

NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment



Parent-Student Handbook For Grade 6 to Grade 12

(Revised September 2017)

*The fear of the Lord is the beginning of wisdom,
and the knowledge of the Holy One is understanding.
Proverbs 9: 10 (NKJV)*

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Welcome to New Covenant Christian School

Dear Parent or Caregiver,

Thank you for enrolling your child in New Covenant Christian School (NCCS), a wholesome Christian environment where your child will be groomed for academic excellence.

Here at NCCS, we believe that the Word of God is the foundation for all learning and that there can be no true education without instruction from God's Holy Word. This core belief is what NCCS was founded upon, and it has been our driving force since we opened our doors over 30 years ago to provide educational services in line with our mission statement:

New Covenant Christian School


Mission Statement

- Educating students of all races and ethnic backgrounds for God's Kingdom and service to humanity.
- Helping parents fulfill their obligation of raising their children in the fear and admonition of the Lord.
- Assisting each student in reaching his or her God-given potential in a timely manner.
- Creating a Christ-centered environment for each student's growth and development according to God's plan.
- Preparing students to make the choices of life according to the truth as revealed by the Word of God.

This handbook contains the policies, procedures, and rules you will need to be aware of as you partner with NCCS to give your child a quality education. You can consult this handbook at any time if you have questions about how we operate, so please keep it handy as a reference. Of course, you can always contact us at one of our offices if you require more information.

Enrollment in a Christian School is an investment in your child's future that will produce a meaningful return. Thank you for partnering with us to help your child reach his or her fullest potential to the glory of God.

Sincerely,



Archbishop Joseph A. Alexander, Ph.D., D.D.

Founder, Chancellor, and Chair of the NCCS Board of Christian School Education

NCCS Contact Information

The NCCS Executive Office is the headquarters of the NCCS school system. Policies to manage and oversee all 4 schools comprising the NCCS school system are made through this office by the Director of Finance and Administration and the Chief Operating Officer. If you have a concern or question regarding the overall NCCS school system, you may direct them to this office.

New Covenant Christian School Executive Office

Address: 1179 Boston Road, Rear Suite
Bronx, NY 10456

Telephone: 718.328.6072 x 100

Fax: 718.620.2040

Director of Finance and Administration: Minister Rachel Macarthy

Chief Operating Officer: Ms. Sylvia Cleare

Each of the four schools in the NCCS system has its own office. You may direct school-specific questions or concerns to the appropriate school office using the information below:

New Covenant Christian High School – South Bronx Campus

Address: 1179 Boston Road, Bronx, NY 10456

Telephone: 718.328.6072 x 116

Fax: 718.328.3270

Principal: Mrs. Margo Manbode

New Covenant Christian School– South Bronx Campus, Early Childhood Learning Center

Address: 1181 Boston Road, Bronx, NY 10456

Telephone: 718.328.6072 x 112

Fax: 718.328.3270

Principal: Mrs. Marcia Mark

New Covenant Christian School– Central Bronx Campus

Address: 1925 Grand Concourse, Bronx, NY 10453

Telephone: 718.299.5250

Fax: 718.294.0974

Principal: Ms. Maria Cordero

New Covenant Christian School– Northeast Bronx Campus

Address: 1497 Needham Avenue, Bronx, NY 10469

Telephone: 718.519-8884

Fax: 718-519-8691

Principal: Mrs. Verna Blake

Re-Enrollment Procedure

In the spring, we will send you a re-enrollment letter informing you that the re-enrollment period has started and ask you to make a \$100 deposit toward the non-refundable Annual Fee discussed in the Tuition and Fees section below. If you will be re-enrolling your child for the next school year, you should follow the instructions in the letter to complete payment along with completing a new Student Personal Data Form and Financial Contract. Questions about this process can be directed to the appropriate school office.

Dress Code

The Standard Uniform

During the academic year from September to June, all students must wear the standard uniform. Students are not required to wear the standard uniform during summer school.

The standard uniform is described below and can be purchased from any store where school uniforms are sold. Please note that by “Solid” below, we mean that the item of clothing must not contain any designs or patterns.

