



COVENANT CHRISTIAN ACADEMY

**Student and Parent Handbook
2011-2012**

**General/Grammar School
Grades 1-4**

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Who We Are

School Leadership Roster

Headmaster: Keith Castello

Pre-Grammar Head: Myrandi Ballesteros

Grammar School Head: Anne Smith

Logic School Head: Diane Stephenson

Rhetoric School Head: Justice Kerr

Administrative Department Heads:

Admissions: Cindy Taylor

Athletics: Barry Morgan

Business Office: Shelby Costner

College Advising: Tami Peterson

Development: Lisa Campanella

Facilities: Rusty Beam

Library: Julie Popkin

Marketing/Community Care: Brenda Huckins

Nurse: Dana Leatherwood

Registrar: Susan Rhoades

Technology: Bill Kuhn

Foundational Statements

Mission Statement

The mission of Covenant Christian Academy is to provide a Biblically based, classical, college preparatory education that inspires a passion for excellence, a heart of grace, and the character of Christ.

Core Values:

1. Imparting a Distinctively Christian Worldview
2. Employing a Classical, Interdisciplinary Educational Approach
3. Pursuing the Discipline of Critical Thinking, a Lifelong Love of Learning, and an Understanding of God's Unique Calling
4. Applying Rigorous Curricular, Instructional, and Character Standards
5. Fostering a Covenant Community Grounded in Truth and Grace

Core Purpose

The core purpose of CCA is to provide a classical, authentically Christian education for our covenant community.

Vision for the Future

Covenant Christian Academy will be known as one of the premiere private schools in the country while maintaining a classical approach to education and distinctively Christian values.

Classical Education Concise Definition

Classical education is learning built upon the great works of western civilization taught through a process called the trivium. The trivium is made up of grammar, logic, and rhetoric phases. Students first learn the basic facts, then reasoning skills, and finish by artfully presenting their understanding.

Philosophy of Education

Covenant Christian Academy is a Christian, classical, college-preparatory school. As a *Christian* school, our trustees, administration, faculty, staff, and parent and student bodies are devoted to God's only begotten Son, Jesus Christ as our Lord and Savior. Theologically, our faith derives from the Bible, God's infallible Word, especially as it articulates the nature of God, man, and grace – God as sovereign and holy, man as fallen and depraved, and grace as free and unconditional. As a *classical* school, we complement the study of classical languages with an emphasis upon the "classics," time-tested and scholar-approved works of literature, history, mathematics, science, and art which attest to the Providence of God and the Nature of Man throughout history. As a *college-preparatory* school, we endeavor to provide our students with the highest educational standards possible within a pre-college setting, with strong emphasis upon teaching our students to think critically and to write and speak accurately, insightfully, and clearly within every discipline.

Our *philosophy of child development* rests upon two ancient principles of education. First, our school functions *in loco parentis* – in the place of the parent – but this does not mean that we *supplant* parental authority; rather, through a shared but delegated responsibility, we "partner with parents" to *support* them in their divinely ordained mandate to "*train up a child in the way he should go.*"¹ Secondly, our school recognizes that students are created *imago Dei* – in the image of God – and thus we endeavor to train them in spirit, mind, and body. *Spiritual* education derives from our study of God's word and our communal expression of its precepts through compassionate, respectful, and ethical relationships among our constituency and towards the community at large. *Mental* education derives from our diligent study of the vast spectrum of human knowledge as our teachers – life-long learners – model intellectual passion to their

students and endeavor to cultivate this passion in them. Bodily education revolves around our physical education and fine arts programs. These emphasize coordinative discipline, aesthetic well-roundedness, creative strength, teamwork, humility in triumph, and dignity in defeat. Excellence is our watchword, meaning that we seek to “*do all things heartily as unto the Lord.*”² If “*the first and great commandment*”³ is to “*love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind,*”⁴ then our first duty as a Christian school is to fulfill this commandment in every area: in the classroom, in the studio, on the playing field, in our relationships one with another, and above all, in our relationship to God.

Doctrinal Statement

We believe.....

...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

...there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

...in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)

...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

...in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)

...in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)

...in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

School Sponsorship and Affiliation

CCA is accredited by SACS (Southern Association of Colleges and Schools) and ACSI (Association of Christian Schools International), accredited bodies recognized by the Texas Education Agency (TEA) and the National Association of Independent Schools (NAIS).

The School holds membership in the following organizations:

NACAC	National Association of College Admissions Counselors
NHS	National Honor Society (Veritas Chapter)
NJHS	National Junior Honor Society (Emerio Chapter)
TAPPS	Texas Association of Private and Parochial Schools
TACAC	Texas Association of College Admissions Counselors
CSI	Christian Schools International
TPSMEA	Texas Private School Music Educators Association
TANS	Texas Association of Non-public Schools

Governance

School Governance and Management

Covenant Christian Academy is governed by a Board of Trustees. The primary functions of the Board are to act as the guardian of the mission of Covenant Christian Academy, to develop the board policies and the long-range planning of the institution, to hire the Headmaster, and to be responsible for the financial viability and stability of the school.

The Headmaster serves as an ambassador-at-large by pursuing the vision and mission as set forth by the Board of Trustees. He functions as the chief executive officer of CCA.

The day-to-day operation of the school rests with the Headmaster, the administrative staff, and the faculty. The Headmaster will serve as the chief educational officer and will be responsible for the faculty, determining the educational philosophy and developing the faculty in the pursuit of a classical Christian curriculum. Together, the Headmaster, faculty and staff are responsible for developing and implementing the operational policies that produce the school's program.

