part of an integrated whole with the Scriptures at the center (II Timothy 3:16-17). Our intent is to provide a clear model of the Biblical Christian life and worldview through our faculty, staff, and Board (Matthew 22:37-40). We encourage every student to develop a genuine and meaningful relationship with God the Father through Jesus Christ, His Son.

NCCA has a membership with the Association of Classical Christian Schools (ACCS).

Chapel

Chapel is normally held on Wednesday mornings at 8:30 in The Point. NCCA will use a variety of Bible translations such as KJV, NKJV, NIV, and ESV. For Bible memorization, students will use the ESV unless otherwise noted by the teacher. Local pastors, children's ministers, youth pastors, and missionaries are invited to share truths from God's Word to the students.

Classical Methodology

NCCA employs the classical method of learning, based upon a system of education used in the Middle Ages and referred to as the TRIVIUM as described in *The Lost Tools of Learning* by Dorothy Sayers. The goal is to teach students how to think as a basis for mastering specific subject areas as well as to assist each student in developing a life-long love of learning.

Trivium Definitions:

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

Latin Instruction

Students are exposed to introductory courses in Latin in the 1st and 2nd grade, and formal Latin instruction begins in 3rd grade and continues each year in grammar school. We take educational

advantage of their great capacity for learning vocabulary. Latin instruction also promotes an appreciation for literature and an understanding of our cultural heritage.

Content Areas:

Bible - The Bible is revered as the holy, inspired infallible word of God and is taught to be the standard by which our lives are to be lived in order to honor and glorify God. Biblical integration underlies all instruction at NCCA as we seek to assist each student to develop a Christian worldview. Servant leadership is encouraged.

The objective is to survey the Bible, learning names of the books of the Bible, names of significant individuals in the Bible, details of Bible history, memorization of various scriptures that coincide with biblical studies at each grade level, a study for the grammar of doctrine, the plan for salvation, and personal application of biblical principles.

English - NCCA seeks to equip every student with the skills necessary for good writing, including grammar, spelling, style, clarity, purpose, etc. We desire to give children the opportunity to write often with purpose and with correct form in every subject area. NCCA will introduce the students to many styles of writing using the Bible and other high-quality literature.

Mathematics - NCCA seeks to ensure students have thorough mastery of basic mathematical functions, put an emphasis on conceptual, as well as practical understanding of math through frequent story problems and manipulatives, and illustrate God's unchanging character through the timeless logical mathematical systems He gave to man through the gift of reasoning.

Science - NCCA seeks to teach the biblical account of creation as true and the theory of evolution as false, and NCCA seeks to teach the students the basic elements of both origin accounts and both systems are based on either sound or unsound faith. We desire to show the students God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into creation. NCCA will use many forms of instruction to teach scientific concepts and methods (i.e. variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.)

History & Geography - NCCA seeks to teach students God is in control of history and He will determine the ultimate outcome, enable students to see God's hand throughout world and American history, and make history "come alive" for students through many forms of information and research (i.e. biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.). NCCA seeks to incorporate geography through the study of several faithful missionaries to allow students to better understand the Great Commission to the "ends of the earth."

Reading & Literature - NCCA seeks to use phonics and whole language as the primary building blocks for teaching students to read. We will introduce students to high quality children's literature as soon as their educational experience begins at NCCA. We desire to carefully monitor the students' reading abilities to ensure he/she is at a reasonable level. We will monitor the child's comprehension of text, fluency, vocabulary, syntax, and phonetic word-attack skills. Our goal is to promote analytical thinking skills (logic) to self-assess great literature in light of Scripture.

NCCA also strives to provide a wealth of literature which also promotes a love for literature and

the ability to identify characteristics of quality literature.

Art - NCCA seeks to teach students the basic fundamentals of drawing, to appreciate and imitate the beauty of the creation in their own works, equip students to use a variety of art medias, and ensure students have a thorough understanding of art history and an appreciation of art as a God-given form of expression.

Music - NCCA seeks to train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis, to instruct students in the fundamentals of vocal and instrumental music, enrich the teaching of Scripture through the teaching of many classical, meaningful hymns, and encourage students to select some area of music to pursue in private studies.

