

New Covenant Christian Academy

Classically training generations in Biblical worldview and academic excellence



NEW COVENANT
CHRISTIAN ACADEMY

Upper School Informational & Policy Packet in accordance with Parent & Student Handbook

2023-2024

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.

Basic School Rules

Students are required to adhere to the following list of school rules. Each teacher is free to add to this list rules that allow the classroom to function more smoothly and efficiently. *The purpose of these guidelines is not to promote legalism but to create an orderly learning atmosphere.*

- 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, 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.
- There should be no expectation of privacy regarding personal items such as bags or purses. NCCA reserves the right to search if deemed necessary.
- Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
- Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
- Public displays of affection (i.e., holding hands, kissing, etc.) in the context of romantic relationships are not permitted at school.
- It is expected that students work diligently and concentrate fully on their work while in school.
- Restrooms are only to be used in conformity with one's biological gender.
- Students may not chew gum during the school day.
- Food and drink are not allowed in the classroom, but students may keep a water bottle at their desk. Exceptions to this are for a special occasion approved by the teacher in advance.
- It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies.
- Students should display order. It is expected that students will take an active part in maintaining their personal belongings (desks, school supplies, etc.) and school appearance.

CONDUCT

“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

Students thrive in an environment where the rules are set, and expectations are clearly outlined.

Therefore, NCCA has established a code of conduct consistent with Scripture and clearly framed so our students will be ensured a safe and fun environment where they can achieve their highest goals.

(2 Timothy 3:16)

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

- 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.

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”). No running, horseplay, or disruptive conversations 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.

Hallway or Common Area Conduct

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST have a signed hallway pass and any adult may request to see the pass.

Students are responsible for getting a drink and going to the restroom during scheduled breaks, so that they do not miss class. Individual teachers establish policies for allowing students to leave their classroom during class time. As a rule, however, students will not be excused to go to the bathroom or fill up a water bottle during class. Of course, bathroom emergencies sometimes do occur, but by middle school age, students should be able to use their break times wisely enough to avoid those. If a student claims it is an emergency, we will take them at their word, but if it becomes regular, we will address it with the parents.

Food, Drink, and Gum

Students may carry drink containers and wrapped or sealed food in the hallways when transporting it to a locker or to the cafeteria for lunch. As a rule, food, drinks (except for a clear water bottle) and gum are not allowed in classrooms unless the teacher makes specific exceptions.

Cafeteria Conduct

During lunch students are expected to:

- Talk at a normal conversation level
- Stay seated unless putting away their tray and trash or exiting to the play area
- Deposit all trash in appropriate containers
- During lunch students are NOT to:
 - Run, chase, or engage in physically unsafe activity
 - Purchase items from other students

Electronic Devices

Our parent-student handbook forbids students from bringing electronic devices to school. We realize some parents may want their upper school age children to have a cell phone for use after school. However, all cell phones must be turned off and kept out of reach in a backpack and in a locker. If a cell phone is seen or heard or there is evidence of its use at school, it will be confiscated and returned at the end of the day. If it happens a second time, the parent will have to retrieve it from the office. If it happens a third time, cell phone privileges will be removed. If the problem continues, it could lead to suspension.

Computer Use

Students may use NCCA laptop and/or computers in accordance with the NCCA Student Computer Use Agreement. The "Computer Technology Acceptable Use Agreement" signed by the student and parent/guardian must be on file at NCCA before a student may use a school computer. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized websites (such as chat or game sites), and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Computer use is set up by the school for school purposes only. All students will sign the user agreement which acknowledges that NCCA retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized content will warrant disciplinary evaluation.

Guidance Regarding Romantic Relationships

The intent of these guidelines is to give guidance and wisdom concerning romantic relationships. We believe that dating or romantic relationships among young adults are only wise if the couple intends to get married within a reasonable time frame. For most of our students, that is not realistic. Why do we believe this? Because everything in God's world has a purpose, and the design of dating is for marriage. Casual dating may lead to

heartache and trouble because of a misconstrued purpose of dating. Within the school, any type of exclusive relationship (dating, courting, or “special friends”) is likely to end. When it does, it most often results in feelings of conflict between students. For these reasons, we encourage fellowship among our student body, but in groups. It is acceptable for an NCCA student to have a non-romantic friendship with a member of the opposite gender. Relationships like dating are the domain of the home and of parents. Keep in mind the ethos of our school is influenced by these types of relationships.