As appropriate, the Board of Trustees appoints committees comprised of persons who have special talents and /or special interests in CCA. The purpose of these committees is to serve Covenant Christian Academy by providing counsel and resources for the Board of Trustees and administration. They also act as a voice and promote the school in the community. At the Board's discretion, these committees may consist of individual members of the board, administration, faculty, parents, and friends from the community-at-large.

CCA also solicits parental involvement through volunteer organizations such as the Booster Club and the Fine Arts Boosters.

Admissions

Admission Philosophy, Policies, and Procedures

Covenant Christian Academy is open to children of parents wanting a classical, Christian education and who are academically capable of meeting the school's college preparatory standards.

All students must be convinced they want to attend Covenant Christian Academy and agree to honestly and wholeheartedly apply themselves to "study to show (themselves) approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and community. They agree to live by and support the school honor code (see pg. 26).

Covenant Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship or loan programs. Covenant Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Covenant Christian Academy administration and to abide by its policies.

Re-enrollment Policy

Covenant Christian Academy believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to accomplish the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and /or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

The admission process is usually sufficient to ensure that students who are admitted have the ability to do the academic work required at CCA; however, re-enrollment is not automatic. Students must earn their place in the school each year. When a student continues to have academic difficulty, it may become apparent that CCA is unable to serve his or her best interests, and accordingly, he or she may be denied re-enrollment.

The decision not to offer re-enrollment to a student is made by the administration after discussion with the student's teachers. Written comments, grades, progress reports, and conferences should supply early warning to both the student and parents when persistent problems arise.

Withdrawals

Withdrawals are processed through Heads of Schools. The student's financial account must be settled through the business office and an exit interview completed before any official records or transcripts will be released.

Health and Safety Issues

Medications

It is crucial that parents inform the nurse, school staff, and teachers of any health issues concerning students, i.e. asthma, diabetes, heart problems, allergies, etc. An updated medication authorization form must be on file each year in order for the school personnel to dispense any medication allowed by the parents. Students cannot carry over the counter medication at school. The students at CCA range from Pre-Kindergarten to seniors, and share some of the same areas. For this reason, we believe the best way to protect the safety of all children is to prevent any medications from being carried throughout campus. This includes over-the-counter pain relievers, cough drops, and vitamins. If a student must carry a rescue medicine with them, proper procedures must be followed. The student needing rescue medications such as an inhaler, Epi-pen, or diabetic medications, must notify the school nurse to fill out an individual health plan. Herbal medications, over-the-counter diet pills, vitamins, dietary supplements, and minerals will not be given at school.

Distribution and Consumption of Medication

Concerning the use of medications in the school, an authorized person will dispense all prescriptions and over-the-counter medication. CCA will provide students in all grades with Tylenol, Ibuprofen, antacid, or cough drops provided the authorization form has been filled out and signed by parents for each new school year. If your child needs medication, it must be brought to the nurse's office by the parent/guardian. A "Medication Permission Form" must be completed and filed with the nurse's office and the appropriate school office. Authorization forms are available in the nurse's office and in each school office. The parent/guardian may come to school and give their child medication. Appropriate visitor sign-in procedures should be followed. The school personnel will only follow the manufacturer's recommendation on dosing. If your child needs more than the recommended dosage of medication, the parent/guardian will have to give the medication to the student or a physician's order must be obtained. The school reserves the right to refuse to give any medication if they choose. Before any medication can be dispensed, the following criteria must be met: Medicine must be in the original container, and must be accompanied by a written request from the parent or legal guardian which includes:

- student's name
- name of medication
- date(s) to be given
- time(s) to be given or how often
- dosage, which must include a physician's written direction if different than the recommended dosage
- signature of the parent or guardian

If your child is to receive medication at school, it is the child's responsibility to report to the office to take his/her medication. All medication must be turned in to the office and not carried in the student's possession or stored in his/her locker. Parent/guardians, not students, must inform the school nurse of any medication changes or if they have any change to their individual health care plans. New medication or different doses will not be given unless the parent/guardian completes a new medication form. The information on the prescription bottle label must match the new permission form.

Note: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

Students may carry asthma inhalers at school if an "Asthma Action Plan" form is completed and on file in the nurse's office.

If your child requires an Epi-Pen, please contact the school nurse as soon as possible to develop an individual healthcare plan.

All medication must be picked up by the parents prior to the last day of school or the medications will be destroyed.

Personnel Giving Medical Care

Personnel giving medical care at school will be the school nurse or someone designated by the school nurse. All volunteers working in the school nurse's office will be responsible for confidentiality laws regarding medical information on students and staff. Designated personnel will be trained in the use of Epi-Pens and the care of students with severe allergies, diabetes, and seizures and the need arises. Designated staff members are trained in CPR and the use of the AED.

Medical Records

Every student is required to have his/her medical record on file and up to date by the beginning of school each year. Texas state law requires that immunizations be up to date. Students with incomplete records will not be allowed to attend classes. In addition, a medical emergency form will be completed each year in order that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary. Again, if these records are not on file by the beginning of the first day of school each year, your child will be excluded from classes until these are received. An updated medication authorization form must be on file each year in order for school personnel to dispense any medication allowed by the parents. It is the responsibility of the parent or guardian to let the school know of any medical problems concerning your child. This would include asthma, diabetes, allergies, seizures, medications to help with classroom behavior, etc.

