

New Covenant Christian Academy: A Classical Christian School

Policy Manual



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1. Purpose of this Document

New Covenant Christian Academy, a private education ministry operated by New Covenant, A Nonprofit Corporation, is managed by its Board of Directors (hereafter referred to as the School Board) and its appointed School Administrator. This policy manual is intended to provide guidelines and directives from the School Board in regard to general policies, operations, and guiding philosophy of the School. As such, this document contains critical information for implementing management plans and operations essential to meeting and maintaining the school objectives stated in the New Covenant Christian Academy Bylaws.

2. General Philosophy and Purpose of New Covenant Christian Academy

2.1 Mission Statement

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.

2.2 Vision Statement

- 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 of 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.
- II. 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.
- III. 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."
- IV. **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.
- V. **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. Our staff should receive guidance and nurture to help them mature in the Lord. 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.

- VI. **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 which 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.
- VII. **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.

2.3 Statement of Faith

- 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
- 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
- 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
- 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

- 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
- We believe in the resurrection both of the believer and of the unbeliever - the believer unto the resurrection of everlasting life and the unbeliever unto everlasting condemnation.
John 5:28-29
- 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
- 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

2.4 *Loco Parentis* Policy

Objective: To ensure that parental authority over the education of their children is respected at New Covenant Christian Academy.

Scope: This policy applies to all teachers and staff who exercise authority of any kind over the students.

Definitions: *Loco parentis:* this phrase means "in place of the parents."

Guidelines:

1. At all levels, the NCCA administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority (in *loco parentis*) from the parents.
2. The NCCA Mission Statement (2.1) and Vision Statement (2.2) represent the desired results that we believe will come from our educational support of godly homes. We intend to fulfill these established goals through supporting parents who are already dedicated to such goals in their respective households.
3. The School's implementation of our Mission Statement and Vision Statement is not intended to supplant the responsibility of parents before God for the nurture and education of their children.
4. The School will seek to fulfill the obligations we have with regard to this policy, and both our Mission Statement and Vision Statement, primarily through careful admission procedures, faithfulness to our stated educational mission, and biblical discipline.

2.5 Secondary Doctrine Policy

Objective: To establish the limits of doctrinal teaching at NCCA.

Scope: This policy applies to all New Covenant teachers in their capacity as teachers at the School.

Definitions: Secondary doctrine: Doctrinal issues that are not addressed in the NCCA Statement of Faith.

Guidelines: The statement of faith defined for NCCA is the foundation of beliefs on which the school is based. It expresses the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. Their substance is that which will be considered primary doctrine at NCCA. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority. When secondary doctrine enters classroom discussion, therefore, the teacher shall direct it as informational and nonpartisan. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. The presentation of all sides of an issue is encouraged (at the child's level of understanding). The teacher should encourage the students to follow up any questions they have with their parents and pastor.

2.6 Statement of Policy in Regard to Sexual Practices

1. **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).

2. **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.

3. **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.
4. **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.
5. **Application** to NCCA: The Bible teaches us that we should gently admonish those who exhibit the sinful behaviors outlined above. 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." 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). 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).

- a) 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.
 - b) 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.
 - c) 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.
6. **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.

3. Organizational Structure

3.1 Definition of Administrative Entities

New Covenant Christian Academy, A Nonprofit Corporation, a private, nonprofit organization registered as such with the State of Kentucky, operates, New Covenant, A Classical Christian School. Attempting to incorporate the federal (covenantal representation) model of government found in Scripture and the legal notion of in loco parentis, the School has sought to create an educational environment that promotes the family and the father’s responsibility to bring his children up in the training and admonition of the Lord (Eph.6:4). The School operates, both in the realm of education and in its own governmental structure, with delegated authority from the

family (specifically, the father). The School Board is not autonomous in setting policy and directing the affairs of the School but is in submission to the School Bylaws and all Articles contained therein. When a School Board member ceases to meet the necessary qualifications for board membership, the school family (and/or Board) may exercise their authority in accordance with said Bylaws. The New Covenant Bylaws is the document to which the School Board and School (parents, staff, and students) are to submit. Ultimate authority rests in God alone, through the Lord Jesus Christ, as revealed to us in the Bible. Subject to the availability of qualified board members, the School Board will consist of five permanent, appointed board members (four of whom serve at one time, while a fifth member takes a one-year sabbatical) and three elected, temporary board members, each serving a rotating term of three years. All regularly scheduled School Board meetings are open to School staff and parents of students in the School. The School Administrator is appointed and hired by the School Board to oversee the day to day operations of the School (including such duties as managing teachers and office staff, class scheduling, student disciplining, and interviews with prospective new students and parents) and to provide timely information to the Board regarding long-term decisions on curriculum, school policies, budgeting, and facilities planning.

4. School Board of Directors

4.1 Organization and Operation of the Board

Guidelines:

There shall be five appointed Board seats with expansion for seven. The five appointed seats will be filled when necessary by appointment from the existing Board. There will be six persons appointed to fill the five seats, with the extra person taking a one-year sabbatical leave from the Board. This “sabbatical seat” will rotate through the complete appointed Board every three years. The two elected Board seats will have three-year terms; one seat will be filled by Board election every year. New Board Members may be nominated for their terms of service by unanimous vote of the Board. Any two sitting Board Members may remove a nominee from consideration. Election will be affirmed by a majority of current sitting Board Members, generally no later than June 30th of the current year. Elected members of the Board shall serve for a maximum of three calendar years. No elected Board Member may serve consecutive elected terms.

4.2 Major Responsibilities

Guidelines:

The overall responsibility of the School Board is to operate New Covenant, A Christian Classical School according to biblical guidelines and in accordance with the NCCA, Bylaws. As part of this task, the Board will be responsible specifically for:

1. Encouragement of the School Administrator, as well as any others who make significant contributions toward the advancement of the school's goals.

