

**2009–2010
Parent/Student Handbook**

Covenant Christian Academy

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Introduction Section

School Leadership Roster

Chancellor: Bill Anderson

Headmaster: Keith Castello

Pre-Grammar Head: Myrandi Ballesteros

Grammar School Head: Anne Smith

Logic School Head: Diane Stephenson

Dean of Faculty/Academics: Dr. Kevin Culberson

Rhetoric School Head: Justice Kerr

Administrative Department Heads:

Admissions: Cindy Taylor

Athletics: Barry Morgan

Business Office: Shelby Costner

College Guidance: Tami Peterson

Communications: Melanie Brunk

Development: Lisa Campanella

Facilities: Ray DeBord

Library: Julie Popkin

Nurse: Laurie Liles

Technology: Bill Kuhn

Identification Section

Mission Statement

The mission statement 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.

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.

¹ Proverbs 22:6

² Colossians 3:23

³ Matthew 22:38

⁴ Luke 10:27

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), accrediting bodies recognized by the Texas Education Agency and the National Association of Independent Schools.

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

Other Identifying Information Pertinent to the School

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 Friends of the Arts.

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 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.

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.

Admissions

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 first, Admissions, and the business office. The student's financial account must be settled and an exit interview completed before any official records or transcripts will be released.

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Academic Probation and Dismissal

Academic Warning and Ineligibility

All grades 7th-12th: At the four and one-half week point of any quarter, teachers will report to the Academic Dean and appropriate Head of School any student with an average of D or F in a given course. Students with a D or F will be placed on *Academic Warning* and his/her grades will be monitored thereafter on a weekly basis. The Academic Dean and Head of School will also contact that student and his/her parents to clearly communicate the eligibility policy. At any time during the period of Academic Warning, the Academic Dean or Head of School may at his/her discretion require the student to attend mandatory Study Halls.

At the end of the quarter, every 7th-12th grade student with three D's or one F will be ineligible for any inter-scholastic competition or performance for a minimum of three weeks. During this time he/she may be required to do additional and remedial study in the courses of concern.

At the end of this three-week period, the ineligible student's grades will be reevaluated. If he/she has no F and less than three Ds, he/she may regain eligibility. Thereafter, this student's grades will be reviewed at one-week intervals for the rest of the quarter. If his/her grades drop again, the Academic Dean will again declare the student *Ineligible*. Please note that once a student is declared ineligible, re-eligibility may be declared *only once* during a given quarter.

After 4 ½ weeks	After 9 weeks	During weeks 10-12	Subsequent Weeks
Academic Warning (student is eligible)	Ineligible with three D's or one F	Remains Ineligible	Eligibility is determined by the Dean of Students, Academic Dean, School Head; eligibility may be reinstated only once in a given quarter.
All effected students will be monitored weekly beginning at either the 4 ½ or 9-week point; students being monitored at the end of nine weeks will be monitored throughout the entirety of the subsequent quarter.			

Ineligible students may participate in practices but may not participate in any athletic or fine arts events (A fine art event may be excepted if the Headmaster determines it is required for the curriculum.)

Within a school year, a student who is twice ineligible loses eligibility for the remainder of the school year. A conference with the Headmaster will be scheduled to determine the student's future enrollment with CCA.

Fall Semester Eligibility: If a student has unsatisfactory grades (3 D's or 1 F) from the fourth quarter of a previous school year, that student may or may not be enrolled at CCA at the discretion of the Headmaster. If the student is enrolled, he/she will be enrolled on either Academic Warning or Ineligible depending on the remedial work completed during the summer.

Grading Scale

Letter Grade	Numerical Average	Grade Point Average*
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0

* The GPA scale does not apply to Grammar School.

Quarter Grades: 2/5 of semester average (except History/English which counts 3/7 of semester average)

Final Exams 9th–12th: 1/5 of semester average (except History/English which counts 1/7 of semester average)

Final Exams 7th–8th: As a college-preparatory school, CCA initiates final examinations with Logic school students to initiate them to this college practice. However, final examinations in grades 7-8, while comprehensive, count only as one regular test grade for the 2nd or 4th quarter.

