

Revised 2014

NEW COVENANT ACADEMY

Senior Class Handbook

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Purpose

The purpose of this booklet is to provide guidelines for the senior class and their advisors as well as to inform them of general expectations regarding senior activities. The booklet may not be conclusive of the entire role of a senior advisor or parent; however, it does cover many of the major events. It is meant to help to insure a well-organized and effective senior year.

Each senior, their parents, and class advisor are expected to read the handbook in its entirety. Class advisors must review the procedures for meetings, scheduling activities, and fundraising. The various forms used for scheduling activities and requesting permission for fundraisers are also included.

This handbook should be informative to the seniors and their parents regarding their responsibilities from the end of their junior year through the remainder of their high school experience. It will, hopefully, help to make this transition a wonderful experience.

It is the intent of New Covenant Academy to make available enriching educational, social, and travel opportunities for our students that will broaden their total educational experience.

Guidelines for Class Meetings

Senior meetings will be conducted in an orderly manner. The president and officers will follow *Robert's Rules of Order* in conducting the meetings. Topics creating controversy or topics not included on the agenda shall be presented to an appointed committee for study and then included on the agenda for the following meeting.

Prior to the meetings, the president of the class shall present a written agenda to the advisor, Headmaster, and staff with the following information:

- Date of meeting
- Place the meeting will be held
- Purpose of the meeting
- Topics to be presented for discussion

The order of meetings will be as follows:

- Call to order by the president
- Prayer
- Reading of the minutes from the last meeting by the secretary (who will also record new minutes)
- Treasurer's report
- Old Business
- New Business
- Prayer to close the meeting by the president

Yearbook and Senior Picture Deadlines

Senior group photos (by Bruce Dart): Call for an appointment by mid-September. This should be done by the class president in conjunction with the office staff.

Individual senior pictures: Appointments should be made by early October. Individual seniors are responsible for this. Senior pictures are due to the yearbook advisor by mid-December.

Senior reflections and baby pictures: Due to the yearbook advisor by mid-December.

Yearbook senior recognitions: Individual seniors are responsible for asking parents, grandparents, or close friends to place special messages in the yearbook. See the yearbook advisor for the cost (approx. \$20) and other information regarding this.

Class Fundraising

September/October: Planning meeting for seniors, parents, and advisors. (At least one staff person must be present along with the auxiliary fundraising coordinator.)

Topics to be discussed at the meeting:

Decide on fundraisers for the year. Notify NCA Auxiliary if you are not going to do either the 1890's Weekend or selling candy canes at Christmas.

1890's Weekend and other auxiliary-related events (listed in the Auxiliary Handbook).

Submit to the auxiliary completed request forms for additional fundraisers. (Forms can be obtained from the office.)

The class treasurer is to submit a report to the class, the class advisor, and the business manager upon completion of the event.

Guidelines for School-sponsored Activities

There will need to be a majority vote of the class in support of the activity.

The class president and advisor will complete request forms and submit them to the Headmaster or his designee.

Final dates and places of activities will be scheduled upon the Headmaster's approval.

Collection and counting of proceeds from the activity will be the responsibility of the treasurer and advisor who will count them and turn them in to the school business office for deposit into the senior class fund.

Senior Class Donation

It is tradition for the senior class to donate a gift of their choice to the academy. Also, any monies remaining in the class fund beyond June 30th will be donated to the NCA general account for deposit in the NCA Endowment Fund.

Graduation

Plans to be made in:

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|----------------|--|
| January | <ul style="list-style-type: none">*Measure for and order gowns (Girls: gray, Boys maroon).*Secure a recommendation for graduation speaker and submit to the Headmaster. (Senior reflections may be of such a length that a speaker is not necessary). |
| February | <ul style="list-style-type: none">*Order graduation announcements (traditionally from Musser Printing 570-638-3556).*Order special decorations (traditionally from graduation catalogs).*Seniors, advisor, and Headmaster should decide on the theme for graduation night. |
| March/April | <ul style="list-style-type: none">*Complete and return the form to Wellsboro Gazette with senior pictures and biography. |
| May | <ul style="list-style-type: none">*Order plants/flowers to be rented for the auditorium for graduation night (traditionally from Kuhls or Martins). |
| Graduation Day | <ul style="list-style-type: none">*Iron Gowns.*Rehearse graduation once or twice.*Finish auditorium decorations. (Some decorating can be done the day before.)*Set up Individual tables <p>Made up of:</p> <ul style="list-style-type: none">CollageEasel for collageSnacks, peanuts, pretzels and/or mintsAwardsMemory albumPhotographs |