2. The hiring and continued evaluation of the School Administrator.
3. The board has final authority in the hiring and firing of staff. This authority is generally delegated to the School Administrator.
4. Ensuring that a prudent budgeting process allows for funding the day-to-day operations of the school; thus, the Board will evaluate and approve annual operating budgets for the school.
5. Approving detailed monthly financial statements within 30 days of the end of each month.
6. Authorizing any officer(s) or agent(s) to enter into a contract or to execute and deliver any instrument in the name of and on behalf of the Corporation.
7. Approval of all school policies.
8. Each board member is required to remember that the authority of the Board is corporate.

Individual board members, in dealing with administration, staff, or parents, may not represent the Board as a whole unless specifically instructed to do so by the Board, or required to do so by the School Bylaws or this Policy Manual.

4.3 Policy-Making Procedures

New Covenant Christian Academy's Bylaws may be altered, amended, or repealed by a two-thirds majority vote of the Board at any regular or special meeting, providing that a written notice enumerating such action has been mailed to all parents of record at least ten days prior to said meeting. Policies set forth in this Policy Manual may be altered, amended, newly established, or repealed by a two-thirds majority vote of the Board at any regular or special meeting, providing that such changes were proposed and presented to the Board in writing at a previously scheduled board meeting at least two weeks prior. Such a time frame will allow opportunities to cultivate unity of mind through study and prayer. Interim policies may be established by the School Administrator when necessary and will remain in effect until the following regular Board meeting, when the Board acts to establish permanent policy on the given matter.

4.4 Interaction with Local Christian Community

The Board shall strive to develop and maintain open channels of communication with local Christian churches. Each Board member shall be an advocate of New Covenant and be willing to discuss openly the purpose and mission of the School with church leaders and laymen. The Board also shall follow the practice of referring students and parents to their pastors and elders in matters of doctrine or counseling not specifically included in the NCCA Statement of Faith.

5. Administrative Personnel

5.1 School Administrator

The School Administrator is hired by the School Board to manage and administer the school in accordance with Article IV of the New Covenant Christian Academy Bylaws. The

Administrator's responsibilities can be grouped into the following general areas, which form the basis for the Administrator's annual performance evaluation:

1. Overall organization and management (day-to-day operations, school programs, school calendar, orders supply and equipment, etc.).
2. Actively supports the biblical role of parents in the education of their children.
3. Conducts and/or delegates parent interviews and visitations of prospective students.
4. Keeps parents informed of the relevant issues and programs at the School.
5. Oversees facility maintenance/usage and coordinate plans for capital improvements.
6. Maintains regular communication with the Board, implements Board policy, and works closely with the Board in hiring new staff.
7. Provides leadership for the instructional and curricular programs (Kindergarten through 9th grade) and develops plans for continued improvement and growth in these areas (includes teacher training).
8. Maintains healthy faculty-staff relationships (conducts staff evaluations, provides staff with encouragement and opportunities for personal/professional growth, delegates responsibilities to appropriate staff).
9. Maintains high standards of personal, spiritual, and professional conduct.
10. Manages teachers and other staff and has authority to dismiss staff.
11. Oversees student discipline.

6. Policies Concerning Board Functions

The policies presented in this section deal with the organization and functioning of the Board.

6.1 Policy Creation

Objective: To establish a set format and procedure for creating written policy.

Scope: This policy is to be used whenever policy is proposed, revised, or written with the intention of being included in the New Covenant Christian Academy (for policies created/amended after the original policy approval date.).

Definitions: Dates: Policy approval and revision dates are to be noted.

Objective: This section is to state the objective of the policy clearly and simply.

Scope: This section is to define the breadth of application that the policy is intended to cover, such as personnel, time period, geographic locale, etc.

Definitions: Any term used in this policy that is considered worthy of defining is to be defined in this section.

Guidelines: This is the section to list the procedures or guidelines particular to this policy.

Guidelines:

1. Policies will follow the format exemplified in the five sections as defined in "Definitions" above.
2. The organization of policies in the manual will be established and revised to fit this format.
3. All proposed policy will be submitted in writing to the Board.

4. Voting on proposed policy revisions to existing policy should occur at least 2 weeks after the meeting when the proposal was made. This will give time for thorough consideration of the policy.

6.2 School Board Committee Organization Policy

Objective: Defines the committees, outlining their function and articulating their relationship to the Board.

Scope: N/A

Definitions: Standing committees of the School Board, as defined under the authority of Article VI of the Bylaws, will be:

Guidelines: Each committee:

1. Is responsible for carrying out its function as defined by the Board. Each committee will consist of one or more Board members, may have non-Board members as deemed appropriate by the Board, and may operate however it desires to function productively.
2. Is responsible for contacting the Board Chairman to place items on the agenda at least one week prior to the next board meeting.
3. Is responsible to report directly to and be under the direct authority of the Board.
4. The School Administrator may, when directed by the Board, assist, or serve on a committee, but he does not report to the committees nor the committees to the School Administrator.

6.3 Board Communication Policy

Objective: To establish a format for communication of issues for the consideration of the Board by constituents of NCCA.

Scope: This policy applies to all people who are constituents of New Covenant and to issues that are outside the scope of the grievance policy

Definitions: Issues: Information or ideas for change which are seen as being beneficial to the operation of NCCA and consistent with its stated mission and purpose.

Constituents: persons having an active involvement, such as parents, teachers, students, employees, etc.