Honor Rolls

CCA has three honor rolls which are announced at the end of each quarter to recognize superior academic achievement and exemplary effort on the part of our students:

- **Summa Cum Laude:** 3.8 GPA or above for the quarter
- **Cum Laude:** 3.5–3.79 GPA for the quarter
- **Headmaster's Performance List (HPL):** The HPL is composed of those students who have demonstrated exemplary effort as seen in their attitude, classroom demeanor, neatness, promptness and quality of homework, enthusiasm for the subject, lack of absenteeism and tardiness, and, in general, commitment to excellence.

Awards

Barnabas Service Award: 400 community service hours over the course of Rhetoric School career, 100 each year.

Timothy Service Award: 100 community service hours over the course of one year.

DaVinci AP Scholar Award: Given to seniors for taking five AP courses over their Junior and Senior year.

Graduation Requirements

Graduation Requirements

30 total graduation credits required including the following:

- English4 credits
- History.....4 credits
- Mathematics.....4 credits
- Science4 credits
- Foreign Language3 credits
- Bible.....4 credits
- Government/Economics.....1 credit
- Fine Arts.....3 credits*
- Physical Education.....3 credits*

*Students must have a combination of 6 credits in Fine Arts and athletics with a minimum of 2 credits in each. Example 4 and 2 or 3 and 3.

Report Cards and Progress Reports

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

1. Quarterly Grade Reports four times a year. Second and fourth quarter reports include semester grades.
2. Special Grade Reports: Parents receive special Grade Reports as follows:
 - a. Mid-quarter grade reports on all students with a grade of C- or below, and on all new students (first mid-quarter only).
 - b. Mid-quarter grade reports for students on Academic Warning.
 - c. Weekly grade reports for students who are ineligible.
 - d. E-mailed grade reports on all students who receive a C- or below on a major test, essay or project. Parents must register with an e-mail address to receive these reports.

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.

Transcripts

Official transcripts are available free of charge upon request from the College Guidance Office. Please allow 48 hours for transcript preparation. Covenant provides transcripts for high school credit courses only.

Attendance

Regular attendance is a critical component for success in school. When students are absent from school, it is critical 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 1st-6th a note should be given to the classroom teacher. Upper School students (grades 7-12) should give the note to the office at which time the student will be given an admission slip to be allowed to return to class. Students will not be admitted to class without the admit slip from the office. Extended absences of five or more days will require a doctor's note. Absences in the following categories will be handled as indicated:

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 Grammar School, 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 or Dean of Students will treat the tardiness more seriously.

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 and he/she will be ineligible for elective events that occur later that day. Elective events include any athletic competition or fine arts performance.

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 schedule a time to make-up work for their Grammar School student. Logic/Rhetoric (7th-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.

Student Activities

CCA's integrated classical curriculum mandates that all activities are curricular. All that is made available to our students is chosen on the basis of its educational value. We encourage each student to avail themselves of various opportunities. We also encourage parents to guide the student in making these choices so that they are able to cultivate their God-given gifts while avoiding over-commitment and potential burnout. Our ultimate standard is that God would be glorified by all that we do.

Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in community activities are outlined below:

Service

Community service and outreach is an integral component in the life of believers. While we do not require community service for graduation, it is strongly encouraged and the school provides and organizes opportunities for our students to serve.

Leadership

Student Council represents students in grades 7th through 12th. Its purpose is to develop leadership, school spirit, and service, both at school and in the community. Student Council directs Homecoming, school activities, and CCA social events. It also contributes to our Christ-centered goals: worship, school communication, student and alumni relations, and faculty and parent appreciation.

National Honor Society and the National Junior Honor Society are organizations on campus that promote academic excellence and community responsibility. NHS and NJHS are responsible for a variety of service projects on campus as well as hosting the alumni brunch at homecoming. Involvement in these organizations is based on academic performance, character, service, and is by invitation.

Chorale

At CCA, students begin music class in Pre-K and continue through the 6th grade. Students in grades 7th-12th interested in music may choose to continue in the music program through graduation.

Art

Students begin their art education in 1st grade, and can continue in the art program through the 12th grade. The students will develop their skills by using and learning a variety of art techniques and genres.

Drama

Junior High students may take Drama in 7th and 8th grades. High School students interested in drama may continue in Theater or Video Production through 12th grade.

Yearbook

Grades 9th-12th have the opportunity to put together the schools yearbook. They will learn how to layout pages and take many pictures that captures the everyday life of the school community.