Relationship Policy for Students

- NCCA does not allow any indication of romantic relationships to be seen at the school or school events.
- Students who publicly acknowledge their dating relationships verbally or electronically may find themselves under higher scrutiny while at school.
- Students may not invade the personal space of another student.
- Students may not isolate themselves with another student.
- Faculty and Staff should not observe any student displaying conduct towards another that would demonstrate any existing romantic affection.

School Sponsored Events

Our social events and community activities should reflect the values we hold. This means we expect students to exhibit exceptional maturity and honor when working or playing in the community or at school events.

Outside of School

Because student behavior outside of school can affect the ethos of the school, we reserve the right to take breeches of character into consideration when disciplining students. With the advent of social networking, each of our families has a responsibility to protect our community from inappropriate language or images, or unwholesome speech. Parents are primarily responsible for the discipline of students who misbehave inside or outside of school. Inside school, we have a variety of disciplinary actions at our disposal. Our actions are limited to suspension or expulsion for actions based on outside activities. Our reason for this policy is rooted in 1 Corinthians 15:33, “Do not be misled: ‘Bad company corrupts good character.’”

- A student’s honor has no boundaries. Honorable students are honorable in all settings, inside and outside of school.
- A student’s dishonorable actions dishonor the school. Any immoral or illegal action that rises to the school’s attention and that has become known or will likely become known to other members of the student body will be considered for disciplinary action. These actions include anything that is illegal, sexual impurity, acting or speaking crassly, vandalism, violent or threatening actions, or extreme unkindness.
- Social Media Websites and Texting – We strongly advise caution when using services like Facebook. Without personal accountability, innocent communication can degenerate into uncontrolled sin. NCCA reserves the right to monitor social media websites and texting if/when they negatively affect our students or community.
- Students who create dissension among the student body by encouraging other students to engage in bad behavior outside of school will be considered for disciplinary action.

DISCIPLINE

Office Visits for Conduct

There are five basic behaviors which 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 including persistent and flagrant violations of instruction and discipline. The staff member will be the judge of whether disrespect has been shown.
- **Dishonesty** in any situation while at school, including lying 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/ images**, as well as taking the Lord's name in vain.

Minor Infractions

Minor infractions include but are not limited to:

- Arguing with fellow students.
- Accusing a student of a sin wrongfully (cheating, playing "unfair," etc.)
- Insulting a fellow student.
- Repaying another student wrong for wrong.
- Violating dress code.

While the age of the student must be taken into consideration the general policy of NCCA teachers and staff will be:

- Upon first offense a verbal warning will be issued, and the teacher will inform fellow teachers to be aware of the behavior on the playground, at lunch, and in other classes by creating an Incident Report in SchoolCues. The Incident Report also serves to inform the parents.
- Upon the second offense and each subsequent related offense the administration and parents of the student will be notified.
- If the behavior is not remedied or the student receives three Incident Reports in one day or six in a week, the student will be assigned detention. The administration and parents of the student will be notified. (If the behavior is remedied, but returns periodically throughout the year, the process will begin again.)
- Upon the third detention, the student will be required to have an office visit with the head of school and the teacher of his/her grade. A suspension from school may be issued.

Serious Infractions

When a student commits a serious act, suspension or expulsion may be imposed immediately. The student will also be subject to school discipline, including expulsion, for serious misconduct that occurs after school hours.

Bullying and Teasing

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the teacher and/or administrator.

Physically Dangerous Behavior

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on school grounds are not acceptable behaviors. Two examples of this type of inappropriate behavior are: punching and/or pinching another student as a part of their birthday "celebration" and punching and/or pinching students not wearing green on St. Patrick's Day. Students physically intimidating classmates in this manner will immediately be sent to the office with a discipline referral.

