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SCHOOL HOURS

At NCCS, we strive to prepare our students to live disciplined and orderly lives. That discipline includes arriving at school properly prepared and on time every day.

Doors open at 8:10 for all students and the school day begins at 8:30 a.m. for all classes. The first minutes of the school day are critical, so we recommend you drop off your students as early as possible to allow time for them to unpack and prepare for class.

Students in **kindergarten through sixth grade are dismissed at 3:00 p.m.** Students in **seventh through twelfth grades are dismissed at 3:15 p.m.** If a parent has not arrived within five minutes after dismissal time, the student will be registered with ECP. Properly registered student drivers may leave at dismissal time.

Early Pick-Up

Our teachers use every moment of instruction time, down to the last few minutes of the school day. When possible please schedule appointments so that students can remain in their classrooms until dismissal time.

If you would like to pick up your child early, you must sign the Student Sign-Out Log at the office and speak to the office staff. Your child will then be called to the office for dismissal. Parents may not independently remove a child from the classroom, the hallway or the dismissal line.

Extended Care Program (ECP)

NCCS ECP offers before and after school care to serve the needs of our families and staff. ECP hours will be communicated before each school year begins. If students are picked up after the stated closing time, a late fee will be added. Please contact the NCCS school office for enrollment and rate information. When school has a two-hour delay, morning ECP will begin at 9:30 a.m. When school is dismissed early or there is a scheduled half day dismissal, there will be NO afternoon ECP.

Inclement Weather Policy

In the case of inclement weather, NCCS will specifically announce its closing or delayed opening on: WBAL TV and website, WMAR TV and website, and WJZ TV and website. The school will issue an email. Decisions regarding inclement weather will be made by the Head of School. There will be no afternoon ECP when the school closes early. Morning ECP will begin at 9:30 a.m. when the school opens late.

ACADEMIC POLICIES

At New Covenant Christian School, we believe in maintaining high academic standards as part of our desire to do everything with excellence to the glory of God and for the furtherance of His kingdom.

Grading and GPA Scale: NCCS uses the following scale on all report cards.

| | | | | | | | | |
|----|----------|------|---|---------|-----|----|---------|------|
| A+ | 97 – 100 | 4.0 | A | 93 – 96 | 4.0 | A- | 90 – 92 | 3.67 |
| B+ | 87 – 89 | 3.33 | B | 83 – 86 | 3.0 | B- | 80 – 82 | 2.67 |
| C+ | 77 – 79 | 2.33 | C | 73 – 76 | 2.0 | C- | 70 – 72 | 1.67 |
| D+ | 67 – 69 | 1.33 | D | 63 – 66 | 1.0 | D- | 60 – 62 | .67 |
| F | Below 60 | 0.0 | | | | | | |

| | | | |
|---|--------------|---|-------------------|
| 1 | Excellent | 4 | Needs Improvement |
| 2 | Very Good | 5 | Unsatisfactory |
| 3 | Satisfactory | | |

High School Diploma Requirements

| | |
|---|--------------|
| Math: | 4.0 Credits |
| <i>*Students must complete Algebra II, Geometry, Pre-Calculus, Calculus (or an approved alternate for Calculus)</i> | |
| English Literature: | 4.0 Credits |
| History: | 4.0 Credits |
| Science: | 4.0 Credits |
| <i>* Students must complete Biology, Chemistry, Physics</i> | |
| Foreign Language: | 3.0 Credits |
| <i>*All students must take one year of classical language (Greek or Latin) in grades 9-12.</i> | |
| Bible/Theology: | 2.0 Credits |
| Rhetoric/Communication: | 2.5 Credits |
| • Rhetoric 1 (10 th) | 0.50 |
| • Debate (10 th) | 0.50 |
| • Rhetoric 2 (11 th) | 0.50 |
| • Jr. Thesis | 0.50 |
| • Sr. Thesis | 0.50 |
| Music and Art: | 2.00 Credits |
| Health and P.E.: | 1.00 Credit |

NCCS students are expected to fulfill the above requirements. Students who have transferred in (during logic or rhetoric stages) will be dealt with on a case-by-case basis.

New Covenant Christian School wants to provide a classical, Christian education for any student who is willing to work and whose parents are willing to partner with us. Our academic program is a rigorous one.

Academic Honors

Grammar School

Students in the first through sixth grade will be eligible to receive academic honors at the end of the school year based on the weighted averages of all subjects. In order for students to receive academic honors, they must achieve the following requirements:

- Highest Honors: 3.9 weighted average of all subjects and no D's or 4's (in any grading period)
- High Honors: 3.8 weighted average of all subjects and no D's or 4's (year-end averages)
- Honors: 3.7 weighted average of all subjects and no D's or 4's (year-end averages)

*Weighted average means that the grades in some subjects are weighted more heavily than others. The grades in Special Area classes (Music, Gym and Art) are combined and averaged as one grade. Grades in Reading and Math are counted twice.

Upper School

Quarterly Honor Roll Criteria:

- Students earning all A's or all A's and B's are recognized for their academic achievement.

End-of-Year Honors Criteria:

- Highest Honors (Summa Cum Laude): 3.9 or above
- High Honors (Magna Cum Laude): 3.7 or above
- Honors (Cum Laude): 3.4 or above

Valedictorian/Salutatorian Policy:

- The Head of School will evaluate students based on certain criteria: Christian testimony and service, high school academic standing (grades 9-12), faculty/staff recommendations, extracurricular activities, and any honors received. To be eligible to receive either award, the student must have attended NCCS for at least two consecutive years. They must have a cumulative GPA of 3.5 or higher. Any student who is suspended from school during his or her senior year is ineligible. These awards will be named at the interim of the fourth quarter if possible.

Interim Reports

If a student receives a grade of "C -" or lower, the student will be issued an interim report.

Academic Probation

A student will be placed on academic probation if, at the end of a quarter, he or she:

- Has an F in any academic subject
- Has a C- or below in two or more academic subjects
- Does not show improvement after a Corrective Action Plan has been made
- Has a "5" in any two or more behavior or study skill areas (Grammar School only)

Academic subjects are all subjects taught at NCCS with the exception of Art, Music and Physical Education (Grammar School only).

If a student meets any of the above criteria on his/her 1st, 2nd or 3rd Quarter report card, he/she will be placed on academic probation. Academic Probation requires a parent-teacher-Head of School conference, which must be held within one week of report card distribution. During the conference, expectations will be carefully delineated and any necessary changes made to the Corrective Action Plan.

If the student's grades are unchanged at the close of the next interim, the teacher will inform the Head of School prior to distribution of the next interim report. The student will then be referred to the Head of School for consideration for academic dismissal.

The final decision whether or not to expel a student for academic reasons rests with the Head of School. The Head of School will seek input from the classroom teacher and will expect documentation regarding academic and behavioral matters. A student who has been expelled may petition the Head of School for re-admittance for the following school year.

A student on academic probation may not be eligible to participate on NCCS athletic teams or in extra curricular activities.

Promotion

Grammar School

Grammar students in Kindergarten through sixth grade may be not be promoted to the successive grade if they have:

- A "C-" or below in any component of Language Arts or Math
- An "F" as a final grade in any academic subject
- Two or more "5's" as a final grade in any behavior or study skills area
- Shown a pattern of declining success

Upper School

Upper School students in grades 7 through 12 must pass all Math, English, History, Logic, Rhetoric, and Science course work in order to be promoted to the next successive grade. A passing grade is defined as a grade above a D- on the current grading scale policy in this handbook. The final decision regarding promotion is made by the Head of School in consultation with all relevant faculty and the student's parents. The best interest of the student is always a first consideration.

Learning Differences

If a student has a diagnosed learning difference or other medical condition that will affect his or her school performance, the student's parents must fully inform NCCS. Any documentation, including any prior or current IEPs, must be furnished to the school office. All students will be held to the same academic and behavioral standards. Students who receive modifications will be given a Corrective Action Plan.

Homework

The teachers at NCCS realize that any amount of homework takes time away from family activities. We also realize that home study can be very beneficial to our students.

1. Students need extra practice in new concepts, skills and facts. The teacher will assign homework to help foster mastery.
2. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely.
3. In the younger grades, studying at home should not be necessary as subjects are reviewed in class. If a younger student is paying attention in class, no studying will be necessary. As students become older and more independent, more studying will be required. We recommend repeated, shorter periods of practice or study rather than one long study period. Subjects which may require studying are spelling, vocabulary, history, science and Latin. Teachers will instruct students as to the material necessary to study and will notify parents as well.
4. Educators agree that regular reading is an essential activity for children, so teachers will require reading at home. Plan a scheduled reading time and a comfortable environment for this important activity. Enjoy a reading time together for the whole family.

Normally homework will not be assigned over holidays and vacation periods.

Exams

Upper School

Students are given exams for each semester of one (1) credit or half (.5) credit class.

- If classes meet for a full year, one exam should be given at the end of the each semester.
- If classes meet for 1 semester, one exam should be given at the end of the semester in which that class meets.

Exam grades count as 10% of the semester grade, with quarter grades accounting for 90% of the semester grade.

For classes that meet for a full year, final grades will be an average of both semester grades.

Exams will be given at the end of each semester. Dates will be adjusted depending on inclement weather and school closings, and may be given through the final school day.

ATTENDANCE

Terminology:

- Late Arrival: When a student arrives to school after 8:30 a.m.
- Tardy: When a student arrives to a class after it has begun.
- Absence: When a student misses a whole day or a class period.
- School Activity: When a student is absent from a class period for a school approved activity (athletic games, administrative meetings, etc.), absences do not accumulate. Subject to administrative approval. Make-up work may still be required.

Tardiness:

Students who are a part of SLC (Student Leadership Council) may be removed from leadership if they have more than three tardies in a quarter.

Tardiness to individual classes (following the beginning of the school day) is the responsibility of students. Tardy students may request notes for “Tardy Excused” (internal records only) from a teacher if appropriate.

NCCS recognizes that late arrivals are not necessarily the responsibility of students. Therefore, parents must sign students in at the office. Students will carry arrival slips to the teacher, who will record them. Excessive late arrivals will trigger a notification to parents and administration will communicate with parents to prevent further lateness.

Student drivers who arrive to school late will receive arrival slips and a Tardy. The Tardy may be forgiven if students’ parents confirm a legitimate reason for late arrival.

Absence:

Students are expected to attend 160 school days each school year, or at least 95% of individual classes. If a student attends less than 160 days or 95% of individual classes, he/she may not be promoted to the next grade. Excessive absences totaling more than 10 days or 5% of individual classes (consecutively or nonconsecutively) may be grounds for dismissal from NCCS. If a valid medical reason exists that prevents a student from abiding by this policy, documentation from the treating physician must be provided. The administration will communicate with parents to establish a plan for class completion to satisfy school requirements.

Late Work

All work assigned by teachers and all necessary supplies should arrive with the student at the beginning of the day. Work that does not arrive with the student is considered late and will incur a 10% penalty per day the work is late. Work that has not been submitted within five days of the due date will receive a zero (0).

If Logic and Rhetoric level students abuse this policy the teacher may, at their discretion, accelerate the late penalty.

Make-up Classwork, Homework, and Tests

Please contact the office by 10:00 a.m. to request work for a student who will be absent. Work will be available for pick-up after dismissal at the school office. Students may also collect work when they return to school.

No work may be requested prior to a vacation or extended absence. Requests after the student has returned will be handled by the classroom teacher or, in the case of excessive absences, be handled by the Administration.

Students have the number of days they were absent to complete assignments. (i.e. If a student was absent for two school days, he must hand in all missed assignments two days after he returns.)

Students should expect to take missed assessments (test, quizzes) after the number of days they were absent has passed. (i.e. If a student was absent for two school days, he must take any missed assessments two days after he returns.)

Teachers announce tests and assignments in advance. Students who have to leave school early or arrive late for any reason are expected to complete tests and assignments on the same day as their classmates. Students who return to school after an absence are to take the preannounced test the same day as their classmates. This might require planning and coordination with teachers. Students who leave school early are responsible for making

arrangements for getting any class work, assignments or notes they missed. The responsibility falls on the student, not on the teacher.

CODE OF CONDUCT

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” Phil. 2:3-4

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at New Covenant Christian School. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at New Covenant.

We want to train our young men to show consideration and respect for the ladies in the school. As some applications of this truth, we want the young men to:

1. Allow the ladies in the class to exit the room first.
2. Be chivalrous and defer to the female students by giving them space and not running into them.
3. Always hold doors for ladies.
4. In all events where food is served, the women are to be served first

Our hope is that every young lady and young man at NCCS will have unity, sympathy, brotherly love, a tender heart, and a humble mind.

We want to train our students to show proper respect to their teachers and staff. (“Submit yourselves for the Lord’s sake to every authority instituted among men; whether to the king, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right.” I Peter 2:13)

1. Students should address their teachers as Mr., Miss, or Mrs.
2. Students should respond by saying “yes” or “no”, not “yeah” or “ugh”.

New Covenant students are encouraged to be welcoming and respectful at all times and to “practice hospitality” (Romans 12:13).

1. When adults visit a classroom, students are to stand until the teacher instructs them to sit.
2. Students should greet parents who visit. Make sure that the ladies have a place to sit.

Public displays of affection are not permitted on school property or at school activities. Public Display of Affection or PDA includes physical contact between two students that is not a monitored part of a teacher-approved activity or school-sponsored activity. Students should simply refrain from touching one another.