State Required Screenings

The school will offer visual, hearing, and scoliosis screenings of students each year as required by law. Seventh and ninth grade will be screened at the same time they are participating in the athletic screening. Screenings may be obtained through doctor's offices and/or certified screeners. Clear documentation must be submitted to the nurse's office. If documentation is promised but does not come to the nurse's office, the nurse will screen these students to comply with Texas Law. A small fee will be assessed for this service.

Safety Issues

Fire drills are held regularly during the school year. Instructions and directions for leaving each room and the building will be given at the beginning of each school year. Directions will also be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

Tornado and lock down drills are also held during the school year following guidelines suggested by the Colleyville Fire Department. Should there be a tornado warning, students are safer at school than trying to get home. Therefore, students will be required to remain at school where they will follow the safety guidelines they have practiced.

Copies of CCA's Crisis Action Plan Regarding Military or Terrorist Activity are available in any school office.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

HIV/AIDS Policy

After much prayer and study of the potential problem of the Covenant Christian Academy employee or student with HIV/AIDS, review of the policies from public schools, ACSI, and other Christian schools, we have come to the following conclusions:

- HIV/AIDS is an infectious disease with low communicability in its initial stages, but potentially life threatening consequences to others if transmission should occur.
- There is no way to control the possibility of physical contact young students have with each other during the course of the day on the playground or on the school campus. Said contact may result in exposure to blood or other bodily fluids from an HIV/AIDS positive person.
- We simply do not have the personnel or expertise to handle the chronically ill HIV/AIDS student or employee on our campus or the funds to provide home schooling as an alternative.
- We cannot provide a safe environment to prevent the spread of infection from the students to an immune-compromised HIV/AIDS student or employee.
- We see a serious conflict of interest between the HIV/AIDS employee's or student's right of confidentiality and the right of our parents to choose a safe environment for the schooling of their child. We would be remiss in our duties not to notify every adult coming in contact with an HIV/AIDS student or employee during the school day and not to notify each parent of a class where there is an HIV/AIDS student or teacher.

For these reasons, we adopt the policy that we shall not admit a known HIV/AIDS positive student to our school or employ a known HIV/AIDS individual at CCA. An employee or student who becomes HIV/AIDS positive while employed or while attending CCA will be dismissed.

General and Miscellaneous Information

Campus Hours

The school office is open from 7:30am to 4:00pm. The following are school hours:

Pre-Kindergarten – 4 th Grade	8:00am – 3:00pm	
5 th – 12 th Grade	8:10am – 3:10pm	Monday, Wednesday, Friday
	8:10am – 3:45pm	Tuesday, Thursday
After School Care	3:00pm – 6:00pm	

Campus Map

A drop-off and pick-up map can be found at the end of this document.

Campus Visitors

All visitors and parents are required to check in with the office before visiting a classroom. A visitor's tag will be issued. No visiting will be allowed in the classroom during academic classes. As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Consequently, we ask that you do not go directly to your child's classroom, but follow the described procedure for classroom visits. This applies to before 8:00am visits to the classroom as well. There may be occasions when you want to observe your child's classroom in action. Permission to observe must be sought at least two days in advance, and the visit will be limited to one at a time. Please be assured that we wish to encourage parent involvement but not to the detriment of academic progress and continuity.

No outside visitors during the first two weeks of school with the exception of family and alumni.

Cell Phones and Electronic Device Policy

Cell phones may not be used without special permission during regular school hours. Grammar School students must leave cell phones (turned off) in their backpacks for use after school. In the event that a student is using their cell phone during school, the phone will be taken to the office. There will be a cost of \$25 to retrieve the phone. In the event that a phone is taken to the office three times, only the parents will be able to pick up the phone. The use of laptop computers and electronic dictionaries must be approved by the Grammar School Head. Students have access to the phone in the school office when there is a need for emergency communication.

Change of Address

Parents are responsible for immediately notifying the school of any change of address or telephone number, whether at home or business. In case of emergency, it is imperative that this information be kept updated.

Communication

Communication between the school and parents is an important part of education. CCA sends out a weekly information newsletter called the *Tuesday Note*. Sent home via email each Tuesday, it contains pertinent information concerning upcoming events and general announcements. In addition, the *Grammar School News* is sent by e-mail weekly or bi-weekly with specific Grammar School news and events.

Conference Scheduling

There are times that conferences with a teacher, coach, or administrator become necessary. If you need to schedule a meeting, please contact the appropriate person and schedule a time to meet or have a phone conference.

Grammar School sets aside two days at the end of the first quarter for Parent/Teacher conferences.

Note: *Please do not call faculty or administrators when they are away from campus. You may request meetings with administration or faculty through the school office. Teachers and coaches are instructed not to respond until they are at school and have all the available records.*

Communications during a Crisis

In the event of an emergency, school officials will communicate with parents via e-mail through Ren Web. If the school does not have electricity, a staff member will send the e-mail from their home computer. It is also an option for the school to contact parents at the cell phone numbers listed on student's Emergency Contact forms.

Communicating with the Media

If the news media arrives on campus uninvited, the Headmaster should be notified immediately. Representatives from the media are not permitted to enter classrooms or come onto school property without permissions. In order to dispense accurate and responsible information, CCA has a designated Media Response Team. The Headmaster leads this team. Please refer any media directly to him/her. Do not answer any questions from the media without first speaking to someone from the Media Response Team. A polite statement informing them of the Headmaster's availability is all that is needed.