Classical Christian Introduction to Athletics

Physical Education is an integral part of our overall school curriculum. Christianity is an embodied faith. Understanding our physical potentials and limitations is critical to a biblical worldview. In addition, competitive athletics offers opportunities for character training and teamwork essential to Christian living. CCA provides a wide range of athletic offerings in addition to physical education classes. More thorough explanations can be found in the Athletic Handbook.

Participation:

A student's ability to participate in competitive Athletics/Fine Arts is important to a well-rounded education. Also critical is the challenge in competing for limited spots on the school's various squads and live performance opportunities. This competition for a spot prepares students for the competitive marketplace and allows them to assess their God-given strengths and weaknesses. We use athletic/fine arts participation to instruct students about diligence, integrity, and gracious relations. Ultimately, we know that God uses these opportunities to further reveal His good and perfect plan for each of our students. To accomplish both participation and strict competition, we use a developmentally tied participation plan. Our Logic School athletic program is built upon creating participation. Seventh and Eighth grade players will get significant playing time. In sports that have quarters, this would translate to at least one quarter of playing time for each participant. We endeavor to form as many squads as are necessary to allow for this level of participation. As students get older, their positions on the various teams and their playing time become more competitive. With freshmen squads we endeavor to get every player game time at every game, but we also begin to shift the amount of playing time to the starters. With junior varsity squads we expect to get all players some playing time. This may not occur every game, but they should get some good minutes throughout the season. Once we move to the varsity level, the standards of participation are very simple. The best eligible players play. Determinations about player talent and playing time are left entirely with the head varsity coach. By progressing in this fashion, all students have the opportunity to explore their own potentials and our varsity teams are enabled to build toward excellence. We believe this entire process is tied to the spiritual development of our students. For this reason, we seek out coaches who, in addition to being experts in their various sports, are exemplary Christian role models and innate disciplers.

Athletics as a Christian Witness

Parent/Coach Relations: Parents can demonstrate a Christian witness through their attitudes toward the coaches and their decisions, especially those decisions that directly involve their own child. Even if they are coaches or teachers themselves, parents should not interfere with other coaches doing their jobs. Parents should abide by coaches' decisions about their children's position on the team, their playing time, and their team discipline. The overall success of our programs requires that CCA's coaches retain their authority even if they make a questionable decision. This process also allows students to learn appropriate submission to authority, a vital understanding for followers of Christ.

CCA coaches, players, parents, and fans relations with referees, opposing coaches, players, and fans: Inappropriate attitudes, remarks, or gestures are incompatible with our Christian witness and philosophy of athletics. Therefore, CCA family members must conduct themselves verbally and behaviorally in a manner that demonstrates Christian love. Offending coaches face suspension or dismissal. Offending players face suspension or expulsion. Offending community members face immediate removal from the venue and the loss of future attendance privileges.

Eligibility and Tryouts

In order for students to participate in athletic, academic, or fine arts competition they must maintain academic eligibility. Some elective pursuits also require tryouts and cuts.

Eligibility

Upper school students who finish a quarter with one F or three Ds are ineligible for competition or performance. This loss of eligibility lasts a minimum of three weeks. The full policy is related earlier in the Academic Probation section.

Tryouts

As the level of competition increases, from Logic School athletics to varsity, the need for tryouts increases. These tryouts might occur in preparation for athletic, academic, or fine arts groups. CCA commits to handle tryouts as efficiently, compassionately, and fairly as possible. Of course, tryouts can be very emotional for both potential players and their parents. We understand and appreciate this reality. Appropriate Christian interaction is necessary at every instance. The administration will not only expect this kind of interaction but also enforce accountability when it is not maintained. Please remember that the head coaches and/or instructors have final authority in the evaluating talent and/or competitive potential.

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to conduct in and out of school.

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:

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 Lower 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 Lower 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 Head of Lower School 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 (usually in the Lower School office) 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 Lower School means that the student will receive a zero as a daily grade in each subject but may make up 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 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.

Logic/Rhetoric School Honor Code (5th-12th Grade)

CCA is a community committed to a love of God and one another. Our Honor Code is a covenant among the members of our community that calls for sound judgment, self-discipline, self confidence, leadership, peer accountability, and strong moral character in a Christian academic environment. Achievement of these goals depends on establishing and maintaining standards that honor God and other members of our community. To establish such standards for CCA students, the school requires students to adhere to an Honor Code designed to serve as a guide for spiritual and moral accountability among the student body. The Honor Code Reads:

“I will not lie, cheat, steal, or tolerate those who do.”