We would like New Covenant to be a place where visitors sense a difference. Specifically, the aroma of Christian love. (“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of Him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.” II Corinthians 2:14-15)

Basic School Rules

New Covenant Christian School seeks to develop in each student a basic understanding of Biblical principles of behavior. Proverbs 20:11 says, “Even a child is known by his actions, by whether his conduct is pure and right.” Adherence to the following rules of conduct is required:

- No chewing gum is allowed in or around the school building.
- New Covenant Christian School is a smoke-free environment. There will be no smoking in, on or around the school building.
- Toys of any kind should not be brought to school unless special permission is given by the teacher for a specific reason.
- Weapons or firearms of any kind (including pocket knives) are not allowed at school for any reason.
- Students are expected to treat all of the school’s materials and facilities with respect and care. Students will be charged for lost or damaged books or damaged school property.
- Student areas (including lockers) must be kept neat and orderly at all times. Nothing should be placed on the hallway floor without teacher or administrative approval.
- Hardback textbooks must be covered with a paper book cover (no book socks). Students should not borrow another student’s textbook for class without both the student’s and the teacher’s permission.
- Students are not to eat or drink in the hallways or locker area. Food and drink may be consumed in classrooms only with teacher permission.

Cell Phones/Electronics

- Cell Phones- Students are strongly discouraged from bringing cellphones to school. Students may only use their cell phone in the course of a school day if it is required by a teacher. The school is not responsible for lost or stolen cell phones.
 - Students may call parents using an office phone during the day. Parents wishing to speak with their students during the day should call the school office, and not call or text student cell phones.
 - Any cell phones brought to school should be put away in backpacks or lockers at least five minutes before classes begin in the morning.
 - They must remain completely powered down for the entirety of the school day.
 - Any cell phone found powered on during the school day without permission will be confiscated and kept in the school office until collected by a parent or guardian at the end of the school day.
- Laptops- Students must keep laptops/notebooks/iPads off and in their lockers unless being required for use by a teacher.
- Wireless devices- iWatches, fit bits, smart watches, or any other device that can access the internet, be used as a calculator or can be used for texting are not allowed.
- Hand-held electronic devices- Hand-held electronic devices (video games, CD players, MP3 players, etc.) are not to be brought to school. They present too much of a distraction. Devices will be collected by the teacher and must be picked up by a parent.

Internet Use Policy

Our internet access is for official school business. Students may access the internet for school purposes only with teacher supervision. This includes school-provided computers and personal laptops using the public access “wi fi”. Use of computers before and after school and at lunch time must be approved.

NCCS reserves the right to monitor student use of the internet at any time, to ensure compliance with this policy. Any student who violates any provision of this policy may be subject to discipline and/or dismissal from school.

Discipline Policy

New Covenant Christian School's discipline policy comes from the belief that the behavior we see in our students is a reflection of the overflow of their hearts. Lasting change in behavior is heart driven; therefore, our correction and discipline must be directed to the heart. The type and amount of discipline (correction) will be determined predominantly by the teachers.

The discipline will be administered in light of the student's behavior and attitude. All discipline will be based on Biblical principles such as restitution, apologies (public and private), and restoration of fellowship.

Grammar School

Classroom Misconduct

1. If a teacher notices a pattern of misbehavior, students will be given verbal warnings. After ample warnings a written notice (pink slip) will be sent home to the parents documenting the misbehavior.
2. Any misbehavior that continues the pattern after the pink slip has been sent home will warrant discipline from the Head of School. A meeting between parents and the Head of School might be requested at this time.

Administrative Discretion

Acts of misconduct that have potentially serious or dangerous consequences will be addressed by the Head of School. At an Head of School's discretion, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Students may be subject to school discipline for serious misconduct that occurs after school hours.

Suspension

Repeated office visits or an office visit for a serious offense might result in a suspension. Disciplinary suspension is a serious matter and is treated as such. When a child has been suspended, it is incumbent upon the parent to pick up missed assignments. These may be picked up from the office at the end of the school day. Regular "absentee policies" do not apply. All missed work must be turned in the day the student returns to school in order to receive credit. Work that has been completed will begin with a grade of 80% (instead of 100%). Students should be prepared to take any make-up tests and quizzes the day they return.

Expulsion

Should a student and his/her parents not be able to eliminate behavioral problems after several office visits, the student will be expelled. Tuition for the month in which the student is expelled will not be refunded.

Readmission

Should the expelled student desire to be readmitted to NCCS at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Upper School

Our goal for discipleship and discipline at New Covenant Christian School is clear: We seek to shepherd the hearts of our students to glorify God and follow Christ more faithfully in their lives. Of course, this is work which only the Holy Spirit can really do in our students. What we seek is to be instruments in the Spirit’s hands, used by Him to teach, rebuke, correct and train our students according to God’s Word.

God has instituted authorities in the world for our own benefit, to guide and guard us. For children, the primary authority figures God has given them are parents. In school, teachers and the Head of School operate in loco parentis, in the place of parents, with an authority that also comes from God but is delegated to the school by the parents. Most discipline issues are handled by teachers in the classroom. In order for discipline to work effectively for the benefit of our students, teachers and parents must be in regular communication with each other and must discuss any concerns or issues that arise openly and in a spirit of trusted partnership.

Consequences for actions should be measured and appropriate to the offense. In that spirit, discipline issues are handled at NCCS based on the nature of those issues, whether they are minor, moderate or major. Here are examples of the kinds of issues that fall into each category:

| Minor Offenses | Moderate Offenses | Major Offenses |
|-----------------------|---|--|
| Uniform Violations | Habitual Uniform Violations | Direct Disobedience |
| Late to Class | Habitual or Deliberate Lateness | Flagrant Disrespect |
| Unprepared for Class | Habitually Unprepared for Class | Dishonesty (incl. cheating) *Plagiarism |
| Disrupting Class | Deliberately Disrupting Class | Violence (hitting/striking) |
| Rocking back in chair | Cell Phone Use | Vandalism |
| | Willfully disturbing someone else’s property | Inappropriate speech |
| | | Bullying |

*If it is determined that a student has plagiarized any work or part of a work, the student will receive a zero for that assignment and consequences at the discretion of the Head of School and teacher.

Behavior Reports

Students receive a behavior report for the following reasons: verbal warning, minor, moderate or major offense (see the above chart). Minor and moderate infractions incur a demerit(s). All behavior reports are recorded, emailed, and communicated through the School’s FACTS/SIS (formerly RenWeb) system. Parents and students have access to all behavior reports under the “behavior” tab under the “student information” section on both the FACTS app and desktop version. It is the responsibility of students to communicate these reports to parents. Parents should also check behavior reports weekly to see if their son/daughter has incurred any demerits. If parents have questions regarding the nature of the infraction, they should first question their child and then contact the teacher or Head of School who issued the report.

Demerits

Demerits are used to warn, correct, and deter behavior that is not acceptable or helpful to the learning environment. A student’s demerit(s) directly impacts the point value his/her House receives at the beginning of each week. Demerits will be tracked throughout the entire school year on a running basis (there is no weekly, quarterly, or semester reset of demerits). The first 3 demerits incurred will result in lunch detention #1. After the

13th demerit is issued, a student must serve a one-day home suspension and a conference with parents will be scheduled.

After the first 3 demerits (#1-3) = lunch detention #1

After next 3 demerits (#4-6) = lunch detention #2

After next 3 demerits (#7-9) = lunch detention #3

After next 3 demerits (#10-12) = lunch detention #4

After next demerit, (#13) will automatically incur a 1 day suspension at home

Lunch Detentions

Lunch detentions will be communicated the same way as demerits. Lunch detentions will take place during the school day's lunch period and scheduled by the Administration. Parents must reply to the Behavior Lunch-Detention Notice and confirm that parent and student have discussed the reasons for and the rules of lunch detention. If students are tardy or neglect to attend, another demerit will be incurred and the detention will be rescheduled.

Suspensions

A one-day suspension will be served by any student who incurs 13 demerits within a school year.

Administration will also schedule a conference with parents. The suspension will be served at home on the approved day set by the Administration. Zeros will be given for all assignments missed during suspension such as but not limited to daily participation. Students may not participate in sports events or house activities on the same day of home suspension. After the suspension is served (as a result of incurring 13 demerits), the demerit count will be reset to "0". Other major offenses can result in separate suspensions or expulsion at the Head of School's discretion. Two suspensions in a year will lead to potential expulsion by the Head of School.

Administrative Discretion

School Administrators have the right to use their discretion in individual cases to impose consequences they deem appropriate (including suspension and recommended withdrawal). When they do so, they will always seek to act in the best interest of the student in question and the school community as a whole.

DRESS CODE

The Bible teaches us not to find our identity and security in superficial, outward appearances. In 1 Samuel 16:7, God tells Samuel, "Man looks at the outward appearance, but the LORD looks at the heart." We live in a culture that is obsessed with the superficial matters of fashion and outward appearances. At New Covenant Christian School, we are striving to cultivate Godly character in the hearts of our students so they may stand as light in the midst of a corrupt generation. We believe that uniforms free students from the pressures of fashion trends, so that they are better able to focus on academic achievement and on distinguishing themselves in ways that are more significant. Our intention is to foster an environment through which our students may learn for themselves what God means in Romans 12:2 when He says, "do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God."

General Guidelines

- Students must be dressed in full uniform upon entering the building at the beginning of the school day and remain fully dressed until they leave the building in the afternoon.
- Shirts and blouses should be buttoned and tucked into uniform bottoms.
- Girls' jumpers and skirts should be to the knee.
- Shorts and skorts should be no shorter than three inches above the knee.
- All clothing should fit properly and not be too tight or too baggy.
- Sleeves should never be rolled.
- Girls must wear belts with any pants, shorts, etc. that have belt loops.
- Boys must always wear a belt.
- Shoes should always be tied.
- Garments under clothing should not be brightly colored or easily seen. Plain t-shirts or camisoles should be used to create a “uniform” appearance.
- Only the top button on shirts with buttons may be undone. All buttons should be properly sewed to the garment
- No visible tattoos.

New Covenant Christian School reserves the absolute right to determine what is acceptable if clothing, hairstyle, jewelry, and make-up are in question. In areas where freedom is given, students are expected to defer to teachers and Head of Schools if there is a question concerning modesty or appropriateness.

Enforcement of Dress Code

Adherence to the uniform policy will be monitored by the classroom teachers and will occur as part of the regular classroom routine. Uniform infractions will be treated as a regular discipline issue.

Uniform Exceptions

When students are allowed a uniform exception (approved by teacher and/or administration) it is important that the general modesty inherent in the uniform policy be applied. The body should be covered from the shoulders to at least three inches above the back of the knees. Shirts should have sleeves. No beachwear or pajamas are permitted. Shoes should have closed toes and sides. There should be no character shirts or any writing across the backside of shorts or pants. Regular uniform policy jewelry and makeup restrictions will apply.

Students who do not participate in a required dress exception day (i.e., toga, pilgrim, etc.) are expected to wear the regular school uniform.

Field Trips

Chapel uniforms will be required for field trips unless decided otherwise by teachers.

Athletics

Student athletes may wear their NCCS team jerseys on game days.

GRAMMAR SCHOOL DRESS CODE

Girls

The basic girls' uniform consists of a white collared shirt or the burgundy collared shirts with the NCCS logo and navy blue pants, shorts, skorts, jumpers or skirts. Due to the abundance of variations in styles and our desire to be uniform within our school, please choose items that are conservative, traditional and plain. No colored trim, piping, lace, flares, or other embellishments are acceptable. Polo and turtleneck shirts are acceptable. White shirts may be purchased through any manufacturer but must be plain with no visible logos or brand tags.

Burgundy short and long-sleeve shirts with the NCCS logo can only be purchased from Flynn & O'Hara. (Burgundy shirts are an option to the uniform and are not required.) T-shirts are not acceptable, except on Gym days (see below).

Boys

The basic boys' uniform consists of a traditional white collared shirt or the burgundy collared shirts with the NCCS logo and navy blue pants or shorts. Polo, turtleneck and oxford dress shirt styles are acceptable. Shirts may be purchased through any manufacturer but must be plain with no logos or embellishments. Navy blue pants or shorts must be purchased through approved manufacturers. Parachute or cargo pants are not acceptable.

Burgundy short and long-sleeve shirts with the NCCS logo can only be purchased from Flynn & O'Hara. (Burgundy shirts are an option to the uniform and are not required.) T-shirts are not acceptable, except on Gym days (see below).

Chapel

Students are required to dress in full uniform for chapel. **Girls must wear plaid jumpers and white blouses. Boys must wear long navy pants, white button-down shirts, and striped ties.** The jumpers and ties must be the official Flynn & O'Hara jumpers and ties selected for NCCS. Jumpers and ties are purchased directly through Flynn & O'Hara.

Gym

Daily uniform pants or shorts, tennis shoes, and NCCS burgundy-colored logo t-shirts or sweatshirts must be worn on gym days. Girls may still wear jumpers or skirts if they wish; however, they must wear navy shorts underneath. The shorts may not extend beyond the hem of the jumper or skirt. Students may not wear sweatpants for gym. Gym t-shirts and screen-printed sweatshirts can only be purchased at NCCS. Sweatshirts can only be worn inside school on gym days. Heelys are not acceptable.