Conflict Resolution Policy

In spite of the best efforts of both parents and the school, it is inevitable that conflicts will arise. When they do, it is important that they be handled in a Biblical manner and in a way that leads to effective resolution. The pattern of Matthew 18:15-17 is the CCA conflict resolution policy.

1. The first step is between the teacher/coach and the student.
2. If the matter cannot be settled between the teacher/coach and the student, then the next step is for the parents to go to the teacher/coach.
3. If, after diligent effort, the matter remains unresolved, then the parent/student and teacher/coach must meet with the applicable department head.
4. If further action is needed, then the parties should escalate through the Head of School, Academic Dean, and finally the Headmaster.

Parental Concern Tracking Form:

- Faculty/Staff should respond to all parent's e-mail/phone calls within 24 hours.
- Parental Concern Tracking Form must be completed at the same time and forwarded to the appropriate School Head. Reports are kept confidential in a notebook by the School Head.
- If the issue is not resolved, it is to be escalated, to the appropriate administrative staff member.

For everyone's best interest, CCA will strictly adhere to this Biblical policy of conflict resolution. The Heads of School, Deans, and the Headmaster will not meet with parents on a particular issue unless the parents have first met with the teacher/coach. The Headmaster will not get involved until the other steps have been followed.

Delivery and Pickup of Students

Procedures for student drop-off and pickup:

Campus maps showing traffic patterns for drop off and pickup will be sent via e-mail in August before the first day of school. Please keep in mind that teachers will not be able to engage in conversation or relay information during drop off and boarding times. 10mph speed limit is in effect

Students must be picked up after school if not participating in after school activities. Pre-Grammar and Grammar School students, grades Pk-4th, remaining on campus after 20 minutes will be placed in after school care and charged an after school care fee.

Lost and Found Items

All articles left on campus will be placed in the lost and found. Students and parents may check for lost articles in the lost and found area located on each campus. Articles not picked up after one month may be discarded, given to a charitable organization, or set aside for the school

uniform resale. Items such as books, backpacks, lunches, jackets, sweatshirts that are left outside of the lockers will be placed in a storage closet near the office and may be retrieved for a fine of a dollar. Pre-Grammar and Grammar School students will have a lost and found in their building. Please mark all of your student's articles with name and grade and encourage your student to check for lost items as soon as these are missed.

Lunch Program

The Cougar Booster Club provides the opportunity to order daily hot lunches on a monthly basis. They also provide an opportunity for the 7th and 8th grade students to purchase breakfast items after their athletic period in the morning.

Opportunities for Parent Involvement

Parent involvement is critical to CCA's overall effectiveness. Parents can get involved in the following areas:

Fundraising

CCA holds fundraising events in which parent involvement is needed. Parental involvement is essential to the success of these events.

Volunteering

Many opportunities to volunteer are available for parents at CCA. Volunteer opportunities include assisting teachers as needed in the classroom and library, serving hot lunch, helping with special events such as Muffins for Mom, Donuts with Dad, Veteran's Day Observance, Teacher Appreciation, Field Day, Logic/Rhetoric School events, athletics, fine arts, etc.

Messages

Parents may call the school office to request that a message be given to a student. Calls made after 2:30pm cannot be guaranteed to reach the student before school is dismissed for the day.

Permission to Leave School

In order to fulfill our responsibility to care for our students, those who must leave school during the school day must sign out in the school office.

Grammar School students (1st-4th) Parents should send a note in the morning to the classroom teacher explaining what time the student needs to be sent to the office for pick-up. If plans are made after the start of school in the morning, call the school office and give this information. Parents should meet their student in the office at the designated time and sign the student out. Be prepared to present ID. Please explain ahead of time if someone else will be picking up your child as they will need to follow these procedures.

Early Logic School students (5th – 6th): Students will give their parent note to the teacher first thing in the morning. Parents must come into the Logic/Rhetoric School office and sign their students out at which time the office will contact the student’s class that their parent is here to pick them up. Parents should drive to the 5th-6th grade building and pick up their student at the glass doors.

Logic/Rhetoric School students (7th-12th): Students must present their request to the office where an “Early Dismissal” slip will be issued. The student will then present the slip to the teacher from whose class they will leaving. Parents should meet their student in the office at the designated time and sign the student out.

School Closure Information

In the event that school will be closed because of hazardous traveling conditions, the announcement will be made on WBAP 820 AM, KLTY 94.9 FM, and NBC Channel 5 or the channel’s website www.nbc5i.com . If school is open when weather is questionable, the school will inform the stations of that fact, and if there is a delayed opening, we will generally begin at 10:00am. Every effort will be made to make this decision early enough to avoid confusion.

Who to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main office and ask to be directed to the appropriate person.

Question:	Call:
Attendance issues	School office/attendance number
Homework concerns	Student’s teacher
Calendar question	School office
Graduation requirements	Director of College Advising
Financial questions	Business office
Athletic issues	Athletic Director/Assistant Athletic Director
Uniform issues	School office/School Heads
Academic issues	Academic Dean
SOTA Fine Arts Lessons	Fine Arts Director/School office
After School Care	Cougar Club Coordinator/School office

Grammar School Handbook

Academics

Grading Scale

Letter Grade	Numerical Average
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	60

Report Cards and Progress Reports

Regular Grade Reports: Parents receive regularly scheduled Grade Reports as follows:

1. Quarterly Grade Reports four times a year
2. Special Grade Reports: Parents receive special Grade Reports as follows:
 - a. Mid-quarter grade reports on all students with a grade of B- or below
 - b. Mid-quarter grade reports for students on Academic Warning

Incompletes

An incomplete (I) may be recorded on a report card when a student has been absent, excused or unexcused, several days within a given grading period, or when for other reasons that student may not have completed all assignments. Depending on the circumstances, an extension of one to three weeks into the new grading period may be given to make up the incomplete. If it is not made up within the specified time, the student will receive a zero for the assignment(s) not completed, and the zero(s) will be averaged in with his/her other grades for the course.