In preparing students of character, CCA affirms that a leader of character knows what is right, and possesses the moral courage to act on that knowledge. The principles of truthfulness, fairness, and respect for others, and a personal commitment to maintaining values are at the heart of the Honor Code. All Upper School students are required to affirm the Honor Code.

In addition, required or implied for all written work done by CCA students, the specific academic pledge of the Honor Code reads:

“On my honor as a student, I have neither given nor received aid on this assignment.”

Logic/Rhetoric Conduct Code (7th-12th)

Class D Offenses

The least serious infractions, Class D infractions are generally handled first by the classroom teacher and should be resolved at that level; in some cases, a Class D infraction may require the involvement of the Dean of Students or School Heads. Class D offenses will be monitored through a demerit system. When a class D infraction occurs the student will be given a demerit and the parents will receive an email citing the incident. Tardy infractions will not be emailed until a student accumulates four in a quarter, at which time a detention will be issued.

Physical Appearance

1. Dress Code violation
2. Personal appearance

Disruptive Behavior

1. Disruptive talking in class
2. Littering on campus
3. Tardiness

Class C Offenses

1. Class absences not excused within two days
2. Actions or attitudes which are spiritually detrimental to the school
3. Inappropriate public display of affection
4. Being disrespectful to students, faculty, staff or other adults who may be on campus
5. Excessive violation of any Class D offense, e.g., tardies, uniform violations, gum, etc.

Class B Offenses

1. Dishonesty
2. Cheating
3. Rudeness or profanity to an adult
4. Verbal and/or physical abuse of others, including threats to other students, verbal or written
5. Stealing
6. Vandalism/destruction of property
7. Leaving school or skipping school without permission (missing a class or classes, including supervised study hall)
8. Habitual non-conformity to school rules

Class BB Offense

1. Premeditated cheating and plagiarism is considered a Class BB offense. Everyone who submits written work in the school must be the author of his/her own work. When a student uses facts or ideas originated with others, he must make clear what is his and what is not his. Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and, more seriously, the Lord.
2. Inappropriate sexual touching, language, or gestures toward another person

NOTE: In the case of cheating or plagiarism, an additional academic punishment of a zero grade could be given for the cheating incident at the discretion of the Head of School.

Class A Offenses

1. Any violation which transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, threats or actions of violence, blatant immorality, or other serious violations of the law. This would also include any action by a student and/or his/her parents or guardian that seriously interferes with the school's ability to accomplish its education and/or spiritual purposes.
2. Immorality is a Class A offense. In the event a student either becomes pregnant or is responsible for a pregnancy, the case will be handled as a Class A offense. Also, if the school finds out that a student has had an abortion or is responsible for another's abortion, the case will be handled as a Class A offense.
3. Any sexually oriented, non-academic item brought on campus for personal or public use may be considered as a Class A offense.
4. Exposing others to pornography and physical or emotional abuse may be considered as a Class A offense.

Logic/Rhetoric Code Violations (7th-12th):

General Information

Final disciplinary decisions rest with the Headmaster. Each time a student commits a C, B, BB, or A infraction, CCA will notify the parents explaining the infraction, the punishment, and possible future consequences in the event of another Class C, B, BB, or A offense. Obviously, such an offense is a very serious one and can jeopardize the student being allowed to remain in the school community. Suspensions and other disciplinary actions are not carried from one year to the next, so that each student begins each year with a clean slate. The exception to this would be the offering of a contract to a student and placing him/her under Disciplinary Probation. This would simply mean that the situation was such that should the student be involved in any serious violation of school rules the following year (Class C, B, A), it would then result in automatic dismissal. This probationary status would be discussed with the parents before the issuing of contracts for the following year. Dismissals: CCA may require the withdrawal of any student whose conduct is detrimental to the school's reputation and good name, or more important, to the reputation of the Lord Jesus Christ, or whose parent is uncooperative with our disciplinary policies and procedures.

Upper School Honor/Conduct Code Violation:

Consequences

Class C, B, BB, and A consequences: Offenses which are of the more serious kind (Class C, B, BB, A) will be determined by the Head of School, Dean of Students and Headmaster. Honor Code violations will be determined by the Head of School, Academic Dean, Dean of Students, and Head Master.