Harassment

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

Possessing Inappropriate Items at School

Students should not bring to school any items that interfere with learning or endangers the health and safety of other students. The following are examples of inappropriate items:

- Water guns
- Digital players
- Hand-held computer games
- Laser pointers
- Wheeled objects

Please note: This is a partial list and may include other items. Teachers and administrators can determine other items as inappropriate on campus. If the item is otherwise acceptable in the community, they will confiscate it and keep them until a parent comes to pick them up. Such items not claimed by the parent/guardian by the close of the school year will be donated to charity or destroyed.

Tobacco Products

Cigarettes, cigars, snuff, smokeless tobacco, Vape pens, Juuls, or any other type of tobacco product or similar product are prohibited from school or school activities.

Weapons

The most serious inappropriate items at NCCA are weapons and drugs. The following list provides examples of prohibited weapons although it is not an inclusive list:

- Guns, machine-guns, shotguns, pistols, rifles, and air-soft guns
- Any device that acts to destroy property or injure
- Knives
- Club-type weapons, e.g. blackjacks, brass knuckles, nun chucks
- Gas pistols and shooting pens
- Straight razor, razor blades or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments, including piercings
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
- Authentic-appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be reasonably misconstrued to be a weapon.

Teachers or administrators will seize the items immediately.

Drugs

If a student must take authorized prescription medicine, a parent or guardian must bring the medications that are prescribed to be taken during the school day directly to the office. Parents will also need to sign a medication permission form. Copies are available in the school office. **Illegal drugs are not permitted on the school campus.**

Detention

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will always be under supervision during detention. Teachers and administrators may assign detention during lunch, before school or after school. A SchoolCues Incident Report will state the date of the detention and the reason. The Incident Report serves to notify parents. The teacher or administrator who has assigned the detention will also notify parents by text or e-mail. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

After-School Detention

Students will be assigned after-school detention with a classroom teacher. Detention will be held after school from 3– 3:45 p.m. in a designated location. If there is a school holiday, then detention will be held on the next available school day. Students and parents will be notified of after-school detention by the teacher.

Suspension

Suspensions from one to five days require the involvement of school administration and the Board of Directors, as necessary. Students and parents will be notified of the reason for the student's suspension. Within one school day of the assigned suspension, teachers will prepare assignments and place them in the administration office for pick-up by parents. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within three days of the student's return from suspension. While on suspension, students may not participate in any school activity. While serving an out of school suspension, students cannot be on campus for any activities, this includes any weekend activity.

In cases where change is evident and the student appears repentant, exceptions are possible. These exceptions will be determined by the Head of School. Appeals for exceptions will not be recognized.

Suspension will be deemed in-school or out of school by administration.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school. NCCA will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion.

New Covenant Christian Academy Board of Directors realizes expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution (repairing the damages through work, apologies, etc.) are fundamental to our total discipline policy.

Academic Probation

Our coaches, teachers and sponsors are committed to academic excellence and developing character and responsibility within our student body and strive to maintain a balance between extra-curricular activities and academics.

Students in good standing, enrolled at NCCA are eligible for participation in these school-sponsored activities. Exception may be made for home school students when the viability of a school activity is at stake and a similar offering is not made in the home school community.

6th – 12th Grade Eligibility for continued participation in NCCA sponsored extracurricular activities depends on the student's grades. Any student receiving two "D's" or one "F" (at the mid-term or at the end of the quarter)

will be placed on Academic Probation for the next 2 weeks and will be ineligible to participate in extracurricular activities. During the 2-week probation, the student may not participate.

Designations/Distinctions

Curricular: Standard classes for which grades are taken, i.e., math, history, science, etc.

Co-curricular: Semi-voluntary, elective classes for which grades MAY be taken, that may also carry the expectation of participation in off-campus or outside-the-school-day activities, i.e., choir, band, drama, yearbook, etc.

Extra-curricular: Voluntary, non-graded, outside-the-school-day activities that carry the expectation of participation in off-campus events, i.e., basketball, archery, cross country, etc.

Promotion

A student who does not make at least a C in a course cannot promote to the next course within the given sequence until proficiency is demonstrated, typically by doing remedial work during the following summer. In courses that are at the end of a particular sequence, a student may pass with at least a D (70%).