GENTLEMEN		LADIES	
Trouser:	Solid navy blue	Jumper (for Pre-K to Grade 5): Skirt (for Grade 6 to Grade 12):	Solid navy blue with four pleats. Must be at least knee-length.
Sweater:	Solid navy blue with school emblem	Sweater:	Solid navy blue with school emblem
Shirt:	Solid white, button-down shirt (not Polo-Shirt)	Shirt:	Solid white button-down shirt with Peter Pan collar
Neck Tie:	Solid maroon (no bow tie)	Neck Tie:	Solid maroon crisscross tie
		Stockings	Solid white or solid navy blue only
Shoes for all students: Solid black or solid dark blue dress shoes			

Gym Uniform

Gym uniforms are available for purchase at each NCCS office. Only the NCCS gym uniform may be worn during physical education, and the NCCS gym uniforms should only be worn on scheduled physical education days. Sneakers should be worn only with the gym uniform. The sneakers must be white, navy blue, black, or a combination of these colors.

Other

Students should maintain a well-groomed appearance. Boys' hair must be properly trimmed; no braids, hair designs, or ponytails are allowed for male students. Boys should not wear earrings to school. Girls are allowed to wear knobs, studs, or small hoop earrings. Girls are only allowed to have modest hairstyles and dyeing hair in unnatural hair color is not permitted.

Arrival

NCCS opens to receive students at 8:00 a.m., and the instructional day begins at 8:30 a.m. Latecomers miss an important part of the day.

Dismissal, Pickup, and Afterschool

Dismissal

The instructional day at NCCS ends at 2:30 p.m., and you or an authorized person may pick up your child at this time. Students remain in their home classroom after dismissal until 3:00 p.m.

Pickup

At the beginning of the school year, we will require you to submit a Student Personal Data Form for each student you enroll in our school. Among other things, this form will confirm whether your child is permitted to leave the school on his or her own or whether the child must be picked up by you, the emergency contact person, or an authorized pick-up person. The form will also ask you to submit photos of the emergency contact person and each authorized pickup person.

If you indicate that a child must be picked up on the Student Personal Data Form, your child will **only** be released to the persons who appear on the form. You cannot designate an authorized pickup person by telephone.

Afterschool

Children who have not been picked up by 3:00 p.m. will be escorted to an afterschool class, whether or not they participate in afterschool. Afterschool is from 3:00 p.m. to 6:00 p.m.

The school building closes at 6:00 p.m. It is very important that you or anyone you authorize to pick up your child ALWAYS be on time. We suggest that those who are taking advantage of the 6:00 pickup arrive at least 10 minutes before 6:00 p.m. If you are late, we will charge you a \$10 late pickup fee that is due by the next business day.

Procedure If We Cannot Reach You or an Authorized Pickup Person

If we cannot make contact with you or any authorized pickup persons by 7:00 p.m., then we will call the nearest local police precinct to inform them of the situation and request that your child be escorted by the police to the precinct.

Under no circumstances will NCCS employees transport your child to your home, your workplace, the employee’s home, or any other location—unless you list the employee as an emergency contact person or authorized pickup person on the Student Personal Data Form.

Attendance Policy

Our attendance policies are based on the principle that regular school attendance maximizes the student interaction with teachers and peers and is a major component of academic success.

NCCS only offers full-time enrollment to its students. To be considered a full-time enrollee, a student must be attending classes for the entire school day (from 8:30 to 2:30) throughout the entire school year (from September to June). Students are tardy if they arrive to school after 8:30 a.m., and students will have made an early departure if they leave school before 2:30 p.m.

Based upon our values, priorities, and evaluation of community needs, we have determined that absences, tardiness, and early departures will be considered excused or unexcused according to standards discussed in our Comprehensive Attendance policy located on the For Parents section of our website, www.ncchristianschool.org.

Tuition and Fees

The following chart describes tuition and fees charged by NCCS:

Grade Level	Annual Tuition	Annual Fee*	Afterschool	Late Pickup Fee	School Trips
Grades 6 – 8	\$4,750	\$650			Separate fee per trip
Grades 9 – 12	\$6,000	\$850			Separate fee per trip
Non NCCS Students - All Grades	N/A	N/A			N/A

*The non-refundable Annual Fee covers Books, Supplies, Standardized Tests, and other incidentals.

NCCS offers two tuition payment methods as follows:

- 1) Pay in Full- With this option, parents are given 5% discount on the annual tuition rate by paying tuition for the entire academic year in full before the academic year begins.
Personal checks must clear before school honors payment.