Attendance

Regular attendance is a critical component for success in school. When students are absent from school, it is important that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. In the event of an absence, a note must accompany the child on the first day back in the classroom. This note, signed by the parent or guardian, should state the reason for the absence and list any necessary restrictions the child must observe. In grades Pre K-6th a note should be given to the classroom teacher. Extended absences of five or more days will require a doctor's note. Absences in the following categories will be handled as indicated:

Excused Absences

When a student is absent due to illness, the parent or guardian is asked to telephone the school office on the day of the absence between 8:00-9:00 a.m. Out of consideration for others, as well as the health of your child, please keep your child at home if illness is suspected. After running a fever, children must be fever-free 24 hours before returning to school.

Excessive Absences

More than five absences during the semester may affect the student's grades. The school also reserves the right to require withdrawal of any student who has excessive absences.

Planned Absences

Planned Absences require the following:

1. Completion/submission of a student CCA Vacation/Trip Request form at least two weeks prior to the planned absence. In the event of late notification special allowances can be made.
2. Completion of all required work including tests, essays, projects, quizzes, etc., must be arranged with the teacher(s) before the planned absence and also includes athletic and fine arts events. The teacher, at his or her own discretion, may require the work to be submitted before the planned absence or allow for completion upon the student's return.

Tardiness

Being prompt and prepared is a sign of responsibility and respect. In the Pre-Grammar and Grammar Schools, this responsibility is under the control of the parents, not the students. It is important as we teach biblical discipleship for students to learn respect for authority and responsibility toward fellow students. Therefore, CCA will consider tardiness graciously until a pattern develops that indicates a lack of respect. In that case, the Head of School will treat the tardiness more seriously.

Pre-Grammar and Grammar School students arriving late to school must be accompanied into the office by a parent or guardian. Logic/Rhetoric (7th-12th) school students must be accompanied

by parental notification. 5th and 6th grade students should go directly to class and provide written notification to the classroom teacher. The office will issue an admission slip to be signed by the teacher and returned to the office. Late arrivals will be considered tardy until noon. Any child arriving after noon will be considered absent for the day.

Make-up or Missed Work

All missed work must be made up at a time designated by the teacher. It is the parent's responsibility to communicate with teachers regarding make-up work for their Grammar School student. Logic/Rhetoric (5th-12th) students must make arrangements with the applicable teacher(s). *All missed work* must be made up within two times the number of days the student was absent or a zero for that assignment may be recorded.

Parental Request for Make-up Work

Make-up work should not be requested until the student is absent for two (2) consecutive days. The parent should call the office to request make-up work by 9:00 a.m. Assignments may be picked up **in the office** after 3:15 p.m., if it is not sent by e-mail.

Classical Christian Introduction to Fine Arts

The Fine Arts program at CCA is comprehensive, with diverse offerings in both the visual and performing arts. Arts classes at CCA emphasize that process is as important as product. Because we are a Christian school, we recognize that God is the creator of all things. And, because we are God's creatures, made in His image, He made us to be creative beings. In fact, we delight in creating. By developing skills in music, art, and spoken word, we are able to give expression to our faith and relationship with God on a much deeper level. In addition, the development of the artistic talents with which God has gifted us, can be used to glorify Him and to bring others to know Him.

Participation in Fine Arts

All students beginning in Pre-K will participate in the arts as a part of a well-rounded education. Students at the Grammar and Logic level who participate in performance classes will all be given opportunities to perform and to work on their performance skills. At the Rhetoric School level, students will audition for spots in Chorale, for solos, and for parts in the Theater productions. Casting a show or selecting soloists is never easy, especially with the depth of talent at CCA. Many different criteria are used in making these decisions including the quality of each audition, demonstrated dedication, previous experience, and availability. It is our desire that every performance we give will bring honor and glory to the Lord in gratitude to Him for the gifts and talents he has given us.

Competing for limited spots in live performances prepares students for the competitive marketplace and allows them to assess their God-given strengths and weaknesses. Ultimately, we know that God uses these opportunities to further reveal His good and perfect plan for each of our students. Therefore, at the high school level, the best eligible players/singers/actors will be cast or given solos regardless of class rank. Determinations about the students' talent and the best fit for them in a concert or production are left

entirely up to the director. Through this process, students can work on their auditioning skills, have the opportunity to explore their gifts, and gain real world experience that will ultimately benefit them and will continue to build the excellence of the performing arts at CCA.

Student Conduct

Grammar School Student Discipline

Our philosophy of discipline is redemptive in nature. Discipline is discipleship. At Covenant our goal is to train and nurture children in the precepts of the Word of God so that they become more Christ-like in attitude and action. We want to provide an atmosphere that is both preventive and corrective with the goal of encouraging students to develop self-control. Classroom discipline is therefore a foundational aspect of our instructional program.

The teacher is charged with the responsibility for maintaining discipline in his/her classroom in such a way that creates a positive environment in which students can learn and interact with one another. Teachers establish an effective discipline plan by first clearly setting forth appropriate standards for conduct based on biblical principles, and then consistently and fairly holding students accountable to these standards.