Guidelines: All issues intended for formal consideration by the board shall:

1. Be submitted in written form.
2. Include a statement of how they relate to the stated mission of New Covenant.
3. Include a statement of the potential benefit of using this information or implementing a change.
4. Include a statement of the potential negative consequences of the information or implementing a change.
5. Be signed.
6. Be given to the Chairman of the Board at least two weeks prior to the next Board meeting in which it will be considered.

The Board will address the issue at the next board meeting. If time does not allow a full consideration, the issue may be assigned to a committee, delayed until a later meeting, or remanded to the author(s) for further information. A response on the issue will be returned to the author(s).

7. School Operations and Equipment Policies

7.1 Student Health Requirements

Objective: To provide guidelines for student health records and medication administration to students.

Scope: All students attending New Covenant

Definitions: N/A

Guidelines:

1. All students attending New Covenant must have on record with the school either a current immunization record or an exemption statement, according to Kentucky code, before starting classes in the fall. Standard immunization record forms may be obtained from NCCA administration.
2. Each year, parents must sign an accident release statement for each student.
3. For returning students, parents must review the health record on file and note any changes.
4. 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 medicine authorizations, for both prescription and over-the-counter medications, must be in writing, specific to each and every medication to be dispensed and resubmitted each time use of the medication is resumed after any period of non-use.
5. 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.
6. Students are to turn in all medicines to the administrative office in order to protect other students from unauthorized use.

7.2 Serious Diseases Policy

Objective: It is the purpose of this policy to establish procedures which are to be followed whenever a serious disease might be introduced into New Covenant Christian Academy.

Scope: This policy applies to all students enrolled at NCCA, and to all staff of NCCA.

Definitions: Serious diseases: Those diseases which are potentially life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, Strep throat, etc., though unpleasant and contagious, are not to be considered serious diseases.

Guidelines:

1. The School Administrator will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known serious diseases. This will include isolating the student(s) who may have the disease or have been exposed to it.
2. NCCA cannot be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.

7.3 School Calendar Policy

Objective: To set guidelines for the administration of NCCA regarding the construction and execution of the school's yearly calendar.

Scope: This policy applies to the construction and execution of the annual school calendar of all programs related to the mission of New Covenant.

Definitions: Nine-week Quarter: Consists of nine weeks of regular school days in which not more than two days in any week are missed.

School Days: Consists of a morning and afternoon period of educational activities with the normal breaks and lunchtime.

Guidelines: In constructing and carrying out the annual school calendar of New Covenant, the following guidelines are to apply:

1. Each year, no later than April 15, the administrator will construct and submit for board approval an annual school calendar that includes the elements below:
 - a. Four, nine-week quarters of school days. (These are also to be the grade/progress reporting periods.) Two extra days will be added to adjust for unplanned school closures.
 - b. As often as possible, given the above standards, starting and ending dates that fall between the last half of August and the latter half of May.
 - c. At least two parent-teacher conference opportunities, one each after the first and third quarters.
 - d. Recognition, by having vacation days, of the following holidays: Thanksgiving, Christmas, and President's Day. Other holidays are subject to board approval.
 - e. A weeklong spring break.
2. After Board approval of the annual calendar, the administration has the authority to make the following decisions related to the calendar:
 - a. To construct other extra-curricular and school program calendars that coincide with, but do not impinge upon the basic educational calendar.
 - b. To plan and execute teacher-training/workdays, without student attendance.

- c. To close the school for emergency or other unforeseen circumstances (e.g. weather, death of a faculty member, national crisis, etc.) In such an event, the Administrator, with whatever other advisory services he chooses, will determine as early as possible in the day, whether to close the school or not.
- d. Should conditions necessitate more than two days of unplanned school closure during the school year, the administrator will work with the Board to determine how best to make up the additional days missed.
- e. All other calendar-related decisions that further the goals and purposes of New Covenant.

7.4 Communication Systems

Objective: It is the purpose of this policy to establish guidelines for using the communication systems of the school. It is the intent to protect the community while maintaining effective communication between the interested parties of New Covenant.

Scope: This policy applies to all students enrolled at New Covenant, staff, and parents.

Definitions: Communication Systems: Includes telephone, Internet, email, web sites, homework folders, family files operated by the schools, and any other onsite method by which the school communicates information to the staff, children, and families of NCCA.

Guidelines:

1. The communications systems will only be used for purposes that agree with the mission and vision of NCCA as noted in policy 2.1.
2. Permission from Administration must be obtained prior to performing personal work on school computers. Use of the telephone for personal reasons should be minimized to leave the lines open for school business.
3. All information sent from the school email address or placed in family files for general dissemination must be approved by Administration **or** must be approved by the Board. Administration will determine the appropriateness of the information based on the mission and vision of NCCA, the relationship to the purposes of the school, and the benefit to the school. Administration will refer information about which they are uncertain to be decided on by the Board.
4. The use of the NCCA directories (including phone numbers, addresses and e-mail list) cannot be for purposes of solicitation, fundraising, or other activities that are outside the mission of New Covenant (consistent with 8.6 – No Solicitation). This includes partial or complete blanket e-mails to families without properly routing them through the NCCA administration office.
 - a. No identifiable photographs of students shall be used on the public web site.
 - b. Names of students will not be used in conjunction with a photograph on the public web site. When a parent or legal guardian of a child requests the removal of specific photographs depicting the child, the photographs shall be removed in a timely manner.
 - c. All links to other sites shall be investigated to the best of our ability to avoid

- d. recommending inappropriate information.
 - e. c. Non-New Covenant e-mail addresses and phone numbers shall not be published on the public web site.
 - f. d. The Board is responsible for all web content. This authority may be delegated to the Administration and/or a board approved web master.
5. The communications systems will not be used for any illegal purposes, personal expressions of negativity, or non-school business development.

8. Financial Management Policies

The policies presented in this section address financial issues, such as budgeting, financial operations, accounting and reporting practices, capital expenditures, and fund-raising guidelines.