P.E. -NCCA seeks to systematically work with students to teach them basic exercise and game skills (i.e. throwing, hitting, kicking, catching, etc.). In cooperation with families, NCCA encourages students to establish and maintain good health and nutritional habits. NCCA desires to enhance biblical patterns of behavior through activities requiring teamwork, cooperation, and general good sportsmanship.

Grading

Kindergarten - 1st:

Kindergarten students will have an assessment of skill mastery which will be checked each grading period in all academic areas. The students' report cards will list specific skills that should be mastered by the end of the school year in each subject area during each grading period.

2nd - 10th grades:

A = 100-93

B = 92-85

C = 84-76

D = 75-70

F = 69 and below

Conduct:

E/M = Excellent/Mastery

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Graded Subjects

Bible

Reading/Phonics

Math

Handwriting

History

Science

Grammar (introduced in 1st grade)

Literature (introduced in 2nd grade)

Latin (introduced in 2nd grade)

Arts & Humanities (for 9th-10th)

Promotion

It is the policy of New Covenant to promote students after they have mastered the key elements of the Trivium at each grade level. The key elements of the Trivium that must be mastered prior to a student's promotion include English grammar (*including* spelling, literature, and English composition), Latin, and mathematics. For a student to be promoted, the student must earn at least a "C" grade in each of these subjects in at least three out of four quarters of the current school year. A student failing any of these core courses in two or more quarters of the current school year will generally be retained at the current grade level. All appeals for diverging from or waiving the requirements of this policy will be submitted to the Administrator and thereafter follow the grievance policy. In addition, when considering promotion of students currently enrolled, the following guidelines may be utilized in understanding a student's overall readiness for promotion:

Kindergarten to 1st: Behavioral maturity and reading readiness for First Grade.

1st to 2nd: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write neat, complete sentences. Able to add and subtract single digit numbers.

2nd to 3rd: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second-grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly. Able to add and subtract two-digit numbers.

3rd through 12th: Cumulative mastery of all requirements prior to grade level in addition to satisfactory proficiency of curriculum objectives for current grade level.

Probation

Academic probation is a period when a student's academic performance is closely monitored. NCCA students are placed on academic probation if they do not earn at least a C average (see grading scale) in all content areas during a quarter. When a student goes on academic probation, a conference with the students' parents, teacher, and administrator is held to determine the best course of action for improving the student's performance. If during the next quarter, the student earns a grade of at least a C average in the same content areas, the student is removed from academic probation. If during the next semester the student does not earn at least a C average in the same content area, the parents are advised of their options for the best placement of the student or withdrawal of the student from NCCA.

Learning Disabilities

- Children with a severe learning disability will not be admitted to NCCA due to the lack of adequate staff, funding, and facilities.
- Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
- Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.
- Upon the recommendation of faculty and/or administration, students may be required to complete a full evaluation (i.e. full pediatric evaluation, local public school special education department) to determine if a special need exists and whether acceptance or continuation at NCCA is in the student's best interest and meets school admission guidelines.

Honors and Awards

Accomplishment: Honor Roll, Grades 3-11

A Honor Roll: A's in all subjects, including EM and/or S grades in Conduct, during the grading period.

A/B Honor Roll: A's and B's in all subjects, including EM and/or S grades in Conduct, during the grading period.

Yearly A Honor Roll: Yearly average of all A's, including EM and/or S grades in Conduct.

Yearly A/B Honor Roll: Yearly average of at least 85%, including EM and/or S grades in Conduct.

NCCA Cub Award, Grades K-2

Consistent, observable obedience and kind behavior shown towards all

NCCA Lion Award, Grades 3-5

Consistent, observable obedience and kind behavior shown towards all

Attendance Awards, Grades K-12

100% attendance during one school year

100% attendance for consecutive multiple school years

Testing

Spring achievement testing for grades K-10 will be administered in late April or early May to measure their achievement in basic academic areas. The student scores are compared to those in public and private schools across the nation (national norms). Results are normally received by the end of the school year or at the beginning of the following school year.

Yearly Attendance Requirements

A student enrolled in NCCA is expected to be present and on time in school every day school is

in session. The actual number of days school is in session will be reflected on the yearly school calendar. Attendance records for the students are kept by the office and are recorded on student report cards each grading period.

Absenteeism

Short-term Absences

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school's attendance officer through SchoolCues[®], by email at schooloffice@nccaky.org or phone as soon as possible.