Discipline is taught and enforced through example, communication, positive reinforcement for obedience, and an established hierarchy of consequences for misbehavior. Teachers are encouraged to keep discipline actions in line with the offense. Our end goal is to help students develop self-discipline. In the event that a student continues to exercise poor judgment and/or is uncooperative with the teacher's classroom management system, he/she may be referred to the Head of School for further action.

Parents are responsible to God for the discipline of their children, and CCA endeavors to work with the parents when discipline is needed. We believe that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's mission. By enrolling one's child at CCA, the parent consents to the teacher's and/or the Head of School judgment and discretion. The school reserves the right to deny re-enrollment to any student if the school concludes that such a positive working relationship is not possible. Disciplinary offenses will be viewed in the following way:

*Please see the Pre-Grammar Addendum regarding Discipline and Guidance practices for Pre-K3-Pre-First.

Level 3

(the least serious offenses)

1. Talking in class without permission
2. Minor disruptive behavior
3. Inappropriate verbal or physical teasing of another student
4. Deliberate inattention in class
5. Failing to follow directions or classroom procedures
6. Being unprepared for class

7. Not completing homework/assignments on time
8. Chewing gum
9. Eating candy or food in class at inappropriate times or in inappropriate places on campus
10. Running in buildings or at inappropriate times
11. Littering on campus
12. Minor vandalism
13. Violation of Uniform Code

Level 2

1. Actions or attitudes which are spiritually detrimental to the school. (Depending on the nature of this offense, it may be handled as a Level 1 offense.)
2. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, or slander (Depending on the nature of this offense, it may be handled as a Level 1 offense.)
3. Failing to show respect to students, faculty, staff, or other adults who may be on campus
4. The use of inappropriate language
5. Habitual violation of Level 3 offenses

Level 1

(the most serious offenses)

1. Cheating (or premeditated intent to cheat) or copying another's work
2. Deliberate deception or lying
3. Deliberate rudeness or disrespect of students, faculty, staff, or other adults who may be on campus
4. The use of profane, abusive, or inappropriate language or gestures
5. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including fighting and threats to other students or faculty, verbal or written
6. Stealing
7. Vandalism/destruction of property
8. Habitual non-conformity to school rules

Level 3 offenses are handled by the teacher. Each grade level has worked to establish fair and effective discipline policies. These policies are covered in detail during the Grammar School Parent Night. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels appropriate

Level 2 offenses will result in a phone call or note to the parent to allow the parents the opportunity to work together with the teacher to reach an appropriate solution to the problem. Level 2 offenses may also result in a referral to the Grammar School office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

Level 1 offenses will result in an automatic referral to the School Head and a mandatory parent conference with the teacher and administrator. At this level discipline may include a parent-administered spanking, an in-school or out-of-school suspension, or expulsion. In addition, a student may be placed on Disciplinary Probation.

Suspensions: During an in-school suspension, the student will do schoolwork at a monitored desk during the normal school hours. During an out-of-school suspension, the student will be given assignments to do at home and may not come to school. A suspension in Grammar School means that the student will receive a zero as a daily grade in each subject but may take quizzes and tests given on the day(s) of suspension. Any student suspended for the second time in a school year is automatically placed on Disciplinary Probation for the rest of the year.

Disciplinary Probation: If a student is placed on Disciplinary Probation, the student's parents and Head of the Grammar School or Pre-Grammar School will be required to conference regarding the student's conduct. A mutually agreed upon plan of action will be drawn up to define the expected conduct and to provide compelling motivation and assistance for the student to change his/her behavior. The length and conditions of the probationary period will be specified in writing for the parents.

Disciplinary actions are not carried from one year to the next unless a student has been suspended twice in the school year and is therefore on Disciplinary Probation. If the student ends the year on Disciplinary Probation, a contract addendum may be added to the re-enrollment contract specifying the conditions under which the student may maintain enrollment.

Expulsion: The school may ask for the withdrawal of any student whose conduct is detrimental to the reputation of the Lord Jesus Christ or His school. When the Head of School determines that a student should be separated from CCA, he/she will present that recommendation and the supporting evidence to the Headmaster in confidence. The Headmaster will consider this and any other evidence bearing on the issue. He/she will consider the school's written policies and biblical standards. Final decisions on expulsion rests with the Headmaster.

Anti-Bullying Policy

Purpose

Covenant Christian Academy is committed to providing a safe, nurturing environment in which students are able to learn and succeed without the threat of harm from others.

Definitions

Bullying – systematic, repeated, or recurrent behavior committed by a student or a group of students against another student which is characterized by an imbalance of power, intent to harm, and/or threats of further aggression.

Bullying can take several forms.

- Physical – causing harm to a person’s body or personal property
- Verbal – speaking to a person, or about a person, in an unkind or hurtful way
- Relational – behaviors that exclude, isolate, or damage reputations
- Sexual – sexual comments or unwanted physical contact
- Racial – ridicule or isolation of a person based on ethnicity
- Cyber bullying – the use of technology to intimidate, threaten, or cause emotional harm to a person

Bullying does not include harmless teasing between friends or normal conflicts such as one-on-one disagreements between students.

Reporting

Students, parents, staff members, or other bystanders are encouraged to report any incidences of suspected bullying behavior to a staff member or the appropriate school office either verbally or in writing. These reports will be passed on to the School Heads who will properly document information and conduct a thorough investigation.

CCA students have the unique ability to make a tremendous difference in the lives of their peers. Incidences typically occur in areas that are more difficult to supervise, therefore reporting by students, or other bystanders, is critical in maintaining a safe environment.