- 2) Automatic Payments-With this option, all recurring school fees are divided into monthly payments that are due on the 1st day of the month, one month in advance. That is to say: payment for September is due August 1st, payment for October is due September 1st, and so on Parents sign the necessary paperwork to authorize the school to automatically draft the required payment from the associated account. **Please note that you must pay tuition for the entire month, no matter how many days your child actually attends school in the month.** This is why it is important for your child to attend school regularly in accordance with our Attendance Policy.

- OR -

Tuition Loan Program through New Covenant Dominion Federal Credit Union

New Covenant Dominion Federal Credit Union (NCDFCU) is a member-driven financial institution whose goal is to develop economic stability within the community and its membership. The membership of NCDFCU includes all students of New Covenant Christian School and their parents and certain other relatives. NCDFCU has developed a special *Interest-Free Tuition Loan Program* to meet the needs of this unique membership market.

With this option, parents and caregivers (or “applicants”) could borrow the full amount of the annual tuition—and get the 5% discount—to pay NCCS tuition. Thereafter, the applicant would make monthly payments to the credit union to pay down the loan, and interest-free loan payments may also be available if certain conditions are met. To start this process, an interested applicant would open an account in the credit union. The membership fee and minimum required balance of \$30 can be deducted from the school’s required annual fee charge. Thereafter, the applicant would complete and submit the loan application form along with the following required documents: 1) School Financial Contract, 2) proof of income (examples below), and 3) proof of address (examples above). The loan application fee of \$25 will be deducted from the proceeds of the loan.

Proof of Income Examples

- Three most recent pay stubs
- A complete copy of the most recent signed tax returns for the last two years
- A verification of employment letter
- A copy of the most recent “award letter” for persons on a fixed income (SSI, Disability, etc.)

The credit union will perform the required underwriting procedures within a week, including running a credit report on the applicant. Upon approval, the applicant will need to sign the required paperwork for disbursement of the loan to the school.

For More Information – See the “Tuition Loan Program Brochure” of the Credit Union.

Refund Policy

The Annual Fee is non-refundable. If you pay tuition in full at the beginning of the year but withdraw your child before the school year ends, we will refund the unused portion of tuition. The unused portion tuition is what is left after we deduct the monthly rate of tuition for each month your child has attended school.

Fundraising

Fundraising is an important part of your partnership with NCCS. Tuition and fees alone cannot cover the expenses of running such a large school system. So as a 501(c)(3) non-profit organization, we also rely on charitable donations from people and organizations that support our mission of providing high-quality Christian school education.

The great thing is that you can help! We ask each family to contribute a minimum of \$300 in money or an in-kind contribution each academic year. We host fundraising events and campaigns every year, but we encourage parents to think outside the box about ways they can help the school grow and improve.

Code of Conduct

At NCCS, we believe in the following principles on which our Code of Conduct is based:

- Every person deserves to be respected.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

Each NCCS student should agree to follow the Code of Conduct:

- I will follow directions when they are given the first time.
- I will respect those in authority over me.
- I will come to school on time and ready to learn.

- I will keep my hands, feet, mouth, and personal belongings to myself.
- I will lift people up, not put them down.
- I will always be in the proper place at the right time.
- I will walk in the building always.
- I will always tell the truth and be truthful in my interaction with others.
- I will use all materials and equipment properly.

Awards Ceremonies

Each year, NCCS hosts an awards ceremony to reward students for good behavior and hard work. Below is a description of each award and what a student must do to earn it:

Disciplinary Procedure

Discipline is a requirement in life that must be exercised with purpose and consistency. It will be most effective if the child, the parent, and the school, work cooperatively in achieving the goal of training disciplined children. Rules may vary from family to family, but God’s standards are clear and constant. (Proverbs 6:1-9; Ephesians 6:1-9, Galatians 3:14-24)

When a child needs to be corrected for violating the Code of Conduct, it is always with love. We clarify rules to the child so that he/she will not be ignorant of what is expected of him/her.

Inappropriate behaviors at NCCS fall into 3 categories or levels of offenses, depending on the severity of the conduct. Level 3 is most severe. Students should avoid compromising situations, which might give the appearance of being involved in the following activities:

Level 1 Offenses

Definition: Disobedience. Any minor disturbances that interfere with classroom order and instruction. Any minor 1st time incident.