Long-term Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the school through SchoolCues[®], by email at schooloffice@nccaky.org or phone explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork that the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. A doctor's excuse is required after 3 consecutive absences to receive an excused absence. Long term absences that do not provide a doctor's excuse will be recorded as unexcused.

Preplanned Absences

We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we recommend as much schoolwork to be completed before the student leaves as possible. This eliminates the need to work on vacation. If the work is not fully completed before the absence, any remaining work is due upon return. Parents planning to take their children on a trip that will take them out of school should notify the school's administrative assistant, email requests to schooloffice@nccaky.org, or submit a Permission Form: Absentee Form on SchoolCues[®] two weeks in advance, if possible. Lengthy trips that cause the student to miss class time are discouraged. Five days within a school year is the maximum excusable days allowed for family vacations. Any additional days need to be board approved and are considered unexcused. Assignments from any additional family vacation days (unexcused absences) will receive a 25% grade reduction. It is the student's/parent's responsibility to make arrangements with teachers for any missed assignments and to complete any assigned work in advance of the absence. The student is responsible for work missed.

It is extremely important that students be in attendance during the week of achievement testing. Every effort should be made not to schedule discretionary absences during this week.

Notification on SchoolCues[®] by parent/guardian will include:

- Name of student and parent
- Date of absence
- State reason for absence

Absences from or tardiness to class shall be **excused** for the following reasons:

- Personal illness
- Medical appointment (bring form from doctor's office)
- Funeral Service

- Family emergency (explained in writing)
- Planned family vacations with prior written approval from administration

Maximum Absences

Fifteen days absent in a full year, regardless of whether the absences are excused or unexcused, is the maximum allowed during one school year. Once fifteen absences have been accumulated, all absences will be reviewed on a case by case basis. Excessive absences can lead to expulsion. The student becomes ineligible to receive credit for the year after twenty days absent. Administration may have the right to review cases of exceptional circumstances.

Tardiness

A “little late” is too late. Class time is important. Students arriving to school after 8:05 a.m. must check in through the office. All classes begin at 8:05 a.m. Elementary students must be in the classroom at that time. It is recommended that elementary students be inside the building no later than 8:00 a.m. to prepare for class. Upper School students are marked tardy if they arrive to their homeroom after 7:55 am. Being marked tardy to homeroom five times during a quarter will result in a recorded unexcused absence. A tardy is unexcused except for doctor’s appointments with an excuse, or for funerals.

Absence Make-up Work

Any time a student is absent, it is the parent's responsibility to arrange to get the student's make-up work and to get the students caught up. Parents of students who are absent for any reason, other than a voluntary absence, needs to call the school office no later than *10:00 a.m.* to request homework assignments for that day. Assignments may be picked up at the office after *2:00 p.m.* on that day or may be sent home with a sibling or other student specified by the parent.

Homework assignments will not be compiled for requests that are received after 10:00 a.m.

The teacher will assist as much as is reasonable.

Conduct and Discipline

“All discipline for the moment seems not to be joyful, but sorrowful, yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

The school discipline policy has four aspects which reflect God’s principles of human behavior, given so that His children may function harmoniously in all aspects of human endeavor.

2 Timothy 3:16

- Order is the organization which provides a good environment for learning.
- Training is the process of practicing what is right.
- Correction is the discouragement of wrong behavior.
- Praise or affirmations are used to encourage students to continue obedience.

The conduct of all persons related to NCCA is to reflect a respect and honor of God and the

principles outlined in scripture. Acceptable behaviors include, but are not limited to, personal integrity, responsibility, cheerful and prompt obedience to authority, and courteous respect for self, others, and school property. Appropriate behavior is required from all students to effectively provide the opportunity for a good, quality education. Attendance at NCCA is a privilege, not a right. Disruptive behavior by a few students may impede the progress of other students. Therefore, we have instituted behavior guidelines and penalties for disruptive students. Most discipline problems are dealt with at the classroom level. The kind and amount of discipline will be determined by the teachers, and if necessary, administration.

Classroom teachers are responsible for determining and clearly communicating their classroom expectations for student behaviors and discipline procedures for violations to administration, students, and parents. In order to maintain consistency, the teachers and administration meet as required to discuss biblical standards and school policy concerning discipline.