Students are often reluctant to speak to an adult as they do not want to be seen as a “tattle-tale” or they may fear retaliation. Students will be taught in their homeroom or Bible classes several “safe” ways to report incidences such as emailing a teacher, writing a note, speaking to an adult before or after school, or speaking to his/her parents. Parents who hear of these incidences should immediately contact the appropriate School Head.

Response

All such reports which are brought to the attention of the appropriate School Head will be taken seriously and investigated. If deemed necessary, parents of students will be contacted and conferences scheduled. The results of the investigation will be documented and kept on file for at least the remainder of the school year. More serious cases may stay in the student’s file permanently and the local police may be contacted.

Consequences

Sanctions will be assigned according to each individual school’s disciplinary plan as outlined in the Parent/Student Handbook. Cases which qualify for possible expulsion will be brought to the attention of the Headmaster.

The goal of any intervention will be repentance, restitution, resolution, and reconciliation. CCA believes in the redemptive work of Christ and will make every effort to heal and restore the relationships of all persons involved with each other and with God.

Prevention and Education

Thorough and ongoing training for faculty, staff, students, and parents is critical for a successful, preventative approach to bullying. Staff Development Days, Parent Meetings, Chapels, and Bible classes will be some of the avenues used to provide this training. Establishing and maintaining a safe, nurturing environment for all of our students must include the participation of the entire CCA community in order to be successful.

Uniforms/ Grooming

ALL STUDENTS

1. All uniform items including shoes must be purchased from Parker Uniforms.
2. A brown or black, plain leather belt must be worn with pants or shorts that have belt loops.
3. No visible logos, insignias or emblems other than CCA's should be on clothing.
4. Only uniform sweaters and **official, embroidered** white, navy, gray and royal blue CCA sweatshirts or fleece jackets may be worn over uniform shirts and blouses or approved turtlenecks. Sweatshirts may not be worn on chapel day. Sweatshirts with hoods may not be worn with school uniforms.
5. Students shall remain in uniform while on the CCA campus. Only students participating in a scheduled CCA practice/game may change into the appropriate practice/game attire.
6. Only plain, solid white, short-sleeve undershirts may be worn under oxford shirts. White, gray or navy short-sleeve undershirts may be worn under polo shirts. Long-sleeve undershirts may not be worn under short-sleeve uniform shirts or blouses.
7. Hats may **not** be worn except outdoors on cold days.

GRAMMAR SCHOOL

Girls

In addition to the required and optional uniform items that are purchased from Parker, girls will wear the following:

- White or navy tights, knee-hi or bobby socks (above the ankle with no lace or designs)
- A royal blue, field trip polo should be worn with khaki shorts, skorts, or slacks for field trips.
- Hair may not be streaked or dyed unnatural colors; feathers or ribbon streamers are not permitted. It is best to check with the teacher before purchasing any hair extensions.
- Hemlines should be consistently maintained no more than 4" above the knee (when kneeling).
- Girls must wear navy "modesty shorts" (available from Parker) or other navy or black shorts (not longer than the skirt or jumper) under their jumpers or skirts. Chapel jumpers or skirts may not be removed during the day.
- Make-up, including body glitter, is not permitted. Nails must be short and neatly trimmed. Colored polish is not permitted.
- Girls may wear one necklace, one bracelet (including rubber-type) and one set of earrings.

Boys

In addition to the required and optional uniform items that are purchased from Parker, boys will wear the following

- White, black, navy or khaki colored crew socks (must cover the ankle bone)
- A royal blue field trip polo should be worn with khaki shorts or slacks for field trips.
- Hair should be neat, clean, and cut above the eyebrows in the front, above mid-ear on the sides, and above the collar in the back. Afro-style haircuts should not extend from the head more than two inches. Hair dyeing or tipping is not permitted.
- Boys may wear one simple neck chain, one bracelet (including rubber-type), one ring and one watch. .

Cold Weather Uniform Guidelines (all students)

- Outer jackets may be the navy CCA logo jackets (available only through the school) or any winter coat without slogans or lettering. Outer jackets may not be worn inside.
- Only official CCA white, navy, gray and royal blue sweatshirts and school sweaters may be worn over uniform shirts and blouses. Sweatshirts with hoods may not be worn with school uniforms.
- On Chapel Day, sweatshirts are not permitted.
- Long-sleeved polo shirts are available from Parker.
- Solid navy or white long-sleeved turtlenecks (no cowl necks) may be worn only under an official CCA sweatshirt or jumper. Turtlenecks may not be worn alone at any time or under short-sleeve shirts.
- Long johns, leggings, aerobic tights or warm-ups are not allowed.

Spirit-Wear Dress Guidelines (all students)

- Authorized CCA spirit t-shirt or sweatshirt
- Solid colored denim jeans. Jeans may not have holes or be cut-off, fringed.
- Khaki, navy, denim, or black shorts, no athletic shorts....Shorts must be long enough to reach the tips of the student's fingers when his/her arms and hands are hanging straight down by his/her side.
- Girls may wear denim skirts that are the same length as uniform skirts.
- Athletic shoes, Sperry's, Tom's or Ugg's with socks may be worn.... no sandals or Crocs.
Note: If your child has PE on a Spirit-Wear Day shoes worn must be appropriate for play in the gymnasium.
- Students not wishing to participate or ineligible to participate must wear a regular uniform.
- Students not complying with these directives will be sent to the office to call home.