8.1 Tuition Payment Collection Policy

Objective: To ensure that tuition payments are collected in a timely manner and to establish policy whereby unpaid tuition payments are collected as quickly as possible.

Scope: This process is to be followed unless specific other arrangements have been made between Administration and the financially responsible parties involved. Good faith will be presumed on the part of these responsible parties unless subsequent circumstances indicate no positive action can be expected.

Definition: Late tuition payments: Tuition payments not paid in full by the tenth calendar day of the month due.

Guidelines: The following process is to be followed in the collection of late tuition payments:

1. In the event the tuition payment is not paid on the due date, a reminder statement will be sent to all applicable families and will indicate any assessment of the late payment fees of \$25.00.
2. If the tuition payment is still not paid or written arrangements are not made within 30 days of the due date, the Administrator or his/her delegate has 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 cleared. Likewise, a student will not receive their report card if the account is not current.

Withdrawal: Parents wishing to withdraw their child(ren) from NCCA should:

1. Discuss the matter with administration and supply a letter of withdrawal two weeks before the student's last day.
2. An exit interview will be required with administration.
3. 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.
4. 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.

8.2 Registration/Book Fee Collection Policy

Objective: To ensure that Registration and Book fees are collected in a timely manner and to establish policy whereby unpaid fees are collected as quickly as possible.

Scope: This process is to be followed unless specific other arrangements have been made between Administration and the financially responsible parties involved. Good faith will be presumed on the part of these responsible parties unless subsequent circumstances indicate no positive action can be expected.

Definitions: Late Registration and Book Fees: Registration and/or Book fees not paid in full by the invoice due date.

Guidelines: The following process is to be followed in the collection of late tuition payments:

1. In the event the Registration/Book fee is not paid on the due date, a reminder statement will be sent. This will be done no later than the tenth of the month following the delinquency and will indicate assessment of the late payment fee of 10% of the balance due.
2. If the Registration/Book fee is still not paid or written arrangements are not made within 30 days of the due date, the Administrator or his/her delegate will personally contact the responsible party. The essential elements or agreements made at that time will be signed, recorded, and filed.
3. Should the Registration/Book fee still not be received within 45 days of the due date, a **second** late payment fee of 10% of the balance due will be assessed on the account.
4. If after all the efforts noted above have been exercised and a period of 60 days has elapsed from the due date, without payment or written arrangements, the Board of Directors will inform the family/financially responsible party that their application(s) will be denied. If school is in session, the student(s) will be expelled until restitution is made.
5. Fee 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.
6. 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.

8.3 Scholarship Policy

Objective: To establish the procedures and criteria for accepting and disbursing funds for tuition scholarships

Scope: This policy applies for all current and prospective students and families of New Covenant.

Definitions: Scholarship: A reduction in the tuition and/or service requirement for a student/family based on the established criteria. Undesignated service: Service which would allow a reduction in tuition for a family, but which is instead being given to the school to help an undesignated student/family.

Guidelines:

1. The student must have applied to or have been accepted into the school.
2. Scholarships will not be given that remove all responsibility for tuition/service from a family.
3. Designated funds will be applied according to the above guidelines, but for students whose applications are not accepted, designated funds will be returned at the donor's discretion. In the case of expulsion, prepaid tuition will be returned on a pro-rated basis for uncompleted school quarters.
4. Available undesignated funds will be applied toward tuition of NCCA students/families following the acceptance of a Scholarship Application, which will be used to assess:
 - a. Financial need.
 - b. Christian character.
 - c. Commitment to a Classical Christian education.
5. Undesignated service will be handled by the board/administrator on a case-by case basis. The use of an outside organization: Financial Needs Assessment, will be the basis for which the amount of discounted tuition will be determined.
6. All scholarships are subject to final approval by the Board of New Covenant.
7. New Covenant reserves the right to refuse disclosure of the basis for rejection of a scholarship application.

8.4 Fee Refund Policy

Objective: To establish parameters for the return of fees.

Scope: This policy applies for all current and prospective students and families of New Covenant.

Definitions: Application fee: Money paid upon submission of an application.

Registration fee: Money paid within ten days of notification of acceptance, indicating intention to attend New Covenant Christian Academy.

Book fees: Money paid to fund the purchase of books and other supplies.

Tuition: Money paid for an education at NCCA, which can be prepaid or paid over the course of a ten-month schedule.

Guidelines:

1. Registration and application fees are nonrefundable.
2. Book fees are refundable until the first of May preceding the school year or until the ordering of books has begun; whichever is later.
3. Tuition is not refundable. The Board of New Covenant Christian Academy may consider conditions of hardship or other instances on a case-by-case basis.

8.5 Fundraising Policy

Objective: To establish guidelines for the fundraising activities of NCCA.

Scope: This policy is limited to the fundraising activities of NCCA. It does not apply to the generation of assets through the provision of educational or ancillary services to patrons.

Definitions: Fundraising activities.

Direct sales: activities generating assets by the provision of goods or services to the donor.

Gifts: assets received without regard for the provision of goods or services to the donor.