Basic School Rules

Students are required to adhere to the following list of school rules. *The purpose of these guidelines is not to promote legalism but to create an orderly atmosphere conducive to learning.*

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from teachers should not have to be repeated.
- The following are not allowed at school: guns, knives, weapons of any kind, electronic devices (i.e. cell phones, beepers, iPods, and video games).
- Students are expected to be aware of and avoid the off-limits areas of the buildings and grounds.
- Students are expected to treat all the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.

Office Visits for Conduct

Five basic behaviors will automatically necessitate discipline from administration. The nature of the discipline will be determined during the visit with administration. Parents of the student will always be contacted by administration whenever a student is sent to administration for disciplinary reasons. The five behaviors are:

- **Disrespect** shown to any staff member. The staff member will be the judge of whether disrespect has been shown.
- **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
- **Rebellion** i.e., outright disobedience in response to instructions.
- **Fighting** i.e., striking in anger with the intention to harm another student.
- **Obscene, vulgar, or profane language**, as well as taking the Lord's name in vain.

Etiquette

Young men are expected to conduct themselves with dignity, chivalry, and honor, giving deference to the opposite sex. Young women are expected to conduct themselves with dignity, modesty, and honor, possessing a gentle and quiet spirit. In the hallways, students should acknowledge all teachers, administration, and staff by name (once known), and should acknowledge all adults with a polite greeting (“good morning,” or “good afternoon” or even “hello”). Students should always walk quietly in the halls, staying to the right side of the hallway to allow room for others to pass. No running will be permitted in the hallways at any time.

- Boys hold doors for girls.
- Girls may get in line first.
- Students must acknowledge when an adult enters the room by ceasing their activities and remaining quiet until the teacher directs them otherwise.
- Speak clearly and politely to adults addressing them as Ma'am/Sir.
- Stand when called upon in the classroom unless otherwise directed by teacher.

Class Size

NCCA believes there are significant benefits in maintaining small class sizes. Therefore, class sizes are limited to 15 students. There may be up to three additional students per class if they are children of faculty members.

Homework

Homework is an integral part of the curriculum and is a day-to-day connection between home and school. It is given regularly, should require students to use skills already learned in class, and may be individualized as necessary. Homework is intended to benefit students, parents, and the educational process. The homework is not intended to be a detriment to the student’s family time. Although times may vary for individual students, listed below is an estimated sum of time to be spent on homework. Homework will not be given on Wednesday; neither will tests be given on Thursdays.

Kindergarten = 15 minutes

1st-2nd grades = 20 - 30 minutes

3rd-6th grades = 30 - 45 minutes

7th-12th grades = 60 minutes

Family reading is not included in the times shown above.

NCCA recommends at least 20 minutes of family reading time 5 times per week.

Plagiarism

Plagiarism is unacceptable and will result in an automatic zero for the assignment.

V. Daily Operations and Guidelines

School Hours and Schedule

Arrival 7:40 a.m. - 8:00 a.m.

School Hours

Early Education Program 8:05 a.m. - 11:15 a.m.

Half Day Kindergarten 8:05 a.m. - 11:50 p.m.

Full Day Kindergarten - 12th 8:05 a.m. - 3:00 p.m.

Student Dismissal

Early Education Program 11:15 a.m. - 11:30 a.m.

Half Day Kindergarten 11:50 p.m. - 12:05 p.m.

Full Day K - 10th 3:00 p.m. - 3:15 p.m.

Wednesday Early Dismissal

Half Day K – 12th 1:00 p.m.

Arrival and Dismissal Procedures

- Vehicles transporting Preschool – 2nd grade students should drop off and pick up **all riders (including siblings or other carpool riders from 3rd – 6th grades)** in the breezeway between the Family Life Center and Sanctuary/The Point (brick building). Vehicles should enter the back parking lot behind the sanctuary using 3rd street and pull through to the breezeway in order to drop off/pick up students.
- Vehicles transporting a 3rd – 6th grade student will drop off and pick up on the north side of the gym. Vehicles should enter the lot via the 4th Street entrance into the side parking lot north of the gym to drop off/pick up students.
- **Children in Upper School and their Elementary siblings may be picked up in front of the Sanctuary/The Point.**
- It is the responsibility of the parent to notify the school office of carpool schedules and any changes to the schedule.
- **Any students that ever ride the bus should always arrive and dismiss on the north side of the gym.**

Inclement Weather

In the event of inclement weather, NCCA will announce closings on the following station:

- Television: WPSD Channel 6
- Remind 101 text messaging service

*Early dismissal on Wednesday is subject to be extended to a regular 3:00 p.m. dismissal to satisfy make-up day requirements.