CCA Grammar School Student & Parent Handbook

I have read the Grammar School Student & Parent Handbook and will follow the policies and procedures that it states to the best of my ability.

Student(s) Name(s):

Parent Name:

Parent Signature

Date

Rev 8/31/11

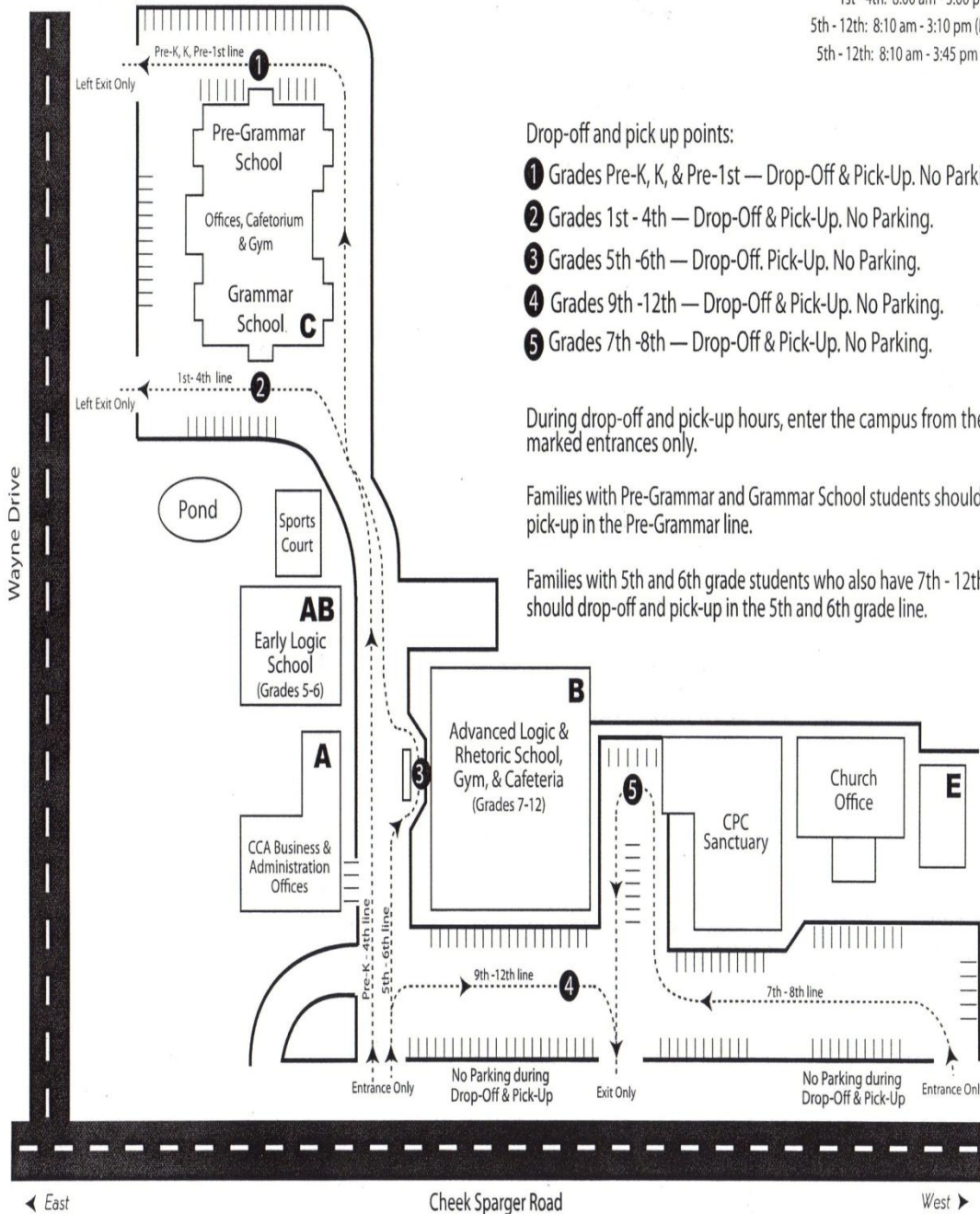
Covenant Christian Academy 2010 - 2011 Drop-Off & Pick-Up Map

10 mph speed limit is in effect on campus at all times.
Please observe all traffic & school zone laws.

All Visitors on Campus
Must Have a Pass from the School Office

Drop-Off & Pick-Up Schedule

Pre-K, K, & Pre-1st: 8:00 am - 3:00 pm
1st - 4th: 8:00 am - 3:00 pm
5th - 12th: 8:10 am - 3:10 pm (M-W-F)
5th - 12th: 8:10 am - 3:45 pm (T-Th)



Drop-off and pick up points:

- 1 Grades Pre-K, K, & Pre-1st — Drop-Off & Pick-Up. No Parking.
- 2 Grades 1st - 4th — Drop-Off & Pick-Up. No Parking.
- 3 Grades 5th -6th — Drop-Off. Pick-Up. No Parking.
- 4 Grades 9th -12th — Drop-Off & Pick-Up. No Parking.
- 5 Grades 7th -8th — Drop-Off & Pick-Up. No Parking.

During drop-off and pick-up hours, enter the campus from the marked entrances only.

Families with Pre-Grammar and Grammar School students should drop-off and pick-up in the Pre-Grammar line.

Families with 5th and 6th grade students who also have 7th - 12th grade students should drop-off and pick-up in the 5th and 6th grade line.

revised 8-05-10