Seasonal Clothing

Shorts may be worn until October 31st and after March 1st, if weather permits. Navy blue zip-front uniform fleece from Lands' End or the navy NCCS fleece may be worn in class. Cardigan, vest, or pullover-style

sweaters may be worn in class. Sweaters must be uniform navy in color. Burgundy sweaters are also acceptable but may only be purchased from Flynn & O'Hara. (Flynn & O'Hara lists the color of our sweater as cardinal and not burgundy.) Gym sweatshirts may only be worn inside school on gym days.

Jewelry

Boys may not wear jewelry of any kind except for standard wristwatches. Girls may wear plain, conservative jewelry of the following types:

- One ring per hand;
- A single pair of post earrings that do not hang below the earlobe;
- A single gold or silver chain necklace;
- A standard wristwatch, but no bracelets.

No exaggerated, oversized or character jewelry shall be worn. Absolutely no body piercing (except for ear piercing for girls) will be allowed.

Shoes

Shoes may be brown, black or dark navy blue dress shoes and must have a closed toe and heel with flat, rubber soles for safety. Solid colored shoes are preferred and must be leather or have the appearance of leather. Shoes that have the appearance of a tennis shoe may not be worn as a dress shoe. Tennis shoes may be worn only on gym days. Moccasin, sandal, ankle boot, sneaker shoes, clog-style and Heely shoes are not acceptable.

Accessories

Boy's ties are manufactured by Flynn & O'Hara and must be purchased from Flynn & O'Hara. Boys may also choose from the following:

- Black or brown belts without decoration
- Plain black, navy, or white socks (without colored trim)

Girls may choose from the following:

- Black or brown belts without decoration
- Navy or white socks (without lace or colored trim)
- Navy or white tights
- Natural nylons

Leggings and footless tights are not permitted.

Hair Styles and Accessories

Students may not wear extreme hairstyles. Boys' hair must be cut above the ears, shirt collar, and the eyebrows. Boys' hair may not cover the eyes. It must remain its natural color. Boys may not wear anything in their hair. Girls' hair should remain a natural color and should not cover the eyes. Hair accessories for girls

should be either navy or white in color and traditional in style. Bows should be small and simple, not oversized or exaggerated. Brown, tortoise style headbands and barrettes are also acceptable. Hair accessories that are of the same pattern as the chapel skirt are also acceptable.

Cosmetics

Makeup of any kind is not permitted in the Grammar School. This includes colored lip gloss and glitter. Only clear or light pink nail polish may be worn. Plain Chapstick is permitted. Flesh-colored foundation may be worn to cover up skin blemishes.

UPPER SCHOOL DRESS CODE

Young Ladies- Daily Dress Code

Top: Maroon Polo with NCCS Logo

- Must be purchased through Flynn & O'Hara

Skirt: Solid Khaki/Chino Skirt or Skort

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- Must choose top of knee or below knee in front, no greater than 3" above back of knee
- May choose pleated, box-pleat, kick pleat, plain front or A-line (no pencil styles, no open slit)

Pant: Solid Khaki (Chino) Straight Leg, Loose Fit Pant

- Must be purchased through Land's End, French Toast or Flynn & O'Hara

Short: Solid Khaki (Chino) Uniform or Bermuda Short (May be worn from March 1st – October 31st)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara

Accessories:

- Solid White Turtleneck or Camisole
 - The only choice for ladies to be worn underneath the school polo
- Plain, Solid-Colored Dark Brown or Black Leather-Like Belt
- Plain, Solid-Colored Dark Brown or Black Leather-Like Shoe
 - May choose a plain deck shoe (Sperry's), dress flat or Mary-Jane style
 - Must be closed toe and heel with flat, rubber soles for safety and same-colored laces
- Plain, Solid-Colored White Socks or Tights OR Skin-Toned Pantyhose
 - May choose ankle or knee socks or closed-toe tights/hose; no leggings
- Solid Colored Kick or Bike Short (may choose to be worn underneath skirt for modesty)
 - Shorts should be appropriate in color and length so as not to be visible
- Solid Colored Navy Blue Sweater (the only option to be worn in the classroom)
 - Must be purchased through Land's End, French Toast or Flynn & O'Hara
 - May choose pullover, button or zip-front cardigan, or sweater vest styles

- o May choose NCCS Navy Zippered Fleece with Logo (purchase through Spirit2Wear)

Young Ladies- Chapel Dress Code

Top: Solid White or Light Blue Oxford Button-Down Collared Blouse

- May be purchased through Land's End, French Toast or Flynn & O'Hara
- MUST wear white or skin-toned undergarments and white camisole underneath

Skirt: Blue, Gray and Maroon Plaid Pleated Skirt

- Must be purchased through Flynn & O'Hara
- Must choose top of knee or below knee in front, no greater than 3" above back of knee
- Should fit comfortably and neatly around the waist with no rolled waistbands or alterations

Blazer: Dark Navy Blue Classic 2-Button Uniform Blazer (Required for 10-12th Grade Students Only)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- Jacket should be properly fitted and buttoned; sleeves should be wrist length and unrolled

Young Ladies- Athletic Dress Code

Top: Maroon NCCS Embroidered T-Shirt or Sweatshirt

- Must be purchased directly through the school office

Short: Solid Navy Blue Loose Fit Athletic Short (May be worn from March 1st – October 31st)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- Must touch top of the knee in front, no greater than 3" above back of the knee
- Must be solid in color with no visible stripes or symbols; athletic or mesh fabric, not fleece

Pant: Solid Navy Blue Loose Fit Sweatpants

- Must be purchased through Land's End, French Toast or Flynn & O'Hara or Spirit2Wear
- Must choose traditional sweatpants only; no tight fit, boot cut, yoga, PJ pants or leggings

Accessories:

- White athletic socks
- Athletic Shoe
 - Choose a comfortable, properly fitting athletic shoe with laces fully laced
 - Must be closed toe and heel with flat, rubber soles for safety
 - No moccasins, sandals, clogs, boots, canvas or other fabric slip-ons

Young Ladies- Fashion Standards

Hairstyles

- A conservative hairstyle in a natural hair color. If there is any question about style or color, the Head of School will determine what is acceptable.
- Hair accessory choices include:
 - Plain, solid-colored white, maroon, navy, brown or black (to match hair color) headbands, hair ties and barrettes
 - Bandanas may not be worn

Jewelry

- Young ladies may wear modest, conservative jewelry.
- All jewelry should be classic and simple and in keeping with the style of the school uniform.
- Students should always defer to teachers if the teacher determines jewelry to be dangerous or distracting in the classroom.
- If there is any question about style, color, or appropriateness, the Head of School will determine what is acceptable.

Cosmetics

- Young ladies may choose to wear modest, professional-looking make-up as would be appropriate for an office environment.
- Make-up should not be distracting, experimental, or extremely colorful.

Young Men- Daily Dress Code

Top: Maroon Polo with NCCS Logo

- Must be purchased through Flynn & O'Hara

Pant: Solid Khaki (Chino) Straight Leg, Loose Fit Pant

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- May choose pleated or plain front pant with tailored waist or elastic back with belt loops
- May not choose skinny or cargo style, jeans, stretchy fabric, or tight fit

Short: Solid Khaki (Chino) Uniform or Bermuda Short (May be worn from March 1st – October 31st)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- May choose plain front or Bermuda style; no skinny cut, jeans, stretchy fabric or tight fit
- Must touch top of the knee in front, no greater than 3" above back of the knee

Accessories:

Solid White Short Sleeved T-Shirt

- The only choice for young men to be worn underneath the school polo

Plain, Solid-Colored Dark Brown or Black Leather-Like Belt

- o Must be worn with pants and shorts that have belt loops

Plain, Solid-Colored Dark Brown or Black Leather-Like Shoe

- o May choose a solid-colored deck shoe (Sperry's), Oxford style, loafer or dress shoe
- o Must be closed toe and heel with flat, rubber soles for safety and same-colored laces
- o No tennis shoes, moccasins, sandals, clogs, boots, canvas or other fabric slip-ons

Plain, Solid-Colored Khaki, Brown or Black Socks

- o May choose crew or knee style with no decoration or visible symbols
- o Socks should match the color of the pant or shoe (brown with brown, black with black)

Solid Colored Navy Blue Sweater (the only option to be worn in the classroom)

- o Must be purchased through Land's End, French Toast or Flynn & O'Hara
- o May choose pullover, button or zip-front cardigan, or sweater vest styles
- o Must be solid in color with no stripes or visible symbols, resting properly at the waist
- o May choose NCCS Navy Zippered Fleece with Logo (purchase through Spirit2Wear)

Young Men- Chapel Uniform

Top: Solid White or Light Blue Oxford Button-Down Collared Shirt

- May be purchased through Land's End, French Toast or Flynn & O'Hara
- May choose short or long sleeves appropriate to the season
- Must be tucked in at all times with no rolled sleeves or alterations
- Collar should be fully buttoned with necktie in place
- MUST wear plain white tank or T-shirt underneath

Pant: Solid Khaki (Chino) Straight Leg, Loose Fit Pant

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- May choose pleated or plain front pant with tailored waist or elastic back with belt loops
- May not choose skinny or cargo style, jeans, stretchy fabric, or tight fit
- Should fit comfortably around the waist and loosely around the backside and legs
- Pant should touch the top of the shoe and may not be rolled or altered in any way

Blazer: Dark Navy Blue Classic 2-Button Uniform Blazer (Required for 10-12th Grade Students Only)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- Jacket should be properly fitted and buttoned; sleeves should be wrist length and unrolled

Accessories:

- Navy, Maroon and Silver Striped Necktie
 - o Must be purchased through Flynn & O'Hara
- Solid White Short Sleeved Tank or T-Shirt
 - o The only choice for young men to be worn underneath the shirt
 - o Must be plain with no decoration or visible symbols
- Plain, Solid-Colored Dark Brown or Black Leather-Like Belt

- Must be worn with pants and shorts that have belt loop
- Plain, Solid-Colored Dark Brown or Black Leather-Like Shoe
 - May choose a solid-colored deck shoe (Sperry's), Oxford style, loafer or dress shoe
 - Must be closed toe and heel with flat, rubber soles for safety and same-colored laces
 - No tennis shoes, moccasins, sandals, clogs, boots, canvas or other fabric slip-ons
- Plain, Solid-Colored Khaki, Brown or Black Socks
 - May choose crew or knee style with no decoration or visible symbols
 - Socks should match the color of the pant or shoe (brown with brown, black with black)
- Solid Colored Navy Blue Sweater (the only option to be worn in the classroom)
 - Must be purchased through Land's End, French Toast or Flynn & O'Hara
 - May choose pullover, button or zip-front cardigan, or sweater vest styles
 - Must be solid in color with no stripes or visible symbols, resting properly at the waist

Young Men- Athletic Dress Code

Top: Maroon NCCS Embroidered T-Shirt or Sweatshirt

- Must be purchased directly through the school office
- May choose short sleeved T-shirt or long sleeve sweatshirt appropriate to the season
 - Fit should be loose with no rolled sleeves or alterations
 - NCCS House Shirt may be substituted for special events, following the same standards

Short: Solid Navy Blue Loose Fit Athletic Short (May be worn from March 1st – October 31st)

- Must be purchased through Land's End, French Toast or Flynn & O'Hara
- Must touch top of the knee in front, no greater than 3" above back of the knee
- Must be solid in color with no visible stripes or symbols; athletic or mesh fabric, not fleece

Pant: Solid Navy Blue Loose Fit Sweatpants

- Must be purchased through Land's End, French Toast, Flynn & O'Hara or Spirit2Wear
- Must choose traditional sweatpants only; solid in color with no visible stripes or symbols

Accessories:

- Solid White Short Sleeved T-Shirt
 - The only choice for young men to be worn underneath the school polo
- Plain, Solid-Colored White Socks
 - May choose ankle, crew or knee socks
 - No decoration or visible symbols
- Athletic Shoe
 - Choose a comfortable, properly fitting athletic shoe with laces fully laced
 - Must be closed toe and heel with flat, rubber soles for safety
 - No moccasins, sandals, clogs, boots, canvas or other fabric slip-ons

Young Men- Fashion Standards

Hairstyles

- Young men may choose a conservative, “clean-cut” hairstyle in a natural hair color. For the purposes of this policy, conservative is defined as: neatly groomed and off the collar, eyebrows, ears and face with no extreme differences in hair color or length and no razor-cut signs or symbols (if there is any question about style or color, the Head of School will determine what is acceptable)
- Young men may not wear accessories in their hair with the exception of sweat bands for designated athletic events

Jewelry

Young men may wear modest, conservative jewelry of the following types:

- No more than one small, gold or silver ring per hand
- A standard wristwatch in gold, silver, black or brown leather-look
- Young men may not wear necklaces, earrings or bracelets of any kind
- All jewelry should be classic and simple in style.

Facial Hair

- Young men at NCCS are expected to maintain a “clean-cut” look with clean-shaven face
- Long sideburns, goatees, beards or mustaches of any kind are not allowed

FORMAL EVENTS DRESS CODE

Young Ladies

- Ladies should find a modest and elegant dress for formal occasions.
- No plunging necklines or exposed cleavage. (We suggest that no more than four fingers below your collarbone seems reasonable).
- No mermaid style dresses or dresses that are excessively tight.
- Backlines should be above the bra line.
- Dresses should be no shorter (and slits should not extend more than) than 3 inches above the knee at the shortest non-sheer point. Take care to see that the back of the dress is also 3 inches above the back of the knee.
- Length is measured according to solid fabric, not lace or sheer fabric.
- No exposed midriffs.
- Dresses may not cut below the bust line on the sides.
- No strapless or one shoulder dresses. Spaghetti straps or clear straps are allowed.
- Cut-outs are only allowed at the upper neckline or on the sleeve so that no part of the body that we ask to be covered is exposed (i.e. breasts, midriff, torso, or thigh). Covering the area with sheer fabric is regarded as exposed and is not permitted.

