

NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment



Parent-Student Handbook For Pre-Kindergarten to Grade 5

(Revised August 2016)

*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:

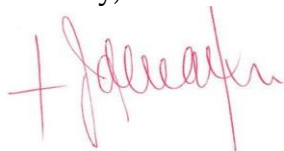
*New Covenant Christian School
Mission Statement*

- 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. Full payment of the annual fee is required by July 15th of the upcoming school year. A new Financial Contract and School Meals Application will also need to be completed for the new school year. 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 (except those who participate in the Pre K for All Program) 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”, we mean that the item of clothing must not contain any designs or patterns.

GENTLEMEN		LADIES	
Trouser:	Solid navy blue	Jumper	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 (no sneakers with standard uniform)			

Gym Uniform

Gym uniforms are available for purchase at the For Parents section of the school website, www.ncchristianschool.org. Only the NCCS gym uniform may be worn during physical education, and the gym uniform should only be worn on scheduled physical education days. 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.

Arrival

NCCS opens to receive students at 7:30 a.m., and the instructional day begins at 8:30 a.m. We want to establish good habits in relation to school right from the start, so we ask you to bring your child to school on time. Latecomers miss an important part of the day. They often have difficulty finding a place in an activity that is already in progress and adjusting to the rhythm of the group.

Parents of preschool children and parents whose children's school fees are subsidized by any agency are required to sign their children in and out daily. If you fail to sign your child out, we will charge you the maximum rate of \$30 per day instead of the \$10 per hour late fee.

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. Children remain in their home classroom after dismissal until 3:00 p.m.

Pick-up

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 authorized pick-up persons. We require each student to have 3 authorized pick-up persons: 1) the person who enrolls the child in the school, 2) the child's emergency contact, and 3) any 3rd responsible adult. The form will also ask you to submit photos each authorized pick-up 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 authorized pick-up persons who appear on the form. You may not designate an authorized pick-up person by telephone. Each authorized pick-up person must be 18 years old or older. Since we must release the child into the care of an adult, any person picking up a child must physically enter the school building to pick the child up from a classroom or other waiting area. ***So please do not call asking for any student to meet you outside.***

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. Children who are not enrolled in afterschool but are in afterschool for the day because of a late pick-up will be charged \$10 per hour.

The school building closes at 6:00 p.m. It is very important that authorized pick-up persons ALWAYS come on time. Afterschool ends at 5:30 p.m. Pick-up is between 5:30 p.m. and 6 p.m. Late pick-up (after 6 p.m.) will result in a late pick-up fee that is due by the next business day.

Procedure If We Cannot Reach Authorized Pick-up Persons

If we cannot make contact with any authorized pick-up 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 authorized pick-up 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 a.m. to 2:30 p.m.).

Students are late if they arrive after 8:30 a.m., and students will have made an early departure if they leave before 2:30 p.m. For grade school students- after 8:30am, parents may not escort children to their classrooms. Students must stop at the office where lateness will be noted. Lateness will be monitored daily, and missing instructional time may affect student performance.

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 (**CAP**) 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
Pre-Kindergarten 3	\$6,800	\$300	\$150 monthly	\$10 per hour	Separate fee per trip
Pre-Kindergarten 4 (UPK)†	FREE	NONE	\$150 monthly	\$10 per hour	FREE
Non-UPK Pre-Kindergarten 4	\$6,800	\$300	\$150 monthly	\$10 per hour	Separate fee per trip
Kindergarten 5	\$6,800	\$350	\$150 monthly	\$10 per hour	Separate fee per trip
Grades 1 – 5	\$4,100	\$450	\$150 monthly	\$10 per hour	Separate fee per trip
Non-NCCS Students - All Grades	N/A	N/A	\$125 weekly	\$10 per hour	N/A

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

†The Universal Pre-Kindergarten (Pre-K for All) Program is subsidized by NYC’s Department of Education.

NCCS offers two tuition payment methods as follows:

- 1) Pay in Full- With this option, parents are given a 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 another reason 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, and 3) proof of address. The loan application fee of \$25 will be deducted from the proceeds of the loan.

If the loan is approved, 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. Remember, **you must pay tuition for the entire month, no matter how many days your child actually attends school in the month.**

If you pay tuition in full at the beginning of the year using the tuition loan program but withdraw your child before the school year ends, we will refund your loan account in the credit union for the unused portion of tuition.

Afterschool refunds follow the same policy as the tuition refunds listed above. There are no refunds for school trips.

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.

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. 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 call by administration to parents.