Examples of Level 1 Offenses

- | | |
|--|---|
| Not following directions | Running in hallways |
| Failing to complete assignments | Inappropriate language or gestures |
| Sleeping in class | Inappropriate laughing/sneering |
| Distracting other students from learning | Being off task, but not disrupting others |
| Not being prepared for class | Wandering |
| Chewing gum | Failing to follow a reasonable request of staff |
| Excessive talking | Being out of seat without permission |
| Consistent tardiness | Intentional misuse of materials |

Minor dress code violations

Lateness to class

Disciplinary Consequences: Conversation with teacher. Possible call to parents.

Level 2 Offenses

Definition: Disobedience or disrespect. Any repetitive level one incident. Activities and attitudes that show a lack of respect for authority or that are disruptive to school operations.

Examples of Level 2 Offenses

Repeated level one incidents	Selling unauthorized items at school
Inappropriate cell phone use	Disruptive behavior in the hallway
Leaving classroom without permission	Disruptive behavior in the cafeteria
Immodest clothing	Passing around inappropriate literature
Talking back or arguing with staff	Misusing school equipment or property
Teasing	Copying homework from other students
Horseplay	Forging a signature (notes, school documents etc.)
Cheating	Graffiti writing and vandalism
Lying	Lock-picking
Refusing to work	Disturbance in chapel
Throwing objects	Eating in class or chapel

Disciplinary Consequences: Conversation with teacher. Teacher calls parents. Possible meeting with teacher and parents. 1 or 2 Detentions. Conversation with administration. Possible administration call to parents.

Level 3 Offenses

Definition: Disobedience, disrespect, or defiance. Any repetitive level two incident. Any physical or verbal abuse. Any activity dangerous to self or others.

Examples of Level 3 Offenses

Repeated level two incidents	Leaving school grounds without permission
Fighting	Bringing drugs, alcohol, or weapons to school
Inappropriate physical contact that is not fighting	Physical aggression toward an adult
Bullying: verbal, physical, or electronic	Direct and willful disobedience of school rules and policies
"Pantsing"	Threatening bodily harm to others
Public displays of affection	Pulling fire alarm
Profanity (cursing)	Disrespect toward staff (cursing, name calling)
Immorality	Using crude or abusive language or gestures to anyone
Stealing	

Disciplinary Consequences: Administration calls parents. Parent and student meet with administration. Suspension: either in school or out of school to be determined by administration. Possible expulsion for severe misbehavior.

Parent-Teacher Conferences

Parents are required to attend all parent-teacher conferences. Meetings will be held at the end of each marking period to allow parents to discuss the progress of their children with teachers.

It is important that the parents and teachers maintain open lines of communication to resolve any issues that arise in a child's education. You should not call or visit your child's teacher during the school day, as doing this takes the teacher's focus away from the children. However, the principal is generally available during school hours to discuss any problems. Parents can contact the school office at any time to set up an appointment with a teacher or the principal.

Criteria for Promotion

The decision as to whether or not a student is promoted to the next grade is determined by the teachers and administrators. This decision is based on the full academic performance, attendance and activities history of the student. The school follows the guideline of the New Covenant Christian School as established in the administrative manual.

Homework Guide for Parents

Why Homework?

Homework can be defined as a regular, meaningful schoolwork done at home. In most cases it can be considered as a necessary extension of the school day. This work at home offers the child many opportunities to develop good study and work habits, and independence in thinking. Children learn to take advantage of opportunities for exploring further resources in their learning experiences. The parent's role is to guide, assist, stimulate and inspire the work of their children.

Partners in the Homework Program

The Teacher:

- Makes the assignment clear and definite to the students.
- Explains to students how the assignment will help them.
- Shows students in general how the assignment may be done
- Checks the assignment regularly.
- Keeps the assignment in the class homework book for later use by pupils who have excused absences.

The Student:

- Copies his/her homework assignment carefully.
- Makes sure he/she understands it.
- Budgets his/her time so that he/she can complete it when required.
- Does the work to the best of his/her ability and through his/her own efforts.
- Makes up assignments that he/she has missed because of absence.

The Parent:

- Provides a suitable place for the child to study or work.
- Shows an interest in the work that is being done.
- Inspects the child's homework to see that it is being done.
- Offers help but only where the child does not have the ability to do the work himself/herself.
- Checks the child's rest, work, and play so that there is enough time for each.
- Confers with teacher or principal when special homework problems arise.