Dress Code

New Covenant requires all students to demonstrate neat and modest dress as well as good hygiene and grooming habits during all school functions, including after-school functions such as

service projects, etc. as we endeavor to glorify God in all our lives.

The administration has authority to address such dress and/or grooming issues that conflict with the school dress code policy and, if necessary, implement corrective measures such as parent conferences or sending a student home. Recognizing the subjectivity of what constitutes “modesty,” infractions will be handled on a one-on-one basis in keeping with Matthew 18 principles as well as discussions with parents.

General Guidelines

New Covenant is a *workplace* for students as well as for the staff. Both should dress in a way to demonstrate their respect for the school. Therefore, students and staff shall:

- **Dress neatly.** That is, appropriately pressed, all shirts tucked in, belted pants, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- **Be clean.** That is, recently washed, hair combed, fresh aroma.
- **Be modest.** That is, no tops of stretchy, clingy fabric, no short skirts or short shorts, no low- rider pants or bare-midriff shirts.
- **Be well groomed.** For gentlemen: hair cut above the collar and the ears; no unnatural look of hair or unnatural color and no facial hair for students is permitted; earrings and other body piercings are not allowed; makeup is not allowed. For ladies: no unnatural look of hair or unnatural color is permitted; jewelry in moderation (modest earrings, rings, necklaces); no excessive makeup is allowed (discreet use only).

Specific Guidelines

Shirts: School shirts should be solid colors without patterns.

- *Ladies and Gentlemen:* Short & long sleeve styles, sweaters, sweatshirts, or turtlenecks in - Navy blue, gold, white, butter, & light blue

Graphics are not allowed. Only small logos may be allowed on items of clothing.

Pants:

- *Gentlemen:* Khaki or navy pants or shorts
- *Ladies:* Khaki or navy pants, shorts, jumpers and skirts/skorts, jumpers, skirts, and shorts: No shorter than at top of knee or directly above the knee. (Skorts are preferred. If wearing skirts, please provide shorts to go underneath.) Leggings or tights may be worn underneath dresses or skirts but not as pants with an untucked shirt.
- *Ladies and Gentlemen:* **Athletic pants or shorts are only to be worn on PE days.**

Shoes:

- Black, brown, or navy loafers & dress shoes or modern athletic shoes or athletic sandals with non-marking rubber soles (No wheels in soles or sequins). No open toed shoes allowed.
- Brown dress boots (no cowboy boots allowed) with non-marking soles may be worn in the winter months.
- Crocs may be worn if they are in a school color: navy, white, light blue, light yellow.

Accessories:

- Headbands (or any hair accessories), socks and tights may be purchased from anywhere if the items are all one color – navy, light blue, white/off-white, gold or yellow
- Jewelry should be kept to a minimum (one small loop or stud per ear, non-distracting necklaces, and no bracelets).

P.E.:

- Modern athletic shoes should be worn on physical education days.

- No skirts should be worn on P.E. days.
- **Athletic pants or shorts are only to be worn on PE days.**

NCCA recommends uniforms be purchased from the following:

- Target School Uniforms
- Land's End School Uniforms
- Children's Place Uniforms
- Old Navy School Uniforms

School sweatshirts and t-shirts are available from school.

Medicine

Before New Covenant will issue **any** medication to a student, the school must receive written permission from parents. Medications will not be dispensed unless the parents provide written authorization describing the medication, dosage frequency, and potential side effects of the medication to be administered.

All medication authorizations, for both prescription and over-the-counter medications, must be in writing, specific to each medication to be dispensed and resubmitted each time use of the medication is resumed after any period of non-use. For students who take medications regularly or frequently (such as acetaminophen), parents may sign a statement allowing the dispensing of such medicine at any time throughout the school year. As noted above, the medication dosage and frequency at which it may be given needs to be noted in the written statement. Parents are to provide the medicine in its original container; the medicine will be kept in the school office. A record will be kept for each student who receives medicine which includes the date, time, dose, and name of the staff member dispensing the medicine. Students are to turn in all medicines to the administrative office to protect other students from unauthorized use.