Young Men

- Young Men are expected to wear properly fitting dress pants, dress shirts, ties and jackets. Tuxedos and suits are permitted but not required.
- Jeans are not allowed.
- Formal wear includes dress shoes. Tennis shoes are not permitted.

HEALTH

Form Requirements

All students attending NCCS must have a current immunization record on file with the school office. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office. Blank “Maryland Immunization Certificates” (DHMH 896) are available in the office.

All students entering seventh grade and above must have the following immunizations and the school must receive documentation prior to the first day of school: Tdap and Meningoccal (MCV4)

Other forms necessary for student health records that can be obtained from the school office are:

1. Health Inventory. Describes the basic health/illness history of each student.
2. Emergency Form. Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
3. Medical Release. Allows NCCS staff members to be aware of a student’s health information on a need-to-know basis.
4. NCCS Physician Medication Authorization Form. If a child needs to receive medication during the school day, this form must be completed by a physician and signed by a parent in order for NCCS to dispense medication.

Medications

If a parent indicates on the Health Inventory, emergency card or any other medically related school form that their child may require a medication administered at school, that medication **must** be supplied to the school office.

All required medication and paperwork MUST be delivered to the school office prior to the first day of school. Students requiring medication WILL NOT be allowed to attend school without medication and paperwork.

- Non-prescription: If a student needs to take a non-prescription medication during the school day, the medication must be in its original, unopened container and must be labeled with the child’s name, dispensing instructions, and accompanied by a completed Physician’s Medication Authorization which has been completed by a physician and signed by a parent. The medication must be brought to school by a parent. The first dose of medication must be administered at home where any adverse reactions can

be monitored. NCCS cannot administer medication if the above requirements are not met. Until requirements are met, the parent must come to school to administer medication.

- **Prescription:** If a student is taking prescription medication, the Physician's Medication Authorization form must be completed by the physician, signed by the parent and returned with a separate prescription bottle. The bottle must have a correct pharmacy label listing instructions on dispensing the medication. The medication must be brought to school by a parent. The first dose of medication must be administered at home where any adverse reactions can be monitored. NCCS cannot administer medication if the above requirements are not met. Until the requirements are met, the parent must come to school to administer medication.

If a student requires medication of an emergency or life-saving nature (i.e., EpiPen or inhaler), the student will not be allowed to come to school until the requirements are met.

A written record will be kept each time any medication is administered by school personnel and parents will be notified in writing.

Cough drops are considered medication by the State of Maryland. If a student needs to use cough drops during the school day, **they must be treated as a non-prescription medication and the rules pertaining to such must be followed as listed above.** Drops containing pectin, lemon drops, peppermints and other lozenge-type candy may be taken by students during school without physician's paperwork. All non-medicated drops must be brought into school in their **original packaging** and given to the office. The office will give the drops to the classroom teacher. A note from the parent must accompany the drops and it will be up to the teacher's discretion whether or not the drops will be kept by the student or will be dispensed by the teacher.

Self Carry Medications

Students in kindergarten through sixth grade may not self carry their medication unless they are attending a sports practice or game.

Students in grades seven through twelve may self-carry medication with physician approval. There is a section on the Physician's Medication Authorization form for the physician to complete. The form and medication must be brought to the office for authorization from our delegating nurse prior to the student carrying the medication.

Students who participate in sports or extra-curricular activities for NCCS and take emergency medications including but not limited to a respiratory inhaler or an Epi-Pen must be approved by their physician to self-carry their medication. The student's physician must complete and sign the Physician's Medication Authorization form, including the self-carry section. Students must carry their medication to all NCCS practices, games and activities. Students who fail to bring their medication to such activities will not be allowed to participate.

Illness

Although we would like to see every child in class every day, illness sometimes requires that the child be kept at home. In fairness to the staff and students of NCCS, please do not send children to school if:

- They are producing colored mucus from nose or mouth.
- They have had a fever, vomited or had diarrhea within the last 24 hours.

- They have crusty, red or runny eyes. Children with these symptoms need to be evaluated by a doctor for possible conjunctivitis which is highly contagious.

If your child requires antibiotics, please do not send them to school until they have taken the medication for at least 24 hours.

After School Activities

If a student leaves school early or misses school due to illness, they may not attend and after-school function or extracurricular school activities.

Unable to Participate in Physical Education or Recess

If a student cannot participate in Physical Education or recess due to illness or injury, a note from the parent must be sent to the school office giving the details of the illness or injury and the length of time the student must not participate. A note from the physician is required if a student must miss more than two weeks of Physical Education.

POLICIES AND PROCEDURES

Communication

Email: Email will be the primary form of communication between school and home. All parents must have at least one email address registered with the school office. We ask that parents check their email daily to keep current with all communication.

Paper Notification: Parents will periodically receive flyers and notices from school regarding various topics. Any flyer of a general nature will be sent home with the youngest child from each family.

Directory: New Covenant wants to foster communication between parents and staff, among parents and between students. A school directory can be found in FACTS/SIS (formerly RenWeb). NCCS will not share email addresses with anyone outside our school. We will not use email addresses for anything other than business related to New Covenant Christian School or New Covenant Presbyterian Church.

Pre-approval: We ask that parents not use NCCS class lists to share political or personal views. Anything distributed to children by anyone other than the teacher must be pre-approved by the office.

Party Invitations: We ask that parents protect the feelings of the children by not distributing party invitations on school property unless the invitation is extended to everyone in the class or includes all girls or all boys.

FACTS/SIS: FACTS/SIS (formerly RenWeb) is used to record grades and is an important tool for school-home communication. We ask parents to check it regularly and keep all information current.

Emergency Response Plan

If for any reason NCCS has to be evacuated between the hours of 7:30 a.m. and 5:30 p.m., the children will be taken to Saint Mary’s Episcopal Church (on the corner of Emmorton Road and St. Mary's Church Road). If they need to be evacuated from the immediate neighborhood, they will be taken to Lutheran Church of the Good Shepherd. If emergency response measures have to be taken, parents will be notified by the media: WBAL TV and website; WMAR TV and website; and, WJZ TV and website.

| | |
|--|---|
| Name of program: | NCCS |
| Program address: | 128 St. Mary’s Church Road Abingdon, MD 21009 |
| Emergency contact at program: | School Office 443-512-0771 |
| Phone number of emergency contact: | George Jagers (c) 443-512-0771 |
| In the event the facility must be evacuated because of a confined emergency, the staff and children will leave the building and gather in the immediate area at: | St. Mary’s Episcopal Church One St. Mary’s Church Road Abingdon, MD 21009 |
| If necessary, the children will be transported to this health care facility: | Upper Chesapeake |
| Address, phone number and contact person at health care facility: | 520 Upper Chesapeake Drive Bel Air, MD 21014 443-643-3500 443-643-1000 |

Lock Down

If a situation arises in our community which presents a possible outside danger to our students, we will enact a “school lock down” or a “classroom lock down.” Examples of a situation necessitating a school lock down would be a local bank robbery or a suspected criminal in the area. An example of a situation necessitating a classroom lock down would be an unwanted or dangerous intruder in the building.

When a school lock down is enacted, all outside doors will be locked and only those authorized will be allowed to enter the building. There will be no outdoor recess or gym class. When the school is in a classroom lock down, all students and teachers will sit inside their classrooms away from windows and doors. Blinds will be

closed and classroom doors will be locked. There will be no movement in the building until the authorities resolve the situation.

Field Trips

NCCS students will travel together on trips that meet curricular goals. No less than two weeks' notice will be given parents about upcoming field trips. Parents will be required to sign a permission slip before NCCS will allow students to participate in trips. If a permission slip is not received or required money has not been paid, the student will not be allowed to attend the field trip.

The teacher will specify which uniform should be worn on each field trip and students are expected to come to school that day dressed as requested. If a student arrives wearing the incorrect uniform, a call to the parent will be made. If the correct uniform cannot be brought to school prior to departure, the student will not participate in the field trip.

Parents attending field trips are asked to follow the volunteer dress code listed in this Handbook.

Some classes will participate in overnight field trips or retreats. All medications that are held in school will be sent on these field trips. If a student receives medication outside of school hours, this medication must be submitted to the school office along with a medication form completed by the physician two weeks prior to the overnight trip. Please see the Health Section for specific details on and the correct packaging of the medication and necessary forms.

Trips that are taken during the school day are considered an integral part of the school day and often include teacher-directed instructional time. Field trips are designed to provide unique educational opportunities for our students. To best facilitate this, siblings may not attend NCCS field trips.

Teachers will establish carpool and chaperone lists and will communicate those prior to field trips. These lists are not subject to change.

In order for parents to take their children directly home with them after a field trip, they must sign the Student Sign-Out Log outside of the office.

Maryland law requires children from ages 4 and 40lbs. to age 8 (unless 4' 9") to be in a booster seat. Children ages 8 and older or taller than 4' 9" can wear a seatbelt in the back seat. It is recommended that all children ride in the back seat until the age of 12. If your child requires a car or booster seat, you must provide one in order for your child to attend the trip. If the school is not provided with a car or booster seat, your child will not be able to attend the trip.

Hand-held electronic devices are not to be brought on field trips.

Fire Drills

NCCS is listed with the State of Maryland as a church-exempt school. We are required to follow Maryland State Laws for health and safety. The Fire Marshall makes routine visits to our school checking for fire code regulations and examining records of fire drills. NCCS will conduct fire drills once a month. We will also conduct other recommended emergency drills. Visitors in our building are asked to participate in all drills.

Parent Participation Hours

Parents of students in grades K through 12 are required to give participation hours to the school: eight (8) hours per semester, per student for two-parent families, and four (4) hours per semester, per student for single-parent families. Parents unable to fulfill their time quota will be billed a fee at the end of each semester in lieu of participation hours: \$100/semester for two-parent families and \$50/semester for single-parent families. In the event that parents have a partial fulfillment of their time before the end of the semester, the fee will be pro-rated. For instance, if a two-parent family meets four hours of their obligation during a semester, they will be billed 50%, or \$50, for the semester.

There are two categories for participation. These are:

- **Positional**: These automatically meet the yearly requirement for all students in a family by nature of the job. Examples of these include Lunch Duty, PTF Officers, Team Coaches, Electives Teachers, parents who are Board Members, and parents who are NCCS Teachers.
- **Hourly**: These opportunities afford flexibility to those parents who work full-time or are otherwise unavailable during the school day. Hourly job opportunities will be tracked with Participation Forms, which will be distributed by the person in charge of the activity. Some hourly jobs are offered by the administration for school maintenance and repairs, school activities (Field Day, classroom parties and events, House competitions, PTF events, etc.) and other hourly activities. Only one field trip per year, per child may be used to meet hour requirements.

Participation fulfillments may be tracked using FACTS/SIS (formerly RenWeb).

Volunteer Dress Code

The purpose of a volunteer dress code is to ensure that anyone working with NCCS children "...adorn themselves in modest apparel, with propriety and moderation..." (1 Timothy 2:9)

The normal daily dress code at NCCS is "business casual." Please avoid torn clothing, revealing or tight clothing, inappropriate logos or text, and unsafe or hazardous clothing.

Grievance Policy

Occasionally, problems arise that need to be addressed personally with a phone call or face-to-face. In these situations, we ask that you adhere to the following policy. At all times, the principles of Matthew 18 and James 3 will be followed, especially during the attempted resolution of concerns.

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

Definitions:

A **dispute** is 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 the objectives and goals of New Covenant Christian School.

A grievance is 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.

It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

Students/parents to teachers:

- 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.
- If the problem is not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, he must have permission from his parents to do so.
- If the problem is still not resolved, the parents should appeal the decision in writing to the School Board.
- If there is still no resolution, they should request a hearing from the School Board.

Parents/patrons to Head of School:

- 1.If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate Head of School.
- 2.If there is still no resolution, they should request a hearing from the NCCS School Board.
- 3.This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

Volunteers to Staff/Administration:

- If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, appropriate Head of School, Development Director, etc.).
- If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting with her to discuss the concern.
- If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the Head of School. The Head of School is required to pass the request on to the Board.

Christian Conciliation:

In keeping with I Cor. 6:1-8 and Matt. 18:15-20, all the above parties formally affiliated with NCCS agree that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. Therefore, the parties noted within this policy (staff, Board, administration, parents, students) agree that any claim or dispute not settled by the procedures outlined above shall be referred to Biblically based arbitration.

If the parties involved in the disagreement cannot resolve disagreements in private or within the local Christian community of New Covenant Presbyterian Church, they agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and the law of tort shall be settled by Biblically-based mediation.

If resolution and reconciliation do not result from mediation, the matter shall be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process

shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” (“Rules”) contained in the Peacemakers Ministries booklet, Guidelines for Christian Conciliation. Each party in the agreement shall agree to the selection of the arbitrator. If there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana, shall be asked to provide the name of a qualified person who will serve in that capacity.

The parties further agree that these methods of mediation and arbitration shall be the sole remedy for any controversy or claim arising out of the employment relationship and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Bullying Policy

Every New Covenant Christian School student should feel safe in and around the school environment. The school will not tolerate instances of bullying or cyber-bullying, harassment or intimidation. NCCS defines bullying using Maryland State Law §3–805 as “intentional conduct, including verbal, physical or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well being.”