Level 3 Offenses

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

Examples of Level 3 Offenses

Repeated level two incidents	Bringing drugs, alcohol, or weapons to school
Fighting	Physical aggression toward an adult
Inappropriate physical contact that is not fighting	Direct and willful disobedience of school rules and policies
Bullying: verbal, physical, or electronic	Threatening bodily harm to others
"Pantsing"	Pulling fire alarm when there is no emergency
Profanity (cursing)	Disrespect toward staff (cursing, name calling)
Stealing	Using crude or abusive language or gestures to anyone
Leaving school grounds without permission	

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.

Student Performance & Evaluation

The assessment of students is done regularly to evaluate the progress of the students. Teachers will rely on the quality of the students' performance on teacher-made test, homework, class participation, projects and reports. There are also end of unit tests as well as standardized tests and state tests for Grades three, four and five. According to the New Covenant Christian School guidelines, students receive report cards quarterly with letter grades as follows:

95% - 100%	A+	Superior
90 - 94	A	Excellent
85 - 89	B+	Very Good
80 - 84	B	Good
75 - 79	C+	Fair
70 - 74	C	Average
60 - 69	D	Below Average
60 and Below		Failure

Letter grades are calculated on this basis:

- 20% - classwork
- 20% - homework
- 20% - class participation
- 40% - school-administered tests (this does not include standardized or state tests)

Non-academic performance falls into 7 categories:

1. Respects others and authority
2. Gets along well with others
3. Obeys rules
4. Works quietly
5. Maintains neat and ordered work environment
6. Wears uniform correctly
7. Takes good care of personal belongings

Teachers evaluate non-academic performance 28 times throughout the year (each of the 7 categories is evaluated in each of the 4 marking periods). The evaluation appears on the report card as one of the following:

S	-	Satisfactory
NI	-	Needs Improvement
U	-	Unsatisfactory

Parent-Teacher Conferences

Parents are required to attend all parent-teachers 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 problems if an appointment is made. 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 a student is promoted to the next grade is made by the teachers and administrators. This decision is based on the student's academic performance, attendance, and history of activities at the school.

Awards Ceremonies

Each year, NCCS hosts an awards ceremony to reward students for good behavior and hard work. Your child’s teacher should tell you which awards your child is on track to earn at each parent-teacher conference. Below is a description of the awards and how they are earned:

Name of Award	Award Criteria
Chancellor’s Award	<ul style="list-style-type: none"> • Student is in a graduating class. • Student has an A or above in 6 or more subjects. • Student satisfies the criteria for the Good Citizenship Award. • Student has perfect attendance (no unexcused tardiness, absences, or early departures in line with Comprehensive Attendance Policy). <p><i>Because this is award is comprehensive and demonstrates all-around success, students who earn this award will not receive any other awards.</i></p>
Superintendent’s Award	<ul style="list-style-type: none"> • Student is in a graduating class. • Student has a B or above in 6 or more subjects. • Student satisfies the criteria for the Good Citizenship Award. <p>Student has perfect attendance (no unexcused tardiness, absences, or early departures in line with Comprehensive Attendance Policy).</p> <p><i>Because this is award is comprehensive and demonstrates all-around success, students who earn this award will not receive any other awards.</i></p>
Principal’s Award	<ul style="list-style-type: none"> • Student is not in a graduating class. • Student has an A or above in 6 or more subjects. • Student satisfies the criteria for the Good Citizenship Award. • Student has perfect attendance (no unexcused tardiness, absences, or early departures in line with Comprehensive Attendance Policy). <p><i>Because this is award is comprehensive and demonstrates all-around success, students who earn this award will not receive any other awards.</i></p>
Honor Roll	Student has earned an A or above in 6 or more subjects.
Scholastic Achievement	Student has earned a B or above in 6 or more subjects.
Subject Awards	<ul style="list-style-type: none"> • Student has earned a B or above in a subject. • Student is not eligible for the Honor Roll or Scholastic Achievement awards.
Perfect Attendance	Student has perfect attendance (no unexcused tardiness, absences, or early departures in line with Comprehensive Attendance Policy).
Good Citizenship	Out of 28 total evaluations of the 7 non-academic performance categories, the student has received a Satisfactory (S) evaluation 25 times or more.
Improvement in Academics	The student moved up 2 letter grades in a subject by the end of the school year.
Improvement in Citizenship	The student moved to Satisfactory (S) evaluations in 5 out of 7 non-academic performance categories by the end of the school year.

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 assignments regularly.
- Keeps assignments in the class homework book for later use by pupils who have excused absences.

The Student:

- Copies his/her homework assignments carefully.
- Makes sure he/she understands the assignments before doing them.
- Budgets his/her time so that he/she can complete assignments 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.
- Check's 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 it 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 make up assignments upon their return. The absent student can make arrangements with teachers for make-up assignments. Alternatively, a student may contact another student in class for notes and assignment instructions for one or two day absences. This buddy system has proven to work quite well.

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 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, craft work posters, charts, scale models, special scrapbook and folders, and similar projects.