Illness

Students with temperatures are not permitted to be at school. A minimum period of 24 hours is required before the student may return to school following an illness with a fever.

In case of minor accidents at school, first aid is provided by a faculty/staff member. In case of a serious injury or illness, first aid is provided, and attempts are made to contact the student's parents. In the event parents cannot be reached, those listed on the Student Emergency Card and/or on the "in case of emergency" portion of the student's application are contacted.

Lunch

Students will be asked to bring their own lunches. Please provide ice packs if the lunch needs to stay cold. Microwaves will be provided for the students' use. Carbonated drinks are not allowed for lunch. At least once a week there will be a catered lunch provided by local restaurants. **Lunches are to be brought to school with the students at the beginning of the school day.** This courtesy prevents classroom disruption later in the day and allows teachers flexibility to change class schedules when necessary. **Parents are asked NOT to provide fast food lunches except on special occasions such as birthdays.** Students eat in a designated lunch area and are responsible for the proper disposal of their own litter. Chewing gum is not allowed on campus.

Class Parties

All parties held during the school day are arranged by the classroom teachers. Holidays which parties will be planned are as follows: Reformation Day, Christmas, Valentine's Day, and Easter. Birthdays may be celebrated after lunch, and the classroom teacher should approve and arrange the celebration.

Class Pictures

Individual, class, and sibling pictures are taken each year and are available for purchase.

Field Trips

NCCA believes learning can be enhanced when students are able to participate in off-campus activities. Field trips serve several purposes: enrichment of academics, student opportunity to practice skills learned, provide community service, and develop gracious deportment in social situations. Signed permission slips by the child's parent are required for all field trips.

Grievance Policy

When a parent has a concern about an issue, they are asked to follow the scriptural principle outlined in Matthew 18 and bring the matter directly to the specific individual or teacher involved. Please set up a conference with the faculty/staff member to address the concern. If the problem cannot be resolved, a conference with the parents, teacher, and administrator may be scheduled. The Apostle Paul reminds us in Romans 14:19 to "make every effort to do what leads to peace and to mutual edification."

New Covenant Christian Academy Parent/Student Handbook

*The following parental contract is required of all families enrolled at NCCA.
Please read this carefully and sign in the space provided.*

- We pledge to uphold the school consistently in prayer and to serve the school with our time and talents as enabled according to God's leadership.
- In keeping with scriptural principles (Matthew 18), we will bring any and all questions or areas of concern directly to the person(s) involved so that they may be considered properly. In addition, the school desires to maintain open communication and will keep parents informed of changes in policy and procedures.
- We agree to pay all fees and tuition for the 2021-2022 school year, and we will pay said fees and tuition on a timely basis. Furthermore, we understand that being delinquent in fees and/or tuition is sufficient grounds for removal from the school. After removal, no transcript or report card will be issued until money due the school is paid. If a family chooses to withdraw before the end of the year, parents will be responsible to pay all tuition unless withdrawal is due to illness, job transfer, or loss of employment.
- The school reserves the right to dismiss any student who does not cooperate with the educational process as described in the Parent/Student Handbook. If a student is dismissed by the administration, the tuition will be prorated on a daily basis for that period the student was in school.
- Scripture teaches that we honor God with our life and lifestyle (Eph. 5:1-21 or Col. 3:1-17). We promise, in humble reliance on the Holy Spirit, to be faithful in our church attendance and to strive to live in a manner that honors Christ. We further agree that the Board of Directors has the authority to remove a student whose family, in the Board of Directors judgment, is not honoring this commitment. If a family is dismissed by the Board of Directors, the tuition will be prorated on a daily basis for that period the student was enrolled at New Covenant Christian Academy.
- This contract may not be voided except by action of the Board of Directors. If you have applied for tuition assistance through FAST, this contract will only become binding upon acceptance of a tuition assistance award. However, all registration fees are non-refundable.

We have carefully read and understand the parental contract and hereby agree to its terms. We agree to abide by the policies in the Parent/Student Handbook, and we will support NCCA in endeavors to educate our child(ren) for the glory of God. We understand that New Covenant Christian Academy reserves the right not to accept this registration contract.

Please print name(s) of children enrolling in NCCA

Please print parent(s) names.

Father's Signature/Date

Mother's Signature/Date