Guidelines:

1. Funds are not to be raised for purposes prohibited by Scripture.
2. In its development and fundraising activities, New Covenant will seek to cultivate cheerful giving, so that time and other resources are given in a godly manner out of godly motives.
3. Designated gifts will be used for the designated purpose only.
4. Gifts solicited for a specific purpose will be considered designated for that purpose.
5. The use of any donor's gift will be explained to the donor at their request.
6. Where appropriate, the fundraising policy will also apply to direct sales.
7. Gifts may be received from non-Christians.
8. No gift will be accepted if the condition(s) of such a gift would require NCCA to compromise Biblically.
9. Opportunities for subject-oriented endowments should be encouraged and fully developed.
10. Significant fundraising activities of the school should be coordinated where possible.
11. The person(s) directing development should be informed of all fundraising activities at or by the school.
12. All gifts should be receipted and acknowledged within two business days.
13. Emphasis should be on a small number of effective fundraisers rather than many small fundraisers.
14. Direct solicitation for funds from parents for an in-class purpose is forbidden. This applies both to the classroom teacher and the class parent, student, or teacher. Directed fund-raisers that provide a service, e.g. a carwash or bake sale, may be allowed, subject to prior permission from the Administrator.
15. New Covenant families should not solicit funds during school hours or to the community of NCCA for purposes that are not related to the activities of the school. No type of school directory or list should be used for any such solicitation. This does not prohibit fundraising for non-school activities based on personal relationships that exist outside the school.

9. Personnel

9.1 Work Policy

Objective: To establish guidelines for both compensated and non-compensated work assignments within the cooperative community of, to ensure that all work assignments are carried out, and to establish procedural guidelines whereby unfulfilled assignments are met or reimbursed to the cooperative.

Scope: This process is to be followed unless specific other arrangements have been made between the Administrator and the families involved (see the Personal/Emergency/Sick Leave Policy). Good faith will be presumed unless subsequent circumstances indicate no positive action can be expected.

Definitions:

Staff: Compensated positions within NCCA (excluding the Administrator). All staff positions are designed and supervised by the Administrator (or a designee) and approved by the Board prior to implementation and formal contracting.

Cooperative: An organizational pooling of spiritual gifts, abilities, and labor, for the glory of God and the building up of the body of Christ.

Compensation: Monetary payment to specified staff members for services rendered to NCCA. The Board establishes both the staff positions and the rate(s) of compensation each year during the annual budgeting process.

Guidelines: New Covenant is a cooperative school offering *three* distinct avenues for participation:

1. **Staff** – Based upon gifting and ability, the Administrator will interview and select qualified staff, either from among the participating families within the cooperative or from outside NCCA. The Board will provide oversight and final approval for all staff selections prior to formal contracting. Staff members are responsible for selected teaching, administrative, janitorial, and maintenance functions. Staff positions will be posted each year during the Spring Enrollment period. Individuals desiring to work as staff members are encouraged to apply and interview for any available position(s).
2. **Cooperative Volunteers** – Based upon gifting individual availability, and the needs of the school, the Administrator will assign and schedule individual members of the cooperative to work in specific classes or positions within NCCA.
3. **Full Tuition** – Upon acceptance by the Administrator and approval by the Board, a limited number of students will be accepted for enrollment in NCCA on a full tuition basis. The full tuition cost will be set each year and is based upon the average cost of private Christian schooling in the Western Kentucky area.

ENFORCEMENT:

The following procedural guidelines are to be followed in the event of unfulfilled work assignments:

1. **For Staff:** The Administrator will document and address all incidents of staff absenteeism, which do not conform to existing policy (i.e. Personal/Emergency/Sick leave policy). Staff members with three documented incidents of absenteeism which do not conform to existing policy will be placed on probation by the Administrator. Further incidents of absenteeism may result in termination of employment with NCCA, and the possible loss of enrollment status for the family (if applicable).

9.2 Personal/Emergency/Sick Leave Policy

Objective: To provide a consistent standard by which administration can determine and authorize special requests from staff members needing personal, emergency, or sick leave.

Scope: This policy applies to all staff members of NCCA.

Definitions: Staff: all persons working for NCCA (teachers, aides, childcare, administrative, janitorial, etc.)

Emergency Leave: unplanned, but necessary time off due to serious circumstances such as illness (personal or family), death in the family, injuries, etc.

Personal Leave: is understood to be any planned, non-emergency time taken by any staff member away from what would otherwise be his or her normal working time. That is, for whatever daily length of time normally devoted to work for NCCA, the staff member may take personal leave for up to three increments of their working time. For example, if a teacher has two classes per day, he/she may take personal leave equal to missing each of those classes three times.

Guidelines:

EMERGENCY AND SICK LEAVE GUIDELINES:

1. Staff members needing to take time off work for typical illnesses (flu, colds, etc.) should let Administration know the circumstances and potential loss of time related to their problem.
2. Staff members may be granted up to five consecutive days emergency/sick leave should the circumstances of the emergency be in the nature of the following:
 - a) Extended recovery from injury or illness, but not requiring hospitalization.
 - b) Loss of family member and resulting funeral attendance.
 - c) Illness or injury of immediate family member (necessitating staff member's presence).
 - d) Circumstances resulting from wife's giving birth.
3. The Administrator is authorized, when he/she deems it appropriate, to grant a staff member an additional five consecutive days in the following circumstances:
 - a) In all probability, the staff member will be able to return to work no later than the end of the consecutive ten days.
 - b) The staff member has demonstrated through time and practice a high degree of reliability and punctuality.
 - c) The unique circumstances of the current emergency make it highly unlikely that another such situation will occur within the foreseeable future (at least the current school year).

4. Allowable emergency leave days, like the personal leave days, are not accumulated from year to year.
5. If a staff member's emergency situation requires a prolonged (more than ten days) absence from work, the reasons for the absence and the anticipated events will be presented to the Board for a case-by-case decision as to substitute or replacement issues.

PERSONAL LEAVE GUIDELINES:

1. All staff members of NCCA may request up to three days (as defined above) of personal leave each academic year.
2. Requests for personal leave should be submitted in writing to the administrator at least one week prior to the planned leave. Granting leave on shorter notice is at the discretion of the administrator.
3. Personal days will be granted on a first come first serve basis. If a desired day is already reserved by another faculty member, the request may be denied.
4. It will be Administration's responsibility to grant and record all personal leave days taken by staff members.