Class D consequences: Teachers have responsibility, liberty, discretion, and authority to solve class and student discipline problems at the classroom level. Students who receive four demerits for class D offenses will serve a thirty minute detention at the designated time and location, and will serve additional detentions for each subsequent demerit. Detention will take precedent over after school practices and other activities. Demerits will not carry forward from quarter to quarter.

Class D Infractions and Consequences

No. of Infractions/Demerits Per semester	Result
1-3	Teacher's discretion; Notification of parents
4-6	Notification of parents; automatic detention which precludes all other activities
7-10	Notification of parents; becomes a Class C infraction

Class C, B, BB, A Consequences

No. Of Times	Class C	Class B	Class BB	Class A
1	One-day in-house suspension	One to 3-day suspension, loss of privileges	3-day suspension, loss of privileges, possible expulsion	Probable expulsion
2	One to 3-day suspension, loss of privileges	3-day suspension, loss of privileges, possible expulsion	Probable expulsion	Expulsion
3	3-day suspension, loss of privileges, possible expulsion	Probable expulsion	Expulsion	Expulsion

Merits

In addition to demerits we have developed a merit system to reward our students for going beyond what is expected. When a student has been given a merit it will be recorded in RENWEB, the parents will be emailed, and the student will be given a spirit wear day on the next Merit Wear Friday.

Student Privileges

As our students advance in their education the school begins to grant a variety of privileges. These privileges are kept and increased on a yearly basis as long as the student is in both good academic and behavioral standing. Students whose academic progress and conduct is not in good standing may have their privileges suspended for a time. Excessive behavior issues and lack of academic performance can result in the loss of privileges indefinitely.

Senior Privileges:

Off-Campus, Final exam exemption, Senior Skip Day, on campus Parking, Designated senior lounge, Designated cell phone area, Spirit Wear Days

Junior Privileges:

Parking, Off-Campus Lunch second semester two days a week, Spirit Wear Days

Sophomore Privileges:

Spirit Wear Days

Freshmen Privileges:

Spirit Wear Days

Student Dress and Grooming

ALL STUDENTS

1. All uniform items must be purchased from Parker Uniforms, except for the polo shirts. The polo shirts can be purchased from the Cougar Gear Store and must have the CCA logo embroidered.
2. A brown or black 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 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, athletic socks, knee socks, or anklet socks (above the ankle with no lace or designs)
- Any color athletic shoes may be worn; laces must be tied and should be a solid color with no attachments. In addition, navy, black or brown leather dress shoes may be worn. Shoes must not have lights, designs, wheels, etc. Shoes must have closed toes and flat heels. Students may not wear platform shoes, high tops, or boots.
- A red field trip shirt should be worn with navy shorts or slacks for field trips.
- Hair may not be streaked or dyed unnatural colors.
- 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 or navy athletic socks.
- Any color athletic shoes may be worn (no high-tops) and may not have lights, designs, or wheels, etc. Laces must be tied and should be a solid color with no attachments. In addition, navy, black or brown leather dress shoes may be worn.
- **A red field trip shirt should be worn with navy 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. No tattoos or body piercings (including ears) are allowed.

Logic/Rhetoric SCHOOL (5th-12th)

Girls

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

- Natural color hose, white or navy tights or knee socks should be worn with skirts. White or navy crew and low-cut sneaker socks may be worn with shorts.
- Solid color navy, black or brown leather/canvas shoes should be worn every day. Shoes must have closed toes and heels, which should be no higher than three and a half inches. Students may not wear athletic or platform shoes, high tops. Boots may not be worn with skirts. Ugs are not allowed.
- 5th and 6th grade may wear athletic shoes.
- Jewelry should be modest and tasteful, an enhancing part of the outfit. Girls may wear two pair of ear studs. No body piercing is allowed.
- Hemlines should be consistently maintained no more than 3" above the knee (when kneeling).
- Hair may not be streaked or dyed unnatural colors.
- 5th/6th make-up, including body glitter, is not permitted. Non-tinted lip gloss and colored nail polish is allowed

Boys

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

- White, khaki or navy crew and low-cut sneaker socks.
- Solid color navy, black or brown leather/canvas shoes should be worn every day. Students may wear dress/causal boots, that does not include combat or hunting boots. Athletic shoes are for P.E. only.
- 5th and 6th grade may wear athletic shoes.
- 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. Hair should not be streaked or dyed unnatural colors. Afro style haircuts should extend from the scalp no more than one inch.
- Boys should be clean-shaven.
- Boys may wear one necklace (under the shirt), one bracelet (including rubber-type), one ring and one watch. They may not have any body piercings (including earrings) on campus or at any school-related event.