- *Set up chairs and mark reserved seats for parents and grandparents only.
- *Set up chairs and mark for faculty section. This should be directly behind the rows reserved for parents.
- *Set up cakes (group or individual cakes at the discretion of the class).
- *Set up punch bowls (one or two or a fountain can be used).
- *Prepare napkins and cups (purchased individually or from the class fund).
- *Set up stage in three parts:
 - Senior section
 - Keynote speaker podium
 - Administration section

Senior Class Trip/Trip Finances

Senior trip meeting in September

- *All seniors, parents, advisor, and Headmaster must be present.
- *Set the date (traditionally during the week of standardized testing; a three to eight day trip).
- *Check senior class account balance.
- *Obtain a request form from the school office to have funds released at least a week in advance. A school credit card may be used if sufficient funds are available.
- *The class secretary should take notes and provide a copy of the plans to the Headmaster.
- *Decide on chaperones for the trip for approval from the Headmaster. (There must be no fewer than one adult per every five students; there must be at least one male and one female.)
- *Finalize transportation by March 15th. (Only approved private vehicles, school bus, bus, or Airplane will be used. Twelve (12) and 15 passenger vans may not be used.)

Trip Participation

While all students are encouraged to participate in the class trip, it is understood that not all students will be able to do so. Every effort should be made to arrange for a trip that is comfortable and agreeable to all. In the event of a dispute, the Headmaster and class advisor shall mediate.

All students must present an emergency card to the class advisor prior to departure.

This must contain:

Parent/Guardian address and contact numbers.

Medical information (Any special medical concerns must be explained to the class advisor. All medications must be given to the advisor prior to departure and administered only by a chaperone or advisor as directed.) The school must provide a first aid kit for the trip.

Special Reminders for Students on Class Trips

There will be no use of drugs, alcohol, or tobacco products (including e-cigarettes) by anyone on the trip.

There will be no male/female visitation in rooms unless a chaperone is present.

Students will report any incidence of illness or accident to a chaperone.

Students must follow the approved itinerary.

Chaperones must know the whereabouts of all students at all times.

All luggage will be at the school by a specified time prior to departure for inspection by the chaperone.

Carry-on luggage will be checked prior to boarding the vehicle.

Students must demonstrate a Christ-like behavior at all times, submit to the chaperone's authority, and abide by rules and regulations appropriate for the trip activities.

Curfews will be strictly enforced. No one is to leave his/her room after curfew. Outsiders are not permitted in any student's room at any time.

Chaperones should be available for students at all times for questions regarding meals, accommodations, etc.

All students must help to keep the vehicles clean during the trip. When returning to NCA, all personal belongings must be claimed at that time.

Students are expected to dress appropriately and in a manner that reflects a positive school image. Comfortable walking shoes are recommended.

Chaperones are responsible for maintaining a list of students for which they are responsible and for establishing student checkpoints.

These rules are meant to assure you a safe and enjoyable trip. They will be enforced. Make sure you are familiar with them! Failure to comply with these rules and the behavior rules listed in the school handbook will result in immediate parent notification, and the student will be sent home at the parent's expense.

Fall/Spring Semi-formals (These are optional.)

The suggested dates for semi-formals are during the November and April Parent/Teacher conference days. These are scheduled half (1/2) days, and this time is also between sports which makes it a bit more convenient for students. Seniors must check with the school and church offices for availability.

When hosting a formal dinner:

Appoint a planning committee.

Choose a location – school, restaurant or other local establishment.

Choose the type of meal: catered, progressive, etc.

Decide on the entertainment.

Decide on the cost of tickets.

Arrange transportation.

Submit a field trip request form to the Headmaster for approval.

Upon approval, send permission slips home with each senior.

Semi-formal checklist:

Are sufficient funds available?

Chose a theme.

Establish a date and location.

Plan decorations.

Plan the music.

Arrange for a photographer.

Arrange for chaperones – one for every 6-8 students.

Arrange for refreshments.

Appoint a clean-up committee.

Permission/Consent Forms

Field trip request forms must be submitted to the school office in a timely manner for administration approval.

Each student participant must submit a parental consent form, which includes emergency and medical information.

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