God’s Word says in Ephesians 4:29: Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.

He encourages us to “love one another” and cautions us to exercise self-control. Self control in word and deed is expected of all NCCS students and staff members.

New Covenant Christian School students or staff members may not maliciously engage in a course of conduct, through the use of electronic communication, that alarms or seriously threatens another:

- with the intent to harass, alarm, slander or harm the other;
- after receiving a reasonable warning or request to stop by, or on behalf of the other.

Definitions:

Electronic communication. The transmission of information, data, or a communication by the use of a computer or any other electronic means that is sent to a person and that is received by the person.

Interactive computer service. An information service, system, or access software provider that provides or enables computer access by multiple users to a computer server, including a system that provides access to the Internet and cellular phones, telephones or pagers.

Cyber bullying. Might take the form (but is not limited to): sending false messages, “hacking” into email accounts and sending embarrassing information or material to others, creating websites or posting on websites stories, cartoons, jokes or pictures ridiculing others, posting pictures or videos without the person’s permission.

As a Christian community, NCCS holds students, parents and staff accountable for their actions on and off school grounds. We ask that parent carefully monitor the behavior of their children and act to resolve any issues. No acts of bullying, cyber-bullying, harassment or intimidation will be tolerated on the NCCS campus, on school field trips or school sponsored events. Knowledge of any bullying by an NCCS student, parent or

staff member off campus will be reported to the appropriate authority. Offences that impact the victim's social and emotional well being in the learning environment will face disciplinary action.

The administration of NCCS will follow the following procedure regarding such behavior in school:

- Written documentation of the abuse (to include screen shots of electronic communication whenever possible) will be put in the cumulative record of the aggressor. A summary of the abuse (written documentation) will also be put in the cumulative folder.
- Parent of aggressor and victim will be called.
- The aggressor will serve a two-day suspension.
- NCCS desires to shepherd the hearts of our students. Any student exhibiting aggressive behavior will receive counseling from NCCS Head of School's designee. Repentance will be expected.

Any additional reports of "bullying" by that student or incidents that break local, state or federal laws may result in expulsion from New Covenant Christian School and/or being remanded to the local police department.

Defamation Policy

NCCS forbids any employee or student from making false statements that damage the reputation of other people or the school (defamation), including statements made electronically (e.g., email, Facebook, blog, text message, etc.). NCCS also asks that parents refrain from making damaging statements or comments about the school, students or staff. We ask that all persons follow Biblical guidelines of going to the source and working out difficulties. Employees and students making such statements shall be liable to discipline, up to and including expulsion or termination.

NCCS asks that parents work to have a positive partnership with the school. False or unkind statements can negatively affect that partnership and lead to a break in the relationship.

Reporting of Suspected Child Abuse and Neglect

Any teacher or staff member who has reason to believe that abuse or neglect has occurred shall immediately report the suspicion to the Head of School. If the Head of School is unavailable, the teacher or staff member shall immediately report the suspicion to the Harford County Sheriff's Office. The staff of NCCS follows Code of Maryland Regulation section 07.02.07 which stipulates how we are to report child abuse or neglect.

Sexual Harassment Policy

In policies of a sensitive nature, for example, child abuse and/or sexual harassment, New Covenant Christian School is committed to:

- Protecting children and adults from harm; and
- Calling the offender(s) to accountability, repentance, and restoration.

New Covenant Christian School prohibits sexual harassment in any form and shall provide male and female employees, applicants, and students with protection against sexual harassment in the workplace and classroom.

Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response action activities including periodic surveillance activities that are planned or are in progress.

Since our building was completed after October 12, 1988, our management plan consists of the exclusion documentation including this notification. This documentation means that to our knowledge **no asbestos-containing building materials were used or specified for use in this building.**

You can review this plan during normal business hours without cost or restriction. If you have any questions about reviewing our management plan, please contact the school office.

Damaged Book Policy

NCCS provides students with the books they need each year. At the end of the school year, these books must be returned in the condition in which they were delivered. If a book is damaged during the school year, is returned damaged or is lost, a replacement fee will be issued.

Lunch Room Procedures

NCCS will charge a \$5.00 fee for any students who need to purchase a lunch from the school.

Students are expected to abide by all school rules in the lunch room:

- Be polite and respectful
- Obey the person in authority
- Keep our school clean
- Students may not share food items

Student Records Policy

Student records are kept secure in the school office. Parents have the right to review their child's files in the office at any time. Student files may not be removed from the office. NCCS retains student records in accordance with the policies of the Maryland Department of Education.

Probationary Admission

A child may be admitted on a probationary basis for academic or behavioral reasons. The Head of School will evaluate the progress of a probationary student with the classroom teacher and the parents by the end of the first quarter.

Summer Work

We believe that assigning work to be done over the summer fits our goal of developing our students as life-long learners. Generally, our students are assigned classic literature and math review problems to be done over the summer. The goal is to guard against learning loss and to prepare for the school year ahead.

Sports Policy

If a student is absent from school or serves an after-school detention, he or she cannot participate in any sport or other extra-curricular activity that day.

Student Drivers

- Student drivers must obtain permission and complete a student driver form and be issued a parking pass that must be displayed on the rear view mirror of the car. This form is available in the school office.
- Student drivers 18 years of age and older may drive with other students only with explicit written permission from parent to be kept on file in the office (this includes field trips and off-campus events).
- Student driver should park in the spaces near the dumpsters.
- Students must use caution and drive at acceptable speeds in the parking lot. Students can lose the privilege of driving to school at the discretion of the Head of School.
- Student drivers who must leave school early are required to turn in a note at the beginning of the school day to the office. A copy of the note will be given to the teacher the student has at the time of dismissal. Student will be permitted to leave at the requested time and must sign out on the sign-out log in the office prior to leaving.
- Student driving is a privilege which is associated with certain responsibilities. This privilege can be revoked at the discretion of the Head of School.

Locker Procedures

According to New Covenant Policy and Procedures, a student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, book bags, school supplies, gym clothing and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find. Law enforcement officials should possess valid search warrants. However, NCCS administration reserves the right to search lockers at their discretion. In addition:

- Lockers and locker combinations and cubbies are assigned on the first day of school.

- Students should not share their locker combination with other students. If a student forgets their locker combination, they should consult the school office.
- Only New Covenant Christian School locks may be used on lockers. No outside locks should be used in place of or over top of existing locks. Any outside locks will be removed by the Administration.
- Students should not leave anything in an unlocked locker. Students are advised not to keep money or valuables in lockers or cubbies.
- Students are to report thefts from lockers to their teachers immediately. Students are encouraged to report any person tampering with any locker other than their own.
- Students are not allowed to post/tape banners, posters, stickers and/or bumper stickers to their lockers or cubbies.
- Students will enter lockers at assigned times.
- Perishable food items are to be disposed of daily from the lockers and cubbies. Only lunch may be stored in the locker and any leftover items should be disposed of or returned home daily unless health issues are involved.
- The Head of School should be consulted regarding problems with lockers that the classroom teacher cannot solve.
- All personal items **MUST BE REMOVED** from lockers and cubbies by the last day of school.

Drug Testing

NCCS reserves the right to conduct random, unannounced drug testing of all students and staff members.

Search and Seizure

NCCS reserves the right to search all student property on campus, including materials in lockers, book bags and on the student's person.

Appendix A- Who We Are

Mission Statement

Our mission is to glorify God by assisting parents in training their children to be Biblically-minded servant-leaders through a Christ-centered, classical education.

Vision Statement

We envision New Covenant Christian School graduates who are biblically-minded in all of life, and equipped and eager to take their place as servant-leaders in the world. As classically educated men and women with a life-long love of learning, they possess broad knowledge, clear reasoning, real wisdom and the ability to communicate truth persuasively. In every area of life, they recognize, appreciate and spread truth, goodness and beauty to the glory of God.

Statement of Faith

1. We believe in one holy and true God who works all things according to the counsel of His own will. In the unity of the Godhead, there are three persons: God the Father, God the Son and God the Holy Spirit. They are all of one substance, equal in power, glory and honor. (1 Corinthians 8:14, Matthew 28:19)
2. We believe the Bible to be the inspired and inerrant Word of God, given as the rule of faith and life. (2 Timothy 3:16)
3. We believe that God created the world from nothing and is sovereign in its governing. God's intention is for man to subdue this creation and to live for the glory of God.
(Genesis 1)
4. We believe that all men are sinners deserving of eternal punishment.
(Romans 3:23 and 6:23)
5. We believe that God appointed His Son to suffer and die for sinful men, thereby receiving their punishment that He might be the only mediator of God's elect. It is in believing in Him that man comes to receive eternal life and be made a new creation in Christ.
(John 3:16, 2 Corinthians 5:17)
6. We believe in the present ministry of the Holy Spirit who indwells all Christians, instructing and reminding them of Jesus' teachings. (1 Corinthians 6:19, John 14:26)
7. The basic system of doctrine adhered to at New Covenant Christian School is that presented in the Westminster Confession of Faith and the Larger and Shorter Catechisms.

Educational Philosophy

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their children. Below are the most important philosophical elements that we at New Covenant Christian School believe distinguish our approach to education.

- We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and admonition of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The family raises and educates children (Ephesians 6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Godly home environment.
- We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God Himself.
- God wants us to love Him with our minds as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn by using the centuries-old, proven classical method, incorporating instruction in Latin.
- We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes Biblical discipline principles. Many of our ideas about discipline can be found in the book, Shepherding a Child's Heart, by Tedd Tripp. Our recommended book for parents of adolescents is Age of Opportunity by Paul David Tripp.
- We have a full K-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained Biblically (Deuteronomy 6:6-7, Proverbs 22:6).

Above all, parents can be confident that their student, at every stage of their development in school, will be loved with Christ's love at New Covenant Christian School.

A Christ-Centered and Classical Education

Christ-centered

In all its levels, programs, and teaching, New Covenant Christian School seeks to:

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
2. Provide a clear model of the Biblical Christian life through our staff and board (Matthew 22:37-40); and
3. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

Classical

In all its levels, programs, and teaching, New Covenant Christian School seeks to:

1. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
2. Encourage every student to develop a love for learning and live up to his academic potential; and
3. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions

Grammar: the fundamental rules of each subject.

Logic: the ordered relationship of particulars in each subject.

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

What do we Mean by Classical?

In the 1940's the British author, Dorothy Sayers, wrote an essay entitled "The Lost Tools of Learning." In it she calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" - grammar, logic, rhetoric. Miss Sayers also combines the three stages of children's development to the Trivium. Specifically, she matches what she calls the "Poll-parrot" stage with Grammar, "Pert" with Logic, and "Poetic" with Rhetoric:

LOST TOOLS OF LEARNING CHART

The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers. It illustrates the applications of the Trivium (Grammar, Logic, Rhetoric) we use.

| Beginning Grammar (Pre-Polly) | GRAMMAR (Poll-Parrot) | LOGIC (Pert) | RHETORIC (Poetic) |
|---|---|---|--|
| Grades K-2 | Grades 3-6 | Grades 7-9 | Grades 10-12 |
| Approx. ages 4-8 | Approx. ages 9-11 | Approx. ages 12-14 | Approx. ages 15-18 |
| Student Characteristics: | Student Characteristics: | Student Characteristics: | Student Characteristics: |
| <ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative | <ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well | <ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? for most things 7. Thinks, acts as though more knowledgeable than adults | <ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic |
| Teaching Methods: | Teaching Methods: | Teaching Methods: | Teaching Methods: |
| <ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips | <ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Categorize, classify 6. Recitations, memorizations, catechisms 7. Drills, games 8. Oral/written presentations | <ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips | <ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. working with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers |

An excerpt from Doug Wilson’s book, Recovering the Lost Tools of Learning:

“The structure of our curriculum is traditional with a strong emphasis on ‘the basics.’ We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the

students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects.”

“By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A . In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.”

“The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.”

“The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.”

In short, Classical Christian Education is an education that combines a **Biblical worldview** and systematic and rigorous training in the **liberal arts** with a conscious effort to impart the best of our **cultural and religious inheritance** in order to fully equip students to be **virtuous and wise image bearers of God** and prepare them for **lifelong learning** and **service to God** and their **fellow men**.

Non-Discrimination Policy

New Covenant Christian School does not practice discrimination on the basis of gender, color, national or ethnic origin in student admissions, faculty and staff hiring, administrative decisions, academic evaluation, or any other aspect of school operations.

Appendix B- Dress Code Ordering Information

Flynn & O’Hara: www.flynnohara.com Enter our *school name* to see approved selections

Land’s End: www.landsend.com/school Enter our *school number* **900169947** to see approved selections

French Toast: www.frenchtoast.com Enter our *school code* **QS47EG8** to see approved selections

School Office: Order NCCS P.E. T-shirts, Sweatshirts, and House Shirts

Spirit2Wear: www.agpestores.com/fullhouse/groupproducts.php Order Navy Fleece and Sweatpants

Visit the NCCS community Facebook Group for selling, swapping and sharing of used NCCS uniforms!