Cold Weather Uniform Guidelines (all students)

1. 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.
2. 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.
3. On Chapel Day, sweatshirts are not permitted.
4. Long-sleeved polo shirts are available from Parker.
5. 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.
6. Long johns, aerobic tights or warm-ups are not allowed.

Spirit-Wear Dress Guidelines (all students)

Students may wear an authorized CCA spirit t-shirt and solid colored denim jeans or nice denim jean shorts. Jeans may not have holes or be cut-off, fringed. 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. Shoes and socks for Spirit Day will be the same as regular uniform days, Logic/Rhetoric School (5th-12th) students may wear athletic shoes or other approved footwear. No sandals are permitted. Logic/Rhetoric School (5th-12th) girls may wear closed-toed flats without socks. Students not wishing to participate or ineligible to participate must wear a regular uniform option. Students not complying with these directives will be sent to the office and required to call home. They will lose the privilege of wearing spirit clothing and will need a regular uniform brought to them before they will be allowed in class.

Special Dress Guidelines (Logic/Rhetoric School)

Occasionally students have the opportunity to dress up for special events. Dress should be modest. No midriffs, tank top type blouses, spaghetti straps. Skirts must be the same length as uniform skirts.

Student Relationships

CCA does not encourage students to be involved in romantic relationships. We want to foster an atmosphere of respect and love between all of our students.

- Biblical standards should be practiced both on and off campus.
- Public display of affection is not allowed. Out of respect for both the parents of the students, and the students themselves, it is not appropriate for students to be engaged in physical contact that could be interpreted as romantic in nature.

Miscellaneous Lifestyle Information

No sexual experimentation is allowed. The Bible is clear in regards to standards of sex and sexuality. We live in a culture that is exceedingly obsessed with sex and one's sexual preference. CCA, in order to uphold biblical standards, holds a strict line concerning lifestyle issues. We want to maintain a healthy environment that students can delight in God's plan for marriage and sex. CCA does not condone any behavior that is contrary to biblical standards in matters of lifestyle, and will dismiss any student who does not comply.

Opportunities for Parent Involvement

Parent involvement is critical to Covenant Christian Academy's overall effectiveness. Parents can get involved by contacting the following:

Fund-Raising

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, Upper School events, athletics, fine arts, etc.

Classroom Activities

Parents can aid teachers by providing an "extra pair of hands." This includes filing students' papers, preparing Tuesday folders, lunch supervision, playground monitoring. Volunteers can assist teachers in setting up field trips.

Office Help

Assistance during lunch time is appreciated by our Grammar and Logic/Rhetoric School office staff.

Other

Parent volunteers oversee our room parents and SOS fundraising activities.

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 are 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 the campus. This includes over-the-counter pain relievers, cough drops, and vitamins. If a student must carry a rescue medication 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 medication, over-the-counter diet pills, vitamins, dietary supplement, and minerals will not be given at school.

Distribution and Consumption of Medication

Concerning the use of medications in 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 parent 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 Permissions Form" must be completed and filed with the nurse's office. Authorization forms are available in the nurse's office, at the Upper School and Grammar School offices, and Westminster. 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 recommendations 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 include:

- 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 medications 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 as 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 during orientation 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 lockdown 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 is 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 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 our students to the 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 7:30 a.m. to 4:00 p.m. The following are school hours:

Pre-Kindergarten	8:15 a.m.-2:45 p.m.
Kindergarten & Pre-1st	8:00 a.m.-2:45 p.m.
1st-6th Grade	8:00 a.m.-3:00 p.m.
7th-12th Grade	8:10 a.m.-3:10 p.m. Monday, Wednesday, Friday 8:10 a.m.-3:45 p.m. Tuesday, Thursday

Campus Map

Can be found at the end of this document

Campus Visitors

All visitors to the school grounds must check-in at the school office to receive a visitor's pass. 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 friends 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 8:00 A.M. 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 hour at a time. Please be assured that we wish to encourage parental involvement but not to the detriment of academic progress and continuity.