9.3 Hiring Policy

Objective: To provide a clear policy describing the steps by which candidates are interviewed and hired by NCCA.

Scope: This policy covers the interview and hiring of all candidates. All paid employees of NCCA will be hired in line with this policy.

Definitions: Administrative staff: employees whose main responsibilities are in administration.

Teaching staff: part or full-time paid teachers.

Support staff: secretaries, bookkeeper, bus drivers, janitorial, aides, etc.

Guidelines:

1. All full and part-time staff will have written job descriptions and work agreements. Maintaining these documents is the responsibility of the Administrator. The Board will approve all new or revised documents.
2. The Board or a committee of the Board appointed for that purpose, will interview all teaching and administrative staff after initial interviews by the Administrator. Selection will be by unanimous vote of the Board.
3. The Board will interview anyone hired to be in authority in the classroom.
4. Interviewing and selection of support staff will be by the Administrator. The Board is to be informed of the hiring of all support staff.
5. Written job descriptions must be approved by the New Covenant Board and used in the hiring process.
6. A candidate is not an employee until he/she has signed the appropriate work agreement for his/her position.
7. NCCA requires all staff members to profess and live according to the New Covenant Statement of Faith. Otherwise, there is no biblical discrimination based on race, color,

national origin, age, sex, or physical disabilities (provided the person is able to fulfill all requirements of the position).

8. The School Administrator will establish the work calendar for all staff each year, as well as the times of all regular workdays.

9.4 Separation Policy

Objective: To provide a clear policy describing the steps by which staff members may be separated from New Covenant Christian Academy.

Scope: This policy covers the procedure of separating a staff member

Definitions: N/A

Guidelines: Separation of staff members may take place under the following circumstances:

1. **Voluntary Separation:** Staff members may choose to voluntarily resign at the culmination of a work agreement period.
2. **Unforeseen Circumstances:** Due to events such as death, disability, school closure, etc., the staff member may not be able to continue work.
3. **Non-Renewal of Work Agreement:** At the normally scheduled time for resigning the annual Work Agreements, the staff member may not be offered a new Work Agreement by the School Administrator.
4. **Dismissal:** Immediate dismissal of a staff member is always an option that the School Administrator may exercise for discipline. This is to cover unforeseen circumstances of gross misconduct on the part of a staff member. Reasons for dismissal will most likely be for the following:
 - a. Two or more very low evaluations without notable improvement.
 - b. Immorality.
 - c. Mistreatment of or harshness with students.
 - d. Blatant disrespect of parents, other staff, or students.

The procedure for dismissal is:

1. A written warning and conference with the Administrator, with time for correction specified.
2. A follow-up evaluation conference to be held at the end of the specified time.
3. If adequate improvement is not apparent, immediate dismissal is in order.

The Administrator will communicate with the Board regarding any pending or immediate dismissal as soon as is reasonably possible. The staff member may appeal to the Board by requesting a Board Hearing. The procedure for a Board Hearing on a dismissal is:

1. The written request of the dismissed staff member will be submitted to the Board Chairman and a report prepared by the School Administrator.
2. The Chairman will schedule a meeting for the staff member to discuss the dismissal with the Board.
3. The Board will then issue a final written decision on the matter.

9.5 Comprehensive Grievance Policy

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

Scope: These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of New Covenant's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

Definitions: Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of NCCA objectives and goals.

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

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

Guidelines:

Students/parents to teachers:

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

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the School Administrator.
2. If the situation is not resolved, they should request a hearing from the New Covenant Board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

Staff to Administration:

1. All concerns about the standards of the school must first be presented to the School Administrator. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the School Administrator, followed by a meeting to discuss the matter.
3. If the problem is still not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be given to the Board and the School Administrator.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight (teacher or School Administrator).
2. If the problem is not resolved, then the concern should be presented in writing to the School Administrator, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be given to the Board and the School Administrator.

Individual Board Members to School Administrator:

1. If specific concerns arise during a Board meeting, Board members may not challenge, rebuke, or debate directly with the School Administrator in the Board meeting, but their concerns will be channeled through the Chairman instead.
2. Any Board member may call the Board into executive session if a potential grievance or dispute arises during a Board meeting.
3. If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session.
4. If the Board decides further investigation is warranted, the School Administrator will meet with the Board in executive session to present his perspective and answer questions.

9.6 Church Attendance Policy

Objective: To set the standard for church attendance for New Covenant staff.

Scope: This policy applies to all staff and faculty of New Covenant Christian Academy.

Definitions: Christian Church: Any church in substantive agreement with the NCCA Statement of Faith.

Guidelines:

1. All staff and faculty members are required to attend regularly any local Christian Church.

10. Policies Regarding Educational Programs

The policies presented in this section address educational programs sanctioned by NCCA, including both curricular and extra-curricular activities. Pertinent issues include topics such as the school uniform, discipline, academic probation, attendance, controversial subjects, learning disabilities and reverence.

10.1 Uniform Policy

Objective: To make dress in the academic environment of NCCA a non-issue in order that our students may better focus on the process of learning.

Rationale: In our effort to establish lives in the God of ALL truth, New Covenant's leadership has established a uniform policy. It reflects the conviction that no activity, even dress, is a neutral endeavor; all should be done to the glory of God, reflecting His goodness, truth and beauty.