Late Homework

It is the student's responsibility to see that homework assignments are handed in or are ready to be checked on the due date assigned by the teacher. Homework assignments not ready on the due date will not be accepted beyond that day and the student will receive a zero for that assignment.

It is not the responsibility of the individual teacher to provide parents and students with lost or missing assignments during or at the end of the term. Homework is, most often, an immediate need that reinforces a skill learned that day or prepares students for the next day's lesson. So making up days or weeks later serves little or no purpose. Requests for extensions on long-range assignments may be given upon parental requests, prior to the due date.

Homework Requests Due to Absences

When students are absent from school, it is their responsibility to get assignments made up upon their return. It is strongly suggested that the student contacts another student in class to cover one (1) or two (2) day's absences. This buddy system has proven to work quite well. If this cannot be done, the student is encouraged to make arrangements with teachers for extra help.

Types of Homework Assignments

Reading

Reading assignments for content and research may require the following materials: textbooks, pamphlets, magazines, newspapers, library books - fiction and nonfiction.

Written Assignments

Assignments to reinforce or develop writing skills may include written reports on books read, TV and radio programs, and articles in newspapers and periodicals. Poems, essays, compositions, and letters and solutions to mathematical computations problems are other examples of writing assignments.

Oral Assignments

Oral reports may be given or made on personal experiences. They may be needed during preparation for a debate. Reports may be on reading, radio and TV listening, field trips, museum trips, memorization of poetry, plays, etc.

Group or Team Work

Members of a group, working together, could meet at a child's home under parental supervision or on school grounds after the school day ends to complete an assigned report or project.

Manipulative Work

These include science projects, dioramas, craft work posters, charts, scale models, needlework, industrial arts projects, special scrapbook and folders.

The Right Environment for Doing Homework

- 1) A quiet solitary place is recommended with as few distractions as possible.
- 2) The child should be encouraged to work independently.
- 3) At this level it is still necessary for parents to supervise the rate of accomplishment while homework is being done.
- 4) It is advisable for the child to do most of his homework alone, however, working with a friend helps to reinforce learning for both. Peer tutoring is encouraged in the school.
- 5) Encourage research and note taking in the library where many resources are available, with the actual preparation of a report to be done at home.

The Parents' Responsibilities in Learning about Homework Assignments

- 1) Check your child's assignment book regularly to see what work is being assigned.
- 2) Occasionally check your child's notebook to see if his work is being done carefully and thoughtfully.
- 3) Visit the class at every invitation, especially the first orientation meeting, in order to learn about the teacher's plan for homework.
- 4) If in doubt about the homework, ask to set up an appointment with the teacher.
- 5) Ask your child about the days homework in a variety of ways, such as "what do you have to read, write practice, etc. today?"

School Trips

School trips are designed to enhance the learning experience and to give students a chance to enjoy the freedoms of childhood with their classroom peers. Since school trips are generally a separate cost to parents and caregivers, attendance at school trips is not mandatory but is strongly encouraged.

If you decide that your child should not participate in a school trip, your child should not attend school on the day of the trip. If your child does not attend a school trip, that will count as an absence in accordance with our Comprehensive Attendance Policy available online in the For Parents section of our website, www.ncchristianschool.org.

At least one week before any school trip, we will send you a notification/consent slip that provides you with all the details about the trip and solicits your consent to allow your child to participate in the trip. We strongly encourage parents to accompany NCCS on trips as chaperones. Students are usually jubilant and energetic about going somewhere new, and they can be quite a handful for teachers to manage by themselves. If you are unable to attend a trip, you can send a trusted friend or family member that your child respects and knows well to be a chaperone.

Please note that routine, off-site visits to nearby locations (such as libraries or a local park) are not considered school trips. Instead, they are an extension of the educational program offered by NCCS. By signing the Statement of Agreement on the back of the Student Personal Data Form, you agree to allow your child to participate in these off-site visits.

Schoolway Messaging System

Schoolway is a communication platform that allows NCCS to send you short messages about what's happening at our school. Through Schoolway, we can send you information about school emergencies, reminders about events, . It's much faster than making telephone calls, and it eliminates the need for us to send home paper announcements that you may never see because they get lost in your child's bookbag. And best of all, it's FREE for you to use!