Facebook Search & Join: **NCCS Family UNI-FORUM**

(Note: All sales are between individual parties and in no way affiliated with the school, nor guaranteed to match the school policy guidelines – check the policy for yourself and use caution when purchasing)

General Comparison of Uniform Suppliers

| SUPPLIER | COST | QUALITY | OPTIONS | PERKS |
|----------------|---|--|--|---|
| Flynn & O'Hara | *MIDDLE RANGE <i>Pants \$24-37</i> <i>Skirt \$23-42</i> <i>Shorts \$21-26</i> <i>Oxford \$20-26</i> <i>Sweater \$26-40</i> <i>Blazer \$70-125</i> <i>Athletics \$15-18</i> | *SOLID <i>Well Crafted</i> <i>Durable Fabrics</i> <i>Double Stitching</i> | ONLY supplier of: <i>*School Polo</i> <i>*Chapel Skirt</i> <i>*Chapel Necktie</i> Carrier of MOST other required items – limited accessories | <i>*Can shop in person at the F&H retail store in Parkville, MD (410) 828-4709</i> |
| Land's End | *HIGH END <i>Pants \$30-45</i> <i>Skirt \$25-45</i> <i>Shorts \$27-37</i> <i>Oxford \$22-47</i> <i>Sweater \$25-45</i> <i>Blazer \$85-155</i> <i>Athletics \$15-25</i> | *EXCELLENT <i>Very Well Crafted</i> <i>Durable Fabrics</i> <i>Double Stitching</i> <i>Free Replacement</i> | Carrier of ALL required items and accessories except: <i>*School Polo</i> <i>*Chapel Skirt</i> <i>*Chapel Necktie</i> <i>*P.E. Shirt</i> | <i>*Tailored to fit your measurements</i> <i>*Unlimited Full Exchange Guarantee</i> <i>*Iron Knee pants</i> <i>*Register to receive mailings and regular 15-40% off coupons</i> <i>*Shop with Scrip</i> |

| | | | | |
|--------------|---|--|---|---|
| | | | | <i>for</i> <i>16% rebate to your fundraising account</i> <i>*Can try on, order and return items at any Sears retail store or online</i> |
| French Toast | *LEAST EXPENSIVE <i>Pants \$14-25</i> <i>Skirt \$13-20</i> <i>Shorts \$14-18</i> <i>Oxford \$10-20</i> <i>Sweater \$10</i> <i>Blazer \$40-\$50</i> <i>Athletics \$10-15</i> | *OKAY <i>Quickly crafted</i> <i>Affordable</i> <i>Fabrics</i> <i>Single Stitching</i> | Carrier of MOST required items and accessories except: <i>*School Polo</i> <i>*Chapel Skirt</i> <i>*Chapel Necktie</i> <i>*P.E. Shirt</i> Limited Adults Sizes and Lengths | <i>*Some items are available at JC Penny retail stores</i> <i>*Double Knee Pants Available</i> <i>*Online Coupon Codes Available</i> |

YOUNG LADIES

Approved Items

STANDARD UNIFORM

Top: **Maroon Polo with NCCS Logo**

- Must be purchased through *Flynn & O'Hara – Maroon Long or Short Sleeve Polo w/Logo*

Skirt: **Solid Khaki/Chino Skirt or Skort**

- *Flynn & O'Hara - 4-Kick Pleated Skirt, 2-Pleat Skort, 2-Panel Skort*
- *Land's End - Box Pleat Skirt #419923-4U7, Pleated Skirt #430797-4U0, Plain Front A-Line Skirt #430808BP5, Pleated Skort #458611-4U8, Chino Skort #320086-4U3*
- *French Toast –Pleated Skirt #1066, Kick Pleat Skirt #1268, 2-Tab Scooter #1302, Kick-Pleat Scooter #1286*

Pant: Solid Khaki (Chino) Straight Leg, Loose Fit Pant

- Flynn & O'Hara – *Khaki Flat Front Slacks*
- Land's End - *Iron Knee straight Leg Elastic Waist Chino Pants #403658-4U0 , Iron Knee Straight Leg Plain Front Chino Pant 404343-4U8*
- French Toast – *Girl's Adjustable Waist Pant #1315G, Junior Pant #1315X, Adjustable Waist Pleated Pant #1522G*

Short: Solid Khaki (Chino) Uniform or Bermuda Short

- Flynn & O'Hara - *Khaki Girl's Twill Walking Short*
- Land's End - *Plain Front Chino Uniform Short Girls #403783-4U1, Women's #403782-4U7*
- French Toast – *Bermuda Short #1303*

CHAPEL UNIFORM (Wednesdays & Special Occasions)

Top: Solid White or Light Blue Oxford Button-Down Collared Blouse

- Flynn & O'Hara - *Short or Long Sleeve Button-Down Collared Blouse (White or Blue)*
- Land's End - *Short Sleeve Oxford Blouse Girls #458431-4UX, Women #458432-4U4; Long Sleeve Oxford Blouse Girls #458434-4U3, Women #458436-4U2*
- French Toast – *Lee Short Sleeve Oxford Blouse (White or Blue) #5011, Lee Long Sleeve Oxford Blouse (White or Blue) #5012*

Skirt: Blue, Gray and Maroon Plaid Pleated Skirt

- Must be purchased through *Flynn & O'Hara - Blue Gray & Maroon Plaid Knife Pleated Skirt*

Blazer: Dark Navy Blue Classic 2-Button Uniform Blazer (Required for 10-12th Grade Students Only)

- Flynn & O'Hara – *Navy Wool or Polyester Ladies Blazer*
- Land's End - *Deep Navy Hopsack Blazer #473115-4U5*
- French Toast – *Navy Classic School Blazer #1627K*

ATHLETIC UNIFORM (Phys Ed Classes & Special Events)

Top: Burgundy NCCS Embroidered T-Shirt or Sweatshirt

- Must be purchased *through the school office – Maroon Gym T-Shirt or Sweatshirt w/Logo*

Short: Solid Navy Blue Loose Fit Athletic Short

- Flynn & O'Hara – *Navy Micro-Mesh Nylon Gym Shorts (check length)*
- Land's End - *Classic Navy Mesh Athletic Shorts Girls #486479-4UX Women #486480-4U2, or if not long enough, choose Classic Navy Mesh Athletic Shorts Boys #486433-4U3 Men #486434-4U2*
- French Toast – *Mesh Short (Badger Brand) #1507V (check length)*

Pant: Solid Navy Blue Loose Fit Sweatpants

- Flynn & O'Hara – *Navy Heavyweight Sweatpant*
- Land's End - *Classic Navy Sweatpants Girls #393718-4U8, Women #393722-4U4*
- French Toast – *Navy Fleece Sweatpant #1605, Sweatpant (Jerzees) Adult #15099*

ACCESSORIES

Solid White Camisole, Turtleneck or Long-Sleeve T-Shirt (style suggestions)

- Flynn & O'Hara - *White Long Sleeve T-Shirt, White Turtleneck*
- Land's End - *White Long Sleeve Mock Neck Girls #470495-4U7, Women #470498-4U0*
- French Toast – *White Camisole #3500G, White Long Sleeve T-Shirt #1539*

Plain, Solid-Colored Dark Brown or Black Leather-Like Belt (style suggestions)

- Flynn & O'Hara – *Not Available*
- Land's End - *Girls Thin Braided Leather Belt #430943-4UX*
- French Toast – *Reversible Dress Belt #24166, Brown or Black Braided Belt #24176*

Plain, Solid-Colored Dark Brown or Black Leather-Like Shoe (style suggestions)

- Flynn & O'Hara – *Tan Women's Sperry Boat Shoe, Black Mary Jane for Women*
- Land's End - *Black Ballet Flats #487520-4U5, Black Mary Jane Flats #489100-4U0*
- French Toast – *Double Strap Mary Jane (Girls) #2525Z*

Plain, Solid-Colored White Socks, Tights OR Skin-Toned Pantyhose (style suggestions)

- Flynn & O'Hara – *Ribbed or Opaque Tights (White - or Navy for chapel days only), White Orlon Knee High Socks*
- Land's End - *Solid White Cable Knee Socks #093594-4U6, Microfiber Tights #090559-4U9*
- French Toast – *White Nylon Cable Knee Socks #2226V, White Microfiber Tights #2237V, Navy Cable Knit Tights #2236V*

Solid Kick or Bike Short (style suggestions)

- Flynn & O'Hara – *Not Available*
- Land's End - *Navy Knit Bike Shorts #489155-4U1*
- French Toast – *Girl's Uniform Khaki or Navy Kick Short #1597G*

Solid Colored Navy Blue Sweater (style suggestions)

- Flynn & O'Hara – *Navy Crew-Neck or V-Neck Pullover Sweater, Navy V-Neck Cardigan Sweater, Navy V-Neck Sweater Vest*
- Land's End - *Classic Navy Drifter V-Neck Girls #414759-4U0, Women #414760-4U3; Drifter V-Neck Cardigan Girls #4-4756-4U7, Women #414757-4U1; V-Neck Sweater Vest Girls #414762-4U2, Women #414763-4U7*
- French Toast – *Anti-Pill Crew Neck Cardigan Sweater #1371, Anti-Pill V-Neck Cardigan Sweater #1370, Navy Fine Gauge Knit Cardigan Sweater #1120, V-Neck Sweater Vest #1029*

Athletic Shoe - *Choose any comfortable, properly fitting athletic shoe with laces*

YOUNG MEN

Approved Items

STANDARD UNIFORM

Top: **Maroon Polo with NCCS Logo**

- Must be purchased through *Flynn & O'Hara – Maroon Long or Short Sleeve Polo w/Logo*

Pant: **Solid Khaki (Chino) Straight Leg, Loose Fit Pant**

- Flynn & O'Hara – *Khaki Twill Pants, Khaki Poly-Cotton Men's Pants,*

- Land's End - *Perfect Chinos Boys #470225-4U6, Men #470226-4U0; Plain Front Iron Knee Chinos Boys #403853-4U3, Young Men #403856-4U7, Men #243850-4U5; Iron Knee Elastic Waist Chinos #403843-4UX*
- French Toast – *Adjustable Waist Double Knee Pant #1519F, Young Men's Pant (Regular Waist) #1519Y, Double Knee Pant Workwear Finish #1524, Pull On Boys Pant #1348F, Straight Leg Twill Pant #1599*

Short: **Solid Khaki (Chino) Uniform or Bermuda Short**

- Flynn & O'Hara - *Khaki Boys Twill Walking Shorts*
- Land's End - *Plain Front Chino Shorts Boys #435618-4U2, Men #241937-4U9; Pleated Front Chino Shorts Boys #231152-4U0, Men #231156-4U9*
- French Toast – *Flat Front Adjustable Waist Short #1431, Pleated Adjustable Waist Short #1430, Young Men's (Lee) Classic Flat-Front Short #5009Y*

CHAPEL UNIFORM (Wednesdays & Special Occasions)

Top: **Solid White or Light Blue Oxford Button-Down Collared Shirt**

- Flynn & O'Hara - *Short or Long Sleeve Button-Down Collared Shirt (White or Blue)*
- Land's End - *Easy Care Short Sleeve Oxford Boys #458473-4U3, Men #458476-4U8; Easy Care Long Sleeve Oxford Boys #458479-4U0, Men #458481-4U8*
- French Toast – *Short Sleeve Oxford Shirt in White or Blue #1020, Long Sleeve Oxford Shirt in White or Blue #1017, Young Men's (Lee) Short Sleeve Oxford Shirt #5003, Young Men's (Lee) Long Sleeve Oxford Shirt #5005*

Blazer: **Dark Navy Blue Classic 2-Button Uniform Blazer** (Required for 10-12th Grade Students Only)

- Flynn & O'Hara – *Navy Polyester Unisex Blazer, Navy Polyester Men's Blazer*
- Land's End - *Deep Navy Hopsack Blazer #315357-4U3, Deep Navy Tailored Fit Hopsack Blazer #473342-4U3*
- French Toast – *Navy Classic School Blazer #1626X*

Tie: **Navy, Maroon and Silver Striped Necktie**

- Must be purchased through *Flynn & O'Hara*

ATHLETIC UNIFORM (Phys Ed Classes & Special Events)

Top: **Burgundy NCCS Embroidered T-Shirt or Sweatshirt**

- Must be purchased *through the school office – Maroon Gym T-Shirt or Sweatshirt w/Logo*

Short: **Solid Navy Blue Loose Fit Athletic Short**

- Flynn & O'Hara – *Navy Micro-Mesh Nylon Gym Shorts (check length)*
- Land's End - *Classic Navy Mesh Athletic Shorts Boys #486433-4U3 Men #486434-4U2*
- French Toast – *Mesh Short (Badger Brand) #1507V (check length)*

Pant: Solid Navy Blue Loose Fit Sweatpants

- Flynn & O'Hara – *Navy Heavyweight Sweatpant*
- Land's End - *Classic Navy Sweatpants Boys #393720-4U5, Men #393721-4UX*
- French Toast – *Navy Fleece Sweatpant #1605, Sweatpant (Jerzees) Adult #15099*

ACCESSORIES

Solid White Tank, Turtleneck or T-Shirt (style suggestions)

- Flynn & O'Hara – *White Long Sleeve T-Shirt, White Turtleneck*
- Land's End - *White Long Sleeve Mock Neck Boys #470495-4U7, Men #470497-4U6*
- French Toast – *White (Jerzees) Short Sleeve T-Shirt #15069, White Long Sleeve T-Shirt #1539*

Plain, Solid-Colored Dark Brown or Black Leather-Like Belt (style suggestions)

- Flynn & O'Hara – *Not Available*
- Land's End - *Leather Belt #394476-4U4, Leather Braided Belt #419167-4U8*
- French Toast – *Reversible Dress Belt #24166, Brown or Black Braided Belt #24176*

Plain, Solid-Colored Dark Brown or Black Leather-Like Shoe (style suggestions)

- Flynn & O'Hara – *Sahara Men's Sperry Boat Shoe, Black or Brown Leather Men's Oxford Shoe, Burgundy or Black Penny Loafer for Men, Black Lace Up*
- Land's End - *Boys Black or Dark Brown Oxford Shoe #489203-4U7*
- French Toast – *Comfort Shoe with Action Sole (only child sizes) #2522Z*

Plain, Solid-Colored Khaki, Brown or Black Socks (style suggestions)

- Flynn & O'Hara – *Beige, Black or Brown Crew Socks*
- Land's End - *Khaki and Black Cotton Ribbed Socks #395289-BP8*
- French Toast – *Black Cotton Spandex Ribbed Dress Socks (only child sizes) #2235V*

Solid Colored Navy Blue Sweater (style suggestions)

- Flynn & O'Hara – *Navy Crew-Neck or V-Neck Pullover Sweater, Navy V-Neck Cardigan Sweater, Navy V-Neck Sweater Vest*
- Land's End - *Drifter V-Neck Sweater Boys #223010-4U7, Men #223013-4U0; Drifter Button Front Cardigan Boys #458498-4U3, Men #458500-4U7; Drifter Vest Boys #223015-4UX, Men #223018-4U3*
- French Toast – *Fine Gauge V-Neck Sweater #1645, Anti-Pill Crew Neck Cardigan Sweater #1371, Anti-Pill V-Neck Cardigan Sweater #1370, V-Neck Sweater Vest #1029*

Athletic Shoe - *Choose any comfortable, properly fitting athletic shoe with laces*

Appendix C- Tuition Policy

Admissions/Registration Calendar:

1. January 31: NCCS families will receive the annual tuition amounts and the Payment Change Form via email. The most recent Tuition Policy will be available on RenWeb. Parents will be notified of any changes from the previous year.