The Right Environment for Doing Homework

- 1) We recommend a quiet, solitary place 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 (with the exception of UPK trips), attendance at school trips is not mandatory but is strongly encouraged.

If you decide that your child should not participate in a school trip, you should not bring your child to school on the day of the trip. Instead, make alternative arrangements for the care of your child for that day. If your child does not attend a school trip, that will count as an excused 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. Space on trips is limited, so if you or someone else will serve as a chaperone, let us know as soon as possible.

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, surveys, etc. 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 our SchoolWay website at www.myschoolway.com/NCCS 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

NCCS participates in the National School Lunch Program for all school meals. 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.

At the beginning of every school year, parents will receive a "Letter to Parents Re: School Meals" which fully explains the program. Our Local Wellness Policy can be accessed from the school's website. We welcome parental suggestions and volunteer support in the implementation of our wellness policy. Please contact your local school office to sign up for the Wellness Committee.

Meal Times

Breakfast is served daily between 8:00am – 8:30am, or 8:30 a.m. and 9:00 a.m., depending on the school location. Contact your local school office for more information. Breakfast will not be served after 9:00 a.m.

We kindly ask that you not give your child sugared drinks before school. Sugared drinks include Kool-Aid, colored drinks, Arizona, some Capri-suns, or any 5% or 10% juice drinks. Milk and 100% juice are appropriate.

Lunch is served between 11:00am and 12:30 pm. No child is allowed to leave the school premises to purchase lunch.

Policy on Food Brought by Parents and Caregivers

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.

School Meal Cost

All parents are strongly encouraged to have their children participate in the National School Lunch Program. The Application for Free and Reduced Price School Meals/Milk determines whether your child will receive free or reduced meal benefits. If you are eligible for reduced meal benefits, the meal cost per child for breakfast is \$0.25 and the \$0.25 for lunch. If you are not approved for free or reduced meal benefits, the meal cost per child for breakfast and lunch are indicated in "Letter to Parents Re: School Meals." That rate is subject to change yearly.

Student Meal Account

Every child will have a student meal account where a credit can be applied. Each student's meal account operates as a Debit System. When your child eats breakfast or lunch, the cost per meal will be debited from their account.

Student Meal Account Payments

Payments must be made separately from tuition. Payment *will not* be accepted during meal times. Payments *will not* be accepted daily. Instead, a payment should be made in advance to build credit on your child's meal account. This form of pre-payment can be made at the school office, credit union, or online. Please indicate that the payment is being made as a **credit** to your child's **student meal account**. All payment methods are accepted- cash, credit card, money order, etc. Please be advised that you will be responsible for maintaining a credit on your child's meal account.

Frequently Asked Questions

Can my child bring his/her own lunch?

Yes, however, under USDA regulations and the National School Lunch Program (NSLP), the cafeteria staff cannot store, heat, or serve food that you send for your child if he or she does not participate in the School Lunch Program. Please be aware of this, and send an appropriate packed lunch with your child. However, we will strongly encourage all children to eat, or at least try, the food that has been prepared for them by our school. Furthermore, we will periodically get

feedback directly from the students regarding items on the menu so that it can continuously be tweaked to their satisfaction.

Where can I find menus?

Two weeks in advance, menus are posted in the cafeteria as well as on the school website at <http://ncchristianschool.org/school-meals/>.

What if my child's account shows a meal was eaten when I know that I packed a lunch?

Sometimes hungry, growing kids will eat their home-packed lunch on the bus or on the way to school, and then eat a school lunch meal. Also, if the school is offering a popular menu for lunch, the child may be tempted to have lunch at school instead of eating the packed lunch. The school secretary in conjunction with the cafeteria staff will gladly research any debited meals on your child's meal account.

What happens when the account has a zero/negative balance?

We will not deny meals to any child with a 0 credit balance on their account. Your child will always receive a meal, even when there is no money on their student meal account. The child's meal account will be billed, and you will be informed of any charges at the end of the month. PLEASE ensure you have an accurate email on file with the school office. Negative Balance Notices /Zero Balance Notices will be emailed to the parent or guardian. The parent or guardian should then replenish the student meal account with any money owed immediately, and/or additional pre-pay money by using the above mentioned methods of pre-payment.

What happens if I do not replenish my child's account after receiving a Negative or Zero Balance Notice?

Your child will not be denied meals even if there is no money in his or her meal account. However, if you do not replenish the account by the date specified in the notice, you will owe NCCS at debt. We will enlist the help of a debt collection agency to recover any monies owed to us.

What if my child has money in his or her account at the end of the school year?

All funds remaining on the account carries over to the next year. Should any child leave the school or graduate, the remaining balance will be issued as a refund after receiving a written request from the parent and/or guardian.

Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, **parents are responsible** for communicating any special dietary needs of their child, including food allergies, to the school office.