You can download the Schoolway app right to your smartphone, or visit the NCCS Schoolway website at _____ to get access to our messages if you don't have a smartphone.

Inclement Weather Policy

In the event of inclement weather, NCCS will normally follow the closing and delayed opening schedule being implemented by the NYC public schools. However, we will always communicate our plan of action with you through Schoolway.

School Meals

National School Lunch Program. Although it is called the school “lunch” program, participation in the program means that your child’s breakfast meals (and snack, if they participate in afterschool) are also covered by the program.

As of August 2016, NCCS will only serve food prepared in our kitchens to our students during school hours. This means:

- If you would like to host a lunch party for your child’s birthday during the school day and serve a special food item, you must coordinate with the school’s administration at least 2 months in advance so that we can update our menu, get the ingredients, and prepare the food in our kitchen. You may otherwise still bring store-bought cake, pastries, and candies to distribute to your child’s classmates without violating this policy—but do not bring any homemade goods.
- Any cultural events where parents are encouraged to cook a special dish representing their culture will be hosted by the NCCS Parent-Teacher Association and will be held on evenings or weekends to allow students to participate in the events with their parents.

This also means that we cannot store, heat, or serve food that you send for your child if he or she does not participate in the School Lunch Program.

Cellular Phones, Toys, and Games

Students should not bring cellular phones, toys, or games to school. If they bring such items, they are responsible for them. NCCS will not be responsible for locating any cell phone, toy, or game that is brought to school and is misplaced or stolen.

Student Illness

Your child's health is very important to us. A medical history of your child as well as a current copy of his/her immunization record showing that standard immunizations have been administered is required. Please be considerate of others and keep your child home if he/she has:

- A stomach virus within the past 24 hours (nausea, vomiting, diarrhea, etc.)
- A fever or has had one during the previous 24 hour period.
- A cold, heavy nasal discharge, constant cough, or headache.
- Earache or sore throat.
- Swollen or inflamed eyes.
- Skin rash or sores.
- Any symptoms of a possible communicable disease. Any child diagnosed with a contagious disease should be reported to the school in order for a notice to be posted for parents.

We will not allow any child with symptoms of illness in the school without a signed doctor's note. If we notice any unreported rashes, we will immediately call you to pick up your child.

Minor Injuries

We are constantly mindful of the safety of our children; however from time to time, the children experience bruised knees or minor cuts or scrapes which require first aid attention. This care, which includes washing with soap and water, use of band-aids and/or ice packs will be promptly administered by our staff. You will receive a written notification from your child's teacher giving you the details of the minor accident. A copy of this report is also kept in your child's file.

Emergencies and Medical Treatment

If your child experiences a health emergency beyond a minor cut or scrape, we will contact you immediately to seek instructions from you about the course of action you want us to take. If we cannot contact you, we will reach out to the emergency contact person for instructions. If we cannot reach the emergency contact person, we will contact the family physician you listed on the Student Personal Data Form, if any. If we cannot make contact with you, the emergency contact person, or your family physician, we will take the steps necessary in our discretion to secure emergency medical treatment for your child.

Recall that you authorize us to seek emergency medical treatment for your child in Paragraph 4 of the Statement of Agreement on the back of the Student Personal Data Form that you must sign every academic year. You, not NCCS, will be responsible for the costs of this treatment.

Administering Medicine

NCCS staff are prohibited from administering medicine to students.

Students needing occasional medications, such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication MUST be given at school, it must be personally delivered by the parent/caregiver and accompanied by a written authorization from the parent/caregiver that includes the name of the medication and instructions for its administration (time and dosage).

Questions, Suggestions, and Complaints

NCCS has an open door policy: we encourage parents and caregivers to bring any issues to the attention of the administration at any time. Address issues concerning behavior of students in the classroom with your child's primary teacher. Address issues with teachers to the principal on site. Address issues with any school principal with the Director of Finance and Administration. You can contact principals and the Director of Finance and Administration using the NCCS Contact Info sheet at the beginning of this handbook.