2. February 28: \$160 non-refundable registration fee per student due to the school office. Registration fee includes PTF dues. Payment Change or Withdrawal Forms due if applicable.
3. April 7: Pre-payment invoices will be mailed to parents.
4. May 2: Pre-payment of 20 percent (20%) of the annual tuition is due for families who will be prepaying tuition. This pre-payment is non-refundable.
5. May 20: New families only - FACTS enrollment must be completed by parent via e-Cashier.
6. July 5 or 20: First FACTS withdrawal made.
7. July 20: Prepaid tuition balances due to the school office.

Continuous Enrollment:

Upon admittance to New Covenant Christian School, students in good standing are continually enrolled, from year to year, until they graduate from or withdraw from NCCS.

Registration Fee:

A non-refundable \$160 registration fee is due by February 28 for all returning Grammar and Upper School students. **If the registration fee is not paid by February 28, a late fee of 10% of this fee will be assessed each month unless other financial arrangements have been made with Kim Davis (kim.davis@ncpres.org).** A student cannot attend class until the registration fee has been paid.

Payments:

Tuition may be paid as follows:

1. **Parents may pre-pay their entire tuition by July 20.** A non-refundable pre-payment amount of 20% of the annual tuition is due to the school office by May 2. If a student is accepted after May 2, the non-refundable pre-payment amount will be due three weeks after the date of the acceptance letter. As with all fees due to the school, payment must be in the form of a personal check or money order made payable to NCCS. Cash will not be accepted.
2. **Parents may opt to make payments using a ten-month payment plan administered by FACTS,** a tuition management service. (While families enrolled in FACTS make ten monthly payments, the ten monthly payments are not in any sense tied to the months of the school year.) FACTS charges an annual set-up fee of \$45 per family. Additional fees may be applicable, including a credit card fee and late fees. These fees are established and explained by FACTS. A brochure on the FACTS program is available from the office.
3. New parents must submit a signed NCCS Enrollment Contract within three weeks of receiving registration paperwork. New families electing to utilize FACTS must sign up via e-Cashier by May 20. **Students will not be able to attend school until the enrollment with FACTS is processed.** The FACTS installment plan runs from July to April. Upon enrollment, parents may choose to have payments deducted on either the 5th or the 20th of each month. Tuition payments for the current academic year must be completed before payments for the next year can begin.

Late Enrollment:

Students who enroll in NCCS after July 1 but before the beginning of the school year are required to pre-pay 20% of their tuition (the equivalent of two months' tuition payments) before the school year begins. Students

who enroll in NCCS after the beginning of the school year are required to pay 20% of their tuition before their first day in school.

Late Payments:

If an account has insufficient funds to cover tuition, a late fee will be assessed the family and automatically deducted by FACTS. For each missed payment attempt, FACTS will send a letter to the account holder with instructions on how the missed payment will be handled. FACTS will reattempt to collect the tuition within 15 days of the first attempt.

If the tuition has not been paid within 60 days of the due date, the student will not be allowed to return to class until all outstanding tuition is paid. Each day the student is absent from school because of non-payment is considered an unexcused absence. As stated in the Student Handbook, “Ten unexcused absences in a school year will be considered as grounds for dismissal from NCCS.” NCCS understands that circumstances sometimes arise that bring financial hardship. Good faith is assumed on the part of all parents and/or financially responsible parties. If there is financial hardship, the Financial Manager must be contacted so that arrangements can be made. Once a formal payment arrangement has been made, the account may be considered current.

All financial accounts must be paid in full by June 30 or the continuous enrollment contract will be terminated. Final report cards and transcripts will be withheld until all tuition has been paid for that academic year, no exceptions.

Early Withdrawal:

Families Making Monthly Payments through FACTS:

If a student is withdrawn from NCCS after the signed Enrollment Contract is submitted, the parents are still obligated to make the monthly payment that is due in the month in which their child is withdrawn. Any families that are paying on an alternate FACTS payment schedule will have their tuition refund calculated based on a 10-month FACTS payment schedule. In other words, if a family withdraws their child on November 5 the parents must still make a tuition payment in November. Families need to understand that in this case, a child will have attended approximately two months of schooling but the family will make five monthly payments. The ten monthly payments made through the FACTS are not in any sense tied to the months of the school year. Student fees are non-refundable.

Families Who Have Prepaid the Whole Year’s Tuition:

If a prepaid student is withdrawn from NCCS, the parents will be reimbursed a prorated amount of their child’s tuition based on the number of remaining monthly FACTS payments that would be due (based on a 10-month FACTS payment schedule). Parents will be obligated for the amount of the payment that would be due in the month in which their child is withdrawn. For example, if a student is withdrawn in December, the prepaid tuition would only be reimbursed for payments that would have been due in January through April. The equivalent amount of the December payment would not be reimbursed. Student fees are non-refundable.

Hardship Exceptions:

The finance committee may relieve residual tuition obligations based on validated hardship. A formal written request addressed to the finance committee is the means to request such relief.

Parent Participation Hours:

NCCS requires recorded parent participation hours from each family: eight hours per semester, per student for two-parent families, and four hours per semester, per student for single-parent families. Parents unable to fulfill their time quota will be billed a fee at the end of each semester in lieu of participation hours: \$100 per semester for two-parent families and \$50 per semester for single-parent families. In the event that parents have a partial fulfillment of their time before the end of the semester, the fee will be pro-rated.

Appendix D- Traffic/Parking Lot Procedures **Inclement Weather Dismissal**

Traffic back-ups onto St. Mary's Church Road and delays in getting children into school have necessitated the development of an orderly and safe drop-off and pick-up procedure. Please read over the following information carefully and call us if you have any questions about what you should do in the morning or the afternoon.

Morning Student Drop-off

All traffic entering the church property for student drop-off should proceed on the right-hand side of the entrance drive and pass under the canopy at the church entrance, except when an overflow begins. Likewise all traffic leaving the church property should leave on the parking lot entrance opposite the canopy and out the entrance drive. (Please see arrows on the attached sketch).

Parents, please complete all kissing and hugging at home and limit drop-off departures to a quick good-bye. We know this will be difficult, but we all have a responsibility to keep drop-offs orderly and safe.

Drop-off for all students takes place at the drop-off zone, which extends the **full length** of the school-side of the building. All students must exit on the curb-side of the vehicle. (We do not want children getting out next to moving traffic.)

Please be cognizant of back-ups; if traffic reaches the start overflow point, please immediately proceed into the overflow line. This line should merge with the other traffic at the end of the gym building. The procedure for merging should be equal alternation from each line. Also, be careful of the incoming traffic of exiting parents.

Cars entering the drop-off zone should proceed to the farthest available space along the building in a single file manner. No passing is permitted. You must wait until the car in front of you moves before you move to exit. Once a student is dropped off, the path to exit is to continue along the school building toward the rear parking area and around the parking area in a counter-clockwise manner, keeping the islands always on the driver's side of the car. Follow the arrows to exit the property. Please be alert for children and keep speeds **SLOW**.

If you need to park for activities associated with the school, please use spaces 50-80 only. Most classes use the back parking lot for recess and need to have free access to that area.

Dismissal Procedures

We recognize that parents are often anxious to pick up their children and move on to other activities. Unfortunately, this can lead to unsafe and disorderly dismissals. We ask for your patience and cooperation and encourage timely arrival by parents for pick-ups.

Traffic flow into and out of the property will be similar to the morning drop-off, with the following exception: Traffic circulation in the parking area shall be clockwise instead of counter-clockwise. In other words, the islands shall always be on the passenger's side of the vehicle.

Dismissal requires all parents to park in the designated parking spots from 1-80. We ask that spots generally be filled in sequential order, but several critical rules must be followed for overall success.

1. **First and foremost: no vehicles will be permitted in spaces 1-49 after 3:00 p.m.** If you arrive after this time, please park in spaces 50-80 **only**.
2. Spaces 1-25 and 50-80 shall be back-in only; we want you facing outward so that departure will be timely and orderly.
3. Spaces 26-49 shall all face the building in order that all departures will be pull-out in orderly fashion.

Grammar Student Dismissal

At 3:00 p.m. teachers will lead their classes first to the rear parking areas (spaces 1-49). All vehicles must remain parked until direction is given to depart.

1. The teacher must see the face of the parent picking up the students in their care. We ask that parents please either step out of their vehicle or roll down their window so that eye contact with the teacher can be made.
2. Each family will be given three dismissal tags with the family's last name. Parents are to have a dismissal tag displayed in the window of their vehicle.
3. Parents should give a dismissal tag to anyone who will regularly pick up children.
4. If someone other than a parent will be at dismissal, an email must be sent to the classroom teacher and the school office. If the arrangements are made last minute, the school must be notified either by telephone or through email.
5. Substitute teachers will be carrying a yellow sign. In the event your child is with a substitute teacher, you must step out of your vehicle to personally pick up your child.

After all children have located their parents in Spaces 1-49 and vehicles are ready to go, the traffic director will dismiss the cars by rows. Each row will depart in sequential order. The rows will have the following designations:

- Row 1 – Spaces 1-16
- Row 2 – Spaces 17-25
- Row 3 – Spaces 26-37
- Row 4 – Spaces 38-49

After spaces 1-49 have been dismissed, all remaining children will be taken inside to the school entrance hallway. When the last car has departed and the cones are removed, parents can then come into the school building to pick up their child from the entrance hallway. Parents must bring their color-coded card in order for the teacher on assignment to release the child.

No child will be taken from the line by a parent. The safety and well-being of our students is of utmost importance to us. We ask that you abide by these rules.

All remaining children will be directed to Extended Care (ECP) and parents must then park and pick up their child from the ECP room. Once placed into ECP, the parents will be charged for the use of this facility in accordance with ECP policies.

Upper Student Dismissal

Parents with Upper School students only should park in the spaces immediately inside the entrance drive, beginning with the closest spaces. Pull through to face away from the building, if possible. Parents should fill in all possible spaces, progressing toward the education wing and away from the road.

Parents with both Grammar and Upper School students should participate in Grammar School dismissal and follow the flow of traffic. Upon reaching the entrance drive, **turn left** back toward the building rather than right toward the road, filling up all possible spaces, progressing toward the education wing and away from the road.

When class ends at 3:15, all Upper School students will pack their materials and gather in the school gym. When most of the students have finished packing and gathered, the dismissal teacher will release them to the parking lot. When all students have entered vehicles and the lot is clear of pedestrians, the dismissal teacher will blow a whistle. Cars should not move until the whistle blows. Cars may proceed to the left and out the entrance drive.

Inclement Weather Dismissal Procedures

GRAMMAR STUDENTS ONLY

A sign will be posted at the front door indicating inclement weather dismissal. Parents should line up in the parking lot according to the regular dismissal procedure with the following exception: the first row of cars should begin along the curb in front of the school beginning at the gym door. The children will be dismissed from the gym door according to the order of cars waiting. Cars will continue to move from the parking lot to the front of the building as the line is dismissed. Parents must display their color-coded name tags when they pull up to the curb.

If it begins to pour rain after the cars are in the parking lot, we will alert the driver in the first spot and the procedure above should be followed.

All cars must travel slowly since cars turning the corner could easily run into cars waiting at the gym door.