Substitutions to regular school meals provided by our school lunch program will be made for students who are unable to eat regular meals due to qualifying dietary needs. Any special needs must be certified in writing by the student's physician. The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods/beverages to be omitted from the student's diet), the specific diet prescription

along with the needed substitution must be specifically stated in the physician's statement.

When the school office is notified of a student's special dietary needs through the submission of the Student Personal Data Form, a highlighted notice is put on the student's record with the list of food/beverage restrictions as well as sharing this information with the food service staff via notice posted in the kitchen to ensure compliance.

For example: Students who are lactose intolerant must have a written notice from a physician in order to receive Lactaid milk or bottled water/orange juice in place of milk. USDA guidelines prohibit serving substitute beverages to students **without written medical directives from a medical authority. Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.**

Personal Items

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.

Some other personal items are easily lost, stolen, and/or broken. School personnel will investigate all such cases; however, NCCS is not responsible for replacing or bearing any costs associated with a personal item that is lost, stolen, or broken on school property or during school hours.

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.

Medical Records

It is mandatory that all students have updated medical records on file on or before October 31st. Students without records on file will not be permitted in school after October 31st.

Minor Injuries

We are constantly mindful of the safety of our students; however from time to time, 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. Please also take special notice to ensure that your child's nails are cut short and well-groomed to avoid accidents.

Emergencies and Medical Treatment

Our staff are certified in First Aid/CPR protocol. However, 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 generally 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).

Safety

NCCS takes safety seriously. Visit the For Parents section of our website for a copy of our detailed Safety Plan.

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 schedule is set at the beginning of every school year.

School Day Information

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 is 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. Students should use the bathrooms 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.

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.

Special Information for Parents of Pre-K Students

Settling In Policy

Parents and caregivers are encouraged to stay with their children for as long as necessary or until the child has settled in. No child will be left in a distressed state. Staff will work with parents to ensure the child feels comfortable, safe, and happy.

Separation and Adjustment Period

Before school begins, you should start leaving your child with a babysitter (or someone other than family members). You might also ask a classmate from NCCS over to your house so that your child will have a friend when school begins.

On the first day of school, set the tone for your child's adjustment to a new building, class, friends, and teachers. All children need the understanding and support of their parents/caregivers during this period. You can best help your child in the following ways:

1. It is a natural reaction to have your child cling to you and or cry. Let him/her react to the new situation in his/her own way.
2. Let the teacher take the initiative in directing your child into an activity or a group. Some children need to observe and stand back before joining in.
3. Your child may sense your attitude/anxiety and body language. Many times it is the parent who has a difficult time separating. If you are relaxed, positive, and encouraging, your child will soon be too.
4. When you are ready, say "good-bye" to your child. Don't just leave. We always reassure the children that Mommies and Daddies will always come back to pick them up. Once you leave, please wait in the hall near the office until your child's teacher comes out with a report.

The separation process at NCCS is gradual, gentle, and handled on an individual basis.

Clothes

We would like an entire set of extra clothing a pair of underwear, and a box of wipes clearly labeled in a shoebox (also labeled) for emergencies. Because "play is the work of childhood," please dress your child in washable and comfortable shoes. We encourage children to participate in all activities offered, from finger painting to playing with clay; we try to spend some time outside each day unless it is bitterly cold. No sandals; they cause turned ankles and stubbed toes. Girls will probably be more comfortable wearing pants in the winter. If you have boots for your child, send an extra pair of shoes to be worn indoors. Please label all sweaters, raincoats, winter jackets, etc. as many children have similar clothing. IN GENERAL, ALL CLOTHING SHOULD BE EASY FOR YOUR CHILD TO GET OFF AND ON BY HIMSELF OR HERSELF.

Toilet Training

We will be happy to reinforce any toilet training that you have begun at home. However, please remember that you, as a parent or caregiver, are primarily responsible for leading the toilet training process. Personal hygiene (washing hands, wiping bottoms, and flushing toilets) is part of this training. Our accident policy is as follows: if your child is toilet trained, we will help your child change his/her clothes after an accident, assist in cleaning their legs, but we do not wipe genital areas.



NEW COVENANT CHRISTIAN SCHOOL

Developing the Leaders of Tomorrow in a Christ-Centered Environment

**Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456
Tel. 718 328 6072 x 100/Fax. 718 620 2040**

Parent-Student Handbook Signature Page

I _____ have received the 2016 edition of the New Covenant Christian School Parent-Student Handbook for Pre-Kindergarten to Grade 5. I understand the policies described in the Handbook and agree that these policies will govern the relationship between NCCS and my family.

Parent Signature

Date

PLEASE RETURN THIS PAGE TO YOUR LOCAL SCHOOL OFFICE AFTER IT HAS BEEN SIGNED.