While we wouldn't pretend that God prefers navy to maroon or any other color, we do understand Scripture gives us various examples of appropriate dress for a particular activity as

well as the principles of modesty, avoiding superficial judgments, thoughtfulness and courtesy, and proper respect for authority. These relate to our mode of dress, particularly in a Christian institution where we are focusing on the education of the heart, soul, mind, and body for the glory of the Lord Jesus Christ. NCCA's uniform policy, therefore, is established to ensure that:

1. Students are dressed for their vocation of academic work.
2. Students represent themselves at school in a way that says they are disciplined, relaxed, academic, and serious.
3. Students are protected from dressing according to peer pressure and attaching personal worth to their ability to dress according to the latest fashion trend.
4. Students express modesty in their dress; and
5. Students practice putting the comfort of others before their own desire for self-expression in their dress, avoiding unnecessary distractions in their work together as students.

Scope: This policy applies to all students.

Guidelines: Students attending NCCA are expected to comply with the following guidelines for student attire:

I. General Guidelines

1. 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:
 - a) **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.
 - b) **Be clean.** That is, recently washed, hair combed, fresh aroma.
 - c) **Be modest.** That is, no tops of stretchy, clingy fabric, no short skirts, or short shorts, no low- rider pants or bare-midriff shirts.
 - d) **Be well groomed.** For gentlemen: hair cut above the collar and the ears; no unnatural look of hair and no facial hair for students is permitted; earrings and other body piercing are not allowed; makeup is not allowed. For ladies: no unnatural look of hair is permitted; jewelry in moderation (modest earrings, rings, necklaces); no excessive makeup is allowed (discreet use only).

II. Specific Guidelines

NCCA has adopted a uniform policy comprised of:

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.)
- 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.

Accessories:

- Headbands (or any hair accessories), socks and tights may be purchased from anywhere as long as 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.**

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

NCCA recommends uniforms be purchased from the following: Target School Uniforms
Lands' End School
Uniforms Children's Place
Uniforms Old Navy
School Uniforms

School sweatshirts and t-shirts available from school.

III. Enforcement:

To limit possible confusion, the school administrator and his/her delegated authorities shall be the final determiners of students violating the uniform policy, either in fact or attitude. Students not complying with the uniform policy will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action. Failure to comply with the uniform policy will result in the following: First Offense: a report will be issued defining the problem and asking the parent to sign and return it, promising to correct the problem. Second Offense (for same item): The Administrator will request a meeting with the parent(s) to clarify the issue(s) in question. Third Offense (for same item): the student will be removed from class and not be allowed to return until he/she is in compliance with the uniform policy. Repeated failure to adhere to the uniform policy will initiate a conversation with the Administrator to determine if the student is best served by continued participation in NCCA.

VI. Special Attire Events/Days:

As the Administration determines, events such as field trips *may* call for other clothing options. However, on most field trips, students are expected to represent NCCA by wearing their dress uniforms.

10.2 Discipline Policy

Objective: To ensure consistent biblical discipline at New Covenant.

Scope: This policy applies to all students at New Covenant.

Definitions: N/A

Guidelines:

The kind and amount of discipline (punishment) will be determined by the teachers and, if necessary, the Administrator and parents. The discipline will be administered in light of the individual student's problem and attitude. All discipline will be based on biblical principles: restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, parental involvement, etc. Most discipline problems are to be dealt with at the classroom level. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at NCCA, love and forgiveness will be an integral part of the discipline of a student.

1. All teachers and instructors will work in coordination with the Administrator to identify causal factors contributing to student behaviors not conducive to learning. Whenever possible, training and discipline for minor issues (i.e., classroom rules, procedures, etc.) will take place in the classroom.
2. There are five basic behaviors that will automatically necessitate a teacher removing the student from the classroom to determine the nature of the discipline. Those behaviors are the following:
 - a. **Disrespect** shown to any teaching staff (including parent helper). The teacher/helper will be the judge of whether disrespect has been shown.
 - b. **Dishonesty** in any situation while at school, including lying, cheating, and stealing (including vandalism).
 - c. **Rebellion**, i.e. outright disobedience in response to instructions.
 - d. **Fighting**, i.e. striking in anger with the intention to harm another student.
 - e. **Obscene language**, including taking the name of the Lord in vain.

During the visit with the Administrator, the Administrator will determine the nature of the discipline. Possible punishments include restitution, janitorial work, mandatory parental attendance during the school day with the child, or other measures consistent with biblical guidelines, which may be appropriate. If for any of the above reasons the child receives discipline, the following accounting will be observed within either semester of the school year:

1. The first two times a student is dealt with outside the classroom, the student's parents will be contacted and given the details. The parents' assistance and support in averting further problems will be sought.

2. The third offense will be followed by a meeting with both of the student's parents and the Administrator.
3. Should the student require a fourth disciplinary intervention, a two-day suspension will be imposed on the student.
4. If a fifth offense is recorded, the student will be expelled from school.

Expulsion: The New Covenant Board realizes that 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 are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth administrative visit, the student will be expelled.

Serious Misconduct: Should a student commit an act with such serious consequences that the Administrator deems it necessary, the discipline process may be by-passed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members; gross violence/vandalism to the school or church facilities; or clear contradictions of scriptural principles. Students may be subject to school discipline for serious misconduct that occurs after school hours.

10.3 Student Promotion Policy

Objective: To establish a consistent set of standards to be applied in determining grade promotions for all elementary and secondary students.

Scope: To be applied to all entering and continuing students in Kindergarten - Grammar 6.

Definitions: Promotion: the advancement of a student from the most recent grade completed to the next successive grade.

Retention: requiring a student to repeat the grade in which he was most recently enrolled.

Guidelines:

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 PreGrammar 1:

- Behavioral maturity and reading readiness for First Grade.

PreGrammar 1 to PreGrammar 2:

- 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.

PreGrammar 2 to Grammar 1:

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.

Grammar 1 through Grammar 6:

Cumulative mastery of all requirements prior to grade level in addition to satisfactory proficiency of curriculum objectives for current grade level.