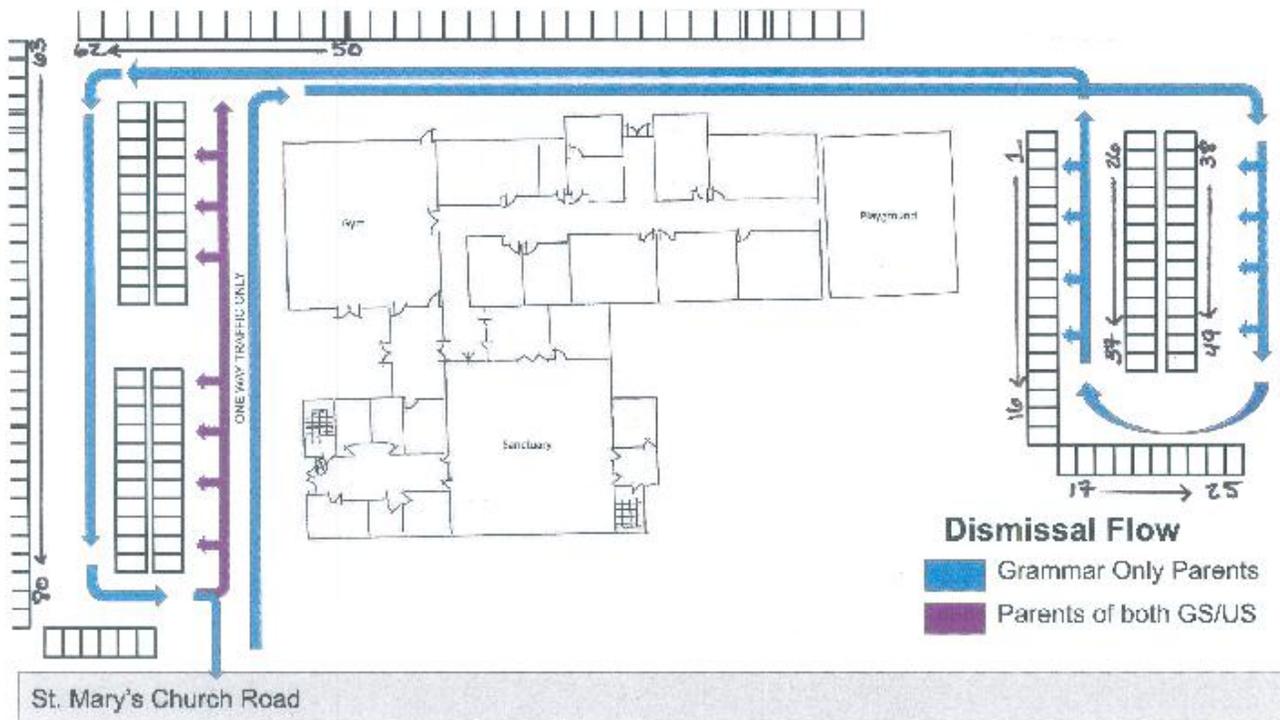
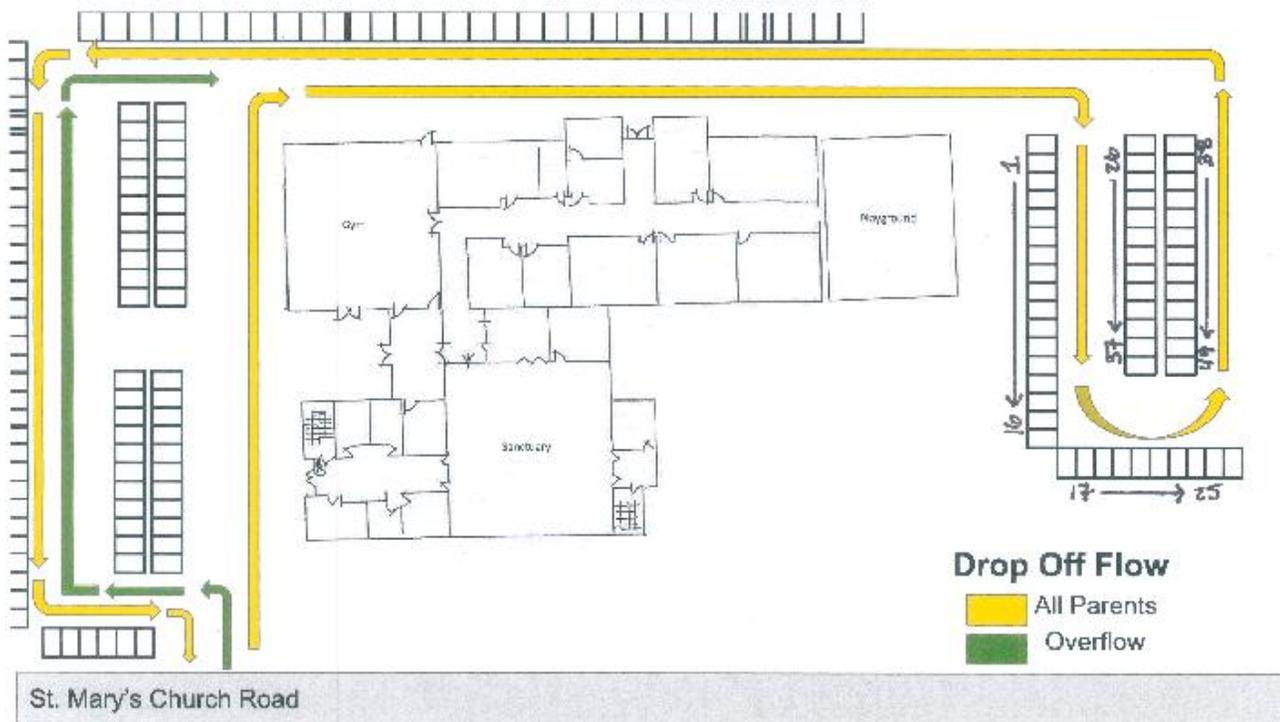
Just like every day dismissal, **no cars should travel to the back parking lot after 3:00 p.m.** If you arrive after 3 p.m., you should back in along rows 50 through 80. If it is pouring rain and children are being dismissed from the gym; door, **no cars should be traveling past the children.**

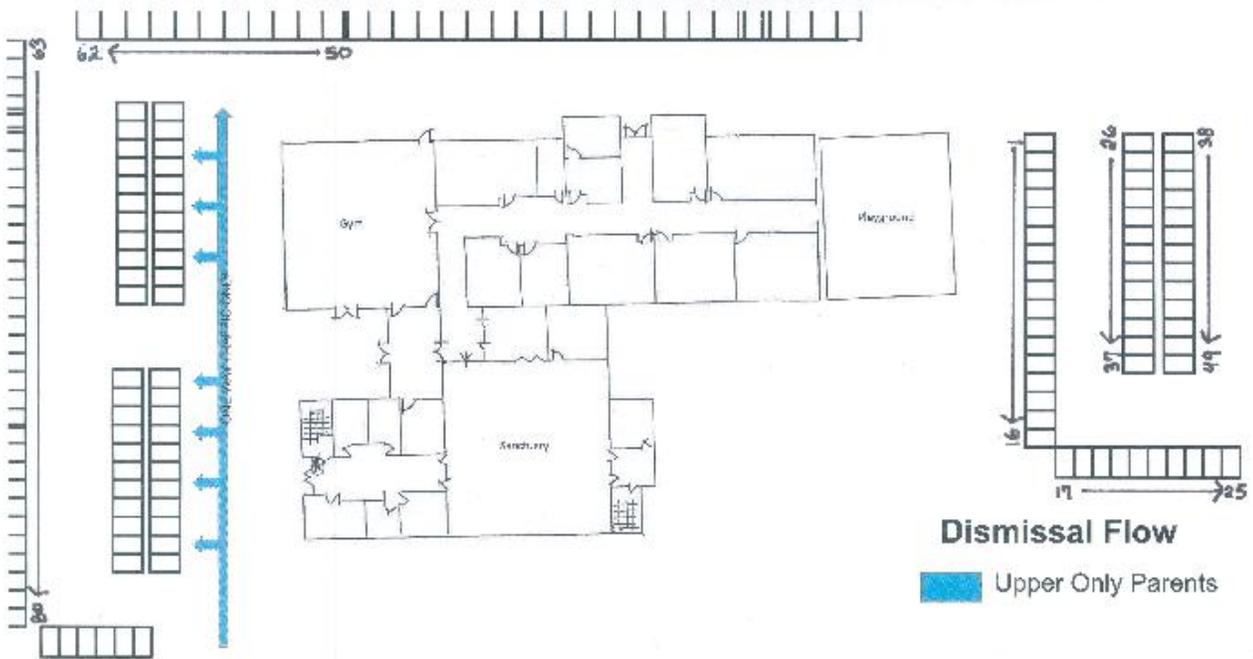
We will not dismiss children from either gym door while we are dismissing to the line of cars. Please do not come to the door and ask to pick up your child. Please wait until all the cars have gone. At that time, you may pick up your child from the gym.

Modified Inclement Weather Dismissal

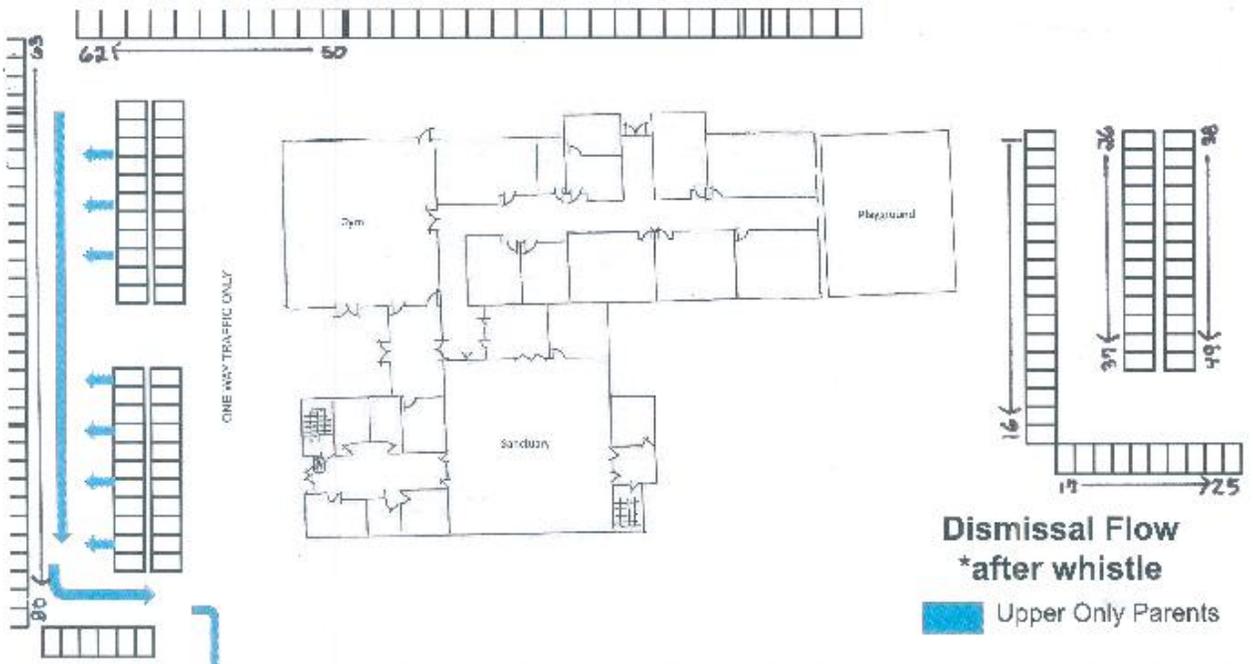
Occasionally we start inclement weather dismissal and then the weather clears. If that happens, teachers will lead their classes past the parked cars which are lined up beside the building. Since there will be a large number of children walking, we ask that you stay in line until directed to move.

Upper Students will be dismissed as normal during inclement weather.





St. Mary's Church Road



St. Mary's Church Road

Appendix E- Parent Involvement

New Covenant Christian School considers the family to be of first importance to a child. God has given parents the responsibility to raise children in “the nurture and admonition of the Lord” (Ephesians 6:4). God, through His Word, the Bible, indicates that the family is the most important human institution He designed since He compares it to the relationship believers have with Christ and the Father. NCCS teachers recognize that they do not function above parental authority but rather with delegated authority (*in loco parentis* -- in place of parents).

Parental authority over the education of their children is respected at NCCS. At New Covenant, we will continually seek ways to actively involve the parents and grandparents of our students in the programs of the school.

In order to ensure a secure environment for our students, all visitors (including parents) must first visit the school office and wear a visitor’s label which can be obtained in the school office.

The following are a few ways parents and other family members can be involved at NCCS.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom either regularly or infrequently. (Again, prior arrangements should be made with the teacher.)
3. Join us for chapel.
4. Act as chaperone on field trips.
5. Serve as a story-reader, song-leader, guest artist or offer your special talents.
6. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
7. Share your experiences, trips and vacations as they may relate to an area of study in a class.
8. Volunteer your help in the preparations for the many materials needed in the classroom.
9. Help hostess class parties at home or in the classroom.
10. Attend all Parent/Teacher conferences that are formally conducted. Informal conferences may be held anytime at the parent's request.
11. Be involved in the Parent Teacher Fellowship.
12. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home! Empty your child’s folder each day.
13. Regularly check FACTS so you can be aware of all grades and upcoming projects.

While we welcome and encourage parental involvement at NCCS, we cannot accommodate younger siblings in the classroom. Experience has taught us that younger siblings can disrupt the learning environment and provide an unwelcome distraction to students in class. If there is an occasion when a younger child is included in the classroom or school activities, please keep them with you at all times. Thank you for your cooperation in making NCCS the best learning environment possible for your child.