Cell Phones and Electronic Devices

Cell phones may not be used without special permission during regular class hours. Texting is permitted between classes, but not cell phone calls. In the event that a student is using their cell phone during a class period or it rings, it 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 is left to each teacher's discretion. Students have access to the phone in the Grammar and Upper School offices when there is a need for emergency communication. There is a phone in the cafeteria that is for student use. Calling or texting your child at school should be reserved for emergencies or matters of extreme importance.

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 and Conference Scheduling

Communication between the school and parents is an important part of education. CCA sends out a weekly information sheet called the *Tuesday Note*. Sent home via email each Tuesday, it contains pertinent information concerning upcoming events and general announcements. . Another vital link in the communication chain is regular PTF, Parent/Teacher Fellowships. PTF is intentionally designed to be informational - to let you know what's going on in the school. While the topic of each meeting will vary, these meetings are designed to do the following:

- acquaint parents with the philosophy and mission of CCA,
- inform parents of the state of the school and plans for the future, and
- provide an opportunity for parents to become better acquainted with one another as well as with the faculty and staff.

CCA issues quarterly grade reports for grades 1st through 12th. Early in the school year, meetings are set aside as an opportunity for parents to visit their children's classrooms and teachers. In addition to parent meetings, individual conferences between parents and teachers are a regular part of life at CCA. Since attending parent meetings and conferences is such an important part of their involvement, parents are encouraged to mark their calendar early for scheduled parent meetings and to read the *Tuesday Note* for reminders. Parents also have the ability to check their student's progress through Parents Web.

*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.

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 permission. 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 her/him. Do not answer any questions from the media without first speaking to someone from the Media Response Team. A polite statement informing them of Mr. Castello'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 parents/student and teacher/coach must 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 & Pick-Up

Information will be distributed in our family information packets 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.

Family Name signs

All CCA families will be issued a sign with their name to display in their cars during pick-up. All cars should display their family name sign on the dashboard of the passenger's side of the vehicle.

Logic/Rhetoric School Students (7th-12th)

Students must be picked up after school if not participating in after school activities within thirty minutes after the end of school.

Student Drivers and Parking

Student drivers must complete a "Student Driving Form" if they drive a car to school. Students will be assigned parking based on their seniority. ***Additional parking for students is located at Tara Village.*** Students will need to park in the middle of the parking lot leaving the three nearest slots to the building open. The shuttle will leave Tara at 8:00 to bus kids to the school.

Student drivers may not leave campus without written permission by a parent. The exception is seniors who enjoy off-campus privileges. All students should sign out when leaving the campus. 10 mph speed limit is in effect on campus at all times. Students may lose the privilege to drive on campus if careless or reckless driving is observed.

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 two weeks may be discarded, given to a charitable organization, or set aside for the school uniform resale.

Logic/Rhetoric School Students (7th-12th):

Items such as books, backpacks, lunches, jackets, sweat shirts that are left outside of the lockers will be placed in a storage closet near the office (*the dungeon*) and may be retrieved for a fine of a dollar. 5th/6th grade 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.

Messages

Parents may call the school office to request that a message be given to a student. Calls made after 2:30 p.m. 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: In order for the student to leave, there must be a written request presented to the teacher by 8:30 A.M. The parent or guardian who picks up the child must pick up an “Early Dismissal” slip from the office and present it to the classroom teacher in order to release the student. Authorization for alternate transportation form must be completed to allow someone other than the parents/guardians to pick up a child.

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 be leaving. Parents should meet their student in the office at the designated time.

Logic School Students (5th-6th): 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 radio the students class that their parent is here to pick them up. Parents should drive to the 5th/6th grade building, park in front, and bring the slip to the teacher.

School Closure Information

In the event that school will be closed because of hazardous traveling conditions, the announcement will be made over WBAP 820 AM, KLTU 94.9 FM, and NBC Channel 5 or their website www.nbc5i.com. If school is to 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 10:00 a.m. Every effort will be made to make this decision early enough to avoid confusion.

Who to Call

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

Question:

Attendance issues
Homework concern
Calendar question
Graduation requirements
Financial questions
Athletic issues
Uniform questions
Academic Issues

Call:

School office/Attendance #
Student’s teacher via the school office
School office
College Guidance Counselor
Business Office
Athletic Director
School office/School Heads
Academic Dean

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