10.4 Attendance Policy

Objective: To establish a policy that encourages student attendance at school.

Scope: The policy applies to all students, as indicated.

Definitions: Planned absence: any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family vacations, doctor or dentist visits, programs that are not school-related, etc.

Unplanned absence: any unforeseeable absence. Specific examples are illnesses or family emergencies.

Guidelines:

1. Students enrolled at NCCA are expected to attend all prescribed classes, i.e., parents and/or students may not choose which or how many classes to attend.
2. A record of attendance for each student will be kept by the teacher. The total number of days absent, present, and tardy will be recorded on the student's quarterly report card.
3. Students will be expected to complete all work assigned during their planned or unplanned absence. For unplanned absences, extensions will be given for a due date but will not exceed the number of school days missed during the unplanned absence. Due dates will be established by the classroom teacher.
4. 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. 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.
5. It is the parents' responsibility to find out what work was assigned. Failure to complete assigned work will be reflected in each student's quarterly grade (failing grades in any

two key subjects will generally affect the student's promotion at the end of the school year).

6. Parents are expected to advise their children's teachers of planned absences. If illness arises, please phone the school to advise as soon as possible.
7. Fifteen days absent in a full year, regardless of whether the absences are excused or unexcused, is the maximum allowed during one school year. After twenty-five days absent, the student then becomes ineligible to receive credit for that year's work. Administration may have the right to review cases of exceptional circumstances.

10.5 Controversial Subjects Policy

Objective: To establish a policy that helps New Covenant to respect the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive biblical worldview.

Scope: This policy applies to all teaching staff during their teaching duties. It does not apply to teaching staff on their own time.

Definitions: Controversial subjects: subjects which Christian families and churches commonly consider divisive, whether the introduction of the topic was planned by the teacher or brought up by a student. Examples: environmentalism, old earth/young earth, partisan politics, etc.

Guidelines:

1. If in the course of teaching a class a teacher sees that a subject has arisen which he has good reason to believe is controversial and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
 - a) As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
 - b) Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
 - c) As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc.
 - d) Strongly encourage students to become knowledgeable of the most widely held views on the topic.
 - e) Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
3. The teacher is to remember that according to Scripture, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter an adversarial debate with students on controversial subjects within a classroom setting. Even though

the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

10.6 Learning Disabilities

Objective: To reinforce the educational goals of New Covenant, A Christian Classical School.

Scope: This policy applies to all students and teachers in all classrooms of NCCA.

Definitions: Severe learning disability: Any condition in a potential student which would require a separate classroom, program, or staff to provide the educational services desired by the parents.

Learning disability: Any condition in a potential student which does not require a separate classroom, program, or staff to provide the education services desired by the parents. For the purposes of this policy, it is not important whether the condition was accurately diagnosed and is a genuine learning disability.

Guidelines:

1. Children with a severe learning disability will not be admitted to NCCA due to the lack of adequate staff, funding, and facilities.
2. 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.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.
4. 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.

10.7 Reverence Policy

Objective: To ensure that God's name, character, and truth are honored and respected at New Covenant, A Christian Classical School.

Scope: This policy applies to the entire program of New Covenant.

Definitions: N/A

Guidelines:

1. In all areas of instruction, especially Bible classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with biblical principles.
2. Things to avoid include:
 - a. Silly or trite references to Jesus Christ and His work on the cross.
 - b. Emphasis on good feelings or works, vs. humble obedience and grace.

3. For the sake of the students' spiritual training and the work of NCCA, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored, and respected at New Covenant.

10.8 Kindergarten Admission Standards

Objective: To establish a policy that gives clear guidelines regarding the requirements for admission to the Kindergarten class at NCCA.

Scope: This policy applies to all students applying for admission to the Kindergarten class.

Definitions: Kindergarten: the initial or beginning class at New Covenant, after pre-school.

Guidelines:

1. The minimum age to enter the New Covenant Kindergarten program is five years old by September 1st of the year in which the student enrolls.
2. The factors used by the Administrator to assess whether a child is ready for enrollment shall include:
 - a. mental, emotional, social, spiritual, and intellectual maturity
 - b. attention span
 - c. self-control
 - d. ability to work in a classroom setting
 - e. ability to learn from a non-parent
 - f. parental support for student training
3. If the student is deficient in regard to these factors such that the Administrator concludes that it will be significantly detrimental to the performance of the student or the class, admission for the student will be deferred until the following year.

Appendix 1

Board Calendar: Guidelines for the Board

The following events or benchmarks summarize the timetable for major activities of the Board during a one-year period beginning in July:

- July =
-Make any changes in development goals.
-Review Board Calendar
- August =
-Review all facility needs.
-Make any decisions regarding maintenance.
-Review content of Bylaws and Policy Manual
-Ensure policy manual is ready for staff orientation.
-Review and approve administrative goals
- September =
-Have policy manual available for families.

- October = -Determine facility needs for next year.
- November = -Examine operating budget to date and compare to budget.
-Plan necessary adjustments.
- December = -Review and revise five-year goals.
- January = -Establish goals for the next school year.
-Review handbook and make policy revisions necessary for publication.
- February = -Business Manager submits operating budget for the next year to the Board
-Review and set school calendar for the next year.
- March = -Assess returning staff and staffing needs
- (Administrator: Begin interviews for new staff.)
-Approve budget for next year.
- April = -Establish development goals for next year.
-Conduct school evaluation.
-Conduct evaluation of the School Administrator
- May = -Finalize any decisions regarding changes for the fall opening.
-Review annual national standardized test scores.
- June = -Attend ACCS or other educational conferences specific to classical and
Christian schooling.
-Review planned budget, based on enrollment to date.
-Review and approve planned budget. Make running Budget operational from
July 1 through June 30 of following year.