Address issues with the Director of Finance and Administration to the NCCS Board of Christian School Education. You can use a special dropbox at the NCCS Needham Avenue Branch for this purpose and submit your thoughts in writing via hand delivery or by mail to:

New Covenant Christian School

1497 Needham Avenue

ATTN: NCCS Board of Christian School Education Dropbox

Bronx, NY 10469

Parent Teacher Association

You are our partner! The Parent Teacher Association is a vital part of the NCCS family, and we need parents to be ACTIVE members to contribute thoughts, ideas, and resources to build our school and help us walk in excellence. The Parent Teacher Association will work closely with the school administration to develop policies and implement new programs for the benefit of the students. The PTA meets _____

School Day Information for Middle and High School Students

Homeroom and Required Devotions

The AM and PM Homeroom periods are important times of the day that reinforce our school mission to provide spiritual overtone, academic achievement, personal and social responsibility, and to create a total learning environment. The homeroom is the "HOME BASE" for the student. His or her personal outer clothing and other belongings will be stored there during the school day. This, of course, does not apply to self-contained classes.

Passing Bell

This is the bell that signals change of class and subject.

Silent Passing

This is necessary during movements to the library, laboratories, and lunchroom. Movement through the halls should be as quiet as possible so as not to disturb ongoing academic activities.

Rules for Changing Periods, Exit to Lunch, or Outside Play

Students will walk through the halls in an orderly, considerate manner. There will be no pushing, shoving, or blocking of hallways, stairways, etc. No running in the hall.

- Students will only use the appropriate UP and DOWN STAIRCASES AND ABSOLUTELY NO SLIDING ON THE STAIRCASE.
- Students will always keep to the RIGHT ON THE HALLWAY.
- Visiting other teachers, students, or guidance counselors and resource room, is not permitted during class period, except as directed by the Principal, Vice, Dean or class teacher.
- Students are not allowed to go to the bathroom during a period change.
- Students will walk through the halls in a quiet and considerate fashion. No yelling, screaming or excessive noise is allowed.
- Students will not use language that is inappropriate or profane.

Hallway Passes

No student is to be in the hallways for any reason without a pass, unless accompanied by a teacher or other school personnel. No more than one person is allowed on one pass. Each student leaving the room should have this indicated on the class record sheet.

Bathroom Privileges

Students are not allowed to go to the bathroom during the first ten minutes of the periods or the last ten minutes of any class period unless it is an extreme emergency. During the first and last periods of the day, bathroom privileges will be at the discretion of the teacher. There are no bathroom privileges during the period immediately following the lunch period. Bathrooms are to be used during the lunch period.

The bathrooms are to be kept clean of graffiti and wet paper balls. Littering or messing up the bathrooms prevents other users from using them free from dirt and possible health hazards. Remember that cleanliness is next to godliness.

Lunch Periods

There are two (2) lunch periods. The first period is for the Middle School students, while the second period is for the High School students.

We have a captive lunch program: **No student is allowed to leave the building or school grounds during the lunch period.**

Siblings

Students may not bring to school younger or older siblings (brother/sister) or other family members or friends to baby-sit at school. This rule also applies to after-school programs and special school activities.

Animals

Animals are not to be brought to school for any reason unless cleared by the administration.

Transportation Passes

Students may be entitled to New York City Transit authority passes if they meet the distance criteria established by the New York City Board of Education. Bus passes or subway passes may be used either free of charge or at a reduced rate, depending on the distance that the student must travel to go to the school. These passes are issued as soon as they become available. A replacement will be issued if the pass is lost or stolen, or if the card malfunctions. The student must pay full transportation fare if the card is lost or stolen a second time.

Lockers

Lateness



NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment

Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456

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Parent-Student Handbook Signature Page

For Parents and All Students

I have read the 2016 edition of the New Covenant Christian School Parent Handbook for Grade 6 to Grade 12. I understand the policies described in the Handbook and agree that these policies will govern the relationship between NCCS and my family.

_____	_____	_____
Parent Name	Parent Signature	Date
_____	_____	_____
Student Name	Student Signature	Date

For Students 18 and Over: Photo and Media Release

Select One:

- I give NCCS, its employees, and its agents permission to publish/display photographs or video-recorded images of me or my schoolwork on the School's website or in other media. I understand that the publication/display of the foregoing may include personally identifiable information about me, such as my name, grade level, name of class, and name of school. I agree to release NCCS, its board members, employees, and agents from all claims, damages, or liability arising from or related to the aforementioned publications/displays.
- I DO NOT give NCCS, its employees, or its agents permission to publish/display photographs or video-recorded images of me or my schoolwork on the School's website or in other media.

_____	_____	_____
Student Name	Student Signature	Date