Promotion of a student to the next grade level will be determined by the final GPA which will be an average of the two semester GPAs.

Students who have maintained a GPA of 1.5 or greater by have failed (<70% average) one or more classes will be referred to the Board of Directors for determination of whether promotion may be granted.

Students seeking to graduate from NCCA must meet all applicable graduation requirements. All appeals for diverging from or waiving the requirements of the policy will be submitted to the Board of Directors. They may seek whatever counsel they deem necessary to render a proper judgment.

Honor Roll

Summa Cum Laude (Highest Honor) = 3.9-4.0

Magna Cum Laude (Great Honor) = 3.7-3.89

Cum Laude (w/ Praise) = 3.5-3.69

CALCULATING GPA

The following formula is to be used to average upper school quarter/semester/yearly GPA:

Multiply credit by grade point. Add all the products and divide by the number of credits in which the student is enrolled.

This example will illustrate:

| | | | |
|---------|-----------------|---|--------------------|
| Math | 1 credit | x | A (4.0) = 4 |
| English | 1 credit | x | B (3.0) = 3 |
| Bible | 0.5 credit | x | A (4.0) = 2 |
| Music | 0.5 credit | x | A (4.0) = 2 |
| History | 1 credit | x | C (2.0) = 2 |
| Science | 1 credit | x | B (3.0) = 3 |
| Latin | <u>1 credit</u> | x | <u>B (3.0) = 3</u> |
| Total | 6 credits | | 19 |

$$19/6 = 3.17 \text{ GPA}$$

HOMEWORK

Philosophy

Students often need extra practice in new concepts, skills, or facts. In certain subjects, there is not enough time in a school day to do as much practice as may be necessary for mastery; moreover, multiple short periods of practice or study of new information is often a better way to learn than one long period of study. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework that is deemed necessary to achieve the objectives of the class. Homework may sometimes also result when students who, having been given adequate time to complete an assignment in class did not do so. Since NCCA 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 and to teach him responsibility.

Guidelines

Students are expected to record their assignments each day and complete them by the due date. Some assignments may not be due for several days or even weeks. Students are expected to keep up with these due dates and work on the assignments over time so that they are done by the due date. Students who wait until the last minute to do a long-term assignment and then complain about how much work they have the night before the assignment need to learn to manage their time more wisely.

Late Homework

Students are expected to turn in all work complete and on time. However, students may turn in an assignment late three times per quarter in exchange for 10% penalty. The late assignment must be turned in on the next day the class meets, or it will receive a zero. After the third late assignment of the quarter, all subsequent late assignments for that quarter will receive a zero.

An assignment is late if it is not complete at the beginning of the class for which it is due. To take a "late" grade, a student will need to turn in one of three "late-grade tickets" that will be given out to each student at the beginning of the quarter.

Assignments missed due to absence are not included in the above late homework policy.

Plagiarism

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

NTI Days

In the event NCCA needs to implement NTI days, NCCA will not use more than two consecutive days unless otherwise approved by the board and will not use more than 5 NTI days per school year. Students will need to submit assignments as stated by their teachers via Google Classroom. The late homework protocol will be the same on NTI days as normal school days.

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.

Homework and Proficiency

Any assignment receiving a score of less than 75% (C-), will need to be redone and turned in again within two days to insure proficiency in the material. No extra credit will be given for redone assignments.

| Behavior Definitions |
|--|
| Affection , public display |
| Assault or intentional physical act to inflict injury or damage to another person. |
| Bullying (including cyber bullying) another, or a group (i.e., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person). |
| Cheating to include copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. |
| Disrespectful , disobedient or defiant to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner. |
| Disruptive behavior , in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the first offense, the item will be held in the office for parent pick up. At the second offense, the item will be confiscated until the end of the year. |
| Extortion or using threats or fear to force another student to give up money, schoolwork, possessions, or inappropriate actions. |
| Fighting . Shoving and exchanging of blows with the intent to injure. Both offenders will be punished: however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender. |
| False sounding of Fire alarm . This will also result in notification of the command for appropriate action. |
| Falsely signing or altering a document to make it false. |
| Littering on campus make (a place) untidy with rubbish or many objects left lying about. |
| Profanity/vulgarity in public conversation or in class. |
| Sexual harassment , unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. |
| Slander or Spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation. |
| Theft /possession of stolen items. |
| Threat of physical violence to staff or fellow student. |
| Truancy , skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy. |
| Unsafe behavior , including but not limited to, tripping, shoving, or horseplay. |
| Vandalism or deliberate destruction or school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" |

or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.

Possession of Weapons any object or instrument used in a way which may cause bodily harm to an individual (i.e. pocketknife, gun, sharp blades).

NEW COVENANT CHRISTIAN ACADEMY STUDENT ACCEPTABLE USE AGREEMENT

(Technology Resources)

I, _____ (student's name) and my parent or guardian, _____, agree to all of the following provisions regarding student use of technology resources on NCCA's campus or at a school-sponsored event.

1. Student use of technology and the Internet at NCCA or at a school sponsored event is a privilege that may be taken away at any time.
2. All personal technology resources this includes, by way of illustration and not limitation, cellular phones and computers are not permitted unless their use is authorized by an NCCA employee.
3. Students are responsible for all work assigned.
4. Students shall use NCCA technology and the Internet in a safe, responsible, and appropriate manner.
5. Students shall use NCCA and personal technology resources according to the Board Policy. Failure to adhere to these policies may result in discipline including and up to expulsion.
6. Students shall have **no expectation of privacy** in NCCA or personal technology resources while on school premises or at a school-sponsored event. Computer files and electronic communications, including email, are not private and may be accessed by the faculty or staff at any time for the limited purpose of ensuring compliance with Board policies and regulations. This includes computer files and electronic communications which are accessed using NCCA technology or through the NCCA's network but are stored externally.
7. Students shall not install software onto NCCA laptop or desktop computers.
8. Students shall not interfere with, delete, or disable any NCCA-installed program(s) or application(s) on NCCA's laptop or desktop computers.
9. Students shall not damage NCCA technology and shall be financially responsible for any repair or replacement required, as determined by the Head of School or his/her designee.
10. I certify that I have read this Agreement and that I understand their meaning and purpose.

Date:

Student Signature:

Parent/Guardian Signature:

Failure to read, complete, and return this form may result in technology use restrictions.

To Be Completed by Student

I will use the computer for schoolwork and to learn. When using school computers, I will be a good digital citizen. Students shall:

- use good manners.
- use appropriate language
- never tell anyone a home address or phone number.
- never post a picture on the Internet without permission of my parent(s) and teacher.
- not look at or use anyone else's work without permission.
- not use any type of chat or instant messaging software.
- show respect for all hardware and software that I use.
- never download anything without permission.
- install "pirated software" or knowingly use disks with viruses on any equipment.
- limit my use of the Internet to teacher approved sites only appropriate learning activities.
- share the computer and the network at times.
- not waste paper or ink by printing things that are not necessary for my schoolwork.
- keep my passwords private.
- ask for help if he/she does not know how to use any or part of the computer system.

Upon violating this agreement, students will be dealt with in the following manner:

1. Immediate suspension from continuing computer activity or lesson.
2. A one-week suspension of the student's access to the school's computers.
3. Suspension of the student's rights for computer use until parents have met with the administrator.

A student who repeatedly break this user agreement, or is caught stealing computer related items, will be subject to the school's general disciplinary code which could lead to suspension, or permanent loss of right to use school technology equipment.

Date: _____

Student Signature: _____

To Be Completed by Student's Parent/Guardian

- I permit my student to open a Google account and I will assist him/her in the process.
 - with Google Tools.
 - without Google Tools.
- I give permission for my student to access websites, chosen by my student's teacher, for the purpose of facilitating my student's education.

I give permission for my student's work to be posted on a classroom website without identifying their name.

Date: _____

Parent/ Guardian Signature: _____

Failure to read, complete, and return this form may result in technology use restrictions.

**New Covenant Christian Academy
Upper School Information & Policy Packet
The following parental contract is required of all families
with Upper School students 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 properly considered. 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 2022-2023 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 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 Upper School children enrolled in NCCA

Please print Father's name

Please print Mother's name

Father's signature and date

Mother's signature and date